



**Farmington Community Library
Board of Trustees Meeting
Thursday, October 10, 2024
6:00 p.m.**

Contact Trustees

<http://www.farmlib.org/contact-the-library-board/>

Farmington Community Library

FARMLIB.ORG

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
October 10, 2024

- **Call to Order**
- **Approval of Agenda**
- **Audit Presentation** Plante Moran
- **Minutes**
 - Approval of August Minutes
- **Road Millage Presentation**
- **Treasurers Report**
 - Approval of August operating bills 2024
 - Financial Reports
- **Friends of the Library**
- **Director's Report**
- **Unfinished Business**
- **Sub-Committee Updates**
 - **Finance Committee**
 - **Personnel Committee**
- **New Business**
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. - September 12, 2024**

Board Members Present: McClellan, Muthukuda, Brown, White, Snodgrass, Murphy, Doby,
one vacant seat

Board Members Absent: None

Staff Members Present: Siegrist, Baker, Showich-Gallup, Peterson

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:00 by President Ernie McClellan.

APPROVAL OF AGENDA

MOTION by Doby to approve the Agenda for the September 12, 2024, Board meeting was supported by Brown.

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Snodgrass to approve the Minutes of the Regular Board Meeting held August 8, 2024, was supported by Muthukuda, adding "2024" to description of operating bills (amendment by Brown).

Vote: Aye: All in favor

Opposed: None

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying August 2024 operating bills totaling \$437,902.64 was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown to receive and file the August 2024 financial reports was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT (S. Charlesbois)

- A candidate for the Friends Board will be interviewed week of September 16. Anyone interested in Friends Board positions may contact Friends through the FCL website. Friends board members are involved in fundraising and coordinating of volunteers.
- Library Friends Week is October 20-26.
- The Fall Book Sale will be held October 18-20. To volunteer, use Friends contact on website.
- Author Viola Shipman will visit FCL on October 21. Attendees, either in-person OR online, must register.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- Library Extravaganza to be held on September 15.
- FCL Town Hall (held August 21) was recorded. It can be viewed on Millage Facts page of the FCL website.
- 24/7 Hold Pickup Lockers are anticipated to be ready for use by mid September.
- September is Library Card Month and FCL will once again hold a card design contest.
- Training for Overdose Rescue (use of Narcan) will be available on September 26.
- October meeting of the FCL Board of Trustees will be held at Farmington branch (October 10).

Presentation on The Library Network (TLN) - J. Baker

UNFINISHED BUSINESS

New meeting room policy

MOTION by Doby to approve the new meeting room policy was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

SUBCOMMITTEE UPDATES

Finance (K. Brown)

- Transfer of \$4,000,000 to MiClass was completed on August 20. August interest from MiClass is \$27,692.45. MiClass interest earned in calendar year 2024 is \$110,562.95.

Personnel (D. Muthukuda)

- Evaluation of the Director has been completed. Overall average score on evaluations completed by trustees was over 4 (out of 5). Personnel Committee and Director will meet to discuss details of evaluation and future goals.

Master Plan

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. - August 8, 2024**

- No report

NEW BUSINESS

2025 holiday closures

MOTION by Doby to approve the 2025 holiday closure schedule was supported by Muthukuda.

Vote: Aye: All in favor

Opposed: None

Motion passed.

New meeting room policy

See Unfinished Business. Item was listed twice.

CORRESPONDENCE

None

PUBLIC COMMENT

M. Leedom - thank you for assistance with notifications. Comments about women's restrooms as well as chairs and headphones in computer area.

TRUSTEE COMMENT

E. McClellan - millage campaign is moving along. Meetings have been held or arranged with Farmington Area Republicans and Farmington Farmington Hills Democrats.

D. Muthukuda - educational presentations such as one given on TLN are helpful. E. McClellan - information needs of trustees will be one subject of upcoming retreat.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at (roughly) 7:50. The next meeting of the Library Board is scheduled for Thursday, October 10, at 6:00 pm at Downtown Farmington branch.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees



Plante & Moran, PLLC
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3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.352.2500
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plantemoran.com

October 7, 2024

To: Kelley Siegrist, Library Director
Farmington Community Library (FCL) Board of Directors

Re: September 2024 Monthly Financial Statements

Enclosed are the following Monthly Financial Statements for your review:

1. Check Register
2. Balance Sheet – General Fund
3. Revenue & Expenditure Report – General Fund
4. Balance Sheet – Endowment Fund
5. Revenue & Expenditure Report – Endowment Fund
6. Balance Sheet – Capital Reserve Fund
7. Revenue & Expenditure Report – Capital Reserve Fund
8. Investment Report

Thank you.

Disclaimer: These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
09/03/2024	10014--T-Mobile		1,076.96 09/30/2024
09/06/2024	10009--Consumers Energy		141.91 09/30/2024
09/09/2024	10584--Spectrum Enterprise		125.06 09/30/2024
09/10/2024	10595--USPS		3,921.39 09/30/2024
09/11/2024	10126--Michigan Employers Retirement		1,488.91 09/30/2024
09/11/2024	10126--Michigan Employers Retirement		1,298.21 09/30/2024
09/11/2024	10126--Michigan Employers Retirement		1,983.10 09/30/2024
09/11/2024	10126--Michigan Employers Retirement		4,714.93 09/30/2024
09/11/2024	10126--Michigan Employers Retirement		6,426.54 09/30/2024
09/11/2024	10589--Paylocity		27,327.61 09/30/2024
09/12/2024	10014--T-Mobile		1,133.48 09/30/2024
09/12/2024	10009--Consumers Energy		1,097.93 09/30/2024
09/13/2024	10330--Comerica Commerical Card Services		6,342.71 09/30/2024
09/16/2024	10019--Clear Rate Communications		374.50 09/30/2024
09/16/2024	10147--EHIM		118.35 09/30/2024
09/16/2024	10147--EHIM		1,192.22 09/30/2024
09/18/2024	10015--Toshiba America Business Solutions		2,348.44 09/30/2024
09/19/2024	10005--DTE Energy		17,709.71 09/30/2024
09/19/2024	10005--DTE Energy		5,398.35 09/30/2024
09/20/2024	10589--Paylocity		1,430.64 09/30/2024
09/20/2024	10144--Mutual Of Omaha		1,833.39 09/30/2024
09/23/2024	10083--Pitney Bowes Global Financial Services Inc		1,000.00 09/30/2024
09/25/2024	10126--Michigan Employers Retirement		1,517.60 09/30/2024
09/25/2024	10126--Michigan Employers Retirement		1,298.21 09/30/2024
09/25/2024	10126--Michigan Employers Retirement		1,889.02 09/30/2024
09/25/2024	10126--Michigan Employers Retirement		4,722.16 09/30/2024
09/25/2024	10126--Michigan Employers Retirement		6,565.96 09/30/2024
09/25/2024	10126--Michigan Employers Retirement		23,322.38 09/30/2024
09/25/2024	10589--Paylocity		27,834.32 09/30/2024
09/25/2024	10589--Paylocity		69.64 09/30/2024
09/27/2024	10003--AT&T		787.72 09/30/2024
			156,491.35

Bank: Bill.com Clearing - Bill.com Money Out Clearing Account no:

09/03/2024	10219--MidWest Collaborative for Library Services		280.00 In Transit
09/03/2024	10636--Custom Earth Promos		7,736.17 In Transit
09/03/2024	10000--Baker & Taylor Inc		1,159.80 In Transit
09/16/2024	10031--Quill LLC		1,118.60 In Transit
09/16/2024	10201--Plante Moran		11,992.27 In Transit
09/16/2024	10256--OCLC Inc.		762.89 In Transit
09/16/2024	10286--Northville Locksmith		95.00 In Transit
09/16/2024	10079--Midwest Tape Hoopla		13,455.86 In Transit
09/16/2024	10573--MCD Architects		5,520.00 In Transit
09/16/2024	10010--McCoy Maintenance Inc		10,238.08 In Transit
09/16/2024	10046--EnvisionWare, Inc		2,417.12 In Transit
09/16/2024	10045--Discount School Supply		195.47 In Transit
09/16/2024	10241--Bethany Bruns		79.00 In Transit
09/16/2024	10141--Benistar/UA-6803		4,852.31 In Transit
09/16/2024	10389--4Imprint, Inc		2,342.33 In Transit
09/16/2024	10099--The New York Times		4,383.60 In Transit
09/16/2024	10082--OverDrive, Inc		3,168.57 In Transit
09/16/2024	10626--NorthStar Mat Service		230.20 In Transit
09/16/2024	10011--Midwest Tape		293.75 In Transit
09/16/2024	10004--Ingram Library Services		159.76 In Transit
09/16/2024	10026--FJ Lafontaine & Sons Landscaping		1,785.00 In Transit
09/16/2024	10000--Baker & Taylor Inc		11,319.22 In Transit
09/19/2024	10315--MetroNet Consortium		14,177.18 In Transit
09/24/2024	10473--Xemplar Club		175.00 In Transit
09/24/2024	10023--Witt Mechanical, Inc		685.00 In Transit
09/24/2024	10637--University of Michigan		9.00 In Transit
09/24/2024	10029--Unique		226.55 In Transit
09/24/2024	10553--Thomas Kline/Crimson Multimedia		145.11 In Transit
09/24/2024	10187--Network Services Company		2,608.26 In Transit
09/24/2024	10498--Muniweb		195.00 In Transit
09/24/2024	10033--Demco Inc.		854.39 In Transit
09/24/2024	10017--CDW Government Inc		2,073.70 In Transit
09/24/2024	10143--Blue Care Network		27,569.48 In Transit
09/24/2024	10440--Authors Unbound		3,375.00 In Transit

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
09/24/2024	10454--Allied Building Services of Detroit, Inc.		1,294.00 In Transit
09/24/2024	10082--OverDrive, Inc		808.94 In Transit
09/24/2024	10011--Midwest Tape		1,223.75 In Transit
09/24/2024	10004--Ingram Library Services		321.75 In Transit
09/24/2024	10020--Gordon Food Service Inc		260.56 In Transit
09/24/2024	10000--Baker & Taylor Inc		4,254.29 In Transit
09/24/2024	10502--Amazon Capital Services		3,267.14 In Transit
09/27/2024	10002--Farmington Community Library		583.03 In Transit
09/27/2024	10035--The Library Network		2,583.58 In Transit
09/27/2024	10640--Stericycle, Inc.		199.00 In Transit
09/27/2024	10031--Quill LLC		137.16 In Transit
09/27/2024	10639--Powervac		1,853.00 In Transit
09/27/2024	10638--PM Technologies		400.00 In Transit
09/27/2024	10531--Playaway Products		149.80 In Transit
09/27/2024	10497--Elevate Technology Partners		200.00 In Transit
09/27/2024	10038--Douglas Moye		210.00 In Transit
09/27/2024	10058--Batteries Plus Bulbs		17.80 In Transit
09/27/2024	10011--Midwest Tape		876.88 In Transit
09/27/2024	10000--Baker & Taylor Inc		9,399.45 In Transit
09/27/2024	10502--Amazon Capital Services		228.29 In Transit
	Total for Bill.com Clearing		163,947.09

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$320,438.44

General Fund

Farmington Community Library
 Comparative Balance Sheet
 As of September 30, 2024

	PERIOD ENDED 06/30/2024	PERIOD ENDED 09/30/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
001000 - General Checking - Comerica	775,621.52	1,417,609.76	641,988.24	82.77 %
004000 - Petty Cash	1,260.00	1,285.00	25.00	1.98 %
011000 - Millage Money Market Comerica	3,298,524.04	2,825,285.55	(473,238.49)	(14.34) %
017001 - MI Class - Millage	4,053,968.79	6,987,741.62	2,933,772.83	72.36 %
Total Cash & Cash Equivalents	8,129,374.35	11,231,921.93	3,102,547.58	38.16 %
Other Assets				
018000 - Accounts Receivable	201,945.72	0.00	(201,945.72)	(100.00) %
040000 - Accounts Receivable - Metro Net	6,000.00	6,551.81	551.81	9.19 %
042000 - Accounts Receivable - Friends	73,078.56	25,745.85	(47,332.71)	(64.76) %
043000 - Accounts Receivable - Interlibrary Loan	92.72	34.20	(58.52)	(63.11) %
123000 - Prepaid Expense	252,363.79	0.00	(252,363.79)	(100.00) %
Total Other Assets	533,480.79	32,331.86	(501,148.93)	(93.93) %
Total Assets	8,662,855.14	11,264,253.79	2,601,398.65	30.02 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
202000 - Accounts Payable	80,217.24	75,946.97	(4,270.27)	(5.32) %
202100 - Manual Accounts Payable	3,418.44	0.00	(3,418.44)	(100.00) %
209000 Friends of the Library - Book Sale	0.00	5,648.89	5,648.89	100.00 %
230000 - Due to Other Governments	27,366.99	27,366.99	0.00	0.00 %
257000 - Accrued Payroll	86,314.87	0.00	(86,314.87)	(100.00) %
258000 - Section 125 - Medical Reimbursement	1,788.19	1,191.26	(596.93)	(33.38) %
259000 - 457 ICMA Voluntary Savings Plan	5,572.53	0.00	(5,572.53)	(100.00) %
269000 - Garnishments	50.29	0.00	(50.29)	(100.00) %
290000 - 401(a) MERS Retirement Plan	1,606.79	0.00	(1,606.79)	(100.00) %
291000 - MERS Health Care Savings Plan	2,872.16	0.00	(2,872.16)	(100.00) %
293000 - FICA - Employer & Employee Pay	27,014.99	0.00	(27,014.99)	(100.00) %
296000 - MERS DB Retirement	191.21	0.00	(191.21)	(100.00) %
Total Current Liabilities	236,413.70	110,154.11	(126,259.59)	(53.40) %
Long Term Liabilities				
339000 - Unearned Revenues	73,078.56	25,745.85	(47,332.71)	(64.76) %
Total Liabilities	309,492.26	135,899.96	(173,592.30)	(56.08) %
Equity				
390000 - Fund Balance	7,093,338.07	8,353,362.88	1,260,024.81	17.76 %
Total Equity	7,093,338.07	8,353,362.88	1,260,024.81	17.76 %

General Fund

Farmington Community Library
Comparative Balance Sheet
As of September 30, 2024

	PERIOD ENDED 06/30/2024	PERIOD ENDED 09/30/2024	CHANGE	% CHANGE
Net Income BS	1,260,024.81	2,774,990.95	1,514,966.14	120.23 %
Total Liabilities and Equity	8,662,855.14	11,264,253.79	2,601,398.65	30.02 %

General Fund

**Farmington Community Library
Revenue and Expenditure Report
As of September 30, 2024**

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2024	06/30/2025	06/30/2025	09/30/2024	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
404000 - Summer Tax Revenue - Hills	3,872,704.25	4,178,077.00	4,178,077.00	3,966,163.04	94.93 %
405000 - Summer Tax Revenue - City	380,088.67	431,512.00	431,512.00	388,295.08	89.98 %
406000 - Winter Tax Revenue - Hills	2,229,928.19	2,446,231.00	2,446,231.00	0.00	0.00 %
407000 - Winter Tax Revenue - City	221,269.54	252,647.00	252,647.00	0.00	0.00 %
411000 - Delinquent Taxes	108,739.56	16,250.00	16,250.00	904.50	5.57 %
451000 - Local Community Stabilization Share	323,298.63	323,300.00	323,300.00	0.00	0.00 %
540000 - State Aid - Farmington Library	97,548.54	94,000.00	94,000.00	0.00	0.00 %
541000 - Grant Revenue	31,787.00	2,890.00	2,890.00	0.00	0.00 %
542000 - State Penal Fine Revenue	131,296.25	128,000.00	128,000.00	0.00	0.00 %
602000 - Auditorium Fees	13,913.38	0.00	0.00	0.00	0.00 %
603000 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	10,000.00	100.00 %
642000 - Copy Vending Machine Revenue	28,131.85	32,150.00	32,150.00	8,633.60	26.85 %
643000 - Snack Vending Machine Revenue	3,131.41	3,670.00	3,670.00	0.00	0.00 %
644000 - Paver Sales	148.00	0.00	0.00	0.00	0.00 %
646000 - Memorial & Gifts Revenue	11,774.54	11,700.00	11,700.00	10,688.00	91.35 %
658000 - Fines, Fees & Lost Book	7,613.33	7,800.00	7,800.00	1,929.43	24.74 %
665000 - Interest	251,249.29	214,100.00	214,100.00	94,991.76	44.37 %
674000 - Gifts From Friends of Library	116,913.05	172,470.00	172,470.00	47,332.71	27.44 %
684000 - Other Misc Revenue	40,610.36	36,780.00	36,780.00	7,084.93	19.26 %
Total Revenue	7,880,145.84	8,361,577.00	8,361,577.00	4,536,023.05	54.25 %
Expenses					
Payroll					
702000 - Salaries & Wage Expense	2,374,454.95	3,264,200.00	3,264,200.00	666,910.54	20.43 %
709000 - Employers FICA Expense	203,204.62	250,300.00	250,300.00	48,971.04	19.56 %
716000 - OPEB Expense	110,373.00	141,300.00	141,300.00	34,946.71	24.73 %
717000 - Retiree Health Ins	65,803.58	64,600.00	64,600.00	20,991.05	32.49 %
718000 - Dental, Optical & Hearing	27,066.38	30,000.00	30,000.00	9,329.31	31.10 %
719000 - Hospitalization Insurance	328,082.24	363,400.00	363,400.00	114,137.22	31.41 %
720000 - Group Life - Mutual of Omaha	18,086.91	15,100.00	15,100.00	6,749.88	44.70 %
721000 - Retirement Fund - Employers	316,171.96	399,424.00	399,424.00	68,781.00	17.22 %
Total Payroll	3,443,243.64	4,528,324.00	4,528,324.00	970,816.75	21.44 %
Operating Expenses					
750000 - Office Supplies	10,206.18	15,000.00	15,000.00	2,092.63	13.95 %
752000 - Operating Supplies	18,247.09	24,450.00	24,450.00	2,662.94	10.89 %
754000 - Vending Equipment & Supplies	11,491.81	36,900.00	36,900.00	7,194.19	19.50 %
791000 - Newspapers & Periodicals	35,812.54	38,000.00	38,000.00	26,630.26	70.08 %
801000 - Professional Services	231,495.12	320,000.00	320,000.00	42,241.73	13.20 %

General Fund

Farmington Community Library
 Revenue and Expenditure Report
 As of September 30, 2024

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2024	06/30/2025	06/30/2025	09/30/2024	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
810000 - Bank Fee	14,700.03	13,000.00	13,000.00	3,161.14	24.32 %
817000 - Insurance & Bonds	74,459.00	76,620.00	76,620.00	74,842.00	97.68 %
818000 - E Library Cataloging (OCLC)	23,098.03	23,175.00	23,175.00	23,961.23	103.39 %
820000 - Gift Fund Purchases	4,159.13	4,000.00	4,000.00	7,862.42	196.56 %
821000 - Friends Gift Purchases	128,670.95	180,000.00	180,000.00	36,510.90	20.28 %
821500 - Friends - Bosch Grant	1,387.68	0.00	0.00	1,444.40	0.00 %
825000 - Legacy Gift Fund Purchases	0.00	250.00	250.00	2,284.71	913.88 %
830000 - Training & Conferences	18,558.08	32,600.00	32,600.00	3,829.00	11.75 %
831500 - Memberships	8,370.00	11,850.00	11,850.00	5,184.00	43.75 %
850000 - Telephone	16,378.81	21,000.00	21,000.00	3,072.49	14.63 %
851000 - Postage	8,070.05	8,100.00	8,100.00	1,033.76	12.76 %
860000 - Transportation	2,647.33	5,000.00	5,000.00	114.22	2.28 %
881000 - Publicity	41,955.03	55,000.00	55,000.00	13,226.24	24.05 %
880000 - Programming	7,646.45	20,000.00	20,000.00	1,938.37	9.69 %
900000 - Processing	6,129.03	20,000.00	20,000.00	3,008.37	15.04 %
920000 - Electricity	213,513.70	188,000.00	188,000.00	44,914.35	23.89 %
921000 - Heat	19,505.23	44,000.00	44,000.00	2,286.82	5.20 %
922000 - Water	18,844.03	37,250.00	37,250.00	0.00	0.00 %
930000 - Maintenance/Repairs	44,376.55	60,000.00	60,000.00	11,132.19	18.55 %
931000 - Repairs & Maintenance Supplies	19,417.38	39,000.00	39,000.00	5,905.13	15.14 %
934000 - Maintenance Contracts	283,282.60	250,000.00	250,000.00	94,948.79	37.98 %
935000 - Landscaping / Snow Removal	36,359.49	45,000.00	45,000.00	4,479.00	9.95 %
955000 - Miscellaneous	8,095.04	8,000.00	8,000.00	961.88	12.02 %
970000 - Capital Outlay	132,462.39	215,000.00	215,000.00	22,752.50	10.58 %
975000 - Building & Improvements	27,182.69	230,000.00	230,000.00	7,537.08	3.28 %
980000 - Furniture/Furnishings	4,983.06	31,280.00	31,280.00	1,889.21	6.04 %
981000 - Vehicle	1,403.21	1,850.00	1,850.00	4,926.96	266.32 %
982000 - Books	257,530.23	303,000.00	303,000.00	100,486.29	33.16 %
983000 - eBooks	91,899.77	107,000.00	107,000.00	21,865.75	20.44 %
984000 - Software	28,241.22	52,455.00	52,455.00	6,537.34	12.46 %
984500 - Technology Upgrades	123,827.35	155,000.00	155,000.00	200.00	0.13 %
985000 - Equipment	35,116.96	75,000.00	75,000.00	209.97	0.28 %
986000 - Computers	22,385.65	35,000.00	35,000.00	7,475.13	21.36 %
987000 - Integrated Library Systems	25,560.86	194,000.00	194,000.00	111,735.17	57.60 %
988000 - Audio Visual	32,128.47	53,700.00	53,700.00	6,652.44	12.39 %
989000 - Information Resources	210,912.78	241,600.00	241,600.00	64,180.14	26.56 %
989100 - Video / DVD / Movie Collection	39,428.26	68,450.00	68,450.00	6,554.73	9.58 %

General Fund

Farmington Community Library
 Revenue and Expenditure Report
 As of September 30, 2024

	Year Ending 06/30/2024	Year Ending 06/30/2025		Year To Date 09/30/2024	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
989200 - TLN (Formerly Metro Net)	14,914.13	36,500.00	36,500.00	289.48	0.79 %
991000 - Principal Expense	12,426.00	15,000.00	15,000.00	0.00	0.00 %
993000 - Interest Expense	3,505.00	6,000.00	6,000.00	0.00	0.00 %
991100 - Principal Expense - IT Subscriptions	87,968.00	85,000.00	85,000.00	0.00	0.00 %
Total Operating Expenses	2,458,752.39	3,482,030.00	3,482,030.00	790,215.35	22.69 %
Total Expenses	5,901,996.03	8,010,354.00	8,010,354.00	1,761,032.10	21.98 %
Transfers					
995000 - Transfer Out	718,125.00	351,223.00	351,223.00	0.00	0.00 %
Total Transfers	(718,125.00)	(351,223.00)	(351,223.00)	0.00	0.00 %
Total Revenue in Excess of Expenses	1,260,024.81	0.00	0.00	2,774,990.95	0.00 %

Director's Report October 2024

Patron Comments

Included in your Board packet.

State Aid Report

The State Aid reporting portal has opened. The report needs to be completed by Feb 1, 2025, 5:00 PM.

Bids

The roofing bid went out the first week in October and was sent to four qualified roofing contractors including Royal Roofing. The new cleaning company bid was also posted on October 1 and ends on October 31. Site visits are required for both bids in order to submit a proposal.

Publicity

FCL was in the Wednesday, October 2 edition of the Oakland Press with an article on the \$10,000 donation from FiberCity. FCL is also featured in the October edition of Farmington/Farmington Hills City Local Lifestyle published by Annette Compo and reaches every household in Farmington/Farmington Hills.

Programs

Grand Raven Victorian Book Walk kicked off on October 3. Every Thursday in October take a stroll through the streets of Farmington listening to a staff member recite Edgar Allen Poe's *The Raven*.

On October 19 from 10:30-12 at the Farmington location, we will celebrate the 1000 Books Before Kindergarten participants and sign up those who want to join. The theme is "Farm".

Viola Shipman will be here on October 21.

On Saturday, Oct. 26, conduct a paranormal investigation at the Farmington location using the Ghost Hunting Kits from the Library of Things collection. This is an after-hours event.

Farmington Public Schools Tag Days

FPS Band and Orchestra students will be outside both libraries on Oct. 4 and 5 for Tag Days. This is their annual fundraiser to support their band and orchestra programs at the high school level.

Community Outreach

The Library was represented at the Health Expo on October 2. We will be at the Tollgate Farm PumpkinFest and the Farmington Hills City-wide Open House on October 5. On October 12 we will be at the Farmer's Market and the city of Farmington Hill's Police Dept. Trunk or Treat.

Staff Day

Staff Day is Monday, November 11. Both libraries will be closed. The morning will include staff recognition and State of the Library. In the afternoon, we will bring in ZingTrain (Zingerman's Deli Training Division) to talk to all staff about handling patron complaints and discussing energy management.

Library Card Contest

We received roughly 85 library card design submissions for our Library Card Contest – 8 more than last year. We signed up 458 new card holders for Library Card Sign Up Month!

Staffing

Sarah Swiderski has accepted the position of FT Teen Services Librarian. Her first day at FCL will be November 4. Sarah currently works at the Salem-South Lyon District Library as the Youth and Teen Librarian. **Jamie Purdue** has been promoted to Assistant Adult Services Department Head.

Submitted by

Kelley Siegrist
Director

Farmington Community Library Output Statistics - August 2024

Circulation Services		Aug 2024	Aug 2023	Change	This YTD	Last YTD	Change
Liberty Street		21,285	20,821	464	44,560	43,785	775
12 Mile		46,714	48,206	(1,492)	96,165	99,682	(3,517)
eBooks		17,344	14,258	3,086	35,180	28,609	6,571
Total Circulation		85,343	83,285	2,058	175,905	172,076	3,829
Self-Service Components of Total Library Circulation:							
Circulation via Website		671	896	(225)	1,490	1,582	(92)
Circulation via Self Check		21,566	19,711	1,855	45,334	42,626	2,708
Self-Service % of Total Circs		26.06%	24.74%	1.31%	26.62%	25.69%	0.93%
Door Counters		Aug 2024	Aug 2023	Change	This YTD	Last YTD	Change
Liberty Street		11,618	8,655	2,963	23,895	17,452	6,443
12 Mile		19,290	18,934	356	41,296	40,317	979
Total Library Visitors		30,908	27,589	3,319	65,191	57,769	7,422
Information Services		Aug 2024	Aug 2023	Change	This YTD	Last YTD	Change
Online Chat		31	17	14	64	41	23
eMail		609	356	253	1,612	767	845
Liberty Street Phone		548	487	61	986	966	20
Liberty Street In-Person		3,651	2,475	1,176	8,213	8,044	169
Liberty Street Total		4,199	2,962	1,237	9,199	9,010	189
12 Mile Phone		1,269	743	526	2,432	1,620	812
12 Mile In-Person		6,629	3,962	2,667	14,774	9,528	5,246
12 Mile Total		7,898	4,705	3,193	17,206	11,148	6,058
Total Library Use		12,737	8,040	4,697	28,081	20,966	7,115
Electronic Services		Aug 2024	Aug 2023	Change	This YTD	Last YTD	Change
PC and Wireless Logins:							
Liberty Street Public Computers		1,763	1,367	396	3,515	2,833	682
12 Mile Public Computers		2,165	1,907	258	4,363	3,947	416
Public Computer Total		3,928	3,274	654	7,878	6,780	1,098
Liberty Street Wireless		2,033	1,499	534	4,055	3,250	805
12 Mile Wireless		3,168	2,332	836	6,231	4,792	1,439
Wireless Total		5,201	3,831	1,370	10,286	8,042	2,244
Total Computer Use		9,129	7,105	2,024	18,164	14,822	3,342
Web Pages Viewed:							
Adult, Teen & Children's Pages		51,738	47,438	4,300	111,890	100,165	11,725
Catalog Searches		64,188	60,841	3,347	130,443	115,506	14,937
Total Web Pages Viewed		115,926	108,279	7,647	242,333	215,671	26,662
Programs		Aug 2024	Aug 2023	Change	This YTD	Last YTD	Change
Programs		72	74	(2)	180	167	13
Attendance		1,281	1,963	(682)	4,537	5,371	(834)

Farmington Community Library Output Statistics September 2024

Circulation Services	Sep 2024	Sep 2023	Change	This YTD	Last YTD	Change
Liberty Street	19,894	20,287	(393)	64,454	64,072	382
12 Mile	44,190	45,003	(813)	140,355	144,685	(4,330)
eBooks	16,691	13,671	3,020	51,871	42,280	9,591
Total Circulation	80,775	78,961	1,814	256,680	251,037	5,643
Self-Service Components of Total Library Circulation:						
Circulation via Website	722	773	(51)	2,212	2,355	(143)
Circulation via Self Check	18,612	18,963	(351)	63,946	61,589	2,357
Self-Service % of Total Circs	23.94%	24.99%	-1.06%	25.77%	25.47%	0.30%
Door Counters	Sep 2024	Sep 2023	Change	This YTD	Last YTD	Change
Liberty Street	10,817	8,811	2,006	34,712	26,263	8,449
12 Mile	20,318	17,375	2,943	61,614	57,692	3,922
Total Library Visitors	31,135	26,186	4,949	96,326	83,955	12,371
Information Services	Sep 2024	Sep 2023	Change	This YTD	Last YTD	Change
Online Chat	25	35	(10)	89	76	13
eMail	622	483	139	2,234	1,250	984
Liberty Street Phone	451	447	4	1,437	1,413	24
Liberty Street In-Person	3,761	3,265	496	11,974	11,309	665
Liberty Street Total	4,212	3,712	500	13,411	12,722	689
12 Mile Phone	1,263	980	283	3,695	2,600	1,095
12 Mile In-Person	6,422	4,826	1,596	21,196	14,354	6,842
12 Mile Total	7,685	5,806	1,879	24,891	16,954	7,937
Total Library Use	12,544	10,036	2,508	40,625	31,002	9,623
Electronic Services	Sep 2024	Sep 2023	Change	This YTD	Last YTD	Change
PC and Wireless Logins:						
Liberty Street Public Computers	1,580	1,344	236	5,095	4,177	918
12 Mile Public Computers	2,028	1,766	262	6,391	5,713	678
Public Computer Total	3,608	3,110	498	11,486	9,890	1,596
Liberty Street Wireless	2,130	1,604	526	6,185	4,854	1,331
12 Mile Wireless	3,376	2,855	521	9,607	7,647	1,960
Wireless Total	5,506	4,459	1,047	15,792	12,501	3,291
Total Computer Use	9,114	7,569	1,545	27,278	22,391	4,887
Web Pages Viewed:						
Adult, Teen & Children's Pages	57,442	57,031	411	169,332	157,196	12,136
Catalog Searches	64,596	69,172	(4,576)	195,039	184,678	10,361
Total Web Pages Viewed	122,038	126,203	(4,165)	364,371	341,874	22,497
Programs	Sep 2024	Sep 2023	Change	This YTD	Last YTD	Change
Programs	139	121	18	319	288	31
Attendance	5,444	3,712	1,732	9,981	9,083	898
Group Study Room Use	Sep 2024	Sep 2023	Change	This YTD	Last YTD	Change
Liberty Street	76	62	14	212	62	150
Twelve Mile	542	333	209	1,519	333	1,186



FCL

How are we doing?

NAME:

SIDE 1

DATE:

SUGGESTION

ADDRESS:

CITY:

ZIP:

PHONE:

MAIL:

What made your Library visit special?

Many people check out hotspots
~~the~~ Obc ~~me~~ going to rural area
OR outside destinations: camping, hiking,
~~sledding~~ ~~the~~ ~~my~~ My suggestion is to
Turn over to leave a suggestion for Library staff
Put the hot spot



Side 2

Suggestion:

In a ziplock baggie (small size). It will protect it from rain, sleet, snow, debris, mud, fruit leakage ~~it~~ when put in bottom of reusable grocery bag, etc.
Add a note ~~for~~ asking patrons to cooperate. ~~the~~

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!

All Hail the HOTSPOTS !!



Suggestion:

Everything is good, but would be nice to have a microwave in the cafe!

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



How are we doing?

NAME: _____

DATE: 9/25

ADDRESS: _____

CITY: _____

ZIP: _____

PHONE: _____

EMAIL: _____

What made your Library visit special?

I ♥ the Book The Smell of Wet Dog and other Dog Poems + Drawings!
So funny! 😊 What a cool choice!
My fav poem: "Mistaken" > <

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____

CITY: _____

ZIP: _____

PHONE: _____

EMAIL: _____

What made your Library visit special?

Getting books for my
grand daughter

Turn over to leave a suggestion for Library staff.



Suggestion:

The library could be a little
cleaner.

And weeds picked up off
the ground!

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

The Library Thief by Kuchenga Shenje

This is a wonderfully written great story

My concern is that there may be an age limit

to discuss it if it is appropriate for young readers

Turn over to leave a suggestion for Library staff. a brutal rape & sexual
activities between men