

**Farmington Community Library  
Board of Trustees Meeting  
Thursday, January 11, 2024  
6:00 p.m.**

**Contact Trustees**

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

Farmington Community Library Board of Trustees  
Regular Meeting – 6:00 p.m.  
January 11, 2024

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- **Call to Order**
- **Approval of Agenda**
- **Minutes**
  - Approval of December Minutes
- **Treasurers Report**
  - Financial Reports
  - Approval of December 2023 Bills
- **Friends of the Library**
- **Director's Report**
  - Introduction of Peter -Facilities Manager
- **Unfinished Business**
  - Michigan Class
  - Defined Contribution waiting period.
- **Sub-Committee Updates**
- **New Business**
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees  
Board Meeting - 6:00 p.m. – December 14, 2023**

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Board Members Present: Murphy, Brown, White, McClellan, Hahn, Muthukuda, Snodgrass

Board Members Absent: Doby

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

Staff Members Absent: None

**CALL TO ORDER**

The Regular Board Meeting was called to order at 6:01 by President Ernie McClellan..

**APPROVAL OF AGENDA**

**MOTION** by Brown to approve the Agenda for the December 14, 2023 Board meeting with the changing of “Approval of November 2023 Bills” to “Financial Reports” was supported by Murphy.

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

**Opposed: None**

**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by White to approve the Minutes of the Regular Board Meeting held on November 9, 2023, was supported by Brown.

**Vote: Aye: McClellan, Murphy, Muthukuda, Snodgrass, Brown, White**

**Opposed: None**

**Abstain: Hahn**

**Motion passed.**

**TREASURER’S REPORT** (K. Brown)

**MOTION** by Brown to approve November expenditures totaling \$293,846.54 was supported by White.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**MOTION** by Brown to receive and file November 2023 financial reports was supported by Murphy.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**FRIENDS’ REPORT** (K. Siegrist on behalf of S. Charlebois)

- Reminder to all to renew memberships.

**LIBRARY DIRECTOR’S REPORT** (K. Siegrist)

- City of Farmington Hills has chosen a different Blue Cross health plan for city employees. FCL staff are also covered under the same plan.
- Per the Michigan Municipal League, FCL continues to reduce liability costs.

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- Large fire door / wall has passed final inspection.
  - The new Automatic Materials Handling system is in operation.
  - FCL will be a location for gaining access to Narcan. Dispensers will be placed on property at both locations by the Emergency Preparedness Commission.

**Server Replacement** (P. McCormick)

- Bids to replace server equipment damaged in August power outage have been received. Recommendation is to accept bid from Elevate Technology.

**Facilities Update** (J. Baker)

- Elevator work at Twelve Mile is being completed.

**UNFINISHED BUSINESS**

Michigan Class

- no motion

Defined Contribution Waiting Period

- no motion. Personnel Committee will study.

**SUBCOMMITTEE UPDATES**

Personnel - none

Master Plan - meeting postponed till January

**NEW BUSINESS**

Server Replacement

**MOTION** by Murphy to accept the bid from Elevate Technology for \$33,405 was supported by Brown.

**Vote: Aye: McClellan, Murphy, Brown, Snodgrass, Muthukuda, White**

**Opposed: Hahn**

**Motion passed.**

Millage Discussion

**MOTION** by White to place millage issue (language as yet undetermined) on November, 2024, ballot was supported by Murphy.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**CORRESPONDENCE**

None

**PUBLIC COMMENT**

M. Leadham, Farmington Hills - loves staff and appreciates wifi hotspots.

**TRUSTEE COMMENT**

None

**ADJOURNMENT**

The Board meeting was adjourned by President McClellan at 7:32 pm. The next meeting of the Library Board is scheduled for Thursday, January 11, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary  
Library Board of Trustees



**Plante & Moran, PLLC**  
P.O. Box 307  
3000 Town Center, Suite 100  
Southfield, MI 48075  
Tel: 248.352.2500  
Fax: 248.352.0018  
plantemoran.com

January 8, 2024

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

**Re: December 2023 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

Note: We are unable to obtain online banking access to the Liberty Endowment account located at Fidelity. This account will be updated upon receipt of the paper statement.

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	Vendor	Document no.	Amount Cleared
<b>Bank:</b>			
		<b>Account no:</b>	
12/08/2023	10006--Bright House Networks		125.06 12/31/2023
12/11/2023	10009--Consumers Energy		418.27 12/31/2023
12/11/2023	10471--Bloomberg Businessweek	Voided - 27204	(110.00) 12/31/2023
12/12/2023	10009--Consumers Energy		930.03 12/31/2023
12/13/2023	10147--EHIM		652.78 12/31/2023
12/13/2023	10147--EHIM		90.15 12/31/2023
12/13/2023	10014--T-Mobile		1,179.42 12/31/2023
12/13/2023	10019--Clear Rate Communications		431.76 12/31/2023
12/14/2023	10330--Comerica Commerical Card Services		2,911.58 12/31/2023
12/19/2023	10015--Toshiba America Business Solutions		1,933.30 12/31/2023
12/19/2023	10144--Mutual Of Omaha		1,772.32 12/31/2023
12/19/2023	10005--DTE Energy		10,869.93 12/31/2023
12/19/2023	10005--DTE Energy		2,743.61 12/31/2023
12/26/2023	10021--Home Depot Credit Services		322.91 12/31/2023
12/27/2023	10083--Pitney Bowes Global Financial Services Inc		1,000.00 12/31/2023
12/28/2023	10003--AT&T		798.45 12/31/2023
12/28/2023	10083--Pitney Bowes Global Financial Services Inc		248.58 12/31/2023
<b>Total for</b>			<b><u>26,318.15</u></b>
<b>Bank:</b>		<b>Account no:</b>	
12/06/2023	10126--Michigan Employers Retirement		5,784.22 12/31/2023
12/06/2023	10126--Michigan Employers Retirement		1,438.82 12/31/2023
12/06/2023	10126--Michigan Employers Retirement		1,603.69 12/31/2023
12/06/2023	10126--Michigan Employers Retirement		3,961.10 12/31/2023
12/06/2023	10126--Michigan Employers Retirement		5,971.57 12/31/2023
12/06/2023	10140--ADP, LLC		27.05 12/31/2023
12/06/2023	10140--ADP, LLC		26,164.58 12/31/2023
12/15/2023	10140--ADP, LLC		14,846.10 12/31/2023
12/20/2023	10140--ADP, LLC		50.25 12/31/2023
12/20/2023	10140--ADP, LLC		26,395.30 12/31/2023
12/22/2023	10140--ADP, LLC		372.60 12/31/2023
12/22/2023	10140--ADP, LLC		4,178.00 12/31/2023
12/22/2023	10126--Michigan Employers Retirement		17,769.42 12/31/2023
12/26/2023	10126--Michigan Employers Retirement		5,775.58 12/31/2023
12/26/2023	10126--Michigan Employers Retirement		1,439.40 12/31/2023
12/26/2023	10126--Michigan Employers Retirement		1,707.25 12/31/2023
12/26/2023	10126--Michigan Employers Retirement		4,039.59 12/31/2023
12/26/2023	10126--Michigan Employers Retirement		5,979.64 12/31/2023
<b>Total for Comerica 01-4751</b>			<b><u>127,504.16</u></b>
<b>Bank: Bill.com Clearing - Bill.com Money Out Clearing</b>		<b>Account no:</b>	
12/08/2023	10106--AT&T Long Distance		3.98 In Transit
12/08/2023	10024--City of Farmington Hills		103.62 In Transit
12/08/2023	10480--Decra-Scape, Inc.		548.00 In Transit
12/08/2023	10576--Farmington Area Republicans Club		60.00 In Transit
12/08/2023	10040--Foster, Swift, Collins & Smith		235.00 In Transit
12/08/2023	10258--Icle		158.50 In Transit
12/08/2023	10533--Jamie Purdue		49.36 In Transit
12/08/2023	10155--Jillian Baker		45.98 In Transit
12/08/2023	10220--PTS Communications		165.00 In Transit
12/08/2023	10578--Rosen Publishing		893.02 In Transit
12/08/2023	10100--United States Postal Service		310.00 In Transit
12/08/2023	10502--Amazon Capital Services		6,929.02 In Transit
12/08/2023	10577--Judy Donlin		26.97 In Transit
12/08/2023	10023--Witt Mechanical, Inc		1,912.00 In Transit
12/14/2023	10040--Foster, Swift, Collins & Smith		23.50 In Transit
12/14/2023	10451--Library Market		3,000.00 In Transit
12/14/2023	10010--McCoy Maintenance Inc		10,465.00 In Transit
12/14/2023	10573--MCD Architects		6,840.00 In Transit
12/14/2023	10498--Muniweb		195.00 In Transit
12/14/2023	10128--National Time & Signal Corp		365.00 In Transit
12/14/2023	10027--Great Lakes Ace Hardware		45.57 In Transit
12/14/2023	10134--State Of Michigan		1,475.00 In Transit
12/18/2023	10579--Charter Technologies Inc.		49,376.00 In Transit
12/18/2023	10046--EnvisionWare, Inc		73.25 In Transit
12/18/2023	10027--Great Lakes Ace Hardware		22.78 In Transit
12/18/2023	10121--Library Ideas		1,876.20 In Transit
12/18/2023	10079--Midwest Tape Hoopla		10,390.59 In Transit

## Farmington Community Library Check register

Date	Vendor	Document no.	Amount Cleared
12/18/2023	10580--OrCam Inc.		6,740.00 In Transit
12/18/2023	10082--OverDrive, Inc		12,668.98 In Transit
12/18/2023	10023--Witt Mechanical, Inc		7,761.00 In Transit
12/22/2023	10454--Allied Building Services of Detroit, Inc.		1,644.35 In Transit
12/22/2023	10417--Anna Hay		205.31 In Transit
12/22/2023	10471--Bloomberg Businessweek		110.00 In Transit
12/22/2023	10528--Candis Elliott		23.99 In Transit
12/22/2023	10024--City of Farmington Hills		86.54 In Transit
12/22/2023	10089--Contemporary Industries		170.00 In Transit
12/22/2023	10090--Dubois Chemicals, Inc		186.30 In Transit
12/22/2023	10203--Farmington/Farmington Hills Breakfast Optimist Club		25.00 In Transit
12/22/2023	10020--Gordon Food Service Inc		113.89 In Transit
12/22/2023	10385--InfoUSA Marketing, Inc		36,826.00 In Transit
12/22/2023	10582--Jill Wioskowski		72.09 In Transit
12/22/2023	10049--Johnson Controls Fire Protection		985.50 In Transit
12/22/2023	10049--Johnson Controls Fire Protection		1,805.52 In Transit
12/22/2023	10581--Kent District Library		16.95 In Transit
12/22/2023	10383--Lisa Philips		37.98 In Transit
12/22/2023	10270--Mango Languages		26,406.00 In Transit
12/22/2023	10012--NBS		580.00 In Transit
12/22/2023	10187--Network Services Company		2,106.06 In Transit
12/22/2023	10375--Oakland County Genealogical Society		25.00 In Transit
12/22/2023	10395--Occupational Health Centers of Michigan PC		113.00 In Transit
12/22/2023	10446--Sandy Herman		119.71 In Transit
12/22/2023	10483--SASHE, LLC-A		8,700.00 In Transit
12/22/2023	10054--Schindler Elevator Corp		4,712.18 In Transit
12/22/2023	10363--The Engineering Society of Detroit		25.00 In Transit
12/22/2023	10099--The New York Times		1,042.71 In Transit
12/22/2023	10029--Unique		413.70 In Transit
12/22/2023	10023--Witt Mechanical, Inc		3,770.00 In Transit
12/22/2023	10025--Danboise Mechanical Inc		1,146.63 In Transit
12/22/2023	10027--Great Lakes Ace Hardware		55.06 In Transit
12/22/2023	10221--Jennifer Willard		147.09 In Transit
12/22/2023	10007--Matt Watroba		2,400.00 In Transit
12/22/2023	10409--Rebecca Brown		39.62 In Transit
12/22/2023	10002--Farmington Community Library		4,583.02 In Transit
12/27/2023	10002--Farmington Community Library		18,029.35 In Transit
	<b>Total for Bill.com Clearing</b>		<b><u>239,481.87</u></b>

**Motion Required:**

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$393,304.18

General Fund

Farmington Community Library  
 Comparative Balance Sheet  
 As of December 31, 2023

	PERIOD ENDED 06/30/2023	PERIOD ENDED 12/31/2023	CHANGE	% CHANGE
<b>Assets</b>				
Cash & Cash Equivalents				
001000 - General Checking - Comerica	488,077.20	490,615.25	2,538.05	0.52 %
004000 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
007000 - Payroll Checking - Comerica	190,885.33	220,761.81	29,876.48	15.65 %
011000 - Millage Money Market Comerica	6,929,824.20	8,236,062.93	1,306,238.73	18.84 %
Total Cash & Cash Equivalents	<u>7,610,046.73</u>	<u>8,948,699.99</u>	<u>1,338,653.26</u>	<u>17.59 %</u>
Other Assets				
018000 - Accounts Receivable	182,349.50	0.00	(182,349.50)	(100.00) %
040000 - Accounts Receivable - Metro Net	4,166.74	74,089.59	69,922.85	1,678.11 %
042000 - Accounts Receivable - Friends	60,091.16	62,251.24	2,160.08	3.59 %
043000 - Accounts Receivable - Interlibrary Loan	0.00	10.26	10.26	100.00 %
123000 - Prepaid Expense	147,740.65	1,156.15	(146,584.50)	(99.21) %
Total Other Assets	<u>394,348.05</u>	<u>137,507.24</u>	<u>(256,840.81)</u>	<u>(65.13) %</u>
Total Assets	<u>8,004,394.78</u>	<u>9,086,207.23</u>	<u>1,081,812.45</u>	<u>13.51 %</u>
<b>Liabilities and Equity</b>				
Liabilities				
Current Liabilities				
202000 - Accounts Payable	299,443.14	201,783.21	(97,659.93)	(32.61) %
202100 - Manual Accounts Payable	33,159.35	0.00	(33,159.35)	(100.00) %
230000 - Due to Other Governments	27,512.75	27,512.75	0.00	0.00 %
257000 - Accrued Payroll	91,845.03	0.00	(91,845.03)	(100.00) %
258000 - Section 125 - Medical Reimbursement	552.78	702.78	150.00	27.13 %
Total Current Liabilities	<u>452,513.05</u>	<u>229,998.74</u>	<u>(222,514.31)</u>	<u>(49.17) %</u>
Long Term Liabilities				
331000 - Unemployment Liability	398,452.50	398,452.50	0.00	0.00 %
339000 - Unearned Revenues	60,091.16	1,405.44	(58,685.72)	(97.66) %
Total Long Term Liabilities	<u>458,543.66</u>	<u>399,857.94</u>	<u>(58,685.72)</u>	<u>(12.79) %</u>
Total Liabilities	<u>911,056.71</u>	<u>629,856.68</u>	<u>(281,200.03)</u>	<u>(30.86) %</u>
Equity				
390000 - Fund Balance	5,902,493.73	7,093,338.07	1,190,844.34	20.17 %
Total Equity	<u>5,902,493.73</u>	<u>7,093,338.07</u>	<u>1,190,844.34</u>	<u>20.17 %</u>
Net Income BS	1,190,844.34	1,363,012.48	172,168.14	14.45 %
Total Liabilities and Equity	<u>8,004,394.78</u>	<u>9,086,207.23</u>	<u>1,081,812.45</u>	<u>13.51 %</u>



General Fund

**Farmington Community Library  
Revenue and Expenditure Report  
As of December 31, 2023**

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2023	06/30/2024	06/30/2024	12/31/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
<b>Revenue</b>					
404000 - Summer Tax Revenue - Hills	3,634,847.49	3,933,572.00	3,933,572.00	3,835,834.52	97.52 %
405000 - Summer Tax Revenue - City	359,942.66	382,464.00	382,464.00	377,459.62	98.69 %
406000 - Winter Tax Revenue - Hills	2,105,590.64	2,303,116.00	2,303,116.00	3,341.91	0.15 %
407000 - Winter Tax Revenue - City	212,093.98	238,168.00	238,168.00	25,673.77	10.78 %
411000 - Delinquent Taxes	95,602.96	16,250.00	16,250.00	2,095.81	12.90 %
451000 - Local Community Stabilization Share	321,800.47	321,900.00	321,900.00	0.00	0.00 %
540000 - State Aid - Farmington Library	96,928.02	94,000.00	94,000.00	0.00	0.00 %
541000 - Grant Revenue	2,888.00	2,890.00	2,890.00	1,600.00	55.36 %
542000 - State Penal Fine Revenue	128,211.78	143,000.00	143,000.00	0.00	0.00 %
602000 - Auditorium Fees	13,296.65	15,000.00	15,000.00	9,236.34	61.58 %
603000 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	10,000.00	100.00 %
642000 - Copy Vending Machine Revenue	27,684.32	32,150.00	32,150.00	12,682.37	39.45 %
643000 - Snack Vending Machine Revenue	4,819.74	3,670.00	3,670.00	888.61	24.21 %
644000 - Paver Sales	471.00	450.00	450.00	148.00	32.89 %
646000 - Memorial & Gifts Revenue	6,385.00	11,700.00	11,700.00	3,718.68	31.78 %
658000 - Fines, Fees & Lost Book	5,573.95	6,400.00	6,400.00	3,943.01	61.61 %
665000 - Interest	134,530.18	132,100.00	132,100.00	106,238.73	80.42 %
674000 - Gifts From Friends of Library	105,111.59	122,470.00	122,470.00	127,124.51	103.80 %
684000 - Other Misc Revenue	4,239.83	26,280.00	26,280.00	19,171.85	72.95 %
<b>Total Revenue</b>	<b>7,270,018.26</b>	<b>7,795,580.00</b>	<b>7,795,580.00</b>	<b>4,539,157.73</b>	<b>58.23 %</b>
<b>Expenses</b>					
<b>Payroll</b>					
702000 - Salaries & Wage Expense	2,430,226.89	3,250,600.00	3,250,600.00	1,254,049.89	38.58 %
709000 - Employers FICA Expense	178,071.03	249,400.00	249,400.00	91,695.30	36.77 %
716000 - OPEB Expense	98,813.65	139,000.00	139,000.00	48,523.37	34.91 %
717000 - Retiree Health Ins	110,475.44	69,800.00	69,800.00	33,332.35	47.75 %
718000 - Dental, Optical & Hearing	24,139.74	30,000.00	30,000.00	10,104.64	33.68 %
719000 - Hospitalization Insurance	292,870.88	376,900.00	376,900.00	194,466.01	51.60 %
720000 - Group Life - Mutual of Omaha	16,108.09	24,200.00	24,200.00	10,663.89	44.07 %
721000 - Retirement Fund - Employers	364,146.09	299,620.00	299,620.00	158,581.16	52.93 %
<b>Total Payroll</b>	<b>3,514,851.81</b>	<b>4,439,520.00</b>	<b>4,439,520.00</b>	<b>1,801,416.61</b>	<b>40.58 %</b>
<b>Operating Expenses</b>					
750000 - Office Supplies	12,252.14	15,000.00	15,000.00	3,516.39	23.44 %
752000 - Operating Supplies	16,360.06	24,450.00	24,450.00	4,972.82	20.34 %
754000 - Vending Equipment & Supplies	10,359.58	36,900.00	36,900.00	12,828.62	34.77 %
791000 - Newspapers & Periodicals	25,908.13	38,000.00	38,000.00	29,286.54	77.07 %
801000 - Professional Services	261,702.19	275,000.00	275,000.00	135,256.50	49.18 %

General Fund

Farmington Community Library  
 Revenue and Expenditure Report  
 As of December 31, 2023

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2023	06/30/2024	06/30/2024	12/31/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
810000 - Bank Fee	0.00	0.00	0.00	5,609.38	0.00 %
817000 - Insurance & Bonds	64,533.00	76,620.00	76,620.00	74,459.00	97.18 %
818000 - E Library Cataloging (OCLC)	22,156.38	22,175.00	22,175.00	23,098.03	104.16 %
820000 - Gift Fund Purchases	5,910.43	4,000.00	4,000.00	1,191.67	29.79 %
821000 - Friends Gift Purchases	114,292.76	130,000.00	130,000.00	80,715.91	62.09 %
825000 - Legacy Gift Fund Purchases	122.71	250.00	250.00	0.00	0.00 %
830000 - Training & Conferences	16,935.04	24,500.00	24,500.00	19,019.35	77.63 %
831500 - Memberships	6,373.29	10,100.00	10,100.00	6,061.00	60.01 %
850000 - Telephone	22,877.79	21,000.00	21,000.00	7,081.68	33.72 %
851000 - Postage	4,794.01	7,250.00	7,250.00	4,675.91	64.50 %
860000 - Transportation	1,698.62	5,000.00	5,000.00	671.95	13.44 %
881000 - Publicity	0.00	55,000.00	55,000.00	1,499.22	2.73 %
880000 - Programming	40,540.36	20,000.00	20,000.00	2,395.61	11.98 %
900000 - Processing	8,632.10	37,000.00	37,000.00	958.45	2.59 %
920000 - Electricity	201,585.97	188,000.00	188,000.00	91,585.46	48.72 %
921000 - Heat	41,329.48	44,000.00	44,000.00	4,211.02	9.57 %
922000 - Water	35,279.36	37,250.00	37,250.00	7,606.42	20.42 %
930000 - Maintenance/Repairs	51,919.88	52,000.00	52,000.00	31,389.53	60.36 %
931000 - Repairs & Maintenance Supplies	22,589.18	39,000.00	39,000.00	10,334.22	26.50 %
934000 - Maintenance Contracts	232,133.88	250,000.00	250,000.00	143,564.81	57.43 %
935000 - Landscaping / Snow Removal	42,765.78	45,000.00	45,000.00	19,673.49	43.72 %
955000 - Miscellaneous	5,240.20	7,000.00	7,000.00	4,639.62	66.28 %
970000 - Capital Outlay	105,074.38	215,000.00	215,000.00	106,879.89	49.71 %
975000 - Building & Improvements	380,115.59	350,000.00	350,000.00	26,982.35	7.71 %
980000 - Furniture/Furnishings	23,803.22	60,000.00	60,000.00	3,346.77	5.58 %
981000 - Vehicle	1,813.77	1,850.00	1,850.00	889.99	48.11 %
982000 - Books	260,680.27	278,000.00	278,000.00	135,990.10	48.92 %
983000 - eBooks	84,551.13	100,000.00	100,000.00	54,946.07	54.95 %
984000 - Software	39,121.70	52,455.00	52,455.00	12,335.66	23.52 %
984500 - Technology Upgrades	22,953.33	155,000.00	155,000.00	52,086.00	33.60 %
985000 - Equipment	125,418.52	125,000.00	125,000.00	22,517.85	18.01 %
986000 - Computers	25,093.04	35,000.00	35,000.00	998.11	2.85 %
987000 - Integrated Library Systems	58,448.13	194,000.00	194,000.00	103,128.86	53.16 %
988000 - Audio Visual	35,898.03	53,700.00	53,700.00	10,428.06	19.42 %
989000 - Information Resources	196,447.85	241,600.00	241,600.00	95,202.44	39.40 %
989100 - Video / DVD / Movie Collection	46,971.24	68,450.00	68,450.00	16,399.39	23.96 %
989200 - TLN (Formerly Metro Net)	13,800.59	36,500.00	36,500.00	6,294.50	17.25 %

General Fund

Farmington Community Library  
 Revenue and Expenditure Report  
 As of December 31, 2023

	Year Ending 06/30/2023	Year Ending 06/30/2024		Year To Date 12/31/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
991000 - Principal Expense	12,077.00	12,000.00	12,000.00	0.00	0.00 %
993000 - Interest Expense	4,653.00	2,000.00	2,000.00	0.00	0.00 %
991100 - Principal Expense - IT Subscriptions					
991100 - Principal Expense - IT Subscriptions	77,669.00	0.00	0.00	0.00	0.00 %
Total 991100 - Principal Expense - IT Subscriptions	77,669.00	0.00	0.00	0.00	0.00 %
Total Operating Expenses	2,782,882.11	3,445,050.00	3,445,050.00	1,374,728.64	39.90 %
Total Expenses	6,297,733.92	7,884,570.00	7,884,570.00	3,176,145.25	40.28 %
Transfers					
699000 - Transfer In	240,075.00	215,000.00	215,000.00	0.00	0.00 %
995000 - Transfer Out	21,515.00	126,010.00	126,010.00	0.00	0.00 %
Total Transfers	218,560.00	88,990.00	88,990.00	0.00	0.00 %
Total Revenue in Excess of Expenses	1,190,844.34	0.00	0.00	1,363,012.48	0.00 %

Endowment Fund

Farmington Community Library  
Comparative Balance Sheet  
As of December 31, 2023

	PERIOD ENDED 06/30/2023	PERIOD ENDED 12/31/2023	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
017000 - Library Endowment Fund	557,892.28	567,561.26	9,668.98	1.73 %
Total Cash & Cash Equivalents	<u>557,892.28</u>	<u>567,561.26</u>	<u>9,668.98</u>	<u>1.73 %</u>
Total Assets	<u>557,892.28</u>	<u>567,561.26</u>	<u>9,668.98</u>	<u>1.73 %</u>
Liabilities and Equity				
Equity				
375000 - Fund Balance - Restricted - Farmington Branch	100,000.00	100,000.00	0.00	0.00 %
380000 - Fund Balance - Committed - future endowments	246,623.39	457,892.28	211,268.89	85.66 %
Total Equity	<u>346,623.39</u>	<u>557,892.28</u>	<u>211,268.89</u>	<u>60.95 %</u>
Net Income BS	<u>211,268.89</u>	<u>9,668.98</u>	<u>(201,599.91)</u>	<u>(95.42) %</u>
Total Liabilities and Equity	<u>557,892.28</u>	<u>567,561.26</u>	<u>9,668.98</u>	<u>1.73 %</u>

Endowment Fund

Farmington Community Library  
Revenue and Expenditure Report  
As of December 31, 2023

	Year Ending 06/30/2023 END BALANCE	Year To Date 12/31/2023 YTD BALANCE
Revenue		
646000 - Memorial & Gifts Revenue	199,831.33	0.00
669000 - Investment Gain Loss	11,437.56	9,668.98
Total Revenue	<u>211,268.89</u>	<u>9,668.98</u>
Total Revenue in Excess of Expenses	<u>211,268.89</u>	<u>9,668.98</u>

Capital Reserve Fund

Farmington Community Library  
Comparative Balance Sheet  
As of December 31, 2023

	PERIOD ENDED 06/30/2023	PERIOD ENDED 12/31/2023	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
011000 - Millage Money Market Comerica	2,751,848.52	2,788,814.66	36,966.14	1.34 %
Total Cash & Cash Equivalents	<u>2,751,848.52</u>	<u>2,788,814.66</u>	<u>36,966.14</u>	<u>1.34 %</u>
Total Assets	<u>2,751,848.52</u>	<u>2,788,814.66</u>	<u>36,966.14</u>	<u>1.34 %</u>
Liabilities and Equity				
Equity				
390000 - Fund Balance	2,920,151.25	2,751,848.52	(168,302.73)	(5.76) %
Total Equity	<u>2,920,151.25</u>	<u>2,751,848.52</u>	<u>(168,302.73)</u>	<u>(5.76) %</u>
Net Income BS	<u>(168,302.73)</u>	<u>36,966.14</u>	<u>205,268.87</u>	<u>(121.96) %</u>
Total Liabilities and Equity	<u>2,751,848.52</u>	<u>2,788,814.66</u>	<u>36,966.14</u>	<u>1.34 %</u>

Capital Reserve Fund

Farmington Community Library  
Revenue and Expenditure Report  
As of December 31, 2023

	Year Ending 06/30/2023 END BALANCE	Year To Date 12/31/2023 YTD BALANCE
Revenue		
665000 - Interest	50,257.27	36,966.14
Total Revenue	<u>50,257.27</u>	<u>36,966.14</u>
Transfers		
699000 - Transfer In	21,515.00	0.00
995000 - Transfer Out	240,075.00	0.00
Total Transfers	<u>(218,560.00)</u>	<u>0.00</u>
Total Revenue in Excess of Expenses	<u>(168,302.73)</u>	<u>36,966.14</u>

Farmington Community Library  
Investment Report  
Month Ending November 31, 2023

Account Name	Balance	Current Rate	Current Month Interest	Current Month Gain/Loss on Investment	YTD Interest Income & Gain/Loss on Investment (by Calendar Year)	Investment Type	GL Acct
Comerica Millage Money Market	11,598,842.79	2.72%	26,028.87	-	248,640.44	Money Market	011000
Fidelity Liberty Endowment	567,561.26	N/A	-	4,478.67	20,057.63	Investment	017000
	<u>12,166,404.05</u>				<u>268,698.07</u>		



## Director's Report January 2024

### Patron Comments

Included in your Board packet.

### Public Library Association Conference

We will be sending six people to the Public Library Conference in Columbus, Ohio, April 3-5. Crystal Corcoran, Faren Watson, Rebecca Brown, Jennie Willard, Lisa Laesch Vanstone, and Sandy Herman. All of them are first time attendees. Four of the attendees have received the Library of Michigan Continuing Education Stipend of \$1,600.

### Save A Life Stations

The Save A Life Stations have arrived at both libraries. The Alliance Coalitions for Healthy Communities walked around the properties to look for the best location based on their experience. They chose right out the front entrances, though far enough away that it does not trigger the doors to open. On top of the station is a QR code that, if scanned, will show a map of all the dispensers in the area and a short video on how to use Narcan.

Inside the dispensers are: [Deterra Bags](#) – bags to dispose of medications, Substance Abuse Resource Information, Strips that test for fentanyl, and Narcan

### New Staff

We have two new staff members who joined FCL at the end of December. Wes Schumacher, an adult librarian, is filling the position that opened when Emma left. And Will Neumaier, our Digital Content Creator, who is working with Sona and Sarah in the Marketing Dept.

### FCL is offering two business series this winter:

- **SCORE Southeast Michigan**

FCL partners with [SCORE Southeast Michigan](#) to provide the SCORE Business Basics Series, an ongoing series of free workshops that strengthen our vibrant small business community. Each session features a SCORE mentor: an experienced entrepreneur, corporate manager, or executive who volunteers their experience and knowledge to help small business professionals start, develop, and grow businesses in Southeast Michigan.

- **After Work: Small Business Education Series**

The After Work: Small Business Educational Series offers practical workshops and resources

for local entrepreneurs, presented in partnership with The Greater Farmington Area Chamber of Commerce and the Farmington Community Library. Participants can gain valuable insights and tools to grow their small business in a supportive community environment. Topics include

### **Barbie Skate Event**

FCL is hosting a Barbie Ice Skating Event at Riley Park on January 13, 2024, at 2:00 PM.

### **MLK Jr. Day Events**

On Sunday, January 14 the library will host Amber Mitchell, the Curator of Black History at *The Henry Ford*. Amber will give a presentation on the historical significance of The Jackson House which was recently acquired by *The Henry Ford*. This is a pre-MLK Jr. Day event leading up to the full day on January 15. Day of events include poster-making, legacy walk, FPS Student Dancers, FPS Student Panel and Community Art Award Ceremony.

### **Master Plan Draft**

On January 8, staff met with MCD to look at a draft of the Master Plan.

Submitted by

Kelley Siegrist  
Director

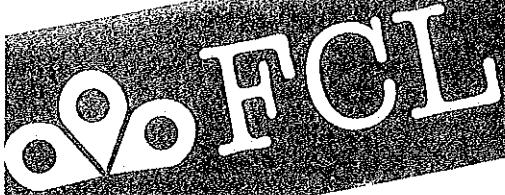
**Farmington Community Library Output Statistics - December 2023**

<b>Circulation Services</b>	<b>Dec 2023</b>	<b>Dec 2022</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
Liberty Street	17,164	17,738	(574)	118,991	110,882	8,109
12 Mile	40,414	41,361	(947)	272,085	271,043	1,042
eBooks	15,312	11,443	3,869	88,070	66,527	21,543
<b>Total Circulation</b>	<b>72,890</b>	<b>70,542</b>	<b>2,348</b>	<b>479,146</b>	<b>448,452</b>	<b>30,694</b>
<b>Self-Service Components of Total Library Circulation:</b>						
Circulation via Website	561	598	(37)	4,245	4,380	(135)
Circulation via Self Check	16,517	16,331	186	115,141	112,933	2,208
<b>Self-Service % of Total Circs</b>	<b>23.43%</b>	<b>24.00%</b>	<b>-0.57%</b>	<b>24.92%</b>	<b>26.16%</b>	<b>-1.24%</b>
<b>Door Counters</b>						
Liberty Street	8,641	5,805	2,836	53,134	40,495	12,639
12 Mile	16,423	14,796	1,627	112,865	103,495	9,370
<b>Total Library Visitors</b>	<b>25,064</b>	<b>20,601</b>	<b>4,463</b>	<b>165,999</b>	<b>143,990</b>	<b>22,009</b>

<b>Information Services</b>	<b>Dec 2023</b>	<b>Dec 2022</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
Online Chat	16	47	(31)	152	322	(170)
eMail	276	415	(139)	2,442	3,102	(660)
Liberty Street Phone	395	571	(176)	2,736	4,569	(1,833)
Liberty Street In-Person	2,760	3,701	(941)	19,837	25,993	(6,156)
<b>Liberty Street Total</b>	<b>3,155</b>	<b>4,272</b>	<b>(1,117)</b>	<b>22,573</b>	<b>30,562</b>	<b>(7,989)</b>
12 Mile Phone	866	883	(17)	5,529	6,427	(898)
12 Mile In-Person	4,957	4,219	738	32,039	27,941	4,098
<b>12 Mile Total</b>	<b>5,823</b>	<b>5,102</b>	<b>721</b>	<b>37,568</b>	<b>34,368</b>	<b>3,200</b>
<b>Total Library Use</b>	<b>9,270</b>	<b>9,836</b>	<b>(566)</b>	<b>62,735</b>	<b>68,354</b>	<b>(5,619)</b>

<b>Electronic Services</b>	<b>Dec 2023</b>	<b>Dec 2022</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
<b>PC and Wireless Logins:</b>						
Liberty Street Public Computers	1,232	1,007	225	8,240	7,276	964
12 Mile Pubic Computers	1,569	1,462	107	10,978	10,505	473
<b>Public Computer Total</b>	<b>2,801</b>	<b>2,469</b>	<b>332</b>	<b>19,218</b>	<b>17,781</b>	<b>1,437</b>
Liberty Street Wireless	1,686	14,318	(12,632)	10,236	84,457	(74,221)
12 Mile Wireless	2,542	24,940	(22,398)	16,544	200,602	(184,058)
<b>Wireless Total</b>	<b>4,228</b>	<b>39,258</b>	<b>(35,030)</b>	<b>26,780</b>	<b>285,059</b>	<b>(258,279)</b>
<b>Total Computer Use</b>	<b>7,029</b>	<b>41,727</b>	<b>(34,698)</b>	<b>45,998</b>	<b>302,840</b>	<b>(256,842)</b>
<b>Web Pages Viewed:</b>						
Adult, Teen & Children's Pages	41,745	70,024	(28,279)	299,487	491,009	(191,522)
Catalog Searches	68,148	35,108	33,040	385,518	246,996	138,522
<b>Total Web Pages Viewed</b>	<b>109,893</b>	<b>105,132</b>	<b>4,761</b>	<b>685,005</b>	<b>738,005</b>	<b>(53,000)</b>

<b>Programs</b>	<b>Dec 2023</b>	<b>Dec 2022</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
Programs	60	68	(8)	627	529	98
Attendance	1,344	1,439	(95)	18,396	20,360	(1,964)



How are we doing?

NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
ZIP: \_\_\_\_\_

**What made your Library visit special?**

Variety range of Bone available are good collection  
of Books for kids/adults and also  
regional picks

**Turn over to leave a suggestion for Library staff.**