



**Farmington Community Library
Board of Trustees Meeting
Thursday, June 7, 2023
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.
June 08, 2023

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of Minutes – Regular Board Meeting –May-2023
- **Plante Moran**
 - 2024 Budget Approval
 - June 2023 Budget Amendment Approval
- **Treasurers Report**
 - Operating Bills
 - Approval of April 2023 Bills
- **Sub-Committee Updates**
- **Friends of the Library**
- **Director’s Report** (please read prior to meeting)
 - Facilities Update
 - Jill Baker Staff Presenter
- **Unfinished Business**
- **New Business**
 - Elections
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – May 11, 2023**

Board Members Present: Murphy, Brown, Hahn, White, Doby

Board Members Absent: McClellan Stryd

Staff Members Present: Siegrist, Showich-Gallup, Peterson

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:07 by Secretary Jim White.

J. White was nominated to serve as Chair Pro Tem.

APPROVAL OF AGENDA

MOTION by Murphy to approve the Agenda for the May 11, 2023 Board meeting was supported by Brown.

Vote: Aye: All in favor (5-0)

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Murphy to approve the Minutes of the Regular Board Meeting held on April 13, 2023, was supported by Doby.

Vote: Aye: All in favor

Opposed: None

Motion passed.

SUBCOMMITTEES

Personnel (R. Murphy)

MOTION by Murphy to approve the recommended language changes to the Employee Handbook regarding Types of Employment, Sick Leave, Holidays, Overtime, and Life Insurance was supported by Doby.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Murphy to increase the maximum reimbursement for dental / optical / hearing expenses to \$1,875, or 75% of expenses up to \$2,500, was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Murphy to offer debit cards to employees participating in the Flexible Spending Account plan was supported by Brown.

Vote: Aye: All in favor
Opposed: None

Motion passed.

MOTION by Murphy to approve instituting criminal background checks on new hires and volunteers beginning July 1, 2023 was supported by Brown.

Vote: Aye: All in favor
Opposed: None

Motion passed.

MOTION by Murphy to approve giving 20 hours of paid sick time per year to Shelves and Library Aides was supported by Doby.

Vote: Aye: All in favor
Opposed: None

Motion passed.

MOTION by Murphy to approve the 2023-24 Fiscal Year pay schedule with minimum and maximum ranges was supported by Doby.

Vote: Aye: All in favor
Opposed: None

Motion passed.

MOTION by Murphy to increase the proposed 2023-24 payroll budget by \$267,900 to ensure all employees are at 2023-24 minimum, to ensure equity, and to allow for up to 3% increase was supported by Brown.

Vote: Aye: All in favor
Opposed: None

Motion passed.

Strategic Planning (K. Siegrist)

Fast Forward Libraries has delivered the FCL Strategic Plan for 2023-2029, including Vision, Mission, and Strategic Directions. K. Siegrist and E. McClellan are creating a short video.

TREASURER'S REPORT

MOTION by Brown to approve April expenditures totaling \$272,723.05 was supported by Murphy.

Vote: Aye: All in favor
Opposed: None

Motion passed.

MOTION by Brown to receive and file April 2023 financial reports was supported by Doby.

Vote: Aye: All in favor
Opposed: None

Motion passed.

FRIENDS' REPORT (S. Charlebois)

- Book sale May 5-7 raised nearly \$4,500.00.
- Invites have gone out for Gala; RSVP by email or phone.
- There will be a new book sale area soon at Liberty Street.
- Angeline Boulley (*Firekeeper's Daughter, Warrior Girl Unearthed*) to visit FCL in October.
- S. Charlebois attended event for Farmington Farmington Hills Foundation for Youth and Families (FFHFYF) 2022 grant award winners.
- Authors will be present during Art on the Grand June 3, location TBD.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- First Food Truck Tuesday was success despite horrible weather. Next FTT will be May 30, with Smoke Ring.
- The Asian American Pacific Islander Celebration was held May 6.
- Christina Mui Amata, volunteer who helped plan AAPI Celebration, nominated by Kristel Sexton and won Farmington Farmington Hills Commission on Children, Youth, and Families Volunteer Award.
- FCL awarded a Bosch Grant, which will be used to support the Seed Library and the Udemy online platform.
- FCL patrons can decorate cup sleeves for Starbucks Pride Event (downtown Farmington Starbucks).
- First graders across Farmington / Farmington Hills are visiting FCL in May. Applications for library cards were sent to families before visits.
- Summer Reading begins June 3.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CORRESPONDENCE

(sent to Director)

- Thank you from Christina Mui Amata.
- Thank you from Holocaust Memorial Center for participation in Naming Ceremony.
- Great job hosting food trucks.

PUBLIC COMMENT

- K. Griebel, thank you for well-run meeting.
- S. Charlebois, explore Microsoft Outlook Online for Board email.

TRUSTEE COMMENT

- R. Murphy expressed appreciation for work done by departing board member Megan Stryd. Board concurs.
- B. Hahn suggests that a future Book Mobile could visit senior residences, and that a properly licensed senior could drive.

ADJOURNMENT

The Board meeting was adjourned by Secretary White at 7:04 pm. The next meeting of the Library Board is scheduled for Thursday, June 8 at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees



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Southfield, MI 48075
Tel: 248.352.2500
Fax: 248.352.0018
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June 6, 2023

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

Re: May 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
05/24/2023	10140--ADP, LLC		36.16 05/31/2023
05/24/2023	10140--ADP, LLC		23,012.90 05/31/2023
05/12/2023	10140--ADP, LLC		3,803.54 05/31/2023
05/12/2023	10140--ADP, LLC		338.80 05/31/2023
05/10/2023	10140--ADP, LLC		22,893.59 05/31/2023
05/10/2023	10140--ADP, LLC		(23,091.05) 05/31/2023
05/10/2023	10140--ADP, LLC		36.16 05/31/2023
05/10/2023	10140--ADP, LLC		23,091.05 05/31/2023
05/24/2023	10126--Michigan Employers Retirement		4,617.17 05/31/2023
05/24/2023	10126--Michigan Employers Retirement		1,408.82 05/31/2023
05/24/2023	10126--Michigan Employers Retirement		1,279.05 05/31/2023
05/24/2023	10126--Michigan Employers Retirement		3,856.26 05/31/2023
05/24/2023	10126--Michigan Employers Retirement		3,728.69 05/31/2023
05/24/2023	10126--Michigan Employers Retirement		22,662.46 05/31/2023
05/10/2023	10126--Michigan Employers Retirement		4,681.02 05/31/2023
05/10/2023	10126--Michigan Employers Retirement		1,408.82 05/31/2023
05/10/2023	10126--Michigan Employers Retirement		1,367.64 05/31/2023
05/10/2023	10126--Michigan Employers Retirement		3,857.62 05/31/2023
05/10/2023	10126--Michigan Employers Retirement		3,716.21 05/31/2023
05/10/2023	10126--Michigan Employers Retirement		(3,732.81) 05/31/2023
05/10/2023	10126--Michigan Employers Retirement		3,732.81 05/31/2023
			102,704.91

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

05/17/2023	10016--Advanced Pest Control		268.00 In Transit
05/02/2023	10016--Advanced Pest Control		268.00 In Transit
05/05/2023	10454--Allied Building Services of Detroit, Inc.		806.00 In Transit
05/02/2023	10520--Amairas Henna LLC		300.00 In Transit
05/26/2023	10502--Amazon Capital Services		5,316.18 In Transit
05/02/2023	10502--Amazon Capital Services		4,636.92 In Transit
05/01/2023	10502--Amazon Capital Services		360.56 In Transit
05/02/2023	10106--AT&T Long Distance		13.14 In Transit
05/22/2023	10440--Authors Unbound		5,200.00 In Transit
05/26/2023	10000--Baker & Taylor Inc		4,096.94 In Transit
05/26/2023	10000--Baker & Taylor Inc		25,143.26 In Transit
05/02/2023	10000--Baker & Taylor Inc		12,024.12 In Transit
05/01/2023	10000--Baker & Taylor Inc		8,213.72 In Transit
05/22/2023	10313--Bayscan Technologies		410.56 In Transit
05/22/2023	10141--Benistar/UA-6803		5,115.37 In Transit
05/01/2023	10141--Benistar/UA-6803		5,115.37 In Transit
05/02/2023	10143--Blue Care Network		28,163.22 In Transit
05/17/2023	10527--Bound Tree Medical LLC		305.13 In Transit
05/17/2023	10528--Candis Elliott		29.00 In Transit
05/22/2023	10017--CDW Government Inc		10,936.80 In Transit
05/17/2023	10186--Cengage Learning Inc / Gale		14,470.31 In Transit
05/17/2023	10024--City of Farmington Hills		200.23 In Transit
05/26/2023	10025--Danboise Mechanical Inc		612.46 In Transit
05/01/2023	10025--Danboise Mechanical Inc		1,097.06 In Transit
05/05/2023	10522--Detroit Jazz Festival Foundation		200.00 In Transit
05/05/2023	10045--Discount School Supply		73.58 In Transit
05/17/2023	10325--Displays2Go		6,779.13 In Transit
05/05/2023	10325--Displays2Go		143.85 In Transit
05/02/2023	10038--Douglas Moye		185.50 In Transit
05/02/2023	10151--Dr. Tisa Johnson-Hooper		150.00 In Transit
05/26/2023	10495--ElementOne Consulting, Inc.		620.00 In Transit
05/01/2023	10495--ElementOne Consulting, Inc.		4,340.00 In Transit
05/05/2023	10391--Emanuela DeCenso		14.98 In Transit
05/05/2023	10046--EnvisionWare, Inc		120,621.89 In Transit
05/26/2023	10448--Faren Watson		17.79 In Transit
05/01/2023	10448--Faren Watson		28.97 In Transit
05/16/2023	10002--Farmington Community Library		65,237.28 In Transit
05/15/2023	10002--Farmington Community Library		5,775.00 In Transit
05/01/2023	10466--Fast Forward Libraries LLC		17,450.00 In Transit
05/05/2023	10026--FJ Lafontaine & Sons Landscaping		1,444.00 In Transit
05/02/2023	10040--Foster, Swift, Collins & Smith		399.50 In Transit
05/17/2023	10068--Gallagher Fire Equipment		580.00 In Transit
05/22/2023	10020--Gordon Food Service Inc		161.38 In Transit
05/26/2023	10027--Great Lakes Ace Hardware		94.96 In Transit

Farmington Community Library Check register

Date	Vendor	Document no.	Amount Cleared
05/22/2023	10027--Great Lakes Ace Hardware		8.99 In Transit
05/17/2023	10027--Great Lakes Ace Hardware		69.36 In Transit
05/05/2023	10027--Great Lakes Ace Hardware		157.48 In Transit
05/02/2023	10027--Great Lakes Ace Hardware		109.13 In Transit
05/01/2023	10338--Hawaiian Dancers LLC		300.00 In Transit
05/26/2023	10004--Ingram Library Services		102.54 In Transit
05/22/2023	10004--Ingram Library Services		787.59 In Transit
05/02/2023	10004--Ingram Library Services		353.64 In Transit
05/01/2023	10004--Ingram Library Services		1,756.44 In Transit
05/26/2023	10072--Innovative Interfaces Inc		104.79 In Transit
05/26/2023	10464--International Minute Press		250.00 In Transit
05/26/2023	10533--Jamie Purdue		584.43 In Transit
05/26/2023	10221--Jennifer Willard		71.00 In Transit
05/22/2023	10221--Jennifer Willard		700.00 In Transit
05/01/2023	10221--Jennifer Willard		311.53 In Transit
05/17/2023	10447--Joan Weddell		23.44 In Transit
05/01/2023	10521--Karen Golden		150.00 In Transit
05/01/2023	10345--Kennedy Industries		978.00 In Transit
05/17/2023	10260--Kristel Sexton		88.64 In Transit
05/17/2023	10050--Lakeshore Learning Materials		109.26 In Transit
05/05/2023	10050--Lakeshore Learning Materials		87.33 In Transit
05/17/2023	10433--Lijun Xue		267.20 In Transit
05/02/2023	10433--Lijun Xue		235.00 In Transit
05/02/2023	10316--Lisa Laesch-Vanstone		235.00 In Transit
05/02/2023	10383--Lisa Philips		137.20 In Transit
05/26/2023	10075--Lush Lawn/Safari Tree		216.50 In Transit
05/22/2023	10075--Lush Lawn/Safari Tree		157.00 In Transit
05/17/2023	10075--Lush Lawn/Safari Tree		163.50 In Transit
05/02/2023	10075--Lush Lawn/Safari Tree		216.50 In Transit
05/01/2023	10075--Lush Lawn/Safari Tree		157.00 In Transit
05/17/2023	10160--Maria Showich-Gallup		81.57 In Transit
05/22/2023	10284--MBM Technology Solutions		799.00 In Transit
05/01/2023	10284--MBM Technology Solutions		799.00 In Transit
05/17/2023	10010--McCoy Maintenance Inc		175.00 In Transit
05/05/2023	10010--McCoy Maintenance Inc		575.00 In Transit
05/02/2023	10010--McCoy Maintenance Inc		7,795.00 In Transit
05/01/2023	10010--McCoy Maintenance Inc		2,095.00 In Transit
05/17/2023	10282--Melanie Allbery		25.36 In Transit
05/01/2023	10094--Michigan Library Association		2,663.00 In Transit
05/26/2023	10165--Michigan.com		616.62 In Transit
05/25/2023	10011--Midwest Tape		958.60 In Transit
05/22/2023	10011--Midwest Tape		1,037.98 In Transit
05/22/2023	10011--Midwest Tape		2,921.37 In Transit
05/02/2023	10011--Midwest Tape		2,968.44 In Transit
05/01/2023	10011--Midwest Tape		1,849.47 In Transit
05/19/2023	10079--Midwest Tape Hoopla		9,854.05 In Transit
05/22/2023	10430--Ming Louie		300.00 In Transit
05/02/2023	10430--Ming Louie		275.00 In Transit
05/17/2023	10234--MML Wokers' Comp Fund		7,570.00 In Transit
05/01/2023	10144--Mutual Of Omaha		1,668.01 In Transit
05/22/2023	10041--Naeir		113.62 In Transit
05/02/2023	10041--Naeir		35.50 In Transit
05/22/2023	10273--National Door Systems LLC		68,127.50 In Transit
05/17/2023	10273--National Door Systems LLC		569.56 In Transit
05/05/2023	10128--National Time & Signal Corp		610.00 In Transit
05/26/2023	10012--NBS		570.00 In Transit
05/01/2023	10012--NBS		580.00 In Transit
05/02/2023	10395--Occupational Health Centers of Michigan PC		113.00 In Transit
05/17/2023	10082--OverDrive, Inc		3,536.20 In Transit
05/02/2023	10082--OverDrive, Inc		5,146.70 In Transit
05/01/2023	10082--OverDrive, Inc		6,818.60 In Transit
05/17/2023	10530--Patricia Fitzpatrick Smith		141.25 In Transit
05/01/2023	10083--Pitney Bowes Global Financial Services Inc		182.58 In Transit
05/17/2023	10201--Plante Moran		7,482.50 In Transit
05/05/2023	10201--Plante Moran		6,321.47 In Transit
05/17/2023	10531--Playaway Products		39.85 In Transit
05/05/2023	10220--PTS Communications		165.00 In Transit
05/22/2023	10031--Quill LLC		1,273.62 In Transit
05/17/2023	10031--Quill LLC		954.77 In Transit
05/17/2023	10097--Rhode Island Novelty		126.50 In Transit
05/01/2023	10042--Rowan & Littlefield Publishing Group		155.14 In Transit

Farmington Community Library Check register

<u>Date</u>	<u>Vendor</u>	<u>Document no.</u>	<u>Amount Cleared</u>
05/26/2023	10225--Sage Software Inc		2,756.00 In Transit
05/26/2023	10446--Sandy Herman		213.00 In Transit
05/17/2023	10483--SASHE, LLC-A		1,065.00 In Transit
05/15/2023	10054--Schindler Elevator Corp		1,396.12 In Transit
05/26/2023	10132--Scholastic Inc.		39.15 In Transit
05/01/2023	10132--Scholastic Inc.		34.27 In Transit
05/26/2023	10022--Tech Logic		675.00 In Transit
05/01/2023	10382--Tech Mechanical		8,255.84 In Transit
05/05/2023	10035--The Library Network		1,512.00 In Transit
05/26/2023	10015--Toshiba America Business Solutions		35.26 In Transit
05/17/2023	10015--Toshiba America Business Solutions		732.00 In Transit
05/26/2023	10029--Unique		108.35 In Transit
05/22/2023	10029--Unique		325.05 In Transit
05/02/2023	10029--Unique		197.00 In Transit
05/01/2023	10519--United Rent-All		2,170.00 In Transit
05/01/2023	10137--Value Line Publishing Inc		2,950.00 In Transit
05/22/2023	10102--Wesco Receivables Corp		943.98 In Transit
05/17/2023	10529--West Bloomfield Township Public Library		30.40 In Transit
05/05/2023	10023--Witt Mechanical, Inc		546.00 In Transit
05/01/2023	10473--Xemplar Club		150.00 In Transit
	Total for Bill.com Clearing		<u>538,533.90</u>
05/09/2023	10006--Bright House Networks		125.06 05/31/2023
05/13/2023	10019--Clear Rate Communications		427.11 05/31/2023
05/12/2023	10330--Comerica Commerical Card Services		1,982.83 05/31/2023
05/16/2023	10009--Consumers Energy		2,917.03 05/31/2023
05/11/2023	10009--Consumers Energy		837.41 05/31/2023
05/31/2023	10539--Dale A. Carlson	27190	200.00 In Transit
05/31/2023	10109--DK Agencies (P) LTD	27192	2,023.80 In Transit
05/20/2023	10005--DTE Energy		13,019.80 05/31/2023
05/20/2023	10005--DTE Energy		3,287.17 05/31/2023
05/15/2023	10147--EHIM		83.25 05/31/2023
05/15/2023	10147--EHIM		706.62 05/31/2023
05/31/2023	10092--I.T.I, Inc,	27189	6,032.04 In Transit
05/31/2023	10124--Matthew Ball	27191	350.00 In Transit
05/05/2023	10238--O.C.W.R.C.		149.46 05/31/2023
05/05/2023	10238--O.C.W.R.C.		378.64 05/31/2023
05/05/2023	10238--O.C.W.R.C.		1,095.80 05/31/2023
05/09/2023	10532--Sean Gaskell	27188	375.00 05/31/2023
05/12/2023	10014--T-Mobile		1,107.39 05/31/2023
05/28/2023	10087--WM Corporate Services, Inc.		5,486.56 05/31/2023
	Total for Comerica - 4744		<u>40,584.97</u>

General Fund

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

	PERIOD ENDED 06/30/2022	PERIOD ENDED 05/31/2023	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000001 - General Checking - Comerica	337,467.59	194,865.30	(142,602.29)	(42.25) %
000004 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
000007 - Payroll Checking - Comerica	287,683.00	429,826.59	142,143.59	49.40 %
000011 - Millage Money Market - Comerica	5,553,236.99	7,335,833.33	1,782,596.34	32.10 %
Total Cash & Cash Equivalents	6,179,647.58	7,961,785.22	1,782,137.64	28.83 %
Other Assets				
000018 - Accounts Receivable	201,091.23	0.00	(201,091.23)	(100.00) %
000040 - Accounts Receivable - Metro Net	0.00	21,444.01	21,444.01	100.00 %
000042 - Accounts Receivable - Friends	52,330.24	20,978.52	(31,351.72)	(59.91) %
000043 - Accounts Receivable - Interlibrary Loan	65.69	0.00	(65.69)	(100.00) %
000123 - Prepaid Expense	138,479.16	113,587.61	(24,891.55)	(17.97) %
Total Other Assets	391,966.32	156,010.14	(235,956.18)	(60.19) %
Total Assets	6,571,613.90	8,117,795.36	1,546,181.46	23.52 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
000202 - Accounts Payable	90,571.78	149,032.84	58,461.06	64.54 %
000203 - Manual Accounts Payable	21,536.85	0.00	(21,536.85)	(100.00) %
000209 - Friends of Library - Book Sale	0.00	2,236.97	2,236.97	100.00 %
000216 - Due to Other Governments	17,886.52	17,886.52	0.00	0.00 %
000257 - Accrued Payroll	88,025.87	0.00	(88,025.87)	(100.00) %
000258 - Section 125- Medical Reimbrsmt	316.41	572.01	255.60	80.78 %
Total Current Liabilities	218,337.43	169,728.34	(48,609.09)	(22.26) %
Long Term Liabilities				
000331 - Unemployment Liability	398,452.50	398,452.50	0.00	0.00 %
000339 - Unearned Revenues	52,330.24	0.00	(52,330.24)	(100.00) %
Total Long Term Liabilities	450,782.74	398,452.50	(52,330.24)	(11.60) %
Total Liabilities	669,120.17	568,180.84	(100,939.33)	(15.08) %
Equity				
000390 - Fund Balance	5,054,919.00	5,902,493.73	847,574.73	16.76 %
Total Equity	5,054,919.00	5,902,493.73	847,574.73	16.76 %
Net Income Current Period	847,574.73	1,647,120.79	799,546.06	94.33 %
Total Liabilities and Equity	6,571,613.90	8,117,795.36	1,546,181.46	23.52 %

General Fund

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

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2022	06/30/2023	06/30/2023	05/31/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
000404 - Summer Tax Revenue - Hills	3,489,180.01	3,690,852.00	3,690,852.00	3,633,408.31	98.44 %
000405 - Summer Tax Revenue - City	346,061.85	382,464.00	382,464.00	359,942.66	94.11 %
000406 - Winter Tax Revenue - Hills	2,016,734.06	2,161,003.00	2,161,003.00	2,104,747.99	97.40 %
000407 - Winter Tax Revenue - City	201,313.60	223,934.00	223,934.00	212,093.98	94.71 %
000410 - Delinquent Taxes	83,887.05	16,250.00	16,250.00	8,103.95	49.87 %
000450 - MI Special Assmt/replaced PPT	318,927.41	315,945.00	315,945.00	321,790.56	101.85 %
000539 - State Penal Fine Revenue	142,826.50	159,115.00	143,000.00	0.00	0.00 %
000540 - State Aid - Farmington Library	93,941.54	78,155.00	94,000.00	48,123.92	51.20 %
000541 - Grant Revenue	5,078.00	785.00	2,390.00	2,888.00	120.84 %
000602 - Auditorium Fees	9,820.00	15,000.00	15,000.00	12,016.88	80.11 %
000603 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	10,000.00	100.00 %
000642 - Copy Vending Machine Revenue	24,650.40	32,150.00	32,150.00	25,133.12	78.17 %
000643 - Snack Vending Machines Revenue	1,733.77	45.00	1,750.00	3,666.80	209.53 %
000644 - Paver Sales	1,200.00	125.00	400.00	436.00	109.00 %
000646 - Memorial & Gifts Revenue	12,640.84	11,700.00	11,700.00	5,885.00	50.30 %
000655 - Fines, Fees & Lost Book	5,750.64	6,400.00	6,400.00	4,979.60	77.81 %
000665 - Interest	3,693.49	3,700.00	58,700.00	119,024.31	202.77 %
000670 - Interest - Gift Fund only	5.03	30.00	0.00	0.00	0.00 %
000671 - Other Misc Revenue	20,295.36	26,280.00	26,280.00	12,817.65	48.77 %
000674 - Gifts From Friends of Library	149,171.59	80,000.00	80,000.00	122,466.15	153.08 %
Total Revenue	6,936,911.14	7,213,933.00	7,272,218.00	7,007,524.88	96.36 %
Expenses					
Payroll and Related Expenses					
000702 - Salaries & Wage Expense	2,259,287.80	2,881,608.00	2,881,608.00	2,158,049.18	74.89 %
000709 - Employers FICA expense	163,395.91	220,805.00	220,805.00	158,196.47	71.65 %
000723 - OPEB Expense	61,504.75	143,200.00	143,200.00	92,238.57	64.41 %
000724 - Retiree Health Ins	140,918.64	149,200.00	149,200.00	111,404.27	74.67 %
000725 - Dental, Optical, & Hearing	15,844.21	30,000.00	30,000.00	22,095.87	73.65 %
000726 - Hospitalization Insurance	262,691.05	327,900.00	327,900.00	295,870.88	90.23 %
000727 - Group Life - Mutual of Omaha	14,282.88	21,200.00	21,200.00	14,510.21	68.44 %
000728 - Retirement Fund - Employers	263,828.45	290,816.00	360,000.00	334,417.77	92.89 %
Total Payroll and Related Expenses	3,181,753.49	4,064,729.00	4,133,913.00	3,186,783.22	77.09 %
Other Expenses					
000750 - Office Supplies	12,669.09	20,000.00	15,000.00	9,666.14	64.44 %
000752 - Operating Supplies	23,254.60	24,450.00	24,450.00	13,446.76	55.00 %
000754 - Vending Equipment & Supplies	6,031.23	24,500.00	36,900.00	21,527.97	58.34 %
000791 - Newspapers & Periodicals	35,980.95	38,000.00	38,000.00	30,135.82	79.30 %
000801 - Professional Services	230,342.38	275,000.00	275,000.00	233,492.55	84.91 %

General Fund

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

	Year Ending 06/30/2022	Year Ending 06/30/2023		Year To Date 05/31/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
000850 - Telephone	20,075.50	20,460.00	29,460.00	22,324.84	75.78 %
000851 - Postage	2,551.68	7,000.00	7,000.00	6,152.53	87.89 %
000860 - Transportation	3,008.72	1,090.00	5,000.00	1,285.95	25.72 %
000880 - Programming	7,030.92	15,000.00	65,000.00	38,551.38	59.31 %
000900 - Processing	36,491.80	52,000.00	37,000.00	8,620.57	23.30 %
000901 - Gift Fund Purchases	7,268.41	0.00	0.00	3,902.71	0.00 %
000902 - Friends Gift Purchases	90,779.67	80,000.00	80,000.00	112,995.58	141.24 %
000905 - Legacy Gift Fund Purchases	0.00	0.00	0.00	92.73	0.00 %
000911 - Training & Conferences	11,975.77	23,000.00	23,000.00	22,185.04	96.46 %
000915 - Memberships	6,955.19	18,100.00	10,100.00	6,078.29	60.18 %
000918 - Water	27,711.94	37,250.00	37,250.00	29,661.04	79.63 %
000920 - Electricity	191,833.79	188,000.00	188,000.00	165,475.12	88.02 %
000921 - Heat	27,008.46	26,000.00	26,000.00	37,994.36	146.13 %
000925 - Landscaping /Snow Removal	43,271.53	39,500.00	45,000.00	36,290.79	80.65 %
000930 - Maintenance/Repairs	35,264.73	47,000.00	47,000.00	48,598.28	103.40 %
000931 - Repairs & Maintenance Supplies	20,363.03	69,000.00	49,000.00	16,817.05	34.32 %
000934 - Maintenance Contracts	231,466.84	300,000.00	300,000.00	197,377.12	65.79 %
000935 - Insurance & Bonds	80,628.00	76,620.00	76,620.00	64,533.00	84.22 %
000949 - Technology Upgrades	29,404.50	155,000.00	155,000.00	15,974.33	10.31 %
000950 - E Library Cataloging (OCLC)	21,174.80	21,175.00	22,175.00	22,156.38	99.92 %
000955 - Miscellaneous	55,579.20	7,000.00	7,000.00	4,901.41	70.02 %
000957 - COVID-19	10,202.54	10,000.00	0.00	0.00	0.00 %
000970 - Capital Outlay Expense	0.00	0.00	115,100.00	105,074.38	91.29 %
000975 - Building & Improvements	229,173.43	320,000.00	320,000.00	292,726.09	91.48 %
000980 - Furniture/Furnishings	1,802.31	60,000.00	60,000.00	23,803.22	39.67 %
000981 - Vehicle	1,303.46	1,600.00	1,600.00	1,470.32	91.90 %
000982 - Books	239,059.45	278,000.00	278,000.00	222,639.35	80.09 %
000983 - eBooks	0.00	100,000.00	100,000.00	67,686.15	67.69 %
000984 - Software	27,989.85	75,000.00	45,455.00	36,550.77	80.41 %
000985 - Equipment	12,507.95	70,525.00	195,525.00	78,211.42	40.00 %
000986 - Computers	33,916.25	35,000.00	35,000.00	17,064.26	48.76 %
000987 - Integrated Library System	107,008.08	189,000.00	194,000.00	126,517.13	65.22 %
000988 - Audio Visual	34,284.60	55,000.00	55,000.00	29,302.42	53.28 %
000989 - Information Resources	238,306.67	219,400.00	261,600.00	191,129.29	73.06 %
000990 - Video/ DVD/ Movie Collection	58,381.08	68,450.00	68,450.00	39,422.95	57.59 %
000991 - TLN (formerly Metro Net)	24,738.52	36,500.00	36,500.00	11,860.38	32.49 %
000993 - Interest Expense	1,462.00	0.00	1,470.00	0.00	0.00 %
000994 - Principal Expense	11,738.00	0.00	11,750.00	0.00	0.00 %
Total Other Expenses	2,289,996.92	3,083,620.00	3,378,405.00	2,413,695.87	71.44 %

General Fund

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

	Year Ending 06/30/2022	Year Ending 06/30/2023		Year To Date 05/31/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
Total Expenses	5,471,750.41	7,148,349.00	7,512,318.00	5,600,479.09	74.55 %
Transfers					
000699 - Transfer in	0.00	0.00	240,100.00	240,075.00	99.99 %
000995 - Transfer out	(617,586.00)	(65,584.00)	0.00	0.00	0.00 %
Total Transfers	(617,586.00)	(65,584.00)	240,100.00	240,075.00	99.99 %
Total Revenue in Excess of Expenses	847,574.73	0.00	0.00	1,647,120.79	0.00 %

Endowment Fund

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

	<u>PERIOD ENDED</u> <u>06/30/2022</u>	<u>PERIOD ENDED</u> <u>05/31/2023</u>	<u>CHANGE</u>	<u>% CHANGE</u>
Assets				
Cash & Cash Equivalents				
000017 - Library Endowment Fund	346,623.39	555,056.93	208,433.54	60.13 %
Total Cash & Cash Equivalents	<u>346,623.39</u>	<u>555,056.93</u>	<u>208,433.54</u>	<u>60.13 %</u>
Total Assets	<u>346,623.39</u>	<u>555,056.93</u>	<u>208,433.54</u>	<u>60.13 %</u>
Liabilities and Equity				
Equity				
000375 - Fund Balance - Restricted - Farmington Branch	100,000.00	100,000.00	0.00	0.00 %
000380 - Fund Balance - Committed - future endowments	252,745.48	246,623.39	(6,122.09)	(2.42) %
Total Equity	<u>352,745.48</u>	<u>346,623.39</u>	<u>(6,122.09)</u>	<u>(1.73) %</u>
Net Income Current Period	(6,122.09)	208,433.54	214,555.63	(3,504.61) %
Total Liabilities and Equity	<u>346,623.39</u>	<u>555,056.93</u>	<u>208,433.54</u>	<u>60.13 %</u>

Endowment Fund

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

	Year Ending 06/30/2022 <u>END BALANCE</u>	Year To Date 05/31/2023 <u>YTD BALANCE</u>
Revenue		
000646 - Memorial & Gifts Revenue	0.00	199,831.33
000669 - Investment Gain Loss	(6,122.09)	8,602.21
Total Revenue	<u>(6,122.09)</u>	<u>208,433.54</u>
Total Revenue in Excess of Expenses	<u>(6,122.09)</u>	<u>208,433.54</u>

Capital Reserve Fund

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

	<u>PERIOD ENDED</u> <u>06/30/2022</u>	<u>PERIOD ENDED</u> <u>05/31/2023</u>	<u>CHANGE</u>	<u>% CHANGE</u>
Assets				
Cash & Cash Equivalents				
000011 - Millage Money Market - Comerica	2,920,151.25	2,724,243.16	(195,908.09)	(6.70) %
Total Cash & Cash Equivalents	<u>2,920,151.25</u>	<u>2,724,243.16</u>	<u>(195,908.09)</u>	<u>(6.70) %</u>
Total Assets	<u>2,920,151.25</u>	<u>2,724,243.16</u>	<u>(195,908.09)</u>	<u>(6.70) %</u>
Liabilities and Equity				
Equity				
000390 - Fund Balance	2,301,369.79	2,920,151.25	618,781.46	26.88 %
Total Equity	<u>2,301,369.79</u>	<u>2,920,151.25</u>	<u>618,781.46</u>	<u>26.88 %</u>
Net Income Current Period	618,781.46	(195,908.09)	(814,689.55)	(131.66) %
Total Liabilities and Equity	<u>2,920,151.25</u>	<u>2,724,243.16</u>	<u>(195,908.09)</u>	<u>(6.70) %</u>

Capital Reserve Fund

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

	Year Ending 06/30/2022 END BALANCE	Year To Date 05/31/2023 YTD BALANCE
Revenue		
000665 - Interest	1,195.46	44,166.91
Total Revenue	<u>1,195.46</u>	<u>44,166.91</u>
Transfers		
000699 - Transfer in	617,586.00	0.00
000995 - Transfer out	0.00	(240,075.00)
Total Transfers	<u>617,586.00</u>	<u>(240,075.00)</u>
Total Revenue in Excess of Expenses	<u>618,781.46</u>	<u>(195,908.09)</u>

Farmington Community Library
Investment Report
Month Ending April 30, 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	10,436,889.90	2.57%	22,578.72	-	142,635.90	Money Market	000011
Fidelity Liberty Endowment	555,056.93	N/A	-	2,126.93	2,532.43	Investment	000017
	<u>10,991,946.83</u>				<u>145,168.33</u>		

FARMINGTON COMMUNITY LIBRARY
Fiscal Year 2024 PROPOSED Budget

	FY 2022 Actual	FY 2023 Amended Budget	FY 2023 Year To Date Actual (through April 30, 2023)	FY 2023 Projected	FY 2024 APPROVED Budget
<u>REVENUES</u>					
000404	3,489,180	3,690,852.00	3,633,408	3,690,852	3,933,572
000405	346,062	382,464.00	357,783	382,464	382,464
000406	2,016,734	2,161,003.00	2,104,748	2,161,003	2,303,116
000407	201,314	223,934.00	206,490	223,934	238,168
000410	83,887	16,250.00	7,479	16,250	16,250
000450	318,927	321,900.00	321,791	321,900	321,900
000539	142,827	143,000.00	-	143,000	143,000
000540	93,942	94,000.00	48,124	94,000	94,000
000541	5,078	2,390.00	2,388	2,390	2,390
000602	9,820	15,000.00	11,021	15,000	15,000
000603	10,000	10,000.00	10,000	10,000	10,000
000642	24,650	32,150.00	23,050	32,150	32,150
000643	1,734	2,625.00	2,621	2,625	2,625
000644	1,200	450.00	436	450	450
000645	-	-	-	-	-
000646	12,641	11,700.00	5,398	11,700	11,700
000655	5,751	6,400.00	4,674	6,400	6,400
000665	3,693	142,100.00	102,102	142,100	142,100
000670	5	-	-	-	-
000671	20,295	26,280.00	11,691	26,280	26,280
000674	149,172	96,125.00	96,108	96,125	96,125
000675	-	240,100	240,075	240,100	215,000
	6,936,911	7,618,723	7,189,385	7,618,723	7,992,690
TOTAL REVENUES					

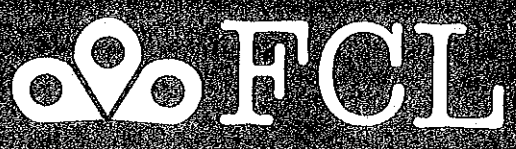
	FY 2022 Actual	FY 2023 Amended Budget	FY 2023 Year To Date Actual (through April 30, 2023)	FY 2023 Projected	FY 2024 APPROVED Budget
<u>EXPENDITURES</u>					
PAYROLL EXPENSES:					
000702	2,259,288	2,881,608	1,969,636	2,881,608	3,250,600
000709	163,396	220,805	144,433	220,805	249,400
000723	61,505	143,200	84,002	143,200	139,000
000724	140,919	149,200	102,259	149,200	69,800
000725	15,844	30,000	20,281	30,000	30,000
000726	262,691	327,900	270,708	327,900	376,900
000727	14,283	21,200	14,797	21,200	24,200
000728	263,828	370,000	304,621	370,000	299,620
000729	-	-	-	-	-
TOTAL PAYROLL EXPENSES:	3,181,753	4,143,913	2,910,738	4,143,913	4,439,520

OPERATING EXPENSES:					
000750	12,669	15,000	9,532	15,000	15,000
000752	23,255	24,450	12,296	24,450	24,450
000754	6,031	36,900	21,493	36,900	36,900
000791	35,981	38,000	32,413	38,000	38,000
000801	230,342	275,000	216,046	275,000	275,000
000802	-	-	(250)	-	-
000850	20,076	29,460	21,623	29,460	21,000
000851	2,552	7,750	6,153	7,750	7,750
000860	3,009	5,000	1,269	5,000	5,000
000880	7,031	65,000	37,611	65,000	20,000
000881	-	-	-	-	55,000
000900	36,492	37,000	8,396	37,000	37,000
000901	7,268	3,150	3,145	3,150	3,150
000902	90,779.67	85,000	79,641	85,000	85,000
000903	-	-	-	-	-
000904	-	-	-	-	-
000905	-	500	93	500	500

	FY 2022 Actual	FY 2023 Amended Budget	FY 2023 Year To Date Actual (through April 30, 2023)	FY 2023 Projected	FY 2024 APPROVED Budget
000930	Maintenance/Repairs	35,265	39,841	48,500	48,500
000931	Repairs & Maintenance Supplies	20,363	16,293	39,000	39,000
000934	Maintenance Contracts	231,467	174,028	250,000	250,000
000935	Insurance & Bonds	80,628	64,533	81,620	81,620
000949	Technology Upgrades	29,405	15,974	155,000	155,000
000950	E Library Cataloging (OCLC)	21,175	22,156	22,175	22,175
000955	Miscellaneous	55,579	4,687	7,000	7,000
000956	Contingency	-	-	-	-
000957	COVID 19	10,203	-	-	-
000970	Capital Outlay Expense	-	105,074	115,100	215,000
000975	Building & Improvements	229,173	224,599	407,250	350,000
000980	Furniture/Furnishings	1,802	23,803	60,000	60,000
000981	Vehicle	1,303	1,470	2,100	2,100
000982	Books	239,059	186,939	278,000	278,000
000983	Ebooks	-	66,179	100,000	100,000
000984	Software	27,990	38,062	55,455	55,455
000985	Equipment	12,508	77,801	195,525	125,000
000986	Computers	33,916	17,064	35,000	35,000
000987	integrated Library System (ILS)	107,008	126,412	194,000	194,000
000988	Audio Visual	34,285	28,529	55,000	53,700
000989	Information Resources	238,307	191,409	261,600	261,600
000990	Video/ DVD/ Movie Collection	58,381	37,756	68,450	68,450
000991	TLN (formerly Metro Net)	24,739	11,860	36,500	36,500
000993	Interest Expense	1,462	-	2,000	2,000
000994	Principal Expense	11,738	-	12,000	12,000
000995	Transfer Out	617,586	-	31,975	136,470
	TOTAL OPERATING EXPENSES:	2,907,583	2,197,116	3,474,810	3,553,170
	TOTAL EXPENDITURES	6,089,336	5,107,854	7,618,723	7,992,690

	FY 2022 Actual	FY 2023 Amended Budget	FY 2023 Year To Date Actual (through April 30, 2023)	FY 2023 Projected	FY 2024 APPROVED Budget
TOTAL REVENUES	6,936,911	7,618,723	7,189,385	7,618,723	7,992,690
TOTAL EXPENDITURES	6,089,336	7,618,723	5,107,854	7,618,723	7,992,690
SURPLUS OR DEFICIT	847,575	-	2,081,531	-	0
NET REVENUES OVER EXPENDITURES:					
	847,575	-	2,081,531	-	0
BEGINNING FUND BALANCE (Est.)	5,054,919	5,902,494	5,902,494	5,902,494	5,902,494
Change in Fund Balance	847,575	-	2,081,531	-	0
Employee Benefit Fund					
ENDING FUND BALANCE (Est.)	5,902,494	5,902,494	7,984,025	5,902,494	5,902,494

emailed 5/30/2023



How are we doing?

NAME: _____

DATE: April 21, 2023

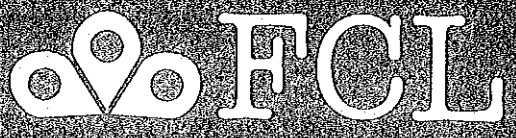
ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

We come regularly to this library - on different days with a granddaughter and grandson. We are always especially happy to see the librarian, Melanie, who greets us enthusiastically and helps us with so many things. Good libraries have the best librarians such as Melanie. Thank you!

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: 5-17-2023

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Emma was sooo helpful and sweet. She's a wonderful and caring person! Thank you very much!

I appreciate all you did for me!

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____
DATE: _____
ADDRESS: _____ CITY: _____ ZIP: _____
PHONE: _____

What made your Library visit special?

Turn over to leave a suggestion for Library staff.



Suggestion:

Please add a pair of lips and eyes to the book muncher!

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: 3/16/23

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

I love the design of the library. Downstairs for young kids and upstairs for older. The staff is amazing! Friendly and helpful.

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: 4/26/23

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

I loved a new book about Kindertransport, Stars of the Night. I learned so much!!
+ "I Was Born A Baby" taught ^{me} so much about animals!!

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name Michael M... Date 2/21/23

Address 36246 Camp ... Farmington Hills Zip 48335

Phone 248-731-1353 Email ...

What made your Library visit special?

Conversations w/ childrens staff

Turn over to leave a suggestion for Library staff.

Suggestion:

Coding apps that we can use at home, ~~not~~ registered through library. Good apps have subscription fees. very annoying.

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

emailed 5/30/2023



NAME: _____

DATE: April 7th 2023

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: 248-508-8007 EMAIL: Howe0730@gmail.com

What made your Library visit special?

Melanie in the kids department was so exceptional and knowledgeable. I really needed some direction and she was able to explain everything. I left that day so happy and I owe it completely to Melanie. Thank You!!

Turn over to leave a suggestion for Library staff.



Suggestion:

Keep hold of great staff like Melanie. People like her are what make Farmington Hills Public Library so great.

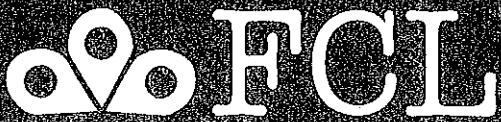
Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



Suggestion:

VERY HELPFUL PLEASE

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!



Suggestion:

Books come out slower here than at other libraries. I love your selection but I wish it was a little quicker! ;)

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?

Next time visitors come have a small table of items upstairs w/ the sign so people know what they make!

Turn over to leave a suggestion for Library staff.

Suggestion:

I'd appreciate a few automated room sprays be strategically placed around the library in the restrooms. Natural fragrances like cotton fresh or fresh linen can make the atmosphere more pleasant without smelling "perfumey". Thanks for your consideration. Patron

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