



FARMINGTON COMMUNITY LIBRARY

**Farmington Community Library
Board of Trustees Meeting
Thursday, June 09, 2022
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 9, 2022

- **Call to Order (6:05)**
- **Approval of Agenda**
- **Minutes**
 - Approval of Minutes - Regular Board Meeting - May 12, 2022
- **Plante Moran**
 - Budget Amendment
- **Treasurers Report (6:15-6:20)**
 - Operating Bills
 - Approval of May 2022 Bills
- **Friends Report (7:20-7:30)**
- **Director's Report (7:30-8:00)**
 - Facilities Report
 - Marketing/Rebranding
 - Introduction of a staff member
- **Sub-Committee Updates (8:00-8:10)**
 - Strategic Planning Committee
 - Strategic Plan
 - Personnel Committee
- **Unfinished Business (8:10-8:30)**
 - Cola increase for substitutes
- **New Business (8:30-8:50)**
 - Elections
- **Board Trustee Comments and Announcements**

- Correspondence
- Public Comment (3 minutes per person)
- Adjournment

Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – May 12, 2022
Draft

Board Members Present: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Board Members Absent: Kelly, White

Staff Members Present: Showich-Gallup, Siegrist, Wrench

Staff Members Absent: Peterson

Prior to the start of the regularly scheduled FCL Board Meeting the annual Budget hearing took place.

CALL TO ORDER

The Board Meeting was called to order at 6:15 p.m. by Board President Duron-Willner.

APPROVAL OF AGENDA

MOTION by Brown to approve the Agenda for the May 12, 2022 Board meeting, supported by McClellan.

McClellan amended the motion to include edits of: Interim Director Report to change to Director Reports and to move the Budget Approval after the Approval of Minutes, supported by Murphy.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Opposed: None

Motion passed.

APPROVAL OF MINUTES:

MOTION by Stryd to approve the Minutes of the Regular Board Meeting on April 14, 2022, was supported by Brown.

Comments: McClellan the April minutes were clear and concise.

Vote: Aye: Brown, Duron-Willner, McClellan, Murphy, Stryd

Opposed: none

Abstain: Hahn

Motion passed.

BUDGET PROPOSAL

MOTION by Brown to approve the proposed FCL Budget for Fiscal Year 2023 presented by Plante Moran, supported by Murphy.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Opposed: none

Motion passed.

OPERATING BILLS

MOTION by Brown that the Board of Trustees approve expenditures totalling \$304,209.41, supported by McClellan.

Vote Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Opposed: none

Motion passed.

FINANCIAL REPORT

MOTION by Brown to receive and file the Monthly Budget for April 2022, supported by Stryd.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Opposed: none

Motion passed.

FRIENDS' REPORT (Stacey Charlebois)

- Gala June 3rd
- Books sales start 4-13-22 (goals for yearly rhythm in spring, fall, and summer)
- Jr. Friends book exchange at Farmers Market (8-6, 9-10, 10-1)
- Character Pancake breakfast potential March
- Donations covered cost of new software
- Author Event via Zoom: Marie Benedict
- Looking for board members with possible youth seat

FACILITIES REPORT (Donald Wrench)

- Firewall work will begin after Gala, Farmington Hills Fire Department has approved work.
- Parking lot repair- bids close 4-15-22 will be done before children's programs.
- Doors (Liberty Street) ordered. Delay in materials.
- Water fountains (Liberty Street) electrical, piping, wall closed. Fountains with bottle fillers will be installed.
- Conveyor System (12 Mile) Kathy, Donald, Meghan putting together a bid to go out in the fall. Giving 30 days for contractors to do onsite visits because of travel required.
- Roads(12 Mile): will contact property management to try to fix complaints of patrons.

INTRODUCTION OF STAFF: Donald Wrench

FREEDOM OF INFORMATION ACT AND OPEN MEETINGS ACT PRESENTATION:

Mike Blum, FosterSwift

DIRECTORS REPORT

- 3 grants received: Bosch (\$29,052), LSTA Public Library Service Grant (\$2,388) Federal Erate grant (\$14,000)
- Staffing: Jill Baker (Head of Adult Services), Monica Sloan (PT paraprofessional Children's Department), and Sarah Boggs (PT library assistant in the Technical Services Department)
- Grant presentation May 26 for Storybook Path Project
- Summer reading kickoff June 4.
- Art on the Grand Bookfest
- Farmers market presence, Family Fun in Riley, Lunch Beats
- Founders Day Parade: board welcome to join them in walking
- Hosting Boost! Ignite your business event on July 7th.
- Emma's coffee event well received and requested more events like this (46 attended)
- Director will be on vacation May 18-24

Duron-Willner would like a draft of a diversity statement.

COMMITTEE REPORTS

Strategic Planning

RFP went out May 2- closing June 3rd, questions due by May 22, hope for a vote during the July meeting. Anticipated start date in August (no later than September) Strategic Plan complete by March 2023.

Personnel

Plans to meet regarding the following

- Evaluation process
- Director org chart presentation
- review/select evaluation tool
- Update employee handbook- October
- Review/ build out job grades and wage bands- ongoing
- Evaluate need to increase wage band as previously identified- ongoing

Duron-Willner states these tasks are to stabilize the library and should not be regarded as ongoing tasks that are assumed by the personnel committee.

UNFINISHED BUSINESS

Dress Code:

MOTION by McClellan to strike any reference to dress code from the handbook, with the dress code issue to be revisited when the handbook is revised, supported by Murphy.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Opposed: none

Motion passed.

Director Salary:

MOTION by McClellan to set the Director salary at \$104,341.50 effective April 14, 2022, supported by Brown.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Opposed: none

Motion passed.

NEW BUSINESS

BOARD COMMENT

Duron-Willner would like to plan a board retreat regarding strategic planning for September. Also planning on the board being at the June 3rd Gala. We will put together a list of events for the board to attend together.

Public Comment

ADJOURNMENT

Motion by Murphy to adjourn meeting, supported by McClellan.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Opposed: none

Motion passed.

The Board meeting was adjourned at 9:43 by President Duron-Willner. The next meeting of the Library Board is scheduled for Thursday, June 9, 2022 at 6:00pm.

Respectfully Submitted,

Megan Stryd
Library Board of Trustees



Plante & Moran, PLLC
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plantemoran.com

June 6, 2022

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

Re: May 2022 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.



General Fund

Farmington Community Library
 Comparative Balance Sheet
 As of May 31, 2022

	PERIOD ENDED 06/30/2021	PERIOD ENDED 05/31/2022	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000001 - General Checking - Comerica	419,870.53	522,080.31	102,209.78	24.34 %
000002 - General - J Fund - Comerica	2,620,772.32	0.00	(2,620,772.32)	(100.00) %
000004 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
000007 - Payroll Checking - Comerica	240,923.08	227,253.36	(13,669.72)	(5.67) %
000010 - Pamphlet Checking	326.02	0.00	(326.02)	(100.00) %
000011 - Millage Money Market - Comerica	1,694,500.07	6,470,544.28	4,776,044.21	281.85 %
000012 - Winter Millage - Comerica Bank	1,781.92	0.00	(1,781.92)	(100.00) %
000013 - Gift Checking - Talmer Bank	399,061.60	0.00	(399,061.60)	(100.00) %
Total Cash & Cash Equivalents	5,378,495.54	7,221,137.95	1,842,642.41	34.25 %
Other Assets				
000018 - Accounts Receivable	249,956.62	0.00	(249,956.62)	(100.00) %
000040 - Accounts Receivable - Metro Net	20,914.55	3,116.95	(17,797.60)	(85.09) %
000042 - Accounts Receivable - Friends	44,303.17	0.00	(44,303.17)	(100.00) %
000043 - Accounts Receivable - Interlibrary Loan	0.00	48.67	48.67	100.00 %
000123 - Prepaid Expense	148,617.67	10,914.67	(137,703.00)	(92.65) %
Total Other Assets	463,792.01	14,080.29	(449,711.72)	(96.96) %
Fixed Assets				
000158 - Construction In Process	0.00	(113.65)	(113.65)	100.00 %
Total Fixed Assets	0.00	(113.65)	(113.65)	100.00 %
Total Assets	5,842,287.55	7,235,104.59	1,392,817.04	23.84 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
000202 - Accounts Payable	190,193.07	45,037.45	(145,155.62)	(76.32) %
000203 - Manual Accounts Payable	20,665.73	0.00	(20,665.73)	(100.00) %
000209 - Friends of Library - Book Sale	133.00	3,093.40	2,960.40	2,225.86 %
000216 - Due to Other Governments	9,854.10	9,854.10	0.00	0.00 %
000256 - Year End - other Accruals	59,950.00	0.00	(59,950.00)	(100.00) %
000257 - Accrued Payroll	67,141.05	0.00	(67,141.05)	(100.00) %
000258 - Section 125- Medical Reimbrsmt	281.60	316.41	34.81	12.36 %
Total Current Liabilities	348,218.55	58,301.36	(289,917.19)	(83.25) %
Long Term Liabilities				
000331 - Unemployment Liability	401,930.00	400,481.75	(1,448.25)	(0.36) %
000339 - Unearned Revenues	52,998.45	0.00	(52,998.45)	(100.00) %
Total Long Term Liabilities	454,928.45	400,481.75	(54,446.70)	(11.96) %
Total Liabilities	803,147.00	458,783.11	(344,363.89)	(42.87) %
Equity				

General Fund

Farmington Community Library
Comparative Balance Sheet
As of May 31, 2022

	PERIOD ENDED 06/30/2021	PERIOD ENDED 05/31/2022	CHANGE	% CHANGE
000390 - Fund Balance	3,958,796.83	5,054,919.00	1,096,122.17	27.68 %
Total Equity	3,958,796.83	5,054,919.00	1,096,122.17	27.68 %
Net Income Current Period	1,080,343.72	1,721,402.48	641,058.76	59.33 %
Total Liabilities and Equity	5,842,287.55	7,235,104.59	1,392,817.04	23.84 %

General Fund

Farmington Community Library Revenue and Expenditure Report As of May 31, 2022

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2021	06/30/2022	06/30/2022	05/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
000404 - Summer Tax Revenue - Hills	3,394,148.18	3,536,531.00	3,536,531.00	3,487,814.49	98.62 %
000405 - Summer Tax Revenue - City	338,444.05	367,945.00	367,945.00	346,061.85	94.05 %
000406 - Winter Tax Revenue - Hills	2,042,434.78	2,070,545.00	2,070,545.00	2,015,934.58	97.36 %
000407 - Winter Tax Revenue - City	197,199.55	215,420.00	215,420.00	201,313.60	93.45 %
000410 - Delinquent Taxes	16,245.10	6,200.00	16,200.00	3,426.28	21.15 %
000450 - MI Special Assmt/replaced PPT	315,943.41	318,490.00	318,490.00	318,883.19	100.12 %
000539 - State Penal Fine Revenue	159,114.17	185,000.00	185,000.00	0.00	0.00 %
000540 - State Aid - Farmington Library	78,154.11	60,000.00	60,000.00	46,642.58	77.74 %
000541 - Grant Revenue	783.90	1,820.00	1,820.00	3,200.00	175.82 %
000602 - Auditorium Fees	(3,350.00)	0.00	15,000.00	9,530.00	63.53 %
000603 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	10,000.00	100.00 %
000642 - Copy Vending Machine Revenue	4,196.22	2,150.00	32,150.00	21,444.89	66.70 %
000643 - Snack Vending Machines Revenue	42.82	45.00	45.00	0.00	0.00 %
000644 - Paver Sales	400.00	0.00	125.00	750.00	600.00 %
000646 - Memorial & Gifts Revenue	9,429.21	11,700.00	11,700.00	12,640.84	108.04 %
000655 - Fines, Fees & Lost Book	5,363.80	5,400.00	6,400.00	5,413.82	84.59 %
000665 - Interest	2,736.78	3,500.00	3,700.00	3,414.78	92.29 %
000670 - Interest - Gift Fund only	36.14	30.00	30.00	5.03	16.77 %
000671 - Other Misc Revenue	37,212.33	12,280.00	26,280.00	21,244.68	80.84 %
000674 - Gifts From Friends of Library	0.00	62,000.00	80,000.00	77,635.17	97.04 %
Total Revenue	6,608,534.55	6,869,056.00	6,957,381.00	6,585,355.78	94.65 %
Expenses					
Payroll and Related Expenses					
000702 - Salaries & Wage Expense	1,998,609.34	2,668,800.00	2,668,800.00	1,988,547.98	74.51 %
000709 - Employers FICA expense	143,170.99	204,600.00	204,600.00	143,454.59	70.11 %
000723 - OPEB Expense	78,425.96	116,300.00	116,300.00	54,160.77	46.57 %
000724 - Retiree Health Ins	130,662.74	150,800.00	159,800.00	143,159.34	89.59 %
000725 - Dental, Optical, & Hearing	0.00	30,000.00	30,000.00	14,325.73	47.75 %
000726 - Hospitalization Insurance	229,782.10	307,100.00	307,100.00	264,331.05	86.07 %
000727 - Group Life - Mutual of Omaha	12,268.61	20,400.00	20,400.00	14,549.72	71.32 %
000728 - Retirement Fund - Employers	175,678.50	204,780.00	267,000.00	241,579.11	90.48 %
000729 - Unemployment Compensation	203,727.05	0.00	0.00	250.00	0.00 %
Total Payroll and Related Expenses	2,972,325.29	3,702,780.00	3,774,000.00	2,864,358.29	75.90 %
Other Expenses					
000750 - Office Supplies	10,289.34	12,050.00	20,000.00	11,270.86	56.35 %
000752 - Operating Supplies	14,484.66	19,450.00	24,450.00	17,220.09	70.43 %
000754 - Vending Equipment & Supplies	14,095.42	19,500.00	24,500.00	19,231.23	78.49 %
000791 - Newspapers & Periodicals	34,006.10	38,000.00	38,000.00	35,291.32	92.87 %

Farmington Community Library Revenue and Expenditure Report As of May 31, 2022

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2021	06/30/2022	06/30/2022	05/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
000801 - Professional Services	605,751.28	275,000.00	275,000.00	212,164.35	77.15 %
000802 - Friends - Credit Crd pass thru	0.00	0.00	0.00	(100.00)	0.00 %
000850 - Telephone	19,286.59	20,460.00	20,460.00	17,495.30	85.51 %
000851 - Postage	1,725.87	7,000.00	7,000.00	3,505.74	50.08 %
000860 - Transportation	709.14	1,090.00	1,090.00	2,771.93	254.31 %
000880 - Programming & Publicity	14,798.16	15,000.00	15,000.00	2,174.79	14.50 %
000900 - Processing	0.00	12,000.00	52,000.00	29,785.00	57.28 %
000901 - Gift Fund Purchases	0.00	0.00	0.00	6,055.57	0.00 %
000902 - Friends Gift Purchases	1,750.00	0.00	80,000.00	43,870.95	54.84 %
000911 - Training & Conferences	12,623.10	15,175.00	15,175.00	11,925.77	78.59 %
000915 - Memberships	6,565.37	18,100.00	18,100.00	6,082.19	33.60 %
000918 - Water	36,732.73	37,250.00	37,250.00	24,047.16	64.56 %
000920 - Electricity	176,371.69	188,000.00	188,000.00	152,206.69	80.96 %
000921 - Heat	22,895.96	26,000.00	26,000.00	25,056.67	96.37 %
000925 - Landscaping /Snow Removal	30,907.16	39,500.00	39,500.00	34,878.04	88.30 %
000930 - Maintenance/Repairs	0.00	0.00	47,000.00	34,645.73	73.71 %
000931 - Repairs & Maintenance Supplies	46,581.73	69,000.00	69,000.00	20,318.79	29.45 %
000934 - Maintenance Contracts	301,711.85	300,000.00	300,000.00	224,593.57	74.86 %
000935 - Insurance & Bonds	69,542.55	71,620.00	76,620.00	75,538.00	98.59 %
000949 - Technology Upgrades	44,282.08	155,000.00	155,000.00	29,404.50	18.97 %
000950 - E Library Cataloging (OCLC)	20,416.26	20,420.00	21,175.00	21,174.80	100.00 %
000955 - Miscellaneous	53,647.06	7,000.00	7,000.00	3,036.86	43.38 %
000957 - COVID-19	30,187.24	55,825.00	55,825.00	10,202.54	18.28 %
000975 - Building & Improvements	180,574.50	300,000.00	320,000.00	211,482.43	66.09 %
000980 - Furniture/Furnishings	0.00	40,000.00	40,000.00	1,101.80	2.75 %
000981 - Vehicle	521.95	1,050.00	1,600.00	1,289.46	80.59 %
000982 - Books	219,858.24	245,000.00	259,000.00	219,119.21	84.60 %
000984 - Software	45,760.19	75,000.00	75,000.00	24,529.73	32.71 %
000985 - Equipment	5,602.52	50,525.00	50,525.00	14,114.74	27.94 %
000986 - Computers	12.99	35,000.00	35,000.00	24,434.67	69.81 %
000987 - Integrated Library System	0.00	70,000.00	189,000.00	107,008.08	56.62 %
000988 - Audio Visual	18,547.35	42,000.00	42,000.00	31,974.93	76.13 %
000989 - Information Resources	191,255.20	205,735.00	294,735.00	220,007.90	74.65 %
000990 - Video/ DVD/ Movie Collection	78,656.12	81,600.00	81,600.00	47,948.93	58.76 %
000991 - TLN (formerly Metro Net)	25,589.14	30,000.00	36,500.00	22,734.69	62.29 %
Total Other Expenses	2,335,739.54	2,598,350.00	3,038,105.00	1,999,595.01	65.82 %
Total Expenses	5,308,064.83	6,301,130.00	6,812,105.00	4,863,953.30	71.40 %
Transfers					
000995 - Transfer out	(220,126.00)	(567,926.00)	(145,276.00)	0.00	0.00 %

General Fund

Farmington Community Library
Revenue and Expenditure Report
As of May 31, 2022

	Year Ending 06/30/2021	Year Ending 06/30/2022		Year To Date 05/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
Total Transfers	(220,126.00)	(567,926.00)	(145,276.00)	0.00	0.00 %
Total Revenue in Excess of Expenses	1,080,343.72	0.00	0.00	1,721,402.48	0.00 %

Endowment Fund

Farmington Community Library
 Comparative Balance Sheet
 As of May 31, 2022

	PERIOD ENDED 06/30/2021	PERIOD ENDED 05/31/2022	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000017 - Library Endowment Fund	352,745.48	346,840.12	(5,905.36)	(1.67) %
Total Cash & Cash Equivalents	<u>352,745.48</u>	<u>346,840.12</u>	<u>(5,905.36)</u>	<u>(1.67) %</u>
Total Assets	<u>352,745.48</u>	<u>346,840.12</u>	<u>(5,905.36)</u>	<u>(1.67) %</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	254,510.45	252,745.48	(1,764.97)	(0.69) %
Total Equity	<u>354,510.45</u>	<u>352,745.48</u>	<u>(1,764.97)</u>	<u>(0.49) %</u>
Net Income Current Period	(1,764.97)	(5,905.36)	(4,140.39)	234.58 %
Total Liabilities and Equity	<u>352,745.48</u>	<u>346,840.12</u>	<u>(5,905.36)</u>	<u>(1.67) %</u>

Endowment Fund

Farmington Community Library
Revenue and Expenditure Report
As of May 31, 2022

	Year Ending 06/30/2021 END BALANCE	Year To Date 05/31/2022 YTD BALANCE
Revenue		
000669 - Investment Gain Loss	(1,764.97)	(5,905.36)
Total Revenue	<u>(1,764.97)</u>	<u>(5,905.36)</u>
Total Revenue in Excess of Expenses	<u>(1,764.97)</u>	<u>(5,905.36)</u>

Capital Reserve Fund

Farmington Community Library
 Comparative Balance Sheet
 As of May 31, 2022

	PERIOD ENDED 06/30/2021	PERIOD ENDED 05/31/2022	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000006 - Capital Reserve Money Market	1,827.14	0.00	(1,827.14)	(100.00) %
000011 - Millage Money Market - Comerica	0.00	2,302,421.67	2,302,421.67	100.00 %
000014 - Capital Reserve Cash	2,299,542.65	0.00	(2,299,542.65)	(100.00) %
Total Cash & Cash Equivalents	<u>2,301,369.79</u>	<u>2,302,421.67</u>	<u>1,051.88</u>	<u>0.04 %</u>
Total Assets	<u>2,301,369.79</u>	<u>2,302,421.67</u>	<u>1,051.88</u>	<u>0.04 %</u>
Liabilities and Equity				
Equity				
000390 - Fund Balance	2,080,794.71	2,301,369.79	220,575.08	10.60 %
Total Equity	<u>2,080,794.71</u>	<u>2,301,369.79</u>	<u>220,575.08</u>	<u>10.60 %</u>
Net Income Current Period	<u>220,575.08</u>	1,051.88	(219,523.20)	(99.52) %
Total Liabilities and Equity	<u>2,301,369.79</u>	<u>2,302,421.67</u>	<u>1,051.88</u>	<u>0.04 %</u>

Capital Reserve Fund

Farmington Community Library
Revenue and Expenditure Report
As of May 31, 2022

	Year Ending 06/30/2021 <u>END BALANCE</u>	Year To Date 05/31/2022 <u>YTD BALANCE</u>
Revenue		
000665 - Interest	449.08	1,051.88
Total Revenue	<u>449.08</u>	<u>1,051.88</u>
Transfers		
000699 - Transfer in	220,126.00	0.00
Total Transfers	<u>220,126.00</u>	<u>0.00</u>
Total Revenue in Excess of Expenses	<u>220,575.08</u>	<u>1,051.88</u>

Farmington Community Library
Investment Report
Month Ending April 30, 2022

Account Name	Balance	Current Rate	Current Month Interest	YTD Interest Income (by Calendar Year)	Investment Type	GL Acct
Comerica Millage Money Market	8,772,965.95	0.06%	451.99	1,666.01	Money Market	000011
Fidelity Liberty Endowment	346,840.12	0.00%	(2,135.91)	(5,853.05)	Investment	000017
	<u>9,119,806.07</u>			<u>(4,187.04)</u>		

Director's Report June 9, 2022

Patron Comments

Included in your Board packet.

Monthly Birthday Celebrations

May birthdays included Emma DeCenso, Jenny Pon, Brenden Misener, Mark Flessa, Maddy Lank, Rachael Petty, Autumn Cottrell, Sandi Koponen, Karen Lee, Becky Hall, and Melanie Allbery. We switched it up this month with strawberry flavored cupcakes with vanilla buttercream frosting.

Michigan Municipal Liability Insurance FY 2022-2023

Included in your packet is the MML Insurance quote for FY 2022-2023 is \$64,333 (+200 MML Associate Member Fee.) This is an increase over last year of \$1,378 or 2.18%. In addition, as an MML member the library will receive a dividend payment of \$6,297, this is an increase of \$2,180 in the dividend payment over last year. The net change in cost for the library is \$808 less than last year.

CBIZ Interim-Year GASB 75 Financial Disclosure

CBIZ will completing the interim-year financial disclosure on the Library's OPEB Plan as of June 30, 2022. This is not a full actuarial, the full actuarial was completed last year and will be rolled-forward to June 30, 2022, using methods allowed by GASB.

Staffing

Judy Bencich-Wloch, Children's Services Paraprofessional (FA) and Dave Durbin Custodian (FA) have submitted their notice of resignation/retirement. Judy has been with the library for 6 years and Dave has been with the library for 16 years.

A/V Equipment in Auditorium

The A/V equipment in the auditorium has finally bit the dust. The equipment was put in back in early 2000's during the construction. Currently, the auditorium has no sound available. This was on our list to update so Pat had started getting quotes. This is currently up for bid on BidNet. We are looking to replace ASAP due to the amount of programming we hold in that room.

Bosch Grant

As recipients of the Bosch Grant, representatives from Bosch stopped in the library to take pictures and record a video of our new Seed Library. This was one of the projects that Bosch funded.

E-Rate Grant Funding

The second of the e-rate grants was approved for our network upgrade, in the amount of \$70,000. This represents 50% of the cost of the equipment needed.

Summer Reading Programs

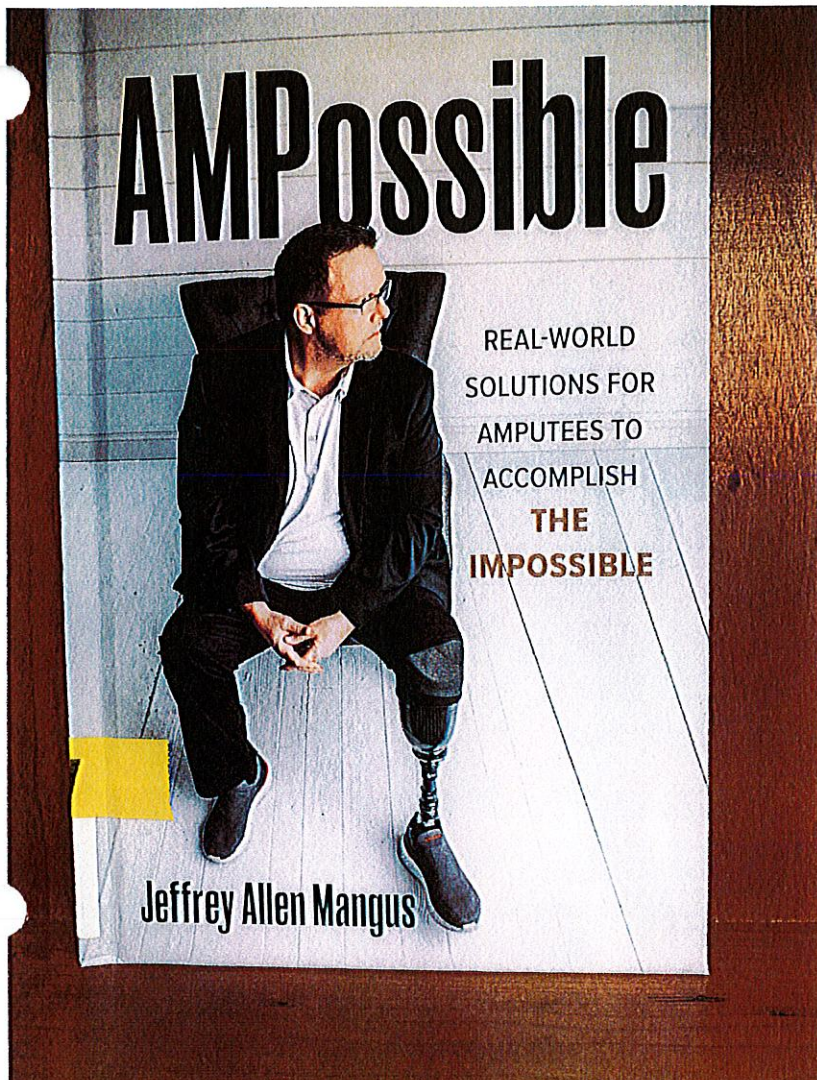
We have a program for all ages! A kickoff party was held on June 4th at the Liberty Street location. The Farmington High School Drumline also made an appearance at the event.

Submitted by
Kelley Siegrist
Director

FARMINGTON COMMUNITY LIBRARY
Fiscal Year 2022 Recommended Budget Amendment

	FY 2021 Actual	FY 2022 Original Budget	FY 2022 Amended Budget	FY 2022 Year To Date Actual (through May 31, 2022)	11 months = 91.67%	FY 2022 Amendments	FY 2022 Amended Budget	Notes
REVENUES								
000404	3,394,148	3,536,531	3,536,531.00	3,487,814.49	0.99		3,536,531	Tax collection ends September 2021 - No amendment needed
000405	338,444	367,945	367,945.00	346,061.85	0.94		367,945	Tax collection ends September 2021 - No amendment needed
000406	2,042,435	2,070,545	2,070,545.00	2,015,934.58	0.97		2,070,545	Tax collection begins December 2021 - No amendment needed
000407	197,200	215,420	215,420.00	201,313.60	0.93		215,420	Tax collection begins December 2021 - No amendment needed
000410	16,245	6,200	16,200.00	3,426.28	0.21	(12,700)	3,500	Recommend amending to FY22 actual
000450	315,943	318,490	318,490.00	318,983.19	1.00	395	318,885	Recommend amending to FY22 actual
000539	159,114	185,000	185,000.00	0.00	-		185,000	Amended budget appears reasonable - no amendment needed
000540	78,154	60,000	60,000.00	46,642.58	0.78		60,000	Amended budget appears reasonable - no amendment needed
000541	784	1,820	3,200.00	3,200.00	1.76	1,380	3,200	Recommend amending to FY22 actual
000602	(3,350)	-	15,000.00	9,530.00	0.64	(4,000)	11,000	Recommend amending to FY22 actual
000603	10,000	10,000	10,000.00	10,000.00	1.00		10,000	Amended budget appears reasonable - no amendment needed
000642	4,196	2,150	32,150.00	21,434.39	0.67	(10,000)	22,150	Recommend amending to FY22 actual
000643	43	45	45.00	0.00	-		45	Amended budget appears reasonable - no amendment needed
000644	400	-	125.00	750.00	6.00	625	750	Amended budget appears reasonable - no amendment needed
000645	-	-	0.00	0.00	-		-	Amended budget appears reasonable - no amendment needed
000646	9,429	11,700	11,700.00	12,640.84	1.08	950	12,650	Recommend amending to FY22 actual
000655	5,364	5,400	6,400.00	5,376.83	0.84		6,400	Amended budget appears reasonable - no amendment needed
000665	2,740	3,700	3,700.00	3,414.78	0.92		3,700	Amended budget appears reasonable - no amendment needed
000670	36	30	30.00	5.03	0.17		30	Amended budget appears reasonable - no amendment needed
000671	37,212	12,280	26,280.00	21,255.16	0.81		26,280	Amended budget appears reasonable - no amendment needed
000674	-	62,000	80,000.00	77,635.17	0.97		80,000	Amended budget appears reasonable - no amendment needed
PLUG	-	-	-	-	-		-	
TOTAL REVENUES	6,608,538	6,869,056	6,957,381	6,585,321		(23,350)	6,934,031	
EXPENDITURES								
PAYROLL EXPENSES:								
000702	1,998,609	2,668,800	2,668,800.00	1,988,547.98	0.75	(175,000)	2,493,800	Recommend amending to FY22 actual
000709	143,171	204,600	204,600.00	143,454.59	0.70	(13,820)	190,780	Recommend amending to FY22 actual
000723	78,425	116,300	116,300.00	54,160.77	0.47	(37,300)	79,000	Recommend amending to FY22 actual
000724	130,663	150,800	159,800.00	143,159.34	0.90	(15,000)	144,800	Recommend amending to FY22 actual - 12 pmt recorded
000725	-	30,000	30,000.00	14,326.73	0.48	(10,000)	20,000	Recommend amending to FY22 actual
000726	229,782	307,100	307,100.00	264,331.05	0.86	(42,700)	264,400	Recommend amending to FY22 actual - 12 pmt recorded
000727	12,269	20,400	20,400.00	14,549.72	0.71	(5,000)	15,400	Recommend amending to FY22 actual - 12 pmt recorded
000728	175,679	204,780	267,000.00	241,579.11	0.90		267,000	Amended budget appears reasonable - no amendment needed
000729	203,727	-	250.00	250.00	-	250	250	Recommend amending to FY22 actual
TOTAL PAYROLL EXPENSES:	2,972,325	3,702,780	3,774,000	2,864,358		(298,570)	3,475,430	
OPERATING EXPENSES:								
000750	10,289	12,050	20,000.00	11,270.86	0.56		20,000	Amended budget appears reasonable - no amendment needed
000752	14,485	19,450	24,450.00	17,220.09	0.70		24,450	Amended budget appears reasonable - no amendment needed
000754	14,095	19,500	24,500.00	19,231.23	0.78		24,500	Amended budget appears reasonable - no amendment needed
000791	34,006	38,000	36,000.00	35,291.32	0.93		38,000	The majority of the subscriptions are paid annually at the beginning of the year - No budget amendment needed
000801	605,751	275,000	275,000.00	212,164.35	0.77		275,000	Amended budget appears reasonable - no amendment needed
000802	-	-	0.00	0.00	-		-	Account is eliminated at year end
000850	19,287	20,460	20,460.00	17,495.30	0.86		20,460	Amended budget appears reasonable - no amendment needed
000851	1,726	7,000	7,000.00	3,505.74	0.50	(2,000)	5,000	Recommend amending to FY22 actual

	FY 2022 Actual	FY 2022 Original Budget	FY 2022 Amended Budget	FY 2022 Actual (through May 31, 2022)	11 months = 91.67%	FY 2022 Amendments	FY 2022 Amended Budget	Notes
000860	709	1,090	1,090.00	2,771.93	2.54	2,910	4,000	Recommend amending to FY22 actual
000880	14,798	15,000	15,000.00	2,174.79	0.14		15,000	Recommend amending to FY22 actual
000900	-	12,000	52,000.00	29,785.00	0.57		52,000	Amended budget appears reasonable - no amendment needed
000901	-	-	0.00	6,056.57	-	7,000	7,000	Recommend amending to FY22 actual
000902	1,750	-	80,000.00	41,998.15	0.52		80,000	Amended budget appears reasonable - no amendment needed
000903	-	-	0.00	0.00	-		-	Account is eliminated at year end
000904	-	-	0.00	0.00	-		-	Account is eliminated at year end
000911	12,623	15,175	15,175.00	11,925.77	0.79		15,175	Amended budget appears reasonable - no amendment needed
000915	6,565	18,100	18,100.00	8,718.48	0.48		18,100	Amended budget appears reasonable - no amendment needed
000918	36,733	37,250	37,250.00	24,047.16	0.61		37,250	Amended budget appears reasonable - no amendment needed
000920	176,372	188,000	188,000.00	152,206.69	0.81		188,000	Amended budget appears reasonable - no amendment needed
000921	22,896	26,000	26,000.00	25,056.67	0.96	10,000	36,000	Recommend amending to FY22 actual
000925	30,907	39,500	39,500.00	34,878.04	0.88		39,500	Amended budget appears reasonable - no amendment needed
000930	-	-	47,000.00	34,645.73	0.74		47,000	Amended budget appears reasonable - no amendment needed
000931	46,582	69,000	69,000.00	20,318.79	0.29	(40,000)	29,000	Recommend amending to FY22 actual
000934	301,712	300,000	300,000.00	225,685.57	0.75		300,000	Amended budget appears reasonable - no amendment needed
000935	69,543	71,620	76,620.00	75,538.00	0.99		76,620	This is an annual payment. No budget amendment needed
000949	44,282	155,000	155,000.00	29,404.50	0.19	(110,000)	45,000	Recommend amending to FY22 actual
000950	20,416	20,420	21,175.00	21,174.80	1.00		21,175	This is an annual payment. No budget amendment needed
000955	53,647	7,000	7,000.00	3,036.86	0.43		7,000	Amended budget appears reasonable - no amendment needed
000956	-	-	0.00	0.00	-		-	
000957	30,187	55,825	55,825.00	10,202.54	0.18	(40,000)	15,825	Recommend amending to FY22 actual
000975	180,575	300,000	320,000.00	211,482.43	0.66		320,000	Capital improvements (12 mile chiller replacement, HVAC & Roofing replacement, Water meter repair, JC Unit). No amendment needed
000980	-	40,000	40,000.00	1,101.80	0.03		40,000	Capital improvements (space utilization study, Display Case Reconfiguration, Dedicated Teen Space, Dedicated Baby/Tot area). No amendment needed
000981	52	1,050	1,600.00	1,289.46	0.81		1,600	Amended budget appears reasonable - no amendment needed
000982	219,858	245,000	259,000.00	219,119.21	0.85		259,000	Amended budget appears reasonable - no amendment needed
000984	45,760	75,000	75,000.00	24,520.73	0.33	(25,000)	50,000	Recommend amending to FY22 actual
000985	5,603	50,525	50,525.00	14,114.74	0.28		50,525	Capital purchases (2 snowblowers, 2 lawnmowers) - no amendment needed
000986	13	35,000	35,000.00	24,434.67	0.70		35,000	Amended budget appears reasonable - no amendment needed
000987	-	70,000	189,000.00	107,008.08	0.57		189,000	This is an annual payment. No budget amendment needed
000988	18,547	42,000	42,000.00	31,974.93	0.76		42,000	Amended budget appears reasonable - no amendment needed
000989	191,255	205,735	294,735.00	220,007.90	0.75		294,735	Amended budget appears reasonable - no amendment needed
000990	78,656	81,600	81,600.00	47,948.93	0.59		81,600	Amended budget appears reasonable - no amendment needed
000991	25,589	30,000	36,600.00	22,794.69	0.62		36,500	Amended budget appears reasonable - no amendment needed
000995	220,126	567,926	145,276	-	-	472,310	617,586	Recommend reducing budgeted transfer into capital fund
	2,555,866	3,166,276	3,185,381	2,001,551		(197,090)	3,458,601	
TOTAL EXPENDITURES	5,528,191	6,869,056	6,957,381	4,865,909		(495,660)	6,934,031	
TOTAL REVENUES	6,608,538	6,865,056	6,957,381	6,585,321			6,934,031	
TOTAL EXPENDITURES	5,528,191	6,869,056	6,957,381	4,865,909			6,934,031	
SURPLUS OR DEFICIT	1,080,347	-	-	1,719,412			-	
NET REVENUES OVER EXPENDITURES:	1,080,347	-	-	1,719,412			-	
BEGINNING FUND BALANCE (Est.)	3,990,794	5,054,919	5,054,919	5,054,919			5,054,919	
Change in Fund Balance	1,080,347	-	-	1,719,412			-	
Employee Benefit Fund	(16,221)	-	-	-			-	
ENDING FUND BALANCE (Est.)	5,054,919	5,054,919	5,054,919	6,774,331			5,054,919	



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Hi Kelley,

I hope you are well. I just wanted to pass along a nice story made possible by the people who select and display new books at Farmington Community Library on W 12 Mile Rd.

I am sending praise to whoever put out "AMPossible" (photo of cover below) as a new book in the library. It caught my eye as I was doing some work in the library because I have a relatively young friend with a rare form of bone cancer who is facing amputation surgery next month. They have been going through a dark night of the soul about their future and what their life will look like when they wake up after surgery minus the lower part of their leg. I passed along the photo below and they finished over half of the book within a day because it was so encouraging to hear a story about how to overcome this challenge. This would not have been possible without me running into this thoughtful selection.

I imagine you are very busy - so no need for much of a reply to me, I just hope you pass this on to your staff.

Thanks,
John

Farmington Community Library Output Statistics - May 2022

Circulation Services	May 2022	May 2021	Change	This YTD	Last YTD	Change
Liberty Street	19,169	16,383	2,786	209,749	147,137	62,612
12 Mile	43,841	32,931	10,910	444,507	267,476	177,031
eBooks	9,460	8,185	1,275	101,560	88,929	12,631
Total Circulation	72,470	57,499	14,971	755,816	503,542	252,274
Self-Service Components of Total Library Circulation:						
Circulation via Website	855	731	124	9,958	6,663	3,295
Circulation via Self Check	15,482	12,379	3,103	184,357	80,774	103,583
Self-Service % of Total Circs	22.54%	22.80%	-0.26%	25.71%	17.36%	8.34%
Door Counters	May 2022	May 2021	Change	This YTD	Last YTD	Change
Liberty Street	7,045	3,825	3,220	86,628	25,349	61,279
12 Mile	14,994	3,605	11,389	160,298	32,238	128,060
Total Library Visitor	22,039	7,430	14,609	246,926	57,587	189,339

Information Services	May 2022	May 2021	Change	This YTD	Last YTD	Change
Online Chat	36	9	27	592	59	533
eMail	326	474	(148)	5,099	6,766	(1,667)
Liberty Street Phone	714	769	(55)	7,413	7,611	(198)
Liberty Street In-Person	3,937	1,693	2,244	36,300	9,026	27,274
Liberty Street Total	4,651	2,462	2,189	43,713	16,637	27,076
12 Mile Phone	1,083	1,196	(113)	10,483	14,618	(4,135)
12 Mile In-Person	4,393	3,175	1,218	39,909	13,957	25,952
12 Mile Total	5,476	4,371	1,105	50,392	28,575	21,817
Total Library Use	10,489	7,316	3,173	99,796	52,037	47,759

Electronic Services	May 2022	May 2021	Change	This YTD	Last YTD	Change
PC and Wireless Logins:						
Liberty Street Public Computers	1,182	564	618	12,877	2,248	10,629
12 Mile Public Computers	1,410	551	859	15,472	2,123	13,349
Public Computer Total	2,592	1,115	1,477	28,349	4,371	23,978
Liberty Street Wireless with 12 Mile	6,975	4,156	2,819	73,071	23,318	49,753
12 Mile Wireless	26,543	9,473	17,070	228,186	40,630	187,556
Wireless Total	33,518	13,629	19,889	301,257	63,948	237,309
Total Computer Use	36,110	14,744	21,366	329,606	68,319	261,287
Web Pages Viewed:						
Adult, Teen & Children's Pages	91,128	66,672	24,456	897,443	867,194	30,249
Catalog Searches	43,263	41,182	2,081	578,485	755,973	(177,488)
Total Web Pages Viewed	134,391	107,854	26,537	1,475,928	1,623,167	(147,239)

Programs	May 2022	May 2021	Change	This YTD	Last YTD	Change
Programs	81	46	35	819	677	142
Attendance	4,309	655	3,654	23,136	11,972	11,164