



**Farmington Community Library  
Board of Trustees Meeting  
Thursday, October 14, 2021  
7:00 p.m.**

**Contact Trustees**

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

**Interim Director  
Kelley Siegrist  
kelley.siegrist@farmlib.org**

Main Library: 32737 W. Twelve Mile Road • Farmington Hills, MI 48334-3302 • 248.553.0300 • 248.553.3228 Fax  
Farmington Branch: 23500 Liberty Street • Farmington, MI 48335-3570 • 248.553.0300 • 248.474.6915 Fax  
www.farmlib.org

Farmington Community Library Board of Trustees  
Regular Meeting – 7:00 p.m.  
October 14, 2021

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All Board Meetings are recorded.  
Recordings will be destroyed once the minutes are approved, in compliance with  
Michigan Public Libraries, General Retention Schedule #17

- I. Call to Order
- II. Approval of Agenda
- III. Minutes
  - Approval of Minutes - Regular Board Meeting - September 9, 2021
- IV. Plante Moran
  - Audit
- V. Facilities Report
- VI. Automation Report
  - IGOR
- VII. Operating Bills
  - Approval of September
  - 2021 Operating Bills
- VIII. Correspondence
- IX. Interim Director's Report
- X. Friends Report

**XI. Unfinished Business**

- Funeral Leave
- Comp time

**XII. New Business**

- Elections

**XIII. Board Trustee Comments and Announcements**

**XIV. Public Comment**

**XV. Adjournment**

**Farmington Community Library Board of Trustees  
Virtual Board Meeting - 6:00 p.m. – September 09, 2021  
Held Online Via Zoom  
Draft**

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

Board Members Absent: None

Staff Members Present: Siegrist, Peterson, Showich-Gallup

Staff Members Absent: none

**CALL TO ORDER**

The Board Meeting was called to order at 6:06 p.m. by Board President White.

**Introduction of new board members**

Ernie McClellan and Kathie Brown

**APPROVAL OF AGENDA**

**MOTION** by Kelly to approve the agenda with changes of moving closed session to the front of the agenda, for September 9, 2021 Board meeting, was supported by Brown.

**Vote: Aye: Kelly, Stryd, White, McClellan, Brown, Murphy, Duron-Willner**

**Absent: Hahn**

**Opposed: None**

**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by Stryd to approve the Minutes of the Regular Board Meeting on Aug 19, 2021. was supported by Murphy.

**Vote: Aye: Kelly, Stryd, White, McClellan, Brown, Murphy, Duron-Willner**

**Absent: Hahn**

**Opposed: None**

**Motion passed.**

**FACILITIES**

Siegrist reported that \$3900.00 was spent for storm repairs, and that Donald is waiting for parts for the elevator.

**OPERATING BILLS**

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**MOTION** by Kelley that the Board of Trustees approve expenditures for journal entry 133 through 177 totaling \$465,589.41, was supported by Stryd.

**Vote: Aye: Kelly, Stryd, White, McClellan, Brown ,**  
**Abstain: Duron-Willner, Murphy**

**Absent: Hahn**

**Opposed: None**

**Motion passed.**

### **CLOSED SESSION**

**MOTION** by McClellan to enter closed session supported by Stryd.

**Vote: Aye: All in favor**

**Opposed: None**

**Absent: Hahn**

**Motion passed.**

**MOTION** by Kelly to re-enter open session supported by Stryd.

**Vote: Aye: Kelly, Stryd, Duron-Willner, Murphy, White, McClellan, Brown**

**Absent Hahn**

**Opposed: None**

**Motion passed.**

**MOTION** by Kelly to approve separation release agreement with Riti Grover that includes resignation effective September 30, 2021 supported by Brown.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

### **CORRESPONDENCE**

Only one correspondence about an error on the board web page.

### **INTERIM LIBRARY DIRECTOR'S REPORT**

- ADP time and attendance has been rolled out.
- Working on time sheet/overtime audit
- Shared article on value of libraries
- CBIZ Actuarial Report is complete
- First Amendment Audit- was conducted no staff engaged and he left without incident.
- New Board Members- met with both new members

Discussion: Duron-Willner recommended a study session be held to determine the status of exempt vs non-exempt employees. Stryd asked about the status of out reach services.

### **FRIEND'S REPORT**

- Friend's board meeting took place the night prior
- 9/17-8:45-11:30 Harvest Moon Festival please stop by the beer pong table to donate
- 10/1-10/4/2021 Friends book sale at 12-mile location
- Thanked Sherry Vaughn and Kelley Siegrist

- 
- Working on a Junior Friend's group (Thanked Sandy K for presentation)

### **COMMITTEE REPORTS**

no committee reports this month

### **UNFINISHED BUSINESS**

- Interim Branch Manager Salary- **MOTION** by McClellan to increase the salary of Maria Showich-Gallup by 6% as Interim Branch Manager pay will be retroactive (April 16) was supported by Duron-Willner.
- **Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**
- FCL Board orientation – document submitted by Stryd
- Overtime- continued discussion Interim Director Siegrist will gather requested documentation re. scheduling and usage.
- Funeral Leave- continued discussion Interim Director Siegrist will gather requested documentation.

### **NEW BUSINESS**

Update Circulation Policy

**MOTION** by McClellan to update circulation policy as presented by Interim Director Siegrist, was supported by Stryd.

**Vote: Aye: All in favor**  
**Absent Kelly**  
**Opposed: None**

**Motion passed.**

**MOTION** by Duron-Willner to have a study session to discuss FCL staffing and classifications, September 23, 2021 at 7:00 P.M. supported by Stryd.

**Vote: Aye: All in favor**  
**Opposed: None**

**Motion passed.**

### **PUBLIC COMMENT**

**Michael S.-** Thanked the board however, still seeking answers about everything that has happened in the past 18 months cameras in admin office and stated some members were aware staff were working overtime and not being compensated. Also stated he can supply a list of outstanding issues.

**Jeff P.** -thanked FCL Board for an outstanding meeting yet there is still progress and restitution that needs to be made.

**Kelly G.-** it's uncomfortable to hear what at times sounds like an Anti- worker tone. Employees should be approached with a spirit of equity and fairness. Hopes for resolution of funeral leave issue.

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**MOTION** by White to approve the Minutes of the closed session on August 19, 2021 was supported by Murphy.

**Vote: Aye:** Hahn, Kelly, Stryd, Duron-Willner, Murphy, White

**Abstain:** McClellan, Brown

**Opposed: None**

**Motion passed.**

#### **BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS**

**Stryd-** welcomed new board members, thanked staff for hard work and congratulated staff for making top 5 of Channel 4 “Best of”

**McClellan-** Thanked staff and board members for warm welcome and speaking with him. Special thanks to Donald and Pat for the overview given of the departments, stated enjoyed time spent in library meeting staff.

**President White-** Thanked staff, grateful for having a complete board. Apologized for not being as transparent as everyone would like, explained somethings can’t be divulged due to attorney client privilege.

**Duron-Willner** – Thanked Kelly for listening sessions.

#### **ADJOURNMENT**

**MOTION** by Kelly to adjourn the Board Meeting, was supported by Stryd.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

The Board meeting was adjourned at 9:10 p.m. by President White. The next meeting of the Library Board is a study session scheduled for Thursday September 23, 2021 at 7:00 p.m. The next Regular board meeting is Thursday, October 14, 2021 at 6:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Renee Murphy, Secretary  
FCL Board of Trustees

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

Board Members Absent: None

Staff Members Present: Siegrist, Peterson

Staff Members Absent: None

### **CALL TO ORDER**

The Board study session was called to order at 7:04 pm. by Board President White. Introduction of Board members.

### **TOPICS DISCUSSED**

Interim Director Siegrist gave an overview the work schedule and overtime conflicts, discussed who should be exempt or non-exempt, which might include, Interim Director, Branch Manager, Department heads, IT Specialist, Executive Assistant, and Facilities Coordinator. Need to review Overtime policy in Employee Handbook as it has conflicting wording. Kathy and Danette to review this policy and report back to the board. Changes will be reflected in job descriptions and in the Employee handbook.

Discussed bereavement policy and the decision whether or not to leave it open ended, or to specify some parameters for qualified paid bereavement. Siegrist to draft a proposed policy.

### **PUBLIC COMMENT**

Becky Burns- Asked for more information regarding severance package. Wants board to acknowledge chaos and destruction caused by Grover and Largent, and the boards actions which went along with this. Asked board to recognize Megan Stryd's efforts.

### **BOARD COMMENT**

Duron-Willner stated that she did not approve of, and spoke out against the unfair, misguided, and misogynistic statements made about Megan. It is also not helpful to reiterate the negative.

White also disavowed Largent's statement about Megan. He stated that the terms of the agreement with Grover require non-disclosure by board members.

Hahn stated that Largent is in the past. Leave it be, let it go.



Kelly agreed with Hahn

Murphy thanked Megan for her creative ideas and wonderful insights, and the contributions of all board members. Time to put the past in the past and move forward.

McClellan stated that this board is committed to working together.

### **ADJOURNMENT**

**Motion** by Kelly to adjourn the meeting at 8:09 PM was supported by Brown.

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

**Opposed:** None

**Absent** None

**Motion passed**

The next meeting of the Library Board is scheduled for Thursday, October 14, 2021 at 6:00 pm.

Respectfully Submitted,

Renee Murphy, Secretary  
Library Board of Trustees

## **OVERTIME**

### **Current:**

All regular exempt and regular non-exempt full-time staff and regular exempt and regular non-exempt part-time staff will receive time and one-half for all hours worked over 40 hours in a work week. All overtime hours must be approved by their supervisor. Paid sick leave and PTO are not included in hours worked for overtime calculations.

### **Remove that paragraph and insert the one below.**

All regular non-exempt full-time staff and regular non-exempt part-time staff will receive time and one-half for all hours worked over 40 hours in a work week. All overtime hours must be approved by their supervisor. Paid sick leave and PTO are not included in hours worked for overtime calculations.

## **REGULAR EXEMPT EMPLOYEES**

### **Current:**

Regular exempt employees are not eligible for overtime. Regular exempt employees may request compensatory time. The request must be submitted to, and approved by, their direct supervisor in advance. The compensatory time must be taken in the same pay week in which the additional straight-time or overtime hours occurred. Compensatory time may not be accumulated.

### **Remove that paragraph and insert the one below.**

Regular full-time exempt staff are not eligible for overtime pay. They may request compensatory time for all hours worked over 40 hours in a work week. The request must be submitted to, and approved by, their direct supervisor. Paid sick leave and PTO are not included in hours worked for compensatory time calculations. The compensatory time must be taken within a two-week period. Compensatory time may not be accumulated.

## Bereavement Policy Draft

*Regular-full-time employees shall be granted no more than four days (32 hours) of bereavement leave per instance. Employees shall be compensated at their regular straight time rates of pay. Regular part-time staff shall be granted funeral leave, not to exceed sixteen (16 hours) paid hours per instance.*

*Bereavement Leave requested beyond sixteen (16) hours for regular part-time, thirty-two (32) hours regular full-time per instance must be accommodated by the employee's accrued PTO Bank.*

*The Library may require written application for such leave as well as proof of funeral attendance, prior to making payment under this policy.*

# Interim Director's Report

October 14, 2021

## Board Games and Puzzle Collection

Board Games and Puzzles are now available for checkout!

## Technology Assistance

Simon Desalvo, our Technology Librarian, has re-instated one-on-one Tech Assistance. Patrons can stop in or call the library to sign up for a time when he is available. Since he began this service, Simon has received positive feedback and many compliments on his patience, empathy, and knowledge of devices and the services we offer.

## Grand Raven Victorian Book Walk

Once again the library is participating in the Grand Raven Festival in Downtown Farmington during the month of October. Every Thursday evening at 6:30 PM join a library staff member read "The Raven" by Edgar Allan Poe as you wind through the streets of Downtown Farmington. The walk begins at the Liberty Street entrance of the library. In addition, stop in Riley Park and see the Library's, Raven Poe, created by staff member Crystal Corcoran.



## Trunk or Treat on Oct. 30

In partnership with Farmington Youth Assistance, staff and the Book Bike will be at Lanigan Elementary School for their Trunk or Treat event. Staff will also be at the Salvation Army in Farmington Hills for their Trunk or Treat event.

## Halloween Outdoor Storytime Oct. 30

Celebrate Halloween with some not-so-scary stories! Storytime will be outdoors, next to Sunflour Bakehaus.

## Young Adult Pumpkin Decorating Contest

Teens decorate a pumpkin, return it to the Library by October 17. Pumpkins will be displayed through October 31 at the 12 Mile location for viewing and voting via an online form.

## Staffing

Candidates for the Senior Outreach position were interviewed at the end of September. We are currently in the decision process. Rebecca Hall was recently hired as a Children's Paraprofessional at Liberty Street. Her first day is Monday, Oct. 11. Emma Decenso has decided to step down from her role as Head of Adult Services. Melinda Polk, Circulation Library Assistant retired on Sept. 25. We have posted for her position. And, we will soon be posting for the following positions: Head of Adult Services, Marketing and Community Relations Coordinator, and Technology Specialist.

**State Aid Report**

In order to receive state aid, all public libraries must fill out the State Aid Report. The form opened up on October 1. We will be working to get all the information needed to fill it out. It is due by Feb. 1, 2022. However, our goal is to have it completed by Dec. 1. State Aid money is sent to libraries in the order the report is received. The sooner the report is submitted the earlier the libraries will receive the money in 2022.

Submitted by  
Kelley Siegrist



**Plante & Moran, PLLC**  
27400 Northwestern Highway  
P.O. Box 307  
Southfield, MI 48037-0307  
Tel: 248.352.2500  
Fax: 248.352.0018  
plantemoran.com

October 12, 2021

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

**Re: September 2021 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.

**Fiscal Year Ending June 30, 2021 balances are still in draft form and subject to change in conjunction with the audit.**

Thank you.

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

## Farmington Community Library Check Register

Date	Payee	Document No	Amount Cleared
<b>Bank: Comerica - 4751 - Comerica</b>		<b>Account No: 1852674751</b>	
09/01/2021	10126--Michigan Employers Retirement		4,206.71 09/30/2021
09/01/2021	10126--Michigan Employers Retirement		1,600.35 09/30/2021
09/01/2021	10126--Michigan Employers Retirement		970.48 09/30/2021
09/01/2021	10126--Michigan Employers Retirement		1,067.71 09/30/2021
09/01/2021	10126--Michigan Employers Retirement		3,692.70 09/30/2021
09/15/2021	10126--Michigan Employers Retirement		964.99 09/30/2021
09/15/2021	10126--Michigan Employers Retirement		4,215.85 09/30/2021
09/15/2021	10126--Michigan Employers Retirement		(964.99) 09/30/2021
09/15/2021	10126--Michigan Employers Retirement		1,752.48 09/30/2021
09/15/2021	10126--Michigan Employers Retirement		964.99 09/30/2021
09/15/2021	10126--Michigan Employers Retirement		1,014.28 09/30/2021
09/15/2021	10140--ADP, LLC		3,797.08 09/30/2021
09/15/2021	10140--ADP, LLC		22,003.75 09/30/2021
09/22/2021	10140--ADP, LLC		29,595.26 09/30/2021
09/24/2021	10140--ADP, LLC		3,422.02 09/30/2021
09/29/2021	10126--Michigan Employers Retirement		4,078.33 09/30/2021
09/29/2021	10126--Michigan Employers Retirement		1,615.87 09/30/2021
09/29/2021	10126--Michigan Employers Retirement		1,064.47 09/30/2021
09/29/2021	10126--Michigan Employers Retirement		1,072.10 09/30/2021
09/29/2021	10126--Michigan Employers Retirement		3,797.67 09/30/2021
09/29/2021	10126--Michigan Employers Retirement		15,204.19 09/30/2021
09/29/2021	10140--ADP, LLC		21,563.80 09/30/2021
<b>Total for Comerica - 4751</b>			<b>126,700.09</b>
<b>Bank: Bill.com Clearing - Bill.com Money Out Clearing</b>		<b>Account No:</b>	
09/13/2021	10031--Quill LLC		2,216.16 In Transit
09/14/2021	10373--Monroe County Library System		19.99 In Transit
09/14/2021	10284--MBM Technology Solutions		799.00 In Transit
09/14/2021	10027--Great Lakes Ace Hardware		49.98 In Transit
09/14/2021	10000--Baker & Taylor Inc		563.41 In Transit
09/14/2021	10011--Midwest Tape		1,229.37 In Transit
09/14/2021	10004--Ingram Library Services		365.74 In Transit
09/16/2021	10023--Witt Mechanical, Inc		8,858.00 In Transit
09/16/2021	10086--Tina M. Theeke		346.20 In Transit
09/16/2021	10085--Susan Van Vleet		346.20 In Transit
09/16/2021	10084--Sherry Deeg		346.20 In Transit
09/16/2021	10220--PTS Communications		150.00 In Transit
09/16/2021	10201--Plante Moran		9,674.51 In Transit
09/16/2021	10083--Pitney Bowes Global Financial Services Inc		249.63 In Transit
09/16/2021	10256--OCLC Inc.		670.12 In Transit
09/16/2021	10375--Oakland County Genealogical Society		25.00 In Transit
09/16/2021	10080--Nancy Hasek		346.20 In Transit
09/16/2021	10078--Mary Ann Huggins		346.20 In Transit
09/16/2021	10077--Marilyn Smith		346.20 In Transit
09/16/2021	10073--Karen Terrabassi		346.20 In Transit
09/16/2021	10212--Joseph Scott		20.00 In Transit
09/16/2021	10048--Inacomp TSG		3,672.50 In Transit
09/16/2021	10265--Guardian Alarm Company		568.92 In Transit
09/16/2021	10020--Gordon Food Service Inc		32.83 In Transit
09/16/2021	10069--Gerald Furi		346.20 In Transit
09/16/2021	10064--Diana Swan		346.20 In Transit
09/16/2021	10374--Costick Center		190.00 In Transit
09/16/2021	10019--Clear Rate Communications		426.89 In Transit
09/16/2021	10024--City of Farmington Hills		75.69 In Transit
09/16/2021	10369--Christopher Locke		100.00 In Transit
09/16/2021	10230--BottomLine Personal		39.00 In Transit
09/16/2021	10060--Bonnie Greschaw		346.20 In Transit
09/16/2021	10364--Blick Art Materials		126.92 In Transit
09/16/2021	10059--Beverly D. Papai		346.20 In Transit
09/16/2021	10057--Barbara Munn		346.20 In Transit
09/16/2021	10216--Annette Weiss		346.20 In Transit
09/16/2021	10029--Unique		125.80 In Transit
09/16/2021	10082--OverDrive, Inc		1,848.61 In Transit
09/16/2021	10079--Midwest Tape Hoopla		11,265.62 In Transit
09/16/2021	10011--Midwest Tape		1,551.92 In Transit
09/16/2021	10010--McCoy Maintenance Inc		9,482.40 In Transit
09/16/2021	10004--Ingram Library Services		144.40 In Transit
09/16/2021	10071--Graphic Sciences, Inc		327.20 In Transit

## Farmington Community Library Check Register

Date	Payee	Document No	Amount Cleared
09/16/2021	10000--Baker & Taylor Inc		5,100.92 In Transit
09/16/2021	10008--Amazon		267.82 In Transit
09/28/2021	10141--Benistar/UA-6803		12,559.00 In Transit
09/28/2021	10030--Verizon Wireless		40.01 In Transit
09/28/2021	10137--Value Line Publishing Inc		5,000.00 In Transit
09/28/2021	10015--Toshiba America Business Solutions		2,433.25 In Transit
09/28/2021	10043--Temperature Services, Inc		517.00 In Transit
09/28/2021	10289--Talkingtech US LTD LLC		2,632.00 In Transit
09/28/2021	10031--Quill LLC		149.91 In Transit
09/28/2021	10286--Northville Locksmith		30.00 In Transit
09/28/2021	10187--Network Services Company		954.73 In Transit
09/28/2021	10012--NBS		547.00 In Transit
09/28/2021	10023--Witt Mechanical, Inc		3,569.75 In Transit
09/28/2021	10022--Tech Logic		1,011.50 In Transit
09/28/2021	10082--OverDrive, Inc		2,422.09 In Transit
09/28/2021	10128--National Time & Signal Corp		1,656.62 In Transit
09/28/2021	10079--Midwest Tape Hoopla		1,445.52 In Transit
09/28/2021	10011--Midwest Tape		1,485.75 In Transit
09/28/2021	10144--Mutual Of Omaha		1,472.38 In Transit
09/28/2021	10147--EHIM		471.15 In Transit
09/28/2021	10143--Blue Care Network		22,484.61 In Transit
09/28/2021	10341--Michael Hnatiuk		125.00 In Transit
09/28/2021	10378--Merritt Cieslak Design		4,182.50 In Transit
09/28/2021	10284--MBM Technology Solutions		107.50 In Transit
09/28/2021	10050--Lakeshore Learning Materials		3,061.85 In Transit
09/28/2021	10376--Genesee District Library		31.00 In Transit
09/28/2021	10334--FastSigns		66.80 In Transit
09/28/2021	10325--Displays2Go		78.37 In Transit
09/28/2021	10019--Clear Rate Communications		433.29 In Transit
09/28/2021	10024--City of Farmington Hills		53.42 In Transit
09/28/2021	10063--City Of Farmington - Water		3,467.16 In Transit
09/28/2021	10237--CFRA		210.00 In Transit
09/28/2021	10011--Midwest Tape		2,084.32 In Transit
09/28/2021	10049--Johnson Controls Fire Protection		2,274.60 In Transit
09/28/2021	10004--Ingram Library Services		303.84 In Transit
09/28/2021	10027--Great Lakes Ace Hardware		57.73 In Transit
09/28/2021	10040--Foster, Swift, Collins & Smith		8,421.00 In Transit
09/28/2021	10026--FJ Lafontaine & Sons Landscaping		696.00 In Transit
09/28/2021	10045--Discount School Supply		231.01 In Transit
09/28/2021	10025--Danboise Mechanical Inc		3,647.76 In Transit
09/28/2021	10000--Baker & Taylor Inc		14,372.08 In Transit
09/28/2021	10008--Amazon		1,653.57 In Transit
09/28/2021	10016--Advanced Pest Control		268.00 In Transit
	<b>Total for Bill.com Clearing</b>		<b><u>171,448.02</u></b>

Date	Payee	Document No	Amount Cleared
	<b>Bank: Comerica - 4744 - Comerica</b>	<b>Account No: 1852674744</b>	
09/07/2021	10009--Consumers Energy		104.59 09/30/2021
09/08/2021	10006--Bright House Networks		123.99 09/30/2021
09/09/2021	10009--Consumers Energy		122.73 09/30/2021
09/13/2021	10003--AT&T		726.77 09/30/2021
09/13/2021	10014--T-Mobile		1,202.98 09/30/2021
09/15/2021	10330--Comerica Commerical Card Services		2,580.48 09/30/2021
09/16/2021	10035--The Library Network		40.00 09/30/2021
09/17/2021	10005--DTE Energy		14,633.24 09/30/2021
09/17/2021	10005--DTE Energy		4,568.46 09/30/2021
09/24/2021	10003--AT&T		163.97 09/30/2021
	<b>Total for Comerica - 4744</b>		<b><u>24,267.21</u></b>

**Motion required:**

I Move that the Board approve the above expenditures as presented

**GRAND TOTAL: \$322,415.32**



General Fund

Farmington Community Library  
 Comparative Balance Sheet  
 As of September 30, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 09/30/2021	CHANGE	% CHANGE
<b>Assets</b>				
<b>Cash &amp; Cash Equivalents</b>				
000001 - General Checking - Comerica	419,870.53	636,877.67	217,007.14	51.68 %
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	259,042.74	18,119.66	7.52 %
000010 - Pamphlet Checking	326.02	0.00	(326.02)	(100.00) %
000011 - Money Market - Comerica	1,694,500.07	6,880,030.07	5,185,530.00	306.02 %
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) %
<b>Total Cash &amp; Cash Equivalents</b>	<b>5,378,495.54</b>	<b>7,777,210.48</b>	<b>2,398,714.94</b>	<b>44.59 %</b>
<b>Other Assets</b>				
000018 - Accounts Receivable	249,956.62	0.00	(249,956.62)	(100.00) %
000040 - Accounts Receivable - Metro Net	20,914.55	40,304.85	19,390.30	92.71 %
000042 - Accounts Receivable - Friends	44,303.17	42,664.84	(1,638.33)	(3.69) %
000043 - Accounts Receivable - Interlibrary Loan	0.00	148.36	148.36	100.00 %
000123 - Prepaid Expense	148,617.67	0.00	(148,617.67)	(100.00) %
<b>Total Other Assets</b>	<b>463,792.01</b>	<b>83,118.05</b>	<b>(380,673.96)</b>	<b>(82.07) %</b>
<b>Total Assets</b>	<b>5,842,287.55</b>	<b>7,860,328.53</b>	<b>2,018,040.98</b>	<b>34.54 %</b>
<b>Liabilities and Equity</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
000202 - Accounts Payable	190,193.07	138,809.58	(51,383.49)	(27.01) %
000203 - Manual Accounts Payable	20,665.73	0.00	(20,665.73)	(100.00) %
000209 - Friends of Library - Book Sale	133.00	0.00	(133.00)	(100.00) %
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	281.60	0.00	0.00 %
<b>Total Current Liabilities</b>	<b>348,218.55</b>	<b>148,945.28</b>	<b>(199,273.27)</b>	<b>(57.22) %</b>
<b>Long Term Liabilities</b>				
000331 - Unemployment Liability	401,930.00	401,930.00	0.00	0.00 %
000339 - Unearned Revenues	44,303.17	44,303.17	0.00	0.00 %
<b>Total Long Term Liabilities</b>	<b>446,233.17</b>	<b>446,233.17</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total Liabilities</b>	<b>794,451.72</b>	<b>595,178.45</b>	<b>(199,273.27)</b>	<b>(25.08) %</b>
<b>Equity</b>				
000390 - Fund Balance	3,958,796.83	5,063,612.94	1,104,816.11	27.90 %
<b>Total Equity</b>	<b>3,958,796.83</b>	<b>5,063,612.94</b>	<b>1,104,816.11</b>	<b>27.90 %</b>
<b>Net Income Current Period</b>	<b>1,089,039.00</b>	<b>2,201,537.14</b>	<b>1,112,498.14</b>	<b>102.15 %</b>

General Fund

Farmington Community Library  
Comparative Balance Sheet  
As of September 30, 2021

	<u>PERIOD ENDED</u> <u>06/30/2021</u>	<u>PERIOD ENDED</u> <u>09/30/2021</u>	<u>CHANGE</u>	<u>% CHANGE</u>
Total Liabilities and Equity	<u>5,842,287.55</u>	<u>7,860,328.53</u>	<u>2,018,040.98</u>	<u>34.54 %</u>

General Fund

### Farmington Community Library Revenue and Expenditure Report As of September 30, 2021

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2021	06/30/2022	AMENDED BUDGET	09/30/2021	
	END BALANCE	ORIGINAL BUDGET		YTD BALANCE	
<b>Revenue</b>					
000404 - Summer Tax Revenue - Hills	3,394,148.18	3,536,531.00	3,536,531.00	3,410,191.06	96.43 %
000405 - Summer Tax Revenue - City	338,444.05	367,945.00	367,945.00	334,072.79	90.79 %
000406 - Winter Tax Revenue - Hills	2,042,434.78	2,070,545.00	2,070,545.00	0.00	0.00 %
000407 - Winter Tax Revenue - City	197,199.55	215,420.00	215,420.00	0.00	0.00 %
000410 - Delinquent Taxes	16,245.10	6,200.00	6,200.00	1,707.66	27.54 %
000450 - MI Special Assmt/replaced PPT	315,943.41	318,490.00	318,490.00	0.00	0.00 %
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	0.00	0.00 %
000541 - Grant Revenue	783.90	1,820.00	1,820.00	0.00	0.00 %
000602 - Auditorium Fees	(3,350.00)	0.00	0.00	3,625.00	0.00 %
000603 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	0.00	0.00 %
000642 - Copy Vending Machine Revenue	4,196.22	2,150.00	2,150.00	5,078.53	236.21 %
000643 - Snack Vending Machines Revenue	42.82	45.00	45.00	0.00	0.00 %
000644 - Paver Sales	400.00	0.00	0.00	125.00	0.00 %
000646 - Memorial & Gifts Revenue	9,429.21	11,700.00	11,700.00	8.50	0.07 %
000655 - Fines, Fees & Lost Book	5,363.80	5,400.00	5,400.00	1,475.61	27.33 %
000665 - Interest	2,736.78	3,500.00	3,500.00	900.57	25.73 %
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	12,280.00	1,733.72	14.12 %
000674 - Gifts From Friends of Library	0.00	62,000.00	62,000.00	3,404.82	5.49 %
<b>Total Revenue</b>	<b>6,608,534.55</b>	<b>6,869,056.00</b>	<b>6,869,056.00</b>	<b>3,762,328.29</b>	<b>54.77 %</b>
<b>Expenses</b>					
<b>Payroll and Related Expenses</b>					
000702 - Salaries & Wage Expense	1,998,609.34	2,668,800.00	2,668,800.00	527,790.49	19.78 %
000709 - Employers FICA expense	143,170.99	204,600.00	204,600.00	43,193.04	21.11 %
000723 - OPEB Expense	78,425.96	116,300.00	116,300.00	4,350.96	3.74 %
000724 - Retiree Health Ins	130,662.74	150,800.00	150,800.00	47,563.97	31.54 %
000725 - Dental, Optical, & Hearing	0.00	30,000.00	30,000.00	2,655.52	8.85 %
000726 - Hospitalization Insurance	229,782.10	307,100.00	307,100.00	82,622.71	26.90 %
000727 - Group Life - Mutual of Omaha	12,268.61	20,400.00	20,400.00	4,714.89	23.11 %
000728 - Retirement Fund - Employers	175,678.50	204,780.00	204,780.00	67,004.39	32.72 %
000729 - Unemployment Compensation	203,727.05	0.00	0.00	0.00	0.00 %
<b>Total Payroll and Related Expenses</b>	<b>2,972,325.29</b>	<b>3,702,780.00</b>	<b>3,702,780.00</b>	<b>779,895.97</b>	<b>21.06 %</b>
<b>Other Expenses</b>					
000750 - Office Supplies	10,289.34	12,050.00	12,050.00	3,524.88	29.25 %
000752 - Operating Supplies	14,484.66	19,450.00	19,450.00	7,190.74	36.97 %
000754 - Vending Equipment & Supplies	14,095.42	19,500.00	19,500.00	5,356.02	27.47 %
000791 - Newspapers & Periodicals	34,006.10	38,000.00	38,000.00	23,263.47	61.22 %

General Fund

### Farmington Community Library Revenue and Expenditure Report As of September 30, 2021

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2021	06/30/2022	06/30/2022	09/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
000801 - Professional Services	605,751.28	275,000.00	275,000.00	65,508.07	23.82 %
000850 - Telephone	19,286.59	20,460.00	20,460.00	7,160.26	35.00 %
000851 - Postage	1,725.87	7,000.00	7,000.00	249.63	3.57 %
000860 - Transportation	709.14	1,090.00	1,090.00	129.11	11.84 %
000880 - Programming & Publicity	14,798.16	15,000.00	15,000.00	821.05	5.47 %
000900 - Processing	0.00	12,000.00	12,000.00	6,241.00	52.01 %
000901 - Gift Fund Purchases	0.00	0.00	0.00	3,163.90	0.00 %
000902 - Friends Gift Purchases	1,750.00	0.00	0.00	3,404.82	0.00 %
000911 - Training & Conferences	12,623.10	15,175.00	15,175.00	200.00	1.32 %
000915 - Memberships	6,565.37	18,100.00	18,100.00	3,576.19	19.76 %
000918 - Water	36,732.73	37,250.00	37,250.00	3,467.16	9.31 %
000920 - Electricity	176,371.69	188,000.00	188,000.00	37,716.70	20.06 %
000921 - Heat	22,895.96	26,000.00	26,000.00	472.19	1.82 %
000925 - Landscaping /Snow Removal	30,907.16	39,500.00	39,500.00	7,878.00	19.94 %
000931 - Repairs & Maintenance Supplies	46,581.73	69,000.00	69,000.00	3,589.60	5.20 %
000934 - Maintenance Contracts	301,711.85	300,000.00	300,000.00	149,688.52	49.90 %
000935 - Insurance & Bonds	69,542.55	71,620.00	71,620.00	70,538.00	98.49 %
000949 - Technology Upgrades	44,282.08	155,000.00	155,000.00	0.00	0.00 %
000950 - E Library Cataloging (OCLC)	20,416.26	20,420.00	20,420.00	21,174.80	103.70 %
000955 - Miscellaneous	44,951.78	7,000.00	7,000.00	406.87	5.81 %
000957 - COVID-19	30,187.24	55,825.00	55,825.00	0.00	0.00 %
000975 - Building & Improvements	180,574.50	300,000.00	300,000.00	68,011.76	22.67 %
000980 - Furniture/Furnishings	0.00	40,000.00	40,000.00	0.00	0.00 %
000981 - Vehicle	521.95	1,050.00	1,050.00	0.00	0.00 %
000982 - Books	219,858.24	245,000.00	245,000.00	60,981.08	24.89 %
000984 - Software	45,760.19	75,000.00	75,000.00	9,758.84	13.01 %
000985 - Equipment	5,602.52	50,525.00	50,525.00	130,866.11	259.01 %
000986 - Computers	12.99	35,000.00	35,000.00	0.00	0.00 %
000987 - Integrated Library System	0.00	70,000.00	70,000.00	0.00	0.00 %
000988 - Audio Visual	18,547.35	42,000.00	42,000.00	3,641.03	8.67 %
000989 - Information Resources	191,255.20	205,735.00	205,735.00	69,690.72	33.87 %
000990 - Video/ DVD/ Movie Collection	78,656.12	81,600.00	81,600.00	8,985.66	11.01 %
000991 - TLN (formerly Metro Net)	25,589.14	30,000.00	30,000.00	4,564.00	15.21 %
Total Other Expenses	2,327,044.26	2,598,350.00	2,598,350.00	781,220.18	30.07 %
Total Expenses	5,299,369.55	6,301,130.00	6,301,130.00	1,561,116.15	24.78 %
Transfers					
000995 - Transfer out	(220,126.00)	(567,926.00)	(567,926.00)	0.00	0.00 %
Total Transfers	(220,126.00)	(567,926.00)	(567,926.00)	0.00	0.00 %
Total Revenue in Excess of Expenses	1,089,039.00	0.00	0.00	2,201,212.14	0.00 %

Endowment Fund

Farmington Community Library  
 Comparative Balance Sheet  
 As of September 30, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 09/30/2021	CHANGE	% CHANGE
<b>Assets</b>				
Cash & Cash Equivalents				
000017 - Library Endowment Fund				
Total Cash & Cash Equivalents	352,745.48	353,371.12	625.64	0.17 %
<b>Total Assets</b>	<u>352,745.48</u>	<u>353,371.12</u>	<u>625.64</u>	<u>0.17 %</u>
<b>Liabilities and Equity</b>				
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	354,510.45	352,745.48	(1,764.97)	(0.49) %
Net Income Current Period	(1,764.97)	625.64	2,390.61	(135.44) %
<b>Total Liabilities and Equity</b>	<u>352,745.48</u>	<u>353,371.12</u>	<u>625.64</u>	<u>0.17 %</u>

Endowment Fund

Farmington Community Library  
Revenue and Expenditure Report  
As of September 30, 2021

Revenue  
000669 - Investment Gain Loss  
Total Revenue  
Total Revenue in Excess of Expenses

Year Ending 06/30/2021 END BALANCE	Year To Date 09/30/2021 YTD BALANCE
(1,764.97)	625.64
<u>(1,764.97)</u>	<u>625.64</u>
<u>(1,764.97)</u>	<u>625.64</u>

Capital Reserve Fund

Farmington Community Library  
 Comparative Balance Sheet  
 As of September 30, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 09/30/2021	CHANGE	% CHANGE
<b>Assets</b>				
Cash & Cash Equivalents				
000006 - Capital Reserve Money Market	1,827.14	0.00	(1,827.14)	(100.00) %
000011 - Money Market - Comerica	0.00	2,301,389.58	2,301,389.58	100.00 %
000014 - Capital Reserve Cash	2,299,542.65	0.00	(2,299,542.65)	(100.00) %
Total Cash & Cash Equivalents	2,301,369.79	2,301,389.58	19.79	0.00 %
<b>Total Assets</b>	2,301,369.79	2,301,389.58	19.79	0.00 %
<b>Liabilities and Equity</b>				
Equity				
000390 - Fund Balance	2,080,794.71	2,301,369.79	220,575.08	10.60 %
Total Equity	2,080,794.71	2,301,369.79	220,575.08	10.60 %
Net Income Current Period	220,575.08	19.79	(220,555.29)	(99.99) %
<b>Total Liabilities and Equity</b>	2,301,369.79	2,301,389.58	19.79	0.00 %

Capital Reserve Fund

Farmington Community Library  
Revenue and Expenditure Report  
As of September 30, 2021

	Year Ending 06/30/2021 END BALANCE	Year To Date 09/30/2021 YTD BALANCE
Revenue		
000665 - Interest	449.08	19.79
Total Revenue	<u>449.08</u>	<u>19.79</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>19.79</u>



Farmington Community Library  
Investment Report  
Month Ending August 31, 2021

Account Name	Balance	Current Rate	Current Month Interest	YTD Interest Income (by Calendar Year)	Investment Type	GL Acct
Comerica Millage Money Market	7,247,728.35	0.08%	411.00	1,519.72	Money Market	000011
Fidelity Liberty Endowment	353,371.12	0.00%	(95.63)	(758.79)	Investment	000017
	<u>7,601,099.47</u>			<u>760.93</u>		

## Farmington Community Library Output Statistics - September 2021

Circulation Services	Sep 2021	Sep 2020	Change	This YTD	Last YTD	Change
Liberty Street	18,055	13,483	4,572	56,904	25,721	31,183
12 Mile	35,944	22,991	12,953	121,152	44,011	77,141
eBooks	8,428	7,697	731	25,858	25,842	16
<b>Total Circulation</b>	<b>62,427</b>	<b>44,171</b>	<b>18,256</b>	<b>203,914</b>	<b>95,574</b>	<b>108,340</b>
<b>Self-Service Components of Total Library Circulation:</b>						
Circulation via Website	632	588	44	2,033	1,288	745
Circulation via Self Check	15,568	8,665	6,903	45,047	8,724	36,323
<b>Self-Service % of Total Circs</b>	<b>25.95%</b>	<b>20.95%</b>	<b>5.00%</b>	<b>23.09%</b>	<b>10.48%</b>	<b>12.61%</b>
Door Counters	Sep 2021	Sep 2020	Change	This YTD	Last YTD	Change
Liberty Street	6,608	1,642	4,966	20,409	1,642	18,767
12 Mile	13,980	2,568	11,412	38,932	2,568	36,364
<b>Total Library Visitors</b>	<b>20,588</b>	<b>4,210</b>	<b>16,378</b>	<b>59,341</b>	<b>4,210</b>	<b>55,131</b>

Information Services	Sep 2021	Sep 2020	Change	This YTD	Last YTD	Change
Online Chat	49	0	49	131	5	126
eMail	355	208	147	1,111	1,979	(868)
Liberty Street Phone	545	335	210	1,927	1,354	573
Liberty Street In-Person	2,989	488	2,501	8,241	666	7,575
<b>Liberty Street Total</b>	<b>3,534</b>	<b>823</b>	<b>2,711</b>	<b>10,168</b>	<b>2,020</b>	<b>8,148</b>
12 Mile Phone	660	889	(229)	2,214	4,324	(2,110)
12 Mile In-Person	2,632	590	2,042	9,751	730	9,021
<b>12 Mile Total</b>	<b>3,292</b>	<b>1,479</b>	<b>1,813</b>	<b>11,965</b>	<b>5,054</b>	<b>6,911</b>
<b>Total Library Use</b>	<b>7,230</b>	<b>2,510</b>	<b>4,720</b>	<b>23,375</b>	<b>9,058</b>	<b>14,317</b>

Electronic Services	Sep 2021	Sep 2020	Change	This YTD	Last YTD	Change
<b>PC and Wireless Logins:</b>						
Liberty Street Public Computers	1,094	0	1,094	3,006	0	3,006
12 Mile Public Computers	1,361	0	1,361	3,872	0	3,872
<b>Public Computer Total</b>	<b>2,455</b>	<b>0</b>	<b>2,455</b>	<b>6,878</b>	<b>0</b>	<b>6,878</b>
Liberty Street Wireless	10,782	0	10,782	27,591	522	27,069
12 Mile Wireless	12,079	0	12,079	37,857	810	37,047
<b>Wireless Total</b>	<b>22,861</b>	<b>0</b>	<b>22,861</b>	<b>65,448</b>	<b>1,332</b>	<b>64,116</b>
<b>Total Computer Use</b>	<b>25,316</b>	<b>0</b>	<b>25,316</b>	<b>72,326</b>	<b>1,332</b>	<b>70,994</b>
<b>Web Pages Viewed:</b>						
Adult, Teen & Children's Pages	63,173	57,425	5,748	212,349	238,340	(25,991)
Catalog Searches	60,560	78,991	(18,431)	147,480	277,774	(130,294)
<b>Total Web Pages Viewed</b>	<b>123,733</b>	<b>136,416</b>	<b>(12,683)</b>	<b>359,829</b>	<b>516,114</b>	<b>(156,285)</b>

Programs	Sep 2021	Sep 2020	Change	This YTD	Last YTD	Change
Programs	70	54	16	162	185	(23)
Attendance	1,307	1,145	162	5,565	3,509	2,056