



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

**Contact Trustees**

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

Farmington Community Library

FARMLIB.ORG

Farmington Community Library Board of Trustees  
Regular Meeting – 6:00 p.m.  
December 12, 2024

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- **Call to Order**
- **Approval of Agenda**
- **Minutes**
  - Approval of November Minutes
- **Presentation of Master Plan** MCD Architects
- **Treasurers Report**
  - Approval of November operating bills 2024
  - Financial Reports
- **Friends of the Library**
- **Director's Report**
- **Unfinished Business**
- **Sub-Committee Updates**
  - **Finance Committee**
  - **Facilities**
  - **Personnel Committee**
- **New Business**
  - Patron Point Platform
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees  
Board Meeting - 6:00 p.m. - November 14, 2024**

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

**Board Members Absent:** None

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

**Staff Members Absent:** None

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

**MOTION** by Murphy to approve the Agenda for the November 14, 2024, Board meeting was supported by Brown.

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

**Opposed: None**

**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by White to approve the Minutes of the Regular Board Meeting held October 10, 2024, was supported by Doby.

**Vote: Aye: All in favor: McClellan, Brown, White, Doby, Snodgrass**

**Opposed: None**

**Abstain: Muthukuda, Murphy**

**Motion passed.**

**TREASURER'S REPORT**

**MOTION** by Brown to approve paying October 2024 operating bills totaling \$403,351.15 was supported by Muthukuda.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**MOTION** by Brown to receive and file the October 2024 financial reports was supported by Murphy.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

## **FRIENDS' REPORT (S. Charlesbois)**

- Per EveryLibrary, FCL's 72.2 percent approval rate of the millage renewal was the "third highest" approval rate in Michigan amongst libraries with issues on the November 5 ballot. (Per this humble recorder, it would appear that FCL was actually second highest, behind Franklin, and that thousands more people voted on the FCL renewal than the Franklin issue.)
- The Friends budgeted \$20,000 for the millage renewal campaign. Expenses totaled \$18,827.17.
- In an effort to recoup some of the expenses of the millage campaign, a fall letter will be going out to Friends to request donations. In addition, there will be an invitation to make online donations on Giving Tuesday.
- The October book sale raised \$4,800, one of the higher sale totals. Note for the future: some of the most lucrative Friends' sales in the country - annually earning \$100,000 or more - are run by groups that have a permanent store, and that sell more expensive used books online at higher prices. In FCL, the ongoing sale (not counting the spring, summer, and fall giant sales) at both branches raises roughly \$20,000 per year.
- The Viola Shipman author event was "hilarious" - very successful.

## **LIBRARY DIRECTOR'S REPORT (K. Siegrist)**

- Wade Rouse - Viola S. - said that the FCL event was "one of my favorite events" in recent years. There were over 300 participants, total, between online and in-person.
- The Paranormal Investigation program participants DID detect paranormal activity inside the library. (Editorial comment from the secretary: It is hard to say how this information will affect number of visitors in the future.)
- With passage of the millage renewal, it will now fall to the Board to consider captures for the Downtown Development Authority, Brownfield Redevelopment Authorities (in both cities), and the Grand River Corridor Improvement Authority.
- Farmington City Council has tentatively scheduled interviews of applicants for the Library Board vacancy on December 2.
- Both branches will close at 3:00 pm on Wednesday, November 27 and remain closed on November 28 for Thanksgiving.
- The December meeting of the Library Board will be held at Liberty Street.

## **UNFINISHED BUSINESS**

None

## **SUBCOMMITTEE UPDATES**

Finance (K. Brown)

**Farmington Community Library Board of Trustees  
Board Meeting - 6:00 p.m. - November 14, 2024**

- The Treasurer now is able to enact transactions between Comerica and MI-CLASS by phone. When any transfer occurs, notice is sent to the Board President and Treasurer, the Library Director, and to Plante Moran.

Facilities (S. Snodgrass)

**Twelve Mile Roof**

**MOTION** by Snodgrass to approve the bid from Royal Roof for \$745,000 for replacement of the flat areas of roof at Twelve Mile was supported by Doby.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

(Work will begin in spring, 2025.)

**Cleaning Services**

**MOTION** by Snodgrass to approve the bid from JanPro for cleaning services at an annual cost of \$120,336 was supported by Doby.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**Parking Lot Islands**

No motion

- Master Plan for both branches of FCL will be presented to the Board at its December meeting.
- Next Facilities meeting will be December 5.

Personnel

- No report

**NEW BUSINESS**

None

**CORRESPONDENCE**

None

**PUBLIC COMMENT**

None

**TRUSTEE COMMENT**

**Farmington Community Library Board of Trustees  
Board Meeting - 6:00 p.m. - November 14, 2024**

C. Doby - Farmington Elks will be joining with Farmington Youth Assistance and FCL to welcome young people to the library and to distribute warm winter clothing. The Elks received a \$2,000 grant to do this. The Elks are also looking for help in scoring applications for Elks scholarships.

E. McClellan - FCL staff is paying attention to recent feedback regarding programming, and is working to determine whether current polices are adequate as staff serves what must be one of the most diverse communities in the nation.

**ADJOURNMENT**

The Board meeting was adjourned by President McClellan at 6:59. The next meeting of the Library Board is scheduled for Thursday, December 12, at 6:00 pm at Liberty Street.

Respectfully Submitted,

Jim White, Secretary  
Library Board of Trustees



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

December 9, 2024

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

**Re: November 2024 Monthly Financial Statements**

Enclosed are the following Monthly Financial Statements for your review:

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

Thank you.

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

## Farmington Community Library Check register

Date	Payee	Document no.	Amount	Cleared
11/04/2024	10238--O.C.W.R.C.		175.79	11/30/2024
11/04/2024	10238--O.C.W.R.C.		335.69	11/30/2024
11/04/2024	10238--O.C.W.R.C.		994.64	11/30/2024
11/06/2024	10584--Spectrum Enterprise		125.06	11/30/2024
11/06/2024	10009--Consumers Energy		140.94	11/30/2024
11/06/2024	10126--Michigan Employers Retirement		1,533.38	11/30/2024
11/06/2024	10126--Michigan Employers Retirement		1,298.21	11/30/2024
11/06/2024	10126--Michigan Employers Retirement		1,823.95	11/30/2024
11/06/2024	10126--Michigan Employers Retirement		4,896.98	11/30/2024
11/06/2024	10126--Michigan Employers Retirement		6,597.34	11/30/2024
11/06/2024	10589--Paylocity		69.64	11/30/2024
11/06/2024	10589--Paylocity		27,977.12	11/30/2024
11/08/2024	10009--Consumers Energy		875.40	11/30/2024
11/12/2024	10014--T-Mobile		1,052.00	11/30/2024
11/12/2024	10147--EHIM		1,192.22	11/30/2024
11/12/2024	10147--EHIM		118.35	11/30/2024
11/14/2024	10019--Clear Rate Communications		375.61	11/30/2024
11/15/2024	10330--Comerica Commerical Card Services		1,791.30	11/30/2024
11/19/2024	10144--Mutual Of Omaha		1,877.80	11/30/2024
11/19/2024	10144--Mutual Of Omaha		(1,862.10)	11/30/2024
11/19/2024	10144--Mutual Of Omaha		1,862.10	11/30/2024
11/19/2024	10015--Toshiba America Business Solutions		2,610.83	11/30/2024
11/19/2024	10005--DTE Energy		3,178.95	11/30/2024
11/19/2024	10005--DTE Energy		13,667.73	11/30/2024
11/20/2024	10126--Michigan Employers Retirement		318.68	In Transit
11/20/2024	10126--Michigan Employers Retirement		(318.68)	11/30/2024
11/20/2024	10126--Michigan Employers Retirement		5,873.32	11/30/2024
11/20/2024	10126--Michigan Employers Retirement		(5,873.32)	11/30/2024
11/20/2024	10126--Michigan Employers Retirement		318.68	11/30/2024
11/20/2024	10126--Michigan Employers Retirement		5,873.32	In Transit
11/20/2024	10126--Michigan Employers Retirement		1,298.21	11/30/2024
11/20/2024	10126--Michigan Employers Retirement		1,876.49	11/30/2024
11/20/2024	10126--Michigan Employers Retirement		4,908.06	11/30/2024
11/20/2024	10126--Michigan Employers Retirement		5,899.79	11/30/2024
11/20/2024	10126--Michigan Employers Retirement		23,322.38	11/30/2024
11/20/2024	10589--Paylocity		66.49	11/30/2024
11/20/2024	10589--Paylocity		29,433.61	11/30/2024
11/20/2024	10589--Paylocity		1,467.46	11/30/2024
11/20/2024	10087--WM Corporate Services, Inc.		5,899.69	11/30/2024
11/26/2024	10003--AT&T		835.33	11/30/2024
<b>Total for</b>			<b>153,908.44</b>	

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

11/01/2024	10194--Springer Nature		659.62	In Transit
11/01/2024	10409--Rebecca Brown		125.00	In Transit
11/01/2024	10626--NorthStar Mat Service		85.06	In Transit
11/01/2024	10315--MetroNet Consortium		2,620.99	In Transit
11/01/2024	10070--Grace Note Piano Service		135.00	In Transit
11/01/2024	10020--Gordon Food Service Inc		148.03	In Transit
11/01/2024	10585--David Rogers		300.00	In Transit
11/01/2024	10089--Contemporary Industries		30.00	In Transit
11/01/2024	10650--Charles Cusak		22.70	In Transit
11/01/2024	10058--Batteries Plus Bulbs		67.70	In Transit
11/01/2024	10553--Thomas Kline/Crimson Multimedia		466.11	In Transit
11/01/2024	10082--OverDrive, Inc		7,163.27	In Transit
11/01/2024	10128--National Time & Signal Corp		2,194.00	In Transit
11/01/2024	10011--Midwest Tape		2,641.05	In Transit
11/01/2024	10004--Ingram Library Services		282.84	In Transit
11/01/2024	10000--Baker & Taylor Inc		6,001.23	In Transit
11/01/2024	10502--Amazon Capital Services		1,221.86	In Transit
11/22/2024	10002--Farmington Community Library		9,534.56	In Transit
11/22/2024	10600--Vijayasandhya kammanadiminti		23.30	In Transit
11/22/2024	10029--Unique		305.35	In Transit
11/22/2024	10035--The Library Network		5,526.00	In Transit
11/22/2024	10032--The Friends Of The Library		75.00	In Transit
11/22/2024	10446--Sandy Herman		58.00	In Transit
11/22/2024	10652--Sally Campbell		35.21	In Transit
11/22/2024	10201--Plante Moran		6,854.11	In Transit



## Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
11/22/2024	10626--NorthStar Mat Service		145.14 In Transit
11/22/2024	10187--Network Services Company		1,820.48 In Transit
11/22/2024	10012--NBS		580.00 In Transit
11/22/2024	10498--Muniweb		195.00 In Transit
11/22/2024	10079--Midwest Tape Hoopla		13,668.65 In Transit
11/22/2024	10219--MidWest Collaborative for Library Services		100.00 In Transit
11/22/2024	10094--Michigan Library Association		1,960.00 In Transit
11/22/2024	10233--Megan Drozan		31.98 In Transit
11/22/2024	10010--McCoy Maintenance Inc		10,465.00 In Transit
11/22/2024	10433--Lijun Xue		59.97 In Transit
11/22/2024	10260--Kristel Sexton		210.00 In Transit
11/22/2024	10432--Justin Mitchell		54.69 In Transit
11/22/2024	10049--Johnson Controls Fire Protection		1,255.48 In Transit
11/22/2024	10027--Great Lakes Ace Hardware		26.59 In Transit
11/22/2024	10020--Gordon Food Service Inc		21.45 In Transit
11/22/2024	10303--Candid		3,995.00 In Transit
11/22/2024	10313--Bayscan Technologies		609.27 In Transit
11/22/2024	10454--Allied Building Services of Detroit, Inc.		331.00 In Transit
11/22/2024	10042--Rowan & Littlefield Publishing Group		413.88 In Transit
11/22/2024	10031--Quill LLC		1,556.33 In Transit
11/22/2024	10011--Midwest Tape		1,817.64 In Transit
11/22/2024	10004--Ingram Library Services		1,473.19 In Transit
11/22/2024	10040--Foster, Swift, Collins & Smith		563.50 In Transit
11/22/2024	10026--FJ Lafontaine & Sons Landscaping		5,162.00 In Transit
11/22/2024	10024--City of Farmington Hills		207.10 In Transit
11/22/2024	10141--Benistar/UA-6803		8,848.33 In Transit
11/22/2024	10000--Baker & Taylor Inc		8,099.10 In Transit
11/29/2024	10002--Farmington Community Library		11,812.06 In Transit
11/29/2024	10638--PM Technologies		824.79 In Transit
11/29/2024	10187--Network Services Company		536.50 In Transit
11/29/2024	10165--Michigan.com		20.57 In Transit
11/29/2024	10233--Megan Drozan		53.97 In Transit
11/29/2024	10033--Demco Inc.		336.94 In Transit
11/29/2024	10024--City of Farmington Hills		70.25 In Transit
11/29/2024	10143--Blue Care Network		27,569.48 In Transit
11/29/2024	10058--Batteries Plus Bulbs		336.00 In Transit
11/29/2024	10282--Melanie Allbery		162.00 In Transit
11/29/2024	10364--Blick Art Materials		258.52 In Transit
11/29/2024	10000--Baker & Taylor Inc		940.16 In Transit
	<b>Total for Bill.com Clearing</b>		<b><u>153,168.00</u></b>

**Motion Required:**

I move that the Board approve the expenditures as presented

**GRAND TOTAL: \$307,076.44**

General Fund

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

	PERIOD ENDED 06/30/2024	PERIOD ENDED 11/30/2024	CHANGE	% CHANGE
<b>Assets</b>				
<b>Cash &amp; Cash Equivalents</b>				
001000 - General Checking - Comerica	775,621.52	722,057.83	(53,563.69)	(6.90) %
004000 - Petty Cash	1,260.00	1,285.00	25.00	1.98 %
011000 - Millage Money Market Comerica	3,298,524.04	2,650,435.48	(648,088.56)	(19.64) %
017001 - MI Class - Millage	4,053,968.79	7,073,678.96	3,019,710.17	74.48 %
<b>Total Cash &amp; Cash Equivalents</b>	<b>8,129,374.35</b>	<b>10,447,457.27</b>	<b>2,318,082.92</b>	<b>28.51 %</b>
<b>Other Assets</b>				
018000 - Accounts Receivable	201,945.72	0.00	(201,945.72)	(100.00) %
040000 - Accounts Receivable - Metro Net	6,000.00	28,966.89	22,966.89	382.78 %
042000 - Accounts Receivable - Friends	73,078.56	16,972.39	(56,106.17)	(76.77) %
043000 - Accounts Receivable - Interlibrary Loan	92.72	59.69	(33.03)	(35.62) %
123000 - Prepaid Expense	252,363.79	0.00	(252,363.79)	(100.00) %
<b>Total Other Assets</b>	<b>533,480.79</b>	<b>45,998.97</b>	<b>(487,481.82)</b>	<b>(91.37) %</b>
<b>Total Assets</b>	<b>8,662,855.14</b>	<b>10,493,456.24</b>	<b>1,830,601.10</b>	<b>21.13 %</b>
<b>Liabilities and Equity</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
202000 - Accounts Payable	80,217.24	34,695.05	(45,522.19)	(56.74) %
202100 - Manual Accounts Payable	3,418.44	0.00	(3,418.44)	(100.00) %
209000 Friends of the Library - Book Sale	0.00	2,722.31	2,722.31	100.00 %
230000 - Due to Other Governments	27,366.99	27,366.99	0.00	0.00 %
257000 - Accrued Payroll	86,314.87	0.00	(86,314.87)	(100.00) %
258000 - Section 125 - Medical Reimbursement	1,788.19	1,190.62	(597.57)	(33.41) %
259000 - 457 ICMA Voluntary Savings Plan	5,572.53	0.00	(5,572.53)	(100.00) %
269000 - Garnishments	50.29	0.00	(50.29)	(100.00) %
290000 - 401(a) MERS Retirement Plan	1,606.79	0.00	(1,606.79)	(100.00) %
291000 - MERS Health Care Savings Plan	2,872.16	0.00	(2,872.16)	(100.00) %
293000 - FICA - Employer & Employee Pay	27,014.99	0.00	(27,014.99)	(100.00) %
296000 - MERS DB Retirement	191.21	0.00	(191.21)	(100.00) %
<b>Total Current Liabilities</b>	<b>236,413.70</b>	<b>65,974.97</b>	<b>(170,438.73)</b>	<b>(72.09) %</b>
<b>Long Term Liabilities</b>				
339000 - Unearned Revenues	73,078.56	0.00	(73,078.56)	(100.00) %
<b>Total Liabilities</b>	<b>309,492.26</b>	<b>65,974.97</b>	<b>(243,517.29)</b>	<b>(78.68) %</b>
<b>Equity</b>				
390000 - Fund Balance	7,093,338.07	8,353,362.88	1,260,024.81	17.76 %
<b>Total Equity</b>	<b>7,093,338.07</b>	<b>8,353,362.88</b>	<b>1,260,024.81</b>	<b>17.76 %</b>

General Fund

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

	<u>PERIOD ENDED</u> <u>06/30/2024</u>	<u>PERIOD ENDED</u> <u>11/30/2024</u>	<u>CHANGE</u>	<u>% CHANGE</u>
Net Income BS	<u>1,260,024.81</u>	<u>2,074,118.39</u>	<u>814,093.58</u>	<u>64.60 %</u>
Total Liabilities and Equity	<u>8,662,855.14</u>	<u>10,493,456.24</u>	<u>1,830,601.10</u>	<u>21.13 %</u>

General Fund

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

	Year Ending 06/30/2024	Year Ending 06/30/2025	Year To Date 11/30/2024		
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
				% BUDGET	
<b>Revenue</b>					
404000 - Summer Tax Revenue - Hills	3,872,704.25	4,178,077.00	4,178,077.00	4,034,322.16	96.56 %
405000 - Summer Tax Revenue - City	380,088.67	431,512.00	431,512.00	392,989.38	91.07 %
406000 - Winter Tax Revenue - Hills	2,229,928.19	2,446,231.00	2,446,231.00	0.00	0.00 %
407000 - Winter Tax Revenue - City	221,269.54	252,647.00	252,647.00	0.00	0.00 %
411000 - Delinquent Taxes	108,739.56	16,250.00	16,250.00	3,593.35	22.11 %
451000 - Local Community Stabilization Share	323,298.63	323,300.00	323,300.00	0.00	0.00 %
540000 - State Aid - Farmington Library	97,548.54	94,000.00	94,000.00	0.00	0.00 %
541000 - Grant Revenue	31,787.00	2,890.00	2,890.00	0.00	0.00 %
542000 - State Penal Fine Revenue	131,296.25	128,000.00	128,000.00	0.00	0.00 %
602000 - Auditorium Fees	13,913.38	0.00	0.00	0.00	0.00 %
603000 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	10,000.00	100.00 %
642000 - Copy Vending Machine Revenue	28,131.85	32,150.00	32,150.00	12,757.86	39.68 %
643000 - Snack Vending Machine Revenue	3,131.41	3,670.00	3,670.00	1,171.49	31.92 %
644000 - Paver Sales	148.00	0.00	0.00	0.00	0.00 %
646000 - Memorial & Gifts Revenue	11,774.54	11,700.00	11,700.00	10,790.50	92.23 %
658000 - Fines, Fees & Lost Book	7,613.33	7,800.00	7,800.00	2,957.29	37.91 %
665000 - Interest	251,249.29	214,100.00	214,100.00	193,335.59	90.30 %
674000 - Gifts From Friends of Library	116,913.05	172,470.00	172,470.00	95,699.84	55.49 %
684000 - Other Misc Revenue	40,610.36	36,780.00	36,780.00	10,005.03	27.20 %
<b>Total Revenue</b>	<b>7,880,145.84</b>	<b>8,361,577.00</b>	<b>8,361,577.00</b>	<b>4,767,622.49</b>	<b>57.02 %</b>
<b>Expenses</b>					
<b>Payroll</b>					
702000 - Salaries & Wage Expense	2,374,454.95	3,264,200.00	3,264,200.00	1,113,773.01	34.12 %
709000 - Employers FICA Expense	203,204.62	250,300.00	250,300.00	81,790.40	32.68 %
716000 - OPEB Expense	110,373.00	141,300.00	141,300.00	54,935.03	38.88 %
717000 - Retiree Health Ins	65,803.58	64,600.00	64,600.00	28,355.16	43.89 %
718000 - Dental, Optical & Hearing	27,066.38	30,000.00	30,000.00	13,722.51	45.74 %
719000 - Hospitalization Insurance	328,082.24	363,400.00	363,400.00	162,890.19	44.82 %
720000 - Group Life - Mutual of Omaha	18,086.91	15,100.00	15,100.00	10,109.46	66.95 %
721000 - Retirement Fund - Employers	316,171.96	399,424.00	399,424.00	119,289.60	29.87 %
<b>Total Payroll</b>	<b>3,443,243.64</b>	<b>4,528,324.00</b>	<b>4,528,324.00</b>	<b>1,584,865.36</b>	<b>35.00 %</b>
<b>Operating Expenses</b>					
750000 - Office Supplies	10,206.18	15,000.00	15,000.00	2,915.04	19.43 %
752000 - Operating Supplies	18,247.09	24,450.00	24,450.00	5,971.38	24.42 %
754000 - Vending Equipment & Supplies	11,491.81	36,900.00	36,900.00	12,875.94	34.89 %
791000 - Newspapers & Periodicals	35,812.54	38,000.00	38,000.00	35,061.48	92.27 %
801000 - Professional Services	231,495.12	320,000.00	320,000.00	78,412.38	24.50 %

General Fund

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

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2024	06/30/2025	06/30/2025	11/30/2024	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
810000 - Bank Fee	14,700.03	13,000.00	13,000.00	5,887.64	45.29 %
817000 - Insurance & Bonds	74,459.00	76,620.00	76,620.00	74,842.00	97.68 %
818000 - E Library Cataloging (OCLC)	23,098.03	23,175.00	23,175.00	23,961.23	103.39 %
820000 - Gift Fund Purchases	4,159.13	4,000.00	4,000.00	11,515.91	287.90 %
821000 - Friends Gift Purchases	128,670.95	180,000.00	180,000.00	46,943.33	26.08 %
821500 - Friends - Bosch Grant	1,387.68	0.00	0.00	2,080.32	0.00 %
825000 - Legacy Gift Fund Purchases	0.00	250.00	250.00	5,907.73	2,363.09 %
830000 - Training & Conferences	18,558.08	32,600.00	32,600.00	12,346.00	37.87 %
831500 - Memberships	8,370.00	11,850.00	11,850.00	6,447.92	54.41 %
850000 - Telephone	16,378.81	21,000.00	21,000.00	5,697.40	27.13 %
851000 - Postage	8,070.05	8,100.00	8,100.00	1,307.81	16.15 %
860000 - Transportation	2,647.33	5,000.00	5,000.00	487.13	9.74 %
881000 - Publicity	41,955.03	55,000.00	55,000.00	27,526.37	50.05 %
880000 - Programming	7,646.45	20,000.00	20,000.00	3,271.12	16.36 %
900000 - Processing	6,129.03	20,000.00	20,000.00	3,345.31	16.73 %
920000 - Electricity	213,513.70	188,000.00	188,000.00	82,928.93	44.11 %
921000 - Heat	19,505.23	44,000.00	44,000.00	4,411.12	10.03 %
922000 - Water	18,844.03	37,250.00	37,250.00	4,821.53	12.94 %
930000 - Maintenance/Repairs	44,376.55	60,000.00	60,000.00	18,106.86	30.18 %
931000 - Repairs & Maintenance Supplies	19,417.38	39,000.00	39,000.00	10,915.78	27.99 %
934000 - Maintenance Contracts	283,282.60	250,000.00	250,000.00	133,482.05	53.39 %
935000 - Landscaping / Snow Removal	36,359.49	45,000.00	45,000.00	11,213.00	24.92 %
955000 - Miscellaneous	8,095.04	8,000.00	8,000.00	923.70	11.55 %
970000 - Capital Outlay	132,462.39	215,000.00	215,000.00	22,752.50	10.58 %
975000 - Building & Improvements	27,182.69	230,000.00	230,000.00	20,623.73	8.97 %
980000 - Furniture/Furnishings	4,983.06	31,280.00	31,280.00	1,889.21	6.04 %
981000 - Vehicle	1,403.21	1,850.00	1,850.00	4,926.96	266.32 %
982000 - Books	257,530.23	303,000.00	303,000.00	127,050.11	41.93 %
983000 - eBooks	91,899.77	107,000.00	107,000.00	36,336.25	33.96 %
984000 - Software	28,241.22	52,455.00	52,455.00	8,310.76	15.84 %
984500 - Technology Upgrades	123,827.35	155,000.00	155,000.00	200.00	0.13 %
985000 - Equipment	35,116.96	75,000.00	75,000.00	1,105.23	1.47 %
986000 - Computers	22,385.65	35,000.00	35,000.00	18,690.07	53.40 %
987000 - Integrated Library Systems	25,560.86	194,000.00	194,000.00	111,735.17	57.60 %
988000 - Audio Visual	32,128.47	53,700.00	53,700.00	9,801.42	18.25 %
989000 - Information Resources	210,912.78	241,600.00	241,600.00	92,001.50	38.08 %
989100 - Video / DVD / Movie Collection	39,428.26	68,450.00	68,450.00	11,389.24	16.64 %

General Fund

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

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2024	06/30/2025	06/30/2025	11/30/2024	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
989200 - TLN (Formerly Metro Net)	14,914.13	36,500.00	36,500.00	8,220.18	22.52 %
991000 - Principal Expense	12,426.00	15,000.00	15,000.00	0.00	0.00 %
993000 - Interest Expense	3,505.00	6,000.00	6,000.00	0.00	0.00 %
991100 - Principal Expense - IT Subscriptions	87,968.00	85,000.00	85,000.00	0.00	0.00 %
Total Operating Expenses	2,458,752.39	3,482,030.00	3,482,030.00	1,108,638.74	31.84 %
Total Expenses	5,901,996.03	8,010,354.00	8,010,354.00	2,693,504.10	33.63 %
Transfers					
995000 - Transfer Out	718,125.00	351,223.00	351,223.00	0.00	0.00 %
Total Transfers	(718,125.00)	(351,223.00)	(351,223.00)	0.00	0.00 %
Total Revenue in Excess of Expenses	1,260,024.81	0.00	0.00	2,074,118.39	0.00 %

Endowment Fund

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

	PERIOD ENDED 06/30/2024	PERIOD ENDED 11/30/2024	CHANGE	% CHANGE
<b>Assets</b>				
Cash & Cash Equivalents				
017002 - MI Class - Endowment	483,773.28	494,319.88	10,546.60	2.18 %
017003 - MI Class - Endowment Restricted	101,304.37	103,512.85	2,208.48	2.18 %
Total Cash & Cash Equivalents	<u>585,077.65</u>	<u>597,832.73</u>	<u>12,755.08</u>	<u>2.18 %</u>
Total Assets	<u>585,077.65</u>	<u>597,832.73</u>	<u>12,755.08</u>	<u>2.18 %</u>
<b>Liabilities and Equity</b>				
<b>Equity</b>				
375000 - Fund Balance - Restricted - Farmington Branch	100,000.00	100,000.00	0.00	0.00 %
380000 - Fund Balance - Committed - future endowments	457,892.28	477,234.53	19,342.25	4.22 %
390000 - Fund Balance	0.00	7,843.12	7,843.12	100.00 %
Total Equity	<u>557,892.28</u>	<u>585,077.65</u>	<u>27,185.37</u>	<u>4.87 %</u>
Net Income BS	<u>27,185.37</u>	<u>12,755.08</u>	<u>(14,430.29)</u>	<u>(53.08) %</u>
Total Liabilities and Equity	<u>585,077.65</u>	<u>597,832.73</u>	<u>12,755.08</u>	<u>2.18 %</u>

Endowment Fund

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

	Year Ending 06/30/2024 <u>END BALANCE</u>	Year To Date 11/30/2024 <u>YTD BALANCE</u>
Revenue		
665000 - Interest	7,843.12	12,755.08
669000 - Investment Gain Loss	19,342.25	0.00
Total Revenue	<u>27,185.37</u>	<u>12,755.08</u>
Total Revenue in Excess of Expenses	<u>27,185.37</u>	<u>12,755.08</u>



Capital Reserve Fund

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

	PERIOD ENDED 06/30/2024	PERIOD ENDED 11/30/2024	CHANGE	% CHANGE
<b>Assets</b>				
Cash & Cash Equivalents				
011000 - Millage Money Market Comerica	3,545,915.80	54,760.24	(3,491,155.56)	(98.45) %
017001 - MI Class - Millage	0.00	3,512,127.20	3,512,127.20	100.00 %
Total Cash & Cash Equivalents	<u>3,545,915.80</u>	<u>3,566,887.44</u>	<u>20,971.64</u>	<u>0.59 %</u>
Total Assets	<u>3,545,915.80</u>	<u>3,566,887.44</u>	<u>20,971.64</u>	<u>0.59 %</u>
<b>Liabilities and Equity</b>				
Equity				
390000 - Fund Balance	2,751,848.52	3,545,915.80	794,067.28	28.85 %
Total Equity	<u>2,751,848.52</u>	<u>3,545,915.80</u>	<u>794,067.28</u>	<u>28.85 %</u>
Net Income BS	794,067.28	20,971.64	(773,095.64)	(97.35) %
Total Liabilities and Equity	<u>3,545,915.80</u>	<u>3,566,887.44</u>	<u>20,971.64</u>	<u>0.59 %</u>

Capital Reserve Fund

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

	Year Ending 06/30/2024 ENO BALANCE	Year To Date 11/30/2024 YTD BALANCE
Revenue		
665000 - Interest	75,942.28	20,971.64
Total Revenue	<u>75,942.28</u>	<u>20,971.64</u>
Transfers		
699000 - Transfer In	718,125.00	0.00
Total Transfers	<u>718,125.00</u>	<u>0.00</u>
Total Revenue in Excess of Expenses	<u>794,067.28</u>	<u>20,971.64</u>

Farmington Community Library  
Investment Report  
Month Ending November 30, 2024

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	2,705,195.72	2.35%	5,912.15	-	178,030.32	Money Market	011000
Fidelity Liberty Endowment	-	N/A	-	-	5,539.79	Investment	017000
MI Class - Millage	10,585,806.16	4.83%	41,791.38		220,263.58	Investment	017001
MI Class - Endowment Unrestricted	494,319.88	4.83%	1,951.52		16,859.53	Investment	017002
MI Class - Endowment Restricted	103,512.85	4.83%	408.64		3,512.85	Investment	017003
	<u>13,888,834.61</u>				<u>424,206.07</u>		

**Farmington Community Library Output Statistics - November 2024**

<b>Circulation Services</b>	<b>Nov 2024</b>	<b>Nov 2023</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
Liberty Street	18,800	18,243	557	102,555	101,827	728
12 Mile	42,785	42,744	41	225,518	231,671	(6,153)
eBooks	17,321	14,889	2,432	85,818	72,758	13,060
<b>Total Circulation</b>	<b>78,906</b>	<b>75,876</b>	<b>3,030</b>	<b>413,891</b>	<b>406,256</b>	<b>7,635</b>
<b>Self-Service Components of Total Library Circulation:</b>						
Circulation via Website	686	730	(44)	3,533	3,684	(151)
Circulation via Self Check	19,327	18,127	1,200	101,909	98,624	3,285
<b>Self-Service % of Total Circs</b>	<b>25.36%</b>	<b>24.85%</b>	<b>0.51%</b>	<b>25.48%</b>	<b>25.18%</b>	<b>0.29%</b>
<b>Door Counter</b>	<b>Nov 2024</b>	<b>Nov 2023</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
Liberty Street	10,024	8,663	1,361	57,087	44,493	12,594
12 Mile	18,576	18,447	129	100,840	96,442	4,398
<b>Total Library Visitors</b>	<b>28,600</b>	<b>27,110</b>	<b>1,490</b>	<b>157,927</b>	<b>140,935</b>	<b>16,992</b>
<b>Information Services</b>	<b>Nov 2024</b>	<b>Nov 2023</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
Online Chat	11	23	(12)	118	136	(18)
eMail	360	450	(90)	3,044	2,166	878
Liberty Street Phone	323	464	(141)	2,209	2,341	(132)
Liberty Street In-Person	3,595	2,872	723	19,737	17,077	2,660
<b>Liberty Street Total</b>	<b>3,918</b>	<b>3,336</b>	<b>582</b>	<b>21,946</b>	<b>19,418</b>	<b>2,528</b>
12 Mile Phone	988	940	48	5,894	4,663	1,231
12 Mile In-Person	5,238	4,955	283	32,441	27,082	5,359
<b>12 Mile Total</b>	<b>6,226</b>	<b>5,895</b>	<b>331</b>	<b>38,335</b>	<b>31,745</b>	<b>6,590</b>
<b>Total Library Use</b>	<b>10,515</b>	<b>9,704</b>	<b>811</b>	<b>63,443</b>	<b>53,465</b>	<b>9,978</b>
<b>Electronic Services</b>	<b>Nov 2024</b>	<b>Nov 2023</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
<b>PC and Wireless Logins:</b>						
Liberty Street Public Computers	1,406	1,283	123	8,247	7,008	1,239
12 Mile Public Computers	1,887	1,741	146	10,391	9,409	982
<b>Public Computer Total</b>	<b>3,293</b>	<b>3,024</b>	<b>269</b>	<b>18,638</b>	<b>16,417</b>	<b>2,221</b>
Liberty Street Wireless	1,842	1,758	84	10,217	8,550	1,667
12 Mile Wireless	3,197	3,076	121	16,599	14,002	2,597
<b>Wireless Total</b>	<b>5,039</b>	<b>4,834</b>	<b>205</b>	<b>26,816</b>	<b>22,552</b>	<b>4,264</b>
<b>Total Computer Use</b>	<b>8,332</b>	<b>7,858</b>	<b>474</b>	<b>45,454</b>	<b>38,969</b>	<b>6,485</b>
<b>Web Pages Viewed:</b>						
Adult, Teen & Children's Pages	56,174	46,182	9,992	283,462	257,742	25,720
Catalog Searches	57,553	50,349	7,204	342,051	317,370	24,681
<b>Total Web Pages Viewed</b>	<b>113,727</b>	<b>96,531</b>	<b>17,196</b>	<b>625,513</b>	<b>575,112</b>	<b>50,401</b>
<b>Programs</b>	<b>Nov 2024</b>	<b>Nov 2023</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
Programs	146	130	16	622	567	55
Attendance	3,601	2,900	701	18,061	17,052	1,009
<b>Group Study Room Use</b>	<b>Nov 2024</b>	<b>Nov 2023</b>	<b>Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>Change</b>
Liberty Street	64	82	(18)	355	226	129
Twelve Mile	489	431	58	2,659	1,195	1,464

## **Director's Report**

### **December 2024**

#### **Patron Comments**

Included in your Board packet.

#### **Michigan Library Association Think Space**

On December 5<sup>th</sup> and 6<sup>th</sup>, I will be attending MLA's Think Space. This event is something MLA offers every year for directors, each year being a different topic. It is designed to meet the unique professional development needs of Michigan library directors. This year, they will be partnering with John McCann, President of Partners in Performance, a renowned leadership coach known for guiding organizations toward lasting, impactful change. Participants will explore how to develop resilience, nurture self-compassion, and elevate their leadership impact in an ever-changing world.

#### **First Grade Field Trips**

First Grade Field Trips will be starting up again in December. The cost of the bus trip for the students is generously sponsored by the Farmington Friends of the Library. First graders get a tour of the library, offered library cards if they don't already have one, are introduced to library resources and staff, and can check out materials if they choose.

#### **Stay Steady, Stay Safe: Fall Prevention & Mobility for Older Adults**

Friday Dec. 6, 3:00-4:00 PM, FCL Farmington Hills Conference Room A

Mi Therapy Clinic will present on the following topics: common causes of falls in older adults, effective exercises for improving balance and strength, proper use of mobility aids, strategies for maintaining independence in daily activities, and home safety modifications.

#### **Holly Days, Light Up the Grand Parade, and Ugly Sweater Crawl**

December 7<sup>th</sup> is Holly Days and the Light Up the Grand Parade. The library will participate by providing Stories and Crafts with Mrs. Claus and ride the book bike in the parade. On December 14, downtown Farmington will be having an Ugly Sweater Crawl. The library will be participating from 1-4 PM. We will provide a craft party for families who come in during that time.

#### **The History of Michigan Told in Shipwrecks**

Thursday, Dec. 12, 6:30-8:00 PM, FCL Farmington Hills Auditorium

Shipwrecks can be used as a way to see the changing nature of shipping on the Great Lakes and the evolution of Michigan, from territory to frontier state to modern times.

### **Red Cross Blood Drive**

Tuesday, Dec. 17, 12:00–6:00 PM, FCL Farmington Meeting Room

If interested in donating blood, go to [Redcross.org](http://Redcross.org) and enter sponsor code **Farmingtoncl** to register. You may also call 1 800 **RED CROSS** (1- 800 733-2767).

### **Staff Holiday Party**

The staff holiday has been planned for Friday, December 13 at 6:30 PM. A poll was sent out to staff listing options and a party after hours in the staff lounge was the majority vote. Maria, Jill, and I will be catering the party and other staff are planning fun activities.

### **The Silence Between the Shelves: A Beginner's Meditation Series**

Saturday, January 4, 1:00–2:00 PM, FCL Farmington Hills Conference Room A

January kicks off a 6-week meditation series. Start the new year by cultivating calm and clarity through mindfulness meditation! This series is grounded in evidence-based practices and is designed for beginners and those looking to deepen their mindfulness skills.

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

Our MLK Day event will be held over three days. The schedule is as follows:

#### **Saturday, January 18**

- 12:30–1:30pm: Protest Buttons with The Henry Ford

#### **Sunday, January 19**

- 1:30–4:30pm: MLK Day Weekend Special 'Movie Talks' One Night in Miami

#### **Monday, January 20**

- 10 – 11am: Poster making
  - FH Lobby
- 11–11:15am: Student Speeches
- 11:15am – 11:45am: Legacy March
  - FH Parking Lot
- 11:45–12:30pm: Hot chocolate in auditorium for people returning from the march
- 12:30–1:30pm: FPS Dance Performance
  - FH Auditorium
- 6–7pm: Student Panel
- 7:15–7:30 Art Awards
- 7:30–8:30pm: Joel Fluent Greene

Submitted by Kelley Siegrist, Director