

DIRECTOR
Jenny Marr

BOARD OF DIRECTORS
Judeen Bartos
Meghan Evoy
Kelly Farrah
Adrienne Fazzolara
Amanda Hanlin
Erin Hooper
Kevin Yezbick



222 East Nine Mile Rd., Ferndale, MI 48220
248-546-2504 fadl.org

*Strengthening the community by
providing access to materials
and services that inform, enrich,
entertain and empower.*

Library Board Meeting

AGENDA

September 21, 2023 - 6:30 PM

Board Meeting

1. Call to order
2. Roll call
3. Approval of agenda
4. Public comment – *Total time not to exceed 30 minutes, 3 minutes per speaker*
5. Minutes: Approve August 10, 2023 **regular** meeting
Minutes: Approve August 10, 2023 **closed** session
6. Director's report: Jenny Marr
7. Proposal for Replacement of Public Internet Computers
8. Proposal from GES for Youth Services Mechanical Equipment
9. Acceptance of expenditures and finance reports for the month of August
10. Board Calendar of Events
11. Committee reports
 - A. Art & Exhibitions – Erin
 - B. Friends of the FPL – Kelly
 - C. Equity, Diversity and Inclusion - Amanda
 - D. Finance – Judeen and Kevin
 - E. Personnel – Adrienne
 - F. Schools – Meghan
12. Committee membership appointments as needed
13. Review action items
14. Announcements/comments from board members
15. ***Closed Session to be convened – For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing, in accordance with Sec. 8(1)(c) of the Open Meetings Act (OMA) MCL 15.268.
16. Adjourn

Proposed minutes of this meeting will be available for public inspection at the Ferndale Area District Library, located at 222 East Nine Mile Road, Ferndale, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267.)

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Library Board Meeting

Proposed Minutes

Aug 10, 2023 - 6:30 PM

Board Meeting

1. Call to order: Meeting called to order by Judeen Bartos at 6:31PM.
2. Roll call: Judeen Bartos, Meghan Evoy, Kelly Farrah, Erin Hooper, Kevin Yezbick. Adrienne Fazzolara and Amanda Hanlin absent with notice. Director Jenny Marr and Assistant Director/Recording Secretary Jordan Wright also present.
3. Approval of agenda
A MOTION by Evoy and seconded by Farrah to approve the agenda as presented; passed unanimously
4. Public Comment – *Total time not to exceed 30 minutes, 3 minutes per speaker*
5. Minutes: Approve July 20, 2023 **regular** meeting
A MOTION by Yezbick and seconded by Farrah to approve the July 20, 2023 regular meeting minutes as presented; passed unanimously
Minutes: Approve July 20, 2023 **closed** session
A MOTION by Yezbick and seconded by Hooper to approve the July 20, 2023 closed session minutes as presented; passed unanimously
6. Director's Report: Jenny Marr
Physical and digital circulation increased for the month of July. If e-book circulation stays high it could have budget implications in the future. The earnings for the Friend's bookstore are up as well. The library's TikTok now has over 5,000 followers. The print mailer will be arriving to residents in September --this is the first year we'll be doing four per year. The Summer Reading finale is Saturday in the library's courtyard. The library is still seeking approval from the City of Ferndale for the courtyard improvements.
7. Library Advocacy – informational only
Director Marr is the chair of the Michigan Library Association's Advocacy Group. The state of Michigan offers capital improvement grants for libraries – Marr will look into whether or not these would be an option for the courtyard project. Informational materials were provided to the board on how to better advocate for libraries. MLA has asked the legislature to included public libraries in a proposed bill that would ban firearms in public spaces. Marr provided information on the upcoming legislative sessions and the upcoming primaries in February
8. ISCG Proposal for office reconfiguration
With the recent staff promotions, the current office space needs to be reconfigured. Director Marr asks for an initial budget not to exceed \$15,000.
A MOTION by Evoy and seconded by Hooper to approve the staff area reconfiguration with a total not to exceed \$15,000, with oversight by the finance committee
9. Acceptance of expenditures and finance reports for the month of July
A MOTION by Yezbick and seconded by Farrah to accept the expenditures and finance reports for the month of July; passed unanimously
10. Board Calendar of Events

11. Committee reports

A. Art & Exhibitions – Erin

Update provided in supporting documents.

B. Friends of the FPL – Kelly

The Friends meeting is next week.

C. Equity, Diversity and Inclusion – Amanda

No report.

D. Finance – Judeen and Kevin

No report.

E. Personnel – Adrienne

No report.

F. Schools – Evoy

Everett Pine, Head of Youth Services provided Evoy with a report of August's outreach to Ferndale Schools.

12. Committee membership appointments as needed

None.

13. Review action items

None.

14. Announcements/comments from board members

Yezbick looks forward to Saturday's SRP finale. Evoy participated in the Ferndale Project book club, reports that the crowd was large and the discussion was great, and reports that Jeff Milo did an outstanding job leading the book club.

15. *Closed Session to be convened –** For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing, in accordance with Sec. 8(1)(c) of the Open Meetings Act (OMA) MCL 15.268.

A MOTION by Evoy and seconded by Hooper to enter a closed session at 7:04PM.

Roll call vote:

Yes: Bartos, Evoy, Farrah, Hooper, Yezbick

No: 0

Return from closed session at 9:20PM

13. Adjourn

A MOTION by Yezbick and seconded by Evoy to adjourn at 9:21PM; passed unanimously

Proposed minutes of this meeting will be available for public inspection at the Ferndale Area District Library, located at 222 East Nine Mile Road, Ferndale, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267.)

Ferndale

AREA DISTRICT LIBRARY



August 2023 Statistics

New Items Added

Adult Books: 314
 CDs: 31
 DVDs/Blu-rays: 68
 Audiobooks: 13
 Children's Books: 232
 Teen Books: 48
 Magazines: 82
 Puzzles/Board Games: 17
 Video Games: 1
 Library of Things: 14
Total: 820
 Overdrive Advantage Titles
 added: 65

Library Usage

Library Visits: 10,633
 Home Delivery: 4
 New Users Added: 206
 Public Computer Sessions: 1,438
 Web Sessions: 11,477
 Page views: 17,080

Total questions/requests

Reference desk: 1,739
 Youth desk: 635
 Circulation desk: 1,298

Circulation by Media Type

| | |
|---------------------|--------|
| Print Books | 13,569 |
| Audio Music | 775 |
| Audiobooks | 151 |
| Visual Media | 2,116 |
| Magazine | 188 |
| Board games/puzzles | 209 |
| Video games | 206 |
| Library of Things | 63 |
| Other | 43 |

Library Revenue from Service

Desks

Total earnings (does not include Friends): \$963.97
 Fees: \$110.80
 Fax: \$58.00
 Ref Desk – Misc.: \$457.03
 Computer Passes: \$162.00
 Printing & Copier: \$19.65
 Lost Items: \$70.99
 Non-Resident Cards: \$75.00
 Board Fundraising: \$0
 Donations: \$9.50
 Earbuds/Flash drives: \$1.00

Total Friends earnings

Book Store: \$771.29
 Shirts and Bags: \$20.00
 Amazon Sales: \$133.21

Total Programs Offered: 28

Total Program Attendance: 774

Total Library Checkouts: 17,309
 Total Digital Checkouts: 4,644
 Items Loaned through ILL: 2,029
 Items Loaned through MelCat: 157
 Items Borrowed through ILL: 2,008
 Items Borrowed through MelCat: 62

Digital Circulation

Overdrive:

Total Downloads: 3,213
Total Users: 758
New Users: 54

Hoopla:

Total Downloads: 1,017
Total Users: 304
New Users: 30

Kanopy:

Video Plays: 414
Total User Accounts: 202

Social Media – August

Insights from our social media...

Podcast – 875 downloads

Main Facebook Page

New Page Likes: 30
New Page Followers: 30
Post Engagement: 3,000
Overall Reach: 13,000
Page/Profile Visits: 1,335
Video Content (minutes viewed): 30
Post Reach: 20,700

Tik Tok

Followers: 5,139
Total Likes: 191,100
Monthly Video Views: 107,100
Monthly Likes: 14,100
Monthly Profile Visits: 1,000
Monthly Shares: 350

Instagram:

Post engagement: 7,350
Story Reach: 1,100
Overall Reach: 7,500
Interactions: 1,900
IG Profile Visits: 500
New Followers/Growth Rate: 62 (1%)
Post Reach: 31,000

Youth Services Facebook Page

New Page Likes: 1
New Page Followers: 2
Post Engagement: 245
Video Minutes Viewed: 8
Page/Profile Visits: 100
Post Reach: 2,700
Overall Reach: 1,700

Teen Instagram:

Post Engagement: 1,350
Overall Reach: 1,180
Interactions: 230
Profile Visits: 35
New Followers/Growth Rate: 9 (0.02%)
Post Reach: 5,700
Story Reach: 145

August 2023 Adult Programs

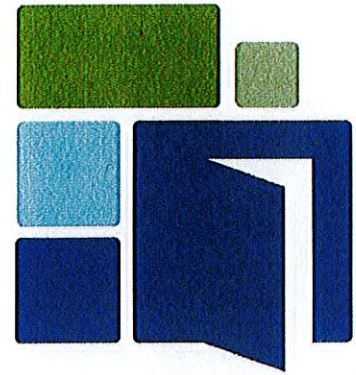
| Date | Program | In Person | Teens/kids | Zoom | Total |
|-------------------------|---|------------|------------|----------|------------|
| 8/3/2023 | Tea Garden (Ferndale Garden Club) | 42 | | | 42 |
| 8/6/2023 | Courtyard Yoga | 16 | | | 16 |
| 8/8/2023 | Film Club | 17 | | | 17 |
| 8/13/2023 | ringwald theatre | 28 | | | 28 |
| 8/22/2023 | Summer Concert: Theatre Bizarre Orchestra | 105 | 5 | | 110 |
| 8/27/2023 | Adult RPG Group | 6 | | | 6 |
| 8/29/2023 | Ferndale Project Book Club | 40 | | | 40 |
| Total 7 Programs | | 254 | 5 | 0 | 259 |

August 2023 Youth Programs

| DATE | Program | Adults | Children | Total |
|---------------------------------------|---|------------|------------|------------|
| 8/1/2023 | August Take-home Kit (DIY fridge magnets) | | 30 | 30 |
| 8/1/2023 | SRP: City Shapes | 7 | 15 | 22 |
| 8/2/2023 | Family Storytime | 6 | 7 | 13 |
| 8/3/2023 | Middle Grade Tabletop RPG | | 3 | 3 |
| 8/4/2023 | Baby Storytime | 10 | 10 | 20 |
| 8/6/2023 | Summer Scavenger Hunt (8/6-8/12) | | 26 | 26 |
| 8/8/2023 | SRP: Teen Crafting Circle | | 4 | 4 |
| 8/9/2023 | Family Storytime | 6 | 7 | 13 |
| 8/10/2023 | Middle School Board Game Club | | 2 | 2 |
| 8/11/2023 | Baby Storytime | 4 | 3 | 7 |
| 8/12/2023 | SRP: Summer Reading Finale Party | 44 | 55 | 99 |
| 8/13/2023 | Summer Scavenger Hunt (8/13-8/19) | | 2 | 2 |
| 8/16/2023 | Family Storytime | 10 | 17 | 27 |
| 8/16/2023 | Pokemon Club | | 18 | 18 |
| 8/17/2023 | Middle Grade Tabletop RPG | | 2 | 2 |
| 8/20/2023 | Summer Scavenger Hunt (8/20-8/26) | | 9 | 9 |
| 8/21/2023 | Outreach: FSD Welcome Back for Teachers | 38 | 0 | 38 |
| 8/24/2023 | Outreach: FHS Orientation | 27 | 8 | 35 |
| 8/24/2023 | Outreach: UHS Orientation | 69 | 66 | 135 |
| 8/27/2023 | Summer Scavenger Hunt (8/27-9/2) | | 5 | 5 |
| 8/29/2023 | Reading Rainbow | | 5 | 5 |
| Total 18 Programs / 3 Outreach | | 221 | 294 | 515 |

Ferndale

AREA DISTRICT LIBRARY



September 2023 Events at FADL

222 E Nine Mile Rd. Ferndale, MI 48220

248.546.2504

fadl.org



Hours:

Monday — Thursday: 10am - 8pm

Friday: 10am - 6pm

Saturday — Sunday: 12pm - 5pm



Library is closed Sunday, September 3rd, Monday September 4th, & Friday, September 22nd

In-Person Weekly Early Literacy Programming

| | | | |
|-----------------------------------|--|-----------------------------|---------|
| Fridays, the 8th & 15th | Baby Storytime | Under age 2 | 10:30am |
| | First come, first served. Learn more at fadl.org/baby | | |
| Wednesdays, the 6th, 13th, & 20th | Family Storytime | Families with kids ages 2-6 | 10:30am |
| | First come, first served. Learn more at fadl.org/family | | |
| Tuesday, the 12th | Sensory-Friendly Storytime | Ages 2—10 | 10:30am |
| | Learn more and register at fadl.org/sensory | | |

Email Everett@fadl.org with questions

Adult Programming

For more information about any of these programs, please visit www.fadl.org

Library is closed Sunday, September 3rd, Monday September 4th, & Friday, September 22nd

- Tuesday, September 5 **DDA Business Beat** 11:00am
Monthly gathering of local business owners
- Thursday, September 7 **Pet-Themed Storytime & Library Beer Launch** 6:00pm
Offsite: hosted by Ferndale Project, 567 Livernois, on the patio
Adults & pets can enjoy a pet-themed storytime, singalong & crafts
and celebrate the launch of FP's new "Treat Yo' Shelf" library-themed beer
No registration needed
- Sunday, September 10 **Motor Om Yoga** 10:00am
In the Courtyard, weather permitting
Register at www.fadl.org/yoga
- Tuesday, September 12 **Ferndale Library Film Club** 7:00pm
Discussing *Memento* directed by Christopher Nolan
Register at www.fadl.org/film-club
- Wednesday, September 13 **Science Fiction Book Club** (Hybrid) 6:30pm
Discussing *Swastika Night* by Katharine Burdekin
Register at www.fadl.org/sfbc
- Thursday, September 14 **Costumed Drawing Night - SciFi Themed!** 6:30 pm
In observance of *Star Trek Day*, our model will be wearing sci-fi costumes
Ages 18+, all skill levels, co-hosted with Yeah Haus
Register at www.fadl.org/draw
- Saturday, September 16 **Annual Ferndale Garden Club Mum Sale** 10:00am-2:00pm
Come early, usually sells out before the official end!
- Monday, September 18 **Friends of the Library Meeting** 6:30pm
- Tuesday, September 19 **Graphic Novel Book Club** 6:30pm
Discussing *Daytripper* by Fabio Moon
Register at www.fadl.org/gnbc
- Thursday, September 21 **Library Board Meeting** 6:30pm
More information at www.fadl.org/library-board-directors-meeting



See Back for Additional Programming



Library is closed Sunday, September 3rd, Monday September 4th, & Friday, September 22nd

Adult Programming Continued

Monday, September 25

Ferndale Project Book Club 6:30pm

Offsite: hosted by Ferndale Project, 567 Livernois
Discussing *Last Night at the Telegraph Club* by Malinda Lo
Register at www.fadl.org/fpbc

Wednesday, September 27

Talk Saves Lives 6:30pm

American Foundation for Suicide Prevention's educational program, providing the most up-to-date research on suicide prevention
Register at www.fadl.org/talk

Thursday, September 28

Creepy Craft: Doll Head Succulent Planters 6:30pm **REGISTRATION IS FULL**

Use upcycled porcelain doll heads to make a creepy planter
All supplies provided, register at www.fadl.org/doll

Saturday, September 30

Artist Opening Reception: Lisa Poszywak 2:00pm

Meet the artist, see new/recent works, artist talk, refreshments & live music
More information at www.fadl.org/lisa

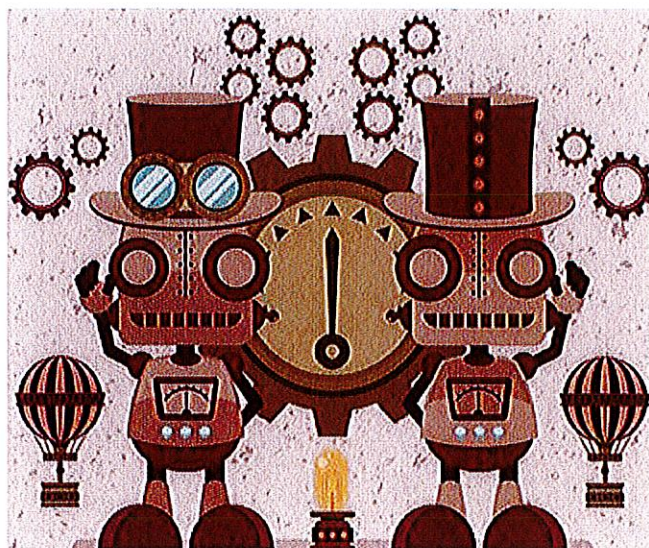


Children and Teen Programming

For more information about any of these programs, please visit www.fadl.org

Library is closed Sunday, September 3rd, Monday September 4th, & Friday, September 22nd

- Thursday, September 7 **Middle Grade Tabletop RPG Group** 6:00—7:00pm
Explore tabletop games similar to *Dungeons & Dragons*
Grades 6-8, sign up at www.fadl.org/rpg
- Tuesday, September 12 **Sensory-Friendly Storytime** 10:30am **NEW STORYTIME!**
Stories, play, & activities for those with sensory sensitivities or
needing sensory accommodations, ages 2-10
Sign up at www.fadl.org/sensory
- Thursday, September 14 **Middle School Board Game Club** 6:00pm
Learn how to play awesome board games!
Grades 6-8, sign up at www.fadl.org/msbg
- Wednesday, September 20 **Pokémon Club** 6:00pm—7:00pm
Ages 7-12, sign up at www.fadl.org/pokemon
- Thursday, September 21 **Middle Grade Tabletop RPG Group** 6:00—7:00pm
Explore tabletop games similar to *Dungeons & Dragons*
Grades 6-8, sign up at www.fadl.org/rpg
- Tuesday, September 26 **Reading Rainbow** 6:00pm
Co-hosted with Affirmations. Grades 4-8
Queer-centric, in-person social hour with book discussion
More information and sign up at www.fadl.org/reading-rainbow





September 21, 2023

**FADL Board of Directors
Request for Board Action**

From: Jenny Marr

Subject: The Library Network (TLN) Quote for Public Internet Computer Replacements

Summary:

It has been over 5 years since we last replaced our public computers, and they are starting to fail. TLN takes care of all our IT needs and has provided a quote for the order. They get a group discount through Dell as well as a 3-year warranty. We have previously ordered all of our staff and public computers through TLN and had them install them.

Budgetary Context:

101-271-977.000 - Capital Outlay

28 OptiPlex PCs with CD/DVD drives \$771.00 each, 3-year warranty

Sub-total: \$21,588.00 plus \$250.00 TLN handling fee

Total: \$21,838.00

Recommended Action:

A Motion by _____ and seconded by _____ to approve the quote from TLN to purchase new public internet computers in the amount of \$21,838.



September 21, 2023

**FADL Board of Directors
Request for Board Action**

From: Jenny Marr

Subject: Proposal from GES for Youth Services Mechanical Equipment

Summary:

We have had difficulty regulating the temperature in the back Youth Services Office, which had originally been intended as a storytime or program room. Installing an independent unit for the office will be the most direct and cost-effective way to regulate the temperature rather than having to redesign and replace the ductwork for that zone of the building.

This is a Trane/Mitsubishi low temp unit. They will need to drill a hole through the exterior wall (east side of the building, nearer to Troy St by the staff entrance ramp) to connect the interior unit to an outside wall venting unit. They will also need to modify an existing electrical panel to add the power ports for the unit, and run the power to the library's electrical room.

INDOOR UNIT FEATURES

- Slim wall-mounted indoor units provide zone comfort control
- Dual Barrier Coating applied to the heat exchanger, vanes and fan to prevent hydrophilic and hydrophobic dirt build-up
- Multiple fan speed options: Quiet, Low, Medium, High, Super-high, Auto
- 3D i-see Sensor® enables advance features:
 - Indirect or Direct Airflow for personalized comfort
 - Absence Detection for energy-saving mode
- Double Vane features:
 - Separates airflow to deliver air across a large area
 - Simultaneously deliver to air separate sections of a room
 - Generates more comfortable natural airflow pattern
- Multiple control options available:
 - Back-lit screen handheld remote controller (provided with unit)
 - kumo cloud® smart device app for remote access
 - Third-party interface options
 - Wired or wireless controllers
- Triple-action Filtration: Nano Platinum Filter, Deodorizing Filter, & Electrostatic Anti-Allergy Enzyme Filter
- Hot-Start Technology: no cold air rush at equipment startup or when restarting after Defrost Cycle
- Quiet operation

OUTDOOR UNIT FEATURES

- INVERTER-driven compressor and LEV provide high efficiency and comfort while using only the energy needed to maintain maximum performance
- Hyper-heating plus offers 100% heating capacity at -5° and 70% to 81% heating capacity at -13° F

- Blue Fin anti-corrosion treatment applied to the outdoor unit heat exchanger for increased coil protection and longer life
- Built-in base pan heater



Budgetary Context:

101-271-977.000 - Capital Outlay

Total: \$21,445.00

Recommended Action:

A Motion by _____ and seconded by _____ to approve the quote from GES for installation of the New Mini Split System in the Youth Services corner office in the amount of \$21,445.



Guardian Environmental Services, Inc.

34400 Glendale Street

Livonia, MI 48150

Phone: (734) 513-9500 Fax: (734) 513-9560

www.gesmechanicalservices.com

QUOTE

Quote Number:
4911

Work Order Id:

Date:
09/21/2023
Expiration Date:
10/21/2023
Submitted By:
Derek Dombroski
Page: 1 of 1

Proposal To:

Ferndale Area District Library
222 E. 9 Mile Rd
Ferndale MI 48220
222E9MILERD

Service Location:

Ferndale Area District Library
222 E. 9 Mile Rd
Ferndale MI 48220
222E9MILERD

Option # 1

Equipment

Service

Serial #

Manufacturer

Model

Year: 0000 Size 0.00 -

SUBJECT: Installation of New Mini Split System in S.E. Corner Office Area

We are pleased to quote the following for your consideration.

Scope of work for mini split installation project:

- *Make safe work area as needed to facilitate installation of system
- *Core hole in wall to facilitate refrigerant line set, and communication wire connections between indoor and outdoor units
- *Furnish and install new high efficiency mini split outdoor heat pump unit
Includes new outdoor wall mounted bracket, line set, communication wiring, electrical whip and disconnect switch
- *Furnish and install new electrical circuit for new mini split system
Includes any needed wiring, circuit breakers, load center modifications (if/as needed), conduit or hangers as needed to facilitate new circuit
- *Furnish and install new wall mounted indoor mini split unit
Includes any needed condensate piping
- *Furnish and install new wall mounted remote control unit for new system
- *Furnish and install new decorative/protective "line hide" over new line set and communication wiring as needed
- *Perform new system pressure and vacuum test
- *Perform full new system start up to ensure proper operation

Initial: _____

Total
Estimated Sales Tax
Estimated Total Sale

21,445.00

21,445.00

General Conditions

1. Owner to provide free access to work area.
2. Due to the current volatility in product pricing, availability and delivery, the prices quoted above are good for seven (7) days from the date of this proposal. Approvals received beyond seven (7) days are subject to revisions in pricing which will be submitted in writing for further authorization before proceeding.
3. All work to be performed, 7:00am - 4:00 pm, M-F.
4. Payment due upon receipt of invoice.
5. No asbestos or hazardous material handling.
6. 30 days workmanship warranty, parts warranted as stated by manufacturer.
7. Any additional work outside the scope of work outlined above is not included.
8. Neither party shall hold the other responsible for any indirect or consequential damages of a commercial nature such as, but not limited to, loss of revenue or use of equipment at facilities.

Accepted By: _____

Date: _____

Balance Sheet

Ferndale Area District Library As of August 31, 2023

AUG 31, 2023

Assets

Current Assets

Cash and Cash Equivalents

| | |
|--|---------------------|
| Capital Projects Account | 557,206.00 |
| 001.000 - General Account | 2,039,245.95 |
| Total Cash and Cash Equivalents | 2,596,451.95 |

| | |
|-----------------------------|---------------------|
| Total Current Assets | 2,596,451.95 |
|-----------------------------|---------------------|

| | |
|---------------------|---------------------|
| Total Assets | 2,596,451.95 |
|---------------------|---------------------|

Liabilities and Equity

Liabilities

Current Liabilities

| | |
|----------------------------------|---------------|
| 257.000 - Wages Payable | 490.44 |
| Total Current Liabilities | 490.44 |

| | |
|--------------------------|---------------|
| Total Liabilities | 490.44 |
|--------------------------|---------------|

Equity

| | |
|-----------------------------|---------------------|
| 320.000 - Retained Earnings | 956,765.41 |
| Current Year Earnings | 1,639,196.10 |
| Total Equity | 2,595,961.51 |

| | |
|-------------------------------------|---------------------|
| Total Liabilities and Equity | 2,596,451.95 |
|-------------------------------------|---------------------|

Income Statement (Profit and Loss)

Ferndale Area District Library
For the month ended August 31, 2023

| | AUG 2023 | JUL 2023 | YEAR TO DATE |
|--|------------------|----------------|------------------|
| Income | | | |
| 404.000 - Voted Property Taxes | 1,721,434 | 217,124 | 1,938,558 |
| 567.000 - Library State Aid | 9,798 | - | 9,798 |
| 607.000 - Fees for Services | 125 | 25 | 150 |
| 627.000 - Charge for Services | 709 | 602 | 1,311 |
| 645.000 - Print Sales & Copies | 890 | 708 | 1,597 |
| 660.000 - Fines & Forfeitures | 116 | 89 | 205 |
| 675.001 - Individual Donations & Honorariums | 9 | 102 | 111 |
| 675.002 - Contributions from Library Friends | - | 1,000 | 1,000 |
| 693.000 - Sale of Property | 90 | 43 | 133 |
| 695.000 - Miscellaneous Income | - | 4 | 4 |
| Total Income | 1,733,171 | 219,696 | 1,952,867 |
| Gross Profit | | | |
| | 1,733,171 | 219,696 | 1,952,867 |
| Operating Expenses | | | |
| 706.001 - Salaries - Full-time | 47,360 | 46,148 | 93,507 |
| 706.002 - Salaries - Part-time | 10,988 | 12,173 | 23,161 |
| 706.003 - Salaries - Subs | 1,324 | 1,748 | 3,072 |
| 715.001 - Social Security - Employee | 4,821 | 4,857 | 9,678 |
| 715.002 - Social Security - Employer | 4,821 | 4,857 | 9,678 |
| 716.100 - Health Insurance | 7,975 | 5,677 | 13,652 |
| 717.000 - Life Insurance - EE | 648 | 1,296 | 1,944 |
| 718.000 - Pension- ICMA-RC 401 | 4,003 | 3,949 | 7,951 |
| 720.001 - Medicare - Employee | 1,127 | 1,136 | 2,263 |
| 720.002 - Medicare - Employer | 1,127 | 1,136 | 2,263 |
| 721.001 - Federal Income Tax - Employee | 6,032 | 6,210 | 12,242 |
| 722.001 - MI Income Tax - Employee | 2,783 | 2,781 | 5,565 |
| 723.001 - Local Income Tax - Employee | 98 | 98 | 196 |
| 740.000 - Operating Supplies | 3,764 | 2,683 | 6,447 |
| 742.000 - Books | 6,159 | 7,070 | 13,229 |
| 743.000 - Periodicals | 390 | - | 390 |
| 745.000 - Audio-Visual, Video | 1,817 | 3,419 | 5,237 |
| 746.000 - Other Non Book | 12,879 | 8,299 | 21,179 |
| 748.000 - Materials Processing Supplies | 473 | 437 | 910 |
| 775.000 - Repair & Maintenance | 975 | 306 | 1,281 |
| 803.000 - The Library Network | 9,565 | 2,311 | 11,876 |
| 818.000 - Contractual Services | 6,820 | 10,317 | 17,137 |
| 853.000 - Phone/Communications | 538 | 537 | 1,075 |

Income Statement (Profit and Loss)

| | AUG 2023 | JUL 2023 | YEAR TO DATE |
|--|------------------|----------------|------------------|
| 885.000 - Special Programs | 1,268 | 4,626 | 5,894 |
| 900.000 - Printing & Publishing | 2,212 | - | 2,212 |
| 914.000 - Liability Insurance | - | 15,913 | 15,913 |
| 920.000 - Utilities | 3,071 | 2,884 | 5,954 |
| 931.000 - Facilities Maintenance | 5,412 | 455 | 5,867 |
| 943.000 - Equipment Rental Alloc.- General Fund Motor Pool | 609 | 609 | 1,219 |
| 956.000 - Miscellaneous | 73 | 60 | 133 |
| 957.000 - Training/Education | 617 | 63 | 680 |
| 958.000 - Memberships & Dues | - | 1,348 | 1,348 |
| 977.000 - Capital Outlay | 9,420 | 1,100 | 10,520 |
| Total Operating Expenses | 159,169 | 154,502 | 313,671 |
| Operating Income | 1,574,002 | 65,194 | 1,639,196 |
| Net Income | 1,574,002 | 65,194 | 1,639,196 |

FY 2024 Budget
Ferndale Area District Library

General Fund - 101

August 2023

**FY 2024
YTD
as of 8/31/2023**

**FY 2024
Budget**

Revenue

| | | | |
|--|------------------------|------------------------|------------------------|
| 101-271-404.000 - Voted Property Taxes | \$ 1,721,434.43 | \$ 1,938,558.11 | \$ 2,384,162.00 |
| 101-271-404.001 - Voted Property Taxes - Personal | \$ - | \$ - | \$ 38,500.00 |
| 101-271-567.000 - Library State Aid | \$ 9,798.28 | \$ 9,798.28 | \$ 19,323.00 |
| 101-271-581.000 - Grants | \$ - | \$ - | \$ - |
| 101-271-607.000 - Fees for Services | \$ 125.00 | \$ 150.00 | \$ 600.00 |
| 101-271-627.000 - Charge for Services | \$ 708.98 | \$ 1,311.06 | \$ 9,000.00 |
| 101-271-645.000 - Print Sales & Copies | \$ 889.55 | \$ 1,597.15 | \$ 1,500.00 |
| 101-271-656.000 - Other Fees & Fines | \$ - | \$ - | \$ 26,000.00 |
| 101-271-660.000 - Fines & Forfeitures | \$ 115.79 | \$ 204.98 | \$ 1,000.00 |
| 101-271-675.001 - Individual Donations & Honorariums | \$ 9.00 | \$ 110.52 | \$ 2,500.00 |
| 101-271-675.002 - Contributions from Library Friends | \$ - | \$ 1,000.00 | \$ 1,000.00 |
| 101-271-675.003 - Special Event Proceeds | \$ - | \$ - | \$ - |
| 101-271-675.004 - Library Board Fundraising | \$ - | \$ - | \$ 100.00 |
| 101-271-693.000 - Sale of Property | \$ 90.00 | \$ 132.98 | \$ 1,500.00 |
| 101-271-695.000 - Miscellaneous Income | \$ - | \$ 4.40 | \$ 5,500.00 |
| 101-271-699.401 - Contributions from Capital Fund | \$ - | \$ - | \$ - |
| Total Revenue | \$ 1,733,171.03 | \$ 1,952,867.48 | \$ 2,490,685.00 |

General Fund - 101

August 2023

**FY 2024
YTD
as of 8/31/2023**

**FY 2024
Budget**

Expenses

| | | | |
|---|----------------|----------------|-----------------|
| 101-271-706.001 - Salaries - Full-time | \$ (47,359.92) | \$ (93,507.47) | \$ (694,550.00) |
| 101-271-706.002 - Salaries - Part-time | \$ (10,987.61) | \$ (23,160.52) | \$ (177,908.00) |
| 101-271-706.003 - Salaries - Subs | \$ (1,324.20) | \$ (3,071.70) | \$ (9,700.00) |
| 101-271-715.001 - Social Security - Employee | \$ (4,820.78) | \$ (9,678.02) | \$ (68,301.00) |
| 101-271-715.002 - Social Security - Employer | \$ (4,820.72) | \$ (9,677.85) | \$ (68,301.00) |
| 101-271-716.100 - Health Insurance | \$ (7,974.74) | \$ (13,652.09) | \$ (120,000.00) |
| 101-271-717.000 - Life Insurance - EE | \$ (648.01) | \$ (1,944.03) | \$ (7,500.00) |
| 101-271-718.000 - Pension- ICMA-RC 401 | \$ (4,002.74) | \$ (7,951.28) | \$ (48,000.00) |
| 101-271-720.001 - Medicare - Employee | \$ (1,127.42) | \$ (2,263.40) | \$ (15,072.00) |
| 101-271-720.002 - Medicare - Employer | \$ (1,127.43) | \$ (2,263.38) | \$ (15,072.00) |
| 101-271-721.001 - Federal Income Tax - Employee | \$ (6,031.72) | \$ (12,241.92) | \$ (100,132.00) |
| 101-271-722.001 - MI Income Tax - Employee | \$ (2,783.42) | \$ (5,564.63) | \$ (43,380.00) |
| 101-271-723.001 - Local Income Tax - Employee | \$ (97.82) | \$ (195.64) | \$ (1,200.00) |
| 101-271-725.000 - Workers Compensation | \$ - | \$ - | \$ (2,000.00) |
| 101-271-730.000 - Postage, Mail Processing | \$ - | \$ - | \$ (8,000.00) |
| 101-271-740.000 - Operating Supplies | \$ (3,764.19) | \$ (6,447.41) | \$ (36,000.00) |
| 101-271-742.000 - Books | \$ (6,158.97) | \$ (13,228.66) | \$ (95,600.00) |
| 101-271-743.000 - Periodicals | \$ (390.03) | \$ (390.03) | \$ (10,000.00) |
| 101-271-745.000 - Audio-Visual, Video | \$ (1,817.44) | \$ (5,236.51) | \$ (33,495.00) |
| 101-271-746.000 - Other Non Book | \$ (12,879.30) | \$ (21,178.55) | \$ (95,100.00) |
| 101-271-748.000 - Materials Processing Supplies | \$ (473.00) | \$ (909.94) | \$ (8,400.00) |
| 101-271-775.000 - Repair & Maintenance | \$ (975.00) | \$ (1,281.27) | \$ (32,000.00) |

| General Fund - 101 | August 2023 | FY 2024 YTD as of 8/31/2023 | FY 2024 Budget |
|--|------------------------|-----------------------------------|--------------------------|
| 101-271-802.000 - Audit/Actuarial Fees | \$ - | \$ - | \$ (5,100.00) |
| 101-271-803.000 - The Library Network | \$ (9,564.62) | \$ (11,876.06) | \$ (55,000.00) |
| 101-271-818.000 - Contractual Services | \$ (6,819.59) | \$ (17,136.97) | \$ (80,000.00) |
| 101-271-853.000 - Phone/Communications | \$ (537.57) | \$ (1,074.94) | \$ (7,000.00) |
| 101-271-885.000 - Special Programs | \$ (1,268.10) | \$ (5,893.78) | \$ (35,000.00) |
| 101-271-900.000 - Printing & Publishing | \$ (2,211.78) | \$ (2,211.78) | \$ (24,000.00) |
| 101-271-914.000 - Liability Insurance | \$ - | \$ (15,913.00) | \$ (15,000.00) |
| 101-271-920.000 - Utilities | \$ (3,070.91) | \$ (5,954.46) | \$ (44,000.00) |
| 101-271-931.000 - Facilities Maintenance | \$ (5,412.02) | \$ (5,867.02) | \$ (40,000.00) |
| 101-271-943.000 - Equipment Rental | \$ (609.36) | \$ (1,218.72) | \$ (7,600.00) |
| 101-271-956.000 - Miscellaneous | \$ (73.25) | \$ (132.75) | \$ (1,500.00) |
| 101-271-957.000 - Training/Education | \$ (616.91) | \$ (679.61) | \$ (22,000.00) |
| 101-271-958.000 - Memberships & Dues | \$ - | \$ (1,347.67) | \$ (7,000.00) |
| 101-271-960.000 - County Delinquent Tax Chargeback | \$ - | \$ - | \$ - |
| 101-271-965.401 - Contributions to Capital Fund | \$ - | \$ - | \$ - |
| 101-271-977.000 - Capital Outlay | \$ (9,420.32) | \$ (10,520.32) | \$ (50,000.00) |
| 101-271-992.000 - Debt Svc- Principal | \$ - | \$ - | \$ (345,000.00) |
| 101-271-994.000 - Interest Expense | \$ - | \$ - | \$ (54,950.00) |
| Total Expenses | \$ (159,168.89) | \$ (313,671.38) | \$ (2,482,861.00) |
| Net Income / (Loss): | \$ 1,574,002.14 | \$ 1,639,196.10 | \$ 7,824.00 |
| Fund Balance Change: | | | \$ 7,824.00 |
| Fund Balance at the Beginning of the FY: | | | \$ 468,392.72 |
| Fund Balance at the End of the FY: | | | \$ 476,216.72 |

FY 2024 Budget
Ferndale Area District Library

| Capital Projects Fund - 401 | August 2023 | FY 2024 YTD as of 8/31/2023 | FY 2024 Budget |
|---|--------------------|--|---------------------------|
| Revenue | | | |
| 401-271-699.101 - Contributions from General Fund | \$0.00 | \$0.00 | \$0.00 |
| Total Revenue | \$0.00 | \$0.00 | \$0.00 |

| Capital Projects Fund - 401 | August 2023 | FY 2024 YTD as of 8/31/2023 | FY 2024 Budget |
|---|--------------------|--|---------------------------|
| Expenses | | | |
| 401-271-965.101 - Contributions to General Fund | \$0.00 | \$0.00 | \$0.00 |
| 401-271-977- Capital Outlay | \$0.00 | \$0.00 | (\$300,000.00) |
| Total Expenses | \$0.00 | \$0.00 | (\$300,000.00) |

| | | | |
|---|---------------|---------------------|----------------------|
| Capital Fund Balance Change: | \$0.00 | \$0.00 | -\$300,000.00 |
| Capital Fund Balance at the Beginning of the FY: | | \$557,206.00 | \$557,206.00 |
| Capital Fund Balance at the End of the FY: | | \$557,206.00 | \$257,206.00 |

Income Statement (Profit and Loss)

Ferndale Area District Library

For the month ended August 31, 2023

| | AUG 2023 | AUG 2022 | AUG 2021 |
|--|------------------|------------------|------------------|
| Income | | | |
| 404.000 - Voted Property Taxes | 1,721,434 | 1,529,490 | 1,642,878 |
| 567.000 - Library State Aid | 9,798 | - | - |
| 607.000 - Fees for Services | 125 | - | 50 |
| 627.000 - Charge for Services | 709 | 1,027 | 818 |
| 645.000 - Print Sales & Copies | 890 | 176 | 68 |
| 656.000 - Other Fees & Fines | - | 28,675 | 35,138 |
| 660.000 - Fines & Forfeitures | 116 | 91 | 220 |
| 673.000 - Sale of Property (pre-FYE2022) | - | - | 613 |
| 675.001 - Individual Donations & Honorariums | 9 | 1,149 | 1,122 |
| 693.000 - Sale of Property | 90 | 32 | - |
| 695.000 - Miscellaneous Income | - | 10 | (2) |
| Total Income | 1,733,171 | 1,560,650 | 1,680,905 |
| Gross Profit | 1,733,171 | 1,560,650 | 1,680,905 |
| Operating Expenses | | | |
| 706.001 - Salaries - Full-time | 47,360 | 48,811 | 30,056 |
| 706.002 - Salaries - Part-time | 10,988 | 16,087 | 14,466 |
| 706.003 - Salaries - Subs | 1,324 | 1,187 | 421 |
| 715.001 - Social Security - Employee | 4,821 | 5,256 | 3,685 |
| 715.002 - Social Security - Employer | 4,821 | 5,256 | 3,685 |
| 716.100 - Health Insurance | 7,975 | 7,829 | 7,553 |
| 717.000 - Life Insurance - EE | 648 | 479 | 164 |
| 718.000 - Pension- ICMA-RC 401 | 4,003 | 2,132 | 3,531 |
| 720.001 - Medicare - Employee | 1,127 | 1,229 | 862 |
| 720.002 - Medicare - Employer | 1,127 | 1,229 | 862 |
| 721.001 - Federal Income Tax - Employee | 6,032 | 7,438 | 5,695 |
| 722.001 - MI Income Tax - Employee | 2,783 | 3,322 | 2,052 |
| 723.001 - Local Income Tax - Employee | 98 | 100 | - |
| 740.000 - Operating Supplies | 3,764 | 3,164 | 2,465 |
| 742.000 - Books | 6,159 | 5,862 | 5,875 |
| 743.000 - Periodicals | 390 | - | - |
| 745.000 - Audio-Visual, Video | 1,817 | 3,546 | 2,228 |
| 746.000 - Other Non Book | 12,879 | 14,991 | 13,187 |
| 748.000 - Materials Processing Supplies | 473 | 890 | 583 |
| 775.000 - Repair & Maintenance | 975 | 4,579 | 993 |
| 803.000 - The Library Network | 9,565 | 5,035 | - |
| 818.000 - Contractual Services | 6,820 | 6,856 | 2,600 |

Income Statement (Profit and Loss)

| | AUG 2023 | AUG 2022 | AUG 2021 |
|--|------------------|------------------|------------------|
| 853.000 - Phone/Communications | 538 | 539 | 436 |
| 873.000 - Training/Education (pre-FYE2022) | - | - | 1,695 |
| 885.000 - Special Programs | 1,268 | 1,026 | 754 |
| 900.000 - Printing & Publishing | 2,212 | 2,071 | 109 |
| 920.000 - Utilities | 3,071 | 3,069 | 2,720 |
| 931.000 - Facilities Maintenance | 5,412 | 2,505 | 2,336 |
| 943.000 - Equipment Rental Alloc.- General Fund Motor Pool | 609 | 599 | 569 |
| 956.000 - Miscellaneous | 73 | 84 | 57 |
| 957.000 - Training/Education | 617 | 2,110 | - |
| 958.000 - Memberships & Dues | - | - | 724 |
| 977.000 - Capital Outlay | 9,420 | 13,923 | 28,250 |
| Total Operating Expenses | 159,169 | 171,204 | 138,611 |
| Operating Income | 1,574,002 | 1,389,446 | 1,542,293 |
| Net Income | 1,574,002 | 1,389,446 | 1,542,293 |



9/21/2023

**FADL Board of Directors
Request for Board Action**

From: Jenny Marr

Subject: Board Calendar of Events 2023 – Updated September 2023

Summary:

Here are some recurring annual events and deadlines for the Board calendar in 2023:

January:

- *Mid-Year Budget Amendments (Completed)
- *Board Offices and Committee Chairs (Completed)

February:

- *Due: Feb. 1st, Annual State Library Survey (Completed)
- *Send out RFP for Audit Services (In progress)
- *FY 2024 budget process begins (Completed)

March:

- *Strategic Planning – Quarterly Review (Completed)
- *FY 2024 budget process continues – board input (Completed)

April:

- *FY 2024 draft budget presented to board (in May) (Completed)
- *Library Director Personnel Review – Director submits self-evaluation (Completed)

May:

- *Library Director Personnel Review – Library Board completes Director evaluation forms (Completed)
- *FY 2024 Budget Hearing (Completed)
- *Director's Annual Evaluation – Closed Session (Completed)

June:

- *Due: L-4029 signed millage tax rate form to Oakland County & City of Ferndale (Completed)
- *Final budget amendments for FY 2023 (Completed)
- *Approve renewal of Library General Property & Liability Insurance policy for FY 2024 (Completed)
- *Approve FY 2024 Health Insurance Plan (Completed)
- *Strategic Planning – Quarterly Review (skip)

July:

- *Begin new FY 2024 (Complete)

August:

*Library Board meeting August 10, 2022 due to Dream Cruise (Complete)

September:

October:

*Conduct the annual library financial audit

*MLA Annual Conference (Kalamazoo) October 17-20

November:

December:

*Presentation of library audit

*Due: Audit must be filed with the State of Michigan by December 31

*Due: Annual continuing disclosure paperwork for the library bond must be filed by December 31

*Strategic Planning – Review

Recommended Action:

No action needed, informational only. Additional events will be added throughout the year.