

**DIRECTOR**  
Jordan Wright  
**ASST. DIRECTOR**  
Krickeet Hoekstra  
**BOARD**  
Judeen Bartos  
Meghan Evoy  
Kelly Farrah  
Adrienne Fazzolara  
Amanda Hanlin  
Erin Hooper  
Kevin Yezbick



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

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

## Library Board Meeting

### AGENDA

December 12, 2024 - 6:30 PM

#### Board Meeting

1. Call to order
2. Roll call
3. Approval of agenda
4. Minutes: Approve November 21, 2024 regular meeting and closed session meeting
5. Financial Audit Presentation by Gabridge
6. Staff Presentation – Kelly Hovinga – Adult Services Librarian
7. Public comment – *Total time not to exceed 30 minutes, 3 minutes per speaker*
8. Director’s report: Jordan Wright
9. Acceptance of expenditures and finance reports for the month of November
10. 2025 Board Meeting schedule – discussion
11. Potential Closure Approval – MLK Day for system maintenance
12. Director selection – process and updates
13. Officer Selection process for January – discussion
14. Board Calendar of Events
15. Committee reports
  - A. Art & Exhibitions – Erin
  - B. Friends of the FPL – Kelly
  - C. Finance – Judeen and Kevin
  - D. Personnel – Adrienne
  - E. Schools – Meghan
16. Comments from outgoing Board members
17. Resolution of Service – Jordan Wright
18. Committee membership appointments as needed
19. Review action items
20. Announcements/comments from board members
21. 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

November 21, 2024 - 6:30 PM

#### Board Meeting

1. Call to order: Meeting called to order by Judeen Bartos at 6:31 p.m.
2. Roll call: Judeen Bartos, Kelly Farrah, Erin Hooper, Meghan Evoy, Amanda Hanlin, Kevin Yezbick  
Adrienne Fazzolara absent with notice.  
Erin Hooper delayed with notice.  
Director Jordan Wright and Assistant Director/Recording Secretary Kricket Hoekstra also present.
3. Approval of agenda  
**A MOTION BY Evoy and seconded by Hanlin to approve the agenda as presented; passed unanimously.**
4. Minutes: Approve October 10, 2024 regular meeting  
**A MOTION BY Farrah and seconded by Hanlin to approve the October 10, 2024 regular meeting minutes as presented; passed unanimously.**  
Hooper arrived at 6:42 pm
5. Staff Presentation – Susan Paley – Adult Services Librarian  
Susan Paley is currently FADL's longest-serving librarian, having worked here since 2011. She reported on her duties at the reference desk. Her collection duties included newspapers and magazines, both digital and in print, encompassing multiple languages. She also purchases for the Adult Foreign Languages collection, Travel, Test Prep, and Mysteries. She represents the library at consortium e-content meetings.
6. Public comment – *Total time not to exceed 30 minutes, 3 minutes per speaker*
7. Director's report: Jordan Wright  
Wright shared information about the ongoing construction project, the remodel of the library's technical services area, the annual audit, and other news.
8. Acceptance of expenditures and finance reports for the months of September and October  
**A MOTION by Yezbick and seconded by Farrah to accept the finance reports for the months of September and October; passed unanimously.**
9. Alarm System Upgrade  
**A MOTION to table the alarm system upgrade pending additional quotes.**
10. Resignation of Library Director
11. Board Calendar of Events
12. Committee reports
  - A. Art & Exhibitions – Erin: the committee last met on Sunday. Megan Lui's artwork is currently on display and their reception will be next Sunday. Artists are lined up into Fall of 2025. They are planning a student show with Ferndale schools.
  - B. Friends of the FPL – Kelly: the Friends met on Monday. There are currently 159 members. The new bookstore is open and doing well. They are currently raising funds for a new bookstore sign. The

Twelve Days of Giftmas will return in December, where the Friends will purchase wishlist items for the library.

C. Finance – Judeen and Kevin: no additional report.

D. Personnel – Adrienne: will be discussed in closed session

E. Schools – Meghan: shared a report from Everett Pine, head of Youth Services, regarding school outreach. Drifter has invited the youth librarians to have story times at their shop.

**13. \*\*\*Closed Session to be convened** – to review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office must be held in an open meeting pursuant to this act., in accordance with Sec. 8(f) of the Open Meetings Act (OMA) MCL 15.268.

**A MOTION by Evoy and seconded by Hooper to enter a closed session at 7:30 PM.**

Roll call vote:

Yes: Bartos, Evoy, Farrah, Hooper, Yezbick, Hanlin

No: 0

Return from closed session at 8:07 PM

**14. Discussion and appointment of interim director – to start December 13, 2024.**

**A MOTION by Hooper and seconded by Evoy to appoint Cricket Hoekstra as interim director; passed unanimously.**

**15. Committee membership appointments as needed- none**

**16. Review action items- none**

**17. Announcements/comments from board members**

**18. Adjourn**

**A MOTION by Yezbick and seconded by Evoy to adjourn at 8:08 pm; passed unanimously.**

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## Director's Report – 12/12/2024

### Construction Update

All new spaces have received occupancy approval from the City inspectors. Kricket and I met with the architect and construction supervisor last week and identified a number of small but important punch list items. Patrons will be able to reserve the new public meeting space starting next week. The new restrooms will remain closed until proper signage is delivered and installed.

**New Circulation Specialist:** Charlotte is a lifelong Ferndale resident and will be working weekends for us. She replaces Ashley, who recently resigned to accept an archival position at Howard University! Welcome Charlotte, Congratulations Ashley!

### New Self-Checks Installed

Our new self-check machines are installed and working great. They are a huge improvement and the patrons have noticed. Our staff appreciate the board's willingness to invest in these new machines.

### Battle of the Books Begins!

The youth department's annual Battle of the Books began yesterday. The entire youth services team was onsite at Ferndale Upper Elementary to introduce the books and hype up the event. This event has been going strong since 2017, and is always a hit with Ferndale Schools' 5<sup>th</sup> graders.

### Annual Financial Audit Underway

Gabridge and Co. is still working on the audit. They were initially planning on presenting the audit this evening, but will instead be here for our January board meeting. I have been working closely with the auditors and our accountant to make sure that everyone has everything they need, and have been assured that the audit will be completed and filed with the relevant and required parties before the end of the year.





# DECEMBER

## YOUTH EVENTS

## ADULT EVENTS

### STORYTIMES

#### Family Storytime

**Wednesdays\* at 10:30 am | December 4, 11, & 18**

Join us for a variety of engaging stories and active songs geared towards families with young children: ages 18 months-4 years old. [fadl.org/family](http://fadl.org/family)

#### Baby Storytime

**Fridays\* at 10:30 am | December 6, 13, & 20**

With interactive songs and simple stories that nurture your baby's curiosity and fine motor skills while providing a place for caregivers to share ideas and socialize. For families with children under 18 months old. [fadl.org/baby](http://fadl.org/baby)

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#### December 5 - Middle Grade Tabletop RPG Group - 6:00 pm

Middle school students can socialize and strategize while exploring new realms and going on imaginative adventures together! Sign up at: [fadl.org/rpg](http://fadl.org/rpg)

#### December 12 - Middle School Board Game Club - 6:00 pm

Middle school students can socialize with their peers, while also playing a unique variety of fun games together! Sign up at: [fadl.org/msbg](http://fadl.org/msbg)

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#### Reading Rainbow Update:

Reading Rainbow is our social-hour/book club for grades 4-8, hosted in partnership with Affirmations. It usually meets on the 4th Tuesday of each month, however, there is no Reading Rainbow in December. We'll meet again on Tuesday, January 28. [fadl.org/reading-rainbow](http://fadl.org/reading-rainbow)

#### New Scavenger Hunt Starts December 21:

Our winter themed scavenger hunt (for all ages) starts soon! But, there's still time to participate in our fall scavenger hunt, too! Visit the Youth Desk for info!

#### December 2 - Chess Club (All Ages) - 6:00 pm:

Drop-in Chess Club for all skill levels and all ages! Ages under 12 require caregiver. No registration required.

#### December 8 - Sunday Songwriters Series: Nick Juno 2:00 pm:

Local musicians perform a free, all-ages concert, sponsored by the Friends of the Ferndale Library. Nick Juno is a folk singer following troubadour icons like Woody Guthrie and Bob Dylan. No registration required.

#### December 9 - Holiday Movie Trivia at 215 West - 7:00 pm:

Movie buffs and film fans: join us for a fun movie trivia night, with brain-teasing questions about HOLIDAY FILMS! Sign up here: [fadl.org/trivia](http://fadl.org/trivia)

#### December 10 - Movie Night at the Loving Touch The Holdovers | 7:00 pm:

Ages 18+ can join us at the Loving Touch for our Film Club's special screening of The Holdovers. No registration required. Doors at 6:30 pm / showtimes at 7:00 pm.

#### December 11 - Sci Fi Book Club - 6:30 pm:

Explore the genre of Sci-Fi with this specialized book club of enthusiastic readers! In December, we'll be discussing Babel-17 by Samuel R. Delany. Sign up at: [fadl.org/sfbc](http://fadl.org/sfbc)

#### December 17 - Graphic Novel Book Club at Drifter - 6:30 pm:

Our Graphic Novel Book Club meets inside Drifter Coffee (afterhours). In December, we'll be reading Little Bird Vol. 1 by Darcy Van Poelgeest. The beverage bar will be open to attendees, but registration is required. [fadl.org/gnbc](http://fadl.org/gnbc)

#### December 19 - Ferndale Project Book Club - 6:30 pm:

Our monthly book club, hosted at Ferndale Project, will be meeting a little earlier than usual in December. We'll be discussing Foster by Claire Keegan. Find more info and sign up at: [fadl.org/fpbc](http://fadl.org/fpbc)







# A LOOK BACK AT 2024



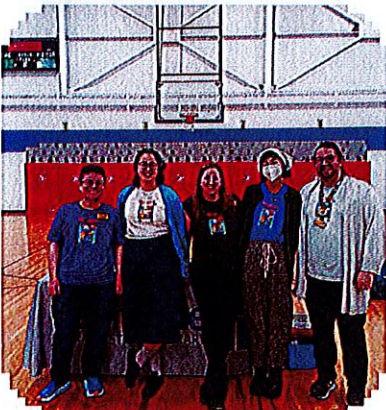
Early Learning Fair  
January



Art Reception(s)  
February (ongoing)



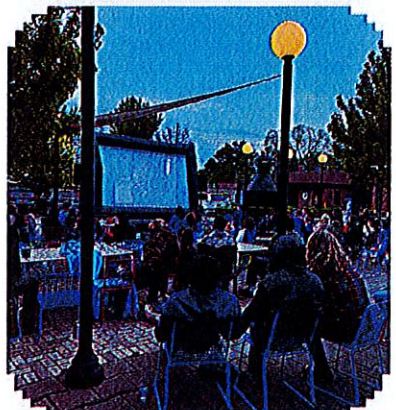
Friends Dip-Off  
February



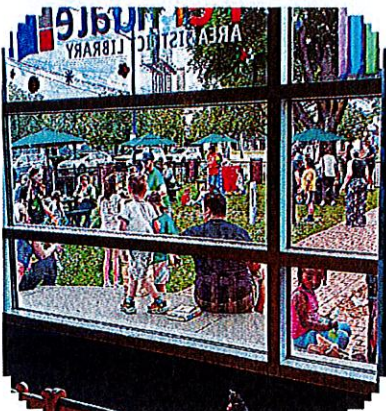
Battle of the Books  
March



The Eclipse!  
April



Film Club Movie Night  
May



Summer Reading Kickoff  
June(-Aug)



Summer Concerts  
June(-Aug)



Upcycled Crafts  
October



**Library Statistics FY 2024-25**

Library Revenue From Service Desks	CURRENT	Running	Year to	Month											
	Month	Monthly AVG	Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fees	\$ 100.00	\$ 94	\$ 1,030	\$ 166.20	\$ 253.17	\$ 55.35	\$ 109.00	\$ 70.00	\$ 60.00	\$ 111.51	\$ 52.70	\$ 40.00	\$ 12.00	\$ 100.00	
Fax	\$ 8.50	\$ 108	\$ 1,189	\$ 72.50	\$ 65.50	\$ 76.50	\$ 96.00	\$ 52.25	\$ 634.68	\$ 104.50	\$ 62.50	\$ 9.50	\$ 7.00	\$ 8.50	
Ref Desk (misc)	\$ 490.59	\$ 561	\$ 6,168	\$ 565.26	\$ 674.65	\$ 523.87	\$ 557.45	\$ 342.91	\$ 402.08	\$ 540.56	\$ 763.09	\$ 741.02	\$ 566.26	\$ 490.59	
Computer Passes	-	\$ 141	\$ 1,269	\$ 139.00	\$ 174.50	\$ 134.40	\$ 171.95	\$ 162.00	\$ 143.10	\$ 136.85	\$ 113.00	\$ 94.00	-	-	
Prints/Copies	\$ 10.60	\$ 37	\$ 412	\$ 36.15	\$ 16.40	\$ 19.65	\$ 7.75	\$ 24.90	\$ 19.90	\$ 95.90	\$ 23.65	\$ 63.20	\$ 95.45	\$ 10.60	
Lost Items	\$ 32.95	\$ 61	\$ 674	\$ 68.00	\$ 13.00	\$ 69.00	\$ 60.00	\$ 6.00	\$ 142.53	\$ 50.00	\$ 175.00	\$ 47.16	\$ 10.00	\$ 32.95	
Non-Res Cards	-	\$ 38	\$ 375	\$ 25.00	\$ 25.00	\$ 25.00	\$ 75.00	\$ 50.00	-	\$ 50.00	-	-	\$ 125.00	-	
Donations	\$ 61.90	\$ 52	\$ 571	\$ 11.75	\$ 104.19	\$ 1.00	\$ 131.00	\$ 28.50	\$ 204.00	\$ 3.10	\$ 15.30	\$ 2.00	\$ 8.00	\$ 61.90	
Earbuds/Flash Drives	\$ 4.00	\$ 5	\$ 55	\$ 5.00	\$ 6.00	\$ 12.00	\$ 2.00	\$ 3.00	\$ 3.00	\$ 8.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 4.00	
Total Library Earnings	708.54	\$ 1,067	\$ 11,742	\$ 1,088.86	\$ 1,332.41	\$ 916.77	\$ 1,210.15	\$ 739.56	\$ 1,609.29	\$ 1,098.42	\$ 1,208.24	\$ 1,000.88	\$ 828.71	708.54	
Friends Earnings															
Book Store	\$449	\$ 521	\$ 5,734	\$ 753.50	\$ 669.20	\$ 639.75	\$ 682.89	\$ 698.25	\$ 486.25	\$ 487.75	\$ 108.00	\$ 264.61	\$ 495.25	\$ 449	
Shirts and Bags	\$10	\$ 21	\$ 228	\$ 33.00	\$ 20.00	\$ 5.00	\$ 30.00	\$ 22.00	\$ 88.00	\$ 5.00	-	-	\$ 15.00	\$ 10	
Amazon Sales	\$167.87	\$ 172	\$ 1,893	\$ 191.22	\$ 125.05	\$ 166.60	\$ 265.78	\$ 214.13	\$ 183.46	\$ 155.15	\$ 188.57	\$ 38.00	\$ 197.54	\$ 167.87	
Total Friends Earnings	\$627.00	\$ 714	\$ 7,856	\$ 977.72	\$ 814.25	\$ 811.35	\$ 978.67	\$ 934.38	\$ 757.71	\$ 647.90	\$ 296.57	\$ 302.61	\$ 707.79	\$ 627.00	
Library Usage															
Physical Visits	9810	10282	113102	8310	10374	10295	10307	9800	10,646	10773	11014	10176	11597	9810	
Home Delivery	2	3	29	2	1	1	3	3	2	6	4	1	4	2	
New Users	137	151	1665	131	178	173	141	124	140	131	170	177	163	137	
Public Computer Sessions	1116	1309	14394	1291	1430	1536	1449	1303	1254	1333	1281	1134	1267	1116	
Web Sessions	x	10797	86376	11333	11192	13498	10641	10608	11041	x	7557	10506	x		
Reference Desk Interactions	1466	1546	17003	1610	1750	1462	1594	1468	1490	1497	1618	1457	1591	1466	
Youth Desk Interactions	475	525	5780	479	637	631	416	459	599	565	577	420	522	475	
Circulation Desk Interactions	1013	1031	11337	1248	1107	913	1415	839	823	1006	937	925	1061	1013	
Teen Space Attendance	139	97	483	x	x	x	x	x	x	10	15	135	184	139	
Total Programs Offered	33	38	417	34	38	37	39	33	38	41	37	38	49	33	
Total Program Attendance	624	893	9824	729	1037	972	1014	801	845	864	1010	769	1159	624	
Total Library Checkouts	16431	16306	179365	17326	18964	15081	13761	13050	13977	18587	17949	16626	17613	16431	
Total Digital Checkouts	5271	5546	61009	6150	5926	5816	5336	5419	5516	5731	5411	5305	5128	5271	
Items Loaned Through ILL	1820	1950	21454	2113	2302	2071	2037	1954	1886	2156	1233	2000	1882	1820	
Items loaned Through MelCat	168	180	1982	166	186	198	156	212	164	188	170	182	192	168	
Items Borrowed Through ILL	3020	3106	34171	3408	3140	3357	2908	3357	2996	3278	1979	3180	3548	3020	
Items Borrowed Through MelCat	76	69	762	67	61	45	72	64	70	76	74	69	88	76	
New Items Added															
Adult Books	224	274	3015	312	295	274	279	352	268	246	221	243	301	224	
CDs	22	32	354	35	26	25	48	42	7	73	18	33	25	22	
DVDs/Blu-rays	95	53	588	39	30	60	45	52	43	38	47	36	103	95	
Audiobooks	8	13	145	13	21	16	11	13	23	7	6	6	21	8	
Kids Books	131	225	2478	245	178	258	247	232	253	205	234	152	343	131	
Teen Books	22	38	423	31	41	31	35	57	42	44	34	60	26	22	



**Library Statistics FY 2024-25**

	CURRENT Month	Running Monthly AVG	Year to Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Magazines/Newspapers	70	89	982	102	84	84	86	117	113	75	86	95	70	70	
Puzzles/Board Games	10	17	186	29	19	11	8	23	21	22	15	22	6	10	
Video Games	11	9	97	8	8	5	6	17	5	5	4	15	13	11	
Library of Things	1	2	18	5	0	1	0	0	2	2	5	1	1	1	
Overdrive Advantage Titles	60	55	606	48	34	46	64	52	77	61	55	52	57	60	
Total Items (less OD Adv)	594	753	8286	819	702	765	765	905	777	717	670	663	966	594	
<b>Circulation by Media Type</b>															
Books	12484	8668	95348	10519	8856	9796	6657	6571	6905	7292	7194	6458	12616	12484	
CDs	748	769	8461	817	854	758	707	645	699	999	752	743	739	748	
Audiobooks	75	102	1126	97	84	86	94	102	144	122	116	81	125	75	
DVDs/Blu-rays	2148	1938	21323	1921	1961	2233	1924	1702	1507	2063	1873	1877	2114	2148	
Magazines/Newspapers	78	145	1596	123	135	132	113	161	142	175	144	107	286	78	
Puzzles/Boardgames	457	392	4315	424	346	443	359	301	356	431	434	394	370	457	
Video Games	188	211	2317	211	234	225	199	216	231	246	220	181	166	188	
Library of Things	76	68	751	46	72	76	57	56	87	81	82	58	60	76	
Other	35	36	394	33	25	37	44	38	54	39	40	25	24	35	
<b>Digital Circulation</b>															
Overdrive Downloads	3542	3703	40731	4120	3565	3903	3558	3675	3656	3985	3645	3523	3559	3542	
Overdrive Total Users	927	903	9938	836	889	909	864	861	923	955	936	920	918	927	
Overdrive New Users	56	57	631	79	47	61	58	52	50	57	59	59	53	56	
Kanopy Plays	665	692	7610	854	922	738	583	520	630	638	717	770	573	665	
Kanopy Users*	214	250	2501	252	249	251	250	255	261	265	264	240	X	214	
Hoopla Downloads	1064	1124	12368	1176	1139	1175	1195	1224	1230	1108	1049	1012	996	1064	
Hoopla Total Users	390	375	4126	352	358	365	368	379	371	393	391	381	378	390	
Hoopla New Users	32	28	306	39	25	22	33	24	24	33	26	27	21	32	
Total Digital Checkouts	5271	5519	60709	6150	5626	5816	5336	5419	5516	5731	5411	5305	5128	5271	
<b>Social Media</b>															
Facebook New Followers	24	35	383	26	46	29	42	36	39	26	31	39	45	24	
TikTok Followers	5452	5343		5273	5294	5300	5306	5307	5324	5351	5363	5387	5419	5452	
IG New Followers	36	34	378	48	36	49	37	27	49	15	22	20	39	36	
Podcast Downloads	435	447	4921	1005	345	345	201	400	410	320	330	250	880	435	



November		Adult Programs						
11/6/2024	Adult Take & Make: Pocket Journals	24						24
11/6/2024	Withington West Outreach	7						7
11/7/2024	Tea Apothecary	17						17
11/10/2024	Sunday Songwriter Series Concert	42		3				45
11/12/2024	Film Club: Umbrellas of Cherbourg	8						8
11/13/2024	SFBC: A Hacker's Mind	11				4		15
11/14/2024	Outreach: The James	6						6
11/17/2024	Board Game Club - Adults	15						15
11/19/2024	gnbc - Papergirls	16						16
11/20/2024	Cute Hoops	20						20
11/21/2024	Album Club: Bjork	6						6
11/24/2024	Art Reception	27						27
11/26/2024	Ferndale Project Book Club	26						26
<b>Total</b>		<b>225</b>				<b>4</b>		<b>232</b>

November		Youth Programs						
11/1/2024	November take-home kit (storybook making)			24		24		24
11/1/2024	Fall scavenger hunt (11/1-11/2)			7		7		7
11/3/2024	Fall scavenger hunt (11/3-11/9)			19		19		19
11/6/2024	Fairy Pen Pals (11/6)			1		1		1
11/6/2024	Family Storytime			12		13		25
11/7/2024	Middle Grade Tabletop RPG			5		5		5
11/8/2024	Baby Storytime			13		12		25
11/10/2024	Fall scavenger hunt (11/10-11/16)			20		20		20
11/12/2024	Outreach: FECC			14		96		110
11/13/2024	Family Storytime			11		12		23
11/14/2024	Middle School Board Game Club			6		6		6
11/15/2024	Baby Storytime			7		7		14
11/17/2024	Fall scavenger hunt (11/17-11/23)			15		15		15
11/18/2024	Family Zine Workshop			7		7		12
11/19/2024	Fairy Pen Pals (11/19/24)			5		1		12
11/20/2024	Family Storytime			1		1		1
11/20/2024	Family Storytime			10		10		20
11/21/2024	Outreach: Drayton			46		46		46
11/21/2024	Middle Grade Tabletop RPG			5		5		5
11/24/2024	Fall scavenger hunt (11/24-11/27)			10		10		10
11/26/2024	Reading Rainbow			6		6		10
<b>Total</b>	<b>Programs / Outreach</b>			<b>72</b>		<b>322</b>		<b>394</b>



# Balance Sheet

Ferndale Area District Library  
As of November 30, 2024

NOV 30, 2024

## Assets

### Current Assets

#### Cash and Cash Equivalents

Capital Projects Account	417,206.00
General Account	1,836,356.20
<b>Total Cash and Cash Equivalents</b>	<b>2,253,562.20</b>

Prepaid Expenses 7,172.02

**Total Current Assets** 2,260,734.22

**Total Assets** 2,260,734.22

## Liabilities and Equity

### Liabilities

#### Current Liabilities

Manual AP	13,782.08
Wages Payable	26,737.13
<b>Total Current Liabilities</b>	<b>40,519.21</b>

**Total Liabilities** 40,519.21

### Equity

Current Year Earnings	1,336,981.57
Retained Earnings	883,233.44
<b>Total Equity</b>	<b>2,220,215.01</b>

**Total Liabilities and Equity** 2,260,734.22



# Income Statement (Profit and Loss)

Ferndale Area District Library

For the month ended November 30, 2024

	NOV 2024	NOV 2023	NOV 2022
<b>Income</b>			
404.000 - Voted Property Taxes	74,534.09	42,036.86	60,365.15
607.000 - Fees for Services	100.00	225.00	-
627.000 - Charge for Services	404.18	347.92	1,075.46
645.000 - Print Sales & Copies	939.90	443.40	155.35
656.000 - Other Fees & Fines	-	25,740.81	-
660.000 - Fines & Forfeitures	11.00	320.73	87.60
675.001 - Individual Donations & Honorariums	23.00	1,351.80	3.93
675.004 - Library Board Fundraising	201.19	-	94.95
693.000 - Sale of Property	20.85	805.26	71.84
695.000 - Miscellaneous Income	-	-	0.20
<b>Total Income</b>	<b>76,234.21</b>	<b>71,271.78</b>	<b>61,854.48</b>
<b>Gross Profit</b>	<b>76,234.21</b>	<b>71,271.78</b>	<b>61,854.48</b>
<b>Operating Expenses</b>			
706.001 - Salaries - Full-time	48,277.09	76,830.80	68,009.70
706.002 - Salaries - Part-time	16,683.54	18,794.51	20,394.95
706.003 - Salaries - Subs	2,937.45	1,876.84	2,177.60
715.001 - Social Security - Employee	5,531.00	10,437.36	7,297.32
715.002 - Social Security - Employer	5,531.03	10,437.17	7,297.36
716.100 - Health Insurance	11,263.18	7,974.74	7,829.29
717.000 - Life Insurance - EE	688.06	648.01	740.21
718.000 - Pension - ICMA-RC 401	5,469.73	1,487.13	4,095.85
720.001 - Medicare - Employee	1,293.53	2,440.98	1,706.62
720.002 - Medicare - Employer	1,293.53	2,440.98	1,706.70
721.001 - Federal Income Tax - Employee	6,231.56	12,561.84	9,638.27
722.001 - MI Income Tax - Employee	3,350.35	6,009.85	4,548.46
723.001 - Local Income Tax - Employee	15.43	195.64	143.13
730.000 - Postage, Mail Processing	12.88	-	-
740.000 - Operating Supplies	2,515.26	2,227.43	2,924.22
742.000 - Books	8,815.15	8,547.41	8,296.54
743.000 - Periodicals	374.00	6,461.64	6,595.00
745.000 - Audio-Visual, Video	5,545.30	3,508.07	3,782.69
746.000 - Other Non Book	18,658.70	6,315.10	4,460.97
748.000 - Materials Processing Supplies	559.89	540.42	61.82
775.000 - Repair & Maintenance	3,979.57	3,046.00	2,497.15
802.000 - Audit/Actuarial Fees	-	-	2,750.00
818.000 - Contractual Services	8,314.00	7,017.76	3,885.05



Income Statement (Profit and Loss)

	NOV 2024	NOV 2023	NOV 2022
853.000 - Phone/Communications	535.30	541.61	537.40
885.000 - Special Programs	2,577.65	2,665.97	2,797.38
900.000 - Printing & Publishing	2,577.73	135.64	69.99
920.000 - Utilities	2,653.77	2,575.48	2,496.25
931.000 - Facilities Maintenance	3,223.11	2,967.52	2,505.00
943.000 - Equipment Rental Alloc.- General Fund Motor Pool	726.33	594.36	568.76
956.000 - Miscellaneous	1,160.60	337.00	337.00
957.000 - Training/Education	2,951.47	3,964.30	1,367.80
958.000 - Memberships & Dues	825.87	70.00	56.67
970.000 - County Delinquent Tax Chargeback	68.09	-	-
977.000 - Capital Outlay	77.88	43,358.00	16,618.40
<b>Total Operating Expenses</b>	<b>174,718.03</b>	<b>247,009.56</b>	<b>198,193.55</b>
<b>Operating Income</b>	<b>(98,483.82)</b>	<b>(175,737.78)</b>	<b>(136,339.07)</b>
<b>Net Income</b>	<b>(98,483.82)</b>	<b>(175,737.78)</b>	<b>(136,339.07)</b>

# Income Statement (Profit and Loss)

## Ferndale Area District Library

For the month ended November 30, 2024

	NOV 2024	OCT 2024	SEP 2024	AUG 2024	JUL 2024	JUN 2024	MAY 2024	YEAR TO DATE
<b>Income</b>								
404.000 - Voted Property Taxes	74,534.09	79,590.66	102,617.42	2,034,873.06	228.48	62,238.45	96.92	2,291,843.71
404.001 - Voted Property Taxes - Personal	-	39,952.71	-	-	-	-	-	39,952.71
567.000 - Library State Aid	-	-	-	-	9,922.88	-	-	9,922.88
607.000 - Fees for Services	100.00	25.00	500.00	25.00	25.00	350.00	100.00	675.00
627.000 - Charge for Services	404.18	515.39	1,339.13	888.22	276.92	703.25	783.36	3,423.84
645.000 - Print Sales & Copies	939.90	584.80	1,373.10	1,426.05	2.40	1,319.45	1,164.20	4,326.25
656.000 - Other Fees & Fines	-	-	-	26,560.07	-	-	-	26,560.07
660.000 - Fines & Forfeitures	11.00	4.00	325.51	109.51	53.00	484.37	93.00	503.02
673.000 - Sale of Property (pre-FYE2022)	-	-	-	-	-	(24.95)	-	-
675.001 - Individual Donations & Honorariums	23.00	61.00	15.20	1,003.20	1.00	224.50	94.00	1,103.40
675.002 - Contributions from Library Friends	-	-	-	-	2,350.00	-	3,750.00	2,350.00
675.004 - Library Board Fundraising	201.19	-	-	-	-	-	164.50	201.19
693.000 - Sale of Property	20.85	43.00	1,412.61	108.00	(24.95)	925.92	70.00	1,559.51
695.000 - Miscellaneous Income	-	-	-	-	300.00	740.80	-	300.00
699.401 - Contributions from Capital Fund	-	-	-	-	-	140,000.00	-	-
930.101 - Contributions from General Fund	-	-	-	-	-	108,000.94	-	-
<b>Total Income</b>	<b>76,234.21</b>	<b>120,776.56</b>	<b>107,582.97</b>	<b>2,064,993.11</b>	<b>13,134.73</b>	<b>314,962.63</b>	<b>6,315.98</b>	<b>2,382,721.58</b>
<b>Gross Profit</b>	<b>76,234.21</b>	<b>120,776.56</b>	<b>107,582.97</b>	<b>2,064,993.11</b>	<b>13,134.73</b>	<b>314,962.63</b>	<b>6,315.98</b>	<b>2,382,721.58</b>
<b>Operating Expenses</b>								
706.001 - Salaries - Full-time	48,277.09	76,833.70	51,694.93	59,451.29	50,893.68	64,963.44	75,199.33	287,150.69
706.002 - Salaries - Part-time	16,683.54	22,951.02	14,549.61	20,232.46	16,085.59	20,257.70	22,672.59	90,502.22
706.003 - Salaries - Subs	2,937.45	3,219.20	1,947.60	1,788.64	1,518.51	2,055.36	2,833.58	11,811.40
715.001 - Social Security - Employee	5,531.00	8,426.00	5,578.46	6,764.52	5,639.11	7,136.47	8,183.30	31,939.09



Income Statement (Profit and Loss)

	NOV 2024	OCT 2024	SEP 2024	AUG 2024	JUL 2024	JUN 2024	MAY 2024	YEAR TO DATE
715.002 - Social Security - Employer	5,531.03	8,426.01	5,578.50	6,764.49	5,639.12	7,136.45	8,183.27	31,939.15
716.100 - Health Insurance	11,263.18	10,311.32	10,401.14	13,808.70	11,430.06	418.58	11,535.81	57,214.40
717.000 - Life Insurance - EE	688.06	688.06	705.35	701.63	529.42	-	1,979.30	3,312.52
718.000 - Pension- ICMA-RC 401	5,469.73	8,324.12	4,926.16	2,958.99	5,393.13	5,916.45	7,537.91	27,072.13
720.001 - Medicare - Employee	1,293.53	1,970.65	1,304.61	1,581.98	1,318.87	1,669.00	1,913.81	7,469.64
720.002 - Medicare - Employer	1,293.53	1,970.61	1,304.64	1,581.97	1,318.82	1,669.07	1,913.86	7,469.57
721.001 - Federal Income Tax - Employee	6,231.56	9,776.54	6,672.72	9,785.82	6,337.68	7,975.06	9,092.85	38,804.32
722.001 - MI Income Tax - Employee	3,350.35	5,135.24	3,417.49	4,228.32	3,404.29	4,321.62	4,961.12	19,535.69
723.001 - Local Income Tax - Employee	15.43	154.26	102.84	129.31	102.84	129.22	138.06	504.68
730.000 - Postage, Mail Processing	12.88	735.11	2,272.13	2,376.21	-	2,114.33	-	5,396.33
740.000 - Operating Supplies	2,515.26	1,680.14	3,391.64	2,929.47	2,839.76	3,514.95	3,009.62	13,356.27
742.000 - Books	8,815.15	6,172.96	2,550.17	9,239.73	6,157.45	15,801.42	7,935.47	32,915.46
743.000 - Periodicals	374.00	390.03	-	14.40	733.68	114.55	-	1,512.11
745.000 - Audio/Visual Video	5,545.30	1,752.00	1,641.74	2,386.18	2,139.82	4,559.95	2,623.37	13,455.04
746.000 - Other Non Book	18,658.70	4,703.30	9,712.87	12,274.71	7,437.78	11,457.62	6,338.94	52,787.36
748.000 - Materials Processing Supplies	559.89	322.29	478.00	181.06	321.88	870.60	148.20	1,863.12
775.000 - Repair & Maintenance	3,979.57	5,950.00	-	720.78	3,103.60	1,432.95	3,440.00	13,753.95
803.000 - The Library Network	-	13,944.85	-	-	11,546.58	2,158.74	-	31,491.43
818.000 - Contractual Services	8,314.00	3,345.90	3,312.75	3,275.80	3,197.00	3,543.75	3,187.05	21,445.45
853.000 - Phone/Communications	535.30	534.54	534.54	534.49	539.91	1,079.83	539.92	2,678.78
885.000 - Special Programs	2,577.65	1,060.91	2,375.70	2,247.96	5,885.41	8,070.45	7,265.04	14,147.63
900.000 - Printing & Publishing	2,577.73	6,121.03	2,952.14	634.77	-	6,128.72	58.00	12,285.67
914.000 - Liability Insurance	-	-	-	(1,359.00)	17,612.00	-	-	16,253.00
920.000 - Utilities	2,653.77	2,550.81	3,567.39	2,942.42	2,818.98	3,246.45	3,000.40	14,533.37
931.000 - Facilities Maintenance	3,223.11	3,731.55	2,921.55	6,182.06	2,931.76	2,696.00	3,412.06	18,990.03
943.000 - Equipment Rental Alloc - General Fund Motor Pool	726.33	731.33	726.33	971.65	726.33	726.33	999.61	3,881.87
956.000 - Miscellaneous	1,160.60	260.53	87.00	158.25	59.50	59.50	59.50	1,725.86
957.000 - Training/Education	2,951.47	5,973.72	1,696.58	1,109.82	575.05	630.55	4,218.42	12,306.64

Income Statement (Profit and Loss)

	NOV 2024	OCT 2024	SEP 2024	AUG 2024	JUL 2024	JUN 2024	MAY 2024	YEAR TO DATE
958,000 - Memberships & Dues	825.87	1,036.69	879.11	1,676.42	943.09	808.45	1,499.63	5,361.18
965,101 - Contributions to General Fund	-	-	-	-	-	140,000.00	-	-
965,401 - Contributions to Capital Fund	-	-	-	-	-	108,000.84	-	-
970,000 - County Delinquent Tax Chargeback	68.09	-	-	-	-	-	-	68.09
977,000 - Capital Outlay	77.88	51,305.76	64,639.47	294.49	2,178.15	-	-	118,495.75
996,000 - Interest Expense	-	22,300.00	-	-	-	-	-	22,300.00
Total Operating Expenses	174,718.03	298,790.18	211,903.16	178,569.79	181,758.85	440,664.40	203,880.02	1,045,740.01
<b>Operating Income</b>	<b>(98,483.82)</b>	<b>(178,013.62)</b>	<b>(104,320.19)</b>	<b>1,886,423.32</b>	<b>(168,624.12)</b>	<b>(125,701.77)</b>	<b>(197,564.04)</b>	<b>1,336,981.57</b>
<b>Net Income</b>	<b>(98,483.82)</b>	<b>(178,013.62)</b>	<b>(104,320.19)</b>	<b>1,886,423.32</b>	<b>(168,624.12)</b>	<b>(125,701.77)</b>	<b>(197,564.04)</b>	<b>1,336,981.57</b>



**FY 2025 Budget**  
**Ferndale Area District Library**

**General Fund - 101**

**Revenue**

101-271-404.000 - Voted Property Taxes	\$ 74,534.09
101-271-404.001 - Voted Property Taxes - Personal	-
101-271-567.000 - Library State Aid	-
101-271-581.000 - Grants	-
101-271-607.000 - Fees for Services	\$100.00
101-271-627.000 - Charge for Services	\$404.18
101-271-645.000 - Print Sales & Copies	\$939.90
101-271-656.000 - Other Fees & Fines	-
101-271-660.000 - Fines & Forfeitures	\$ 11.00
101-271-675.001 - Individual Donations & Honorariums	\$ 23.00
101-271-675.002 - Contributions from Library Friends	-
101-271-675.003 - Special Event Proceeds	-
101-271-675.004 - Library Board Fundraising	\$ 201.19
101-271-693.000 - Sale of Property	\$ 20.85
101-271-695.000 - Miscellaneous Income	-
101-271-699.401 - Contributions from Capital Fund	-
<b>Total Revenue</b>	<b>\$ 76,234.21</b>

**November 2024**

\$ 74,534.09
-
-
-
\$100.00
\$404.18
\$939.90
-
\$ 11.00
\$ 23.00
-
-
\$ 201.19
\$ 20.85
-
-
<b>\$ 76,234.21</b>

**FY 2025  
YTD  
as of 11/30/2024**

\$ 2,291,843.71
\$ 39,952.71
\$ 9,922.88
-
\$ 675.00
\$ 3,423.84
\$ 4,326.25
\$ 26,560.07
\$ 503.02
\$ 1,103.40
\$ 2,350.00
-
\$ 201.19
\$ 1,559.51
\$ 300.00
-
<b>\$2,382,721.58</b>

**FY 2025  
Budget  
Approved  
5/16/2024**

\$ 2,598,385.00
\$ 41,500.00
\$ 19,500.00
\$ -
\$ 1,000.00
\$ 7,000.00
\$ 8,500.00
\$ 24,000.00
\$ 1,500.00
\$ 1,000.00
\$ 3,000.00
\$ -
\$ 300.00
\$ 2,500.00
\$ 5,500.00
\$ 225,000.00
<b>\$ 2,938,685.00</b>

**General Fund - 101**

**Expenses**

101-271-706.001 - Salaries - Full-time	\$ (48,277.09)
101-271-706.002 - Salaries - Part-time	\$ (16,683.54)
101-271-706.003 - Salaries - Subs	\$ (2,937.45)
101-271-715.001 - Social Security - Employee	\$ (5,531.00)
101-271-715.002 - Social Security - Employer	\$ (5,531.03)
101-271-716.100 - Health Insurance	\$ (11,263.18)
101-271-717.000 - Life Insurance - EE	\$ (688.06)
101-271-718.000 - Pension- ICMA-RC 401	\$ (5,469.73)
101-271-720.001 - Medicare - Employee	\$ (1,293.53)
101-271-720.002 - Medicare - Employer	\$ (1,293.53)
101-271-721.001 - Federal Income Tax - Employee	\$ (6,231.56)
101-271-722.001 - MI Income Tax - Employee	\$ (3,350.35)
101-271-722.002 - MI Unemployment - Employer	-
101-271-723.001 - Local Income Tax - Employee	\$ (15.43)
101-271-725.000 - Workers Compensation	-
101-271-730.000 - Postage, Mail Processing	\$ (12.88)
101-271-740.000 - Operating Supplies	\$ (2,515.26)
101-271-742.000 - Books	\$ (8,815.15)
101-271-743.000 - Periodicals	\$ (374.00)
101-271-745.000 - Audio-Visual, Video	\$ (5,545.30)
101-271-746.000 - Other Non Book	\$ (18,658.70)
101-271-748.000 - Materials Processing Supplies	\$ (559.89)

**November 2024**

\$ (48,277.09)
\$ (16,683.54)
\$ (2,937.45)
\$ (5,531.00)
\$ (5,531.03)
\$ (11,263.18)
\$ (688.06)
\$ (5,469.73)
\$ (1,293.53)
\$ (1,293.53)
\$ (6,231.56)
\$ (3,350.35)
-
\$ (15.43)
-
\$ (12.88)
\$ (2,515.26)
\$ (8,815.15)
\$ (374.00)
\$ (5,545.30)
\$ (18,658.70)
\$ (559.89)

**FY 2025  
YTD  
as of 11/30/2024**

\$ (287,150.69)
\$ (90,502.22)
\$ (11,811.40)
\$ (31,939.09)
\$ (31,939.15)
\$ (57,214.40)
\$ (3,312.52)
\$ (27,072.13)
\$ (7,469.64)
\$ (7,469.57)
\$ (38,804.32)
\$ (19,535.69)
-
\$ (504.68)
-
\$ (5,396.33)
\$ (13,356.27)
\$ (32,915.46)
\$ (1,512.11)
\$ (13,465.04)
\$ (52,787.36)
\$ (1,863.12)

**FY 2025  
Budget  
Approved  
5/16/2024**

\$ (720,000.00)
\$ (220,000.00)
\$ (26,000.00)
\$ (75,000.00)
\$ (75,000.00)
\$ (125,000.00)
\$ (8,500.00)
\$ (70,000.00)
\$ (17,000.00)
\$ (17,000.00)
\$ (105,000.00)
\$ (43,380.00)
\$ -
\$ (1,300.00)
\$ (1,500.00)
\$ (10,000.00)
\$ (35,000.00)
\$ (100,000.00)
\$ (10,000.00)
\$ (35,000.00)
\$ (105,000.00)
\$ (8,000.00)

General Fund - 101	November 2024	FY 2025 YTD as of 11/30/2024	FY 2025 Budget Approved 5/16/2024
101-271-775.000 - Repair & Maintenance	\$ (3,979.57)	\$ (13,753.95)	\$ (32,000.00)
101-271-802.000 - Audit/Actuarial Fees	-	-	\$ (7,480.00)
101-271-803.000 - The Library Network	-	\$ (31,491.43)	\$ (57,500.00)
101-271-818.000 - Contractual Services	\$ (8,314.00)	\$ (21,445.45)	\$ (85,000.00)
101-271-853.000 - Phone/Communications	\$ (535.30)	\$ (2,678.78)	\$ (7,000.00)
101-271-885.000 - Special Programs	\$ (2,577.65)	\$ (14,147.63)	\$ (36,000.00)
101-271-900.000 - Printing & Publishing	\$ (2,577.73)	\$ (12,285.67)	\$ (26,000.00)
101-271-914.000 - Liability Insurance	-	\$ (16,253.00)	\$ (15,000.00)
101-271-920.000 - Utilities	\$ (2,653.77)	\$ (14,533.37)	\$ (46,000.00)
101-271-931.000 - Facilities Maintenance	\$ (3,223.11)	\$ (18,990.03)	\$ (40,000.00)
101-271-943.000 - Equipment Rental	\$ (726.33)	\$ (3,881.97)	\$ (9,000.00)
101-271-956.000 - Miscellaneous	\$ (1,160.60)	\$ (1,725.88)	\$ (2,000.00)
101-271-957.000 - Training/Education	\$ (2,951.47)	\$ (12,306.64)	\$ (30,000.00)
101-271-958.000 - Memberships & Dues	\$ (825.87)	\$ (5,361.18)	\$ (13,000.00)
101-271-960.000 - County Delinquent Tax Chargeback	\$ (68.09)	\$ (68.09)	\$ -
101-271-965.401 - Contributions to Capital Fund	-	-	\$ -
101-271-977.000 - Capital Outlay	\$ (77.88)	\$ (118,495.75)	\$ (300,000.00)
101-271-992.000 - Debt Svc- Principal	-	-	\$ (360,000.00)
101-271-994.000 - Interest Expense	-	\$ (22,300.00)	\$ (44,600.00)
<b>Total Expenses</b>	<b>\$ (174,718.03)</b>	<b>\$ (1,045,740.01)</b>	<b>\$ (2,918,260.00)</b>
<b>Net Income / (Loss):</b>	<b>\$ (98,483.82)</b>	<b>\$ 1,336,981.57</b>	<b>\$ 20,425.00</b>
<b>Fund Balance Change:</b>		<b>\$ 1,336,981.57</b>	<b>\$ 20,425.00</b>
<b>Fund Balance at the Beginning of the FY:</b>		<b>\$ 365,825.00</b>	<b>\$ 365,825.00</b>
<b>Fund Balance at the End of the FY:</b>			<b>\$ 386,250.00</b>



**FY 2025 Budget**  
**Ferndale Area District Library**

<b>Capital Projects Fund - 401</b>	<b>November 2024</b>	<b>FY 2025 YTD as of 11/30/2024</b>	<b>FY 2025 Budget Approved 5/16/2024</b>
<b>Revenue</b>			
401-271-699.101 - Contributions from General Fund	\$0.00	\$0.00	\$ -
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Capital Projects Fund - 401</b>	<b>November 2024</b>	<b>FY 2025 YTD as of 11/30/2024</b>	<b>FY 2025 Budget Approved 5/16/2024</b>
<b>Expenses</b>			
401-271-965.101 - Contributions to General Fund	\$0.00	\$0.00	(\$225,000.00)
401-271-977- Capital Outlay	\$0.00	\$ -	\$0.00
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$225,000.00)</b>

<b>Capital Fund Balance Change:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$225,000.00</b>
<b>Capital Fund Balance at the Beginning of the FY:</b>		<b>\$432,206.00</b>	<b>\$432,206.00</b>
<b>Capital Fund Balance at the End of the FY:</b>			<b>\$207,206.00</b>

**DIRECTOR**  
Jordan Wright  
**ASST. DIRECTOR**  
Krocket Hoekstra

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



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

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

## **Ferndale Area District Library Board of Directors Request for Action**

**From:** Jordan Wright, Library Director

**Subject:** 2025 Board Meeting Dates

### **Summary and Background:**

The Board needs to discuss and establish dates and meeting times for the 2025 calendar year. Historically, FADL Board of Director's meetings have occurred on the third Thursday of the month at 6:30PM unless otherwise noted.

### **Recommended Action:**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_, to approve the discussed Board Meeting dates and times for the 2025 calendar year.



**DIRECTOR**  
Jordan Wright

**ASST. DIRECTOR**  
Kricket Hoekstra

**BOARD**  
Judeen Bartos  
Meghan Evoy  
Kelly Farrah  
Adrienne Fazzolara  
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## Ferndale Area District Library Board of Directors Request for Action

**From:** Jordan Wright, Library Director

**Subject:** Library Closure, 1/20/2025

**Summary and Background:**

The Library Network is doing a major software migration during the early morning and day of January 20<sup>th</sup>, 2025. They chose this day because most of the TLN member libraries are already closed for MLK day. Our major computer systems will be completely unavailable during this period. It is the Library Director's recommendation that the library should close to allow TLN to complete their migration.

**Recommended Action:**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_, to approve a library closure on January 20<sup>th</sup>, 2025.

## Director Search Discussion

1. Timeline
2. Committee Work
  - a. Check references
  - a. Communication with Candidates
  - a. Narrowing down candidates - 8 applicants, but 7 met the qualifications. One internal, 6 external. (Bradbury did this for us last time) How many do we want to interview?
  - a. Committee now is JB and AF - do we want to add another board member?
3. Special meetings and closed session - reviewing applicants can be a closed session. Interviewing candidates must be done in a public meeting.
4. Posting public notices and meeting agendas.
5. Candidate followup and job offer. (Job offer pending background check) Press release, start date, meet the staff, etc.



L. Accept gifts and grants for the District Library.

M. Do any other thing necessary for conducting the District Library service, the cost of which shall be charged against the District Library fund.

2 Board Members shall abide by the Code of Ethics for the Ferndale Library Board, which was adopted by the Board on April 30, 2009 and is attached hereto.

3 **Expenses and Compensation.** The District Library may reimburse Board Members for necessary expenses that Board Members incur in the performance of their duties and may compensate Library Board members pursuant to Section 12(2) of the Act, MCL 397.182.

#### IV. OFFICERS OF THE FERNDALE PUBLIC LIBRARY BOARD

##### 1 Organization

A. Officers of the Board shall be President, Vice President, Secretary, and Treasurer.

\* B. Officers shall be elected at the regular January annual meeting and shall serve for a term of one year.

\* C. Any Board Member may place the name of another Board Member in nomination for an officer of the Board. Each office shall be elected separately by roll call vote, and by a majority vote of those trustees present.

D. The President, Vice President, Secretary, or Treasurer may be removed from their office for misfeasance, malfeasance, or nonfeasance, with a majority vote of the Board.

##### 2 President

A. Presides at all meetings of the Board.

B. Is responsible for preparation of the agenda for Board meetings with input from Board Members and the Director.

C. Appoints all committee chairs.

D. Authorizes all calls for special meetings.

E. Signs in the name of the Ferndale Area District Library, all contracts and legal documents specifically authorized by the Board except those for which the Director or Treasurer has been given authority to sign.

F. Together with the Director, approves invoices and co-signs checks if the Treasurer is not available to do so.

##### 3 Vice-President

A. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability, or death of the

President, the Vice-President shall assume the office for the remainder of the President's unexpired term.

#### 4 Secretary

A. The secretary is responsible for recording the proceedings of each meeting as official minutes. The minutes shall be considered at the next meeting, corrected if necessary and approved by the Board. The minutes shall include:

- i. Nature of meeting, regular or special; time, place, persons present or absent; and approval of minutes of previous meetings.
- ii. Complete record of all official action taken by the Board and all motions as stated whether adopted or rejected. Only the information recorded is considered official.
- iii. Record of adjournment.

B. Acts as President in the absence of the President and Vice-President and may appoint a temporary secretary to take the minutes.

C. Signs the minutes of each meeting.

D. Issues and posts notices of all regular meetings and on the authorization of the President, of all special meetings.

E. Drafts official letters and other correspondence as requested by the Board.

F. Distributes the minutes and meeting agendas to the Board in accordance with Section V.

G. Keeps files and records of all Board committees and files of all correspondence, contracts and other documents generated and received in the regular course of business.

H. Any of the above responsibilities, with the exception of "B" and "C" may be assigned to the Director at the Board's discretion.

#### 5 Treasurer

A. Receives all funds such as public appropriations, grants, bequests, and gifts as provided by law.

B. Makes disbursements from Library funds on approval of the Board, subject to state and local laws and regulations.

C. Maintains accurate records of all money received and disbursed, ready for examination since all public funds are subject to audit at any time. Makes a report at each Board meeting and other reports as required.

D. Acts as President in the absence of the President, Vice-President, and Secretary.

E. Together with the Director, approves invoices and signs checks.

F. Together with the Director, manages Library investments.



G. Duties described in A through C may be assigned by the Board to the Director, as permitted by relevant contracts and ordinances.

## V. BOARD VACANCIES

1. **Vacancy.** The office of a Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor pursuant to section 10 of Article V of the State Constitution of 1963, or ceases to be a resident of the district. In addition, the office of an appointed provisional Library Board member becomes vacant when the incumbent ceases to be a resident of the Participating Municipality that appointed the incumbent.

A. **Provisional Board Vacancy.** In the event of a vacancy in the appointed provisional board, the City shall appoint a replacement therefore within two (2) months of the vacancy who shall serve until the end of the term of the member being replaced. In the event no such replacement shall have been appointed by the City at the end of the two-month period, the Board shall have the power to appoint such replacement, whose term shall extend to the end of the term of the Board Member being replaced and who shall be a resident of the City.

B. **Elected Board Vacancy.** In the event that a vacancy occurs in the elected Library Board, the vacancy shall be filled until the expiration of the vacating Board member's term by appointment of the majority of the remaining board members. If the vacancy occurs 140 or more days before the regularly scheduled election of Board Members that follows the beginning of the term of the Board Member vacating office and that term is four (4) years, the following apply: (1) the vacancy shall be filled by appointment by majority vote of the remaining Board Members only until the next date on which the term of any Board Member expires, and (2) the Board Member shall be elected at the regularly scheduled election of Board Members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the Board Member vacating office.

C. If no suitable candidates for filling the vacant seat are found at the initial call for applicants, the seat shall remain empty. The call for applicants shall stand and remain posted on the Library's website and/or other media. Any subsequent applications that are received will be considered at the next regular Board meeting, at which the Board shall determine if the application warrants an interview. If an interview is desired, the date shall be set and may occur at a special meeting. Quorums of the Board shall be reduced by the number of vacancies.

2. **Removal.** In accordance with Section 8(2) of the Act, MCL 397.178(2), the Governor of the State of Michigan shall have the power to remove a member of the Library Board for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

## VI. MEETINGS AND QUORUM REQUIREMENTS

— Part Two —

CODE of ETHICS

**Library Board Members shall:**

I. Uphold the bylaws of the Ferndale Area District Library Board, the laws of the State of Michigan governing library boards, the election laws of the State of Michigan governing library board elections and any other law, rule or regulation governing the conduct and duties of library trustees.

II. Represent all citizens in an equal, honest and ethical manner and never surrender their responsibilities to or allow themselves to be compromised by special interests or partisan politics.

III. Avoid all conflicts of interest and/or the appearance of impropriety and never use their position for personal gain and/or financial benefit or for the personal gain and/or financial benefit of their family, friends or business acquaintances.

IV. Recuse themselves immediately and take no part in any board decision or action in which they have an actual conflict of interest or the appearance of impropriety.

V. Recognize that decisions concerning the library and the Board may be made only by majority vote at meetings which comply with the Michigan Open Meetings Act.

VI. Abide by the majority decisions of the Board, including those with which they personally disagree.

VII. Respect the confidentiality of privileged information or information that is lawfully required to remain confidential, including, but not limited to, information subject to attorney-client privilege and personnel matters concerning library employees.

VIII. Support the efforts of the Director and library staff in resisting censorship of library materials.

IX. Become aware of and act in compliance with laws, rules, regulations and ordinances which govern freedom of information.

X. Become aware of state and local laws, rules, regulations and ordinances governing libraries and library boards, and any amendments or changes to those laws, regulations and ordinances.

XI. Perform all of the duties and responsibilities required of trustees to the best of their ability.

*Adopted on April 30, 2009*  
*Revised on January 15, 2015*





12/12/24  
11/21/2024

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

**From:** Jordan Wright, Library Director

**Subject:** Board Calendar of Events 2025 – Updated December 2024

**Summary:**

Here are some recurring annual events and deadlines for the Board calendar in 2025:

**January:**

- \*Mid-Year Budget Amendments
- \*Board Offices and Committee Chairs

**February:**

- \*Due: Feb. 1<sup>st</sup>, Annual State Library Survey (complete)

**March:**

- \*Board Offices and Committee Chairs

**April:**

- \*FY 2025 draft budget presented to board
- \*Publish May Budget Hearing notice in Newspaper

**May:**

- \*FY 2025 Budget Hearing

**June:**

- \*Due: L-4029 signed millage tax rate form to Oakland County & City of Ferndale
- \*Final budget amendments for FY 2025
- \*Approve renewal of Library General Property & Liability Insurance policy for FY 26

**July:**

- \*Begin new FY 2026

**August:**

- \*No library board meeting

**October:**

- \*MLA Annual Conference (Lansing) October 29-31

November:

\*November 4 – General Election

\*Conduct the annual library financial audit

\*Library Director Personnel Review – Director submits self-evaluation

December:

\*Library Board meeting December 11 due to holidays

\*Presentation of library audit

\*Due: Audit must be filed with the State by December 31 (auditor files, Director verifies)

\*Due: Annual continuing disclosure paperwork for the library bond must be filed by December 31 (Director works with PFM Financial to file)

**Recommended Action:**

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

Library Board Meeting dates still need to be approved December 2024.

**DIRECTOR**  
Jordan Wright  
**ASST. DIRECTOR**  
Krocket Hoekstra  
**BOARD**  
Judeen Bartos  
Meghan Evoy  
Kelly Farrah  
Adrienne Fazzolara  
Amanda Hanlin  
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## **Resolution of Gratitude and Appreciation**

WHEREAS, Jordan Wright has been a loyal steward of the Ferndale Area District Library (FADL) and its employees, assets, and community during his 12 years of service;

WHEREAS, Jordan became a beloved fixture as a youth librarian and head of youth services;

WHEREAS, he broadened his leadership role as Assistant Director during the especially difficult times of the pandemic, and played a valuable part in continuing service to the Ferndale community;

WHEREAS, he played a pivotal role in FADL's first-ever collective bargaining agreement, fostering collaboration, and ensuring the library's future success;

WHEREAS, his fair and thoughtful approach in advocating for access and equity helped enhance the library's programming, making it more vibrant and engaging for all community members;

WHEREAS, his partnership as Director to the library's Board of Directors has been invaluable, and his dedication to FADL shall not be forgotten;

BE IT THEREFORE RESOLVED,

That the FADL Board of Directors bestows its appreciation and commendations to Jordan Wright for his exemplary service to the library, and

The FADL Board of Directors expresses its deepest appreciation for Jordan's exemplary service with assurance that he will continue to make outstanding contributions to any public library he services.

DATED at Ferndale, Michigan, this 12th day of December, 2024.

Ferndale Area District Library Board of Directors

---

Judeen Bartos, President



**Resolution Honoring Judeen Bartos for Distinguished Service as Board President of the Ferndale Area District Library Board**

WHEREAS, Judeen Bartos has served with dedication and distinction as the President of the Ferndale Area District Library Board providing dedicated leadership, vision, and unwavering commitment to the library and the Ferndale community; and

WHEREAS, during her tenure as Board President, Judeen has worked tirelessly to ensure the continued success and growth of the library, fostering a positive relationship with the staff, patrons, community organizations, local government; and

WHEREAS, Judeen has played an instrumental role in leading transformational efforts including strategic planning, millage campaigns and the recruitment and onboarding of board members and Library Directors; and

WHEREAS, under her leadership, the Library Board has navigated challenges with grace and determination, ensuring that the library remained a vital and indispensable community asset, including throughout the COVID-19 pandemic; and

WHEREAS, Judeen has consistently championed the values of diversity, equity, and inclusion, promoting a library environment where all community members, regardless of background, are welcomed, respected, and supported; and

WHEREAS, with Judeen's leadership, the library has embraced and celebrated the rich diversity of the community it serves, ensuring that the library is an accessible, inclusive space for learning, growth, and connection for all; and

NOW, THEREFORE, BE IT RESOLVED, that the Ferndale Area District Library Board, on behalf of the staff, patrons, and community, extends its deepest gratitude and appreciation to Judeen Bartos for her outstanding service and leadership as Board President; and

BE IT FURTHER RESOLVED, that the Ferndale Area District Library Board wishes Judeen Bartos continued fulfillment in all future endeavors and expresses heartfelt thanks for her lasting contributions to the library and the community it serves.

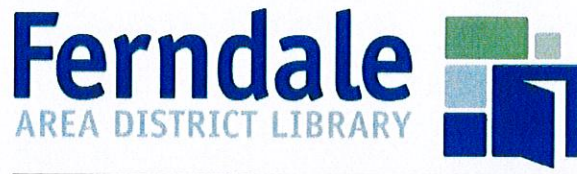
Adopted this 12<sup>th</sup> of December, 2024, by the Ferndale Area District Library Board.

Signed,

Kelly Farrah  
Board Secretary  
Ferndale Area District Library Board

**DIRECTOR**  
Jenny Marr

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



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fadl.org

### **Resolution of Gratitude and Appreciation**

WHEREAS, Adrienne Fazzolara has been a dedicated member of the Ferndale Area District Library Board of Directors (FADL) for more than 12 years;

WHEREAS, Adrienne has served as Vice President of the Board and chairperson of the personnel committee;

WHEREAS, she engaged diligently in the collective bargaining process to establish a fair and responsible contract with newly unionized library employees, thereby ensuring the library's future success;

WHEREAS, she leveraged her professional training and experience as an educator to strengthen the relationship between the library and local public schools;

WHEREAS, her collegiality, insight and sound judgment have contributed to a focused and well-run board and library;

WHEREAS, Adrienne's service to the FADL and the community has been invaluable, and her dedication to FADL shall not be forgotten;

BE IT THEREFORE RESOLVED,

That the FADL Board of Directors bestows its appreciation and commendations to Adrienne Fazzolara for her exemplary service to the library, and

The FADL Board of Directors expresses its deepest appreciation for Adrienne's exemplary service and extends warm wishes for all future endeavors.

DATED at Ferndale, Michigan, this 12th day of December, 2024.

Ferndale Area District Library Board of Directors

\_\_\_\_\_  
Judeen Bartos, President