

**DIRECTOR**  
Jordan Wright  
**ASST. DIRECTOR**  
Kricket 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**

September 19, 2024 - 6:30 PM

#### **Board Meeting**

1. Call to order
2. Roll call
3. Approval of agenda
4. Minutes: Approve August 8, 2024 regular meeting
5. Staff Presentation – Michelle Williamson – Adult Services Librarian
6. Public comment – *Total time not to exceed 30 minutes, 3 minutes per speaker*
7. Director's report: Jordan Wright
8. Acceptance of expenditures and finance reports for the months of July and August
9. Construction Update
10. Internet and Computer Usage Policy Revisions
  - A. Printing Price Change – Motion
  - B. Free Guest Pass – Motion
11. Approval of window caulking services from DesignStruct
12. Selection and Approval of replacement self-checkout machines
13. 6:00pm Closure request – December 23<sup>rd</sup> and 26<sup>th</sup>
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. Committee membership appointments as needed
17. Review action items
18. Announcements/comments from board members
19. 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

August 8, 2024 - 6:30 PM

#### Board Meeting

1. Call to order: Meeting called to order by Judeen Bartos at 6:33 p.m.
2. Roll call: Judeen Bartos, Kelly Farrah, Erin Hooper, Kevin Yezbick.  
Meghan Evoy, Adrienne Fazzolara and Amanda Hanlin absent with notice.  
Director Jordan Wright and Assistant Director/Recording Secretary Kricket Hoekstra also present.
3. Approval of agenda  
**A MOTION BY Farrah and seconded by Hooper to approve the agenda as presented;** passed unanimously.
4. Minutes: Approve July 18, 2024 regular meeting  
**A MOTION BY Farrah and seconded by Hooper to approve the July 18, 2024 regular meeting minutes as presented;** passed unanimously.
5. Staff Presentation – Erin Luetz – Youth Services Librarian  
Luetz shared a presentation on how to apply storytelling techniques to youth role-playing programs, originally presented at the Michigan Library Association Spring Institute.
6. Public comment – *Total time not to exceed 30 minutes, 3 minutes per speaker*
7. Director's report: Jordan Wright  
Wright introduced FADL's new Head of Circulation, Melissa Moore. He also gave an overview of the successful Summer Reading Program and shared the quote for the staff workroom reconfiguration.
8. Construction Update  
Wright reported that the current construction project is going according to plan. Wright appreciates that Michael Lary (Special Events Director at the city) is allowing us to store a pod and dumpster in the parking bay on Troy Street.
9. Board Calendar of Events
10. Committee reports
  - A. Art & Exhibitions – Erin Hooper thanked Erin Brott for her work on the Arts & Exhibitions Committee. Brott is moving away and therefore stepping down after several years of service due. Artist and recent exhibitor Ernest Fackler will be joining the committee.
  - B. Friends of the FADL – No report.
  - C. Finance – No report.
  - D. Personnel – No report.
  - E. Schools – Wright shared a report on Back to School Outreach plans from Everett Pine, Head of Youth Services.
11. Committee membership appointments as needed  
Ferndale resident Ernest Fackler will be appointed to the Arts & Exhibition Committee.
12. Review action items  
Bartos and Yezbick will schedule a Finance Meeting.  
Wright will add the Arts & Exhibition report to the Supporting Documents.

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

Bartos suggested that in the future, the Board consider taking a hiatus from Board Meetings in the month of August, due to vacations and Dream Cruise.

**14. Adjourn**

**A MOTION by Farrah and seconded by Yezbick to adjourn at 7:32 pm; passed unanimously**

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## Director's Report – 9/19/2024

### **Job Opening: Circulation Specialists**

We had two Circulation Specialists resign for full-time positions elsewhere since July, and had two people accept jobs this week. Grace, who previously worked for us a Page, started training in Circulation this week. Elizabeth, who currently works at Auburn Hills Public Library, will start next Monday. We posted this week to replace Grace's page position.

### **Unique Management Service Discontinued**

In the years following the 2008/09 Financial Crisis, Ferndale Library's tax revenues and operating budget was reduced significantly. In addition to layoffs and steep budget cuts, the library started working with a company called Unique Management. When a library item is so overdue it goes to "Lost", Unique sends a collection letter to the patron. The library pays a \$12 fee for each patron Unique contacts, and we pass that fee onto the patron. Nothing in the process can affect a patron's credit score, but the letters Unique sends look similar to a traditional collection letter which often spurs a visceral reaction for many of patrons, particularly those who have struggled with debt in the past. Our collection letters are without a doubt the source of our staff's most contentious patron interactions, and just last month have been described by patrons as "terrifying" and "not very neighborly".

Since the library went fine free in 2019, we've noticed that the \$12 fee is often very confusing to patrons who assume they wouldn't be charged fines. Our staff tries their best to communicate this to patrons, but it's not always effective. I'm also concerned that the \$12 fee discourages our patrons from coming back into the library. Unique claims that that we receive a 6 to 1 return on investment, but I also believe many of our items would come back whether or not Unique contacts them. Our new Head of Circulation is looking into a process for us to internally reach out to patrons when an item goes "lost".

Considering we are no longer in a position where we are financial unable to replace lost or missing items and with the consent of the Finance Committee, I have paused services with Unique Management for one year. We will review the data and budget at that time and determine whether or not to continue with Unique.

### **Sharps Containers**

We have temporarily placed small sharps containers in all of our public restrooms. Later this week, we are meeting with a company that will install wall mounted containers and quarterly will dispose of any

medical waste. We've already received one negative Google review about the temporary sharp containers, but we believe this is important for the purposes of accessibility and staff/patron safety.

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**Finance Committee Report  
September 9, 2024 6pm Virtual Meeting**

Attendance: Board members – Judeen Bartos, Kevin Yezbick; Director Jordan Wright

**Finance Reports** – Wright gave a brief overview of the August finance reports.

**Capital Projects** – Wright gave an update regarding the ongoing construction project and the future staff workroom configuration. Generally, costs are coming in lower than expected, but there have been delays.

**Self Check Machines** – Wright provided the finance committee with 3 quotes for new self-checkout machines. Yezbick suggested that we receive one more quote from MeeScan, which was provided later that week. Based on pricing and user feedback from local libraries, the Finance Committee recommends that the Board vote to approve the purchase of two new X25 self-checkout machines from Envisionware.

**Building Maintenance** – Wright provided the finance committee with a quote to re-caulk and powerwalk the exterior window trim. The Finance Committee recommends that the Board vote to approve the project.

**Free Guest Passes** – Wright proposed that the library no longer charge for computer access for patrons who do not have a library card. The lost revenue should be less than \$2000 per annum. The Finance Committee recommends voting to modify the Internet and Computer Use Policy to reflect this change.

**Discontinuing Unique Management Services** – Wright proposed that the library discontinue working with Unique Management Collection Agency. The Finance Committee concurred and determined that this did not require a vote.

Announcements/Comments – None.

Next meeting not yet scheduled.



### Library Statistics FY 2024-25

Circulation by Media Type	CURRENT	Running	Year to	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Month	Monthly AVG	Date												
Books	7194	7974	63790	10519	8856	9796	6657	6571	6905	7292	7194				
CDs	752	779	6231	817	854	758	707	645	699	999	752				
Audiobooks	116	106	845	97	84	86	94	102	144	122	116				
DVDs/Blue-rays	1873	1898	15184	1921	1961	2233	1924	1702	1507	2063	1873				
Magazines/Newspapers	144	141	1135	123	135	132	113	161	142	175	144				
Puzzles/Boardgames	434	387	3094	424	346	443	359	301	356	431	434				
Video Games	220	223	1782	211	234	225	199	216	231	246	220				
Library of Things	82	70	557	46	72	76	57	56	87	81	82				
Other	40	39	310	33	25	37	44	38	54	39	40				
<b>Digital Circulation</b>															
Overdrive Downloads	3645	3763	30107	4120	3565	3903	3558	3675	3656	3985	3645				
Overdrive Total Users	936	897	7173	836	889	909	864	861	923	955	936				
Overdrive New Users	59	58	463	79	47	61	58	52	50	57	59				
Kanopy Plays	717	700	5602	854	922	738	583	520	630	638	717				
Kanopy Users	264	256	2047	252	249	251	250	255	261	265	264				
Hoopla Downloads	1049	1162	9296	1176	1139	1175	1195	1224	1230	1108	1049				
Hoopla Total Users	391	372	2977	352	358	365	368	379	371	393	391				
Hoopla New Users	26	28	226	39	25	22	33	24	24	33	26				
Total Digital Checkouts	5411	4501	45005	6150	5626	5816	5336	5419	5516	5731	5411	0	0		
<b>Social Media</b>															
Facebook New Likes	19	17	136	12	19	17	20	16	22	11	19				
Facebook New Followers	31	34	275	26	46	29	42	36	39	26	31				
Facebook Post Engagement	1400	1922	15375	2200	2400	1375	1700	1600	2900	1800	1400				
Facebook Overall Reach	12300	23624	188990	22500	37500	35300	28000	18800	18700	15890	12300				
Facebook Page Visits	1300	1453	11620	1800	1500	1050	1590	1390	1700	1290	1300				
Facebook Post Reach	11000	17438	139500	15000	33000	14500	20000	15900	17300	12800	11000				
TikTok Followers	5363	5315	42518	5273	5294	5300	5306	5307	5324	5351	5363				
TikTok Total Likes	217450	211523	1692180	205675	207195	208790	210790	212900	213590	215790	217450				
TikTok Monthly Video Views	24100	22113	176900	35000	20000	18000	19900	11000	20900	28000	24100				
TikTok Monthly Likes	1500	1800	14400	3100	1300	1500	2000	1000	1700	2300	1500				
TikTok Monthly Profile Visits	115	119	955	155	115	110	135	100	100	125	115				
TikTok Monthly Shares	50	98	780	280	40	60	70	35	70	175	50				
IG Post Engagement	575	2120	16960	3600	3500	3300	3400	1100	1100	385	575				
IG Story Reach	900	1153	9225	850	870	905	1000	1600	1900	1200	900				
IG Overall Reach	5600	8763	70100	8600	8300	8300	8300	11000	14000	6000	5600				
IG Interactions	1300	962	7695	1200	895	800	800	1000	900	800	1300				
IG Profile Visits	450	370	2960	385	355	295	400	375	350	350	450				
IG New Followers	22	35	283	48	36	49	37	27	49	15	22				
Teen IG Post Engagement	30	184	1468	205	305	290	265	200	155	18	30				
Teen IG Story Reach	0	62	494	95	105	115	115	0	64	0	0				
Teen IG Overall Reach	30	703	5620	1100	1355	925	900	792	418	100	30				
Teen IG Interactions	5	62	495	80	105	110	100	35	35	25	5				
Teen IG Profile Visits	9	33	261	85	45	35	25	23	19	20	9				
Teen IG New Followers	0	5	36	7	5	4	10	3	5	2	0				
Podcast Downloads	330	420	3356	1005	345	345	201	400	410	320	330				



ADULT PROGRAMS		Program	Adults	Teens/Kids	Zoom	Total
8/1/2024	Model Drawing		25		25	50
8/7/2024	Outreach - Withington West		7			7
8/7/2024	Fall & Winter veggie growing		23			23
8/8/2024	Outreach: The James		9			9
8/8/2024	First Drafts at Ferdale Project		6			6
8/11/2024	Pastel Macrame Craft		20	1		21
8/13/2024	Film Club - Hud		7			7
8/20/2024	GNBC - Messy Roots		11			11
8/22/24	Summer Concert: Frontier Ruckus		95			95
8/27/2024	FPBC - Yellowface		24			24
<b>Total</b>			<b>227</b>	<b>1</b>	<b>25</b>	<b>253</b>
<b>YOUTH</b>		<b>Program</b>	<b>Adults</b>	<b>Children</b>	<b>Total</b>	<b>Comments</b>
8/1/2024	August Take-home Kit (Snail)			20	20	Passive program
8/1/2024	Summer Scavenger Hunt (8/1-8/3)			11	11	Passive program
8/1/2024	Story Trail Seek & Find Adventure (8/1-8/3)			1	1	Passive program
8/1/2024	Middle Grade Tabletop RPG			0	0	
8/2/2024	Baby Storytime		12	15	27	E
8/3/2024	SRP: Summer Reading Finale		42	44	86	Summer Reading
8/4/2024	Summer Scavenger Hunt (8/4-8/10)			8	8	Passive program
8/4/2024	Story Trail Seek & Find Adventure (8/4-8/10)			0	0	Passive program
8/7/2024	Family Storytime		6	6	12	E
8/8/2024	Middle School Board Game Club			4	4	
8/9/2024	Baby Storytime		9	11	20	E
8/11/2024	Summer Scavenger Hunt (8/11-8/17)			2	2	Passive program
8/11/2024	Story Trail Seek & Find Adventure (8/11-8/17)			0	0	Passive program
8/14/2024	Family Storytime		5	5	10	E
8/15/2024	Middle Grade Tabletop RPG			4	4	
8/18/2024	Summer Scavenger Hunt (8/18-8/24)			13	13	Passive program
8/18/2024	Story Trail Seek & Find Adventure (8/18-8/24)			1	1	Passive program
8/20/24	Outreach: Teacher Day at FHS			53	53	Outreach
8/20/2024	Outreach: Curriculum Support Google For		2		2	Outreach
8/20/2024	Outreach: Back to School		103	218	321	Outreach
8/21/2024	Family Storytime		2	2	4	E
8/21/2024	Pokemon Club		1	15	16	
8/22/2024	Outreach: JHS orientation		68	78	146	Outreach: Teen
8/22/2024	Outreach: Teen Program Survey Google Form			1	1	Outreach: Teen
8/25/2024	Summer Scavenger Hunt (8/25-8/31)			16	16	Passive program
8/25/2024	Story Trail Seek & Find Adventure (8/25-8/31)			1	1	Passive program
8/27/2024	Reading Rainbow			5	5	
<b>Total</b>	<b>Programs / Outreach</b>		<b>250</b>	<b>534</b>	<b>784</b>	

# Balance Sheet

## Ferndale Area District Library As of August 31, 2024

AUG 31, 2024

### Assets

#### Current Assets

##### Cash and Cash Equivalents

Capital Projects Account	417,206.00
General Account	2,233,476.06
<b>Total Cash and Cash Equivalents</b>	<b>2,650,682.06</b>

<b>Total Current Assets</b>	<b>2,650,682.06</b>
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<b>Total Assets</b>	<b>2,650,682.06</b>
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### Liabilities and Equity

#### Liabilities

##### Current Liabilities

Accounts Payable	2,548.44
<b>Total Current Liabilities</b>	<b>2,548.44</b>

<b>Total Liabilities</b>	<b>2,548.44</b>
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#### Equity

Current Year Earnings	1,719,351.54
Retained Earnings	928,782.08
<b>Total Equity</b>	<b>2,648,133.62</b>

<b>Total Liabilities and Equity</b>	<b>2,650,682.06</b>
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**FY 2025 Budget**  
**Ferndale Area District Library**

**General Fund - 101**

**August 2024**

**FY 2025  
YTD  
as of 8/31/2024**

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

Revenue	August 2024	FY 2025 YTD as of 8/31/2024	FY 2025 Budget Approved 5/16/2024
101-271-404.000 - Voted Property Taxes	\$ 2,034,873.06	\$ 2,035,101.54	\$ 2,598,385.00
101-271-404.001 - Voted Property Taxes - Personal	\$ -	\$ -	\$ 41,500.00
101-271-567.000 - Library State Aid	\$ -	\$ 9,922.88	\$ 19,500.00
101-271-581.000 - Grants	\$ -	\$ -	\$ -
101-271-607.000 - Fees for Services	\$ 25.00	\$ 50.00	\$ 1,000.00
101-271-627.000 - Charge for Services	\$ 888.22	\$ 1,165.14	\$ 7,000.00
101-271-645.000 - Print Sales & Copies	\$ 1,426.05	\$ 1,428.45	\$ 8,500.00
101-271-656.000 - Other Fees & Fines	\$ 26,560.07	\$ 26,560.07	\$ 24,000.00
101-271-660.000 - Fines & Forfeitures	\$ 109.51	\$ 162.51	\$ 1,500.00
101-271-675.001 - Individual Donations & Honorariums	\$ 1,003.20	\$ 1,004.20	\$ 1,000.00
101-271-675.002 - Contributions from Library Friends	\$ -	\$ 2,350.00	\$ 3,000.00
101-271-675.003 - Special Event Proceeds	\$ -	\$ -	\$ -
101-271-675.004 - Library Board Fundraising	\$ -	\$ -	\$ 300.00
101-271-693.000 - Sale of Property	\$ 108.00	\$ 83.05	\$ 2,500.00
101-271-695.000 - Miscellaneous Income	\$ -	\$ -	\$ 5,500.00
101-271-699.401 - Contributions from Capital Fund	\$ -	\$ 300.00	\$ 225,000.00
<b>Total Revenue</b>	<b>\$ 2,064,993.11</b>	<b>\$ 2,078,127.84</b>	<b>\$ 2,938,685.00</b>

**General Fund - 101**

**August 2024**

**FY 2025  
YTD  
as of 8/31/2024**

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

Expenses	August 2024	FY 2025 YTD as of 8/31/2024	FY 2025 Budget Approved 5/16/2024
101-271-706.001 - Salaries - Full-time	\$ (59,451.29)	\$ (110,344.97)	\$ (720,000.00)
101-271-706.002 - Salaries - Part-time	\$ (18,680.12)	\$ (34,765.71)	\$ (220,000.00)
101-271-706.003 - Salaries - Subs	\$ (1,788.64)	\$ (3,707.15)	\$ (26,000.00)
101-271-715.001 - Social Security - Employee	\$ (6,764.52)	\$ (12,403.63)	\$ (75,000.00)
101-271-715.002 - Social Security - Employer	\$ (6,764.49)	\$ (12,403.61)	\$ (75,000.00)
101-271-716.100 - Health Insurance	\$ (13,808.70)	\$ (25,238.76)	\$ (125,000.00)
101-271-717.000 - Life Insurance - EE	\$ (701.63)	\$ (1,231.05)	\$ (8,500.00)
101-271-718.000 - Pension- ICMA-RC 401	\$ (2,958.99)	\$ (8,352.12)	\$ (70,000.00)
101-271-720.001 - Medicare - Employee	\$ (1,581.98)	\$ (2,900.85)	\$ (17,000.00)
101-271-720.002 - Medicare - Employer	\$ (1,581.97)	\$ (2,900.79)	\$ (17,000.00)
101-271-721.001 - Federal Income Tax - Employee	\$ (9,785.82)	\$ (16,123.50)	\$ (105,000.00)
101-271-722.001 - MI Income Tax - Employee	\$ (4,228.32)	\$ (7,632.61)	\$ (43,380.00)
101-271-722.002 - MI Unemployment - Employer	\$ -	\$ -	\$ -
101-271-723.001 - Local Income Tax - Employee	\$ (129.31)	\$ (232.15)	\$ (1,300.00)
101-271-725.000 - Workers Compensation	\$ -	\$ -	\$ (1,500.00)
101-271-730.000 - Postage, Mail Processing	\$ (2,376.21)	\$ (2,376.21)	\$ (10,000.00)
101-271-740.000 - Operating Supplies	\$ (2,929.47)	\$ (5,769.23)	\$ (35,000.00)
101-271-742.000 - Books	\$ (9,239.73)	\$ (15,397.18)	\$ (100,000.00)
101-271-743.000 - Periodicals	\$ (14.40)	\$ (748.08)	\$ (10,000.00)
101-271-745.000 - Audio-Visual, Video	\$ (2,386.18)	\$ (4,526.00)	\$ (35,000.00)
101-271-746.000 - Other Non Book	\$ (12,274.71)	\$ (19,712.49)	\$ (105,000.00)
101-271-748.000 - Materials Processing Supplies	\$ (181.06)	\$ (502.94)	\$ (8,000.00)

<b>General Fund - 101</b>	<b>August 2024</b>	<b>FY 2025 YTD as of 8/31/2024</b>	<b>FY 2025 Budget Approved 5/16/2024</b>
101-271-775.000 - Repair & Maintenance	\$ (720.78)	\$ (3,824.38)	\$ (32,000.00)
101-271-802.000 - Audit/Actuarial Fees	\$ -	\$ -	\$ (7,480.00)
101-271-803.000 - The Library Network	\$ -	\$ (11,546.58)	\$ (57,500.00)
101-271-818.000 - Contractual Services	\$ (3,275.80)	\$ (6,472.80)	\$ (85,000.00)
101-271-853.000 - Phone/Communications	\$ (534.49)	\$ (1,074.40)	\$ (7,000.00)
101-271-885.000 - Special Programs	\$ (2,247.96)	\$ (8,133.37)	\$ (36,000.00)
101-271-900.000 - Printing & Publishing	\$ (634.77)	\$ (634.77)	\$ (26,000.00)
101-271-914.000 - Liability Insurance	\$ 1,359.00	\$ (16,253.00)	\$ (15,000.00)
101-271-920.000 - Utilities	\$ (2,942.42)	\$ (5,761.40)	\$ (46,000.00)
101-271-931.000 - Facilities Maintenance	\$ (6,182.06)	\$ (9,113.82)	\$ (40,000.00)
101-271-943.000 - Equipment Rental	\$ (971.65)	\$ (1,697.98)	\$ (9,000.00)
101-271-956.000 - Miscellaneous	\$ (158.25)	\$ (217.75)	\$ (2,000.00)
101-271-957.000 - Training/Education	\$ (1,109.82)	\$ (1,684.87)	\$ (30,000.00)
101-271-958.000 - Memberships & Dues	\$ (1,676.42)	\$ (2,619.51)	\$ (13,000.00)
101-271-960.000 - County Delinquent Tax Chargeback	\$ -	\$ -	\$ -
101-271-965.401 - Contributions to Capital Fund	\$ -	\$ -	\$ -
101-271-977.000 - Capital Outlay	\$ (294.49)	\$ (2,472.64)	\$ (300,000.00)
101-271-992.000 - Debt Svc- Principal	\$ -	\$ -	\$ (360,000.00)
101-271-994.000 - Interest Expense	\$ -	\$ -	\$ (44,600.00)
<b>Total Expenses</b>	<b>\$ (177,017.45)</b>	<b>\$ (358,776.30)</b>	<b>\$ (2,918,260.00)</b>
<b>Net Income / (Loss):</b>	<b>\$ 1,887,975.66</b>	<b>\$ 1,719,351.54</b>	<b>\$ 20,425.00</b>
<b>Fund Balance Change:</b>		<b>\$ 1,719,351.54</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**

Capital Projects Fund - 401	August 2024	FY 2025 YTD as of 08/31/2024	FY 2025 Budget Approved 5/16/2024
<b>Revenue</b>			
401-271-699.101 - Contributions from General Fund	\$0.00	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Capital Projects Fund - 401	August 2024	FY 2025 YTD as of 08/31/2024	FY 2025 Budget Approved 5/16/2024
<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	\$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>

# Income Statement (Profit and Loss)

## Ferndale Area District Library

For the month ended August 31, 2024

	AUG 2024	JUL 2024	JUN 2024	MAY 2024	APR 2024	MAR 2024	FEB 2024	YEAR TO DATE
<b>Income</b>								
404.000 - Voted Property Taxes	2,034,873	228	62,238	97	58	35,316	58,764	2,035,102
567.000 - Library State Aid	-	9,923	-	-	-	9,662	-	9,923
607.000 - Fees for Services	25	25	350	100	25	50	225	50
627.000 - Charge for Services	888	277	703	783	588	1,053	574	1,165
645.000 - Print Sales & Copies	1,426	2	1,319	1,164	397	982	1,257	1,428
656.000 - Other Fees & Fines	26,560	-	-	-	-	-	-	26,560
660.000 - Fines & Forfeitures	110	53	484	93	99	209	339	163
675.001 - Individual Donations & Honorariums	1,003	1	225	94	44	270	4	1,004
675.002 - Contributions from Library Friends	-	2,350	-	3,750	-	-	-	2,350
675.004 - Library Board Fundraising	-	-	-	165	-	-	-	-
693.000 - Sale of Property	108	(25)	926	70	17	69	878	83
695.000 - Miscellaneous Income	-	300	741	-	-	-	-	300
699.401 - Contributions from Capital Fund	-	-	140,000	-	-	-	-	-
930.101 - Contributions from General Fund	-	-	108,001	-	-	-	(450)	-
<b>Total Income</b>	<b>2,064,993</b>	<b>13,135</b>	<b>314,988</b>	<b>6,316</b>	<b>1,227</b>	<b>47,610</b>	<b>61,591</b>	<b>2,078,128</b>
<b>Gross Profit</b>	<b>2,064,993</b>	<b>13,135</b>	<b>314,988</b>	<b>6,316</b>	<b>1,227</b>	<b>47,610</b>	<b>61,591</b>	<b>2,078,128</b>
<b>Operating Expenses</b>								
706.001 - Salaries - Full-time	59,451	50,894	50,215	75,199	47,748	47,701	46,947	110,345
706.002 - Salaries - Part-time	18,680	16,086	15,700	22,673	13,638	15,643	15,162	34,766
706.003 - Salaries - Subs	1,789	1,919	1,487	2,834	1,589	1,931	1,741	3,707
715.001 - Social Security - Employee	6,765	5,639	5,511	8,183	5,176	5,332	5,251	12,404
715.002 - Social Security - Employer	6,764	5,639	5,511	8,183	5,176	5,332	5,251	12,404
716.100 - Health Insurance	13,809	11,430	7,260	11,536	6,770	7,542	7,196	25,239

Income Statement (Profit and Loss)

	AUG 2024	JUL 2024	JUN 2024	MAY 2024	APR 2024	MAR 2024	FEB 2024	YEAR TO DATE
717.000 - Life Insurance - EE	702	529	-	1,979	-	584	719	1,231
718.000 - Pension-ICMA-RC 401	2,959	5,393	5,307	7,538	5,045	2,572	8,979	8,352
720.001 - Medicare - Employee	1,582	1,319	1,289	1,914	1,210	1,247	1,228	2,901
720.002 - Medicare - Employer	1,582	1,319	1,289	1,914	1,210	1,247	1,228	2,901
721.001 - Federal Income Tax - Employee	9,786	6,338	6,135	9,093	5,741	5,947	5,690	16,124
722.001 - MI Income Tax - Employee	4,228	3,404	3,340	4,961	3,125	3,199	3,147	7,633
723.001 - Local Income Tax - Employee	129	103	100	138	100	100	100	232
725.000 - Workers Compensation	-	-	-	-	1,486	-	-	-
730.000 - Postage, Mail Processing	2,376	-	2,114	-	-	2,102	660	2,376
740.000 - Operating Supplies	2,929	2,840	3,381	3,010	2,055	2,778	3,585	5,769
742.000 - Books	9,240	6,157	4,151	7,935	7,671	7,275	8,833	15,397
743.000 - Periodicals	14	734	-	-	390	56	-	748
745.000 - Audio-Visual, Video	2,386	2,140	2,138	2,623	2,481	2,513	2,441	4,526
746.000 - Other Non Book	12,275	7,438	5,258	6,339	5,510	7,356	6,286	19,712
748.000 - Materials Processing Supplies	181	322	871	148	355	227	460	503
775.000 - Repair & Maintenance	721	3,104	1,764	3,440	3,622	-	948	3,824
803.000 - The Library Network	-	11,547	-	-	12,182	2,159	9,388	11,547
818.000 - Contractual Services	3,276	3,197	3,124	3,187	9,951	10,136	8,244	6,473
853.000 - Phone/Communications	534	540	540	540	542	542	542	1,074
885.000 - Special Programs	2,248	5,885	6,359	7,265	1,537	1,314	2,362	8,133
900.000 - Printing & Publishing	635	-	6,129	58	286	6,138	20	635
914.000 - Liability Insurance	(1,359)	17,612	-	-	-	38	-	16,253
920.000 - Utilities	2,942	2,819	3,246	3,000	3,623	4,675	4,344	5,761
931.000 - Facilities Maintenance	6,182	2,932	2,696	3,412	3,076	2,636	3,132	9,114
943.000 - Equipment Rental Alloc.- General Fund Motor Pool	972	726	726	1,000	623	944	623	1,698
956.000 - Miscellaneous	158	60	60	60	73	87	87	218
957.000 - Training/Education	1,110	575	631	4,218	664	(298)	2,335	1,685
958.000 - Memberships & Dues	1,676	943	808	1,500	2,151	711	1,056	2,620

Income Statement (Profit and Loss)

	AUG 2024	JUL 2024	JUN 2024	MAY 2024	APR 2024	MAR 2024	FEB 2024	YEAR TO DATE
965.101 - Contributions to General Fund	-	-	140,000	-	-	-	-	-
965.401 - Contributions to Capital Fund	-	-	108,001	-	-	-	(450)	-
977.000 - Capital Outlay	294	2,178	-	-	35,140	-	450	2,473
992.000 - Debt Svc- Principal	-	-	-	-	-	345,000	-	-
996.000 - Interest Expense	-	-	-	-	-	27,475	-	-
<b>Total Operating Expenses</b>	<b>177,017</b>	<b>181,759</b>	<b>395,141</b>	<b>203,880</b>	<b>189,945</b>	<b>522,240</b>	<b>157,985</b>	<b>358,776</b>
<b>Operating Income</b>	<b>1,887,976</b>	<b>(168,624)</b>	<b>(80,153)</b>	<b>(197,564)</b>	<b>(188,717)</b>	<b>(474,630)</b>	<b>(96,394)</b>	<b>1,719,352</b>
<b>Net Income</b>	<b>1,887,976</b>	<b>(168,624)</b>	<b>(80,153)</b>	<b>(197,564)</b>	<b>(188,717)</b>	<b>(474,630)</b>	<b>(96,394)</b>	<b>1,719,352</b>



# Income Statement (Profit and Loss)

Ferndale Area District Library  
For the month ended August 31, 2024

	AUG 2024	AUG 2023	AUG 2022
<b>Income</b>			
404.000 - Voted Property Taxes	2,034,873	1,721,434	1,529,490
567.000 - Library State Aid	-	9,798	-
607.000 - Fees for Services	25	125	-
627.000 - Charge for Services	888	709	1,027
645.000 - Print Sales & Copies	1,426	890	176
656.000 - Other Fees & Fines	26,560	-	28,675
660.000 - Fines & Forfeitures	110	116	91
675.001 - Individual Donations & Honorariums	1,003	9	1,149
693.000 - Sale of Property	108	116	32
695.000 - Miscellaneous Income	-	-	10
<b>Total Income</b>	<b>2,064,993</b>	<b>1,733,197</b>	<b>1,560,650</b>
<b>Gross Profit</b>			
	<b>2,064,993</b>	<b>1,733,197</b>	<b>1,560,650</b>
<b>Operating Expenses</b>			
706.001 - Salaries - Full-time	59,451	47,360	48,811
706.002 - Salaries - Part-time	18,680	10,988	16,087
706.003 - Salaries - Subs	1,789	1,324	1,187
715.001 - Social Security - Employee	6,765	4,821	5,256
715.002 - Social Security - Employer	6,764	4,821	5,256
716.100 - Health Insurance	13,809	7,975	7,829
717.000 - Life Insurance - EE	702	648	479
718.000 - Pension- ICMA-RC 401	2,959	4,003	2,132
720.001 - Medicare - Employee	1,582	1,127	1,229
720.002 - Medicare - Employer	1,582	1,127	1,229
721.001 - Federal Income Tax - Employee	9,786	6,032	7,438
722.001 - MI Income Tax - Employee	4,228	2,783	3,322
723.001 - Local Income Tax - Employee	129	98	100
730.000 - Postage, Mail Processing	2,376	2,167	-
740.000 - Operating Supplies	2,929	3,764	3,164
742.000 - Books	9,240	6,159	5,862
743.000 - Periodicals	14	390	-
745.000 - Audio-Visual, Video	2,386	1,817	3,546
746.000 - Other Non Book	12,275	12,879	14,991
748.000 - Materials Processing Supplies	181	473	890
775.000 - Repair & Maintenance	721	3,365	4,579
803.000 - The Library Network	-	9,565	5,035
818.000 - Contractual Services	3,276	6,820	6,856

Income Statement (Profit and Loss)

	AUG 2024	AUG 2023	AUG 2022
853.000 - Phone/Communications	534	538	539
885.000 - Special Programs	2,248	1,268	1,026
900.000 - Printing & Publishing	635	45	2,071
914.000 - Liability Insurance	(1,359)	-	-
920.000 - Utilities	2,942	3,071	3,069
931.000 - Facilities Maintenance	6,182	5,412	2,505
943.000 - Equipment Rental Alloc.- General Fund Motor Pool	972	609	599
956.000 - Miscellaneous	158	73	84
957.000 - Training/Education	1,110	617	2,110
958.000 - Memberships & Dues	1,676	-	-
977.000 - Capital Outlay	294	7,030	13,923
<b>Total Operating Expenses</b>	<b>177,017</b>	<b>159,169</b>	<b>171,204</b>
<b>Operating Income</b>	<b>1,887,976</b>	<b>1,574,028</b>	<b>1,389,446</b>
<b>Net Income</b>	<b>1,887,976</b>	<b>1,574,028</b>	<b>1,389,446</b>

# Balance Sheet

## Ferndale Area District Library As of July 31, 2024

	JUL 31, 2024	JUN 30, 2024	MAY 31, 2024
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash and Cash Equivalents</b>			
Capital Projects Account	417,206.00	417,206.00	449,205.16
General Account	330,746.52	509,293.52	559,730.05
<b>Total Cash and Cash Equivalents</b>	<b>747,952.52</b>	<b>926,499.52</b>	<b>1,008,935.21</b>
A/R - Manual	-	2,282.56	-
<b>Total Current Assets</b>	<b>747,952.52</b>	<b>928,782.08</b>	<b>1,008,935.21</b>
<b>Total Assets</b>	<b>747,952.52</b>	<b>928,782.08</b>	<b>1,008,935.21</b>
<b>Liabilities and Equity</b>			
<b>Equity</b>			
Current Year Earnings	(180,829.56)	(6,380.80)	73,772.33
Retained Earnings	928,782.08	935,162.88	935,162.88
<b>Total Equity</b>	<b>747,952.52</b>	<b>928,782.08</b>	<b>1,008,935.21</b>
<b>Total Liabilities and Equity</b>	<b>747,952.52</b>	<b>928,782.08</b>	<b>1,008,935.21</b>

**FY 2025 Budget  
Ferndale Area District Library**

**General Fund - 101**

**July 2024**

**FY 2025  
YTD  
as of 7/31/2024**

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

**Revenue**

101-271-404.000 - Voted Property Taxes	\$ 228.48	\$ 228.48	\$ 2,598,385.00
101-271-404.001 - Voted Property Taxes - Personal	\$ -	\$ -	\$ 41,500.00
101-271-567.000 - Library State Aid	\$ -	\$ -	\$ 19,500.00
101-271-581.000 - Grants	\$ -	\$ -	\$ -
101-271-607.000 - Fees for Services	\$ (325.00)	\$ (325.00)	\$ 1,000.00
101-271-627.000 - Charge for Services	\$ 276.92	\$ 276.92	\$ 7,000.00
101-271-645.000 - Print Sales & Copies	\$ 2.40	\$ 2.40	\$ 8,500.00
101-271-656.000 - Other Fees & Fines	\$ -	\$ -	\$ 24,000.00
101-271-660.000 - Fines & Forfeitures	\$ (361.37)	\$ (361.37)	\$ 1,500.00
101-271-675.001 - Individual Donations & Honorariums	\$ 1.00	\$ 1.00	\$ 1,000.00
101-271-675.002 - Contributions from Library Friends	\$ 2,350.00	\$ 2,350.00	\$ 3,000.00
101-271-675.003 - Special Event Proceeds	\$ -	\$ -	\$ -
101-271-675.004 - Library Board Fundraising	\$ -	\$ -	\$ 300.00
101-271-693.000 - Sale of Property	\$ (802.34)	\$ (802.34)	\$ 2,500.00
101-271-695.000 - Miscellaneous Income	\$ (440.80)	\$ (440.80)	\$ 5,500.00
101-271-699.401 - Contributions from Capital Fund	\$ -	\$ -	\$ 225,000.00
<b>Total Revenue</b>	<b>\$ 929.29</b>	<b>\$ 929.29</b>	<b>\$ 2,938,685.00</b>

**General Fund - 101**

**July 2024**

**FY 2025  
YTD  
as of 7/31/2024**

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

**Expenses**

101-271-706.001 - Salaries - Full-time	\$ (50,893.68)	\$ (50,893.68)	\$ (720,000.00)
101-271-706.002 - Salaries - Part-time	\$ (16,085.59)	\$ (16,085.59)	\$ (220,000.00)
101-271-706.003 - Salaries - Subs	\$ (1,918.51)	\$ (1,918.51)	\$ (26,000.00)
101-271-715.001 - Social Security - Employee	\$ (5,639.11)	\$ (5,639.11)	\$ (75,000.00)
101-271-715.002 - Social Security - Employer	\$ (5,639.12)	\$ (5,639.12)	\$ (75,000.00)
101-271-716.100 - Health Insurance	\$ (11,430.06)	\$ (11,430.06)	\$ (125,000.00)
101-271-717.000 - Life Insurance - EE	\$ (529.42)	\$ (529.42)	\$ (8,500.00)
101-271-718.000 - Pension- ICMA-RC 401	\$ (5,393.13)	\$ (5,393.13)	\$ (70,000.00)
101-271-720.001 - Medicare - Employee	\$ (1,318.87)	\$ (1,318.87)	\$ (17,000.00)
101-271-720.002 - Medicare - Employer	\$ (1,318.82)	\$ (1,318.82)	\$ (17,000.00)
101-271-721.001 - Federal Income Tax - Employee	\$ (6,337.68)	\$ (6,337.68)	\$ (105,000.00)
101-271-722.001 - MI Income Tax - Employee	\$ (3,404.29)	\$ (3,404.29)	\$ (43,380.00)
101-271-722.002 - MI Unemployment - Employer	\$ -	\$ -	\$ -
101-271-723.001 - Local Income Tax - Employee	\$ (102.84)	\$ (102.84)	\$ (1,300.00)
101-271-725.000 - Workers Compensation	\$ -	\$ -	\$ (1,500.00)
101-271-730.000 - Postage, Mail Processing	\$ -	\$ -	\$ (10,000.00)
101-271-740.000 - Operating Supplies	\$ (2,839.76)	\$ (2,839.76)	\$ (35,000.00)
101-271-742.000 - Books	\$ (6,157.45)	\$ (6,157.45)	\$ (100,000.00)
101-271-743.000 - Periodicals	\$ (733.68)	\$ (733.68)	\$ (10,000.00)
101-271-745.000 - Audio-Visual, Video	\$ (2,139.82)	\$ (2,139.82)	\$ (35,000.00)
101-271-746.000 - Other Non Book	\$ (7,437.78)	\$ (7,437.78)	\$ (105,000.00)
101-271-748.000 - Materials Processing Supplies	\$ (321.88)	\$ (321.88)	\$ (8,000.00)

**General Fund - 101**

**July 2024**

**FY 2025  
YTD  
as of 7/31/2024**

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

101-271-775.000 - Repair & Maintenance	\$ (3,103.60)	\$ (3,103.60)	\$ (32,000.00)
101-271-802.000 - Audit/Actuarial Fees	\$ -	\$ -	\$ (7,480.00)
101-271-803.000 - The Library Network	\$ (11,546.58)	\$ (11,546.58)	\$ (57,500.00)
101-271-818.000 - Contractual Services	\$ (3,197.00)	\$ (3,197.00)	\$ (85,000.00)
101-271-853.000 - Phone/Communications	\$ (539.91)	\$ (539.91)	\$ (7,000.00)
101-271-885.000 - Special Programs	\$ (5,885.41)	\$ (5,885.41)	\$ (36,000.00)
101-271-900.000 - Printing & Publishing	\$ -	\$ -	\$ (26,000.00)
101-271-914.000 - Liability Insurance	\$ (17,612.00)	\$ (17,612.00)	\$ (15,000.00)
101-271-920.000 - Utilities	\$ (2,818.98)	\$ (2,818.98)	\$ (46,000.00)
101-271-931.000 - Facilities Maintenance	\$ (2,931.76)	\$ (2,931.76)	\$ (40,000.00)
101-271-943.000 - Equipment Rental	\$ (726.33)	\$ (726.33)	\$ (9,000.00)
101-271-956.000 - Miscellaneous	\$ (59.50)	\$ (59.50)	\$ (2,000.00)
101-271-957.000 - Training/Education	\$ (575.05)	\$ (575.05)	\$ (30,000.00)
101-271-958.000 - Memberships & Dues	\$ (943.09)	\$ (943.09)	\$ (13,000.00)
101-271-960.000 - County Delinquent Tax Chargeback	\$ -	\$ -	\$ -
101-271-965.401 - Contributions to Capital Fund	\$ -	\$ -	\$ -
101-271-977.000 - Capital Outlay	\$ (2,178.15)	\$ (2,178.15)	\$ (300,000.00)
101-271-992.000 - Debt Svc- Principal	\$ -	\$ -	\$ (360,000.00)
101-271-994.000 - Interest Expense	\$ -	\$ -	\$ (44,600.00)
<b>Total Expenses</b>	<b>\$ (181,758.85)</b>	<b>\$ (181,758.85)</b>	<b>\$ (2,918,260.00)</b>

**Net Income / (Loss):** \$ (180,829.56) \$ (180,829.56) \$ 20,425.00

**Fund Balance Change:** \$ (180,829.56) \$ 20,425.00

**Fund Balance at the Beginning of the FY:** \$ 365,825.00 \$ 365,825.00

**Fund Balance at the End of the FY:** \$ 386,250.00

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

Capital Projects Fund - 401	July 2024	FY 2025 YTD as of 07/31/2024	FY 2025 Budget Approved 5/16/2024
<b>Revenue</b>			
401-271-699.101 - Contributions from General Fund	\$0.00	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Capital Projects Fund - 401	July 2024	FY 2025 YTD as of 7/31/2024	FY 2025 Budget Approved 5/16/2024
<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	\$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>\$557,206.00</b>	<b>\$557,206.00</b>
<b>Capital Fund Balance at the End of the FY:</b>		<b>\$557,206.00</b>	<b>\$332,206.00</b>

# Income Statement (Profit and Loss)

## Ferndale Area District Library

For the month ended July 31, 2024

	JUL 2024	JUN 2024	MAY 2024	APR 2024	MAR 2024	FEB 2024	JAN 2024	YEAR TO DATE
<b>Income</b>								
404.000 - Voted Property Taxes	228	62,238	97	58	35,316	58,764	56,807	228
567.000 - Library State Aid	-	-	-	-	9,662	-	-	-
607.000 - Fees for Services	(325)	350	100	25	50	225	50	(325)
627.000 - Charge for Services	277	703	783	588	1,053	574	1,241	277
645.000 - Print Sales & Copies	2	1,319	1,164	397	982	1,257	1,386	2
660.000 - Fines & Forfeitures	(361)	484	93	99	209	339	347	(361)
675.001 - Individual Donations & Honorariums	1	225	94	44	270	4	14	1
675.002 - Contributions from Library Friends	2,350	-	3,750	-	-	-	-	2,350
675.004 - Library Board Fundraising	-	-	165	-	-	-	-	-
693.000 - Sale of Property	(802)	926	70	17	69	878	89	(802)
695.000 - Miscellaneous Income	(441)	741	-	-	-	-	-	(441)
699.401 - Contributions from Capital Fund	-	140,000	-	-	-	-	-	-
930.101 - Contributions from General Fund	-	108,001	-	-	-	(450)	(107,551)	-
<b>Total Income</b>	<b>929</b>	<b>314,988</b>	<b>6,316</b>	<b>1,227</b>	<b>47,610</b>	<b>61,591</b>	<b>(47,618)</b>	<b>929</b>
<b>Gross Profit</b>	<b>929</b>	<b>314,988</b>	<b>6,316</b>	<b>1,227</b>	<b>47,610</b>	<b>61,591</b>	<b>(47,618)</b>	<b>929</b>
<b>Operating Expenses</b>								
706.001 - Salaries - Full-time	50,894	50,215	75,199	47,748	47,701	46,947	67,841	50,894
706.002 - Salaries - Part-time	16,086	15,700	22,673	13,638	15,643	15,162	16,216	16,086
706.003 - Salaries - Subs	1,919	1,487	2,834	1,589	1,931	1,741	1,441	1,919
715.001 - Social Security - Employee	5,639	5,511	8,183	5,176	5,332	5,251	7,315	5,639
715.002 - Social Security - Employer	5,639	5,511	8,183	5,176	5,332	5,251	7,315	5,639
716.100 - Health Insurance	11,430	7,260	11,536	6,770	7,542	7,196	8,860	11,430
717.000 - Life Insurance - EE	529	-	1,979	-	584	719	719	529

Income Statement (Profit and Loss)

	JUL 2024	JUN 2024	MAY 2024	APR 2024	MAR 2024	FEB 2024	JAN 2024	YEAR TO DATE
718.000 - Pension- ICMA-RC 401	5,393	5,307	7,538	5,045	2,572	8,979	4,733	5,393
720.001 - Medicare - Employee	1,319	1,289	1,914	1,210	1,247	1,228	1,711	1,319
720.002 - Medicare - Employer	1,319	1,289	1,914	1,210	1,247	1,228	1,711	1,319
721.001 - Federal Income Tax - Employee	6,338	6,135	9,093	5,741	5,947	5,690	13,441	6,338
722.001 - MI Income Tax - Employee	3,404	3,340	4,961	3,125	3,199	3,147	4,555	3,404
723.001 - Local Income Tax - Employee	103	100	138	100	100	100	100	103
725.000 - Workers Compensation	-	-	-	1,486	-	-	-	-
730.000 - Postage, Mail Processing	-	2,114	-	-	2,102	660	-	-
740.000 - Operating Supplies	2,840	3,381	3,010	2,055	2,778	3,585	2,397	2,840
742.000 - Books	6,157	4,151	7,935	7,671	7,275	8,833	5,157	6,157
743.000 - Periodicals	734	-	-	390	56	-	516	734
745.000 - Audio-Visual, Video	2,140	2,138	2,623	2,481	2,513	2,441	2,009	2,140
746.000 - Other Non Book	7,438	5,258	6,339	5,510	7,356	6,286	11,154	7,438
748.000 - Materials Processing Supplies	322	871	148	355	227	460	145	322
775.000 - Repair & Maintenance	3,104	1,764	3,440	3,622	-	948	4,157	3,104
802.000 - Audit/Actuarial Fees	-	-	-	-	-	-	6,825	-
803.000 - The Library Network	11,547	-	-	12,182	2,159	9,388	2,209	11,547
818.000 - Contractual Services	3,197	3,124	3,187	9,951	10,136	8,244	7,576	3,197
853.000 - Phone/Communications	540	540	540	542	542	542	542	540
885.000 - Special Programs	5,885	6,359	7,265	1,537	1,314	2,362	1,324	5,885
900.000 - Printing & Publishing	-	6,129	58	286	6,138	20	3,838	-
914.000 - Liability Insurance	17,612	-	-	-	38	-	-	17,612
920.000 - Utilities	2,819	3,246	3,000	3,623	4,675	4,344	3,882	2,819
931.000 - Facilities Maintenance	2,932	2,696	3,412	3,076	2,636	3,132	2,830	2,932
943.000 - Equipment Rental Alloc.- General Fund Motor Pool	726	726	1,000	623	944	623	623	726
956.000 - Miscellaneous	60	60	60	73	87	87	101	60
957.000 - Training/Education	575	631	4,218	664	(298)	2,335	2,811	575
958.000 - Memberships & Dues	943	808	1,500	2,151	711	1,056	1,505	943



Income Statement (Profit and Loss)

	JUL 2024	JUN 2024	MAY 2024	APR 2024	MAR 2024	FEB 2024	JAN 2024	YEAR TO DATE
965.101 - Contributions to General Fund	-	140,000	-	-	-	-	-	-
965.401 - Contributions to Capital Fund	-	108,001	-	-	-	(450)	(107,551)	-
977.000 - Capital Outlay	2,178	-	-	35,140	-	450	950	2,178
992.000 - Debt Svc- Principal	-	-	-	-	345,000	-	-	-
996.000 - Interest Expense	-	-	-	-	27,475	-	-	-
<b>Total Operating Expenses</b>	<b>181,759</b>	<b>395,141</b>	<b>203,880</b>	<b>189,945</b>	<b>522,240</b>	<b>157,985</b>	<b>88,959</b>	<b>181,759</b>
<b>Operating Income</b>	<b>(180,830)</b>	<b>(80,153)</b>	<b>(197,564)</b>	<b>(188,717)</b>	<b>(474,630)</b>	<b>(96,394)</b>	<b>(136,576)</b>	<b>(180,830)</b>
<b>Net Income</b>	<b>(180,830)</b>	<b>(80,153)</b>	<b>(197,564)</b>	<b>(188,717)</b>	<b>(474,630)</b>	<b>(96,394)</b>	<b>(136,576)</b>	<b>(180,830)</b>

# Income Statement (Profit and Loss)

Ferndale Area District Library  
For the month ended July 31, 2024

	JUL 2024	JUL 2023	JUL 2022
<b>Income</b>			
404.000 - Voted Property Taxes	228	217,124	206,928
567.000 - Library State Aid	-	-	9,496
607.000 - Fees for Services	(325)	25	50
627.000 - Charge for Services	277	602	912
645.000 - Print Sales & Copies	2	708	140
660.000 - Fines & Forfeitures	(361)	89	38
675.001 - Individual Donations & Honorariums	1	102	3
675.002 - Contributions from Library Friends	2,350	1,000	-
693.000 - Sale of Property	(802)	43	85
695.000 - Miscellaneous Income	(441)	4	-
<b>Total Income</b>	<b>929</b>	<b>219,696</b>	<b>217,653</b>
<b>Gross Profit</b>			
	<b>929</b>	<b>219,696</b>	<b>217,653</b>
<b>Operating Expenses</b>			
706.001 - Salaries - Full-time	50,894	35,874	32,980
706.002 - Salaries - Part-time	16,086	9,435	9,804
706.003 - Salaries - Subs	1,919	1,445	821
715.001 - Social Security - Employee	5,639	3,781	3,640
715.002 - Social Security - Employer	5,639	3,781	3,640
716.100 - Health Insurance	11,430	16,519	14,253
717.000 - Life Insurance - EE	529	648	386
718.000 - Pension- ICMA-RC 401	5,393	3,949	2,377
720.001 - Medicare - Employee	1,319	884	851
720.002 - Medicare - Employer	1,319	884	851
721.001 - Federal Income Tax - Employee	6,338	4,816	4,575
722.001 - MI Income Tax - Employee	3,404	2,161	2,748
723.001 - Local Income Tax - Employee	103	77	45
725.000 - Workers Compensation	-	985	1,123
740.000 - Operating Supplies	2,840	2,683	2,806
742.000 - Books	6,157	1,182	6,498
743.000 - Periodicals	734	-	572
745.000 - Audio-Visual, Video	2,140	1,644	4,974
746.000 - Other Non Book	7,438	2,621	4,632
748.000 - Materials Processing Supplies	322	225	1,653
775.000 - Repair & Maintenance	3,104	611	3,231
803.000 - The Library Network	11,547	2,311	8,663
818.000 - Contractual Services	3,197	8,366	3,095

Income Statement (Profit and Loss)

	JUL 2024	JUL 2023	JUL 2022
853.000 - Phone/Communications	540	537	574
885.000 - Special Programs	5,885	4,559	3,246
900.000 - Printing & Publishing	-	-	174
914.000 - Liability Insurance	17,612	15,913	15,267
920.000 - Utilities	2,819	2,884	2,889
931.000 - Facilities Maintenance	2,932	455	2,505
943.000 - Equipment Rental Alloc.- General Fund Motor Pool	726	609	569
956.000 - Miscellaneous	60	60	70
957.000 - Training/Education	575	63	410
958.000 - Memberships & Dues	943	1,348	2,903
977.000 - Capital Outlay	2,178	1,100	9,847
<b>Total Operating Expenses</b>	<b>181,759</b>	<b>132,410</b>	<b>152,671</b>
<b>Operating Income</b>	<b>(180,830)</b>	<b>87,287</b>	<b>64,982</b>
<b>Net Income</b>	<b>(180,830)</b>	<b>87,287</b>	<b>64,982</b>

**Construction Update 9/19/2024**

Construction is moving along, though we are now officially behind schedule being in week 8 of a 6-week timeline. The walls are drywalled and painted, and this week we are scheduled to have cabinet and tile installers in the bathrooms. Once we get the shelving replaced in the new Friend's bookstore, Ed, June, and Melanie are ready to get to work remaking their new space. Ed has reached out to Ideation Orange to discuss new signage ideas for the Friend's store. The POD and dumpster where both removed from the premises to make way for the Ferndale DIY Festival. Everything we had stored in the POD is now in the library – we have mostly been able to contain it to staff and storage areas.



**DIRECTOR**  
Jordan Wright  
**ASST. DIRECTOR**  
Krickel 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:** Computer and Internet Policy Updates

### **Summary and Background:**

After surveying our neighboring libraries, I've learned that we are the only library in the area the charges non-residents to use our public PCs. FADL currently charges \$1 for a guest pass that is good for three hours. Eliminating this fee will result in a loss of about \$2000 in revenue per year, or about 6 dollars a day. If we eliminate this fee, we will watch carefully to make sure FADL cardholders consistently are able to access a public computer without wait, and will make adjustments as needed.

In July, the library increased its printing prices. The Internet and Computer Policy needs to be updated to reflect that change.

### **Recommended Action:**

A MOTION by \_\_\_\_\_, Seconded by \_\_\_\_\_, to eliminate the fee for public computer guest passes.

A MOTION by \_\_\_\_\_, Seconded by \_\_\_\_\_, to increase the price of black & white prints to fifteen cents (\$0.15) and color prints to fifty cents (\$0.50).

## COMPUTER AND INTERNET USE POLICY

### **I. General Statements Regarding Internet.**

A. Internet Access. The Ferndale Area District Library ("Library") provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library owned computers and wireless access available at the Library.

B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information, and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete, or legal. Internet Users will need to evaluate for themselves the validity of the information found.

C. Library Does Not Endorse Information on Internet. The Library provides a home site on its public computers pointing to a variety of quality Internet sites. However, because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria and material selection policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit, or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.

E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Users shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the User's disks, data or electronic transactions of any type. The Library is not responsible for the loss of any portable media or accessories.

## II. Nature of the Public Library Setting.

A. Respect Others. Because Library patrons of all ages, backgrounds and sensibilities are using the computers, Library Internet Users are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images

B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files, accounts, and communications are vulnerable to unauthorized access and use. Users should be cautious about using the public computers or public Internet Access for sensitive, private or valuable information or transactions because safety from unauthorized access and use cannot be guaranteed. The Library is not responsible for any damages or loss that results from unauthorized access or use of User's files, accounts, communications or similar documents.

## III. Internet Filtering; Children Under 18

### A. Internet Filtering – General.

1. *Filtered Access.* To comply with the requirements of the Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212"), all computer terminals are filtered. Further, the Library's wireless access is also filtered. Filtered access means the computer or wireless system has a program installed that is designed to restrict minors<sup>1</sup> from receiving obscene materials or sexually explicit materials that is harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA. This filtering method is designed to prevent access by minors to inappropriate matter on the Internet. Children under the age of 18 shall only use the Library computers designated and posted for use by minors.

2. *Safety of Minors Regarding E-Mail.* The Library does not filter e-mail or other direct electronic communications. It is the responsibility of the parent or guardian to educate the minor on safety and security and monitor the use of these communications.

3. *Internet Access.* Patrons wishing to access the Library's terminals may log in with a valid library card or ~~purchase a guest pass~~ **guest pass requested from** either the Circulation or Reference desk. There are also Express Computers available for sessions up to 15 minutes. The patron must read and accept the Library's Internet Use Policy on screen before accessing the internet.

### B. Internet Filtering – Patrons 18 Years of Age or Older.

1. *Disable Filters.* Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. The Library's wireless access cannot be disabled, so any patron who desires to have the filters disabled must use the Library's computers.

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<sup>1</sup> Under Michigan Law, "adults" are 18 years of age or older. CIPA defines an adult as 17 years of age or older. As required by CIPA, 17 year olds may have the filter disabled, but only as specifically described in Section C.3 below.

2. Unblock Sites. Individuals 18 years of age or older who believe an Internet site has been improperly blocked can request that the site be “unblocked.” A request to unblock should be in writing to the Library Director and signed by the person making the request. A decision on the site’s status will be made by the Director, who will prepare a written reply to the individual submitting the form.

C. Internet Filtering – Patrons Under 18 years of Age.

1. Responsibility of Parents and Legal Guardians. As with other materials in the Library’s collection, it is the Library’s Policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.

2. Unfiltering Terminals. Minors who are 17 years old may only have the filters (filters used to filter visual depictions of obscenity, child pornography and materials that is deemed harmful to minors as prohibited by CIPA) disabled on a computer used by that patron for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times. Patrons under the age of 17 may not ask for the terminal to be unfiltered pursuant to the requirements of CIPA.

3. Unblocking Websites. Patrons under the age of 18 may request in writing that a particular site be unblocked, but only if the site does not include obscene or sexually explicit materials deemed harmful to minors or other materials prohibited by law. The Library Director shall make that determination.

**IV. Procedure for Use.**

A. Reservation/Time Limits.

1. Users may log on to the public internet computers using a valid library card in good standing from FADL or from libraries which are members of The Library Network (TLN).

2. ~~Guest passes are available for purchase for anyone without a valid library card, which will give up to 3 hours of computer time. Patrons age 17 and under may receive one free pass per day from the Youth Services desk.~~ **One free guest pass per day is available for anyone without a valid library card.**

3. Express Computers are available which will provide one free 15- minute session to any user.

B. Availability. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online



public access catalog and are clearly marked. The online public access catalog computers are available on a first come, first served basis.

C. Closing. All computers and printers are shut down ten (15 minutes before the Library closes.

D. Reimbursement for Printing. The User shall reimburse the Library ~~ten cents (\$.10)~~ **fifteen cents (\$.015)** a page for black and white printing and ~~twenty-five (\$.25) cents~~ **fifty cents (\$.50)** a page for color printing. The User shall be responsible for all printing costs, so Users are encouraged to use "print preview" so that they are aware of the number of copies.

E. Staff Assistance. Library staff provides limited assistance for basic start-up procedures. Several circulating books on Web searching are available.

## **V. Acceptable Use.**

All Users of the Library's Internet connection and terminals are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

A. Lawful Use. The Library Internet connection and terminals shall be used in a lawful manner. The Library's Internet and terminals cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, (1) accessing materials that can be classified as obscene or child pornography; (2) gaining unauthorized access to or use of patron information or accounts; (3) engaging in identity theft; (4) engaging in civil rights violations; or (5) monitoring or capturing information regarding individuals and their use of the computers or Internet illegally, such as by using a keylogger.

B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the User. The Library expressly disclaims any liability or responsibility resulting from such use.

C. Use Must Not be Harmful to Minors. Michigan law prohibits Users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit materials or any other materials deemed harmful to minors.

D. Compliance with Code of Behavior. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in the Library.

E. Privacy; Unauthorized Access. Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.

F. Time Limit. Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.

G. Reimbursement. The User shall reimburse the Library ~~ten cents (\$.10)~~ **fifteen cents (\$0.15)** a page for black and white printing and ~~twenty-five cents (\$.025)~~ **fifty cents (\$0.50)** a page for color printing.

H. Personal Software Prohibited. Users shall refrain from use of personal software, the attachment of unauthorized equipment to the Library's computers or networks or the modification of any operating system or network configuration. Users shall also refrain from downloading/uploading files to/from the Library's computers.

I. System Modifications; Hardware Modifications. Users are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer terminal without authorization. Users are also not permitted to add any hardware or devices to the computer terminal.

J. Damage. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.

K. Terminal Use. No more than two (2) Users may sit at a terminal. No person may stand behind another person while using a terminal. Upon request, a Library staff member may approve or allow additional Users at a terminal.

L. Personal Information; Unauthorized Release. No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.

M. Saving Files and Documents. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow Users to permanently save documents or personal files to the hard drive.

## **VI. Violations of Internet Use Policy.**

The Library Director or his/her designee may restrict access to Library facilities by (1) terminating or limiting computer, Internet Access or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to Library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include a detailed

description of the incident and physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy (see Section C below), the Library shall handle violations as follows:

1. *Initial Violation.* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, they will be asked to leave the building for the day. If they refuse, police may be called.

2. *Subsequent Violations.* The Library Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations That Affect Safety and Security. Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other materials deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation.* The police will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.

2. *Subsequent Violations.* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Director's authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement. The patron whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director or the Director's designee may attach conditions to such reinstatement and shall provide written notification of those conditions and the duration of the conditions.

E. Civil or Criminal Prosecution. Illegal acts involving the Library's Internet Access service may be subject to civil or criminal prosecution.

## **VII. Right of Appeal.**

Patrons may appeal a decision to (1) limit or revoke privileges or (2) attach conditions to reinstatement by sending a written appeal to the Library Board within ten (10) working days of the date the privileges were revoked or limited or the written statement of conditions was provided,

whichever is applicable. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

### **VIII. Staff Assistance.**

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.

Adopted September 15, 2022

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



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and services that inform, enrich,  
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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:** Window Caulking and Window Trim Cleaning

### **Summary and Background:**

The aluminum trim around the Library's exterior windows needs to re-caulked, and in a few place places, re-fitted. The metal trim has some mineral buildup which negates our semi-regular window cleanings, and we have a small leak in our staff breakroom.

DesignStruct from Hazel Park, which has completed a number or medium and small-scale projects for the library, has provided a quote to re-caulk, re-fit (when applicable), and to power wash the window trim.

### **Recommended Action:**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_, to approve exterior window trim cleaning and caulking services by DesignStruct in the amount of \$5950.00.



September 9, 2024

Jordan Wright  
Ferndale Public Library  
222 E. 9 Mile Rd.  
Ferndale, MI 48220

**Project Name:** Exterior Window Power Washing/Caulking  
**Project Location:** 222 E 9 Mile Rd., Ferndale, MI 48220

Designstruct proposes the following scope of construction services at the above referenced location. Only what is specifically stated in this proposal is included in the scope of work.

**Exterior Power Wash**

- Clean and power wash all existing exterior glazing on the (4) four building facades.
- Exterior caulking at window cap projection on East elevation.

**TOTAL**      \$5,950.00

**Proposal Notes and Qualifications:**

1. Change orders are to be in writing.
2. Only items listed are included.
3. This proposal does not include unforeseen or unknown existing conditions.
4. Work is to occur during normal business hours.
5. Water provided by client.

Thank you for placing your confidence in our firm.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

D11810924/JWM/mrz

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

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



*Strengthening the community by  
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and services that inform, enrich,  
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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:** Selecting and purchasing new self-checkout machines.

**Summary and Background:**

The Library currently owns and operates two self-check out machines by Envisionware. They are older models, and require almost constant maintenance and are often out of order.

After reviewing bids from Envisionware and their three largest competitors, the Finance Committee recommends purchasing 2 newer machines (Model X25) from Envisionware.

**Recommended Action:**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_, to authorize the purchase of 2 new X25 self-checkout machines from Envisionware in an amount not to exceed \$10,000.

**Tech Logic -- \$19488 upfront, \$1440 annually**

Prepared For: Ferndale Area District Library, MI With Comprise Smart Terminals				8/27/2024 Quote Number: 08262024 JK	
QTY	PN	Self-Checkout System Products and Services	Unit Price	Extended Price	Optional 2nd Year Hardware Price
<b>selfCIRC PRIME</b>					
2	80505215-1	PRIME Standalone S-pad RFID w/ Comprise	\$7,499.00	\$14,998.00	\$1,258.00
<b>Comprise</b>					
2	25020196	Smart Terminals for Self Check -Ethernet - USA	\$1,100.00	\$2,200.00	
<b>Software</b>					
2	28000002	circIT SUITE	\$0.00	\$0.00	
<b>Installation and Training Costs</b>					
1	Total	Remote Installation and Training	\$290.00	\$290.00	
<b>Shipping</b>					
1		Estimated†††	\$2,000.00	\$2,000.00	
				<b>Sub Total (USD)</b>	\$19,488.00
				<b>Total (USD)</b>	<b>\$ 1,258.00</b>
Prices contained in this quote are good for 45 days.					
<b>Required Annual Software Licensing (beginning in year 2)</b>					
<b>No. of seats</b>					
2	circIT SUITE Software				\$800
2	Smart Terminals				\$640
				<b>Total (USD)</b>	<b>\$1,440</b>



**Envisionware: \$9307 annually, includes credit card terminals**

<b>Federal EIN</b>	<b>Currency</b>	<b>Terms</b>	<b>Sales Rep</b>
58-2424595	US Dollar	Net 30 Days	Nielsen, Peton
<b>Quotation Title</b>		<b>Memo</b>	
X25   Replacement for X11			

Qty	Item / Description	Ship To	Unit Price	Amount
2	<b>SSC-X25-CP-BK</b> <i>X25 Countertop - Portrait Display Black Unit</i> <i>--Display: 21.5-Inch capacitive touch screen</i> <i>--Operating System: Windows 10 Enterprise LTSC 2021</i> <i>--Processor: Intel N5095 Quad-core, 8G DDR3L RAM</i> <i>--Drive: 128G mSATA Solid State Drive</i> <i>--Barcode Scanner: 1D/2D Platform Barcode Scanner with Smartphone Detection</i> <i>--RFID Pad: ProLine™ RFID Reader and Antenna</i> <i>--Spool of Receipt Paper: 80mm Industrial Std Spool Receipt Printer</i> <i>--Ethernet/Wi-Fi: RJ-45 Ethernet &amp; WiFi</i> <i>--Includes credit card terminal mount</i>	Main	\$4,375.00	\$8,750.00
	<b>Discount: *EnvisionWare Hardware</b> <i>DISCOUNT for EnvisionWare Hardware</i>		-15%	\$-1,312.50
	<b>SUBTOTAL Hardware</b> <i>SUBTOTAL for Hardware</i>			\$7,437.50

Qty	Item / Description	Ship To	Unit Price	Amount
1	<b>PS-FR-U Flat Rate Project</b> <i>ENVISIONWARE FLAT RATE PROFESSIONAL SERVICES</i>  <i>EnvisionWare Flat Rate Professional Services offer a comprehensive package including consultation, planning, installation, training, and post-installation review at a fixed price. A dedicated consultant will manage the project from start to finish, with detailed progress reports. The package includes a clear Scope of Work, a structured payment schedule based on project milestones, and a change management process to handle unforeseen changes or requirements effectively.</i>  <i>** This quote is based on a flat rate of \$900 dollars, inclusive of up to 4 hours of Professional Services. Any services requested beyond 4 hours will require a Change Order. **</i>  <i>++ Travel Costs: The fixed project price excludes travel costs for onsite services, which will be billed separately.</i> <i>++</i>		\$900.00	\$900.00

	<b>Subtotal</b>	\$8,337.50
Freight charges are estimated; actual charges will be billed.	<b>Discount</b>	
Send your purchase order or email confirmation to: EMAIL : <a href="mailto:orders@envisionware.com">orders@envisionware.com</a>   FAX : +1 678.382.6501	<b>Freight</b>	\$970.00
	<b>Tax</b>	\$0.00

**BiblioTecha: \$19158 up front, \$3000 annually**

<b>Primary Quote Solutions</b>	<b>Quantity</b>	<b>Price</b>
selfCheck™ 3000 - Base Kiosk/Desktop	2	<b>\$15,200</b> (\$7,600.00)
libraryConnect Devices (1 license per device, annual subscription) – backend management platform for Bibliotheca devices	2	<b>\$658.00</b> (\$329.00)
Introduction to quickConnect™ and System Manager (selfCheck interface) - Bibliotheca Training Course	1	<b>\$900.00</b>
Introduction to libraryConnect Devices - Bibliotheca Training Course	1	<b>\$900.00</b>
Onsite set-up and configuration		<b>Included</b>
One Year Warranty: Onsite Maintenance + parts and remote software support		<b>Included</b>
Shipping and Administration		<b>\$1,500.00</b>
<b>Total</b>		<b>\$19,158.00</b>

**\*2<sup>nd</sup> year service and maintenance - \$1,500.00 per selfCheck 3000 kiosk, \$329.00 per libraryConnect Devices.\***

**MeeScan: \$8723 upfront, \$2534 annually, we would have to purchase 2 iPads.**

#	Item & Description	Qty	Rate	Amount
1	Meescan Annual Licence - Tier 2 SKU : LIC-MS-TIER2 Tier 2 annual licence (less than 10,000 users) which includes unlimited use of Meescan in one location.	1.00	2,534.000	2,534.000
2	Custom Meescan Branded App SKU : APP-MAINT Annual custom branded app support and maintenance.	1.00	1,299.000	1,299.000
3	RFID Meescan Station SKU : NGDR-RF-S Complete standalone RFID desensitizing Meescan station with power supply. Includes warranty.	2.00 EA	1,595.000	3,190.000
4	Meescan Kiosk Enclosure - C Model SKU : KIOSK-C-001-S Countertop model Meescan kiosk iPad enclosure with a built-in CCD scanner. iPad not included. Support and full warranty replacement included with an active Meescan licence.	2.00 EA	699.000	1,398.000
Sub Total				8,421.000
Shipping charge				302.000
<b>Total</b>				<b>US \$8,723.000</b>

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

**From:** Jordan Wright, Library Director

**Subject:** Limited hours during the December Holidays

**Summary and Background:**

For the last 2 years, the board has authorized the library to close at 6 PM the week of Christmas. This allows the library to run with less staff and enables our employees to spend more time with their loved ones over the holidays.

**Recommended Action:**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_, to close the library at 6 PM on  
Monday, December 23<sup>rd</sup> and Thursday, December 26<sup>th</sup>.



8/8/2024

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

**From:** Jordan Wright, Library Director

**Subject:** Board Calendar of Events 2024 – Updated September 2024

**Summary:**

Here are some recurring annual events and deadlines for the Board calendar in 2024:

January:

\*Mid-Year Budget Amendments (complete)

February:

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

\*Send of RFP for Audit Services (complete)

March:

\*Board Offices and Committee Chairs (complete)

April:

\*FY 2025 draft budget presented to board (complete)

\*Publish May Budget Hearing notice in Newspaper (complete)

\*Select audit services for FY 25-27 (complete)

\*Select bid for interior remodel work (complete)

\*Staff presentation: Everett Pine, Head of Youth Services (complete)

May:

\*FY 2025 Budget Hearing (complete)

\*Staff Presentation: Jeff Milo, Marketing Coordinator (complete)

June:

\*Due: L-4029 signed millage tax rate form to Oakland County & City of Ferndale (complete)

\*Final budget amendments for FY 2024 (complete)

\*Strategic Planning Quarterly Review (complete)

\*Approve renewal of Library General Property & Liability Insurance policy for FY 24 (complete)

July:

\*Begin new FY 2023 (complete)

\*Staff Presentation: Head of Adult, Drew Macaulay (complete)

August:

- \*Library Board meeting August 8, 2024 due to Dream Cruise (complete)
- \* Due: Petition Filing Deadline for Board of Directors: August 13, 2022 by 4:00 p.m. (complete)
- \* Staff Presentation: Erin Luetz, Youth Services Librarian (complete)

September:

- \*Staff Presentation: Michelle Williamson, Adult Services Librarian

October:

- \*Strategic Plan Quarterly Review
- \*Conduct the annual library financial audit
- \*Library Board meeting October 10 due to MLA conference
- \*MLA Annual Conference (Traverse City) October 16-18

November:

- \*Library Director Personnel Review – Director submits self-evaluation
- \*November 5 – General Election

December:

- \*Presentation of library audit
- \*Due: Audit must be filed with the State of Michigan by December 31 (auditor files, Director Wright verifies)
- \*Due: Annual continuing disclosure paperwork for the library bond must be filed by December 31 (Director Wright works with PFM Financial to file)

**Recommended Action:**

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