

Farmington Community Library Board of Trustees  
Regular Meeting – 6:00 p.m.  
February 09, 2023

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- **Call to Order**
- **Approval of Agenda**
- **Public Comment (3 minutes per person)**
- **Oath of office**
- **Minutes**
  - Approval of Minutes – Regular Board Meeting – January, 2022
- **Space utilization**
- **Treasurers Report**
  - Operating Bills
  - Approval of January 2022 Bills
- **Friends of the Library**
- **Director's Report** (please read prior to meeting)
  - Marketing update
  - Facilities Update
- **Sub-Committee Updates**
  - Strategic Planning Committee
  - Personnel Committee
    - Non-Harassment Policy
- **Unfinished Business**
  - Approval of non-harassment policy
- **New Business**
  - Introduction of new board member Christine Doby
  - Special election
- **Correspondence**
- **Adjournment**

**Farmington Community Library Board of Trustees**  
**Board Meeting and Study Session - 6:00 p.m. – January 19, 2023**  
**Draft**

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Board Members Present:       Murphy, Stryd, Brown, Doby, Hahn, Duron-Willner

Board Members Absent:       McClellan, White (arrives late; see below)

Staff Members Present:       Siegrist, Peterson

Staff Members Absent:       None

**CALL TO ORDER**

The Board Meeting was called to order at by Board President Danette Duron-Willner.

**APPROVAL OF AGENDA**

**MOTION** by Brown to approve the Agenda for the January 19, 2023 Board meeting was supported by Murphy.

**Vote:   Aye: All in favor (6-0)**

**Opposed: None**

**Motion passed.**

**OATH OF OFFICE** was administered to new board member Christine Doby.

**APPROVAL OF MINUTES**

**MOTION** by Stryd to approve the Minutes of the Regular Board Meeting held on December 8, 2022, was supported by Murphy.

**Vote:   Aye: Murphy, Stryd, Brown, Doby, Duron-Willner**

**Opposed: None**

**Abstain: Hahn**

**Motion passed.**

White arrives at meeting.

**OPERATING BILLS**

**MOTION** by Brown that the Board of Trustees approve October expenditures totaling \$393,463.72 was supported by Stryd.

**Vote:   Aye: All in favor (7-0)**

**Opposed: None**

**Motion passed.**

**MOTION** by Brown that the Board of Trustees receive and file December financial reports was supported by Hahn.

**Vote:   Aye: All in favor**

**Opposed: None**

**Motion passed.**

**STRATEGIC PLANNING SESSION**

Amanda Standerfer of Fast Forward Libraries led board members through thinking about:

- 
- Review of Learning Report
  - Strategic directions
  - Goals and intended impact
  - Vision and Mission
  - Setting Priorities
  - Next Steps

**PUBLIC COMMENT**

None

**ADJOURNMENT**

**MOTION** by Murphy to adjourn the Board Meeting was supported by Doby.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

The Board meeting was adjourned by President Duron-Willner. The next meeting of the Library Board is scheduled for Thursday, February 9 at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary  
Library Board of Trustees



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

February 6, 2023

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

**Re: January 2023 Monthly Financial Statements**

Enclosed are the following Monthly Financial Statements for your review:

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

Note: We are unable to obtain online banking access to the Liberty Endowment account located at Fidelity. This account will be updated upon receipt of the paper statement.

Thank you.

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



## Farmington Community Library Check Register

Date	Payee	Document No	Amount Cleared
		<b>Account No.</b>	
01/04/2023	10126--Michigan Employers Retirement		4,540.98 01/31/2023
01/04/2023	10126--Michigan Employers Retirement		1,408.82 01/31/2023
01/04/2023	10126--Michigan Employers Retirement		1,418.98 01/31/2023
01/04/2023	10126--Michigan Employers Retirement		3,795.43 01/31/2023
01/04/2023	10126--Michigan Employers Retirement		2,686.34 01/31/2023
01/04/2023	10140--ADP, LLC		22,275.99 01/31/2023
01/18/2023	10126--Michigan Employers Retirement		4,595.93 01/31/2023
01/18/2023	10126--Michigan Employers Retirement		1,409.35 01/31/2023
01/18/2023	10126--Michigan Employers Retirement		1,475.59 01/31/2023
01/18/2023	10126--Michigan Employers Retirement		3,803.44 01/31/2023
01/18/2023	10126--Michigan Employers Retirement		2,714.39 01/31/2023
01/18/2023	10126--Michigan Employers Retirement		22,662.46 01/31/2023
01/18/2023	10140--ADP, LLC		36.16 01/31/2023
01/18/2023	10140--ADP, LLC		23,300.22 01/31/2023
01/20/2023	10140--ADP, LLC		3,724.88 01/31/2023
01/20/2023	10140--ADP, LLC		327.25 01/31/2023
01/31/2023	10126--Michigan Employers Retirement		767.20 In Transit
01/31/2023	10126--Michigan Employers Retirement		3,806.82 In Transit
01/31/2023	10140--ADP, LLC		36.16 01/31/2023
01/31/2023	10140--ADP, LLC		23,182.92 01/31/2023
	<b>Total for Comerica - 4751</b>		<b><u>127,969.31</u></b>

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

01/11/2023	10306--Booksite		1,880.00 In Transit
01/11/2023	10220--PTS Communications		150.00 In Transit
01/11/2023	10464--International Minute Press		1,044.58 In Transit
01/11/2023	10221--Jennifer Willard		335.00 In Transit
01/11/2023	10007--Matt Watroba		1,500.00 In Transit
01/11/2023	10031--Quill LLC		756.21 In Transit
01/20/2023	10082--OverDrive, Inc		3,000.00 In Transit
01/20/2023	10023--Witt Mechanical, Inc		319.00 In Transit
01/20/2023	10020--Gordon Food Service Inc		246.37 In Transit
01/20/2023	10334--FastSigns		87.00 In Transit
01/20/2023	10068--Gallagher Fire Equipment		65.75 In Transit
01/20/2023	10436--The Library Store		75.56 In Transit
01/20/2023	10063--City Of Farmington - Water		4,221.29 In Transit
01/20/2023	10315--MetroNet Consortium		21,451.39 In Transit
01/20/2023	10411--Kaeser & Blair Incorporated		12.49 In Transit
01/20/2023	10147--EHIM		681.32 In Transit
01/20/2023	10323--Constant Contact		3,183.60 In Transit
01/20/2023	10473--Xemplar Club		150.00 In Transit
01/20/2023	10011--Midwest Tape		267.92 In Transit
01/20/2023	10041--Naeir		495.00 In Transit
01/20/2023	10079--Midwest Tape Hoopla		8,354.96 In Transit
01/20/2023	10201--Plante Moran		6,663.96 In Transit
01/20/2023	10385--InfoUSA Marketing, Inc		36,826.00 In Transit
01/20/2023	10500--Fedco Seeds		210.76 In Transit
01/20/2023	10106--AT&T Long Distance		6.39 In Transit
01/20/2023	10102--Wesco Receivables Corp		615.61 In Transit
01/20/2023	10268--Blackbaud, Inc.		7,195.52 In Transit
01/20/2023	10186--Cengage Learning Inc / Gale		98,397.70 In Transit
01/20/2023	10017--CDW Government Inc		2,710.17 In Transit
01/20/2023	10027--Great Lakes Ace Hardware		84.54 In Transit
01/20/2023	10008--Amazon		726.85 In Transit
01/20/2023	10026--FJ Lafontaine & Sons Landscaping		2,874.00 In Transit
01/20/2023	10464--International Minute Press		650.84 In Transit
01/20/2023	10010--McCoy Maintenance Inc		10,640.00 In Transit
01/20/2023	10082--OverDrive, Inc		8,973.20 In Transit
	<b>Total for Bill.com Clearing</b>		<b><u>224,852.98</u></b>

01/09/2023	1006--Bright House Networks		123.99 01/31/2023
01/10/2023	10503--Robert King	27171	300.00 01/31/2023
01/10/2023	10009--Consumers Energy		1,663.84 01/31/2023
01/12/2023	10014--T-Mobile		1,175.69 01/31/2023
01/12/2023	10009--Consumers Energy		4,116.53 01/31/2023
01/12/2023	10019--Clear Rate Communications		427.48 01/31/2023
01/16/2023	10505--Anthony Lucas	2170	300.00 01/31/2023

## Farmington Community Library Check Register

Date	Payee	Document No	Amount Cleared
01/16/2023	10504--Ernestine Worford	27169	150.00 01/31/2023
01/17/2023	10330--Comerica Commerical Card Services		1,025.05 01/31/2023
01/19/2023	10005--DTE Energy		10,932.59 01/31/2023
01/19/2023	10005--DTE Energy		2,838.07 01/31/2023
01/25/2023	10003--AT&T		248.68 01/31/2023
01/27/2023	10003--AT&T		154.47 01/31/2023
	<b>Total for Comerica - 4744</b>		<b><u>23,456.39</u></b>

**Motion Required:**

I move that the Board approve the expenditures as presented  
**GRAND TOTAL: \$376,278.68**

Farmington Community Library  
Revenue and Expenditure Report  
As of January 31, 2023

General Fund

	Year Ending	Year Ending	Year To Date	% BUDGET	
	06/30/2022	06/30/2023	01/31/2023		
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
<b>Revenue</b>					
000404 - Summer Tax Revenue - Hills	3,489,180.01	3,690,852.00	3,690,852.00	3,617,327.24	98.01 %
000405 - Summer Tax Revenue - City	346,061.85	382,464.00	382,464.00	356,896.54	93.32 %
000406 - Winter Tax Revenue - Hills	2,016,734.06	2,161,003.00	2,161,003.00	1,283,389.48	59.39 %
000407 - Winter Tax Revenue - City	201,313.60	223,934.00	223,934.00	149,049.71	66.56 %
000410 - Delinquent Taxes	83,887.05	16,250.00	16,250.00	6,434.32	39.60 %
000450 - MI Special Assmt/replaced PPT	318,927.41	315,945.00	315,945.00	0.00	0.00 %
000539 - State Penal Fine Revenue	142,826.50	159,115.00	143,000.00	0.00	0.00 %
000540 - State Aid - Farmington Library	93,941.54	78,155.00	94,000.00	0.00	0.00 %
000541 - Grant Revenue	5,078.00	785.00	785.00	2,388.00	304.20 %
000602 - Auditorium Fees	9,820.00	15,000.00	15,000.00	7,667.39	51.12 %
000603 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	10,000.00	100.00 %
000642 - Copy Vending Machine Revenue	24,650.40	32,150.00	32,150.00	15,518.95	48.27 %
000643 - Snack Vending Machines Revenue	1,733.77	45.00	1,750.00	0.00	0.00 %
000644 - Paver Sales	1,200.00	125.00	125.00	400.00	320.00 %
000646 - Memorial & Gifts Revenue	12,640.84	11,700.00	11,700.00	3,340.60	28.55 %
000655 - Fines, Fees & Lost Book	5,750.64	6,400.00	6,400.00	2,936.73	45.89 %
000665 - Interest	3,693.49	3,700.00	3,700.00	53,413.31	1,443.60 %
000670 - Interest - Gift Fund only	5.03	30.00	0.00	0.00	0.00 %
000671 - Other Misc Revenue	20,295.36	26,280.00	26,280.00	8,144.11	30.99 %
000674 - Gifts From Friends of Library	149,171.59	80,000.00	80,000.00	70,262.50	87.83 %
<b>Total Revenue</b>	<b>6,936,911.14</b>	<b>7,213,933.00</b>	<b>7,215,338.00</b>	<b>5,587,168.88</b>	<b>77.43 %</b>
<b>Expenses</b>					
<b>Payroll and Related Expenses</b>					
000702 - Salaries & Wage Expense	2,259,287.80	2,881,608.00	2,881,608.00	1,411,026.86	48.97 %
000709 - Employers FICA expense	163,395.91	220,805.00	220,805.00	103,691.41	46.96 %
000723 - OPEB Expense	61,504.75	143,200.00	143,200.00	58,185.58	40.63 %
000724 - Retiree Health Ins	140,918.64	149,200.00	149,200.00	84,756.72	56.81 %
000725 - Dental, Optical, & Hearing	15,844.21	30,000.00	30,000.00	14,271.37	47.57 %
000726 - Hospitalization Insurance	262,691.05	327,900.00	327,900.00	195,218.00	59.54 %
000727 - Group Life - Mutual of Omaha	14,282.68	21,200.00	21,200.00	9,095.44	42.90 %
000728 - Retirement Fund - Employers	263,828.45	290,816.00	311,500.00	211,803.11	67.99 %
<b>Total Payroll and Related Expenses</b>	<b>3,181,753.49</b>	<b>4,064,729.00</b>	<b>4,085,413.00</b>	<b>2,088,048.49</b>	<b>51.11 %</b>
<b>Other Expenses</b>					
000750 - Office Supplies	12,669.09	20,000.00	20,000.00	6,904.23	34.52 %
000752 - Operating Supplies	23,254.60	24,450.00	26,450.00	9,956.11	37.64 %
000754 - Vending Equipment & Supplies	6,031.23	24,500.00	24,500.00	21,669.71	88.45 %
000791 - Newspapers & Periodicals	35,980.95	38,000.00	38,000.00	28,716.82	75.57 %
000801 - Professional Services	230,342.38	275,000.00	275,000.00	144,998.87	52.73 %

Farmington Community Library  
 Revenue and Expenditure Report  
 As of January 31, 2023

	Year Ending	Year Ending	Year To Date		
	06/30/2022	06/30/2023	01/31/2023		
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
Transfers					
000699 - Transfer in	0.00	0.00	125,000.00	125,000.00	100.00 %
000995 - Transfer out	(617,586.00)	(65,584.00)	(52,075.00)	0.00	0.00 %
Total Transfers	(617,586.00)	(65,584.00)	72,925.00	125,000.00	171.41 %
Total Revenue in Excess of Expenses	847,574.73	0.00	(100,000.00)	1,978,880.71	(1,978.88) %



Endowment Fund

Farmington Community Library  
Revenue and Expenditure Report  
As of January 31, 2023

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

Year Ending	Year To Date
06/30/2022	01/31/2023
<u>END BALANCE</u>	<u>YTD BALANCE</u>
(6,122.09)	1,048.91
<u>(6,122.09)</u>	<u>1,048.91</u>
<u>(6,122.09)</u>	<u>1,048.91</u>

Capital Reserve Fund

Farmington Community Library  
 Revenue and Expenditure Report  
 As of January 31, 2023

Revenue  
 000665 - Interest  
 Total Revenue  
 Transfers  
 000699 - Transfer in  
 000995 - Transfer out  
 Total Transfers  
 Total Revenue in Excess of Expenses

	Year Ending 06/30/2022	Year To Date 01/31/2023
	END BALANCE	YTD BALANCE
	1,195.46	20,526.86
	<u>1,195.46</u>	<u>20,526.86</u>
	617,586.00	0.00
	0.00	(125,000.00)
	<u>617,586.00</u>	<u>(125,000.00)</u>
	<u>618,781.46</u>	<u>(104,473.14)</u>

## Director's Report February 2023

### Patron Comments

Included in your Board packet.

### Upcoming February Programs

**Cocoa with Cops** Friday, Feb. 3, 10:30 AM Farmington Hills Location

**Star Wars Skate Party** Saturday, Feb. 4, 2:00-4:00 PM Riley Park Ice Rink

**A Tribute to Mahalia Jackson** with Rosa Warner-Jones Saturday, Feb. 11, 3:00-4:30 PM Farmington Hills Location

**The Snow Killings: Inside the Oakland County Child Killer Investigation** Wednesday, Feb. 15, 7:00-8:00 PM Farmington Hills Location

**Small Business Lunch and Learn Series** - This is a series of 6 different topics. Starting with How to Start a Business and ending with Marketing. The first topic to be held on February 21 has 100 people registered with 5 on the waitlist. The others have an attendance so far of at least 50. The Farmington Friends of the Library is generously sponsoring the lunches for this series.

### Library Beneficiary of Estate

The library has been named beneficiary of a community member's estate in the amount of approximately \$190,000. Paperwork was signed on January 29, 2023 to start the process of transferring the funds. No restrictions were put on the use of the money. Danette had requested the board draft a letter of appreciation to the family.

### Bosch Grant

Once again we are submitting the application to receive funds from the Bosch Grant. We are requesting roughly \$60,000 to supplement our Stem/Steam Programming, Seed Library, Library of Things, and renewal of Udemy. We are also requesting funding to purchase three cycling charging kiosks. Our patrons will be able to charge their own devices by pedaling at a leisurely speed. See photos included in board packet.

### Staff Promotion

Lijun Xue has been promoted to Head of Acquisitions. This position was formerly the Automation Coordinator, which has been empty since August. We transitioned to a Head of Acquisitions to allow more staff to have knowledge of the Integrated Library System. Whereas one person had all the knowledge in the past, we have the opportunity to spread that knowledge out so that we are better prepared when someone leaves. Lijun has been with FCL, in the Acquisitions Dept., for the

past 2 years working as a cataloger. She has many years of experience – she came to us from Madonna University. She starts her new position on Monday, February 13.

### **Community Outreach**

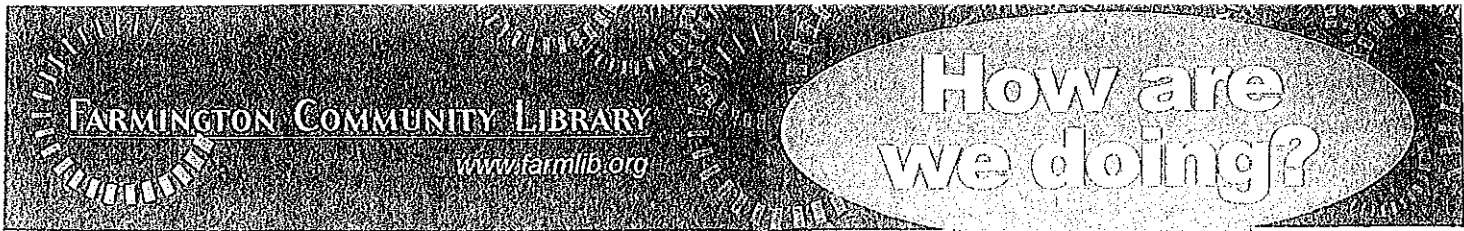
The library was asked to present to the AAUW on the topic of book banning. Rebecca Brown and Anna Granch will be presenting. In addition, we were asked by Madonna University if a staff member would be on a televised program that discusses book banning. Rebecca Brown will be representing FCL. Details on when will be shared when they become available.

### **Maintenance Staffing**

We have had very little success in filling the FT Custodian position that has been open since June 2022. We have researched a temporary staffing company that specializes in placing candidates with light industrial/custodial experience. Going this route was suggested a few board meetings ago. We are going to give this a try. There is no obligation to continue for any length of time if we find this is not the right fit.

Submitted by

Iley Siegrist  
Director



How are we doing?

Name \_\_\_\_\_ Date \_\_\_\_\_

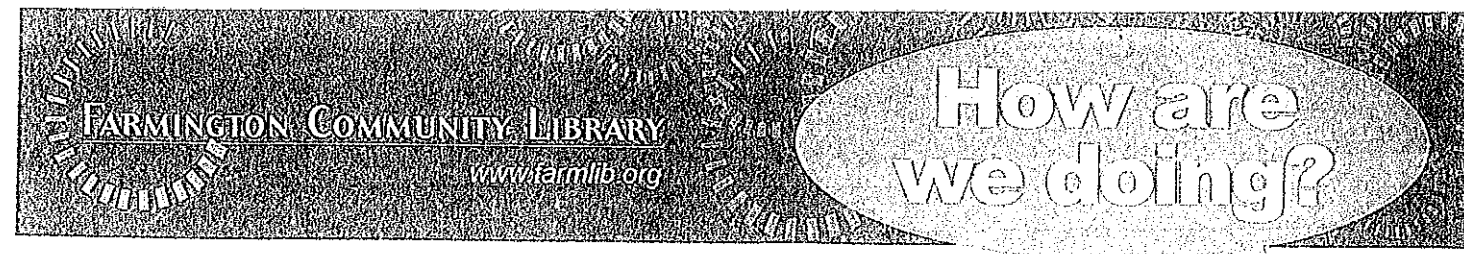
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

What made your library visit special?

Wonderful and organized.

Turn over to leave a suggestion for library staff.



How are we doing?

Name \_\_\_\_\_ Date Jan 26 / 23

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

What made your library visit special?

I am looking for either an online or physical group thru the library for my son "Braddon" age "9" to play chess. Can you help. P.S. I have a library card.

Turn over to leave a suggestion for library staff.

How are we doing?

Name \_\_\_\_\_ Date 1-13-03

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

What made your Library visit special?

Beautiful I'm disabled AND  
They helped me with love.

Turn over to leave a suggestion for library staff.

How are we doing?

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

What made your Library visit special?

Jill Help me out with the  
Comp. She is AWESOME AND A VERY  
NICE young Lady



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

What made your Library visit special?

Shelby circuits for my 6 yr old son

Turn over to leave a suggestion for Library staff

Suggestion:

please open the play room for toddlers. It would help.

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our Service Improvement Team reads and reviews all suggestions!



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

What made your Library visit special?

Volunteer on coloring pages & stickers, found out about upcoming leap activity over holiday break and got Star Wars leap books. All the librarians were so nice and helpful. My son said "Today is the best day of my life!"

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name \_\_\_\_\_ Date 01/02/2023

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

What made your Library visit special?

I don't know I love going to the library but on the check out thing on the change language there is no arabic and arabic is spoken alot here so I suggest arabic language be added to help people who speak it.

Turn over to leave a suggestion for Library staff.



# How are we doing?

Name "Anonymous" - ☺ ☹ Date 1-16-23

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone P.S. I sure needed a pick-me-up Email \_\_\_\_\_ today

### What made your library visit special?

I came in afternoon for MLK day celeb. as have for years. In past same happened. I was sitting w/ others @ 2 PM. It started OK. Then very (loud) talking in microphone! I had to leave, but was reluctant. And the was on my own looking/reading books + bought coffee drink. Are other complaints of day.

Turn over to leave a suggestion for library staff

### Suggestion:

No drinks/snacks/food - I remember pizza - nothing! Why not!? People get hungry during day + if @ library for hours! And used to enjoy movie shows (civil-rights, etc.) at end. Why was that taken away? It is a place to come to in mid-winter w/ others. I think it is unacceptable! Too many changes. Please resume as was before. I'm almost sure I speak for others - also. I'm sorry to be (like fireplace) negative

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our Service Improvement Team reads and reviews all suggestions!

Take Care. Happy + Blessed New Year. Amen! also. Thankful

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

What made your Library visit special?

Fun

Turn over to leave a suggestion for library staff.

Suggestion:

Christian books

♡ Thank you ♡

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our Service Improvement Team reads and reviews all suggestions!

# How are we doing?

Name \_\_\_\_\_

Date 1/16/2023

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### What made your Library visit special?

Incredible Dr. Martin Luther King Jr

Celebration events. Thank You! Thank you  
Thank you.

A Packed room speaks volumes about how  
important these events are. Please

Turn over to leave a suggestion for library staff

### Suggestion:

allow my comment to represent the many  
voices of the men, women, young men &  
young ladies & children who did not,  
or were not able to, voice to the  
staff & Board of this library how important  
this all-day recognition celebration is to the  
community & the generations represented  
herein.

Anthony Lucas & Ernestine were powerful!

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box.  
Our Service Improvement Team reads and reviews all suggestions!

# How are we doing?

Name \_\_\_\_\_

Date Mon 1-23-2023

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## What made your Library visit special?

*\*ON BREAK*

Comment: A lot of times when coming into the library, the tables and seats are dirty and look like they haven't been cleaned or wiped down. Food, crumbs, and other particles are left on top of the table. No one wants to work on top of dirt. It's okay to check up on this multiple times throughout the day!

## Suggestion

ALSO, the library needs to have a lost & found that is easily and quickly accessible to recently or same-day lost items.

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our Service Improvement Team reads and reviews all suggestions!

# How are we doing?

Name \_\_\_\_\_

Date

1/16/2023

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

What made your Library visit special?

The MLK Live Performance "Dr King; the movement of freedom" was phenomenal and very moving.

We've been coming to the celebrations for years and believe that was truly the most ~~moving~~ moving performance that perfectly represents MLK Day!

Turn over to leave a suggestion for library staff.

# How are we doing?

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## What made your library visit special?

• ESL Conversation group and | vs | session.

→ They have helped me to improve my English and feel pleasure.

• Kindness of library staff

→ I am very happy that the staff talked to me in a friendly and kindness. So this library is special for me.

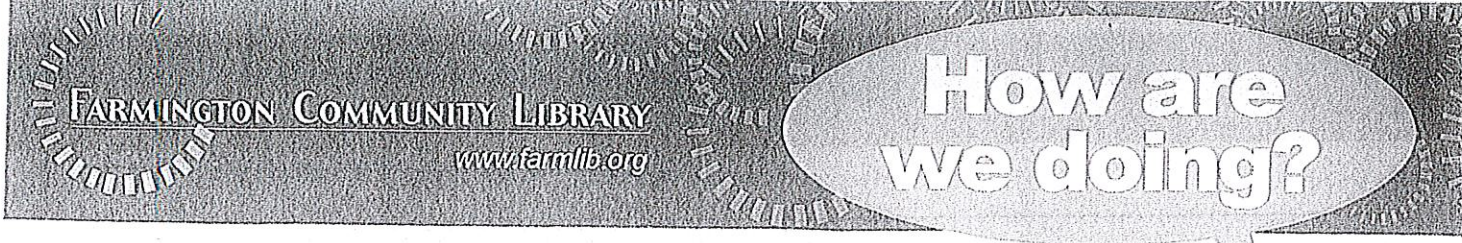
## Turnover to leave a suggestion for library staff.

### Suggestion

Nothing. It's perfect. Please, keep it up.

Thank you

**Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our Service Improvement Team reads and reviews all suggestions!**

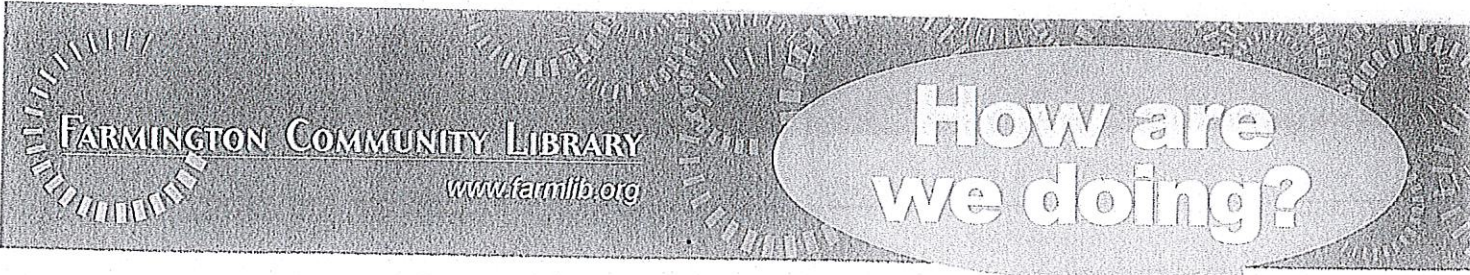


Name \_\_\_\_\_ Date 1/31/23  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

What made your Library visit special?

Thank you Emma for helping me twice with printing.  
 I appreciated your patience and kind words. Let me know  
 if any openings happen. You will see me again. For the  
 tech page position.  
 Bye

Turn over to leave a suggestion for library staff



Name \_\_\_\_\_ Date 1-21-2022  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

What made your Library visit special?

BROKEN PAVEMENT ON RAMPS  
 IS HEALTH HAZARD TO THIS  
 84yo WITH WALKER. ★  
 I HAD TO HOLD RAIL + STEER  
 WALKER WITH OTHER HAND