



**Farmington Community Library  
Board of Trustees Meeting  
Thursday, October 13, 2022  
6:00 p.m.**

**Contact Trustees**

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

Farmington Community Library Board of Trustees  
Regular Meeting – 6:00 p.m.  
October 14, 2022

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- **Call to Order (6:05)**
- **Approval of Agenda**
- **Minutes**
  - Approval of Minutes - Regular Board Meeting - September 08, 2022
- **Audit Presentation (Plante Moran)**
  - Budget Amendment
- **Treasurers Report (6:35-6:40)**
  - Operating Bills
  - Approval of September 2022 Bills
- **Friends Report (6:40-6:50)**
- **Director's Report (6:50-7:30)**
  - Facilities Report
  - Melanie Allbery
- **Sub-Committee Updates (7:30-7:40)**
  - Strategic Planning Committee
  - Personnel Committee
- **Unfinished Business (7:40-7:50)**
- **New Business (7:50-8:10)**
  - Strategic planning January retreat
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Adjournment**

**Farmington Community Library Board of Trustees  
Board Meeting - 6:00 p.m. – September 8, 2022**

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Board Members Present: Duron-Willner, Hahn, Murphy, Stryd, White

Board Members Absent: Brown, McClellan

Staff Members Present: Siegrist, Peterson, Wrench, Showich-Gallup, O'Hara, McCormick,

Staff Members Absent: None

**CALL TO ORDER**

The Board Meeting was called to order at 6:06 p.m. by Board President Duron-Willner.

**APPROVAL OF AGENDA**

**MOTION** by Murphy to approve the Agenda for the September 8, 2022 Board meeting was supported by Stryd.

**Vote: Aye: All in favor (5-0)**

**Opposed: None**

**Motion passed.**

Kelly joined meeting

**APPROVAL OF MINUTES**

**MOTION** by White to approve the Minutes of the Regular Board Meeting held on August 11, 2022, was supported by Stryd.

**Vote: Aye: Duron-Willner, White, Stryd, Kelly, Hahn**

**Opposed: None**

**Abstain: Murphy**

**Motion passed.**

**SPACE UTILIZATION COMMENTS** (Steve Schneemann, Merritt-Cieslak)

Analysis looks at

- how areas are utilized
- incompatible adjacencies
- furniture
- programming

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Hours of video (interviews with staff) have been collected. Data has been collected. “Kudos to Kelley” for having everything they have asked for ready. Work of drawing conclusions will continue.

### **OPERATING BILLS**

**MOTION** by White that the Board of Trustees approve August expenditures totaling \$455,991.82 was supported by Kelly.

**Vote:**           **Aye: All in favor (6-0)**

**Opposed: None**

**Motion passed.**

### **FRIENDS’ REPORT** (Stacey Charlebois)

- Friends are looking to fill board positions. They are three-year terms.
- Friends are working towards a Guidestar charity rating. In short term, Bronze. Gold may draw larger, out-of-town donors, but it also requires assessment of impact of programs. Beyond the Gold rating lies creating a foundation.
- Members will be pouring beer at Harvest Moon Celebration, September 16.
- Book sale coming November 18-20, with Teacher Appreciation Day on November 19.

### **LIBRARY DIRECTOR’S REPORT** (Kelley Siegrist)

- September is Library Card Sign Up Month (ALA), and FCL will be working the Farmers Market and CARES.
- Teen Creative Writing Awards will be given on Sunday, September 18, as part of the Extravaganza.
- Strategic Plan process is moving forward quickly. Interviews with individuals and focus groups will take place in October and November. The community survey will go out in October.
- Author Marie Benedict (*Personal Librarian*) will speak on October 20, thanks to Friends. Registration is required. Patrons may attend over Zoom or in person.
- Jewish Vocational Human Services has been working with FCL for some months. People with disabilities come in to work for two-week stints in the library and are paid by JVS.
- New doors at Farmington are drawing much positive comment.
  
- Profile of staff member - Jill O’Hara (Interlibrary Loan, Free Libraries, Seed Library, and English Learner Programming) highlighted EL collections and programs. Volunteers are needed for One to One Conversations.
  
- **Sound Equipment** (Pat McCormick)

- 
- Bid from National Communications Corporation to replace equipment in Auditorium, Board Room, and Conference Rooms A and B.

**MOTION** by White to approve moving \$125,00 from Capital Reserve Fund to pay for audio upgrade in the four rooms was supported by Hahn.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

- **Facilities Report** (Donald Wrench)
  - Work on big Fire Door will begin after Extravaganza.
  - Work on Farmington entry doors, Twelve Mile parking lot is done.
  - HVAC work approved a year ago is happening.
  - Investigation of electric vehicle charging stations is continuing. A new transformer would be needed and FCL would have to pay.
  - Consideration of what to do with the conveyor system is on hold momentarily.
  - Signage is being updated with the new logo.

## **COMMITTEE REPORTS**

### **Strategic Planning** (Michele Kelly)

- Process is moving along. There will need to be extra Board study time in November and January.

### **Personnel Committee** (Ernie McClellan)

- No report (EM absent)

## **UNFINISHED BUSINESS**

- The Board retreat for October has been canceled.

## **NEW BUSINESS**

- **Holiday Schedule**

**MOTION** by Kelly to approve the 2023 Holiday Schedule was supported by White.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

## **BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS**

Service of Michele Kelly deeply appreciated as she ends the three months she added to her term.

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**CORRESPONDENCE**

None

**PUBLIC COMMENT**

None

**ADJOURNMENT**

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

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

The Board meeting was adjourned by President Duron-Willner at 7:55 pm. The next meeting of the Library Board is scheduled for Thursday, October 13, 2022 at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary  
Library Board of Trustees

## Farmington Community Library Check Register

Date	Vendor	Document No	Amount Cleared
09/14/2022	10126--Michigan Employers Retirement		4,558.70 09/30/2022
09/14/2022	10126--Michigan Employers Retirement		1,408.82 09/30/2022
09/14/2022	10126--Michigan Employers Retirement		1,220.71 09/30/2022
09/14/2022	10126--Michigan Employers Retirement		1,379.45 09/30/2022
09/14/2022	10126--Michigan Employers Retirement		2,523.34 09/30/2022
09/14/2022	10140--ADP, LLC		36.16 09/30/2022
09/14/2022	10140--ADP, LLC		22,835.47 09/30/2022
09/23/2022	10140--ADP, LLC		4,039.52 09/30/2022
09/23/2022	10140--ADP, LLC		358.05 09/30/2022
09/28/2022	10140--ADP, LLC		36.16 09/30/2022
09/28/2022	10140--ADP, LLC		23,741.98 09/30/2022
09/28/2022	10126--Michigan Employers Retirement		4,626.89 09/30/2022
09/28/2022	10126--Michigan Employers Retirement		1,408.82 09/30/2022
09/28/2022	10126--Michigan Employers Retirement		1,270.12 09/30/2022
09/28/2022	10126--Michigan Employers Retirement		3,383.10 09/30/2022
09/28/2022	10126--Michigan Employers Retirement		2,539.08 09/30/2022
09/28/2022	10126--Michigan Employers Retirement		22,662.46 09/30/2022
<b>Total for Comerica - 4751</b>			<b><u>98,028.83</u></b>

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

09/02/2022	10106--AT&T Long Distance		(5.89) In Transit
09/07/2022	10042--Rowan & Littlefield Publishing Group		219.46 In Transit
09/07/2022	10035--The Library Network		2,003.83 In Transit
09/07/2022	10033--Demco Inc.		1,671.09 In Transit
09/07/2022	10050--Lakeshore Learning Materials		387.99 In Transit
09/07/2022	10265--Guardian Alarm Company		568.92 In Transit
09/07/2022	10144--Mutual Of Omaha		1,667.27 In Transit
09/07/2022	10201--Plante Moran		6,296.78 In Transit
09/07/2022	10375--Oakland County Genealogical Society		25.00 In Transit
09/07/2022	10037--Dorothy Hinton		80.00 In Transit
09/07/2022	10034--Dennis Boone		850.00 In Transit
09/07/2022	10463--Peter Boykin		200.00 In Transit
09/07/2022	10015--Toshiba America Business Solutions		944.00 In Transit
09/07/2022	10086--Tina M. Theeke		346.20 In Transit
09/07/2022	10085--Susan Van Vleet		346.20 In Transit
09/07/2022	10084--Sherry Deeg		346.20 In Transit
09/07/2022	10080--Nancy Hasek		346.20 In Transit
09/07/2022	10078--Mary Ann Huggins		346.20 In Transit
09/07/2022	10077--Marilyn Smith		346.20 In Transit
09/07/2022	10073--Karen Terrabassi		346.20 In Transit
09/07/2022	10069--Gerald Furi		346.20 In Transit
09/07/2022	10064--Diana Swan		346.20 In Transit
09/07/2022	10060--Bonnie Greschaw		346.20 In Transit
09/07/2022	10059--Beverly D. Papai		346.20 In Transit
09/07/2022	10057--Barbara Munn		346.20 In Transit
09/07/2022	10461--Ashley Sims		300.00 In Transit
09/07/2022	10216--Annette Weiss		346.20 In Transit
09/07/2022	10417--Anna Granch		42.03 In Transit
09/07/2022	10386--Oakland Press		745.00 In Transit
09/07/2022	10165--Michigan.com		590.95 In Transit
09/07/2022	10104--American Library Association		150.00 In Transit
09/07/2022	10395--Occupational Health Centers of Michigan PC		105.00 In Transit
09/07/2022	10024--City of Farmington Hills		103.35 In Transit
09/07/2022	10008--Amazon		1,752.45 In Transit
09/07/2022	10010--McCoy Maintenance Inc		575.00 In Transit
09/07/2022	10031--Quill LLC		1,690.75 In Transit
09/07/2022	10004--Ingram Library Services		261.99 In Transit
09/07/2022	10435--Chicago Distribution Center		114.31 In Transit
09/07/2022	10011--Midwest Tape		3,200.81 In Transit
09/07/2022	10462--CNW Midwest Inc		61,510.00 In Transit
09/07/2022	10082--OverDrive, Inc		754.80 In Transit
09/07/2022	10000--Baker & Taylor Inc		4,871.10 In Transit
09/07/2022	10164--Tsai Fong Books, Inc		98.37 In Transit
09/15/2022	10074--Library Design Associates Inc.		3,450.00 In Transit
09/15/2022	10079--Midwest Tape Hoopla		8,814.70 In Transit
09/15/2022	10072--Innovative Interfaces Inc		29,150.73 In Transit
09/15/2022	10004--Ingram Library Services		18.33 In Transit
09/15/2022	10337--JanWay Company USA Inc		253.12 In Transit

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09/15/2022	10337--JanWay Company USA Inc		253.12 In Transit



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Date	Vendor	Document No	Amount Cleared
09/15/2022	10389--4Imprint, Inc		9,180.20 In Transit
09/15/2022	10187--Network Services Company		710.82 In Transit
09/15/2022	10152--Garden Gate		45.00 In Transit
09/15/2022	10394--Great Lakes Ace Hardware 047		21.98 In Transit
09/15/2022	10220--PTS Communications		150.00 In Transit
09/15/2022	10466--Fast Forward Libraries LLC		8,725.00 In Transit
09/15/2022	10378--Merritt Cieslak Design		6,000.00 In Transit
09/15/2022	10075--Lush Lawn/Safari Tree		1,188.00 In Transit
09/15/2022	10103--All American Tree Service		850.00 In Transit
09/15/2022	10083--Pitney Bowes Global Financial Services Inc		249.63 In Transit
09/15/2022	10029--Unique		129.40 In Transit
09/15/2022	10010--McCoy Maintenance Inc		9,890.00 In Transit
09/15/2022	10465--Learning Resources		276.45 In Transit
09/15/2022	10016--Advanced Pest Control		268.00 In Transit
09/15/2022	10050--Lakeshore Learning Materials		970.80 In Transit
09/22/2022	10141--Benistar/UA-6803		12,901.00 In Transit
09/22/2022	10471--Bloomberg Businessweek		198.00 In Transit
09/22/2022	10010--McCoy Maintenance Inc		400.00 In Transit
09/22/2022	10020--Gordon Food Service Inc		36.46 In Transit
09/22/2022	10074--Library Design Associates Inc.		1,000.00 In Transit
09/22/2022	10031--Quill LLC		413.98 In Transit
09/22/2022	10106--AT&T Long Distance		24.56 In Transit
09/22/2022	10026--FJ Lafontaine & Sons Landscaping		212.00 In Transit
09/22/2022	10171--Farmington Genealogical Society		300.00 In Transit
09/22/2022	10470--Sheryl Pryor		350.00 In Transit
09/22/2022	10469--Plymouth District Library		13.20 In Transit
09/22/2022	10165--Michigan.com		494.38 In Transit
09/22/2022	10102--Wesco Receivables Corp		186.28 In Transit
09/22/2022	10468--ShredCorp		200.00 In Transit
09/22/2022	10027--Great Lakes Ace Hardware		14.98 In Transit
09/22/2022	10394--Great Lakes Ace Hardware 047		11.99 In Transit
09/22/2022	10467--C & G Newspapers		727.00 In Transit
09/22/2022	10147--EHIM		663.92 In Transit
09/22/2022	10143--Blue Care Network		27,003.50 In Transit
09/22/2022	10012--NBS		847.00 In Transit
09/22/2022	10004--Ingram Library Services		399.58 In Transit
09/22/2022	10011--Midwest Tape		4,254.12 In Transit
09/22/2022	10000--Baker & Taylor Inc		2,916.92 In Transit
09/27/2022	10012--NBS		358.00 In Transit
09/27/2022	10334--FastSigns		141.18 In Transit
09/27/2022	10256--OCLC Inc.		701.95 In Transit
09/27/2022	10074--Library Design Associates Inc.		300.00 In Transit
09/27/2022	10015--Toshiba America Business Solutions		2,329.68 In Transit
09/27/2022	10440--Authors Unbound		2,000.00 In Transit
09/27/2022	10284--MBM Technology Solutions		799.00 In Transit
09/27/2022	10026--FJ Lafontaine & Sons Landscaping		548.00 In Transit
09/27/2022	10472--Custom Ink		2,581.92 In Transit
09/27/2022	10027--Great Lakes Ace Hardware		92.31 In Transit
09/27/2022	10344--JT Productions		120.00 In Transit
09/27/2022	10047--Fred's Landscape		1,870.00 In Transit
09/27/2022	10075--Lush Lawn/Safari Tree		48.55 In Transit
09/27/2022	10228--Waug's Electric Service, Inc.		5,200.00 In Transit
09/27/2022	10011--Midwest Tape		488.43 In Transit
09/27/2022	10004--Ingram Library Services		324.47 In Transit
09/27/2022	10008--Amazon		1,354.60 In Transit
09/27/2022	10000--Baker & Taylor Inc		9,058.80 In Transit
09/29/2022	10144--Mutual Of Omaha		1,577.46 In Transit
09/29/2022	10002--Farmington Community Library		43,553.08 In Transit
09/29/2022	10391--Emanuela DeCenso		1,220.00 In Transit
09/29/2022	10032--The Friends Of The Library		76.40 In Transit
09/29/2022	10221--Jennifer Willard		70.16 In Transit
09/29/2022	10474--Waldron District Library		20.95 In Transit
09/29/2022	10112--Farmington Musicale		450.00 In Transit
09/29/2022	10008--Amazon		322.48 In Transit
09/29/2022	10000--Baker & Taylor Inc		2,291.30 In Transit
	<b>Total for Bill.com Clearing</b>		<b><u>308,084.71</u></b>
09/07/2022	10038--Douglas moye	27165	175.00 09/30/2022
09/07/2022	10006--Bright House Networks		123.99 09/30/2022
09/08/2022	10009--Consumers Energy		103.25 09/30/2022

## Farmington Community Library Check Register

Date	Vendor	Document No	Amount Cleared
09/09/2022	10009--Consumers Energy		630.59 09/30/2022
09/12/2022	10019--Clear Rate Communications		699.55 09/30/2022
09/14/2022	10221--Jennifer Willard	27166	967.40 09/30/2022
09/14/2022	10106--AT&T Long Distance		5.89 09/30/2022
09/15/2022	10330--Comerica Commerical Card Services		3,868.59 09/30/2022
09/17/2022	10014--T-Mobile		1,113.71 09/30/2022
09/19/2022	10005--DTE Energy		16,436.38 09/30/2022
09/19/2022	10005--DTE Energy		5,053.96 09/30/2022
09/23/2022	10021--Home Depot Credit Services		368.93 09/30/2022
09/26/2022	10003--AT&T		745.17 09/30/2022
09/26/2022	10003--AT&T		223.70 09/30/2022
			<b>30,516.11</b>

**Motion Required:**

I move that the Board approve the expenditures as presented

**GRAND TOTAL: \$436,629.65**

Farmington Community Library  
Revenue and Expenditure Report  
As of September 30, 2022

	Year Ending 06/30/2022	Year Ending 06/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET
000802 - Friends - Credit Crd pass thru	0.00	0.00	0.00
000850 - Telephone	20,075.50	20,460.00	20,460.00
000851 - Postage	2,551.68	7,000.00	7,000.00
000860 - Transportation	3,008.72	1,090.00	1,090.00
000880 - Programming & Publicity	7,030.92	15,000.00	65,000.00
000900 - Processing	36,491.80	52,000.00	52,000.00
000901 - Gift Fund Purchases	7,268.41	0.00	0.00
000902 - Friends Gift Purchases	90,779.67	80,000.00	80,000.00
000911 - Training & Conferences	11,975.77	23,000.00	23,000.00
000915 - Memberships	6,955.19	18,100.00	18,100.00
000918 - Water	27,711.94	37,250.00	37,250.00
000920 - Electricity	191,833.79	188,000.00	188,000.00
000921 - Heat	27,008.46	26,000.00	26,000.00
000925 - Landscaping /Snow Removal	43,271.53	39,500.00	39,500.00
000930 - Maintenance/Repairs	35,264.73	47,000.00	47,000.00
000931 - Repairs & Maintenance Supplies	20,363.03	69,000.00	69,000.00
000934 - Maintenance Contracts	231,466.84	300,000.00	300,000.00
000935 - Insurance & Bonds	80,628.00	76,620.00	76,620.00
000949 - Technology Upgrades	29,404.50	155,000.00	155,000.00
000950 - E Library Cataloging (OCLC)	21,174.80	21,175.00	21,175.00
000955 - Miscellaneous	55,579.20	7,000.00	7,000.00
000957 - COVID-19	10,202.54	10,000.00	10,000.00
000975 - Building & Improvements	229,173.43	320,000.00	320,000.00
000980 - Furniture/Furnishings	1,802.31	60,000.00	60,000.00
000981 - Vehicle	1,303.46	1,600.00	1,600.00
000982 - Books	239,059.45	278,000.00	278,000.00
000983 - eBooks	0.00	100,000.00	100,000.00
000984 - Software	27,989.85	75,000.00	75,000.00
000985 - Equipment	12,507.95	70,525.00	195,525.00
000986 - Computers	33,916.25	35,000.00	35,000.00
000987 - Integrated Library System	107,008.08	189,000.00	189,000.00
000988 - Audio Visual	34,284.60	55,000.00	55,000.00
000989 - Information Resources	238,306.67	219,400.00	219,400.00
000990 - Video/ DVD/ Movie Collection	58,381.08	68,450.00	68,450.00
000991 - TLN (formerly Metro Net)	24,738.52	36,500.00	36,500.00
000992 - Capital Outlay Projects	0.00	0.00	0.00
000993 - Interest Expense	1,462.00	0.00	0.00
000994 - Principal Expense	11,738.00	0.00	0.00
Total Other Expenses	2,289,996.92	3,083,620.00	3,258,620.00

Farmington Community Library  
 Comparative Balance Sheet  
 As of September 30, 2022

	PERIOD ENDED 06/30/2022	PERIOD ENDED 09/30/2022	CHANGE	% CHANGE
Fund	346,623.39	346,841.19	217.80	0.06 %
	<u>346,623.39</u>	<u>346,841.19</u>	<u>217.80</u>	<u>0.06 %</u>
	<u>346,623.39</u>	<u>346,841.19</u>	<u>217.80</u>	<u>0.06 %</u>
Restricted - Farmington Branch	100,000.00	100,000.00	0.00	0.00 %
Restricted - future endowments	252,745.48	246,623.39	(6,122.09)	(2.42) %
	<u>352,745.48</u>	<u>346,623.39</u>	<u>(6,122.09)</u>	<u>(1.73) %</u>
	<u>(6,122.09)</u>	<u>217.80</u>	<u>6,339.89</u>	<u>(103.55) %</u>
	<u>346,623.39</u>	<u>346,841.19</u>	<u>217.80</u>	<u>0.06 %</u>

Farmington Community Library  
Comparative Balance Sheet  
As of September 30, 2022

	PERIOD ENDED 06/30/2022	PERIOD ENDED 09/30/2022
Assets		
Cash & Cash Equivalents		
000011 - Millage Money Market - Comerica	2,920,151.25	2,797,074.37
Total Cash & Cash Equivalents	<u>2,920,151.25</u>	<u>2,797,074.37</u>
Total Assets	<u>2,920,151.25</u>	<u>2,797,074.37</u>
Liabilities and Equity		
Equity		
000390 - Fund Balance	2,301,369.79	2,920,151.25
Total Equity	<u>2,301,369.79</u>	<u>2,920,151.25</u>
Net Income Current Period	<u>618,781.46</u>	<u>(123,076.88)</u>
Total Liabilities and Equity	<u>2,920,151.25</u>	<u>2,797,074.37</u>

Balance	Current Rate	Current Month Interest	Current Month Gain/Loss on Investment	YTD Interest Income & Gain/Loss on Investment (by Calendar Year)	Investment Type	GL Acct
9,028,827.82	0.75%	1,777.84	-	5,333.72	Money Market	000011
346,841.19	N/A	-	(1,367.16)	(5,851.98)	Investment	000017
<u>9,375,669.01</u>				<u>(518.26)</u>		

## Director's Report October 2022

### Patron Comments

Included in your Board packet.

### Monthly Birthday Celebrations

August birthdays included Hannah Hering, Collen McWhinnie, Merrie Matheny, Mary Zechar, Bob Montgomery, Madeline Stevens, Anna Granch, Crystal Corcoran

### Strategic Plan

**Interviews** have been conducted or will be by the end of the month. Interviewees included:

Chris Delgado, Superintendent FPS

Sara Bowman, Mayor of FA

Doug Edwards, Director of YMCA

Jordan Scrimger, Young Professional

Kathleen Owsley, Bosch Grant Coordinator

Lilen Schnackel, Director of Special Services FH

*Still waiting to interview:*

Susan Arlin, Director of Chamber

Vicki Barnett, Mayor of FH or Gary Mekjian, City Manager FH

Someone from the Muslim Community Center/Islamic Association

**Focus Groups** will include – Friends of the Library, Seniors, ESL, FAAPN, PTA

**Community Survey** has gone out and will be available to the public until October 31. **Staff survey** went out to all staff and will close on October 10.

### Space Utilization Study

Merritt Cieslak is working on the study and hopes to present the results to the Board at the December Board Meeting. They have been in contact with Amanda Standefer, Strategic Plan consultant.

### Potential New Board Members

On Monday, Oct. 3, the FA city council interviewed two candidates for the open board seat. They will make their decision at their next regular council meeting on Monday, Oct. 17.

### **Farmington Public Schools Presentation**

We were invited to present at the Farmington Public Schools School Board meeting on Tuesday, October 11, 2022. The invitation came about from some of the school board members attending the Library Extravaganza and were impressed with the turnout and the resources they did not know we had. Maria and Ernie will be presenting as the Friends of the Library Board meeting is the same night.

### **Library Extravaganza**

What a great event this was! So many thanks to Sarah, Maria, the staff, and the Board for working hard to make sure everyone had a fun time. Over 2100 people came through the doors in those four hours. This does not include the people who never made it inside. Sarah's goal was three thousand people. We think we made that goal or came close.

### **State Aid Report**

State Aid reporting window opened on October 1. The report needs to be completed by February 1 at 5:00 PM. The first half of the payment is made after the report is reviewed – the sooner it is complete, the sooner it is reviewed, the sooner the money is dispersed. The second payment is made in July. Our goal for completing the report is November 1.

### **Staff Day**

Staff Day is Friday, November 11. The morning will include staff recognition, State of the Library, and Fast Forward Libraries working with staff on the Strategic Plan. The afternoon will include Breakout Sessions that will demonstrate Microsoft Teams, Marketing Techniques for all staff to use to market/sell our services to the community no matter what your role at the library is, and a session on the evaluation process. These sessions relate to the initiatives we want to achieve this FY.

### **Martin Luther King Jr Celebration**

We are working with MCMR to plan the Martin Luther King Jr Celebration in January 2023. Stay tuned for more information as the pieces fall in place.

Submitted by

Kelley Siegrist  
Director



## Farmington Community Library Output Statistics - September 2022

Circulation Services	Sep 2022	Sep 2021	Change	This YTD	Last YTD	Change
Liberty Street	19,079	18,055	1,024	56,346	56,904	(558)
12 Mile	43,513	35,944	7,569	141,185	121,152	20,033
eBooks	6,431	8,428	(1,997)	19,670	25,858	(6,188)
<b>Total Circulation</b>	<b>69,023</b>	<b>62,427</b>	<b>6,596</b>	<b>217,201</b>	<b>203,914</b>	<b>13,287</b>
<b>Self-Service Components of Total Library Circulation:</b>						
Circulation via Website	690	632	58	2,452	2,033	419
Circulation via Self Check	17,404	15,568	1,836	59,267	45,047	14,220
<b>Self-Service % of Total Circs</b>	<b>26.21%</b>	<b>25.95%</b>	<b>0.26%</b>	<b>28.42%</b>	<b>23.09%</b>	<b>5.33%</b>
Door Counters	Sep 2022	Sep 2021	Change	This YTD	Last YTD	Change
Liberty Street	6,473	6,608	(135)	21,020	20,409	611
12 Mile	18,158	13,980	4,178	53,223	38,932	14,291
<b>Total Library Visitors</b>	<b>24,631</b>	<b>20,588</b>	<b>4,043</b>	<b>74,243</b>	<b>59,341</b>	<b>14,902</b>

Information Services	Sep 2022	Sep 2021	Change	This YTD	Last YTD	Change
Online Chat	66	49	17	165	131	34
eMail	342	355	(13)	1,153	1,111	42
Liberty Street Phone	635	545	90	2,588	1,927	661
Liberty Street In-Person	4,318	2,989	1,329	13,635	8,241	5,394
<b>Liberty Street Total</b>	<b>4,953</b>	<b>3,534</b>	<b>1,419</b>	<b>16,223</b>	<b>10,168</b>	<b>6,055</b>
12 Mile Phone	1,180	660	520	3,557	2,214	1,343
12 Mile In-Person	5,441	2,632	2,809	14,487	9,751	4,736
<b>12 Mile Total</b>	<b>6,621</b>	<b>3,292</b>	<b>3,329</b>	<b>18,044</b>	<b>11,965</b>	<b>6,079</b>
<b>Total Library Use</b>	<b>11,982</b>	<b>7,230</b>	<b>4,752</b>	<b>35,585</b>	<b>23,375</b>	<b>12,210</b>

Electronic Services	Sep 2022	Sep 2021	Change	This YTD	Last YTD	Change
<b>PC and Wireless Logins:</b>						
Liberty Street Public Computers	1,079	1,094	(15)	3,969	3,006	963
12 Mile Public Computers	1,806	1,361	445	5,497	3,872	1,625
<b>Public Computer Total</b>	<b>2,885</b>	<b>2,455</b>	<b>430</b>	<b>9,466</b>	<b>6,878</b>	<b>2,588</b>
Liberty Street Wireless	10,369	10,782	(413)	33,582	27,591	5,991
12 Mile Wireless	35,410	12,079	23,331	101,091	37,857	63,234
<b>Wireless Total</b>	<b>45,779</b>	<b>22,861</b>	<b>22,918</b>	<b>134,673</b>	<b>65,448</b>	<b>69,225</b>
<b>Total Computer Use</b>	<b>48,664</b>	<b>25,316</b>	<b>23,348</b>	<b>144,139</b>	<b>72,326</b>	<b>71,813</b>
<b>Web Pages Viewed:</b>						
Adult, Teen & Children's Pages	56,423	63,173	(6,750)	289,834	212,349	77,485
Catalog Searches	38,257	60,560	(22,303)	142,613	147,480	(4,867)
<b>Total Web Pages Viewed</b>	<b>94,680</b>	<b>123,733</b>	<b>(29,053)</b>	<b>432,447</b>	<b>359,829</b>	<b>72,618</b>

Programs	Sep 2022	Sep 2021	Change	This YTD	Last YTD	Change
Programs	115	70	45	208	162	46
Attendance	2,798	1,307	1,491	6,518	5,565	953

# How are we doing?

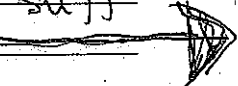
Name \_\_\_\_\_ Date \_\_\_\_\_

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

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

### What made your Library visit special?

I Love the Librarians and how helpful they are - especially in the kids area downstairs.

Suggestion 

Turn over to leave a suggestion for Library staff

### Suggestion:

I am a 5<sup>th</sup>/<sup>6<sup>th</sup></sup> grade teacher and I think 30 hours of <sup>summer</sup> reading for middle schoolers is a lot, especially when coming from elementary; when it's only 10. I think making it 15-20 for grades 6-8 is plenty. For the book lovers, 30 hours is "easy," but for the reluctant readers, it's too much. We especially want the reluctant readers to join the program b/c they are the ones who will lose so much over the summer if they don't read. Right now, of the kids I've asked

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!

You mostly have the stronger readers joining the



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

TO DIRECTOR KELLEY

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

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

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

What made your Library visit special?

THANK YOU FOR YOUR HELP IN MY BEING ABLE TO TAKE OUT THE BOOK "BATTLE FOR THE AMERICAN MIND" THIS WAS A VERY IMPORTANT BOOK. P.S. I WAS THE REQUESTOR FOR THIS BOOK

Turn over to leave a suggestion for Library staff



FARMINGTON COMMUNITY LIBRARY

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How are we doing?

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

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

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

What made your Library visit special?

We hope you bring Miss Sheryl back for storytime! I possibly start the event at noon to get more people there. I also didn't see anything advertising the event at the front. Thank you, Dayna + Ari

Turn over to leave a suggestion for Library staff



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

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

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

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

What made your Library visit special?

My library visit was special because I loved reading my book and

studying.

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

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

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

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

What made your Library visit special?

We love sandy she goes above and beyond → great personality → she is wonderful, Great teacher and great librarian.

Thank you

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

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

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

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

What made your Library visit special?

THXS LISA FOR MAKING MY DAUGHTER  
SMILE. YOU REALLY WENT OUT OF YOUR WAY  
FOR US, YOU LOVE YOUR JOB - IT SHOWS...

Turn over to leave a suggestion for Library staff.

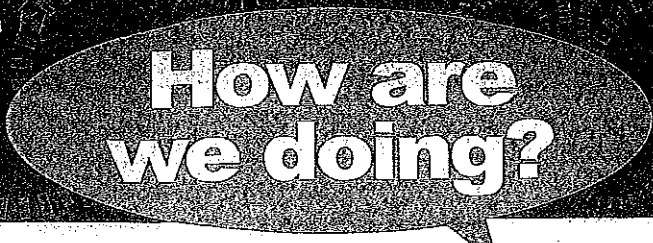
**Suggestion:**

It would be nice if you could put a couple more tables in the Quiet Study Room. It's a huge room without much desk space. It's sometimes hard to find other quiet places in the library.  
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!**



FARMINGTON COMMUNITY LIBRARY  
www.farmlib.org



How are we doing?

Name \_\_\_\_\_ Date 8/19/22  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

What made your Library visit special?

Thank you so much for making our summer vacation great. We could not find Keeper of the Lost Cities on audio book anywhere. Your staff helped us track down the playaway & it was a top request during our 180hr Roadtrip. When I'd ask if we wanted games or

Turn over to leave a suggestion for Library staff

Suggestion:

activities, all 3 boys would ask for the book. You are so appreciated in developing my kids' love of reading!!

**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

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How are we doing?

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

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

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

What made your Library visit special?

Melanie in the children section has gone above & beyond. She is truly amazing!

Just when I need it she always gives us ideas for book and spreads! time looking up new books.

Turn over to leave a suggestion for Library staff

Suggestion:

She has been so supportive to me throughout the years and helped me find resources online & people to help with my dyslexic child.

She is such a gem.

We are so lucky to have her in the library

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 \_\_\_\_\_

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

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

## What made your library visit special?

- 1) I can read with peace, concentration.
- 2) Library take me away from my phone 😊

Turn over to leave a suggestion for library staff.

## Suggestion:

1) There should be posters to remind you that you must drink, blink your eyes, exercise after hours of reading. Seeing poster may remind you that ~~not~~ you must take break and ---