



**Farmington Community Library
Board of Trustees Meeting
Thursday, August 11, 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.
August 11, 2022

- **Call to Order (6:05)**
- **Approval of Agenda**
- **Minutes**
 - Approval of Minutes - Regular Board Meeting - July 14, 2022
- **Treasurers Report (6:15-6:20)**
 - Operating Bills
 - Approval of June 2022 Bills
- **Friends Report (6:20-6:30)**
- **Director's Report (6:30-7:00)**
 - Facilities Report
 - Lisa Laesch Vanstone
 - Sarah Zitter
- **Sub-Committee Updates (7:00-7:10)**
 - Strategic Planning Committee
 - Personnel Committee
- **Unfinished Business (7:10-7:30)**
 - June meeting Minutes
 - Library Extravaganza
 - Doodle Poll results; 8/12 evening out & 10/2 for board retreat
- **New Business (7:30-7:50)**
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Adjournment**



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August 8, 2022

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

Re: July 2022 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.

Fiscal Year Ending June 30, 2022 balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork is scheduled to begin August 22, 2022.

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
Bank: i			
07/06/2022	10140--ADP, LLC		36.16 07/31/2022
07/06/2022	10140--ADP, LLC		24,850.24 07/31/2022
07/06/2022	10126--Michigan Employers Retirement		4,836.76 07/31/2022
07/06/2022	10126--Michigan Employers Retirement		1,523.38 07/31/2022
07/06/2022	10126--Michigan Employers Retirement		1,242.62 07/31/2022
07/06/2022	10126--Michigan Employers Retirement		3,937.71 07/31/2022
07/06/2022	10126--Michigan Employers Retirement		3,611.28 07/31/2022
07/20/2022	10126--Michigan Employers Retirement		(3,687.23) In Transit
07/20/2022	10126--Michigan Employers Retirement		3,687.23 In Transit
07/20/2022	10140--ADP, LLC		23,631.49 07/31/2022
07/20/2022	10126--Michigan Employers Retirement		4,677.15 07/31/2022
07/20/2022	10126--Michigan Employers Retirement		1,408.82 07/31/2022
07/20/2022	10126--Michigan Employers Retirement		1,160.76 07/31/2022
07/20/2022	10126--Michigan Employers Retirement		3,535.01 07/31/2022
07/20/2022	10126--Michigan Employers Retirement		3,866.04 07/31/2022
07/20/2022	10126--Michigan Employers Retirement		22,662.46 07/31/2022
07/22/2022	10140--ADP, LLC		36.16 07/31/2022
Total for Comerica - 4751			<u>101,016.04</u>
Bank: Bill.com Clearing - Bill.com Money Out Clearing Account No:			
07/06/2022	10008--Amazon		147.28 In Transit
07/06/2022	10144--Mutual Of Omaha		1,524.06 In Transit
07/06/2022	10035--The Library Network		2,003.83 In Transit
07/06/2022	10117--Headtech Electronics		210.00 In Transit
07/06/2022	10132--Scholastic Inc.		30.47 In Transit
07/06/2022	10415--Howell Nature Center		221.26 In Transit
07/06/2022	10220--PTS Communications		150.00 In Transit
07/06/2022	10449--Monica Sloan		110.00 In Transit
07/06/2022	10027--Great Lakes Ace Hardware		4.50 In Transit
07/06/2022	10448--Faren Watson		37.97 In Transit
07/06/2022	10121--Library Ideas		2,328.45 In Transit
07/06/2022	10260--Kristel Sexton		37.28 In Transit
07/06/2022	10072--Innovative Interfaces Inc		63,920.83 In Transit
07/06/2022	10004--Ingram Library Services		438.25 In Transit
07/06/2022	10447--Joan Weddell		164.00 In Transit
07/06/2022	10011--Midwest Tape		2,200.02 In Transit
07/06/2022	10000--Baker & Taylor Inc		1,575.21 In Transit
07/06/2022	10446--Sandy Herman		199.00 In Transit
07/06/2022	10082--OverDrive, Inc		92.62 In Transit
07/15/2022	10060--Bonnie Greschaw		346.20 In Transit
07/18/2022	10082--OverDrive, Inc		3,000.00 In Transit
07/18/2022	10012--NBS		1,694.00 In Transit
07/18/2022	10451--Library Market		4,000.00 In Transit
07/18/2022	10029--Unique		90.00 In Transit
07/18/2022	10186--Cengage Learning Inc / Gale		3,473.00 In Transit
07/18/2022	10079--Midwest Tape Hoopla		8,205.63 In Transit
07/18/2022	10007--Matt Watroba		1,500.00 In Transit
07/18/2022	10450--Oakland County Parks		300.00 In Transit
07/18/2022	10256--OCLC Inc.		21,454.43 In Transit
07/18/2022	10452--Suburban Library Cooperative		120.00 In Transit
07/18/2022	10201--Plante Moran		2,092.19 In Transit
07/18/2022	10024--City of Farmington Hills		82.96 In Transit
07/18/2022	10221--Jennifer Willard		94.70 In Transit
07/18/2022	10010--McCoy Maintenance Inc		575.00 In Transit
07/22/2022	10165--Michigan.com		521.95 In Transit
07/22/2022	10165--Michigan.com		(590.95) In Transit
07/22/2022	10029--Unique		88.65 In Transit
07/22/2022	10045--Discount School Supply		272.31 In Transit
07/22/2022	10284--MBM Technology Solutions		799.00 In Transit
07/22/2022	10210--Eugene Clark		375.00 In Transit
07/22/2022	10165--Michigan.com		590.95 In Transit
07/22/2022	10206--Joe Reilly		500.00 In Transit
07/22/2022	10141--Benistar/UA-6803		12,901.00 In Transit
07/22/2022	10452--Suburban Library Cooperative		120.00 In Transit
07/22/2022	10027--Great Lakes Ace Hardware		7.17 In Transit
07/22/2022	10110--Ebsco Subscription Services		20,786.06 In Transit
07/22/2022	10147--EHIM		709.17 In Transit
07/22/2022	10315--MetroNet Consortium		4,500.00 In Transit

Farmington Community Library Check Register

Date	Payee	Document No	Amount Cleared
07/22/2022	10046--EnvisionWare, Inc		2,696.40 In Transit
07/22/2022	10008--Amazon		425.70 In Transit
07/22/2022	10071--Graphic Sciences, Inc		184.63 In Transit
07/22/2022	10063--City Of Farmington - Water		1,315.56 In Transit
07/22/2022	10075--Lush Lawn/Safari Tree		676.50 In Transit
07/22/2022	10004--Ingram Library Services		289.61 In Transit
07/22/2022	10011--Midwest Tape		2,800.22 In Transit
07/22/2022	10010--McCoy Maintenance Inc		9,890.00 In Transit
07/22/2022	10023--Witt Mechanical, Inc		1,103.50 In Transit
07/22/2022	10082--OverDrive, Inc		119.57 In Transit
07/22/2022	10037--Dorothy Hinton		160.00 In Transit
07/22/2022	10035--The Library Network		19,957.53 In Transit
07/22/2022	10074--Library Design Associates Inc.		17,820.00 In Transit
07/22/2022	10026--FJ Lafontaine & Sons Landscaping		950.00 In Transit
07/22/2022	10000--Baker & Taylor Inc		5,347.91 In Transit
07/22/2022	10016--Advanced Pest Control		268.00 In Transit
07/26/2022	10235--Jo-Ann Stores, LLC		11,006.00 In Transit
07/26/2022	10143--Blue Care Network		25,535.28 In Transit
07/26/2022	10017--CDW Government Inc		9,361.80 In Transit
07/26/2022	10132--Scholastic Inc.		99.30 In Transit
07/26/2022	10453--MSU Extension		400.00 In Transit
07/26/2022	10144--Mutual Of Omaha		1,533.04 In Transit
07/26/2022	10015--Toshiba America Business Solutions		2,520.94 In Transit
07/26/2022	10160--Maria Showich-Gallup		98.94 In Transit
07/26/2022	10041--Naeir		182.53 In Transit
07/26/2022	10011--Midwest Tape		453.79 In Transit
07/26/2022	10082--OverDrive, Inc		3,543.82 In Transit
07/26/2022	10031--Quill LLC		2,574.86 In Transit
07/26/2022	10004--Ingram Library Services		1,223.83 In Transit
07/27/2022	10106--AT&T Long Distance		(5.89) In Transit
	Total for Bill.com Clearing		<u>286,536.82</u>
	Bank: Comerica - 4744		
07/08/2022	10009--Consumers Energy		163.33 07/31/2022
07/09/2022	10006--Bright House Networks		123.99 07/31/2022
07/12/2022	10329--Swank Movie Licensing USA	27158	118.00 07/31/2022
07/13/2022	10019--Clear Rate Communications		420.23 07/31/2022
07/13/2022	10014--T-Mobile		1,128.31 07/31/2022
07/15/2022	10330--Comerica Commerical Card Services		1,964.76 07/31/2022
07/20/2022	10005--DTE Energy		17,128.17 07/31/2022
07/26/2022	10083--Pitney Bowes Global Financial Services Inc		1,000.00 07/31/2022
	Total for Comerica - 4744		<u>22,046.79</u>

Motion Required:

I move that the Board approve the above expenditures as presented
GRAND TOTAL: \$409,599.65

General Fund

Farmington Community Library
 Comparative Balance Sheet
 As of July 31, 2022

	PERIOD ENDED 06/30/2022	PERIOD ENDED 07/31/2022	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000001 - General Checking - Comerica	339,604.11	397,663.33	58,059.22	17.09 %
000004 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
000007 - Payroll Checking - Comerica	287,683.00	346,870.62	59,187.62	20.57 %
000011 - Millage Money Market - Comerica	5,553,236.99	5,253,889.19	(299,347.80)	(5.39) %
Total Cash & Cash Equivalents	6,181,784.10	5,999,683.14	(182,100.96)	(2.94) %
Other Assets				
000018 - Accounts Receivable	197,326.23	190,125.46	(7,200.77)	(3.64) %
000040 - Accounts Receivable - Metro Net	0.00	11,006.00	11,006.00	100.00 %
000042 - Accounts Receivable - Friends	25,791.59	25,791.59	0.00	0.00 %
000043 - Accounts Receivable - Interlibrary Loan	65.69	48.67	(17.02)	(25.90) %
000123 - Prepaid Expense	138,479.16	0.00	(138,479.16)	(100.00) %
Total Other Assets	361,662.67	226,971.72	(134,690.95)	(37.24) %
Total Assets	6,543,446.77	6,226,654.86	(316,791.91)	(4.84) %
Liabilities and Equity				
Liabilities				
Current Liabilities				
000202 - Accounts Payable	153,190.53	53,552.85	(99,637.68)	(65.04) %
000203 - Manual Accounts Payable	94.70	0.00	(94.70)	(100.00) %
000209 - Friends of Library - Book Sale	0.00	1,360.70	1,360.70	100.00 %
000216 - Due to Other Governments	17,886.52	17,886.52	0.00	0.00 %
000257 - Accrued Payroll	88,025.87	0.00	(88,025.87)	(100.00) %
000258 - Section 125- Medical Reimbrsmt	316.41	316.41	0.00	0.00 %
Total Current Liabilities	259,514.03	73,116.48	(186,397.55)	(71.82) %
Long Term Liabilities				
000331 - Unemployment Liability	398,452.50	398,452.50	0.00	0.00 %
000339 - Unearned Revenues	25,791.59	25,791.59	0.00	0.00 %
Total Long Term Liabilities	424,244.09	424,244.09	0.00	0.00 %
Total Liabilities	683,758.12	497,360.57	(186,397.55)	(27.26) %
Equity				
000390 - Fund Balance	5,054,919.00	5,859,688.65	804,769.65	15.92 %
Total Equity	5,054,919.00	5,859,688.65	804,769.65	15.92 %
Net Income Current Period	804,769.65	(130,394.36)	(935,164.01)	(116.20) %
Total Liabilities and Equity	6,543,446.77	6,226,654.86	(316,791.91)	(4.84) %

General Fund

**Farmington Community Library
Revenue and Expenditure Report
As of July 31, 2022**

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2022	06/30/2023	06/30/2023	07/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
000404 - Summer Tax Revenue - Hills	3,489,180.01	3,690,852.00	3,690,852.00	304,376.80	8.25 %
000405 - Summer Tax Revenue - City	346,061.85	382,464.00	382,464.00	44,561.59	11.65 %
000406 - Winter Tax Revenue - Hills	2,016,734.06	2,161,003.00	2,161,003.00	0.00	0.00 %
000407 - Winter Tax Revenue - City	201,313.60	223,934.00	223,934.00	0.00	0.00 %
000410 - Delinquent Taxes	83,887.05	16,250.00	16,250.00	0.00	0.00 %
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	159,115.00	0.00	0.00 %
000540 - State Aid - Farmington Library	93,941.54	78,155.00	78,155.00	0.00	0.00 %
000541 - Grant Revenue	3,478.00	785.00	785.00	0.00	0.00 %
000602 - Auditorium Fees	9,820.00	15,000.00	15,000.00	1,590.00	10.60 %
000603 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	0.00	0.00 %
000642 - Copy Vending Machine Revenue	24,650.40	32,150.00	32,150.00	2,196.40	6.83 %
000643 - Snack Vending Machines Revenue	1,733.77	45.00	45.00	0.00	0.00 %
000644 - Paver Sales	1,200.00	125.00	125.00	0.00	0.00 %
000646 - Memorial & Gifts Revenue	12,640.84	11,700.00	11,700.00	335.00	2.86 %
000655 - Fines, Fees & Lost Book	5,722.16	6,400.00	6,400.00	461.35	7.21 %
000665 - Interest	3,693.49	3,700.00	3,700.00	557.75	15.07 %
000670 - Interest - Gift Fund only	5.03	30.00	30.00	0.00	0.00 %
000671 - Other Misc Revenue	20,295.36	26,280.00	26,280.00	676.13	2.57 %
000674 - Gifts From Friends of Library	108,291.41	80,000.00	80,000.00	0.00	0.00 %
Total Revenue	6,894,402.48	7,213,933.00	7,213,933.00	354,755.02	4.92 %
Expenses					
Payroll and Related Expenses					
000702 - Salaries & Wage Expense	2,259,287.80	2,881,608.00	2,881,608.00	107,101.88	3.72 %
000709 - Employers FICA expense	163,395.91	220,805.00	220,805.00	7,892.55	3.57 %
000723 - OPEB Expense	61,504.75	143,200.00	143,200.00	7,789.76	5.44 %
000724 - Retiree Health Ins	140,918.64	149,200.00	149,200.00	23,968.70	16.06 %
000725 - Dental, Optical, & Hearing	15,844.21	30,000.00	30,000.00	2,707.35	9.02 %
000726 - Hospitalization Insurance	262,691.05	327,900.00	327,900.00	49,430.56	15.07 %
000727 - Group Life - Mutual of Omaha	14,282.68	21,200.00	21,200.00	2,790.06	13.16 %
000728 - Retirement Fund - Employers	263,828.45	290,816.00	290,816.00	29,783.94	10.24 %
Total Payroll and Related Expenses	3,181,753.49	4,064,729.00	4,064,729.00	231,464.80	5.69 %
Other Expenses					
000750 - Office Supplies	12,669.09	20,000.00	20,000.00	973.39	4.87 %
000752 - Operating Supplies	20,325.70	24,450.00	24,450.00	2,504.86	10.24 %
000754 - Vending Equipment & Supplies	19,231.23	24,500.00	24,500.00	2,520.94	10.29 %
000791 - Newspapers & Periodicals	35,980.95	38,000.00	38,000.00	21,537.01	56.68 %
000801 - Professional Services	229,542.31	275,000.00	275,000.00	6,878.82	2.50 %

General Fund

Farmington Community Library Revenue and Expenditure Report As of July 31, 2022

	Year Ending 06/30/2022	Year Ending 06/30/2023		Year To Date 07/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
000802 - Friends - Credit Crd pass thru	0.00	0.00	0.00	(76.40)	0.00 %
000850 - Telephone	20,075.50	20,460.00	20,460.00	694.22	3.39 %
000851 - Postage	3,507.04	7,000.00	7,000.00	975.25	13.93 %
000860 - Transportation	3,008.72	1,090.00	1,090.00	50.89	4.67 %
000880 - Programming & Publicity	6,128.72	15,000.00	15,000.00	1,477.20	9.85 %
000900 - Processing	36,491.80	52,000.00	52,000.00	0.00	0.00 %
000901 - Gift Fund Purchases	10,546.23	0.00	0.00	157.69	0.00 %
000902 - Friends Gift Purchases	61,693.88	80,000.00	80,000.00	5,071.25	6.34 %
000911 - Training & Conferences	11,975.77	23,000.00	23,000.00	0.00	0.00 %
000915 - Memberships	6,550.19	18,100.00	18,100.00	2,971.29	16.42 %
000918 - Water	25,362.72	37,250.00	37,250.00	0.00	0.00 %
000920 - Electricity	174,705.62	188,000.00	188,000.00	17,128.17	9.11 %
000921 - Heat	27,008.46	26,000.00	26,000.00	163.33	0.63 %
000925 - Landscaping /Snow Removal	43,271.53	39,500.00	39,500.00	407.00	1.03 %
000930 - Maintenance/Repairs	35,264.73	47,000.00	47,000.00	1,639.50	3.49 %
000931 - Repairs & Maintenance Supplies	20,363.03	69,000.00	69,000.00	276.57	0.40 %
000934 - Maintenance Contracts	231,466.84	300,000.00	300,000.00	20,312.34	6.77 %
000935 - Insurance & Bonds	75,538.00	76,620.00	76,620.00	64,533.00	84.22 %
000949 - Technology Upgrades	29,404.50	155,000.00	155,000.00	0.00	0.00 %
000950 - E Library Cataloging (OCLC)	21,174.80	21,175.00	21,175.00	21,454.43	101.32 %
000955 - Miscellaneous	29,040.55	7,000.00	7,000.00	98.94	1.41 %
000957 - COVID-19	10,202.54	10,000.00	10,000.00	0.00	0.00 %
000975 - Building & Improvements	246,993.43	320,000.00	320,000.00	0.00	0.00 %
000980 - Furniture/Furnishings	1,802.31	60,000.00	60,000.00	0.00	0.00 %
000981 - Vehicle	1,303.46	1,600.00	1,600.00	0.00	0.00 %
000982 - Books	238,978.62	278,000.00	278,000.00	7,861.68	2.83 %
000983 - eBooks	0.00	100,000.00	100,000.00	0.00	0.00 %
000984 - Software	27,735.01	75,000.00	75,000.00	14,708.64	19.61 %
000985 - Equipment	12,507.95	70,525.00	70,525.00	3,657.74	5.19 %
000986 - Computers	33,916.25	35,000.00	35,000.00	257.14	0.73 %
000987 - Integrated Library System	170,928.91	189,000.00	189,000.00	25,324.12	13.40 %
000988 - Audio Visual	34,284.60	55,000.00	55,000.00	0.00	0.00 %
000989 - Information Resources	238,306.67	219,400.00	219,400.00	27,948.64	12.74 %
000990 - Video/ DVD/ Movie Collection	58,267.16	68,450.00	68,450.00	990.55	1.45 %
000991 - TLN (formerly Metro Net)	24,738.52	36,500.00	36,500.00	1,186.38	3.25 %
Total Other Expenses	<u>2,290,293.34</u>	<u>3,083,620.00</u>	<u>3,083,620.00</u>	<u>253,684.58</u>	<u>8.23 %</u>
Total Expenses	<u>5,472,046.83</u>	<u>7,148,349.00</u>	<u>7,148,349.00</u>	<u>485,149.38</u>	<u>6.79 %</u>
Transfers					
000995 - Transfer out	(617,586.00)	(65,584.00)	(65,584.00)	0.00	0.00 %

General Fund

Farmington Community Library
Revenue and Expenditure Report
As of July 31, 2022

	Year Ending 06/30/2022	Year Ending 06/30/2023		Year To Date 07/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
Total Transfers	(617,586.00)	(65,584.00)	(65,584.00)	0.00	0.00 %
Total Revenue in Excess of Expenses	804,769.65	0.00	0.00	(130,394.36)	0.00 %

Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – July 14, 2022
Draft

Board Members Present: Brown, Duron-Willner, McClellan, Stryd
Board Members Absent: Hahn, Kelly, Murphy, White
Staff Members Present: Siegrist, Wrench, Showich-Gallup, Zitter Masindi
Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:02

REVIEW OF AGENDA

REVIEW OF MINUTES

Correction: Duron-Willner listed as absent, joined the meeting at 6:30

OPERATING BILLS

Brown presented expenditures totaling \$355,489.92

FINANCIAL REPORT

Brown presented the financial report.

FRIENDS' REPORT given by K. Siegrist on behalf of the Friends: Thank you for coming out to the Gala.

LIBRARY DIRECTOR'S REPORT (Kelley Siegrist)

- Staffing: Sona- PT Graphic Designer. Evan- IT Page.
- Overtime/Bereavement FY OT-\$3718.06. Bereavement hours- 74.25
- Space Utilization Study began on June 30. Will continue with each department.
- Oakland County's Business Forward hosted program. Small Business page on library site highlighting business resources.
- Trustee Roundtable hosted at Farmington Branch.
- Gale Analytics up and running. Sarah will see where we need to market services.
- The Chamber event was a huge success.
- Online Event Calendar updated with The Library Market with more tools
- Circulation goals were so close!
- Collection Development Policy will be reviewed.
- TLN Director Buddy System- Kelley is with Eva Davis of Canton Public Library.
- Programs have been well attended.
- Comments: a lot of positive comments made and treats dropped off to the library.

FACILITIES REPORT (Donald Wrench)

- Bids coming in for parking lot and doors.
- will meet with space utilization study.

MARKETING STRATEGY (Sarah Zitter Masindi)

- see presentation shared via email

COMMITTEE REPORTS

Strategic Planning (Megan Stryd)

Committee recommends FastForward Libraries.

Personnel Committee (Ernie McClellan)

Working on Directors Evaluation Tool. Meeting with Caire Membiela from Library of Michigan to review tools available.

Duron-Willner wants to review adding positions.

NEW BUSINESS

Founders Fest Parade this Saturday.

August 12, Riley Park concert social gathering of the board.

October 2, 1-4pm Board Retreat.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

- McClellan: Chamber event great, many people state this was their first time in the library.
- Brown: Chamber event went well. Would like to confirm that Kelly spoke to the Mayor regarding extra 3 months on the board, or until a new person is appointed.

CORRESPONDENCE

None

PUBLIC COMMENT

One person had 4 areas of concern:

- Hours- patron would like longer hours. Concerned about being closed on July 5
- Events- would like more adult programming. Would also like printed material with puzzles.
- Employees- misses the old employees who would help with many things.
- Suggestion box: put concern in with phone number and as not called.

ADJOURNMENT

Meeting adjourned 8:29

Respectfully Submitted,

Megan Stryd
Library Board of Trustees

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – June 9, 2022**

Board Members Present: Brown, Hahn, Kelly, McClellan, Murphy, White

Board Members Absent: ~~Duron-Willner, Stryd~~

Staff Members Present: Siegrist, Wrench, Showich-Gallup, Peterson, Brown, Zitter Masindi

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:03 p.m. by Board Vice-President McClellan.

APPROVAL OF AGENDA

MOTION by Brown to approve the Agenda for the June 9, 2022 Board meeting was supported by White.

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

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Murphy to approve the Minutes of the Regular Board Meeting on May 12, 2022, was supported by Brown.

Vote: Aye: Brown, Hahn, McClellan, Murphy

Opposed: None

Abstain: Kelly, White

Motion passed.

BUDGET AMENDMENT (Kari Shea, Plante Moran)

MOTION by White to approve amendment of FY 2022 budget as suggested by Plante Moran of decrease of revenues of \$23,350 and decrease of expenditures of \$495,660 was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Motion passed.

OPERATING BILLS

MOTION by Brown that the Board of Trustees approve expenditures totaling \$344,738.29 was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FINANCIAL REPORT

MOTION by Brown to receive and file the Monthly Budget for May, 2022, was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT (Stacey Charlebois)

- No Friends board meeting in July or August
- S. Charlebois will be attending the ALA conference in June. There is a virtual United for Libraries (Michigan chapter) conference in August.

LIBRARY DIRECTOR'S REPORT (Kelley Siegrist)

- Michigan Municipal Liability Insurance fee will increase slightly (2.18 %) in FY 2023 but FCL will also receive an increased dividend.
- Audio system in auditorium has died. P. McCormick had already been seeking bids in anticipation.
- The second of the e-rate grants was approved for network upgrade project.
- Per M. Showich-Gallup, registration numbers for Summer Reading (began June 4) are back up to pre-pandemic level.
- FCL will be participating in Juneteenth celebration on June 18 at the First African Methodist Episcopal Church at Nardin Park.

- **Facilities Report** (Donald Wrench)

- Elevator maintenance contract with Schindler will expire on August 1, 2023. Either party must give 90-day notice if not renewing.
 - Bids to replace parking lot at Twelve Mile came in at \$270,000. A bid to cut and patch came in at \$59,000.
 - Allied is moving ahead on entry doors at Liberty Street. New entries will have sliding doors.
 - Capability to charge electric vehicles. At Twelve Mile, new transformer may be needed. D. Wrench is consulting with DTE. At Liberty Street, City of Farmington may take this on because they believe that they own parking lot. Discussions with DTE and Farmington are still ongoing.
 - Work on new fire door at Twelve Mile will entail door being down for a week.
- In-person outreach has been taking place at Farmington Early Childhood Center (FPS) and at senior centers. Positive feedback for this on social media.
 - Profile of staff member - Rebecca Brown, the Dragon Librarian

Danette Duron-Willner arrives at meeting; seven members now present. Vice-President McClellan continues to chair the meeting.

- **Update on Marketing** (Sarah Zitter Masindi)

- Rebrand Proposal - new Logo, Tagline, Voice
- Intended to address pain points named by staff and community members:
 - lack of full understanding of services offered
 - visual identity is outdated
 - public image is inconsistent
- S. Zitter Masindi is getting feedback from staff

COMMITTEE REPORTS

Strategic Planning (Michele Kelly)

Facilitator - four proposals have been received from firms interested in facilitating our strategic planning. Committee will meet and bring any recommendations to board in July.

Personnel Committee (Ernie McClellan)

Committee is working on a tool to use for evaluation of the director. It will include specific data point targets as well as room for description. Committee will be meeting with K. Siegrist about the FCL Organization Chart.

UNFINISHED BUSINESS

- COLA increase for substitutes

MOTION by White to increase rate of pay for substitutes by 2.5 % as cost of living allowance was supported by Hahn.

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

NEW BUSINESS

- Officer Elections
 - Duron-Willner is nominated for president by Brown; no other nominations.
 - McClellan is nominated for vice-president by Hahn; no other nominations.
 - Brown is nominated for treasurer by Hahn; no other nominations.
 - White is nominated for secretary by Kelly; no other nominations.

Officers for 2022-23:

President: Danette Duron-Willner

Vice-President: Ernie McClellan

Treasurer: Kathie Brown

Secretary: Jim White

- Board Opening

MOTION by Duron-Willner to extend M. Kelly's term as a board member for three months [beyond June, 2022], or until Farmington appoints a new member, whichever comes first, was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

- Social gathering

Board is looking to gather at some social event this summer, as well as to hold retreat in October.

- Parking Lot

MOTION by Hahn to allocate \$60,000 for Twelve Mile parking lot cutting and repair was supported by Duron-Willner.

Vote: Aye: All in favor

Opposed: None

Motion passed.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

None

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 at 9:20 pm by Vice-President McClellan. The next meeting of the Library Board is scheduled for Thursday, July 14, 2022, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

**Director's Report
August 11, 2022**

Patron Comments

Included in your Board packet.

Monthly Birthday Celebrations

July birthdays included Faren Watson, Celeste Schwartz, Simon Hassell, Jennie Willard, Justin Mitchell, Charlie Cusack, Mariam Hussein, Pat McCormick, Beth Anthony, Lisa Phillips, Megan Drozan. Chocolate cake with vanilla icing was the cake of choice.

Staffing

Kathy McKinney has submitted her resignation effective August 5, 2022. She has taken the position of Assistant Director at the Mount Clemens Public Library.

Space Utilization Study

We have received the Plan of Work from Merritt Cieslak (included in your Board Packet along with notes from the kickoff meeting.) Individual department meetings/walkthroughs have been scheduled for August 8, 12, and 25.

Library Outreach

Maria and I attended the Harvest Moon Volunteer Appreciation event in Riley Park on July 19. We were able to sign up for beer pouring at the Harvest Moon Festival on behalf of the Friends of the Library on September 16 from 8:45-11 PM.

The library has been invited to present at the City of Farmington Hills Study Session on August 15 at 6 PM. We will be presenting updates and highlighting some of our services.

The library has been invited to have a table at the EPC Health and Safety Fair on August 18 from 1:30-4 PM and 4:30-8 PM. We will for sure have staff present from 1:30-4 PM.

On August 23 from 11 AM – 1 PM, the library will be at the Back-to-School Celebration for Farmington Public School Staff.

Library Millage Renewals

In this past primary election on August 2, library millage renewals in the surrounding areas overwhelmingly passed. See spreadsheet previously sent.

Northville	82.2% YES	17.8% NO
Royal Oak	71.7% YES	28.3% NO
Redford	68.3% YES	31.7% NO
Clarkston	67.6% YES	32.4% NO

Commerce	66.6% YES	33.4% NO
Waterford	61.3% YES	38.7% NO
Belleville	58.9% YES	41.1% NO
White Lake	58.8% YES	41.2% NO

New Services

Beginning September 1, the New York Times and the Wall Street Journal will be available for our patrons to read online through the library's website. The New York Times online subscription will also include the games section. This was implemented based on a patron comment from a few months ago. The patron has been notified that this service will be available in September.

Miss Farmington Cities Scholarship Program: Community Service Project

We have been contacted by the Miss Farmington Cities Scholarship recipient 2022 to help with her community service project: Today a Reader! Tomorrow a Leader! The goal of the community service platform is to inspire and foster a love of reading throughout the Farmington and Farmington Hills communities with pop-up reading events.

Submitted by
Kelley Siegrist
Director

Farmington Community Library Output Statistics - July 2022

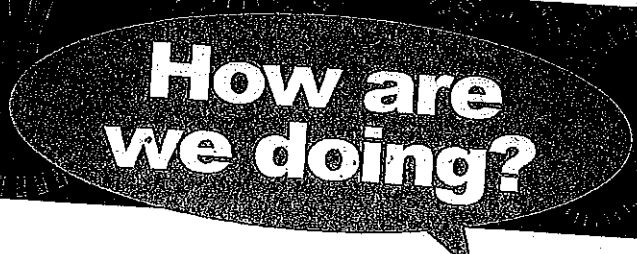
Circulation Services	Jul 2022	Jul 2021	Change	This YTD	Last YTD	Change
Liberty Street	21,391	19,688	1,703	21,391	19,688	1,703
12 Mile	49,018	44,158	4,860	49,018	44,158	4,860
eBooks	6,583	8,511	(1,928)	6,583	8,511	(1,928)
Total Circulation	76,992	72,357	4,635	76,992	72,357	4,635
Self-Service Components of Total Library Circulation:						
Circulation via Website	855	730	125	855	730	125
Circulation via Self Check	20,976	11,314	9,662	20,976	11,314	9,662
Self-Service % of Total Circls	28.35%	16.65%	11.71%	28.35%	16.65%	11.71%
Door Counters	Jul 2022	Jul 2021	Change	This YTD	Last YTD	Change
Liberty Street	7,363	6,494	869	7,363	6,494	869
12 Mile	16,845	10,539	6,306	16,845	10,539	6,306
Total Library Visitors	24,208	17,033	7,175	24,208	17,033	7,175

Information Services	Jul 2022	Jul 2021	Change	This YTD	Last YTD	Change
Online Chat	24	11	13	24	11	13
eMail	293	458	(165)	293	458	(165)
Liberty Street Phone	885	571	314	885	571	314
Liberty Street In-Person	4,414	2,404	2,010	4,414	2,404	2,010
Liberty Street Total	5,299	2,975	2,324	5,299	2,975	2,324
12 Mile Phone	1,099	692	407	1,099	692	407
12 Mile In-Person	3,094	4,158	(1,064)	3,094	4,158	(1,064)
12 Mile Total	4,193	4,850	(657)	4,193	4,850	(657)
Total Library Use	9,809	8,294	1,515	9,809	8,294	1,515

Electronic Services	Jul 2022	Jul 2021	Change	This YTD	Last YTD	Change
PC and Wireless Logins:						
Liberty Street Public Computers	1,228	571	657	1,228	571	657
12 Mile Public Computers	1,704	1,018	686	1,704	1,018	686
Public Computer Total	2,932	1,589	1,343	2,932	1,589	1,343
Liberty Street Wireless	10,748	4,744	6,004	10,748	4,744	6,004
12 Mile Wireless	30,066	11,845	18,221	30,066	11,845	18,221
Wireless Total	40,814	16,589	24,225	40,814	16,589	24,225
Total Computer Use	43,746	18,178	25,568	43,746	18,178	25,568
Web Pages Viewed:						
Adult, Teen & Children's Pages	157,709	52,857	104,852	157,709	52,857	104,852
Catalog Searches	58,465	38,113	20,352	58,465	38,113	20,352
Total Web Pages Viewed	216,174	90,970	125,204	216,174	90,970	125,204

Programs	Jul 2022	Jul 2021	Change	This YTD	Last YTD	Change
Programs	57	63	(6)	57	63	(6)
Attendance	2,034	1,920	114	2,034	1,920	114

*Power outage for 2 weeks in 2021.



How are we doing?

Name _____

Address _____

Date 7-16-22

City _____

Zip _____

Phone _____

Email _____

What made your Library visit special?

Becky, so Help me and ~~LYDC~~ Maley, Laylah
with All our Need at Farmington Mills

Turn over to leave a suggestion for Library staff.

Suggestion:

She Becky made my learning easier

Thanks
Becky

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 5/9/22
Address _____ City _____ Zip _____
Phone _____ Email _____

What made your Library visit special?

Hi, This is Celeste writing on behalf of Mrs. Swearingen
She asked me to submit this suggestion.

She would like a physical bulletin board where
patrons could leave reviews for books and movies -
patron to patron.

Turn over to leave a suggestion for Library staff.

Jennie + Judy

Very helpful in helping
with my paper. Copy/
paste. Paper was very
complex, but Jennie &
Judy saved the day!
Thank so much