



**Farmington Community Library  
Board of Trustees Meeting  
Thursday, April 10, 2025  
6:00 p.m.**

**Contact Trustees**

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

Farmington Community Library

FARMLIB.ORG

Farmington Community Library Board of Trustees  
Regular Meeting – 6:00 p.m.  
April 10, 2025

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- **Call to Order**
- **Approval of Agenda**
- **Public Comment (3 minutes per person)**
- **Minutes**
  - Approval of March Minutes
- **Treasurers Report**
  - Approval of March operating bills 2025
  - Financial Reports
  - Michigan Class updates
- **Friends of the Library**
- **Director's Report**
- **Unfinished Business**
  - Tax Captures
- **Sub-Committee Updates**
  - **Finance Committee**
  - **Facilities**
    - Non owned road
    - Approval of phase 1 design work
  - **Personnel Committee**
- **New Business**
  - Approval of expected behavior policy
  - Approval of violations and appeal policy
  - Approval of children and vulnerable adults policy

Farmington Community Library Board of Trustees  
Regular Meeting – 6:00 p.m.  
April 10, 2025

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- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees  
Board Meeting, 6:00 p.m. - March 12, 2025  
Downtown Farmington Branch**

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**Board Members Present:** Muthukuda, Brown, Murphy, Doby, Snodgrass, Snead, White (late)

**Board Members Absent:** McClellan

**Staff Members Present:** Siegrist, Baker, Showich-Gallup, Peterson, Brown, McCarthy

**Staff Members Absent:** None

**CALL TO ORDER**

The Regular Board Meeting was called to order at 6:05 by Vice President Dilhara Muthukuda.

**APPROVAL OF AGENDA**

**MOTION** by Snodgrass to approve the Agenda for the March 12, 2025 Board meeting, moving public comment to the beginning of the meeting, was supported by Brown.

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

**Opposed: None**

**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by Snodgrass to approve the Minutes of the Regular Board Meetings held January 9, 2025, and February 13, 2025 (no quorum) was supported by Murphy.

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

**Opposed: None**

**Motion passed.**

**TREASURER'S REPORT**

**MOTION** by Brown to approve paying January 2025 operating bills totaling \$417,674.70 was supported by Doby.

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

**Opposed: None**

**Motion passed.**

**MOTION** by Brown to approve paying February 2025 operating bills totaling \$350,364.27 was supported by Doby.

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

**Opposed: None**

**Motion passed.**

**MOTION** by Brown to receive and file the January and February 2025 financial reports was supported by Doby.

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

**Opposed: None**

**Motion passed.**

(White arrives.)

**FRIENDS' REPORT** (S. Charlesbois)

- Book sale will take place April 25-27. Art auction will be held at same time.
- Roughly \$1,000 raised by selling books on E-Bay.
- SC wants to investigate changing membership structure for Friends.
- Friends will host a connection to virtual United for Libraries retreat on March 22.
- The Gala will be held Friday, June 6. Format may change in the future.

**LIBRARY DIRECTOR'S REPORT** (K. Siegrist)

- KS showed heat map of average annual incoming door count for 2022-2025 broken down by hour. Busiest hour for incoming traffic at both branches is when doors open on Sundays. Heat map will drive other discussions.
- J. Baker will present FCL and its services to the Farmington Optimists on March 19.
- M. Showich-Gallup presented library services at Literacy Celebration held by Farmington African American Parent Network (FAAPN) and AKA Sorority on March 1.
- Supervisors have enjoyed and gained from working through the DISC Leadership Profile.
- Small Business Lunch and Learn Series is continuing.
- FCL will participate in the Community Expo to be hosted by Farmington Public Schools on May 7.
- One of most popular items in Library of Things right now is a Seasonal Affective Disorder lamp.

Rebecca Brown and Sarah McCarthy (YA Librarians) present teen services.

- Battle of the Books will be held Friday, April 11.

**UNFINISHED BUSINESS**

Tax Capture

No motion.

**SUBCOMMITTEE UPDATES**

Finance (K. Brown)

**Farmington Community Library Board of Trustees**  
**Board Meeting, 6:00 p.m. - January 9, 2025**  
**Downtown Farmington Branch**

**MOTION** by Brown to amend the FY 2024-2025 budget, increasing revenue to \$8,570,527 and reducing expenditures to \$8,243,029 was supported by Murphy.

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

**Opposed: None**

**Motion passed.**

FY 2025-2026 Budget

- Budget hearing to present draft of FY 2025-2026 budget will be held preceding regular board meeting on May 8.
- Budget approval necessary by June.

Facilities (S. Snodgrass)

**MOTION** by White to approve moving forward on the projects designated "Phase One" on the Master Plan was supported by Brown.

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

**Opposed: None**

**Motion passed.**

**MOTION** by White to approve up to \$54,000 for installation by Allied Sign of the outdoor digital sign at Twelve Mile was supported by Snead.

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

**Opposed: None**

**Motion passed.**

- Next Facilities meeting will be April 3. Beginning in April, Facilities will also meet on the Monday after the regular board meeting each month.

Personnel (D. Muthukuda)

**MOTION** by Muthukuda to approve 2025-2026 merit raises of up to 4% (at discretion of supervisors) was supported by Doby.

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

**Opposed: None**

**Motion passed.**

**NEW BUSINESS**

- Paid Leave

**MOTION** by Muthukuda to re-adjust paid leave policies for full-time and part-time employees as well as for shelvers / aides / substitutes in order to comply with state law was supported by Doby.

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

**Opposed: None**

**Farmington Community Library Board of Trustees  
Board Meeting, 6:00 p.m. - January 9, 2025  
Downtown Farmington Branch**

**Motion passed.**

- Programming Policy

**MOTION** by Doby to adopt Programming Policy was supported by White.

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

**Opposed: None**

**Motion passed.**

- June 6 closing for Gala

**MOTION** by Doby to approve 4:00 pm closing of FCL on June 6 to prepare for Friends Gala was supported by White.

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

**Opposed: None**

**Motion passed.**

**CORRESPONDENCE**

None

**PUBLIC COMMENT**

None

**TRUSTEE COMMENT**

K. Brown - libraries in Michigan including FCL could be impacted by actions of the Trump administration.

The state (and FCL) could lose federal money if the Institute for Museums and Library Services (IMLS) is affected, or potentially because of federal elimination of DEI efforts.

FCL could lose any grant for an EV charging station if those grants are no longer funded.

(NOTE: on Friday, March 14, the day after the board meeting, an executive order was issued calling for the elimination of the IMLS)

S. Snodgrass - how would board vote on something in between meetings, if necessary, such as for construction? Answer: if a vote was NECESSARY, then a special meeting would have to be called, giving 18 hours notice to public. Opportunity for public comment must always be given.

S. Snead - thank you for FCL staff participation in the African American Read-In event hosted by Oakland Schools featuring Jacqueline Woodson.

**ADJOURNMENT**

The Board meeting was adjourned by Vice President Muthukuda. The next meeting of the Library Board is scheduled for Thursday, April 10, 2025, at 6:00 pm.

**Farmington Community Library Board of Trustees  
Board Meeting, 6:00 p.m. - January 9, 2025  
Downtown Farmington Branch**

Respectfully Submitted,

Jim White, Secretary  
Library Board of Trustees





**Plante & Moran, PLLC**  
P.O. Box 307  
3000 Town Center, Suite 100  
Southfield, MI 48075  
Tel: 248.352.2500  
Fax: 248.352.0018  
plantemoran.com

April 7, 2025

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

**Re: March 2025 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

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>Bank:</b>	<b>Account no:</b>	
03/12/2025	10014--T-Mobile		1,012.50 03/31/2025
03/12/2025	10009--Consumers Energy		1,457.71 03/31/2025
03/12/2025	10589--Paylocity		182.93 03/31/2025
03/12/2025	10589--Paylocity		29,288.17 03/31/2025
03/12/2025	10126--Michigan Employers Retirement		274.26 03/31/2025
03/12/2025	10126--Michigan Employers Retirement		5,704.87 03/31/2025
03/12/2025	10126--Michigan Employers Retirement		1,299.69 03/31/2025
03/12/2025	10126--Michigan Employers Retirement		1,746.17 03/31/2025
03/12/2025	10126--Michigan Employers Retirement		5,121.69 03/31/2025
03/12/2025	10126--Michigan Employers Retirement		6,539.40 03/31/2025
03/13/2025	10009--Consumers Energy		3,142.54 03/31/2025
03/14/2025	10330--Comerica Commerical Card Services		2,562.75 03/31/2025
03/17/2025	10147--EHIM		135.45 03/31/2025
03/18/2025	10019--Clear Rate Communications		523.12 03/31/2025
03/18/2025	10147--EHIM		1,466.56 03/31/2025
03/19/2025	10015--Toshiba America Business Solutions		1,992.14 03/31/2025
03/21/2025	10589--Paylocity		1,531.58 03/31/2025
03/24/2025	10584--Spectrum Enterprise		86.01 03/31/2025
03/25/2025	10144--Mutual Of Omaha		1,888.94 03/31/2025
03/25/2025	10021--Home Depot Credit Services		304.19 03/31/2025
03/26/2025	10126--Michigan Employers Retirement		320.44 03/31/2025
03/26/2025	10126--Michigan Employers Retirement		5,715.43 03/31/2025
03/26/2025	10126--Michigan Employers Retirement		1,298.21 03/31/2025
03/26/2025	10126--Michigan Employers Retirement		1,769.92 03/31/2025
03/26/2025	10126--Michigan Employers Retirement		5,117.64 03/31/2025
03/26/2025	10126--Michigan Employers Retirement		6,579.39 03/31/2025
03/26/2025	10126--Michigan Employers Retirement		23,323.30 03/31/2025
03/26/2025	10589--Paylocity		94.87 03/31/2025
03/26/2025	10589--Paylocity		30,063.71 03/31/2025
03/31/2025	10003--AT&T		833.07 03/31/2025
03/31/2025	10083--Pitney Bowes Global Financial Services Inc		248.58 03/31/2025
03/31/2025	10682--Nihad Dukham	27237	1,450.00 In Transit
03/31/2025	10024--City of Farmington Hills	027239	85.00 In Transit
	<b>Total for</b>		<b>143,160.23</b>
	<b>Bank: Bill.com Clearing - Bill.com Money Out Clearing</b>	<b>Account no:</b>	
03/06/2025	10035--The Library Network		3,813.30 In Transit
03/06/2025	10227--Royal Roofing		7,500.00 In Transit
03/06/2025	10626--NorthStar Mat Service		131.60 In Transit
03/06/2025	10187--Network Services Company		26.14 In Transit
03/06/2025	10041--Naeir		26.85 In Transit
03/06/2025	10094--Michigan Library Association		25.00 In Transit
03/06/2025	10020--Gordon Food Service Inc		16.98 In Transit
03/06/2025	10068--Gallagher Fire Equipment		330.00 In Transit
03/06/2025	10033--Demco Inc.		322.47 In Transit
03/06/2025	10023--Witt Mechanical, Inc		4,512.00 In Transit
03/06/2025	10011--Midwest Tape		2,060.44 In Transit
03/06/2025	10000--Baker & Taylor Inc		6,741.82 In Transit
03/06/2025	10502--Amazon Capital Services		2,287.22 In Transit
03/14/2025	10037--Dorothy Hinton		160.00 In Transit
03/14/2025	10315--MetroNet Consortium		18,151.11 In Transit
03/14/2025	10002--Farmington Community Library		14,394.48 In Transit
03/14/2025	10023--Witt Mechanical, Inc		1,412.00 In Transit
03/14/2025	10673--Wes Schumacher		116.59 In Transit
03/14/2025	10553--Thomas Kline/Crimson Multimedia		547.03 In Transit
03/14/2025	10032--The Friends Of The Library		350.00 In Transit
03/14/2025	10097--Rhode Island Novelty		79.50 In Transit
03/14/2025	10031--Quill LLC		1,292.39 In Transit
03/14/2025	10220--PTS Communications		150.00 In Transit
03/14/2025	10498--Muniweb		195.00 In Transit
03/14/2025	10079--Midwest Tape Hoopla		15,190.75 In Transit
03/14/2025	10094--Michigan Library Association		25.00 In Transit
03/14/2025	10040--Foster, Swift, Collins & Smith		1,979.00 In Transit
03/14/2025	10678--Farmington Green Homeowners Association		260.00 In Transit
03/14/2025	10594--Danboise Mechanical		599.71 In Transit
03/14/2025	10141--Benistar/UA-6803		4,873.60 In Transit
03/14/2025	10000--Baker & Taylor Inc		1,369.77 In Transit
03/14/2025	10549--Baby Volcano Films, LLC		400.00 In Transit

# Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
03/14/2025	10201--Plante Moran		6,249.52 In Transit
03/14/2025	10082--OverDrive, Inc		51,286.58 In Transit
03/14/2025	10011--Midwest Tape		2,981.19 In Transit
03/14/2025	10004--Ingram Library Services		969.31 In Transit
03/14/2025	10027--Great Lakes Ace Hardware		51.11 In Transit
03/14/2025	10502--Amazon Capital Services		408.53 In Transit
03/27/2025	10002--Farmington Community Library		74,730.94 In Transit
03/27/2025	10632--Ypsilanti District Library		13.98 In Transit
03/27/2025	10029--Unique		216.70 In Transit
03/27/2025	10553--Thomas Kline/Crimson Multimedia		145.11 In Transit
03/27/2025	10132--Scholastic Inc.		10,736.00 In Transit
03/27/2025	10409--Rebecca Brown		645.00 In Transit
03/27/2025	10031--Quill LLC		390.20 In Transit
03/27/2025	10012--NBS		540.00 In Transit
03/27/2025	10094--Michigan Library Association		25.00 In Transit
03/27/2025	10282--Melanie Allbery		39.92 In Transit
03/27/2025	10159--Manufacturer's News, Inc.		325.90 In Transit
03/27/2025	10679--Macmillan Holdings, LLC		3,750.00 In Transit
03/27/2025	10020--Gordon Food Service Inc		112.91 In Transit
03/27/2025	10040--Foster, Swift, Collins & Smith		259.00 In Transit
03/27/2025	10026--FJ Lafontaine & Sons Landscaping		3,608.50 In Transit
03/27/2025	10046--EnvisionWare, Inc		84.75 In Transit
03/27/2025	10038--Douglas Moye		210.00 In Transit
03/27/2025	10143--Blue Care Network		34,179.45 In Transit
03/27/2025	10241--Bethany Bruns		31.45 In Transit
03/27/2025	10058--Batteries Plus Bulbs		39.60 In Transit
03/27/2025	10680--Allied Signs, Inc		23,850.00 In Transit
03/27/2025	10454--Allied Building Services of Detroit, Inc.		1,608.00 In Transit
03/27/2025	10011--Midwest Tape		2,206.39 In Transit
03/27/2025	10004--Ingram Library Services		152.78 In Transit
03/27/2025	10000--Baker & Taylor Inc		13,744.82 In Transit
	<b>Total for Bill.com Clearing</b>		<b><u>322,932.39</u></b>

## Motion Required:

I move that the Board approve the expenditures as presented

**GRAND TOTAL: \$466,092.62**

General Fund

Farmington Community Library  
Comparative Balance Sheet  
As of March 31, 2025

	PERIOD ENDED 06/30/2024	PERIOD ENDED 03/31/2025	CHANGE	% CHANGE
<b>Assets</b>				
Cash & Cash Equivalents				
001000 - General Checking - Comerica	775,621.52	510,488.32	(265,133.20)	(34.18) %
004000 - Petty Cash	1,260.00	1,285.00	25.00	1.98 %
011000 - Millage Money Market Comerica	3,298,524.04	2,709,405.72	(589,118.32)	(17.86) %
017001 - MI Class - Millage	4,053,968.79	7,784,083.86	3,730,115.07	92.01 %
017004 - MI Class - LCSA	0.00	330,624.47	330,624.47	100.00 %
Total Cash & Cash Equivalents	8,129,374.35	11,335,887.37	3,206,513.02	39.44 %
Other Assets				
018000 - Accounts Receivable	201,945.72	0.00	(201,945.72)	(100.00) %
040000 - Accounts Receivable - Metro Net	6,000.00	180,472.23	174,472.23	2,907.87 %
042000 - Accounts Receivable - Friends	73,078.56	5,145.07	(67,933.49)	(92.95) %
043000 - Accounts Receivable - Interlibrary Loan	92.72	50.93	(41.79)	(45.07) %
123000 - Prepaid Expense	252,363.79	0.00	(252,363.79)	(100.00) %
Total Other Assets	533,480.79	185,668.23	(347,812.56)	(65.19) %
Total Assets	8,662,855.14	11,521,555.60	2,858,700.46	32.99 %
<b>Liabilities and Equity</b>				
Liabilities				
Current Liabilities				
202000 - Accounts Payable	80,217.24	76,143.07	(4,074.17)	(5.07) %
202100 - Manual Accounts Payable	3,418.44	0.00	(3,418.44)	(100.00) %
209000 Friends of the Library - Book Sale	0.00	9,202.16	9,202.16	100.00 %
230000 - Due to Other Governments	27,366.99	27,366.99	0.00	0.00 %
257000 - Accrued Payroll	86,314.87	0.00	(86,314.87)	(100.00) %
258000 - Section 125 - Medical Reimbursement	1,788.19	0.00	(1,788.19)	(100.00) %
259000 - 457 ICMA Voluntary Savings Plan	5,572.53	0.00	(5,572.53)	(100.00) %
269000 - Garnishments	50.29	0.00	(50.29)	(100.00) %
290000 - 401(a) MERS Retirement Plan	1,606.79	0.00	(1,606.79)	(100.00) %
291000 - MERS Health Care Savings Plan	2,872.16	0.00	(2,872.16)	(100.00) %
293000 - FICA - Employer & Employee Pay	27,014.99	0.00	(27,014.99)	(100.00) %
296000 - MERS DB Retirement	191.21	0.00	(191.21)	(100.00) %
Total Current Liabilities	236,413.70	112,712.22	(123,701.48)	(52.32) %
Long Term Liabilities				
339000 - Unearned Revenues	73,078.56	0.00	(73,078.56)	(100.00) %
Total Liabilities	309,492.26	112,712.22	(196,780.04)	(63.58) %
Equity				
390000 - Fund Balance	7,093,338.07	8,353,362.88	1,260,024.81	17.76 %

General Fund

Farmington Community Library  
Comparative Balance Sheet  
As of March 31, 2025

	PERIOD ENDED 06/30/2024	PERIOD ENDED 03/31/2025	CHANGE	% CHANGE
Total Equity	7,093,338.07	8,353,362.88	1,260,024.81	17.76 %
Net Income BS	1,260,024.81	3,055,930.11	1,795,905.30	142.52 %
Total Liabilities and Equity	8,662,855.14	11,522,005.21	2,859,150.07	33.00 %

## General Fund

Farmington Community Library  
Revenue and Expenditure Report  
As of March 31, 2025

	Year Ending 06/30/2024	Year Ending 06/30/2025		Year To Date 03/31/2025	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BUDGET
<b>Revenue</b>					
404000 - Summer Tax Revenue - Hills	3,872,704.25	4,178,077.00	4,178,077.00	4,078,288.05	97.61 %
405000 - Summer Tax Revenue - City	380,088.67	431,512.00	431,512.00	398,082.32	92.25 %
406000 - Winter Tax Revenue - Hills	2,229,928.19	2,446,231.00	2,446,231.00	2,359,471.99	96.45 %
407000 - Winter Tax Revenue - City	221,269.54	252,647.00	252,647.00	227,526.80	90.06 %
411000 - Delinquent Taxes	108,739.56	16,250.00	100,000.00	5,854.33	5.85 %
451000 - Local Community Stabilization Share	323,298.63	323,300.00	323,300.00	329,025.32	101.77 %
540000 - State Aid - Farmington Library	97,548.54	94,000.00	94,000.00	51,259.82	54.53 %
541000 - Grant Revenue	31,787.00	2,890.00	2,890.00	0.00	0.00 %
542000 - State Penal Fine Revenue	131,296.25	128,000.00	128,000.00	0.00	0.00 %
602000 - Auditorium Fees	13,913.38	0.00	0.00	0.00	0.00 %
603000 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	10,000.00	100.00 %
642000 - Copy Vending Machine Revenue	28,131.85	32,150.00	32,150.00	22,948.95	71.38 %
643000 - Snack Vending Machine Revenue	3,131.41	3,670.00	3,670.00	2,287.28	62.32 %
644000 - Paver Sales	148.00	0.00	0.00	0.00	0.00 %
646000 - Memorial & Gifts Revenue	11,774.54	11,700.00	11,900.00	12,030.50	101.10 %
658000 - Fines, Fees & Lost Book	7,613.33	7,800.00	7,800.00	5,448.60	69.85 %
665000 - Interest	251,249.29	214,100.00	339,100.00	308,309.88	90.92 %
674000 - Gifts From Friends of Library	116,913.05	172,470.00	172,470.00	95,699.84	55.49 %
684000 - Other Misc Revenue	40,610.36	36,780.00	36,780.00	16,253.30	44.19 %
<b>Total Revenue</b>	<b>7,880,145.84</b>	<b>8,361,577.00</b>	<b>8,570,527.00</b>	<b>7,922,486.98</b>	<b>92.44 %</b>
<b>Expenses</b>					
<b>Payroll</b>					
702000 - Salaries & Wage Expense	2,374,454.95	3,264,200.00	3,264,200.00	2,150,121.72	65.87 %
709000 - Employers FICA Expense	203,204.62	250,300.00	250,300.00	159,655.07	63.79 %
716000 - OPEB Expense	110,373.00	141,300.00	141,300.00	98,020.21	69.37 %
717000 - Retiree Health Ins	65,803.58	64,600.00	64,600.00	48,143.72	74.53 %
718000 - Dental, Optical & Hearing	27,066.38	30,000.00	30,000.00	21,885.42	72.95 %
719000 - Hospitalization Insurance	328,082.24	363,400.00	363,400.00	284,234.30	78.22 %
720000 - Group Life - Mutual of Omaha	18,086.91	15,100.00	21,760.00	16,715.87	76.82 %
721000 - Retirement Fund - Employers	316,171.96	399,424.00	399,424.00	299,710.88	75.04 %
<b>Total Payroll</b>	<b>3,443,243.64</b>	<b>4,528,324.00</b>	<b>4,534,984.00</b>	<b>3,078,487.19</b>	<b>67.88 %</b>
<b>Operating Expenses</b>					
750000 - Office Supplies	10,206.18	15,000.00	15,000.00	6,038.96	40.26 %
752000 - Operating Supplies	18,247.09	24,450.00	24,450.00	15,723.82	64.31 %
754000 - Vending Equipment & Supplies	11,491.81	36,900.00	36,900.00	20,904.32	56.65 %
791000 - Newspapers & Periodicals	35,812.54	38,000.00	38,000.00	36,048.48	94.86 %
801000 - Professional Services	231,495.12	320,000.00	320,000.00	136,201.45	42.56 %



## **Director's Report**

### **April 2025**

#### **Patron Comments**

Included in your Board packet.

#### **Michigan Municipal League Liability & Property Pool Insurance Refund**

We received a refund from the Michigan Municipal League in the amount of \$2,696. This is because the payroll liability for FY 2023-2024, wasn't as much as they had anticipated.

#### **BrandStar Media**

In March, we were contacted by a producer from a TV show asking if we had time for a call. They wanted to see if the Library would be a good feature for a show called "The Balancing Act" that airs on Lifetime. The show is about women who do it all. Jillian Baker and Lisa Laesch-Vanstone took the call.

#### **Request For Proposal – Farmington Elevator Modernization**

The Farmington Elevator Modernization RFP is up on BidNet. Proposals are due on April 30. Walkthroughs are required and will be held April 14-18 from 12-3.

#### **Middle School Mock Interviews**

Some of our staff will be participating in Farmington Public School's middle school mock interviews. These are being held on April 14 and 17. Staff will be the interviewers.

#### **Budget Hearing for FY 2025-2026 Budget**

The budget hearing is set for May 8, 2025, at 6:00 PM. Announcements will be in the Farmington Press on April 16<sup>th</sup> and April 30<sup>th</sup>. Budget will be made available to the public, in-person, and on our website, May 2, 2025.

#### **Staff Survey**

We are putting the finishing touches on a survey that will go out to all staff requesting feedback on job satisfaction and organizational communication. This will be shared with the Personnel Committee for further input before going out to staff.

#### **Asian American Pacific Islander Heritage Celebration**

On Saturday, May 3 from 12:00 – 4:00 PM join us to celebrate the AAPI community with live performances, hands-on activities, and delicious food. Also, try Japanese saki in a special tasting event for 21+.



## **National Library Week April 6-12**

We will have two activities for the public:

**What Draws You to the Library?** Children's and Adult Info Desks will have cutout hearts for patrons to write down what draws them to the library. The hearts get hung up at the service desks - it is always fun to see each year. When they turn in their heart, they'll get to choose one of the two sticker designs Sona made especially for this week.

### **Tell-a-Friend Totes**

Marketing is pre-stuffing FCL tote bags with upcoming event brochures, library swag, and the 10 Things to do at the Library booklet. These will be available for patrons to take and share with friends, helping spread the word about the library!

### **Patron Point Newsletter**

With the implementation of Patron Point, the marketing tool the board approved in December, our newsletter will have a new look. Watch for the first one to roll out in April.

Submitted by

Kelley Siegrist  
Director

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**Farmington Community Library**

FCL Farmington • 23500 Liberty St. • (248) 553-0321  
FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300





Covert services

**How are we doing?**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**What made your Library visit special?**

Steve at the desk was very efficient and kind and helped find <sup>info on</sup> a book that is currently out. He helped me join the waitlist as well as find a CD copy and portable player. He also provided info on tech ~~service~~ instruction services here. Another librarian had

Turn over to leave a suggestion for Library staff. <sup>earlier located a book for me when I called.</sup>



**Suggestion:**

Keep up the good work!

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

Would love to have a class  
w traditional calligraphy.

Thanks!

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

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**What made your Library visit special?**

VERY HELPFUL HERB HARRIS  
& STAFF VERY HELPFUL

**Turn over to leave a suggestion for Library staff.**

Terrible exit from 12 while N. Bass  
exit & entrance

**Turn over to leave a suggestion for Library staff.**

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**What made your Library visit special?**

The front desk & information staff  
were very pleasant & helpful.  
Thank you! Staff heard no



**Suggestion:**

You should add Mii topia to the games.



— Somebody x

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

**suggestion:**

It would be great if there was a handwash station for the kids. Maybe next to the puzzles. Something their height to wash hands when done playing.

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

**What made your Library visit special?**

I hate it





**How are  
we doing?**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**What made your Library visit special?**

Today I had many problems with my laptop, the tech (Sharon) was a wonderful and patient individual. She helped me all the way. Although she could not fix my problem, she helped me to understand the issue and she

**Turn over to leave a suggestion for Library staff.**

over



**Suggestion:**

helped me on the library computer.

I sincerely appreciate her kindness

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