



**Farmington Community Library
Board of Trustees Meeting
Thursday, May 09, 2024
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.
May 09, 2024

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of April Minutes
- **Treasurers Report**
 - Approval of April operating bills 2024
 - Financial Reports
- **Friends of the Library**
- **Director's Report**
 - Peter
 - Sarah
- **Unfinished Business**
 - Millage discussion
 - Digital signage display (will arrive @ 7:30)
- **Sub-Committee Updates**
 - **Finance Committee**
 - Michigan Class
 - **Personnel Committee**
- **New Business**
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – April 11, 2024**

Board Members Present: Murphy, Brown, White, McClellan, Hahn, Snodgrass, Muthukuda

Board Members Absent: Doby

Staff Members Present: Siegrist, Showich-Gallup, Baker, Peterson, Zitter Masindi, Wegrzynowicz

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:04 by President Ernie McClellan..

APPROVAL OF AGENDA

MOTION by Snodgrass to approve the Agenda for the April 11, 2024 Board meeting was supported by Muthukuda.

Brown proposed adding “Master Plan” to Subcommittee Updates and “Michigan Class” to Unfinished Business.

Motion amended to approve Agenda with changes.

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

Opposed: None

Amended Motion passed.

APPROVAL OF MINUTES

MOTION by Muthukuda to approve the Minutes of the Regular Board Meeting held on March 14, 2024, was supported by Murphy.

Brown asked that “Master Plan” be added to Subcommittee Updates.

Motion amended to approve Minutes with changes.

Vote: Aye: Murphy, Brown, Hahn McClellan, Snodgrass, Muthukuda

Opposed: None

Abstain: White

Amended Motion passed.

TREASURER’S REPORT (K. Brown)

MOTION by Brown to approve March expenditures totaling \$405,598.64 was supported by Snodgrass.

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

Opposed: None

Motion passed.

MOTION by Brown to receive and file March 2024 financial reports was supported by White.

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

Opposed: None

Motion passed.

FRIENDS’ REPORT (S. Charlebois)

- Book Sale and Art Sale, held weekend of April 5-7, brought in almost \$7,000.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- Per Digital Equity Project - countywide initiative - Farmington Hills is a community in which there is a need for devices used to access the internet.
- Digital local history archive is now accessible on the FCL website.
- Asian American Pacific Islander Heritage Celebration will be held May 4.
- Food trucks are returning - first visit will be Hero and Villain, May 21.
- The Book and Author Fest will be held again this year as part of Art on the Grand (June 1).

Facilities Updates

Roof (P. Wegrzynowicz)

Of 14 sections of roof (total, both buildings), 12 are predicted to last for 2-4 years. Other two sections may last 8-10 years. Bids are being put out for roof replacement.

LED Lighting (P. Wegrzynowicz)

Peter is investigating replacing current interior lighting with LED fixtures.

Outdoor Signage (S. Zitter Masindi)

Sarah is investigating replacing outdoor monument sign at Twelve Mile to update to new logo. Decision must be made whether to pursue digital sign.

UNFINISHED BUSINESS

Michigan Class (K. Brown)

Four accounts have been set up in Michigan Class. Funds moved from Comerica and Fidelity; Fidelity account closed. Accounts include "Millage", where revenue from property taxes goes, LSCA, which holds federal money gained through the Library Services and Construction Act, and FCL Endowments, both general and Restricted. Per Plante-Moran advice, interest collected on Endowment-Restricted account will remain in that account.

SUBCOMMITTEE UPDATES

Personnel (R. Hahn)

- Merit Salary Increase

MOTION by Hahn to approve merit increases of up to 5% effective July 1, 2024, was supported by Muthukuda.

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

Opposed: None

Motion passed.

Master Plan (K. Brown)

MCD presented ideas about possible future land use around downtown building including adjacent municipal properties and possible future parking structure.

Finance - no report

NEW BUSINESS

- Amend February Minutes

MOTION by White to remove incorrect text from February minutes that had been copied from January minutes was supported by Brown.

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

Opposed: None

Motion passed.

-
- Closing Liberty Street building on September 15

MOTION by Murphy to close Liberty Street building on September 15 for Library Extravaganza was supported by Brown.

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

Opposed: None

Motion passed.

CORRESPONDENCE

None

PUBLIC COMMENT

Stacey Charlebois - Friends are in favor of a digital sign. They would like more involvement in master plan conversations.

TRUSTEE COMMENT

None

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:51. The next meeting of the Library Board is scheduled for Thursday, May 9, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

Director's Report May 2024

Patron Comments

Included in your Board packet.

1000 Books Before Kindergarten and AAPI Celebration

Both the 1000 Books Before Kindergarten with Clifford the Big Red Dog and the AAPI Celebration were huge successes. Clifford brought in over 300 people on Saturday, April 20 and the AAPI Celebration brought in over 450 people on Saturday, May 4.

Bee is Beneficial with Bees in the D

Tuesday, May 14 from 6:30–8:30 PM at FCL Farmington Hills. Join Brian Peterson–Roest, founder of Bees in the D, for an introduction to the variety of bees, the benefits of bees, and the practice of Honey Beekeeping.

Food Truck Tuesdays

Our first Food Truck Event is Tuesday, May 21 from 12:00–2:00 PM with Hero and Villain.

Summer Reading Begins for All Ages June 1!

Summer Reading is an annual challenge for all ages at Farmington Community Library. Complete the reading challenge, finish special missions, meet your community at Library events, and collect points for a chance to win grand prizes! The Summer Reading Kickoff is June 11 from 12–3 at the Farmington location, also celebrating the last day of school with the Kona Ice Cream Truck!

First Grade Field Trips to the Library

First grade field trips to the library have begun at both buildings.

MML Workers' Compensation Coverage

We received the renewal for the Workers' Compensation Insurance coverage. The total cost was \$11,734. We received a dividend credit of \$5,920, bringing the cost to FCL down to \$5,814.

Optimists Video Contest

We were asked by the Farmington Optimists to judge Junior Optimists (middle and high school) video submissions for a public service commercial – Cell Phones: the Good, the bad, & the Ugly. Sarah, Will, Sona, and I watched the three submissions and sent off our scores. Winners will be announced at the May 29 Optimists meeting.

IDEA Committee

As you may remember, we created an IDEA Committee over a year ago. They have been busy educating staff with monthly informational pieces on a variety of DEI topics, suggesting training for staff, suggesting more inclusive language on some of our documents, etc.

Volunteer Reception

On Wednesday, May 15, we will be having a Volunteer Reception to thank our volunteers who have helped us over the past year.

Submitted by

Kelley Siegrist

Director



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Fax: 248.352.0018
plantemoran.com

May 6, 2024

To: Kelley Siegrist, Library Director

Re: April 2024 Monthly Bank Statements and Reconciliations

Enclosed are the following Monthly Bank Statements and Reconciliations for your review:

1. Bank Account Reconciliation – General Fund/General Checking
2. Bank Statement – General Fund/General Checking
3. Bank Account Reconciliation – General Fund/Payroll
4. Bank Statement – General Fund/Payroll
5. Bank Account Reconciliation – General Fund/Millage Money Market
6. Bank Statement – General Fund/Millage Money Market
7. Bank Account Reconciliation – Metro Net Fund/Metro Net Checking
8. Bank Statement – Metro Net Fund/Metro Net Checking
9. Bank Account Reconciliation – Endowment Fund/Liberty Endowment Fund
10. Bank Statement – Endowment Fund/Liberty Endowment Fund
11. Bank Account Reconciliation – General Fund/MI Class Millage
12. Bank Account Reconciliation – Endowment Fund/MI Class Endowment Unrestricted
13. Bank Account Reconciliation – Endowment Fund/MI Class Endowment Restricted
14. Bank Statement – MI Class

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 Reconciliation report

As of 04/30/2024

Account: General Checking

Statement ending balance	763,743.38
Deposits in transit	384.19
Outstanding checks and charges	0.00
Adjusted bank balance	764,127.57
Book balance	764,127.57
Adjustments*	0.00
Adjusted book balance	764,127.57

Total Checks and charges Cleared	492,665.04	Total Deposits Cleared	522,657.83
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Deposits

Name	Memo	Date	Doc no.	Cleared	In transit
FCL	Cash Register Activity #36	03/28/2024		150.00	
FCL	Cash Register Activity #33	03/28/2024		27.50	
FCL	Cash Register Activity #36	03/29/2024		122.30	
FCL	Cash Register Activity #33	03/29/2024		0.50	
FCL	Cash Register Activity #36	03/30/2024		59.00	
FCL	Cash Register Activity #36	04/01/2024		1,768.23	
FCL	Auditorium Fees	04/01/2024		174.48	
FCL	Cash Register Activity #33	04/01/2024		110.73	
FCL	Cash Register Activity #33	04/02/2024		13.00	
Farmington Community Library	Metro Net AR	04/02/2024		20,753.25	
FCL	Cash Register Activity #36	04/02/2024		57.12	
FCL	Cash Register Activity #33	04/03/2024		30.00	
FCL	Cash Register Activity #36	04/03/2024		86.85	
FCL	Auditorium Fees	04/03/2024		135.34	
FCL	Cash Register Activity #33	04/04/2024		147.70	
FCL	Cash Register Activity #36	04/04/2024		229.50	
FCL	Cash Register Activity #33	04/05/2024		14.00	
FCL	Cash Register Activity #36	04/05/2024		102.30	
FCL	Cash Register Activity #36	04/06/2024		147.50	
FCL	Cash Register Activity #33	04/06/2024		11.00	
FCL	Cash Register Activity #33	04/07/2024		25.00	
FCL	Cash Register Activity #36	04/07/2024		20.50	
FCL	Cash Register Activity #33	04/08/2024		161.85	
FCL	Cash Register Activity #36	04/08/2024		334.98	
FCL	Auditorium Fees	04/08/2024		38.54	
FCL	Retiree Healthcare Payments	04/09/2024		640.15	
FCL	Cash Register Activity #33	04/09/2024		2.00	

Farmington Community Library Reconciliation report

As of 04/30/2024

Account: General Checking -

FCL	Cash Register Activity #36	04/09/2024	47.00
FCL	Cash Register Activity #33	04/10/2024	83.98
FCL	Cash Register Activity #36	04/10/2024	87.00
FCL	Cash Register Activity #33	04/11/2024	159.29
FCL	Cash Register Activity #36	04/11/2024	222.20
FCL	Cash Register Activity #36	04/12/2024	31.00
FCL	Cash Register Activity #33	04/12/2024	22.59
FCL	Cash Register Activity #33	04/13/2024	14.00
FCL	Cash Register Activity #36	04/13/2024	63.12
FCL	Cash Register Activity #33	04/14/2024	10.20
FCL	Cash Register Activity #36	04/14/2024	34.00
FCL	Cash Register Activity #36	04/15/2024	190.85
FCL	Cash Register Activity #33	04/15/2024	149.05
FCL	Cash Register Activity #36	04/16/2024	40.50
FCL	Cash Register Activity #33	04/16/2024	7.00
FCL	Donation	04/16/2024	350.00
FCL	Auditorium Fee	04/16/2024	38.45
FCL	Cash Register Activity #36	04/17/2024	93.39
FCL	Cash Register Activity #33	04/17/2024	2.30
FCL	Retiree Healthcare Payments	04/17/2024	371.06
FCL	Cash Register Activity #36	04/18/2024	310.69
FCL	Cash Register Activity #33	04/18/2024	171.15
State of MI	LSTA FY2024 Grant Reimbursement	04/18/2024	212.01
FCL	Retiree Healthcare Payments	04/19/2024	199.80
FCL	Cash Register Activity #36	04/19/2024	69.50
FCL	Cash Register Activity #33	04/19/2024	0.50
FCL	Cash Register Activity #36	04/20/2024	63.71
FCL	Cash Register Activity #33	04/20/2024	19.90
FCL	Cash Register Activity #36	04/21/2024	32.40
FCL	Cash Register Activity #33	04/21/2024	4.00
	Transfer from Millage MM to General	04/22/2024	475,550.38
FCL	Cash Register Activity #33	04/22/2024	126.70
FCL	Auditorium Fee	04/22/2024	28.83
FCL	Cash Register Activity #36	04/22/2024	213.85
FCL	Cash Register Activity #33	04/23/2024	19.91
FCL	Cash Register Activity	04/23/2024	108.56

Farmington Community Library Reconciliation report

As of 04/30/2024

Account: General Checking -

FCL	#36 Cash Register Activity	04/24/2024	21.50	
FCL	#36 Cash Register Activity	04/24/2024	56.24	
FCL	#33 Cash Register Activity	04/25/2024	289.50	
FCL	#36 Cash Register Activity	04/25/2024	154.10	
Metro Net	Metro Net AR	04/26/2024	13,847.21	
FCL	#33 Cash Register Activity	04/26/2024	13.50	
FCL	#36 Cash Register Activity	04/26/2024	66.30	
FCL	Retiree Healthcare pmts	04/26/2024	200.92	
FCL	#36 Cash Register Activity	04/27/2024	98.00	
FCL	#33 Cash Register Activity	04/27/2024	90.20	
FCL	#36 Cash Register Activity	04/28/2024	36.71	
FCL	#33 Cash Register Activity	04/28/2024	16.35	
FCL	#36 Cash Register Activity	04/29/2024		155.65
FCL	#33 Cash Register Activity	04/29/2024		133.80
General Ledger entry	#36 Credit for cancelled performance	04/30/2024	225.00	
Blackbaud	Online Donations - April 2024	04/30/2024	1,863.22	
Farmington Community Library	Self Service Machine Revenue	04/30/2024	1,166.89	
FCL	#33 Cash Register Activity	04/30/2024		14.00
FCL	#36 Cash Register Activity	04/30/2024		80.74
Total Deposits			522,657.83	384.19

Checks and charges

Name	Memo	Date	Check no.	Cleared	Outstanding
	March 2024	03/14/2024		2,603.89	
Car Services					
Backyard Birds and Beyond	4.1.24 Presentation	04/01/2024	27215	575.00	
General Ledger entry	BILL 04/01/24 Payables Funding	04/01/2024		78,999.81	
General Ledger entry	Refund Auditorium Fee - Farmington Green HOA	04/01/2024		40.00	
General Ledger entry	BILL 04/03/24 Payables Funding	04/03/2024		11,869.24	
T-Mobile	02/21/24 - 03/20/24	04/04/2024		1,117.91	
Spectrum Enterprise	03/22/2024 - 04/21/2024	04/08/2024		127.23	
Consumers Energy	02/14/24 to 03/13/24 Branch	04/09/2024		770.11	
General Ledger entry	04/10/2024 Payroll	04/10/2024		77,114.15	
Paylocity	04/10/24 Garnishment	04/10/2024		50.25	
Michigan Employers Retirement	04/10/2024 Payroll MERS 401A	04/10/2024		5,928.13	
Michigan Employers Retirement	04/10/2024 Roth 457 Payroll	04/10/2024		5,232.44	
Michigan Employers Retirement	04/10/2024 Payroll MERS FT HCSP	04/10/2024		4,523.40	
Michigan Employers Retirement	04/10/2024 Payroll MERS PT HCSP	04/10/2024		1,861.00	
Michigan Employers Retirement	04/10/2024 Payroll	04/10/2024		1,265.58	

Farmington Community Library Reconciliation report

As of 04/30/2024

Account: General Checking -

tirement	MERS BOT HCSP		
Paylocity	04/10/2024 Payroll	04/10/2024	26,188.19
Consumers Energy	02/17/24 - 03/18/24 Main	04/11/2024	1,363.24
General Ledger entry	Refund Auditorium Fee - Sanctum House	04/12/2024	60.00
City Of Farmington - Wa- ter	Water Usage 12/12/23 - 2/22/2024 (Branch)	04/15/2024	1,069.12
EHIM	April 2024 Coverage	04/15/2024	1,162.22
EHIM	April 2024 Processing Fees	04/15/2024	114.75
Clear Rate Communica- tions	03/21/24 to 04/20/24	04/16/2024	373.54
General Ledger entry	BILL 04/16/24 Payables Funding	04/16/2024	44,356.30
Toshiba America Busi- ness Solutions	Copier Lease 04/15/24 to 05/14/24	04/17/2024	1,996.20
DTE Energy	Service 02/27/24 - 03/26/24 (Main)	04/19/2024	13,117.67
DTE Energy	Service 02/27/24 - 03/26/24 (Branch)	04/19/2024	3,304.19
Paylocity	March 2024 payroll pro- cessing fee	04/19/2024	1,481.37
Mutual Of Omaha	Life Insurance May 2024	04/22/2024	1,810.79
Michigan Employers Re- tirement	04/24/2024 Roth 457 Payroll	04/24/2024	5,273.39
Michigan Employers Re- tirement	04/24/2024 Payroll MERS FT HCSP	04/24/2024	4,526.63
Michigan Employers Re- tirement	04/24/2024 Payroll MERS BOT HCSP	04/24/2024	1,265.58
Michigan Employers Re- tirement	04/24/2024 Payroll MERS 401A	04/24/2024	5,965.87
Michigan Employers Re- tirement	04/24/2024 Payroll MERS PT HCSP	04/24/2024	1,872.65
Paylocity	04/24/24 Garnishment	04/24/2024	50.25
Michigan Employers Re- tirement	April 2024 Payroll MERS DB	04/24/2024	17,769.42
Paylocity	04/24/2024 Payroll	04/24/2024	26,589.28
General Ledger entry	04/24/2024 Payroll	04/24/2024	79,098.85
General Ledger entry	BILL 04/25/24 Payables Funding	04/25/2024	59,957.85
AT&T	March 5 - April 4, 2024 Main	04/26/2024	791.64
	Credit Card Fee April 2024	04/30/2024	112.95
	Self Service Machine Fee April 2024	04/30/2024	676.10
	Bank Fee April 2024	04/30/2024	238.86
Total Checks and charges			492,665.04
			0.00



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

I came for my daughter. Activities and tips to read them is really amazing.

Thank you so much for sharing and conducting such a program.

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?

Wonderful program for my 2-year-old son. Thank you miss Lisa!!

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?

Mrs. Lisa always does a great job picking books, songs & toys. She keeps the kids engaged and Abigail will miss seeing her over the summer.

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: 4/25/2024

ADDRESS: _____ CITY: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

We always have a wonderful time at Storytime. It is very engaging and keeps my attention. I always have fun!

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?

We absolutely love toddler story time with Ms Melanie

It would be really helpful if there was a stool in the bathroom beside the auditorium to wash their hands after storytime.

It's always a bit chaotic in there after storytime.

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!

A microwave

For which I think would be very useful. would attract more people.

A community sleepover

in my opinion would draw more attention to the library and bring cash revenue to this location.

187
02/17



How are we doing?

NAME: _____

DATE: _____

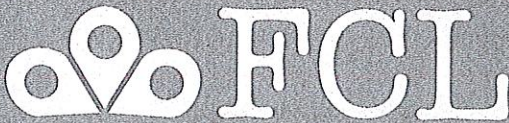
ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Always come for the book sale.

Turn over to leave a suggestion for Library staff.



Suggestion:

I was in the grocery store one day and ended up talking to some people. The cost of cable became a topic. All being folk of a certain age, we discussed how we didn't know the difference between streaming and regular cable. Could you set up a class to explain streaming and how we might reduce our cable bills? This could be in-person, online and include a Q & A section. It would be a great help!

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!



How are
we doing?

NAME: _____

DATE: 4/25/24

ADDRESS: _____

CITY: _____

ZIP: _____

PHONE: _____

EMAIL: _____

What made your Library visit special?

Miss Lisa is AMAZING! So kind + patient +
her energy is fantastic.

Turn over to leave a suggestion for Library staff.



Suggestion:

more toddler/little kid events + story
time during the summer in

All the story time teachers at 12 mile
are fantastic!

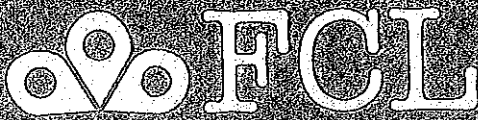
Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



Suggestion:

Can the potholes at the 12 mile road entrance to the library + post office ~~be~~ be repaired?

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:



lower prices on vending machine + better access to pencils + erasers !!

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!