



**Farmington Community Library
Board of Trustees Meeting
Thursday, August 19, 2021
6:00 p.m.**

Contact Trustees

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

**Interim Director
Kelley Siegrist
kelley.siegrist@farmlib.org**

Main Library: 32737 W. Twelve Mile Road • Farmington Hills, MI 48334-3302 • 248.553.0300 • 248.553.3228 Fax
Farmington Branch: 23500 Liberty Street • Farmington, MI 48335-3570 • 248.553.0300 • 248.474.6915 Fax
www.farmlib.org

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
August 19, 2021

All Board Meetings are recorded.
Recordings will be destroyed once the minutes are approved, in compliance with
Michigan Public Libraries, General Retention Schedule #17

- I. Call to Order
- II. Approval of Agenda
- III. Minutes
 - Approval of Minutes - Regular Board Meeting - July 8, 2021
 - Approval of Minutes - Special Board Meeting - July 26, 2021
- IV. Space Utilization Presentation
- V. Facilities Report
 - Chiller Quote
 - Elevator Update
- VI. IT Updates
- VII. Operating Bills
 - Approval of July 2021 Operating Bills
- VIII. Correspondence
- IX. Director's Report
- X. Friends Report
- XI. Unfinished Business
 - Closed Session

XII. New Business

- Interim Branch Manager Salary
- FCL Board orientation Discussion
- Overtime Discussion
- Funeral Leave discussion
- Main Library Closure at 4:00 PM on September 24,2021 for Friends Gala

XIII. Board Trustee Comments and Announcements

XIV. Public Comment

XV. Adjournment

Farmington Community Library Board of Trustees
Virtual Board Meeting - 6:00 p.m. – July 08, 2021
Held Online Via Zoom
Draft

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

Board Members Absent: Hahn

Staff Members Present: Siegrist, Peterson

Staff Members Absent: None

CALL TO ORDER

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

APPROVAL OF AGENDA

MOTION by Stryd to approve the Agenda for the July 8, 2021, Board meeting, was supported by Duron-Willner.

Vote: Aye: All in favor

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Stryd to approve the Minutes of the Regular Board Meeting on June 10, 2021, was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

ADP REPORT

Donna Coleman is the H.R. business partner from ADP. She discussed the following:

- H.R. service & specialties
- ADP Workforce Now vs. Technology only package
- Service Specialties & Support
- Success Plan from February
 - Employee onboarding
 - Employee developing
 - Proactive compliance
- Partnership Progress

I.T. REPORT

Pat McCormick is the new I.T. Supervisor.

- The transition with MBM is complete, MBM's last official day with FCL was June 30, 2021.
- Had meet and greet with MBM and other vendors.
- Pat indicated there is a Three (3) year contract with MBM for a \$800.00 monthly fee to maintain the firewall.

Farmington Community Library Board of Trustees
Virtual Board Meeting - 6:00 p.m. – July 08, 2021
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Draft

- Discussion Duron-Willner asked if the 3-year (\$28,800.00) contract was beyond the scope of what Director Grover was able to do without board approval. Should counsel review the contract to see how binding it is.
- Website design will come later.
- Progress is being made with the I.T. department.

OPERATING BILLS

MOTION by White that the Board of Trustees approve operating bills \$313,593.99, was supported by Stryd.

Vote: Aye: All in favor
Opposed: None
Motion passed.

MOTION by Murphy to receive and file revenue and expenditure report, was supported by White.

Vote: Aye: All in favor
Opposed: None
Motion passed.

CORRESPONDENCE

1 correspondence.

- Jane wants to create a bookcase at the farmhouse coffee and ice cream shop to sell books, with the money going to several libraries, including FCL she wants permission to do so.
 - Discussion is best for Jane to go through Friends of the Library since it includes book sales.

LIBRARY DIRECTOR'S REPORT

- Founders Festival July 17, 2021
- Lunch Beats July 21, 2021 (weather permitting)
- Teen department partnered with Chive Kitchen.
- Curbside window – Merritt Cieslak Design did a walkthrough of both buildings to start on design for windows.
- Library of Michigan ARPA Equipment Grant- Sherri Vaugh is submitting for the grant it is anywhere from \$25,000.00 to \$250,000.
- Summer reading has a total of 1518 people are signed up.

FRIENDS REPORT

There will be a book sale at 12-mile location in the parking lot date and time TBA.

COMMITTEE REPORTS

Facilities Committee

- Bid for McQuay chillers is on Bid.net bid closes 07/18/2021.
- 06/22/21 state Elevator inspector showed up unannounced, elevators passed inspection (except the 2 that are down) work has begun on them.
- Liberty St. Rooftop compressor was replaced 6/28/2021.

Farmington Community Library Board of Trustees
Virtual Board Meeting - 6:00 p.m. – July 08, 2021
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- A 10x30 tent was ordered for outdoor programs.
- Water meter at Liberty St. needs repair.

Finance Committee

There was no report from the Finance Committee.

Personnel Committee

There was no report from the Personnel Committee.

Strategic Plan Committee

There was no report from the Strategic Plan Committee.

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

No new business

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

President White stated he hoped everyone was okay after the recent storm. He also stated he cannot say anything more than Director Grover is on a leave of absence and that is all he can say.

PUBLIC COMMENT

- Jeff P states he did not receive any answers about ADP from Jan 2020 to Jan 2021. Inquired about MBM firewall contract and it goes beyond the scope of what the director was able to do. Also wants to know if Riti is still being paid and stated it's time for everything with Director Grover to be done.
- Suzanne thanked staff and board for going above and beyond and work well done. She states she can see progress and is truly appreciative.

ADJOURNMENT

MOTION by Duron-Willner to adjourn the Board Meeting, was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 7:48 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, August 12, 2021, at 6:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Crystal C. Peterson

Executive Assistant

Farmington Community Library

Farmington Community Library Board of Trustees Special Meeting
6:00 PM Held Online Via Zoom July 26, 2021
32737 W. 12 Mile Road, Farmington Hills, MI 48334 *
DRAFT

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

Board Members Absent: None

Staff Members Present: None

Staff Members Absent: Peterson, Siegrist

CALL TO ORDER

The Board Meeting was called to order at 6:08 pm. by Board President White.
Introduction of Board members.

APPROVAL OF THE AGENDA

Motion by Kelly to approve the agenda supported by Hahn

Vote: Aye: Duron-Willner, Stryd, Murphy, White, Hahn, Kelly
Opposed: None
Motion Passed.

Motion by Kelly to go to closed session was supported by Stryd.

Vote: Aye: Duron-Willner, Stryd, Murphy, White, Hahn, Kelley
Opposed: None
Motion Passed

9:02 Board re-entered open session

Motion by Duron-Willner to end closed session and return to open session, supported by Hahn.

Vote: Aye: Duron-Willner, Stryd, Murphy, White, Hahn, Kelley
Opposed: None
Motion Passed

PUBLIC COMMENT

Farmington Community Library Board of Trustees Special Meeting
6:00 PM Held Online Via Zoom July 26, 2021
32737 W. 12 Mile Road, Farmington Hills, MI 48334
DRAFT

Kelly Goldberg and Suzanne questioned when former staff will be brought back to work.
Joe O’Conner asked if Director Grover was on a paid or unpaid leave of absence.

Jeff Pavlik stated that he is hoping that new board members will be joining soon.

BOARD COMMENTS:

President White apologized for not being able to provide more information to the public.
Duron-Willner asked that White contact Vicky Barnett and the F.H. City council regarding the status of new Board members being appointed.

ADJOURNMENT

Motion by Hahn to adjourn the meeting at 9:21 PM was supported by Kelly.

Vote: **Motion passed by acclamation.**

The next meeting of the Library Board is scheduled for Thursday, August 12, 2021 at 6:00 pm.

Respectfully Submitted,

Renee Murphy, Secretary
Library Board of Trustees

Farmington Community Library Output Statistics - July 2021

Circulation Services	Jul 2021	Jul 2020	Change	This YTD	Last YTD	Change
Liberty Street	19,688	4,752	14,936	19,688	4,752	14,936
12 Mile	44,158	8,506	35,652	44,158	8,506	35,652
eBooks	8,511	9,235	(724)	8,511	9,235	(724)
Total Circulation	72,357	22,493	49,864	72,357	22,493	49,864
Self-Service Components of Total Library Circulation:						
Circulation via Website	730	270	460	730	270	460
Circulation via Self Check	11,314	31	11,283	11,314	31	11,283
Self-Service % of Total Circs	16.65%	1.34%	15.31%	16.65%	1.34%	15.31%
Door Counters	Jul 2021	Jul 2019	Change	This YTD	Last YTD	Change
Liberty Street	6,494	0	6,494	6,494	0	6,494
12 Mile	10,539	0	10,539	10,539	0	10,539
Total Library Visitors	17,033	0	17,033	17,033	0	17,033

Information Services	Jul 2021	Jul 2020	Change	This YTD	Last YTD	Change
Online Chat	11	5	6	11	5	6
eMail	458	1,052	(594)	458	1,052	(594)
Liberty Street Phone	571	298	273	571	298	273
Liberty Street In-Person	2,404	154	2,250	2,404	154	2,250
Liberty Street Total	2,975	452	2,523	2,975	452	2,523
12 Mile Phone	692	1,535	(843)	692	1,535	(843)
12 Mile In-Person	4,158	95	4,063	4,158	95	4,063
12 Mile Total	4,850	1,630	3,220	4,850	1,630	3,220
Total Library Use	8,294	3,139	5,155	8,294	3,139	5,155

Electronic Services	Jul 2021	Jul 2020	Change	This YTD	Last YTD	Change
PC and Wireless Logins:						
Liberty Street Public Computers	571	0	571	571	0	571
12 Mile Public Computers	1,018	0	1,018	1,018	0	1,018
Public Computer Total	1,589	0	1,589	1,589	0	1,589
Liberty Street Wireless	4,744	13	4,731	4,744	13	4,731
12 Mile Wireless	11,845	393	11,452	11,845	393	11,452
Wireless Total	16,589	406	16,183	16,589	406	16,183
Total Computer Use	18,178	406	17,772	18,178	406	17,772
Web Pages Viewed:						
Adult, Teen & Children's Pages	52,857	83,654	(30,797)	52,857	83,654	(30,797)
Catalog Searches	38,113	62,790	(24,677)	38,113	62,790	(24,677)
Total Web Pages Viewed	90,970	146,444	(55,474)	90,970	146,444	(55,474)

Programs	Jul 2021	Jul 2020	Change	This YTD	Last YTD	Change
Programs	63	82	(19)	63	82	(19)
Attendance	1,920	901	1,019	1,920	901	1,019

*FCL buildings remained closed to patrons through July 2020.

*Power outage for 2 weeks in 2021.



Plante & Moran, PLLC
27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

August 10, 2021

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

Re: July 2021 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. Balance Sheet – Employee Benefit Fund
9. Revenue & Expenditure Report – Employee Benefit Fund
10. Investment Report

Note: We are unable to obtain online banking access to the 3 Comerica JFunds and the Liberty Endowment account located at Fidelity. These accounts will be updated upon receipt of the paper statements.

Fiscal Year Ending June 30, 2021 balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork is scheduled to begin September 7, 2021.

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: Comerica - 4751 - Comerica		Account No.	
07/07/2021	10126--Michigan Employers Retirement		3,792.15 07/31/2021
07/07/2021	10126--Michigan Employers Retirement		1,600.35 07/31/2021
07/07/2021	10126--Michigan Employers Retirement		387.31 07/31/2021
07/07/2021	10126--Michigan Employers Retirement		974.41 07/31/2021
07/07/2021	10126--Michigan Employers Retirement		3,842.02 07/31/2021
07/07/2021	10140--ADP, LLC		20,624.60 07/31/2021
07/21/2021	10140--ADP, LLC		21,673.44 07/31/2021
07/21/2021	10126--Michigan Employers Retirement		3,945.25 07/31/2021
07/21/2021	10126--Michigan Employers Retirement		1,600.35 07/31/2021
07/21/2021	10126--Michigan Employers Retirement		360.01 07/31/2021
07/21/2021	10126--Michigan Employers Retirement		1,065.47 07/31/2021
07/21/2021	10126--Michigan Employers Retirement		3,687.87 07/31/2021
07/23/2021	10140--ADP, LLC		(3,841.71) 07/31/2021
07/23/2021	10140--ADP, LLC		3,841.71 07/31/2021
07/26/2021	10126--Michigan Employers Retirement		15,023.28 07/31/2021
Total for Comerica - 4751			<u>78,576.51</u>
Bank: Bill.com Clearing - Bill.com Money Out Clearing		Account No:	
07/06/2021	10144--Mutual Of Omaha		1,386.25 In Transit
07/06/2021	10023--Witt Mechanical, Inc		1,886.00 In Transit
07/06/2021	10137--Value Line Publishing Inc		1,425.00 In Transit
07/06/2021	10015--Toshiba Financial Services		2,169.41 In Transit
07/06/2021	10035--The Library Network		2,541.31 In Transit
07/06/2021	10032--The Friends Of The Library		25.00 In Transit
07/06/2021	10043--Temperature Services, Inc		2,007.00 In Transit
07/06/2021	10014--T-Mobile		2,336.67 In Transit
07/06/2021	10012--NBS		722.00 In Transit
07/06/2021	10253--Michigan Municipal League Liability and Property Pool		63,161.00 In Transit
07/06/2021	10160--Maria Showich-Gallup		117.50 In Transit
07/06/2021	10075--Lush Lawn/Safari Tree		23.35 In Transit
07/06/2021	10260--Kristel Sexton		6.36 In Transit
07/06/2021	10004--Ingram Library Services		439.60 In Transit
07/06/2021	10355--Imagination Playground LLC		4,801.25 In Transit
07/06/2021	10021--Home Depot Credit Services		189.85 In Transit
07/06/2021	10040--Foster, Swift, Collins & Smith		987.00 In Transit
07/06/2021	10002--Farmington Community Library		17.00 In Transit
07/06/2021	10090--Dubois Chemicals, Inc		187.50 In Transit
07/06/2021	10019--Clear Rate Communications		428.71 In Transit
07/06/2021	10224--City of Farmington Hills Dept of Special Services		11,900.00 In Transit
07/06/2021	10063--City Of Farmington - Water		1,743.28 In Transit
07/06/2021	10353--CBIZ Retirement Plan Services Inc.		2,000.00 In Transit
07/06/2021	10143--Blue Care Network		19,030.53 In Transit
07/06/2021	10044--American Printing Services		96.00 In Transit
07/06/2021	10008--Amazon		1,049.00 In Transit
07/06/2021	10016--Advanced Pest Control		119.00 In Transit
07/06/2021	10187--Network Services Company		1,479.58 In Transit
07/06/2021	10011--Midwest Tape		1,234.04 In Transit
07/06/2021	10284--MBM Technology Solutions		1,175.00 In Transit
07/06/2021	10020--Gordon Food Service Inc		39.27 In Transit
07/06/2021	10000--Baker & Taylor Inc		8,668.05 In Transit
07/16/2021	10014--T-Mobile		1,130.50 In Transit
07/16/2021	10261--ProQuest LLC		17,583.57 In Transit
07/16/2021	10256--OCLC Inc.		20,504.68 In Transit
07/16/2021	10318--Morningstar		280.00 In Transit
07/16/2021	10031--Quill LLC		1,074.21 In Transit
07/16/2021	10082--OverDrive, Inc		2,983.10 In Transit
07/19/2021	10003--AT&T		877.21 In Transit
07/19/2021	10002--Farmington Community Library		12,219.27 In Transit
07/19/2021	10002--Farmington Community Library		225.46 In Transit
07/19/2021	10141--Benistar/UA-6803		12,559.00 In Transit
07/19/2021	10359--William Pack		250.00 In Transit
07/19/2021	10030--Verizon Wireless		40.01 In Transit
07/19/2021	10164--Tsai Fong Books, Inc		82.37 In Transit
07/19/2021	10356--Sacred Heart Seminary		25.00 In Transit
07/19/2021	10042--Rowan & Littlefield Publishing Group		80.31 In Transit
07/19/2021	10220--PTS Communications		150.00 In Transit
07/19/2021	10201--Plante Moran		3,677.32 In Transit
07/19/2021	10286--Northville Locksmith		95.00 In Transit

Farmington Community Library Check Register

Date	Payee	Document No	Amount Cleared
07/19/2021	10041--Naeir		30.00 In Transit
07/19/2021	10079--Midwest Tape Hoopla		9,501.13 In Transit
07/19/2021	10023--Witt Mechanical, Inc		13,196.10 In Transit
07/19/2021	10029--Unique		143.70 In Transit
07/19/2021	10011--Midwest Tape		1,524.59 In Transit
07/19/2021	10094--Michigan Library Association		85.00 In Transit
07/19/2021	10341--Michael Hnatiuk		100.00 In Transit
07/19/2021	10160--Maria Showich-Gallup		72.66 In Transit
07/19/2021	10121--Library Ideas		2,937.84 In Transit
07/19/2021	10344--JT Productions		200.00 In Transit
07/19/2021	10235--Jo-Ann Stores, LLC		11,006.00 In Transit
07/19/2021	10258--Icle		128.50 In Transit
07/19/2021	10040--Foster, Swift, Collins & Smith		4,032.00 In Transit
07/19/2021	10046--EnvisionWare, Inc		2,696.40 In Transit
07/19/2021	10110--Ebsco Subscription Services		21,593.32 In Transit
07/19/2021	10033--Demco		119.30 In Transit
07/19/2021	10358--Computype, Inc.		1,235.26 In Transit
07/19/2021	10024--City of Farmington Hills		116.26 In Transit
07/19/2021	10357--Candy Bandits LLC		700.00 In Transit
07/19/2021	10016--Advanced Pest Control		149.00 In Transit
07/19/2021	10011--Midwest Tape		236.20 In Transit
07/19/2021	10011--Midwest Tape		3,573.67 In Transit
07/19/2021	10315--MetroNet Consortium		7,497.58 In Transit
07/19/2021	10010--McCoy Maintenance Inc		9,482.40 In Transit
07/19/2021	10284--MBM Technology Solutions		3,352.95 In Transit
07/19/2021	10027--Great Lakes Ace Hardware		104.96 In Transit
07/19/2021	10047--Fred's Landscape		4,027.50 In Transit
07/19/2021	10000--Baker & Taylor Inc		12,130.62 In Transit
07/20/2021	10360--Rosie Chapman		250.00 In Transit
07/20/2021	10190--Observer & Eccentric Newspapers		195.48 In Transit
07/20/2021	10081--Oakland County Water & Sewer		134.74 In Transit
07/20/2021	10016--Advanced Pest Control		1,100.00 In Transit
07/20/2021	10238--O.C.W.R.C.		7,973.15 In Transit
07/20/2021	10225--Sage Software Inc		2,277.00 In Transit
07/20/2021	10225--Sage Software Inc		(2,277.00) In Transit
07/20/2021	10225--Sage Software Inc		2,277.00 In Transit
07/29/2021	10002--Farmington Community Library		(225.46) In Transit
07/30/2021	10315--MetroNet Consortium		(7,497.58) In Transit
07/30/2021	10082--OverDrive, Inc		952.08 In Transit
	Total for Bill.com Clearing		<u>322,360.87</u>
	Bank: Comerica - 4744 - Comerica	Account No.	
07/09/2021	10006--Bright House Networks		150.93 07/31/2021
07/09/2021	10009--Consumers Energy		101.96 07/31/2021
07/13/2021	10009--Consumers Energy		180.31 07/31/2021
07/15/2021	10330--Comerica Commerical Card Services		800.76 07/31/2021
07/20/2021	10005--DTE Energy		14,594.92 07/31/2021
07/20/2021	10005--DTE Energy		3,717.16 07/31/2021
	Total for Comerica - 4744		<u>19,546.04</u>

Motion required:

I move that the Board approve the above expenditures as presented

GRAND TOTAL: \$420,483.42

General Fund

Farmington Community Library
 Comparative Balance Sheet
 As of July 31, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 07/31/2021	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000001 - General Checking - Comerica	419,870.53	504,880.93	85,010.40	20.24 %
000002 - General - J Fund - Comerica	2,620,772.32	2,620,772.32	0.00	0.00 %
000004 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
000007 - Payroll Checking - Comerica	240,923.08	331,345.95	90,422.87	37.53 %
000010 - Pamphlet Checking	326.02	316.02	(10.00)	(3.06) %
000011 - Money Market - Comerica	1,694,500.07	1,397,875.08	(296,624.99)	(17.50) %
000012 - Winter Millage - Comerica Bank	1,781.92	1,781.92	0.00	0.00 %
000013 - Gift Checking - Talmer Bank	399,061.60	399,064.99	3.39	0.00 %
Total Cash & Cash Equivalents	5,378,495.54	5,257,297.21	(121,198.33)	(2.25) %
Other Assets				
000018 - Accounts Receivable	86,725.45	39,407.23	(47,318.22)	(54.56) %
000040 - Accounts Receivable - Metro Net	20,914.55	40,284.85	19,370.30	92.61 %
000042 - Accounts Receivable - Friends	44,303.17	44,303.17	0.00	0.00 %
000099 - Bill.com Money Out Clearing	0.00	6,128.33	6,128.33	100.00 %
000123 - Prepaid Expense	148,617.67	0.00	(148,617.67)	(100.00) %
Total Other Assets	300,560.84	130,123.58	(170,437.26)	(56.70) %
Total Assets	5,679,056.38	5,387,420.79	(291,635.59)	(5.13) %
Liabilities and Equity				
Liabilities				
Current Liabilities				
000202 - Accounts Payable	175,030.44	136,667.27	(38,363.17)	(21.91) %
000203 - Manual Accounts Payable	18,594.32	0.00	(18,594.32)	(100.00) %
000209 - Friends of Library - Book Sale	133.00	1,980.73	1,847.73	1,389.27 %
000216 - Due to Other Governments	9,854.10	9,854.10	0.00	0.00 %
000257 - Accrued Payroll	67,141.05	0.00	(67,141.05)	(100.00) %
000258 - Section 125- Medical Reimbrsmt	281.60	281.60	0.00	0.00 %
Total Current Liabilities	271,034.51	148,783.70	(122,250.81)	(45.10) %
Long Term Liabilities				
000331 - Unemployment Liability	379,130.00	379,130.00	0.00	0.00 %
Total Long Term Liabilities	379,130.00	379,130.00	0.00	0.00 %
Total Liabilities	650,164.51	527,913.70	(122,250.81)	(18.80) %
Equity				
000390 - Fund Balance	3,958,796.83	5,028,891.87	1,070,095.04	27.03 %
Total Equity	3,958,796.83	5,028,891.87	1,070,095.04	27.03 %
Net Income Current Period	1,070,095.04	(169,384.78)	(1,239,479.82)	(115.82) %
Total Liabilities and Equity	5,679,056.38	5,387,420.79	(291,635.59)	(5.13) %

General Fund

Farmington Community Library Revenue and Expenditure Report As of July 31, 2021

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2021	06/30/2022	06/30/2022	07/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
000404 - Summer Tax Revenue - Hills	3,394,148.18	3,536,531.00	3,536,531.00	307,210.44	8.69 %
000405 - Summer Tax Revenue - City	338,444.05	367,945.00	367,945.00	39,980.79	10.87 %
000406 - Winter Tax Revenue - Hills	2,042,434.78	2,070,545.00	2,070,545.00	0.00	0.00 %
000407 - Winter Tax Revenue - City	197,199.55	215,420.00	215,420.00	0.00	0.00 %
000410 - Delinquent Taxes	16,245.10	6,200.00	6,200.00	0.00	0.00 %
000450 - MI Special Assmt/replaced PPT	315,943.41	318,490.00	318,490.00	0.00	0.00 %
000539 - State Penal Fine Revenue	0.00	185,000.00	185,000.00	0.00	0.00 %
000540 - State Aid - Farmington Library	78,154.11	60,000.00	60,000.00	0.00	0.00 %
000541 - Grant Revenue	783.90	1,820.00	1,820.00	0.00	0.00 %
000602 - Auditorium Fees	(3,350.00)	0.00	0.00	0.00	0.00 %
000603 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	0.00	0.00 %
000642 - Copy Vending Machine Revenue	4,196.22	2,150.00	2,150.00	834.13	38.80 %
000643 - Snack Vending Machines Revenue	42.82	45.00	45.00	0.00	0.00 %
000644 - Paver Sales	400.00	0.00	0.00	0.00	0.00 %
000646 - Memorial & Gifts Revenue	9,429.21	11,700.00	11,700.00	8.50	0.07 %
000655 - Fines, Fees & Lost Book	5,363.80	5,400.00	5,400.00	345.01	6.39 %
000665 - Interest	2,736.78	3,500.00	3,500.00	77.67	2.22 %
000670 - Interest - Gift Fund only	36.14	30.00	30.00	3.39	11.30 %
000671 - Other Misc Revenue	33,095.33	12,280.00	12,280.00	289.18	2.35 %
000674 - Gifts From Friends of Library	0.00	62,000.00	62,000.00	0.00	0.00 %
Total Revenue	6,445,303.38	6,869,056.00	6,869,056.00	348,749.11	5.08 %
Expenses					
Payroll and Related Expenses					
000702 - Salaries & Wage Expense	1,943,609.34	2,668,800.00	2,668,800.00	100,855.87	3.78 %
000709 - Employers FICA expense	143,170.99	204,600.00	204,600.00	7,447.33	3.64 %
000723 - OPEB Expense	73,475.96	116,300.00	116,300.00	2,000.44	1.72 %
000724 - Retiree Health Ins	130,662.74	150,800.00	150,800.00	22,696.44	15.05 %
000725 - Dental, Optical, & Hearing	0.00	30,000.00	30,000.00	572.47	1.91 %
000726 - Hospitalization Insurance	229,782.10	307,100.00	307,100.00	57,993.49	18.88 %
000727 - Group Life - Mutual of Omaha	12,268.61	20,400.00	20,400.00	2,462.09	12.07 %
000728 - Retirement Fund - Employers	175,678.50	204,780.00	204,780.00	21,006.53	10.26 %
000729 - Unemployment Compensation	180,927.05	0.00	0.00	0.00	0.00 %
Total Payroll and Related Expenses	2,889,575.29	3,702,780.00	3,702,780.00	215,034.66	5.81 %
Other Expenses					
000750 - Office Supplies	10,289.34	12,050.00	12,050.00	0.00	0.00 %
000752 - Operating Supplies	14,484.66	19,450.00	19,450.00	2,709.58	13.93 %
000754 - Vending Equipment & Supplies	14,095.42	19,500.00	19,500.00	1,439.41	7.38 %
000791 - Newspapers & Periodicals	34,006.10	38,000.00	38,000.00	22,399.27	58.95 %

General Fund

**Farmington Community Library
Revenue and Expenditure Report
As of July 31, 2021**

	Year Ending	Year Ending		Year To Date	% BUDGET
	06/30/2021	06/30/2022		07/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
000801 - Professional Services	605,709.28	275,000.00	275,000.00	5,183.67	1.88 %
000802 - Friends - Credit Crd pass thru	0.00	0.00	0.00	(50.00)	0.00 %
000850 - Telephone	17,825.17	20,460.00	20,460.00	881.52	4.31 %
000851 - Postage	1,725.87	7,000.00	7,000.00	0.00	0.00 %
000860 - Transportation	709.14	1,090.00	1,090.00	0.00	0.00 %
000880 - Programming & Publicity	14,748.16	15,000.00	15,000.00	499.00	3.33 %
000900 - Processing	0.00	12,000.00	12,000.00	0.00	0.00 %
000902 - Friends Gift Purchases	1,750.00	0.00	0.00	1,500.00	0.00 %
000911 - Training & Conferences	12,623.10	15,175.00	15,175.00	160.00	1.05 %
000915 - Memberships	6,070.37	18,100.00	18,100.00	3,060.19	16.91 %
000918 - Water	36,732.73	37,250.00	37,250.00	0.00	0.00 %
000920 - Electricity	176,371.69	188,000.00	188,000.00	0.03	0.00 %
000921 - Heat	22,895.96	26,000.00	26,000.00	0.00	0.00 %
000925 - Landscaping /Snow Removal	30,907.16	39,500.00	39,500.00	2,045.50	5.18 %
000931 - Repairs & Maintenance Supplies	46,581.73	69,000.00	69,000.00	2,323.42	3.37 %
000934 - Maintenance Contracts	294,561.85	300,000.00	300,000.00	90,474.08	30.16 %
000935 - Insurance & Bonds	69,542.55	71,620.00	71,620.00	70,538.00	98.49 %
000949 - Technology Upgrades	44,282.08	155,000.00	155,000.00	0.00	0.00 %
000950 - E Library Cataloging (OCLC)	20,416.26	20,420.00	20,420.00	20,504.68	100.41 %
000955 - Miscellaneous	648.61	7,000.00	7,000.00	0.00	0.00 %
000957 - COVID-19	30,187.24	55,825.00	55,825.00	0.00	0.00 %
000975 - Building & Improvements	180,574.50	300,000.00	300,000.00	0.00	0.00 %
000980 - Furniture/Furnishings	0.00	40,000.00	40,000.00	0.00	0.00 %
000981 - Vehicle	521.95	1,050.00	1,050.00	0.00	0.00 %
000982 - Books	218,809.92	245,000.00	245,000.00	14,903.34	6.08 %
000984 - Software	45,645.20	75,000.00	75,000.00	3,066.26	4.09 %
000985 - Equipment	3,602.52	50,525.00	50,525.00	34,293.14	67.87 %
000986 - Computers	12.99	35,000.00	35,000.00	0.00	0.00 %
000987 - Integrated Library System	0.00	70,000.00	70,000.00	0.00	0.00 %
000988 - Audio Visual	18,050.60	42,000.00	42,000.00	1,921.88	4.58 %
000989 - Information Resources	186,879.64	205,735.00	205,735.00	20,118.22	9.78 %
000990 - Video/ DVD/ Movie Collection	78,656.12	81,600.00	81,600.00	2,567.87	3.15 %
000991 - TLN (formerly Metro Net)	25,589.14	30,000.00	30,000.00	2,560.17	8.53 %
Total Other Expenses	2,265,507.05	2,598,350.00	2,598,350.00	303,099.23	11.67 %
Total Expenses	5,155,082.34	6,301,130.00	6,301,130.00	518,133.89	8.22 %
Transfers					
000995 - Transfer out	(220,126.00)	(567,926.00)	(567,926.00)	0.00	0.00 %
Total Transfers	(220,126.00)	(567,926.00)	(567,926.00)	0.00	0.00 %
Total Revenue in Excess of Expenses	1,070,095.04	0.00	0.00	(169,384.78)	0.00 %

Endowment Fund

Farmington Community Library
 Comparative Balance Sheet
 As of July 31, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 07/31/2021	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000017 - Library Endowment Fund	352,745.48	352,745.48	0.00	0.00 %
Total Cash & Cash Equivalents	<u>352,745.48</u>	<u>352,745.48</u>	<u>0.00</u>	<u>0.00 %</u>
Total Assets	<u>352,745.48</u>	<u>352,745.48</u>	<u>0.00</u>	<u>0.00 %</u>
Liabilities and Equity				
Equity				
000375 - Fund Balance - Restricted - Farmington Branch	100,000.00	100,000.00	0.00	0.00 %
000380 - Fund Balance - Committed - future endowments	254,510.45	252,745.48	(1,764.97)	(0.69) %
Total Equity	<u>354,510.45</u>	<u>352,745.48</u>	<u>(1,764.97)</u>	<u>(0.49) %</u>
Net Income Current Period	(1,764.97)	0.00	1,764.97	(100.00) %
Total Liabilities and Equity	<u>352,745.48</u>	<u>352,745.48</u>	<u>0.00</u>	<u>0.00 %</u>

Endowment Fund

Farmington Community Library
Revenue and Expenditure Report
As of July 31, 2021

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

Year Ending 06/30/2021
<u>END BALANCE</u>
(1,764.97)
<u>(1,764.97)</u>
<u>(1,764.97)</u>

Capital Reserve Fund

Farmington Community Library
 Comparative Balance Sheet
 As of July 31, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 07/31/2021	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000006 - Capital Reserve Money Market	1,827.14	1,827.27	0.13	0.00 %
000014 - Capital Reserve Cash	2,299,542.65	2,299,542.65	0.00	0.00 %
Total Cash & Cash Equivalents	<u>2,301,369.79</u>	<u>2,301,369.92</u>	<u>0.13</u>	<u>0.00 %</u>
Total Assets	<u>2,301,369.79</u>	<u>2,301,369.92</u>	<u>0.13</u>	<u>0.00 %</u>
Liabilities and Equity				
Equity				
000390 - Fund Balance	2,080,794.71	2,301,369.79	220,575.08	10.60 %
Total Equity	<u>2,080,794.71</u>	<u>2,301,369.79</u>	<u>220,575.08</u>	<u>10.60 %</u>
Net Income Current Period	220,575.08	0.13	(220,574.95)	(99.99) %
Total Liabilities and Equity	<u>2,301,369.79</u>	<u>2,301,369.92</u>	<u>0.13</u>	<u>0.00 %</u>

Capital Reserve Fund

Farmington Community Library
Revenue and Expenditure Report
As of July 31, 2021

	Year Ending 06/30/2021 END BALANCE	Year To Date 07/31/2021 YTD BALANCE
Revenue		
000665 - Interest	449.08	0.13
Total Revenue	<u>449.08</u>	<u>0.13</u>
Transfers		
000699 - Transfer in	220,126.00	0.00
Total Transfers	<u>220,126.00</u>	<u>0.00</u>
Total Revenue in Excess of Expenses	<u>220,575.08</u>	<u>0.13</u>

Employee Benefit Fund

Farmington Community Library
Comparative Balance Sheet
As of July 31, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 07/31/2021	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000015 - Employee Benefit J Fund	15,776.98	15,776.98	0.00	0.00 %
Total Cash & Cash Equivalents	<u>15,776.98</u>	<u>15,776.98</u>	<u>0.00</u>	<u>0.00 %</u>
Total Assets	<u>15,776.98</u>	<u>15,776.98</u>	<u>0.00</u>	<u>0.00 %</u>
Liabilities and Equity				
Equity				
000390 - Fund Balance	31,998.39	15,776.98	(16,221.41)	(50.69) %
Total Equity	<u>31,998.39</u>	<u>15,776.98</u>	<u>(16,221.41)</u>	<u>(50.69) %</u>
Net Income Current Period	<u>(16,221.41)</u>	<u>0.00</u>	<u>16,221.41</u>	<u>(100.00) %</u>
Total Liabilities and Equity	<u>15,776.98</u>	<u>15,776.98</u>	<u>0.00</u>	<u>0.00 %</u>

Employee Benefit Fund

Farmington Community Library
Revenue and Expenditure Report
As of July 31, 2021

	Year Ending 06/30/2021 <u>END BALANCE</u>
Revenue	
000665 - Interest	9.24
Total Revenue	<u>9.24</u>
Expenses	
Other Expenses	
000955 - Miscellaneous	16,230.65
Total Other Expenses	<u>16,230.65</u>
Total Expenses	<u>16,230.65</u>
Total Revenue in Excess of Expenses	<u>(16,221.41)</u>

Farmington Community Library
Investment Report
Month Ending June 30, 2021

Account Name	Balance	Current Rate	Current Month Interest	YTD Interest Income (by Calendar Year)	Investment Type	GL Acct
Comerica General Operating J Fund	2,620,772.32	0.011%	24.12	163.84	Investment	000002
Comerica Capital Reserve Money Market	1,827.02	0.08%	0.12	0.82	Money Market	000006
Comerica Millage Money Market	2,294,386.02	0.08%	114.05	1,031.05	Money Market	000011
Comerica Capital Reserve J Fund	2,079,398.36	0.011%	19.14	130.00	Investment	000014
Comerica Fringe Benefits J Fund	15,776.98	0.011%	0.29	2.21	Investment	000015
Fidelity Liberty Endowment	352,745.48	0.00%	479.47	(1,384.43)	Investment	000017
	<u>7,364,906.18</u>			<u>(56.51)</u>		

Farmington Community Library Twelve Mile
 McQuay Chiller Replacement Project FY 2022

Tech Mechanical	\$\$\$	Miller-Boldt	\$\$\$	Witt Mechanical	\$\$\$
Honeywell WEBS 8000 JACE (Monitor System)	\$13,728.00	Tridium Jace System (Monitor System)		No monitor system info. Provided.	
Build HTML5 Graphic User		Install BACNet Communication System		Install BACNet Communication System	
Install Tridium I/O for Air Handler	\$12,783.00	No Air Handler info. Listed		No Air Handler info. Listed	
Replace existing Pneumatic Cntrls.		No info. Provided for replacing existing pneumatic Cntrls.		No info. Provided for replacing existing pneumatic Cntrls.	
Replace McQuay chillers with Daiken Chillers	\$96,000.00	Replace McQuay with Daiken Model AGZ061E	\$174,000.00	Replace McQuay with McQuay System	\$167,910.00
Option to replace Chilled Water Pump	\$17,683.00	Option to include B&G Chilled Water base 7.5hp mounted pump	\$16,000.00	Provide and install new B&G Chilled Water pump	\$7,116.00
Option to replace outdoor chilled water piping	\$42,000.00	No separate cost listed for new piping (bid says they will use new piping)		Reconnect existing piping	
Project Total Cost	\$182,194.00		\$190,000.00		\$175,026.00

#12,783 ⁰⁰

Proposal # ?????XX

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-Engineering, Installation and Service
-HVAC, Controls and Industrial
Ventilation

PROPOSAL

7/16/2021

Farmington Hills Library
32737 W. Twelve Mile Rd
Farmington Hills, MI 48334
(248) 553-6883

ATTENTION: Donald Wrench

PROPOSAL: Install Tridium I/O controllers to control multi-zone air handler.

SCOPE OF WORK: Furnish and install Tridium I/O controllers and associated sensors to control multi-zone air handler (currently controlled via pneumatic controls). Run new communication bus from the Tridium I/O controllers to the new JACE. Integrate the new controllers into the building automation database. Configure new controllers and test programming operation. Build air handler graphic to add to the existing interface.

INCLUDED:

- One (1) Tridium R-I/O-34
- One (1) Tridium R-I/O-16
- Four (4) Duct temperature sensors
- One (1) Split core current sensor
- One (1) RIB relay
- One (1) Outdoor air temperature sensor
- Eight (8) Zone wall sensors with slide setpoint adjustment
- Start-up of system to ensure proper operation

Tech Mechanical HVAC, Inc.
1490 Highwood E.
Pontiac, MI 48340-1231
(248) 322-5600 FAX (248) 322-9785

#13,728.00

Proposal # 39828JW

Page 1 of 3



-Engineering, Installation and Service
-HVAC, Controls and Industrial
Ventilation

PROPOSAL

7/16/2021

Farmington Hills Library
32737 W. Twelve Mile Rd
Farmington Hills, MI 48334
(248) 553-6883

ATTENTION: Donald Wrench

PROPOSAL: Install a Honeywell WEBS 8000 JACE for control and monitoring of the new chiller.

SCOPE OF WORK: Furnish and install a Honeywell WEBS 8000 JACE DDC front end controller to monitor and control the new chiller being installed. Run new communication bus from the new JACE to the new chiller. Integrate chiller into new building management database. Set up the new chiller control programming, scheduling, and alarms. Build HTML5 graphic user interface for the chiller. Hold one (1) end user graphic interface training session upon completion.

INCLUDED:

- One (1) Honeywell WEBS 8000 JACE with license
- One (1) Control panel and battery backup
- One (1) End user graphic interface training session
- Start-up of system to ensure proper operation

ASSUMPTIONS/EXCEPTIONS:

- All work is to be performed during normal business hours (7:00am to 4:30pm excluding weekends and holidays)
- Only the work specifically described above is included, all other work will be billed separately, or as a change order to this project.
- Any structural work (including cutting, framing, patching or repair of any walls, roofs or ceilings) by others

Tech Mechanical HVAC, Inc.
1490 Highwood E.
Pontiac, MI 48340-1231
(248) 322-5600 FAX (248) 322-9785



-Engineering, Installation and Service
-HVAC, Controls and Industrial
Ventilation

PROPOSAL

7/16/2021

Farmington Community Library
32737 West Twelve Mile Road
Farmington Hills, MI 48334

\$ 96,000 - Unit
\$ 17,683 - CH. Pump
\$ 42,000 - CH. Piping

ATTENTION: Donald Wrench

PROPOSAL: Chiller Project

OPTION #1 INCLUDED:

- Removal and disposal of two existing McQuay chillers
- Furnish and install two new Daiken chillers to replace the existing
- Furnish and install connections to the existing chilled water piping
- Furnish and install connections to the existing electrical service
- Furnish and install connections to the existing controls
- City permits
- Crane fees
- Start-up of system to ensure proper operation

ASSUMPTIONS/EXCEPTIONS:

- All work is to be performed during normal business hours (7:00am to 4:30pm excluding weekends and holidays)
- Only the work specifically described above is included, all other work will be billed separately, or as a change order to this project
- Any electrical upgrades by others
- Stamped engineering drawings by others
- Drawings by others
- Temperature controls by others
- Replacement of the outdoor chilled water piping by others
- Replacement of the chilled water pump by others
- Temporary heating or cooling (if required) by others



42826 Mound Rd.
Sterling Heights, MI 48314
586.997.3300
586.997.3306 fax

PROPOSAL

Quote #P21142

7/16/2021

RE: FARMINGTON COMMUNITY LIBRARY CHILLER REPL

We propose to supply all material, labor, and equipment necessary to complete the mechanical work shown & specified by Mandatory walk thru on July 1, 2021.

Includes: As-Builds, Permits, IOM's

1. Demo out existing (2) McQuay Chillers, includes all the CHWS/R piping, valves and gauges that are outside with in court yard. This includes the reclaim of all Refrigerant and oils, and proper disposal of above units.
2. Provide and install (2) new 60 ton chillers, to include new valves, piping and trim. connecting to the existing pipe at wall.
3. Chillers will be as manufactured by Daikin Model # AGZ061E to include the following;
One (1) year parts only warranty, 5 year compressor parts only warranty
4. All above work includes Electrical reconnection to new equipment, using the existing feeders.
5. Includes Insulation of all pipe, valves and fittings for above equipment.
6. Provide and install the following Controls for operation of New Chillers and Pump*
7. Start up and training included.
8. *BMS System Architecture • Provide Tridium JACE system to monitor chiller operation and send operator information via internet to cell phone, tablet, or computer. • Work with customer IT department to set up remote access. • Provide all programing and graphical user interface. • Provide customer training and support. New Chiller Control Work (typical 2) • Provide BACnet communication wiring to new chillers. • Provide scheduling and collect alarm notification to chillers. • Provide circulation pump control and monitoring. • Measure temperature and pressure of chilled water. • Provide outdoor air temperature sensor Submittals, Engineering, As-builts, O&M, & Training • Provided documents and training as specified.

Excludes: Painting; Cut/ patch/ frame/ flash; Roofing; Plumbing; Fire protection; Housekeeping pads; Saw-Cutting; Concrete work; Ceiling Removal / Replacement; Engineering; Toilet room accessories; Meter or utilities fees; Excavation/ backfill/ dewater; Dumpsters; Temporary Conditions; Premium time.

All work to terminate no further then five feet outside building unless stated differently above. All material is guaranteed to be as specified, and the above work to be completed in a safe and workmanlike manner for the sum of:

Total \$ 174,000.00

Alternate add for a new B&G Chilled Water, Base mounted 7.5 hp pump. **ADD \$ 16,000.0**
Includes new triple duty, insulation, and balance.

**WITT
MECHANICAL inc.**

COMMERCIAL AND INDUSTRIAL
HEATING • AIR CONDITIONING • BUILDING SYSTEMS

PO Box 930379
Wixom, MI 48393
248-596-0460
Fax 248-596-0461

Proposal

May 19, 2021
Summary: COMMERCIAL
Reference #: 1017-14086
SP: TIM H
Due Date: 6/18/2021

FARMINGTON COMMUNITY LIBRARY
32737 WEST TWELVE MILE ROAD
FARMINGTON HILLS, MI 48334

Job Name:
FARMINGTON COMMUNITY LIBRARY
32737 WEST TWELVE MILE
FARMINGTON HILLS, MI 48334

(248) 553-0300

(248) 553-3228

(248) 553-3228

(248) 553-0300

We Hereby Submit Specifications And Estimates For:

Cost estimate to replace (2) two, 60 ton package chillers, REVISED.

Scope of work:

- 1- Recover and dispose of existing refrigerant.
- 2- Drain water and disconnect electrical from unit.
- 3- Remove and dispose of the (2) two existing McQuay chillers.
- 4- Set (2) two new McQuay chillers in same locaton.
- 5- New chillers to have BacNet option for future BAS.
- 6- Reconnect to existing piping, add strainer on both inlets and insulate any new piping.
- 7- Repair corroded electrical nipple at concrete pad on east chiller, repair concrete at this location. Provide and install new junction boxes and feeders to unit.
- 8- Fill and burp system with building water supply.
- 9- Check, Test and Start.
- 10- Permits included.

Price: \$167,910.00

Add option:

Provide and install a new B&G chilled water pump.

Add: \$7,116.00

Interim Director's Report

August 12, 2021

Diversity, Equity, and Inclusion

Kristel Sexton and I have had conversations on presenting a Diversity, Equity, Inclusion plan to the Board. However, we both feel that a large organizational change such as this needs to wait. We both feel that things need to be settled within the library before moving forward with this initiative in order to maximize staff buy in. The Library Network (TLN), however, is starting a virtual workshop series on Diversity, Equity, and Inclusion in Oct. 2021. They have contracted with an organization called NEW (<https://www.new.org/diversity-equity-and-inclusion/>). The workshop is for all staff.

Staffing Update

In July, Celeste Schwartz was promoted to Library Assistant 1 at the Liberty Street location and Stacy Tadajewski was promoted to Library Assistant 1 at the Twelve Mile Library. We also hired 2 PT Adult Librarians to fill vacant positions that were open due to promotion or leaving FCL. We have hired two new Pages and Megan has been working on hiring more. In addition, we have posted for a FT Children's Librarian at Liberty Street, 2 PT Children's Paraprofessionals, a FT Senior Outreach Paraprofessional, and soon a Marketing Specialist.

FCL Harassment Policy

Donna Coleman from ADP reviewed our harassment Policy and noted that it was well-written. She offered a sample of a policy that we could use if we weren't satisfied with the one we have or we could pick and choose parts of the sample to add to our policy. We did pick a few parts that we thought would make a few areas clearer. The original policy, the sample policy, and the updated policy with additions is included in your board packet.

Bank Accounts

Plante Moran had asked that we consolidate bank accounts to save on banking fees. The Comerica accounts were consolidated down to two accounts. Two accounts at TCF still need to be closed.

Listening Sessions

The last community Listening Session was held on July 19. Notes from the session were sent to the Board around August 4. Staff Listening Sessions are in progress. The first one was held August 6 at Liberty Street. Topics included – overtime for staff, board communication, etc.

Principal Shopping District Downtown Farmington

As mentioned at a previous Board meeting, there was a public hearing for renewing the Principal Shopping District Special Assessment. I contacted Kate Knight (DDA) and asked how this special assessment would affect the library. She looked up the tax rolls and found that the library has never been assessed the special assessment.

Brownfield Development Plan Farmington Hills

We received notice that a public hearing took place on July 26 regarding the adoption of a Brownfield Development Plan for property in Farmington Hills, specifically the Sisters of Mercy property.

Website Redesign

Three quotes were shared with the Board. Staff sat through another presentation from a company called Local Hop out of Pontiac. We have not received a quote yet. Staff have no consensus in regards to which company offers the best package and some feel we may be jumping the gun on redesigning the website before we have a “brand”. When asked by these companies, “What is your brand?” no one had an answer. Staff have suggested that we redesign our brand before we redesign the website. They have also suggested that Board members and staff meet to discuss what they might be looking for in a website.

Endowment Fund Special Gift

We have been notified that we will be receiving a gift for the Farmington Community Library Endowment Fund from the Trust of Carol H Plummer in the amount of 3% of the trust, to be used for whatever purposes the governing body thereof may determine. Carol Plummer was the wife of long time Board member Robert Plummer.

Story Book Walk at C.A.R.E.S

This was installed last week by Youth United. The book is All Are Welcome.



Book Bike Week

In case you missed it, August 2-6 is Book Bike Week. FCL's Book Bike was featured on the Association of Bookmobile and Outreach Services' Facebook page on Thursday, August 5.



Farmlib.org Full Website Rebuild Quote

Website Goal:

To take the existing website and recreate within WordPress with a client friendly back end. The site would include the same content and sitemap. We will suggest consolidation or navigation adjustments for clarification as appropriate. This effort shall include automatic translation and quality reviews to ensure all current information has been included.

Includes:

User Interface (UI) design

Content entry into Wordpress CMS

Integration of third-party services (Polaris, Demco, etc.)

100 pages + 54 Tabs which act as unique page content.

Nine (9) unique forms

Budget for stock imagery

Basic content review and clean-up where appropriate

Site transfer

Site analytics review

Estimated investment

\$57,000 - \$62,000

Optional:

User Experience (UX) Design

\$3,500 – 5,000

User experience design is the function of revising the site content to make it as easy and engaging for the user as possible. This is the time spent on content re-organization and revision – only that which is logical – in order to create a seamless user experience.

Heritage Collection Update/Upgrade

\$10,000-25,000

The pages created for the Heritage collection, which include the local history content and newspaper archives, are certainly in need of a refresh, but the cost/benefit of such an effort are unknowable at this time.

We strongly recommend a review of the site usage analytics (server and site traffic data) in order to ascertain the amount of traffic these segments receive in order to accurately assess the value of a wholesale revision of the site. The Heritage Collection content pages and links are currently functional and our quote includes reformatting the main page of this section and upgrading the design of the tables and links. The question as to whether or not to pursue design and functionality updates of the subsequent layers is what should invite greater discussion.

Next steps would include:

- DIS - Analysis of the site traffic;
- DIS/FCL - Meeting with the organization leadership to discuss priorities;
- DIS - Presentation of findings with tactical recommendations;
- FCL - Evaluation of recommendations and production decision.

Updating integrated third-party services:

\$1,000 - \$1750

The website links to multiple external services that add value to the overall site, but are not directly maintained or build by the organization. Examples include the card catalog and the events calendars, but there are several. If we are able to receive admin login information for these accounts, we will create graphics that match the new



parent site design and apply them to those third-party environments. Price depends on which services can or must be updated.

Hosting:

\$550/year

Annual hosting for the parent site of the Farmington Community Library.

Farmlib.org Simple Website Quote

Website Goal:

This option for the website project takes a different approach. Taking the opportunity to rethink the website to reduce the number of pages to only 20 with a focus on the core features most used by library patrons. This facilitates future expansion in a thoughtful and organized manner as budget and time allows and returns the website to a simplified state that will offer a foundation from which the staff may grow the site as patrons and community needs dictate. DIS would meet with the FCL leadership and staff to determine that content which should be included in the finished website.

- **Includes:**
 - 20 unique pages
- User Interface (UI) design
- Content entry into Wordpress CMS
- Integration of selected third-party services (Polaris, Demco, etc.)
- 20 unique pages
- Up to five (5) unique forms
- Budget for stock imagery
- Basic content review and clean-up where appropriate
- Site transfer

Estimated investment: **\$9,000-10,500**

Optional:

Updating integrated third-party services: **\$1,000 - \$1750**

The website links to multiple external services that add value to the overall site, but are not directly maintained or build by the organization. Examples include the card catalog and the events calendars, but there are several. If we are able to receive admin login information for these accounts, we will create graphics that match the new parent site design and apply them to those third-party environments. Price depends on which services can or must be updated.

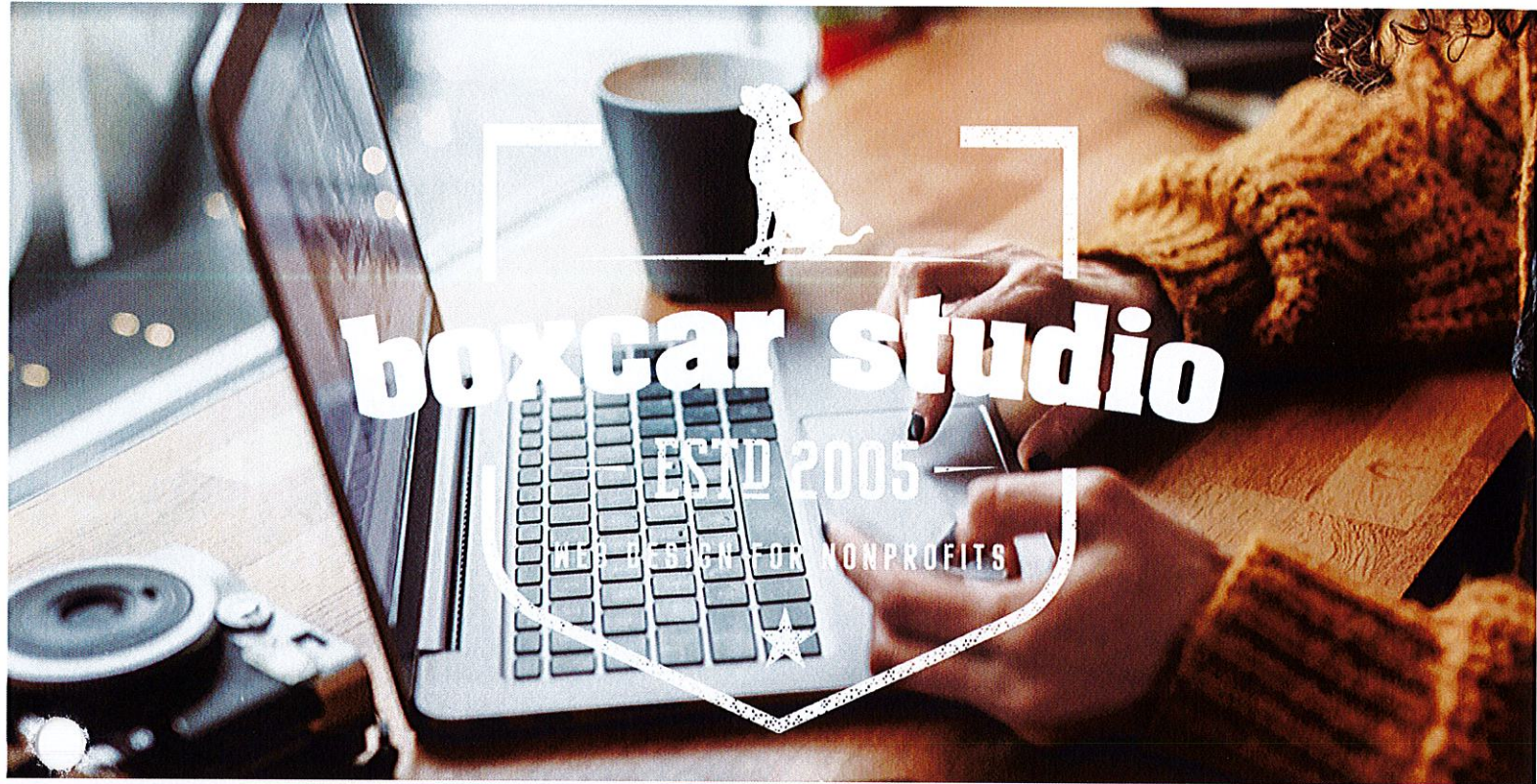
Duplication and preservation of existing site content at a private location **\$1950**

Duplicating the entire content structure and all of that of the subdomains that currently exist and updating the links for a new site address, new hosting environment and a mandatory login page for hiding the content from public view and keeping it from conflicting with the newer content. This effort seeks to preserve all of the data and structure of both the primary site and the subdomains in the event that any content can be recovered in the event that inclusion in the new site becomes necessary.

Hosting: **\$550/year**

Annual hosting for the parent site of the Farmington Community Library.

Please note: This estimate should serve as a basic analysis of the time and effort required for updating the Farmington Community Library website in one of two ways. Further conversation and analysis is necessary to arrive at an accurate scope of work and specific budget. This document shall not be used as a contract for services and no contract between the parties is implied in its creation or presentation.



Website Proposal

Project Manager:

Liza Wilde

liza@boxcarstudio.com

(734) 786-3986 x805

Prepared for:

Farmington Community Library

% Kelley Siegrist

Issue Date: July 9, 2021

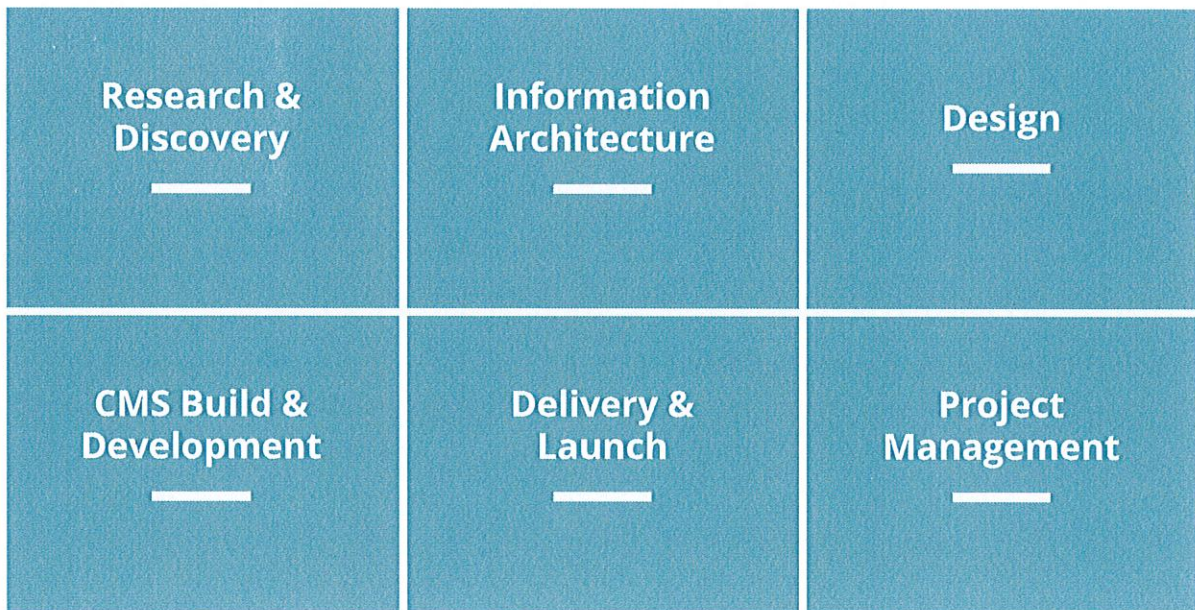
Valid through: August 9, 2021

PROJECT SUMMARY

We will prepare and implement a newly designed and developed website for the Farmington Community Library. This new website will feature a modern, mobile-friendly responsive design and will better serve your audiences with vital information about your libraries and their offerings. We will build it upon the WordPress platform which will give you complete web-based control of your content and serve as a very scalable platform upon which you can manage many aspects of your business process.

METHODOLOGY

Boxcar Studio strives to design custom solutions for you and your audience. In the end, you need a destination to engage, inform, and delight your audiences. We will help you find the best and best-looking solution for your unique needs.



PROMISE

As part of our promise, each site we create always includes:

Your Brand

We will comply with your brand standards, or we can help you create a new visual identity.

Practical Solutions

We find the most efficient and effective solutions for you and your budget.

Content Management Systems

We develop primarily on Drupal or WordPress. Either platform can ensure you have the tools you need to manage and grow your website over time.

Responsive Design

All of our sites are on an adaptive framework to ensure the best viewing experience across a variety of mobile and desktop platforms.

Accessibility

Specific ADA requirements differ for each project, but we are always mindful of basic accessibility exercises.

SCOPE OF SERVICES

RESEARCH & DISCOVERY

We will focus on your overall goals and devise a strategy to meet them. We will work with you to understand the mission and objectives of your organization and

how those might best be represented and pursued through the website.

Strategic Consultation.

Before proceeding to the specific details of website design, we will conduct a strategic review with you. We will establish the objectives and discuss the specifics of how the website should function. We will also discuss basic site architecture, content and navigation. Further, we will benchmark against similar or peer websites to explore points of differentiation and best user interface as well as discuss the look and feel of the new site.

At this stage, we may decide to solicit feedback from user groups, or independently review sites and provide suggestions and recommendations. Our estimate accounts for one initial strategic consultation plus 2 additional consultations or individual interviews.

Development Contingency. (16 hours)

At the conclusion of this phase, we will review functional requirements and the proposed solutions to ensure that all features are properly accounted for. As a team, we will decide on which features we would like to pursue, and adjust the scope of the project up or down as necessary. This contingency allows for a reasonable amount of time for newly-discovered scope but will only be billed if mutually agreed upon.

DESIGN

Sitemap.

Collaborate with you to produce a sitemap reflecting the content architecture of the site. This would be the pages of your site organized in a hierarchical "tree" format, displaying primary navigation, as well as secondary and tertiary pages as ancestors or their respective parent pages.

Homepage Design.

Create and present one original homepage design concept based on the FCL brand standards. This design will be a flat, image-based mock-up of the proposed homepage on desktop, and will illustrate both content structure

and basic page styling. It is assumed 2-3 revisions may be necessary to arrive at a final design.

Interior Page Designs.

Once the homepage design is finalized, we will create two derivative designs for an additional interior pages we identify together such as an About page, or feature landing page. This design will also include basic styles of elements you are likely to encounter during the build process such as lists, tabs, accordions, form fields, social media icons, etc.

Please note: Stock image sourcing and selection could be part of this deliverable as required. Stock image fees vary per source site and image selected.

CMS BUILD & DEVELOPMENT

We will build your new website within the WordPress content management system on our development server then customize a commercial WordPress framework to complete final theming. All remaining site functionality will be incorporated using a series of WordPress plugins and/or custom development.

WordPress CMS Setup & Configuration.

Install and configure the Wordpress CMS platform on a Boxcar development server. Upon project completion, we will migrate the site to a new web server/hosting account established by Boxcar Studio (listed under Optional Deliverables below) or a hosting account that you provide. Initial setup includes the installation of the WordPress package, database creation, initial site configuration, user account creation, and the installation and configuration of several recommended WordPress plugins.

WordPress Theme Customization.

Customize the selected WordPress framework to reflect your final homepage and interior page designs. Standard features include:

- Mobile-friendliness (via responsive development)
- Breadcrumbs
- User-friendly URL paths
- A robust page builder with WYSIWYG editor and 40 pre-designed "modules" for team members, testimonials, calls-to-action, statistic

bars, tabs, accordions, video embeds, blog feeds, and many more.

- Primary and secondary menus with flyout capabilities and “jump menus”
- Google Analytics
- URL Redirects
- Basic social media links and sharing tools
- Basic blog with ability to categorize, comment, archive
- Rotating banners/galleries
- Audio/video player

Page Template Build and Initial Content Population.

We will build page templates for the interior page and add it to your site's page template library. Furthermore, we will populate the new website with initial content (text, images, documents, etc.) to serve as additional templates or simply reference for managing your own content longer-term. Our estimate accounts for the initial 6 pages of content beyond the 2 custom interior page templates. We prefer to handle the most complex pages of your website. It does not account for the development or incorporation of any dynamic content, third-party applications, online services, etc. The remaining pages of your site will automatically display as they do now, but within the new page “wrapper” (header, footer, background). You may choose to rebuild these pages in the new page builder and incorporate a number of the newly designed page elements.

Search Toggle - Site search / Polaris ILS Catalog Search / Evanced Event Search.

We will implement a simple “search toggle” allowing the user to choose to search 1) your website 2) your Polaris external catalog, or 3) your Evanced events. Additional time may be required if the integration requires custom programming or API integration.

Onsite Events Feed.

We will build a feed containing your Evanced events using their API thereby allowing you to display a real-time feed of events on your homepage or elsewhere on the site. Depending on the capabilities of the feed, you may be able to have page or category-specific events fed to interior pages of the site.

Alert Bar System.

We will work with you to determine the most appropriate solution for managing your homepage alert bar. Options may include a pre-designed library item that you can easily, but manually, add and remove or perhaps a schedulable content area using [Divi Display Logic](#).

News & Announcements.

You will be able to utilize WordPress Post content type to accommodate your news and announcements. In addition to an individual news/announcement page, we will also construct a filterable listing page, archive page, and promote the x most recent news items on a homepage feed.

Library Branch Pages.

We will establish a custom content type to accommodate your two library branches. The new content type will contain branch-specific fields such as name, address, phone number, hours, body, and image. This approach will allow you to easily manage your branch content while maintaining consistency in layout.

Custom Content Type - Research Databases.

Rather than managing your various research databases (or other resources) as a series of manually linked and curated pages, we can instead establish a "custom content type" for your research resources. When established as a custom content type, content can be easily managed throughout the site; dynamically surfaced with relevant related content. Additionally, we can build custom page templates allowing your visitors to easily search, sort, and filter the results.

- 1) Building the content type of about 12 fields
- 2) Building a filterable, sortable interface for the content type such as a grid, table, or expandable accordion of records
- 3) Building an individual record page
- 4) Building an import function, allowing you to easily import new/updated records.

Interactive Forms.

Utilizing the Gravity Forms plugin, we will build two online forms for your website including 1) a general website inquiry/lead form and 2) boat reservation scheduling form. Form submissions through the website will be

sent to the email address(es) of your choice and also saved to the onsite database for later retrieval and exporting. Furthermore, we can optionally extend the registration form to automatically save the submissions to a Google Sheet.

Google Translate.

We will implement Google Translate to allow your website to be automatically translated into 70+ languages via Google's translation engine.

DELIVERY & LAUNCH

Once the new website is built and tested, we will launch the new site on agreed upon hosting arrangements provided by you on Pantheon.

ADA Compliance / Usability Testing.

Upon launch, the new website will meet minimum accessibility requirements set forth through Section 508/WCAG compliance, providing accessibility to persons with disabilities such as vision impairments, hearing impairments, and limited motor skill capabilities. Our ADA expert reviews the site after the content population, and our developers will make any necessary corrections. *Please note, as the site changes over time and new content is added, it may fall out of ADA compliance. You may wish to perform periodic reviews to ensure compliance and prevent any legal action.*

QA Testing.

Final verification of all compatibility and usability testing performed during the site build phase, as well as final cross-browser, cross-platform display, and compatibility testing. Testing is concluded with a 40-point pre-launch checklist to ensure your site is ready for release.

Asset Delivery/Site Deployment.

Launch the new site at the existing domain name on a server provided by you. We will hand off all deliverables defined in this project scope in electronic format.

Maintenance.

Provide maintenance of the finalized assets for thirty (30) days after their

delivery for any necessary testing and/or debugging of programming and content resulting from errors or omissions during the development phase. This includes resolution of any compatibility issues or general bug fixes affecting the functionality or display of the static page templates.

Training.

Provide training videos on the usage of the CMS and general site upkeep. Videos include the ability to login, edit pages, and update menus specific to your site, and additional videos for advanced features (ie editing a clickable map).

PROJECT MANAGEMENT

A dedicated staff member at Boxcar Studio will define, plan, schedule, and manage the tasks that must be completed to reach the project goal. This includes maintaining project plans, communicating milestones and deadlines, estimating costs, reviewing functional requirements and assigning resources, compiling status updates, resolving issues, and acting at the primary point of contact for all communication on the project.

We provide weekly status updates reflecting deliverables in progress and any tasks for the client. This helps to timely reflect changes in scope as the project moves forward or unexpected delays.

OPTIONAL DELIVERABLES

User Testing.

We will determine early when is the best time to solicit feedback from which key user groups to test assumptions about content, functionality, design, or the ability to complete tasks. We may wish to test prototypes above, or navigation/content organization on a working beta site, etc. This will help ensure the quality and usability of the new website.

Additional Custom Content Types.

Rather than managing standardized content as a series of manually linked and curated pages, we can instead establish a “custom content type.” When established as a custom content type, content can be easily managed throughout the site; dynamically surfaced with relevant related content. Additionally, we can build custom page templates allowing your visitors to easily search, sort, and filter the results. Typical examples of custom content types are staff directories, projects, publications, or resources. Our estimate accounts for:

- 1) Building the content type of about 12 fields
- 2) Building a filterable, sortable interface for the content type such as a grid, table, or expandable accordion of records
- 3) Building an individual record page
- 4) Building an import function allowing you to easily import new/updated records.

Events Calendar.

If you wish to manage your events directly on your website, we suggest using the Events Calendar Pro plugin to house your site’s events and allow you to manage and promote them directly on your website. This will give is the most flexibility in customizing the design of your events calendar and events lists. This approach supports a number of advanced features including recurring events, event syndication, ical downloads, and consuming events from XML or JSON feeds. To learn more about Events Calendar Pro, please visit

<https://theeventscalendar.com/product/wordpress-events-calendar-pro/>.

Search Engine Optimization.

Perform a series of SEO exercises for the new website including incorporation and configuration of the WordPress All-in-one SEO or Yoast SEO plugin, an automatically-maintained XML sitemap, as well as several other SEO strategies that we recommend.

Content Migration.

As requested, we can attempt to assist you with a bulk import of your existing site’s content. It will, however, rely on you being able to export your site’s data into a normalized format such as XML or CSV. Every migration is

different and depends heavily on the complexity of the content being migrated and your existing system's ability to export the data into an appropriate format. Typical content migrations range from 6 to 12 hours per content type (i.e. pages are one content type, events are another, and so on).

SCHEDULE

We estimate 16-20 weeks to complete the project. Projected start date will be mutually agreed upon, pending project approval.

Week	1	2-6	7-14	15-16
Research	◆			
Design		◆		
Build		◆	◆	
Content Population			◆	
QA and Delivery				◆

CLIENT RESPONSIBILITIES

Your cooperation and collaboration is imperative for the success of your project. Outlined below are a few specific responsibilities to help with your scheduling and commitments. Note that any delays in these responsibilities may result in a lengthened schedule.

- Dedicated project point-person to assist with meeting coordination, content strategy and collection, soliciting design feedback, etc.
- Periodic and timely feedback on design deliverables such as wireframes and page designs.
- Content strategy and curation - Your assistance will be required to help

collect and prepare any content that is not simply going to be migrated from an existing website.

- Provide Boxcar Studio with any existing content (copy, logos, graphics, etc.) in electronic format if the content will not be migrated over from an existing website. Assets that are not delivered in an electronic format will incur additional billable hours for digitization and/or recreation from hard copies.
- You may be required to assist with and/or oversee the implementation of any third party services (as applicable).

COST TABLE

We estimate 263 hours will be required to complete the project, including a 12 hour project contingency. All services are billed at our nonprofit rate of \$150/hour bringing total project costs to \$39,450 or less based on the deliverables defined above.

One-Time Project Fees	Hours	Cost
Discovery		
Strategic Consultation(s): 4 Development Contingency: 12	16	\$2,400
Design		
Sitemap: 8 Homepage Design: 16 Interior Page Designs: 20	44	\$6,600
CMS Build and Development		
WordPress Setup and Configuration: 8 Theme Customization: 32 Page Template Build/ Initial Content Population: 16 Search Toggle: 6 Onsite Events Feed: 4 Alert Bar System: 4 News and Announcements: 2	96	\$14,400

Library Branch Pages: 8
Custom Content Type - Research Databases: 12
Interactive Forms: 2
Google Translate: 2

Delivery and Launch

ADA Compliance Testing: 24	86	\$12,900
Final QA Testing: 8		
Asset Delivery/Site Deployment: 4		
Training: 2		

Project Management

Project Management	24	\$3,600
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Total One-time Costs:	263	\$39,450
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Optional Deliverables

User Testing	TBD	\$150/hr
Additional Custom Content Types (each)	12	\$1,800
Events Calendar	8	\$1,200
Search Engine Optimization	16	\$2,400
Content Migration (per content type)	12	\$1,800
Managed WordPress Website Hosting	\$100/mo	\$1,200/yr

TERMS & CONDITIONS

Entirety of Agreement

This confirms that the Farmington Community Libraries ("the Client") has requested that Boxcar Studio ("the Company") perform the services defined in the above Estimated Cost Table above, and that the Company has agreed to perform such services (collectively, the "Services"), as set forth in this document (the "Agreement").

Termination

Either party may exit this Agreement at any time for any reason as long as the following conditions must be met:

1. The Company must hand off to the Client all deliverables completed to date and refund any prorated payments made by the Client for any incomplete work. Any such refunds will be issued according to actual hours logged by the Company, irrespective of whether any given deliverable has been completed in full.
2. The Client must make full payment to the Company within 10 business days for the prorated portion of the services completed to date.

Changes to Project Scope.

Company shall obtain permission from Client prior to beginning any services that will increase Client's costs from those listed in the Estimated Cost Table. Company will not perform any services not explicitly outlined in the Outcomes and Included Deliverables section above without a written amendment to this Agreement.

Payment Terms.

The Client understands that the Company invoices for services rendered according to actual hours worked at a rate of \$150 per hour. The Client agrees to remittance as follows:

1. Initial Deposit: 45% of the estimated development costs are due at signing of this service agreement. *This initial deposit must be received prior to commencement of the project.*
2. Second Installment: 45% of the estimated development costs are due upon completion of all development work. Payment for this Installment must be received by The Company prior to the launch of the new website and/or delivery of any completed assets to The Client..
3. Final Invoice: 10% or the remaining balance will reflect actual hours worked and will be billed 30 days after project completion. A final invoice will be delivered along with any applicable project wrap-up documents. Payment will be

expected within 30 business days of the invoice date unless otherwise stated in the Cost section of the scope above.

Stalled or Delayed Projects.

The Company agrees to complete the project in accordance to the schedule defined above, assuming that all required materials are delivered by the Client, and feedback and requests for revisions are provided in a timely manner (within 5 business days). The Company will inform the Client if any delays are anticipated due to delayed requests, revised deliverables by the Client, or unforeseen technical difficulties. Any delays may extend the project timeline.

Limitation of Liability

Client agrees that it shall not hold Boxcar Studio or its agents or employees liable for any incidental or consequential damages that arise from the failure of Boxcar Studio to perform any aspect of the project in a timely manner, regardless of whether such failure was caused by intentional or negligent acts or omissions of Boxcar Studio or a third party.

Dispute Resolution

Any disputes in excess of \$3000.00 arising out of this Agreement shall be submitted to binding arbitration before a mutually agreed-upon arbitrator pursuant to the rules of the American Arbitration Association. The Arbitrator's award shall be final, and judgment may be entered in any court having jurisdiction thereof. The Client shall pay all arbitration and court costs, reasonable attorney's fees, and legal interest on any award of judgement in the favor of Boxcar Studio.

Security and Privacy

The Company will make all reasonable efforts to secure private data communications and storage relating to the services provided (as necessary). As required, the Company utilizes secure data communication technologies including Secure Socket Layer (SSL).

Confidentiality and Proprietary Information

The parties shall keep the specific terms, conditions and covenants of this Agreement confidential except:
(i) where mutually agreed to in writing by the parties;
(ii) where necessary to share such information with the parties' accountants or attorneys;
(iii) where disclosure to a governmental entity is required; or
(iv) where disclosure is ordered by a court of competent jurisdiction.

The parties shall not communicate with anyone associated with any media or publication entities concerning the terms of this

Agreement. This confidentiality provision is a material term of this Agreement, and its violation shall constitute a breach of this Agreement.

Indemnification

In performing services under this Agreement, the Company agrees not to design, develop, or provide to the Client any items that infringe one or more patents, copyrights, trademarks or other intellectual property rights, privacy, or other rights of any person or entity. If the Company becomes aware of any such possible infringement in the course of performing any work under the Agreement, the Company shall immediately notify the Client in writing. The Company agrees to indemnify, defend and hold harmless the Client, Board of Directors, staff and agents for any alleged or actual infringement, and for any liability, debt or other obligation, including attorney's fees, arising out of or as a result of this Agreement.

To the extent permitted by law, the Client shall indemnify, defend and hold harmless the Company, its directors, and employees from and against all liabilities, claims, costs, obligations and expenses (including reasonable attorneys' fees), incurred by the Company as a result of any claim against the Company related to any photographs, graphics, audio clips, video clips, text, data or other information, content, or material provided by the Client ("Client Content"); or a claim that the Company's use of the Client Content infringes the intellectual property rights of a third party. To qualify for such defense, the Company must give the Client prompt written notice of a claim, and allow the Client to control, and the Company fully cooperate with the Client in, the defense and related negotiations.

Accreditation/ Promotion

Upon final payment, right of copyright to the final design and code shall be owned by, and the exclusive property of the Client. Boxcar Studio may use the final design solely for purposes of identifying itself as the creator of such works. As a recognition of work, the Client agrees to the placement of a credit statement on the completed website footer in the form of a hyperlink to the Boxcar Studio website (www.boxcarstudio.com) reading "Michigan Web Design by Boxcar Studio."

Severability.

If any provision of this Agreement is held invalid or unenforceable at law, such provision shall be modified, rewritten or interpreted to include as much of its nature and scope as will render it

enforceable and the remainder of this Agreement will continue in effect and be valid and enforceable to the fullest extent.

Signatures.

The Client has reviewed the preceding Proposal and hereby authorizes the Company to perform all services detailed above. The Client agrees to remit full payment for services rendered in accordance with the Payment Terms outlined within this service agreement.

Client - Farmington Community Libraries

Date: _____

Name: _____

Signature: _____

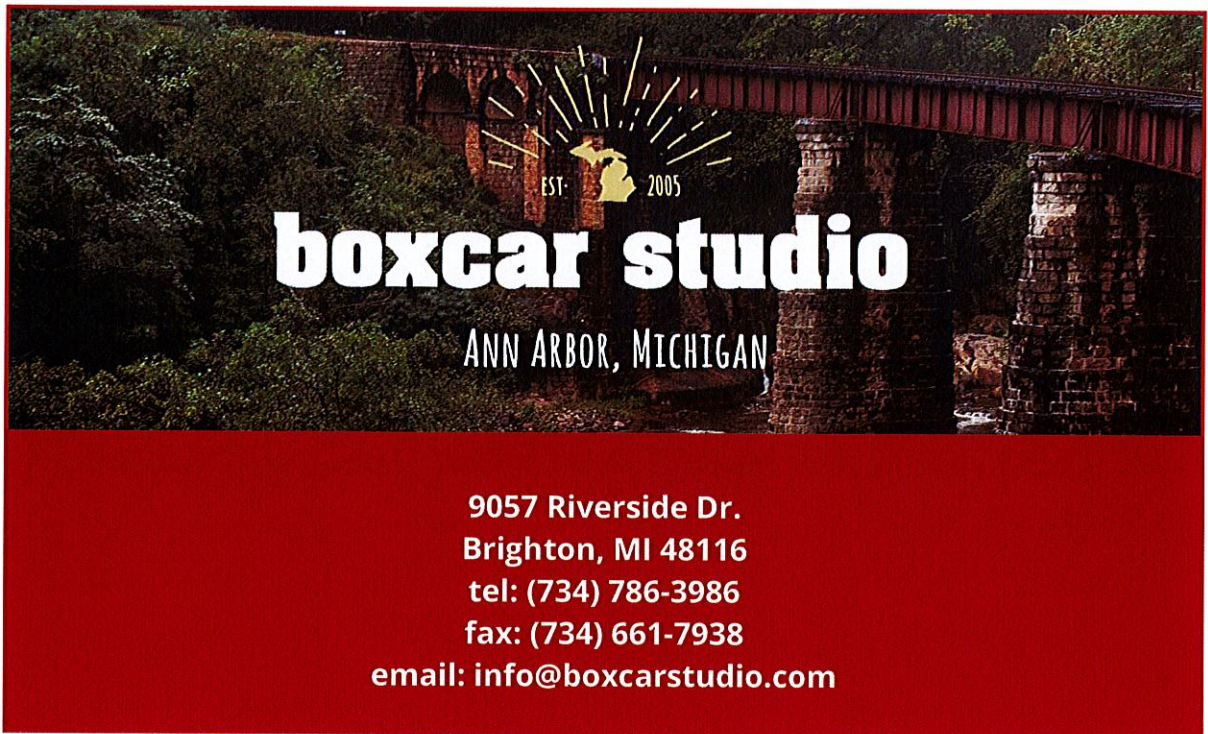
Company - Boxcar Studio

Date: _____

Name: _____

Signature: _____

ABOUT US



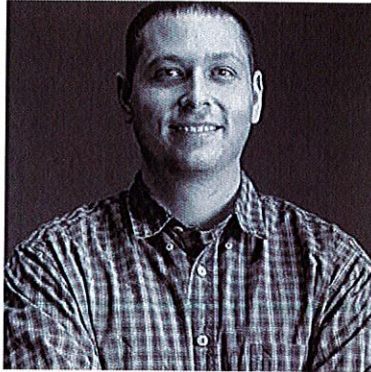
We are a team of designers, programmers and usability specialists who are passionate about non-profits and educational organizations. Our team is involved in your project from start to finish. As a client, this means you'll be working directly with the people who are creating your website rather than salespeople and business majors.

Owners Lani Chisnell and T.J. Smith have nearly 20 years of professional experience in web design and development. The small, but nimble team has considerable experience working with clients of all sizes from large corporations to major cultural institutions. We strive to be a true partner with you, offering a comfortable and open experience.

YOUR PROJECT TEAM



Lani Chisnell
Partner / Creative Director



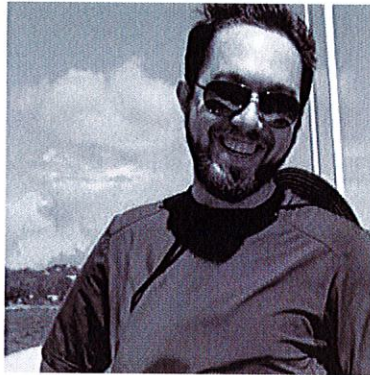
T.J. Smith
Partner / Strategist



Liza Wilde
Technical Lead



Andy Guzman
Lead Developer



Adam Hulyksmith
Web Developer



**Ruby, Finn, Tango,
Rhea, Maisie**
Canine Crew

OUR CLIENTS

To date, Boxcar Studio has served over 200 clients, and maintains an active relationship with many of those businesses and individuals. Ongoing services range from basic web hosting and email to regular site maintenance, updates and enhancements.

For an extended client list please visit <http://boxcarstudio.com/our-work/our-clients>

University of Michigan	Island House Hotel - Mackinac Island
University of Michigan Alumni Association	Lake Michigan College
Ann Arbor YMCA	Leelanau Cellars
Brain Injury Association of Michigan	Meadowlark Builders
Church of Christian Science	Michigan Theater
Georgetown University	Monroe Public Library
Great Lakes Commission	University of Pennsylvania
Howell Public Library	Vanderbilt University
Habitat for Humanity of Huron Valley	Washtenaw County Road Commission
International Council on Clean Transportation	YMCA of Greater Flint
	Ypsilanti Public Library

There has never been nor are there currently any lawsuits, legal actions or government investigations against our company. We may partner with local businesses or individuals to provide videography, photography, usability testing, copywriting and in-depth marketing services to our clients on an as-needed basis.

REFERENCES

As requested, we've provided specific contact information for some references below. However, if you'd like to contact any of our other past clients, please just let us know and we'll happily provide you their contact information!

Mallory "MJ" Kwiatkowski, Senior IT Project Manager
Information and Technology Services Project Management Office
734 763-2753
mjhood@umich.edu
metrics.umich.edu

Tony Veidelis, Vendor Manager
Technology Services Group
The First Church of Christ, Scientist
617.450.3931
veidelist@christianscience.com

Chad Wood, HR/IT Director
Ann Arbor YMCA
734.661.8048
cwood@annarborymca.org
www.annarborymca.org

Constance Colthorp, Communications Manager
University of Michigan Research /Office of Research and Sponsored Projects
734.647.4587
const@umich.edu
<http://research.umich.edu>

Joe Schultz, Communications Director
International Council on Clean Transportation
202.534.1615
joe@theicct.org
www.theicct.org

Alana M. Ostrowski, General Manager
Great Wolf Lodge
419.557.9147
aostrowski@greatwolf.com

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OR	OR
<p>Starting At:</p> <p>\$600.00 / year</p> <p>+ Free / employee / year For 1-200 Employees</p> <p>+ \$1.20 / employee / year For 201-1500 Employees</p> <p>+ \$0.60 / employee / year For 1501-10000 Employees</p> <p>Setup fee \$149.00</p>	<p>Starting At:</p> <p>\$900.00 / year</p> <p>+ Free / employee / year For 1-200 Employees</p> <p>+ \$1.20 / employee / year For 201-1500 Employees</p> <p>+ \$0.60 / employee / year For 1501-10000 Employees</p> <p>Setup fee \$249.00</p>

Included:

3 Users

Included:

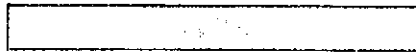
10 Users

Plan includes:

- Up to 200 Employees at no additional cost
- End-to-End Data Encryption
- Anonymity for Employees
- Android, iOS and Web Reporting Apps
- Multi-Language Reporting
- Cloud Based Report Management Tools
- Tap to dial 911 for Emergencies
- Add photos, video or documents to reports
- Secure Data Integration
- Text-A-Report Feature
- Real-Time Report Notification

Plan includes:

- All Standard Edition Features plus the following
- Customizable Questionnaire and Reporting
- Anonymous 2-Way Chat
- Case Management Module
- Report Sharing
- Geo Intelligent Reporting Options
- Intelligent Report Routing by Location



ADP Workforce Now

ADP Workforce Now

ADP Workforce Now

ADP Workforce Now



1-3. Non-Harassment

It is Farmington Community Library's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Farmington Community Library.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Library premises, while on Library business (whether or not on Library premises) or while representing the Library. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact The Director. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the Library will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

1-4. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Library property, and to ensure efficient operations, Farmington Community Library has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Library.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on Library premises, while on Library business (whether or not on Library premises) or while representing the Library, is strictly prohibited. Employees and other individuals who work for the Library also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any

Sample sent from Donna (ADP)

Non Discrimination/Anti-Harassment Policy and Complaint Procedure (draft)

Objective

Farmington Community Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Farmington Community Library expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice and harassment.

Farmington Community Library has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. The Library will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the director of human resources or a member of the personnel practices committee.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Farmington Community Library prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of the Library to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The Library prohibits any such discrimination or harassment.

Retaliation

Farmington Community Library encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Library to promptly and thoroughly investigate such reports. Farmington Community Library prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the

employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to [Company Name] (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

Farmington Community Library encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman. See the complaint procedure described below.

In addition, Farmington Community Library encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The Library recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, any member of the personnel practices committee or any ombudsman.

Farmington Community Library encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and,

where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Farmington Community Library will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Farmington Community Library believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to The Library's executive director or the chief operating officer.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Policy per electronic handbook

It is Farmington Community Library's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Farmington Community Library.

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8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
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Investigation Procedures

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Retaliation Prohibited

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XII. New Business

- Interim Branch Manager Salary
- FCL Board orientation Discussion
- Overtime Discussion
- Funeral Leave discussion
- Main Library Closure at 4:00 PM on September 24,2021 for Friends Gala

XIII. Board Trustee Comments and Announcements

XIV. Public Comment

XV. Adjournment



**Farmington Community Library
Board of Trustees Meeting
Thursday, August 12, 2021
6:00 p.m.**

Contact Trustees

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

**Interim Director
Kelley Siegrist
kelley.siegrist@farmlib.org**

Main Library: 32737 W. Twelve Mile Road • Farmington Hills, MI 48334-3302 • 248.553.0300 • 248.553.3228 Fax
Farmington Branch: 23500 Liberty Street • Farmington, MI 48335-3570 • 248.553.0300 • 248.474.6915 Fax
www.farmlib.org

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
August 12, 2021

All Board Meetings are recorded.
Recordings will be destroyed once the minutes are approved, in compliance with
Michigan Public Libraries, General Retention Schedule #17

- I. Call to Order
- II. Approval of Agenda
- III. Minutes
 - Approval of Minutes - Regular Board Meeting - July 8, 2021
 - Approval of Minutes - Special Board Meeting - July 26, 2021
- IV. Space Utilization Presentation
- V. Facilities Report
 - Chiller Quote
 - Elevator Update
- VI. IT Updates
- VII. Operating Bills
 - Approval of July 2021 Operating Bills
- VIII. Correspondence
- IX. Director's Report
- X. Friends Report
- XI. Unfinished Business
 - ~~Closed Session~~
 - updated MASK policy