

**Farmington Community Library
Board of Trustees Meeting
Thursday, April 13, 2023
6:00 p.m.**

Contact Trustees

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

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
April 13, 2023

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of Minutes - Regular Board Meeting –March-2023
- **Treasurers Report**
 - Operating Bills
 - Approval of March 2023 Bills
- **Friends of the Library**
- **Director's Report** (please read prior to meeting)
 - Facilities Update
- **Sub-Committee Updates**
 - Strategic Planning Committee
 - Personnel Committee
- **Unfinished Business**
 - AMH Bid
- **New Business**
 - Budget Hearing
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – March 9, 2023**

Board Members Present: McClellan, Murphy, Stryd, Brown, Hahn, White, Doby

Board Members Absent: None

Staff Members Present: Siegrist, Showich-Gallup, Peterson, Wrench, Drozan

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:01 by President Ernie McClellan.

APPROVAL OF AGENDA

MOTION by Doby to approve the Agenda for the March 9, 2023 Board meeting with the addition of "Budget Amendment" under Treasurer's Report and with the moving of Strategic Planning up to follow Treasurer's Report was supported by Brown.

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

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held on February 9, 2023, was supported by Stryd.

Vote: Aye: All in favor

Opposed: None

Motion passed.

TREASURER'S REPORT

Budget Amendment

MOTION by White to approve amendments to 2022-2023 budget of \$43,120 in increased expenses and \$56,880 in increased revenue was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown that the Board of Trustees approve January expenditures totaling \$474,106.36 was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown to receive and file February 2023 financial reports was supported by Stryd.

Vote: Aye: All in favor

Opposed: None

Motion passed.

STRATEGIC PLANNING (M. Stryd)

Cindy Fesemyer of Fast Forward Libraries led the board through crafting the vision and mission.

Vision: Growing a vibrant connected community

Mission: We engage our diverse community through resources and experiences that celebrate ideas, inspire creativity, and enrich lives.

FRIENDS' REPORT (S. Charlebois)

- Friends Gala set for June 2, featuring Common Chord (Robert Jones and Matt Watroba).
- Book sale, May 5-7.
- Letter is going out to reach out to lapsed members.
- There are openings on the Friends board.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- The Small Business Lunch Series is popular.
- 2021 tax amounts captured from FCL by
Farmington DDA: Summer - \$15,948.68 Winter - \$9337.53
Farmington Brownfield: Summer - \$123.79 Winter - \$72.48
Farmington Hills Brownfield: Summer - \$13,771.03 Winter - \$8,062.58
- Overtime costs fiscal year 2022 to date (through February 25): \$2,488.49
- Bereavement - 6 staff members have taken bereavement since July 1, 2022 for a total of 136.5 hours.
- Audiovisual upgrades in Farmington Meeting Room and Farmington Hills Auditorium are expected to be complete by mid-April.
- FCL will host a F/FH Chamber of Commerce Boost on Thursday, April 6 from 8-9:15 AM.
- Battle of the Books will be held April 17 at the Costick Center.
- Food Truck Tuesdays (last Tuesday of each month) will begin at Twelve Mile on April 25.
- **Facilities Update** (D. Wrench)
 - Donald Wrench and Megan Drozan introduced bid from Envisionware Conveyor for new Automated Materials Handler system (automated book return at Twelve Mile).

SUBCOMMITTEES

Personnel (M. Stryd)

The committee will meet before the end of March.

UNFINISHED BUSINESS

Non-Harassment Policy

MOTION by Stryd to approve the Non-Harassment Policy was supported by Murphy.

Vote: **Aye:** McClellan, Stryd, Brown, White, Murphy, Doby

Opposed: None

Abstain: Hahn

Motion passed.

NEW BUSINESS

Introduction of Board Member

New board member Chris Doby is formally introduced.

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

E. McClellan encourages board members to reach out to neighborhood associations. K. Brown suggests talking to Farmington Hills Council of Homeowner Associations.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 8:23 pm. The next meeting of the Library Board is scheduled for Thursday, April 13 at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

Asian American Pacific Islander Heritage Celebration

Celebrate our AAPI community!

Make a Chinese lantern, learn the art of Japanese origami, or get a henna tattoo on your hand. We are featuring a special calligraphy craft for teens and adults, sponsored by **Association of Chinese Americans** (ages 14+). Try **Gekkeikan Sake** in our special tasting event, led by **Great Lakes Wine & Spirits**, for our adults over 21 (**registration required separately**).

Food will be available for purchase from **Fortune Cooking Food Truck**. While you're waiting for your food, add rangoli art to our sidewalks.

National Library Week April 23-29

We are working on events for staff during National Library Week. Tuesday, April 25 is National Library Worker Day.

Book and Author Fest

Saturday, June 4 during Art on the Grand, the library in conjunction with KickStart Farmington, will host a Book and Author Fest. There has been an overwhelming response from local authors to participate (120 authors). Sherri Vaughn and Sarah Zitter Masindi have been working with Dwayne Hayes to put bring this together.

State Aid

The first installment of the State Aid payment has arrived in the amount of \$48,123.92

Carolyn Plummer Estate

The first payment from the Carolyn Plummer Estate has arrived in the amount of \$3,720.

Technology Upgrade

FH auditorium work will be completed the week of 4/24. We are still waiting on a few components for FA conference room.

Greater Farmington/Farmington Hills Area Chamber of Commerce Morning Boost

On Thursday, April 6, the library hosted members of the Chamber of Commerce for their Morning Boost. There were twenty-five attendees.

Submitted by

Kelley Siegrist
Director

Director's Report April 2023

Patron Comments

Included in your Board packet.

Seed Library Up and Running for the Season!

The Seed Library is now available. We have many to choose from including the State of Michigan's One Seed, One State selection – Grand Rapids Lettuce.

Conversations on Race Series

The Conversations on Race Series through the Library Network is being held at FCL Farmington on April 17, 25, and May 1 from 6:00-8:00 PM. This is a three-part series and participants are encouraged to sign up for all three.

Next Chapter Library Program: Costick Center

Join the Farmington Community Library's Senior Outreach Librarian every fourth Tuesday of the month at the Costick Center to learn about the library, check out an assortment of large print books, and engage in a fun activity. This month's activity is **a poetry reading and sharing hour!**

Food Truck Tuesday – April 25

Enjoy great food and learn about all the fantastic resources FCL and your community has to offer. Each month we will feature different Library services, nonprofits, businesses, and a food truck. Attendees are welcome to purchase lunch from the food truck and explore the incredible selection of services we provide to the community.

The Writers' Group

Tuesday, April 11, 6:30 p.m.

FCL Farmington Hills: Conference Room B

Meets the second Tuesday of each month. Join the Writers' Group to meet fellow writers, share what you've been working on, spend time writing based on different prompts, and receive feedback and inspiration! Writers of all skill levels welcome.

About the facilitator: Becky Burns is a former newspaper reporter and former owner of Sunflour Bakehaus in downtown Farmington. She's currently the resident writer at Skep Space, the new artist space in downtown Farmington.

Farmington Community Library Output Statistics - March 2023

Circulation Services	Mar 2023	Mar 2022	Change	This YTD	Last YTD	Change
Liberty Street	21,285	22,775	(1,490)	170,439	170,001	438
12 Mile	50,865	51,127	(262)	414,886	352,816	62,070
eBooks	12,159	9,948	2,211	102,729	83,184	19,545
Total Circulation	84,309	83,850	459	688,054	606,001	82,053
Self-Service Components of Total Library Circulation:						
Circulation via Website	641	794	(153)	6,280	8,282	(2,002)
Circulation via Self Check	20,589	22,045	(1,456)	176,210	150,507	25,703
Self-Service % of Total Circs	25.18%	27.24%	-2.06%	26.52%	26.20%	0.32%
Door Counters						
Liberty Street	7,852	8,432	(580)	63,504	71,913	(8,409)
12 Mile	20,356	18,133	2,223	162,145	129,194	32,951
Total Library Visitors	28,208	26,565	1,643	225,649	201,107	24,542

Information Services	Mar 2023	Mar 2022	Change	This YTD	Last YTD	Change
Online Chat	17	81	(64)	400	507	(107)
eMail	496	1,104	(608)	4,614	4,205	409
Liberty Street Phone	725	1,063	(338)	6,865	6,029	836
Liberty Street In-Person	5,760	5,264	496	41,792	27,433	14,359
Liberty Street Total	6,485	6,327	158	48,657	33,462	15,195
12 Mile Phone	1,081	1,252	(171)	9,724	8,303	1,421
12 Mile In-Person	5,963	5,346	617	43,893	30,615	13,278
12 Mile Total	7,044	6,598	446	53,617	38,918	14,699
Total Library Use	14,042	14,110	(68)	107,288	77,092	30,196

Electronic Services	Mar 2023	Mar 2022	Change	This YTD	Last YTD	Change
PC and Wireless Logins:						
Liberty Street Public Computers	1,473	1,476	(3)	11,321	10,427	894
12 Mile Public Computers	2,137	1,807	330	16,390	12,379	4,011
Public Computer Total	3,610	3,283	327	27,711	22,806	4,905
Liberty Street Wireless	7,672	4,510	3,162	124,966	61,421	63,545
12 Mile Wireless	22,865	26,382	(3,517)	288,042	177,897	110,145
Wireless Total	30,537	30,892	(355)	413,008	239,318	173,690
Total Computer Use	34,147	34,175	(28)	440,719	262,124	178,595
Web Pages Viewed:						
Adult, Teen & Children's Pages	55,438	87,697	(32,259)	760,467	757,610	2,857
Catalog Searches	66,862	49,732	17,130	548,806	452,886	95,920
Total Web Pages Viewed	122,300	137,429	(15,129)	1,309,273	1,210,496	98,777

Programs	121	90	31	881	620	261
Attendance	3,660	2,009	1,651	30,833	16,443	14,390



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

April 10, 2023

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

Re: March 2023 Monthly Financial Statements

Enclosed are the following Monthly Financial Statements for your review:

1. Check Register
2. Balance Sheet – General Fund
3. Revenue & Expenditure Report – General Fund
4. Balance Sheet – Endowment Fund
5. Revenue & Expenditure Report – Endowment Fund
6. Balance Sheet – Capital Reserve Fund
7. Revenue & Expenditure Report – Capital Reserve Fund
8. Investment Report

Note: We are unable to obtain online banking access to the Liberty Endowment account located at Fidelity. This account will be updated upon receipt of the paper statement.

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	Vendor	Document no.	Amount Cleared
03/01/2023	10126--Michigan Employers Retirement		4,550.00 03/31/2023
03/01/2023	10126--Michigan Employers Retirement		1,408.82 03/31/2023
03/01/2023	10126--Michigan Employers Retirement		1,356.11 03/31/2023
03/01/2023	10126--Michigan Employers Retirement		3,851.15 03/31/2023
03/01/2023	10126--Michigan Employers Retirement		3,721.38 03/31/2023
03/15/2023	10126--Michigan Employers Retirement		4,547.08 03/31/2023
03/15/2023	10126--Michigan Employers Retirement		1,411.97 03/31/2023
03/15/2023	10126--Michigan Employers Retirement		1,388.38 03/31/2023
03/15/2023	10126--Michigan Employers Retirement		3,843.73 03/31/2023
03/15/2023	10126--Michigan Employers Retirement		3,699.77 03/31/2023
03/15/2023	10140--ADP, LLC		22,384.10 03/31/2023
03/24/2023	10140--ADP, LLC		327.25 03/31/2023
03/24/2023	10140--ADP, LLC		47.36 03/31/2023
03/24/2023	10140--ADP, LLC		3,685.55 03/31/2023
03/29/2023	10126--Michigan Employers Retirement		4,531.46 03/31/2023
03/29/2023	10126--Michigan Employers Retirement		1,408.82 03/31/2023
03/29/2023	10126--Michigan Employers Retirement		1,381.17 03/31/2023
03/29/2023	10126--Michigan Employers Retirement		3,843.91 03/31/2023
03/29/2023	10126--Michigan Employers Retirement		3,720.13 03/31/2023
03/29/2023	10126--Michigan Employers Retirement		22,847.19 03/31/2023
03/29/2023	10140--ADP, LLC		36.16 03/31/2023
03/29/2023	10140--ADP, LLC		22,924.16 03/31/2023
			116,915.65

Bank: Bill.com Clearing - Bill.com Money Out Clearing Account no:

03/10/2023	10497--Elevate Technology Partners		900.00 In Transit
03/10/2023	10083--Pitney Bowes Global Financial Services Inc		249.63 In Transit
03/10/2023	10050--Lakeshore Learning Materials		305.44 In Transit
03/10/2023	10033--Demco Inc.		1,418.65 In Transit
03/10/2023	10513--MacAllister Rentals		1,227.81 In Transit
03/10/2023	10035--The Library Network		580.30 In Transit
03/10/2023	10203--Farmington/Farmington Hills Breakfast Optimist Club		25.00 In Transit
03/10/2023	10070--Grace Note Piano Service		125.00 In Transit
03/10/2023	10201--Plante Moran		6,075.36 In Transit
03/10/2023	10221--Jennifer Willard		71.88 In Transit
03/10/2023	10514--Huntington Wood Library and Culture Center		9.99 In Transit
03/10/2023	10041--Naair		214.90 In Transit
03/10/2023	10103--All American Tree Service		650.00 In Transit
03/10/2023	10021--Home Depot Credit Services		99.00 In Transit
03/10/2023	10220--PTS Communications		315.00 In Transit
03/10/2023	10023--Witt Mechanical, Inc		3,158.75 In Transit
03/10/2023	10010--McCoy Maintenance Inc		10,465.00 In Transit
03/10/2023	10020--Gordon Food Service Inc		144.34 In Transit
03/10/2023	10011--Midwest Tape		145.60 In Transit
03/10/2023	10011--Midwest Tape		3,141.38 In Transit
03/10/2023	10000--Baker & Taylor Inc		10,190.28 In Transit
03/10/2023	10016--Advanced Pest Control		536.00 In Transit
03/21/2023	10002--Farmington Community Library		13,943.65 In Transit
03/23/2023	10143--Blue Care Network		28,163.22 In Transit
03/23/2023	10141--Benistar/UA-6803		5,115.37 In Transit
03/23/2023	10147--EHIM		1,148.43 In Transit
03/27/2023	10186--Cengage Learning Inc / Gale		1,800.00 In Transit
03/27/2023	10058--Batteries Plus Bulbs		181.56 In Transit
03/27/2023	10012--NBS		570.00 In Transit
03/27/2023	10023--Witt Mechanical, Inc		1,078.00 In Transit
03/27/2023	10031--Quill LLC		845.79 In Transit
03/27/2023	10025--Danboise Mechanical Inc		466.88 In Transit
03/27/2023	10035--The Library Network		5,044.16 In Transit
03/27/2023	10029--Unique		256.10 In Transit
03/27/2023	10284--MBM Technology Solutions		799.00 In Transit
03/27/2023	10342--OnSolve, LLC		32.00 In Transit
03/27/2023	10498--Muniweb		2,430.00 In Transit
03/27/2023	10447--Joan Weddell		145.32 In Transit
03/27/2023	10221--Jennifer Willard		32.73 In Transit
03/27/2023	10040--Foster, Swift, Collins & Smith		211.50 In Transit
03/27/2023	10446--Sandy Herman		48.19 In Transit
03/27/2023	10155--Jillian Baker		211.40 In Transit
03/27/2023	10515--MNI		220.90 In Transit

Farmington Community Library Check register

<u>Date</u>	<u>Vendor</u>	<u>Document no.</u>	<u>Amount Cleared</u>
03/27/2023	10079--Midwest Tape Hoopla		9,083.59 In Transit
03/27/2023	10042--Rowan & Littlefield Publishing Group		441.55 In Transit
03/27/2023	10020--Gordon Food Service Inc		192.50 In Transit
03/27/2023	10000--Baker & Taylor Inc		4,683.55 In Transit
03/27/2023	10004--Ingram Library Services		271.36 In Transit
03/27/2023	10011--Midwest Tape		4,275.26 In Transit
03/27/2023	10391--Emanuela DeCenso		80.97 In Transit
03/27/2023	10103--All American Tree Service		1,450.00 In Transit
03/27/2023	10187--Network Services Company		1,956.85 In Transit
03/27/2023	10502--Amazon Capital Services		1,424.86 In Transit
03/27/2023	10082--OverDrive, Inc		2,929.25 In Transit
	Total for Bill.com Clearing		<u>129,583.25</u>
03/10/2023	10009--Consumers Energy		1,668.34 03/31/2023
03/10/2023	10006--Bright House Networks		123.99 03/31/2023
03/13/2023	10014--T-Mobile		1,117.59 03/31/2023
03/14/2023	10330--Comerica Commerical Card Services		1,429.46 03/31/2023
03/16/2023	10009--Consumers Energy		4,906.76 03/31/2023
03/17/2023	10019--Clear Rate Communications		438.04 03/31/2023
03/19/2023	10518--Hannah O'Brien	27178	200.00 03/31/2023
03/19/2023	10517--Grant Flick	27177	200.00 03/31/2023
03/22/2023	10005--DTE Energy		2,924.68 03/31/2023
03/22/2023	10005--DTE Energy		11,206.12 03/31/2023
			<u>24,214.98</u>

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$270,713.88

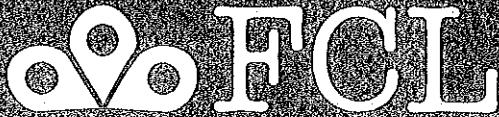
How are we doing?

Name Becky Lasecki Date 2/28/23
 Address 29721 Minglewood City FH Zip 48334
 Phone 248-722-4380 Email rklasecki@yahoo.com

What made your Library visit special?

Thank goodness for FCL! When my power goes out FCL provides a safe, comfortable alternative for my work-from-home needs. It would be great if there were more "closed door" study/work rooms for those of us who sometimes need to Zoom or make a phone call. Keep up the great work!!

Turn over to leave a suggestion for Library staff.

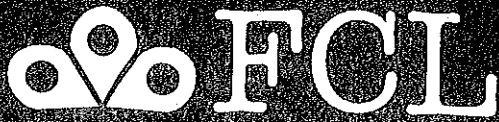


Suggestion:

The puzzle tournament was great
 Maybe a couple times per year especially
 in winter months.

Yes, for kids a \$50 piece & for adults a 1000 piece
 (Thank you for the \$50) - *[Signature]*
 Thanks again for a great evening

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



Suggestion:

I'VE BEEN MEANING TO REPORT THIS MINOR WEB GLITCH FOR YEARS. ON THE MAIN WEB PAGE UNDER "MY ACCOUNT", UNLIKE MOST EVERY OTHER WEBSITE OUT THERE, THE "GO" BUTTON ON MY PHONE'S KEYBOARD THAT AUTOMATICALLY POPS UP WHEN YOU GO TO ENTER YOUR LIBRARY CARD NUMBER & PASSWORD, IS NOT LINKED TO THE WEB PAGE'S "Log In" GRAPHICAL BUTTON.

THIS MAY NOT BE CLEAR ENOUGH, SO FEEL FREE TO CALL ME. THANK YOU.

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



How are we doing?

NAME: Marilyn Kellman

DATE: 3-15-23

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: (248) 478-8023 EMAIL: _____

What made your Library visit special?

I am requesting discarded books to be considered for Book Stock.

Thank you,
MARILYN

Turn over to leave a suggestion for Library staff.

How are we doing?

Name Michael Tubbs Date 2/28/23
Address 959 Desoto Avenue City Ypsilanti Zip 48198
Phone (734) 747-1076 Email Mtubbs16@gmail.com

What made your Library visit special?

Maggie & Evan were beyond courteous to me & it made my experience quite pleasant. We need more people like them in the world.

Turn over to leave a suggestion for Library staff



Suggestion:

Super

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



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Such kind staff

Organized (lol!) less overwhelming than other libraries we've been to

Great experience, thank you!

Turn over to leave a suggestion for Library staff.

VERY HELPFULL
KIND & CONSIDERATE

GERARD W. MAC DONALD

MARIAN GAILLAND SENIOR
CENTER FARMINGTON HILLS

To WHO ~~IT~~ May Concern.

Maggie has been a fantastic, knowledgable,
kind & "patient" help Mate to me.
I thank Evan for his assistance also.

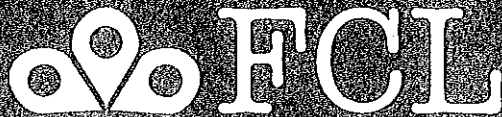
P. S. (Give her a raise)
Colleen Miller (first time at this library)



Suggestion:

THE PUZZLE TOURNAMENT WAS FUN, PLEASE
OFFER TWO TOURNAMENTS A YEAR - ONE IN THE
WINTER. IF POSSIBLE, IT WOULD ALSO BE NICE
IF THE KIDS HAD THEIR OWN ^{SEPARATE} TOURNAMENT.
THANKS,

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



NAME: Amy Robbins

DATE: March 13, 2023

ADDRESS: _____ CITY: Fremont Hills ZIP: 48334

PHONE: 248-821-1450 EMAIL: _____

What made your library visit special?

Sharon assisted in uploading my cover letters + resume
using the scanner. She went above + beyond!

Turn over to leave a suggestion for Library staff.