



**Farmington Community Library
Board of Trustees Meeting
Thursday, April 14, 2022
6:00 p.m.**

Contact Trustees

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

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
April 14, 2022

- **Call to Order (6:05)**
- **Approval of Agenda**
- **Minutes**
 - Approval of Minutes - Regular Board Meeting - March 10, 2022
- **Space utilization presentations**
 - Presentation 1 (6:10-6:30)
 - Presentation 2 Luckenbach (6:40-7:00)
- **Treasurers Report (7:00-7:05)**
 - Operating Bills
 - Approval of March 2022 Bills
- **Friends Report (7:05-7:15)**
- **Interim Director's Report (7:15-7:35)**
 - Facilities Report
 - Introduction of a staff member
- **Sub-Committee Updates (7:35-8:05)**
 - Strategic Planning Committee
 - Personnel Committee
 - Director role
 - Annual salary increases
- **Unfinished Business (8:05-8:25)**
 - Space utilization
 - Collection development policy
- **New Business (8:25-8:35)**
- **Board Trustee Comments and Announcements**
- **Correspondence**

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
April 14, 2022

- Public Comment (3 minutes per person)
- Adjournment

Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – March 10, 2022
Draft

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

CALL TO ORDER

The Board Meeting was called to order at 6:05 p.m. by Board President Duron-Willner.

APPROVAL OF AGENDA

MOTION by Kelly to approve the Agenda for the March 10, 2022 Board meeting, was supported by Brown.

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

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Stryd to approve the Minutes of the Regular Board Meeting on February 10, 2022, was supported by Kelly.

Vote: Aye: Stryd, White, Brown, Murphy, Duron-Willner, Kelly

Opposed: None

Abstain: Hahn

Motion passed.

OPERATING BILLS

MOTION by Brown that the Board of Trustees approve expenditures totaling \$256,138.95 was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

(Plante Moran delayed at this point on agenda)

FINANCIAL REPORT

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

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT given by K. Siegrist under Director's Report.

LIBRARY DIRECTOR'S REPORT (Kelley Siegrist)

- Friends' Gala is June 3. Their citywide mailing is going out before April 15.
- FCL working with Oakland County Small Business Development Program to provide meeting space, resources, and programming to target woman owned, minority owned, veteran owned businesses and businesses with revenue under \$1M affected by COVID 19.
- National Library Week is April 3-9.
- Annual Public Hearing to present proposed FY 2023 budget will be held May 12, 2022.
- Head of Adult Services is open after Deb Hemmye became Director at the Huntington Woods Public Library.

(Plante Moran inserted here to present budget amendments)

Proposed amendment will still allow for transfer of \$145,276 to Capital Reserve Fund.

MOTION by Brown to amend 2022 budget by adding increase of revenue of \$33,200 and increase of expenditures of \$243,050 was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

LIBRARY DIRECTOR'S REPORT continued

- **IT Update:** Pat McCormack described project to replace network switches, routers, cabling, and wireless infrastructure potentially to be undertaken by Charter Technologies and Elevate in FY 2023. Pat is in process of securing federal E-Rate funding, which will become available July 1.
- Spotlight on a staff member. This month: Pat McCormack.

FACILITIES REPORT (Donald Wrench)

- Fire door update: D. Wrench has learned that original plans called for a wall and doors between original section and new part of building, where large fire door is now installed. D. Wrench is trying to determine how this will impact any future plan.
- D. Wrench has been studying conveyor systems in area. Considering bins at the exterior drop slots (east wall of building) that staff can move to a smaller, shorter, straighter electrical conveyor system in the present location of current pneumatic system.
- Liberty water fountain - wall must be opened to determine what work needs to be done. Bid will be written at that time.

TRAINING / RESOURCES

- Kristel Sexton presented draft of proposed new Collection Development Policy. Supporting documents: Library Bill of Rights, Freedom to Read and Freedom to View statements, Professional Code of Ethics - all from American Library Association; Statement of Principle - Intellectual Freedom from Michigan Library Association.

COMMITTEE REPORTS

Strategic Planning (Michele Kelly)

K. Siegrist has gathered example RFPs for a consultant who would facilitate strategic plan writing process.

Personnel Committee

No report. E. McClellan absent.

UNFINISHED BUSINESS

- Space Utilization Study

Both firms submitting bids had to be accommodated regarding date or time for mandatory walkthrough. **MOTION** by Duron-Willner to accept proposals previously received from Merritt Cieslak Design and Luckenbach Ziegelman for space utilization study and to have both firms present at April 14 meeting was supported by Murphy.

Vote: Aye: Duron-Willner, Murphy, White, Kelly, Stryd, Brown

Opposed: None

Abstain: Hahn

Motion passed.

NEW BUSINESS

- Patricia Coleman-Burns and Tom Shurtleff from Multicultural Multiracial Counsel (MCMR) thank FCL for partnering, especially in last two years, on MLK Day and Juneteenth celebrations.
- Closing early on June 3 for Friends' Gala

MOTION by White to close Twelve Mile at 4:00 on June 3 to prepare for Gala was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

- D. Duron-Willner - looking for ideas from staff, board members for how board can show appreciation for staff.
- D. Duron-Willner - board needs to build millage and public relations expertise. D. Duron-Willner has reached out to mayors re; millage and re: communication about appointment process of library board members.
- K. Brown - millage training webinars from Library of Michigan are worthwhile.
- B. Hahn - suggest that board meetings rotate between both branches of FCL.
- M. Stryd - thank you to staff for presenting tonight. Wish to echo MCMR's appreciation for the staff work around MLK Day.

CORRESPONDENCE

None

PUBLIC COMMENT

None

ADJOURNMENT

MOTION by Murphy to adjourn the Board Meeting, was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 8:08 pm by President Duron-Willner. The next meeting of the Library Board is scheduled for Thursday, April 14, 2022, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees



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April 11, 2022

To: Kelley Siegrist, Interim Library Director

Re: March 2022 Monthly Bank Statements and Reconciliations

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

1. Bank Account Reconciliation – General Fund/General Checking
2. Bank Statement – General Fund/General Checking
3. Bank Account Reconciliation – General Fund/Payroll
4. Bank Statement – General Fund/Payroll
5. Bank Account Reconciliation – General Fund/Millage Money Market
6. Bank Statement – General Fund/Millage Money Market
7. Bank Account Reconciliation – Metro Net Fund/Metro Net Checking
8. Bank Statement – Metro Net Fund/Metro Net Checking

Note: The following bank statements/reconciliations are not available currently due to lack of online accessibility. These statements will arrive via USPS around the 15th of each month. We have enclosed the prior months bank statements and reconciliations for your review.

9. Bank Account Reconciliation – Endowment Fund/Liberty Endowment Fund
10. Bank Statement – Endowment Fund/Liberty Endowment Fund

Thank you.

Disclaimer: These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Farmington Community Library Reconciliation Report

As Of 03/31/2022

Account: General Checking - Comerica

Statement Ending Balance	435,202.19
Deposits in Transit	584.38
Outstanding Checks and Charges	(62.00)
Adjusted Bank Balance	435,724.57
Book Balance	435,724.57
Adjustments*	0.00
Adjusted Book Balance	435,724.57

Total Checks and Charges Cleared	925,381.11	Total Deposits Cleared	415,245.01
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Farmington Community Library	Cash Register Activity #33	02/27/2022		5.40	
Farmington Community Library	Cash Register Activity #36	02/27/2022		86.00	
Farmington Community Library	Cash Register Activity #36	02/28/2022		52.00	
Farmington Community Library	Cash Register Activity #33	02/28/2022		180.45	
General Ledger Entry	Cash Register Activity #36	02/28/2022		25.00	
Farmington Community Library	Cash Register Activity #33	03/01/2022		33.00	
Farmington Community Library	Cash Register Activity #36	03/01/2022		87.63	
Farmington Community Library	Cash Register Activity #33	03/02/2022		34.23	
Farmington Community Library	Cash Register Activity #36	03/02/2022		179.37	
Farmington Community Library	Cash Register Activity #36	03/03/2022		59.10	
Farmington Community Library	Cash Register Activity #33	03/03/2022		158.20	
Local Community Stabilization Authority	LCSA	03/04/2022		318,883.19	
Farmington Community Library	Cash Register Activity #36	03/04/2022		87.74	
Farmington Community Library	Cash Register Activity #33	03/04/2022		15.75	
Farmington Community Library	Cash Register Activity #33	03/05/2022		13.90	
Farmington Community Library	Cash Register Activity #36	03/05/2022		95.50	
Farmington Community Library	Cash Register Activity #36	03/06/2022		53.99	
Farmington Community Library	Cash Register Activity #33	03/06/2022		5.00	
Farmington Community Library	Cash Register Activity #36	03/07/2022		257.94	
Farmington Community Library	Cash Register Activity #33	03/07/2022		157.12	
Farmington Community Library	Cash Register Activity #36	03/08/2022		436.82	
Farmington Community Library	Cash Register Activity #33	03/08/2022		86.99	
Farmington Community Library	Retiree Healthcare	03/09/2022		203.70	
Farmington Community Library	Cash Register Activity #36	03/09/2022		197.70	
Farmington Community Library	Cash Register Activity #33	03/09/2022		7.00	
Farmington Community	Cash Register Activity	03/10/2022		16.50	

Farmington Community Library Reconciliation Report

As Of 03/31/2022

Account: General Checking - Comerica

Library #33			
Farmington Community Library	Retiree Healthcare Pmts	03/10/2022	882.70
Oakland County	Delinquent Taxes	03/10/2022	158.95
Farmington Community Library	Cash Register Activity #36	03/10/2022	161.69
General Ledger Entry	Cash Register Activity #36	03/11/2022	116.55
City of Farmington Hills	Tax Distribution	03/11/2022	34,218.98
Farmington Community Library	Cash Register Activity #33	03/11/2022	3.00
Farmington Community Library	Cash Register Activity #33	03/12/2022	17.01
Farmington Community Library	Cash Register Activity #36	03/12/2022	90.78
Farmington Community Library	Cash Register Activity #33	03/13/2022	1.00
Farmington Community Library	Cash Register Activity #36	03/13/2022	16.85
Farmington Community Library	Cash Register Activity #33	03/14/2022	334.94
Farmington Community Library	Cash Register Activity #36	03/14/2022	174.54
Farmington Community Library	Cash Register Activity #36	03/15/2022	53.20
Farmington Community Library	Cash Register Activity #33	03/15/2022	24.00
General Ledger Entry	Cash Register Activity #36	03/16/2022	108.75
Farmington Community Library	Cash Register Activity #33	03/16/2022	30.95
St. John Fisher College	ILL AR #334	03/16/2022	25.89
Farmington Community Library	Retiree Healthcare Pmts	03/17/2022	1,459.85
Farmington Community Library	Cash Register Activity #36	03/17/2022	210.70
Farmington Community Library	Cash Register Activity #33	03/17/2022	164.60
Farmington Community Library	Cash Register Activity #33	03/18/2022	1.10
Farmington Community Library	Cash Register Activity #36	03/18/2022	118.45
Farmington Community Library	Cash Register Activity #33	03/19/2022	6.00
Farmington Community Library	Cash Register Activity #36	03/19/2022	98.49
Farmington Community Library	Cash Register Activity #36	03/20/2022	60.00
Farmington Community Library	Cash Register Activity #33	03/20/2022	24.72
Farmington Community Library	Cash Register Activity #33	03/21/2022	30.50
Farmington Community Library	Cash Register Activity #36	03/21/2022	356.05
Farmington Community Library	Retiree Healthcare	03/21/2022	1,180.07
Farmington Community Library	Cash Register Activity #33	03/22/2022	155.45
Farmington Community Library	Cash Register Activity #36	03/22/2022	90.75
Farmington Community Library	Cash Register Activity #33	03/23/2022	18.95
Farmington Community Library	Cash Register Activity #36	03/23/2022	137.00
Farmington Community Library	Cash Register Activity #36	03/24/2022	194.65
Farmington Community Library	Cash Register Activity #33	03/24/2022	138.60

Farmington Community Library Reconciliation Report

As Of 03/31/2022

Account: General Checking - Comerica

Farmington Community Library	Cash Register Activity #33	03/25/2022	29.10	
Farmington Community Library	Cash Register Activity #36	03/25/2022	63.50	
Farmington Community Library	Cash Register Activity #33	03/26/2022	50.29	
General Ledger Entry	Cash Register Activity #36	03/26/2022	172.60	
Farmington Community Library	Cash Register Activity #36	03/27/2022	56.85	
Farmington Community Library	Cash Register Activity #33	03/27/2022	15.00	
Farmington Community Library	Cash Register Activity #36	03/28/2022	239.21	
Farmington Community Library	Cash Register Activity #33	03/28/2022	94.65	
City of Farmington	Final Taxes	03/28/2022	4,788.14	
Farmington Community Library	Cash Register Activity #33	03/29/2022	42.50	
Farmington Community Library	Cash Register Activity #36	03/29/2022	98.93	
General Ledger Entry	Cash Register Activity #36	03/30/2022		385.94
Farmington Community Library	Cash Register Deposit #33	03/30/2022		12.05
State of Michigan	FY22 State Aid	03/31/2022	46,642.58	
Farmington Community Library	March 2022 Self Service Machine Income	03/31/2022	666.73	
Farmington Community Library	Cash Register Activity #36	03/31/2022		186.39
Total Deposits			415,245.01	584.38

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
360 Event Productions	Founder's Festival Parade Unit Fee	02/21/2022	27151	25.00	
DTE Energy	Service 1.26.22 to 02.24.22 (Main)	02/21/2022		10,088.12	
General Ledger Entry	Bill.com 03/01/22 Payables Funding	03/01/2022		54,807.62	
Oakland County Historical Resources	2022 Member Application	03/02/2022	27152	200.00	
Consumers Energy	1.14.22 thru 1.10.22 Liberty St	03/09/2022		1,329.37	
	Transfer from General Fund to Millage MM	03/10/2022		700,000.00	
General Ledger Entry	Cash Register Activity #36	03/11/2022		60.00	
General Ledger Entry	Bill.com 03/11/22 Payables Funding	03/11/2022		68,455.04	
Bright House Networks	2/22/22 - 3/21/22	03/11/2022		123.99	
Consumers Energy	1.16.22 thru 2.15.22 Main	03/11/2022		4,536.18	
T-Mobile	1/21/22 - 2/20/22	03/13/2022		1,141.11	
Comerica Commerical Card Services	February 2022 Credit Card	03/14/2022		1,174.77	
Clear Rate Communications	02/21/22 - 03/20/22	03/15/2022		421.40	
General Ledger Entry	Cash Register Activity #36	03/16/2022		5.00	
General Ledger Entry	Bill.com 03/18/22 Payables Funding	03/18/2022		31,759.23	
DTE Energy	Service 01.26.22 to 02.24.22 (Branch)	03/21/2022		3,052.83	
James Oliver	Worked 16 hours	03/22/2022	27153	16.50	
General Ledger Entry	Bill.com 03/22/22 Payables Funding	03/22/2022		705.48	

Farmington Community Library Reconciliation Report

As Of 03/31/2022

Account: General Checking - Comerica

General Ledger Entry	Bill.com 03/23/22 Payables Funding	03/23/2022	28.93	
General Ledger Entry	Bill.com 03/25/22 Payables Funding	03/25/2022	45,653.93	
General Ledger Entry	Cash Register Activity #36	03/26/2022	7.06	
AT&T	Feb 5 - Mar 4, 2022 Main	03/28/2022	711.34	
AT&T	Feb 5 - Mar 4, 2022 Branch	03/28/2022	156.15	
General Ledger Entry	Cash Register Activity #36	03/30/2022		62.00
	March 2022 Credit Card Fees	03/31/2022	87.02	
	March 2022 Bank Fee	03/31/2022	393.04	
	March Self Service Ma- chine Fee	03/31/2022	442.00	
Total Checks and Charges			925,381.11	62.00

Your Friends Membership Supports:

Public access to
almost 400,000
titles in print, audio
& digital formats

100 research
databases
spanning subjects in
science, art & life
skills

Early childhood
literacy resources

Public wifi,
hotspots, computers
& wireless printing

Digital literacy with
one-on-one tech
tutoring

ESL conversation
groups

Dedicated outreach
to seniors and
underserved
populations

A gathering space
for the entire
community

And more!



Farmington Friends of the Library

March 14, 2022

Dear Friend,

Today, more than ever, the Farmington Community Library is a beloved institution in our community. The library continues to be open based on public safety protocols during a very challenging time, offering an incredible array of free resources. Our dedicated librarians offer services and programs in live, virtual, and digital formats.

The ongoing mission of the Farmington Friends of the Library is to support continued access to all informational formats, information literacy, and engaging community programs. Enhancing the collections via internet access to book, music, and streaming video resources remains a focus as the pandemic continues. We need your support to keep the Farmington Community Library moving forward as a vigorous cultural institution.

A standard annual Friends membership is **just \$25** and may be tax deductible. Business memberships are also available. **We've now made it easy for you to submit an online payment! Visit farmlib.org/friends-membership to donate.** Or, see the enclosed envelope for information on memberships and levels of giving.

The Friends support the library by enabling new informational formats, innovative programming, and creative knowledge resources. Children and adults are in need of imaginative ideas, non-traditional learning, and diverse programming to stimulate the intellect. Tailored programs for children, teens, and adults include our popular Summer Reading Program, the Battle of the Books, STEM educational events, and book discussion groups for community members.

The Board of the Farmington Friends of the Library sends this plea to all members of our community as a request to support this essential community resource.

Join us in supporting the Farmington Community Library with your membership donation to the Farmington Friends of the Library. **We appreciate your support!** Thank you.

Sincerely,

A handwritten signature in black ink that reads "Stacy Charlesbois-Nordan".

Stacy Charlesbois-Nordan, President
Farmington Friends of the Library



Interim Director's Report April 14, 2022

National Library Week April 3-9

Last week was National Library week. The theme was "Connect with Your Library." We had a week of engagement with our community through social media and the Book Bike made it out around town for the first time this year. We also celebrated National Worker's Day on April 5 with pizza and Kathie Brown brought in cookies for staff.

Patron Comments

Included in your Board packet.

Staffing

We are so excited to announce that Jill Baker, the previous Head of Adult Services, accepted the position of Head of Adult Services. Jill left FCL a few years ago to relocate with her husband in Minnesota. They are moving back to Michigan and the timing was perfect. Jill brings strong leadership skills and creative ideas, and we cannot wait until her first day on May 4. Hannah Hering has accepted the position of Head of Circulation Services at the Branch. Hannah has been with the library for about 3 years as a Library Assistant I. Her first day in her new position was March 27.

Monthly Birthday Celebrations

March birthdays included Caryn Finkelman, Megan Scussel, Prindle Labarge, Sara Majoros, and Jenny Granat. Lemonade Cake was the cake of choice for March.

Conference Attendance

Kristel Sexton, Maria Showich-Gallup, and I attended PLA March 22-25. It was a whirlwind trip – full of information and ideas. Many of the sessions were on the topic of DEI, gathering statistics, and programming. We visited a lot of vendors and have set up demos to look at programming calendars, community calendars, meeting room reservations, and community analytics. We also met with John Chrastka from Every Library. We have had an initial conversation and he will be looking to meet with some of you.

Seed Library

Our seed library is up and running (or will be shortly) just in time for the planting season. We had Michigan State University present a program for us on Wednesday, March 30. Full credit goes to Jill O'Hara for taking this on – learning best practices from other libraries, learning where to purchase the seeds, packaging the seeds, and much more. We are once again participating in the One Seed, One State Initiative through the State of Michigan. This year we have pickling cucumber and provider bean seeds available for patrons to pick up.

Population and State Aid

We received a Certification of Population Report from the Library of Michigan. Official population for Farmington Hills is 83,986 and for Farmington it is 11,597 for a total population of 95,583. Back in 2019/2020 the total population was 90,112

State Aid to public libraries was increased by the Michigan Legislature by 2M in 2022. The State Aid Report that needs to be filled out every year is currently under review by the Library of Michigan. They are reviewed in the order they are received, and state aid is distributed once the review process is completed. Our state aid report was submitted in November.

Exemplar Club

We were invited to speak at the Exemplar Club on April 6. Maria, Sarah and I attended and gave an update on the library.

Oakland County's Business Forward Initiative Open House

The Open House was held at the Hawk on April 12 from 4:00 – 6:30 PM. Both Sherri Vaughn and I attended this event.

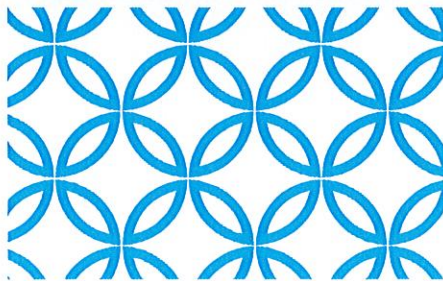
Farmington Area Juneteenth Celebration

FCL is part of the Juneteenth Planning Committee. We met on April 13 for a planning meeting. The library will provide a storytime on Saturday afternoon, have a table at the celebration, and help promote all events. The event is a 3-day affair June 17-19.

Holocaust Museum – Day of Remembrance

Through our connection with MCMR we were contacted to be a reader at the Holocaust Museum during Day of Remembrance. I will be reading the names of those who died at the hands of the Nazis for 15 minutes between 12:30 -1:00 on April 28.

Submitted by
Kelley Siegrist
Interim Director



April 2022

FARMINGTON COMMUNITY LIBRARY

Compensation Insights
 FCL Board of Trustees
 Personnel Committee
 Emile L. McClellan, Jr. – Vice President, Chair
 Renee Murphy
 Danielle Duran-Wilner – President, Ex-Officio

FCL PAY FUNDAMENTALS

PHILOSOPHY

Approach	Implementation	Outcomes
<ul style="list-style-type: none"> Total Rewards Approach Mix of rewards tied to organizational and people goals Embracing present-day rewards and long-term rewards Monetary rewards and non-monetary rewards Annual review of structure and pay to ensure were above par in the marketplace Outcomes based performance management 	<ul style="list-style-type: none"> Adoption of COLA + Performance annual increase Approval of adjusted salary ranges to DSLRT average or better Continued use of outcomes-based performance reviews Revitalized ORG Chart and Job Descriptions organization-wide Revitalize Pay Grade Matrix 	<ul style="list-style-type: none"> FCL maintains competitive positioning among peers Improved hiring ability Increased retention Increased transparency around pay philosophy Ability to incorporate roles needed in future

FCL PAY FUNDAMENTALS

COMPARED TO OTHER CLASS 6 DSJRT LIBRARIES

MECHANICS

	Performance Based Increase	Longevity Based Increase	Performance + Longevity Increase	Paid Lunch	Length of Lunch
DSJRT Class 6 Libraries	10/20	9/20	1/20	3/20	60 Mins - 10 45 Mins - 1
FCL	Yes	No	Proposed COL + Performance	YES	30 Mins - 8 45 Mins

DSJRT Class 6 Libraries include:

- Canton, Capital Area, Clinton-McComb, Dearborn, FCL, Grosse Pointe, Kent, Livonia, Monroe County, Novi, Portage, Rochester Hills, Shelby Township, St. Clair Shores, Sterling Heights, Taylor, Traverse Area, Troy, Warren, and West Bloomfield libraries.

CURRENT FCL PAY RANGES

COMPARED TO OTHER CLASS 6 DSJRT LIBRARIES

DIRECTOR LEVEL

	% Increase Library-wide (Fiscal Year)	Salary Increase Based on Longevity	Salary Increase Based on Performance	FT Salary Director Min	FT Salary Director Max	Current Actual Salary Director	FT Salary Asst Director Min	FT Salary Asst Director Max	FT Salary Asst Director Min
Average of DSJRT Class 6 Libraries	7.737%	5	Yes	\$95,353	\$119,866	\$117,703	\$70,887	\$70,887	\$90,856
Farmington Community Library	5	Yes	No	50	50	\$86,538	50	50	50
Hourly Rate Equivalent:						-\$26,175	-\$70,887	-\$90,856	

A similarly sized neighboring DSJRT library recently conducted a paid external salary review of all positions. Director position range established as follows:

Role	Minimum	Midpoint	Maximum
Director	\$99,800	\$127,200	\$154,700

CURRENT FCL PAY RANGES

(COMPARED TO OTHER CLASSES & BISECT LIBRARIES)

ADMINISTRATIVE STAFF

	FT Salary Director Secretary	FT Salary Director Secretary	FT Salary Bookkeeper Accountant	FT Salary Bookkeeper Accountant	MLS Required-Computer System	FT Salary Computer System	FT Salary Computer System	FT Salary Computer System	FT Community Relations	FT Salary Custodian		
	Min	Max	Min	Max		Min	Max	Min	Max	Min	Max	
Average of DSLRT Class 6 Libraries	\$43,130	\$56,395	\$46,265	\$63,801	\$62,897	\$87,589	\$41,616	\$59,254	\$54,299	\$75,208	\$30,955.11	\$44,140.81
Farmington Community Library	\$48,425	\$69,397	\$36,774	\$52,219	\$51,486	\$85,661	No	\$36,025	\$59,573	\$42,788	\$62,898	\$59,704
Hourly Rate Equivalent	\$295	\$13,002	-\$9,491	-\$11,682	-\$9,811	-\$1,928	-\$5,391	\$319	-\$11,511	-\$12,310	\$4,120	\$15,563
Hourly Rate Equivalent	\$21	\$33	\$18	\$25	\$26	\$41	\$17	\$29	\$21	\$30	\$17	\$17

CURRENT FCL PAY RANGES

(COMPARED TO OTHER CLASSES & BISECT LIBRARIES)

LIBRARIAN STAFF

	FT Salary Dept Head	FT Salary Dept Head	FT Salary Circ Head	FT Salary Circ Head	FT Head of Cataloging	FT Head of Cataloging	FT Salary Librarian	FT Salary Librarian	FT Salary Preprof	FT Salary Preprof	FT Salary Clerk Min	FT Salary Clerk Max
	Min	Max	Min	Max	min	max	Min	Max	Min	Max	Min	Max
Average of DSLRT Class 6 Libraries	\$57,975	\$79,483	\$49,204	\$65,924	\$48,281	\$67,902	\$48,572	\$64,011	\$38,964	\$52,292	\$33,113.10	\$43,014.78
Farmington Community Library	\$46,765	\$75,272	\$34,392	\$58,757	\$34,539	\$61,260	\$43,481	\$64,842	\$36,025	\$59,673	\$28,134	\$46,158
Hourly Rate Equivalent	\$72	\$36	\$17	\$28	\$17	\$29	\$21	\$31	\$17	\$29	-\$4,979	\$3,143
Hourly Rate Equivalent	\$72	\$36	\$17	\$28	\$17	\$29	\$21	\$31	\$17	\$29	-\$4,979	\$3,143

CURRENT FCL PAY RANGES

COMPARED TO OTHER CLASS & BULLET LIBRARIES

PART-TIME STAFF

AVG	PT Librarian Hourly Min	PT Librarian Hourly Max	PT Librarian Hourly Min	PT Librarian Hourly Max	PT Librarian Intern hourly min	PT Librarian Intern hourly max	PT Clerk Hourly Min	PT Clerk Hourly Max	PT Page Hourly Min	PT Page Hourly Max	Sub Librarian Hourly Min	Sub Librarian Hourly Max
Farmington Community Library	\$22.38	\$30.18	\$14.34	\$16.19	\$13.74	\$16.19	\$13.40	\$13.40	\$10.04	\$11.71	\$18.36	\$21.89
	\$20.61	\$36.26	\$13.50	\$13.50	\$13.50	\$13.50	\$22.14	\$22.14	\$10.04	\$13.87	\$19.31	\$19.31
		\$6	-\$1	-\$3	-\$3	\$0	\$4	\$0	\$2	\$2	\$1	-\$3

COST-OF-LIVING + PERFORMANCE

ANNUAL PERFORMANCE REVIEW

Personnel committee recommends adoption of this approach for 2022 based on several known variances to DSLRT market rates across our structure in the face of an inflationary economy. The committee seeks to acknowledge the changing conditions for all employees, while continuing to incentivize top performers.

Ranking	Proposed Increase
5-Outstanding	3%
4-Highly Effective	2%
3-Effective	1%
2-Needs Improvement	0%
1-Unacceptable/Needs Substantial Improvement	0%
Cost-of-Living	2 or 2.5%

FCL PAY IMPACT

FINANCIAL

Impact of Range Increases	Impact of COLA + Performance 2.5%	Impact of COLA + Performance 3%
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Committee request two separate board actions:

- 1: Personnel Committee requests a motion to approve adjustments to salary ranges to meet average of DSLRT Class 6 Libraries
- 2: Personnel Committee requests a motion to approve 2022 annual increase of ___% COLA + Performance Increase Based on Annual Review

OBJECTIVE

The Farmington Community Library (FCL) seeks a consultant to develop a comprehensive 7-year strategic plan for the library that includes a significant community research component.

A. DEADLINE FOR RECEIPT

Proposals must be received via email by **May 2022**, at 5:00 PM. Proposals should be addressed to Kelley Siegrist, Interim Library Director, Farmington Community Library and emailed to Kelley.Siegrist@farmlib.org

B. INQUIRIES

Inquiries must be made via email. Please address all inquiries to Kelley.Siegrist@farmlib.org. Telephone inquiries will not be addressed. All questions must be received no later than **April 2022**.

C. INTRODUCTION

The Farmington Community Library is a District Library serving the communities of Farmington and Farmington Hills, with a dedicated staff which provides library service in two locations. Each building has a unique personality, and both locations offer excellent service.

We offer innovative programming for all ages; technology needs including computers, wifi, and hotspots, and a conversion station; a community space for meetings, studying, and casual conversations with neighbors; expanded material offerings including eBooks, **streaming media**, board games and puzzles, video games, microscopes, telescopes, and more. FCL went fine free in September of 2020.

The Farmington Community Library is seeking proposals from qualified firms or consultants (“Consultant”) to conduct and facilitate a comprehensive strategic planning process for the Farmington Community Library. The library is seeking the assistance of a consultant to work with the FCL Strategic Planning Committee, Senior Leadership, library staff, library supporters and community stakeholders to create a strategic plan for the next seven years of library service.

The library expects a strategic plan that includes prioritized goals, measurable objectives, and activities to meet community needs and a direction forward for the next seven years. The plan should address the specifications of the proposed goals for the overall library service model, including collections, programming, technology, staffing, and facilities.

[The FCL has recently hired an architectural firm to conduct a thorough space utilization analysis. The expectation is to collaborate as much as appropriate with the firm in order to avoid redundant data collection and to provide the best product possible.] It will also identify an annual assessment methodology.

The plan will examine the community’s growth patterns and demographics and identify the service needs associated with future trends and technologies for libraries. Data gathered through this strategic planning process should present a comprehensive overview of the library service needs of the overall community, focusing on currently known users and non-users. The purpose of the strategic plan is to position the library as a valuable community resource which provides services that meet the needs of a continually changing community.

D. LIBRARY BACKGROUND

As a district library, the Farmington Community Library receives most of its funding from two dedicated millages. The annual budget is approximately \$6.9M and the library is in sound financial shape due to a conscientious library board. The service population of the Farmington/Farmington Hills area is approximately 95,000. The library’s collection includes 300,000 items, with an annual circulation of 700,000. There are 76 staff members across both buildings. The library is open 68 hours per week, year-round.

E. SCOPE OF WORK

The strategic planning process should provide a blueprint for maintaining and revising existing services and/or creating new services and identify strategic plan initiatives. The plan should incorporate needs of the community, where the library can have the greatest impact, opportunities for collaboration, and what would be required from an administrative aspect to execute the strategy

An experienced, professional facilitator should perform the following:

1. Facilitate the strategic planning process using a methodology effective for public libraries.
2. Gather data through community research that focuses on library users, non-users, and stakeholders – including board and staff – to identify library needs and wants, as well as ways to increase library usage and cardholder registration.
 - a. Community input is a key component of this planning process and may include:
 - i. Focus groups/individual interviews/public input sessions
 - ii. Online survey
 - iii. Phone interviews
 - iv. Other methods as identified by the consultant
3. Facilitate planning meetings and input sessions (public, staff sessions, and board)
4. Review the current mission statement and facilitate revisions, and create core values statement
5. Identify service priorities, goals, objectives, and activities
6. Write and present the strategic plan that will be communicated to the library’s stakeholders. The final deliverable will include:
 - a. A usable snapshot of the larger project that can be distributed and easily referenced easily (e.g. a one-pager or a suite of materials that distills the themes)
 - b. An up-to-date community profile and identification of community markets.

- c. An assessment of the library’s environment, including evaluation of strengths and weaknesses, quality of services, reputation, management, and budget, **how well geographic location meets the needs of the community**, etc.
- d. Specification of the mission and core values of the organization.
- e. Clearly defined priorities, goals, and objectives that are measurable and for which the library will hold itself accountable.
- f. Specification of a built-in process of regular review, evaluation, and adjustments to the plan resulting from changes in the economic, demographic, or political climate.
7. All raw and summary data is to be delivered to FCL at the conclusion of the planning process.
8. Summary of experience working with other contractors (e.g. architects).

F. PROPOSAL CONTENT REQUIREMENTS

1. A cover letter providing a brief description of the firm or individual, including name, address, phone number, and email of principal contact person.
2. An executive summary of the highlights of the proposal, not to exceed one page in length, and conveying the consultant’s understanding of the purpose and expected outcomes of the project.
3. A list of key personnel who would be involved in the process and their experience/expertise.
4. A summary of the consulting firm’s qualifications and relevant experience. The successful firm and their contractors will have demonstrated expertise in library operations, services, trends, and functions, as well as strategic planning experience and collaborating with other professionals.
5. A work plan that includes a description of the methodology, tasks, timeline, and estimated total amount of time that would be spent on the project.
6. Exclusions or exceptions. Please note any part of the proposal that is beyond the expertise of the consultant or would be better handled by library staff.
7. A schedule of costs that includes consulting, supplies, number of onsite and/or virtual visits and cost per trip, and other costs associated with the planning process. Costs for data gathering and analysis (community research component) must be listed separately.
8. References and contact information for three (3) organizations for which the facilitator has provided strategic planning services. A public library would be preferred as one of the three references.

G. RFP STANDARDS AND SELECTION CRITERIA

1. FCL reserves the right to cancel the award of contract any time before the execution of the contract by both parties. The responding consultants bear sole risk and responsibility of costs incurred in the preparation of the proposal.
2. No library board or staff member shall have financial interest in this proposal.
3. In cases of dispute over differences of opinions as to the services of the proposal, the decision of FCL shall be final.

4. FCL reserves the right to ask for clarification in the proposal if the need arises, and to select a planning consultant based directly on the proposal or to negotiate further with one or more respondents.
5. FCL reserves the right to reject any or all responses to this RFP.
6. The proposal will be evaluated by FCL and the following criteria will be considered:
 - a. Responsiveness of the written proposal to the purpose and scope of the project.
 - b. Demonstrated knowledge, skills, and experience in conducting strategic planning projects for public libraries.
 - c. Methodology and timeline for carrying out tasks in the scope of the work.
 - d. Cost to complete the process.
 - e. Ability to meet deadlines in strategic and library planning; satisfactory performance record (references).

H. RFP PLANNING PROCESS TIMELINE

- Library issues RFP April 18, 2022
- Deadline for written questions May 11, 2022
- Deadline for Proposal Submission May 18, 2022
- Consultant Interviews Week of May 2022
- Consultant Selection Week of June 6, 2022
- Anticipated Contract Start Date July 2022
- The strategic planning process will begin no later than August 2022
- A consultant will attend a FCL Staff Day November 2022
- A draft/report plan and executive summary are to be submitted to the Library Director three (3 weeks) in advance of the final deliverable date, no later than January 2023
- The strategic planning process will be completed no later than February 2023

Farmington Community Library
32737 W. Twelve Mile Road
Farmington Hills, MI 48334
www.farmlib.org





FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____ Date 7/20/11

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

I am disappointed to see you are apparently permanently dependant upon the plastic and "table" barriers between you and your patrons - to me they are monuments to fear - you/we need to build and maintain OPEN and positive relationships. Lets put FEAR IN THE REAR VIEW MIRROR and move toward the positive



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____ Date 3/11

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

There was an immense help. She took time to assist with copying. Couldn't have gotten my copies made without her. She was very patient!!
Dolores



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____

Date 3-16-22

Address _____

City _____

Zip _____

Phone _____

E. _____

What made your Library visit special?

SHERRI IS WONDERFUL! I HAD TO MAKE A LOT OF COPIES AND SHE HELPED ME FIGURE OUT THE MACHINE AND STAYED WITH ME UNTIL ALL WERE COPIED. WE ARE LUCKY SHERRI WORKS AT THIS LIBRARY. THANKS SHERRI!

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____

Date 3/8/22

Address _____

City _____

Zip _____

Phone _____

Email _____

What made your Library visit special?

Sherri is a very nice Librarian

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

Please put out more free magazines like people, prevention, PARR, Readers Digest!

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

What made your Library visit special?

I ♥ the Library - Sophia and Jillian

Turn over to leave a suggestion for Library staff.

Farmington Community Library Output Statistics - March 2022

Circulation Services	Mar 2022	Mar 2021	Change	This YTD	Last YTD	Change
Liberty Street	22,775	18,319	4,456	170,001	112,817	57,184
12 Mile	51,127	37,380	13,747	352,816	206,453	146,363
eBooks	9,948	8,438	1,510	83,184	72,812	10,372
Total Circulation	83,850	64,137	19,713	606,001	392,082	213,919
Self-Service Components of Total Library Circulation:						
Circulation via Website	794	813	(19)	8,282	5,216	3,066
Circulation via Self Check	22,045	15,127	6,918	150,507	57,443	93,064
Self-Service % of Total Circs	27.24%	24.85%	2.38%	26.20%	15.98%	10.22%
Door Counters						
Liberty Street	8,432	4,546	3,886	71,913	17,526	54,387
12 Mile	18,133	7,430	10,703	129,194	24,527	104,667
Total Library Visitors	26,565	11,976	14,589	201,107	42,053	159,054

Information Services	Mar 2022	Mar 2021	Change	This YTD	Last YTD	Change
Online Chat	81	9	72	507	46	461
eMail	1,104	1,297	(193)	4,205	5,350	(1,145)
Liberty Street Phone	1,063	1,091	(28)	6,029	5,893	136
Liberty Street In-Person	5,264	2,023	3,241	27,433	5,587	21,846
Liberty Street Total	6,327	3,114	3,213	33,462	11,480	21,982
12 Mile Phone	1,252	1,807	(555)	8,303	12,287	(3,984)
12 Mile In-Person	5,346	3,869	1,477	30,615	9,158	21,457
12 Mile Total	6,598	5,676	922	38,918	21,445	17,473
Total Library Use	14,110	10,096	4,014	77,092	38,321	38,771

Electronic Services	Mar 2022	Mar 2021	Change	This YTD	Last YTD	Change
PC and Wireless Logins:						
Liberty Street Public Computers	1,476	496	980	10,427	1,159	9,268
12 Mile Public Computers	1,807	584	1,223	12,379	1,280	11,099
Public Computer Total	3,283	1,080	2,203	22,806	2,439	20,367
Liberty Street Wireless	4,510	4,174	336	61,421	15,565	45,856
12 Mile Wireless	26,382	6,640	19,742	177,897	23,322	154,575
Wireless Total	30,892	10,814	20,078	239,318	38,887	200,431
Total Computer Use	34,175	11,894	22,281	262,124	41,326	220,798
Web Pages Viewed:						
Adult, Teen & Children's Pages	87,697	93,581	(5,884)	757,610	702,708	54,902
Catalog Searches	49,732	83,985	(34,253)	452,886	662,081	(209,195)
Total Web Pages Viewed	137,429	177,566	(40,137)	1,210,496	1,364,789	(154,293)

Programs	Mar 2022	Mar 2021	Change	This YTD	Last YTD	Change
Programs	90	76	14	620	554	66
Attendance	2,009	1,364	645	16,443	9,985	6,458