



**Farmington Community Library
Board of Trustees Meeting
Thursday, November 12, 2024
6:00 p.m.**

Contact Trustees

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

Farmington Community Library

FARMLIB.ORG

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
November 14, 2024

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of October Minutes
- **Treasurers Report**
 - Approval of October operating bills 2024
 - Financial Reports
- **Friends of the Library**
- **Director's Report**
- **Unfinished Business**
- **Sub-Committee Updates**
 - **Finance Committee**
 - **Facilities**
 - Recommendations for 12-mile roofing bid
 - Recommendations for cleaning company bid
 - **Personnel Committee**
- **New Business**
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. - October 10, 2024**

Board Members Present: McClellan, Brown, White, Doby, Snodgrass (arrives late), one vacant seat

Board Members Absent: Muthukuda, Murphy

Staff Members Present: Siegrist, Baker, Showich-Gallup, Peterson

Staff Members Absent: None

CALL TO ORDER

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

APPROVAL OF AGENDA

MOTION by Doby to approve the Agenda for the October 10, 2024, Board meeting was supported by Brown, with following amendments: approval of **September** (not August) minutes under Minutes, approval of **September** (not August) operating bills under Treasurer's Report, and add **Facilities** under Sub-Committee Updates:

Vote: Aye: All in favor (4-0)

Opposed: None

Motion passed.

AUDIT PRESENTATION

Kari Shea, Plante Moran

Audit of FCL financials recently completed by Alan C. Young & Associates returned an "unqualified opinion." It was "as clean and perfect as it could go," per K. Shea.

(Trustee Sharon Snodgrass arrives.)

FARMINGTON HILLS ROAD MILLAGE PRESENTATION

Karen Mondora, Assistant City Manager

Proposal is for renewal of 2.0 mills, first passed in 2014, that is dedicated to major roads.

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held September 12, 2024, was supported by Doby.

Vote: Aye: All in favor (5-0)

Opposed: None

Motion passed.

Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. - October 10, 2024

- No report

Master Plan

- No report

Facilities (S. Snodgrass)

MCD Architects presented latest version of the Master Plan to the Facilities Committee on October 10. Next meeting of the committee will be November 7.

NEW BUSINESS

None

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

C. Doby - go visit the Redford Library and check out the new Children's space. (MCD Architects designed this.)

E. McClellan - Friends have made substantial donation to Millage Committee. Consider a future campaign to help Friends replenish their funds.

S. Snodgrass - where should trustees find emails from FCL? Per C. Peterson, messages go to both personal and farmlib.org addresses.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:07. The next meeting of the Library Board is scheduled for Thursday, November 14, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

Director's Report November 2024

Patron Comments

Included in your Board packet.

State Aid Report

State Aid Report was submitted on October 24, 2024. A copy was included in your digital board packet.

Roofing and Cleaning Bids

Only one bid was received for the replacement of the Twelve Mile roof. Eleven bids were received for a new cleaning company. All bids were shared with the Facilities Committee to review.

Potential New Farmington Board Member

The city of Farmington has communicated that they have tentatively scheduled interviews for potential new board members at their city council meeting on Monday, Dec. 2 at 7:00 PM.

Author Event Viola Shipman

Viola Shipman was fabulous! We had almost 300 people between in-person and online participating in the event. See Facebook post from Wade Rouse included in your packet.

Staff Day

On Monday, Nov. 11, both libraries will be closed for Staff Day. We have a full day of activities planned. The morning will include staff recognition and state of the library presentations. The afternoon will include ZingTrain presenting an interactive workshop around the topic of Internal Service & Energy Management.

Paranormal Investigation at the Farmington Library

We had 33 people in attendance. Faren gave a great presentation on the history of downtown Farmington and how to use the equipment in the ghost hunting kits that are part of the Library of Things. The upper and lower areas of the library were investigated and there was some evidence of the paranormal. One group communicated with a ghost of a child named Sam by the puppet playhouse in the Children's area and the ghost of a cat named Leon. Another group used the SLS app on the iPad and caught the ghostly image of a tiny person in the nonfiction stacks that then reached out and grabbed a participant's hand! Another group kept getting references to cheese and we later found out there was a cheese factory on the land the library sits on now. A lot of

people asked if we could do the event again next year, so hopefully this will not be the last investigation.

Upcoming Library Closures

Monday, November 11 – Staff Day

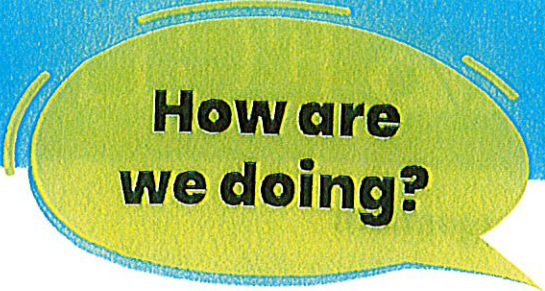
Wednesday, November 27 – Closes at 3:00 PM

Thursday, November 28 – Thanksgiving

Submitted by

Kelley Siegrist

Director



NAME: _____

DATE: _____

ADDRESS: _____ CITY: Springville ZIP: 12154

PHONE: _____ EMAIL: _____

What made your Library visit special?

Cozy place to read, spend a good time with the kids

Turn over to leave a suggestion for Library staff.



Suggestion:

I would like to suggest the reading club for elementary kids. Practicing reading a loud, fluency reading.

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:

You should add a little game area.



Suggestion:

Excellent
Games
Test
do next
AS section!

A simple line drawing of a smiley face with a curved line for a mouth and two dots for eyes, enclosed in a circle.

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

What made your Library visit special?

regarding the kids study room
its super dark if you can
make it brighter for better
education

Turn over to leave a suggestion for Library staff.



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

November 11, 2024

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

Re: October 2024 Monthly Financial Statements

Enclosed are the following Monthly Financial Statements for your review:

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

Thank you.

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

Farmington Community Library Check register

Date	Vendor	Document no.	Amount Cleared
10/01/2024	10083--Pitney Bowes Global Financial Services Inc		248.58 10/31/2024
10/04/2024	10021--Home Depot Credit Services		235.96 10/31/2024
10/08/2024	10647--Wayne Chapter BHA	027229	100.00 10/31/2024
10/08/2024	10009--Consumers Energy		137.25 10/31/2024
10/08/2024	10584--Spectrum Enterprise		125.06 10/31/2024
10/09/2024	10648--Folias Music LLC	27230	600.00 10/31/2024
10/09/2024	10589--Paylocity		69.64 10/31/2024
10/09/2024	10589--Paylocity		27,209.00 10/31/2024
10/09/2024	10126--Michigan Employers Retirement		1,845.73 10/31/2024
10/09/2024	10126--Michigan Employers Retirement		(1,872.80) 10/31/2024
10/09/2024	10126--Michigan Employers Retirement		4,728.08 10/31/2024
10/09/2024	10126--Michigan Employers Retirement		(4,724.38) 10/31/2024
10/09/2024	10126--Michigan Employers Retirement		1,512.98 10/31/2024
10/09/2024	10126--Michigan Employers Retirement		1,298.21 10/31/2024
10/09/2024	10126--Michigan Employers Retirement		1,872.80 10/31/2024
10/09/2024	10126--Michigan Employers Retirement		4,724.38 10/31/2024
10/09/2024	10126--Michigan Employers Retirement		6,552.36 10/31/2024
10/10/2024	10009--Consumers Energy		970.71 10/31/2024
10/15/2024	10014--T-Mobile		1,111.67 10/31/2024
10/15/2024	10147--EHIM		1,192.22 10/31/2024
10/15/2024	10147--EHIM		118.35 10/31/2024
10/15/2024	10063--City Of Farmington - Water		3,315.41 10/31/2024
10/15/2024	10330--Comerica Commerical Card Services		1,158.31 10/31/2024
10/16/2024	10019--Clear Rate Communications		374.50 10/31/2024
10/18/2024	10595--USPS		3,922.97 10/31/2024
10/18/2024	10015--Toshiba America Business Solutions		3,070.92 10/31/2024
10/21/2024	10589--Paylocity		1,439.64 10/31/2024
10/21/2024	10005--DTE Energy		16,425.21 10/31/2024
10/21/2024	10005--DTE Energy		4,742.69 10/31/2024
10/23/2024	10126--Michigan Employers Retirement		1,532.50 10/31/2024
10/23/2024	10126--Michigan Employers Retirement		1,298.21 10/31/2024
10/23/2024	10126--Michigan Employers Retirement		1,811.75 10/31/2024
10/23/2024	10126--Michigan Employers Retirement		4,897.38 10/31/2024
10/23/2024	10126--Michigan Employers Retirement		6,547.18 10/31/2024
10/23/2024	10126--Michigan Employers Retirement		23,322.38 10/31/2024
10/23/2024	10589--Paylocity		27,774.68 10/31/2024
10/23/2024	10589--Paylocity		69.64 10/31/2024
10/24/2024	10021--Home Depot Credit Services		69.41 10/31/2024
10/25/2024	10651--Compo & Medema Group	27231	30.00 10/31/2024
10/28/2024	10144--Mutual Of Omaha		1,862.10 10/31/2024
10/28/2024	10003--AT&T		789.35 10/31/2024
			152,510.03

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

10/04/2024	10002--Farmington Community Library		583.03 In Transit
10/04/2024	10278--World Trade Press		5,385.60 In Transit
10/04/2024	10642--Uptimize, Inc.		3,750.00 In Transit
10/04/2024	10134--State Of Michigan		150.00 In Transit
10/04/2024	10643--Sports Illustrated		130.00 In Transit
10/04/2024	10641--Promote Michigan		375.00 In Transit
10/04/2024	10201--Plante Moran		6,276.24 In Transit
10/04/2024	10626--NorthStar Mat Service		85.06 In Transit
10/04/2024	10012--NBS		580.00 In Transit
10/04/2024	10041--Naeir		88.03 In Transit
10/04/2024	10079--Midwest Tape Hoopla		13,644.04 In Transit
10/04/2024	10010--McCoy Maintenance Inc		10,510.00 In Transit
10/04/2024	10615--Lyngsoe Systems		17,232.50 In Transit
10/04/2024	10316--Lisa Laesch-Vanstone		31.76 In Transit
10/04/2024	10258--Icle		158.50 In Transit
10/04/2024	10027--Great Lakes Ace Hardware		17.02 In Transit
10/04/2024	10033--Demco Inc.		141.86 In Transit
10/04/2024	10594--Danboise Mechanical		556.08 In Transit
10/04/2024	10627--CJB Pest and Mosquito Control		200.00 In Transit
10/04/2024	10321--BookPage		1,488.00 In Transit
10/04/2024	10241--Bethany Bruns		19.98 In Transit
10/04/2024	10502--Amazon Capital Services		608.94 In Transit
10/04/2024	10023--Witt Mechanical, Inc		4,107.00 In Transit
10/04/2024	10082--OverDrive, Inc		121.50 In Transit

Farmington Community Library Check register

Date	Vendor	Document no.	Amount Cleared
10/04/2024	10011--Midwest Tape		546.12 In Transit
10/04/2024	10004--Ingram Library Services		876.07 In Transit
10/04/2024	10000--Baker & Taylor Inc		4,769.20 In Transit
10/15/2024	10082--OverDrive, Inc		3,000.00 In Transit
10/15/2024	10035--The Library Network		1,583.70 In Transit
10/15/2024	10031--Quill LLC		1,523.66 In Transit
10/15/2024	10261--ProQuest LLC		18,095.85 In Transit
10/15/2024	10004--Ingram Library Services		74.32 In Transit
10/15/2024	10027--Great Lakes Ace Hardware		12.34 In Transit
10/15/2024	10033--Demco Inc.		1,704.37 In Transit
10/15/2024	10627--CJB Pest and Mosquito Control		213.00 In Transit
10/15/2024	10224--City of Farmington Hills Dept of Special Services		6,000.00 In Transit
10/15/2024	10645--Blue Shamrock Farm		250.00 In Transit
10/15/2024	10280--Alan C. Young & Assoc.		12,950.00 In Transit
10/15/2024	10646--Rose Paving LLC		13,642.73 In Transit
10/15/2024	10644--Rocket Enterprise Inc		570.00 In Transit
10/15/2024	10082--OverDrive, Inc		1,501.75 In Transit
10/15/2024	10408--Federal Fireplace & BBQ		867.00 In Transit
10/15/2024	10000--Baker & Taylor Inc		2,630.66 In Transit
10/15/2024	10502--Amazon Capital Services		309.72 In Transit
10/17/2024	10002--Farmington Community Library		583.03 In Transit
10/17/2024	10029--Unique		216.70 In Transit
10/17/2024	10042--Rowan & Littlefield Publishing Group		170.78 In Transit
10/17/2024	10187--Network Services Company		1,833.81 In Transit
10/17/2024	10041--Naeir		595.00 In Transit
10/17/2024	10498--Muniweb		195.00 In Transit
10/17/2024	10373--Monroe County Library System		24.95 In Transit
10/17/2024	10160--Maria Showich-Gallup		239.88 In Transit
10/17/2024	10383--Lisa Philips		35.94 In Transit
10/17/2024	10433--Lijun Xue		40.98 In Transit
10/17/2024	10464--International Minute Press		115.56 In Transit
10/17/2024	10040--Foster, Swift, Collins & Smith		196.00 In Transit
10/17/2024	10037--Dorothy Hinton		160.00 In Transit
10/17/2024	10017--CDW Government Inc		1,799.10 In Transit
10/17/2024	10241--Bethany Bruns		41.85 In Transit
10/17/2024	10502--Amazon Capital Services		179.90 In Transit
10/17/2024	10454--Allied Building Services of Detroit, Inc.		3,103.30 In Transit
10/17/2024	10489--All Voices Holding Co		2,600.00 In Transit
10/17/2024	10553--Thomas Kline/Crimson Multimedia		647.15 In Transit
10/17/2024	10035--The Library Network		13,226.00 In Transit
10/17/2024	10011--Midwest Tape		935.14 In Transit
10/17/2024	10068--Gallagher Fire Equipment		353.00 In Transit
10/17/2024	10026--FJ Lafontaine & Sons Landscaping		884.00 In Transit
10/17/2024	10000--Baker & Taylor Inc		5,158.97 In Transit
10/23/2024	10315--MetroNet Consortium		3,216.18 In Transit
10/23/2024	10035--The Library Network		8,100.00 In Transit
10/23/2024	10132--Scholastic Inc.		15,020.00 In Transit
10/23/2024	10273--National Door Systems LLC		722.50 In Transit
10/23/2024	10160--Maria Showich-Gallup		239.88 In Transit
10/23/2024	10004--Ingram Library Services		437.85 In Transit
10/23/2024	10040--Foster, Swift, Collins & Smith		661.50 In Transit
10/23/2024	10594--Danboise Mechanical		235.00 In Transit
10/23/2024	10502--Amazon Capital Services		46.93 In Transit
10/23/2024	10012--NBS		938.00 In Transit
10/23/2024	10011--Midwest Tape		974.08 In Transit
10/23/2024	10165--Michigan.com		796.80 In Transit
10/23/2024	10000--Baker & Taylor Inc		3,387.90 In Transit
10/28/2024	10649--Zingerman's Training Inc		2,375.00 In Transit
10/28/2024	10054--Schindler Elevator Corp		2,782.50 In Transit
10/28/2024	10054--Schindler Elevator Corp		2,025.81 In Transit
10/28/2024	10626--NorthStar Mat Service		145.14 In Transit
10/28/2024	10128--National Time & Signal Corp		298.68 In Transit
10/28/2024	10316--Lisa Laesch-Vanstone		68.19 In Transit
10/28/2024	10050--Lakeshore Learning Materials		342.57 In Transit
10/28/2024	10027--Great Lakes Ace Hardware		58.66 In Transit
10/28/2024	10026--FJ Lafontaine & Sons Landscaping		688.00 In Transit
10/28/2024	10090--Dubois Chemicals, Inc		245.70 In Transit
10/28/2024	10467--C & G Newspapers		1,266.00 In Transit
10/28/2024	10143--Blue Care Network		23,867.25 In Transit
10/28/2024	10058--Batteries Plus Bulbs		13.20 In Transit
10/28/2024	10389--Imprint, Inc		1,239.53 In Transit

**Farmington Community Library
Check register**

<u>Date</u>	<u>Vendor</u>	<u>Document no.</u>	<u>Amount Cleared</u>
10/28/2024	10464--International Minute Press		9,516.64 In Transit
10/28/2024	10502--Amazon Capital Services		434.96 In Transit
	Total for Bill.com Clearing		<u><u>250,841.12</u></u>

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$403,351.15