

Farmington Community Library Board of Trustees Meeting Thursday, June 11, 2024 6:00 p.m.

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Farmington Community Library

FARMLIB.ORG

Farmington Community Library Board of Trustees Regular Meeting – 6:00 p.m. June 13, 2024

- Call to Order
- Approval of Agenda
- Minutes
 - Approval of May Minutes
- Treasurers Report
 - Approval of May operating bills 2024
 - Financial Reports
- Friends of the Library
- Director's Report
- Unfinished Business
 - Outdoor signage
- Sub-Committee Updates
 - Finance Committee
 - Personnel Committee
- New Business
 - Budget amendment
 - Approval of 2024-2025 Budget
 - Elections
- Correspondence
- Public Comment (3 minutes per person)
- Trustee Comment
- Adjournment

Farmington Community Library Board of Trustees FY 2025 Budget Hearing

Board Meeting - 6:00 p.m. - May 9, 2024

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

Board Members Absent: None

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

Staff Members Absent: None

BUDGET HEARING

Kari Shea, Plante Moran: proposed FY 2025 budget is \$8,361,576.

No public comment.

CALL TO ORDER

The Regular Board Meeting was called to order at 6:08 by President Ernie McClellan..

APPROVAL OF AGENDA

MOTION by Doby to approve the Agenda for the May 9, 2024 Board meeting was supported by Brown.

Vote: Aye: All in favor (8-0)

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held on April 11, 2024, was supported by Muthukuda.

Vote: Aye: All in favor

Opposed: None

Motion passed.

TREASURER'S REPORT (K. Brown)

MOTION by Brown to approve April expenditures totaling \$367,320.70 was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown to receive and file April 2024 financial reports was supported by Doby.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT

• None, other than that the Friends Gala is June 7.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- Letter of thanks to Sherri Vaughn received from Mayor Pro Tem of Wayne.
- The "250 Books Before 6th Grade" initiative is being implemented as a continuation of "1000 Books Before Kindergarten."
- Tech upgrades to Auditorium, network, and server are nearly complete.
- Report of cooking going on in bathroom near Children's at Twelve Mile.

Facilities Updates

Roof (P. Wegrzynowicz)

- Merely bringing roof up to current code will dramatically improve energy savings. Trying to improve roof beyond code may not be cost effective.
- P. Wegryznowicz is pursuing getting architect to describe roof specifications in order to get bids.

LED Lighting (P. Wegrzynowicz)

 Rough estimate to replace current fixtures with LED lighting is \$62,000. Potentially, this could help realize a 7% (\$10,000) savings in energy costs annually. Rebates or grants may be available.

Board member Doby has to leave meeting.

UNFINISHED BUSINESS

Millage Proposal (language being worked out)

MOTION by Murphy to ask for a renewal of millage extending for 20 years was supported by Brown.

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

Opposed: None

Motion passed.

 $\mbox{\bf MOTION}$ by White to continue to allow the Farmington DDA to capture funds was supported by Snodgrass.

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

Opposed: None

Motion passed.

Outdoor Signage (S. Zitter Masindi)

Sample sign and sample material for base were available for examination.

SUBCOMMITTEE UPDATES

Personnel (R. Hahn)

• E. McClellan: Director evaluation is coming.

Master Plan - no report

Finance (K. Brown)

- Dividends (\$225.79) posted to the now-closed Fidelity account were placed in the MI CLASS Endowment Fund subaccount.
- As of April 30, MI CLASS accounts have accrued \$20,116.53 in interest.

NEW BUSINESS

Farmington 200 Gala sponsorship

No motion

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

- E. McClellan and K. Siegrist will be addressing the Council of Homeowners Associations
- D. Muthukuda attended the Asian American Pacific Islander Heritage Celebration. The auditorium was full for the hula demonstration and there was a buzz in the building.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:17. The next meeting of the Library Board is scheduled for Thursday, June 13, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary Library Board of Trustees

Farmington Community Library Check register

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Farmington Community Library Check register

| е | Payee | Document no. | Amount Cleared |
|--------------------------|---|--------------|--|
| 05/07/2024 | 10221Jennifer Willard | | 223.17 In Transit |
| 05/07/2024 | 10004Ingram Library Services | | |
| 05/07/2024 | 10000Baker & Taylor Inc | | 320.85 In Transit |
| 05/10/2024 | 10002Farmington Community Library | | 5,119.57 In Transit 5,370.56 In Transit |
| 05/10/2024 | 10603Sarah Zitter Masindi | | 889.32 In Transit |
| 05/10/2024 | 10594Danboise Mechanical | | |
| | 10141Benistar/UA-6803 | | 310.00 In Transit |
| 05/10/2024 05/10/2024 | | | 4,852.31 In Transit |
| 05/17/2024 | 10604Bees in the D 10332Adobe Inc | | 300.00 In Transit |
| 05/17/2024 | | | 16.99 In Transit |
| 05/17/2024 | 10605Macomb Community College | | 248.87 In Transit |
| 05/17/2024 | 10219MidWest Collaborative for Library Services | | 500.00 In Transit |
| | 10498Muniweb | | 195.00 In Transit |
| 05/17/2024 | 10553Thomas Kline/Crimson Multimedia | | 366.44 In Transit |
| 05/17/2024 | 10029Unique | | 167.45 In Transit |
| 05/17/2024 | 10000Baker & Taylor Inc | | 2,473.13 In Transit |
| 05/17/2024 | 10004Ingram Library Services | | 1,677.94 In Transit |
| 05/17/2024 | 10011Midwest Tape | | 4,925.00 In Transit |
| 05/21/2024 | 10228Waug's Electric Service, Inc. | | 2,400.00 In Transit |
| 05/21/2024 | 10042Rowan & Littlefield Publishing Group | | 158.43 In Transit |
| 05/21/2024 | 10475National Communications Corporation | | 2,132.18 In Transit |
| 05/21/2024 | 10121Library Ideas | | 158.53 In Transit |
| 05/21/2024 | 10049Johnson Controls Fire Protection | | 384.00 In Transit |
| 05/21/2024 | 10004Ingram Library Services | | 834.60 In Transit |
| 05/21/2024 | 10258Icle | | 148.50 In Transit |
| 05/21/2024 | 10020Gordon Food Service Inc | | 11.26 In Transit |
| 05/21/2024 | 10046EnvisionWare, Inc | | 22,221.86 In Transit |
| 05/21/2024 | 10143Blue Care Network | | 29,440.72 In Transit |
| 05/21/2024 | 10031Quill LLC | | 1,797.29 In Transit |
| 05/21/2024 | 10011Midwest Tape | | 1,397.45 In Transit |
| 05/21/2024 | 10050Lakeshore Learning Materials | | 765.60 In Transit |
| 05/21/2024 | 10464International Minute Press | | 5,141.76 In Transit |
| 05/21/2024 | 10606Independent Livings Aids | | 3,793.80 In Transit |
| 21/2024 | 10026FJ Lafontaine & Sons Landscaping | | 730.00 In Transit |
| ?1/2024 | 10448Faren Watson | | 158.79 In Transit |
| :1/2024 | 10467C & G Newspapers | | 405.00 In Transit |
| JJ/21/2024 | 10000Baker & Taylor Inc | | 4,044.22 In Transit |
| 05/23/2024 | 10002Farmington Community Library | | 1,065.47 In Transit |
| 05/23/2024 | 10608Techno Tag LLC | | 775.00 In Transit |
| 05/23/2024 | 10225Sage Software Inc | | 2,976.00 In Transit |
| 05/23/2024 | 10220PTS Communications | | 150.00 In Transit |
| 05/23/2024 | 10041Naeir | | 27.17 In Transit |
| 05/23/2024 | 10609MSU Oakland County Alumni Club | | 40.00 In Transit |
| 05/23/2024 | 10176Jeanie Graham | | 240.00 In Transit |
| 05/23/2024 | 10610Forge Promotions LLC | | 2,920.00 In Transit |
| 05/23/2024 | 10607Detroit Folk Arts | | 115.00 In Transit |
| 05/23/2024 | 103894Imprint, Inc | | 695.00 In Transit |
| 05/23/2024 | 103894Imprint, Inc | | 1,929.13 In Transit |
| 05/23/2024 | 103894Imprint, Inc | | 1,085.58 In Transit |
| 05/23/2024 | 10011Midwest Tape | | 1,438.16 In Transit |
| 05/23/2024 | 10004Ingram Library Services | | 630.91 In Transit |
| 05/23/2024 | 10000Baker & Taylor Inc | | 3,057.87 In Transit |
| 05/31/2024 | 10012NBS | | 580.00 In Transit |
| 05/31/2024 | 10253Michigan Municipal League Liability and Property | Pool | 69,028.00 In Transit |
| 05/31/2024 | 10221Jennifer Willard | | 138.70 In Transit |
| 05/31/2024 | 10020Gordon Food Service Inc | | 116.42 In Transit |
| 05/31/2024 | 10038Douglas Moye | | 210.00 In Transit |
| 05/31/2024 | 10594Danboise Mechanical | | 774.34 In Transit |
| 05/31/2024 | 10611Blue Flower Arts, LLC | | 5,000.00 In Transit |
| 05/31/2024 | 10023Witt Mechanical, Inc | | 4,963.00 In Transit |
| 05/31/2024 | 10464International Minute Press | | 1,386.63 In Transit |
| 05/31/2024 | 10072Innovative Interfaces Inc | | 78,405.49 In Transit |
| | Total for Bill.com Clearing | | 381,116.88 |
| | | | |

Motion Required:

I move that the Board approve the expenditures as presented GRAND TOTAL: \$537,837.94



Director's Report June 2024

Patron Comments

Included in your Board packet.

Food Truck Tuesdays

Our next Food Truck Event is Tuesday, June 18 with Tim's Gourmet Sliders.

Summer Reading All Ages Kick Off Party!

Tuesday, June 11, 12:00 – 3:00 PM

Summer Reading kicks off with a bang at the Farmington location. Enjoy a treat from the Kona Ice truck. Register for Summer Reading and pick up your sign-up prize! Activities for adults, teens, kids, and little ones – including the popular big blue blocks, a dance floor, and a tiny art activity.

MLK DAY Planning

MLK Day planning has begun! We are starting earlier this year and have invited Greg Smith from the Farmington Public Schools to offer a perspective. Some great ideas came out of the initial meeting, and we are excited to move forward with them. More details to follow as they get worked out.

Greater Farmington/Farmington Hills Chamber of Commerce Link Magazine

We have the opportunity to be featured in the Chamber's *Link* Magazine for September. Sherri Vaughn has secured this opportunity and Sarah will be writing the copy. This is the alternative to not being able to present at the State of the Cities.

Farmington Hills Water Valve Replacement

In August sometime, the Farmington Hills location will need to be closed for a day in order to replace valves to the water meter. The water will need to be shut off and it could take the whole day. When the city attempted to replace our water meter it was noted that the bypass valves around it were rusted and not functional. When they tried using the valves, they wouldn't close properly and when they went to put them back how they were, a valve started to have a small leak. We have blocked off a few days (August 15, 22, 29) in Library Market where no events or rentals were scheduled to give us options to schedule the work.

MML Liability Insurance

We received the renewal for the Liability Insurance coverage. The total cost was \$68,828 plus a \$200 annual membership fee. We will receive a dividend credit of \$5,771. There was a slight increase in st this year due to an increase in property values of \$2,538,294 and a small rate increase for the MML Pool. And our property deductible has increased to \$500 from \$250.



Jr. Optimists Video Contest

On May 29, I attended the awards ceremony for the Jr. Optimists Video Contest. Sarah, Sona, Will and I were judges for the contest. The theme was *Cell Phones: The Good, the Bad, and the Ugly*. First Place went to Power Middle School, Second Place went to North Farmington High School, and Third Place went to Steam Academy. First Place winner received \$1000 to use to benefit their school or the community.

Millage Renewal Committee

The Statement of Organization for the millage renewal committee was mailed to Oakland County on May 31, 2024. We are waiting to hear that the Statement has been officially accepted. The official name of the renewal committee is FCL 2024 Committee.

Oakland County Main Event Awards Ceremony

I attended the Oakland County Main Events Awards Ceremony with the city of Farmington. It was held at The Roxy in downtown Rochester. Farmington was the recipient of two awards – Mobility on Main Street and Spirit of Main Street.

`rategic Plan Accomplishments for FY 2023-2024

Master Plan

24/7 Pick Up Lockers - Have been ordered, to be installed mid-July to August.

Map of existing community partners and evaluation of partnerships

Biannual Library town hall meetings - First one in December 2023, next one August 21, 2024

DEI Collection Audit

Implicit Bias Training

Submitted by Kelley Siegrist Director

Farmington Community Library Output Statistics - May 2024

| Circulation Services | May 2024 | May 2023 | Change | This YTD | Last YTD | Change |
|-----------------------------------|----------------|-----------------|--------------------------------------|--|--|---------------|
| Liberty Street | 18,610 | 18,521 | 89 | 216,712 | 208,287 | 8,425 |
| 12 Mile | 42,343 | 42,622 | (279) | 496,957 | 503,184 | (6,227) |
| eBooks | 19,657 | 13,349 | 6,308 | 173,255 | 128,838 | 44,417 |
| Total Circulation | 80,610 | 74,492 | 6,118 | 886,924 | 840,309 | 46,615 |
| Self-Service Components of | | | | | | |
| Total Library Circulation: | | | | | | |
| Circulation via Website | 513 | 716 | (203) | 7,099 | 7,516 | (417) |
| Circulation via Self Check | 17,817 | 16,334 | 1,483 | 213,676 | 187,538 | 26,138 |
| Self-Service % of Total Circs | 22.74% | 22.89% | -0.15% | 24.89% | 23.21% | 1.68% |
| Door Counters | May 2024 | May 2023 | Change | This YTD | Last YTD | Change |
| Liberty Street | 10,298 | 7,568 | 2,730 | 105,974 | 78,710 | 27,264 |
| 12 Mile | 18,452 | 18,445 | 7 | 212,096 | 199,069 | 13,027 |
| Total Library Visitor | 28,750 | 26,013 | 2,737 | 318,070 | 277,779 | 40,291 |
| Information Services | May 2024 | May 2023 | Change | This YTD | Last YTD | Change |
| Online Chat | 22 | 13 | 9 | 320 | 425 | (105) |
| eMail | 891 | 451 | 440 | 5,830 | 5,587 | 243 |
| Liberty Street Phone | 441 | 635 | (194) | 5,668 | 8,077 | (2,409) |
| Liberty Street In-Person | 2,951 | 4,982 | (2,031) | 37,283 | 51,724 | (14,441) |
| Liberty Street Total | 3,392 | 5,617 | (2,225) | 42,951 | 59,801 | (16,850) |
| 12 Mile Phone | 1,224 | 2,274 | (1,050) | 12,770 | 13,050 | (280) |
| 12 Mile In-Person | 8,671 | 4,721 | 3,950 | 66,538 | 53,866 | 12,672 |
| 12 Mile Total | 9,895 | 6,995 | 2,900 | 79,308 | 66,916 | 12,392 |
| Total Library Use | 14,200 | 13,076 | 1,124 | 128,409 | 132,729 | (4,320) |
| Electronic Services | Nov. 2024 | Nov. 2022 | Channa | This VTD | L VTD | Cl |
| PC and Wireless Logins: | May 2024 | May 2023 | Change | This YTD | Last YTD | Change |
| Liberty Street Public Computers | 1,460 | 1,305 | 155 | 15,803 | 14,093 | 1 710 |
| 12 Mile Public Computers | 1,400 | 1,704 | 250 | 21,016 | 20,088 | 1,710 928 |
| Public Computer Total | 3,414 | 3,009 | 405 | 36,819 | 34,181 | 2,638 |
| erty Street Wireless with 12 Mile | 1,744 | 2,816 | (1,072) | 19,040 | 131,162 | (112,122) |
| 12 Mile Wireless | 2,997 | 21,770 | (18,773) | 31,922 | 330,348 | (298,426) |
| Wireless Total | 4,741 | 24,586 | (19,845) | 50,962 | 461,510 | (410,548) |
| Total Computer Use | 8,155 | 27,595 | (19,440) | 87,781 | 495,691 | (407,910) |
| Web Pages Viewed: | 0,100 | 27,030 | (15/110) | 07,701 | 170,071 | (107,510) |
| Adult, Teen & Children's Pages | 57,345 | 45,386 | 11,959 | 599,597 | 848,200 | (248,603) |
| Catalog Searches | 76,501 | 51,410 | 25,091 | 726,748 | 639,614 | 87,134 |
| Total Web Pages Viewed | 133,846 | 96,796 | 37,050 | 1,326,345 | 1,487,814 | (161,469) |
| Programs | May 2024 | May 2022 | Charac | Telegraphic Views | Lock VIII | Channel |
| Programs Programs | May 2024 97 | May 2023 107 | Change (10) | This YTD 1,249 | Last YTD 1,109 | Change 140 |
| Attendance | | 6,216 | OVERVIEW BUILDING STREET SECURIORISM | PURE LONG TO THE REPORT OF THE PURE PARTY. | AND DESCRIPTION OF THE PROPERTY OF THE PROPERT | (2.215) |
| Accendance | 3,919 | 0,216 | (2,297) | 37,538 | 40,753 | (3,215) |



| Suggest | I love coming here. |
|---------|-------------------------------------|
| | Beautiful community spore. |
| | Helpful Librarians- always patient. |
| | for organizations + clubs. |
| | for organizations + clubs. |
| | |
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| IAME: <u>3/20-29</u> | | | loing? |
|--------------------------|---------------|--|--------|
| DDRESS | _ CITY: | | ZIP. |
| HONE: | EMAIL: | | |
| That made your Library v | isit special? | an day an | |
| - Working p | rograms) | apeopl | |
| | | | |
| | | The state of the s | |
| | | | |

OFF.

| Suggestion: |
|---|
| I saw the tall plants in land scaping & thrught |
| Whatif we replaced some with food - |
| Aesparagus & |
| Rhubarb & S decorative just as good Of even more impressive then Hostas. Grow Good 1 or 2 Rhubarb Could work. Some Rale is decorative too! |
| - Of even more impresure then Hoston. |
| Grow Good 1 or 2 Rhubarb Could works. |
| Some Rale is decorative too! |
| |



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| NAME: | | | | VMLEX(e (e) | | |
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| ADDPESS | | CITY | | · · · · · · · · · · · · · · · · · · · | ZIP: "— | |
| PHONE | . | EMA | L: | | <u> </u> | |
| What made ; Alweys c | our Library v | visit special? A microly work & s | staff u | hen I com | ne to 4 | |
| the comp | uters to | work ds | tudy be | I alon't | haven | |
| am | | | 0 | - | | |
| | | | | | | |
| | | | | | | <u> </u> |
| 'arn over to [| eave a sugge | estion for Librar | y staff. | | | |
| | eave a sugge | | y staff. | | | |
| Suggestion: | | ed Huma | a Librar | | 12.00 | |
| Suggestion: | | | a Librar | s Cart | 2 por Li-Com | pjec gren |

ODFCL

| NAME: | | Welcomple 2 |
|--|-----------------------|--------------------|
| DATE: 05/23/2024 | | |
| ADDRESS: | CITY: | |
| PHONE: | EMAIL: | |
| What made your Library visit I want to give a H | UGIE THANK YOU | to the librarians |
| & Staff who are vur kindengarten program. | inition the 1,000 | books beleve |
| and it mates it eas | 4 to remembe | r to read books |
| to our 1.5 year o | old daugnter. (co | ntinued on bact) > |
| Turn over to leave a suggestic | on for Library staff. | |

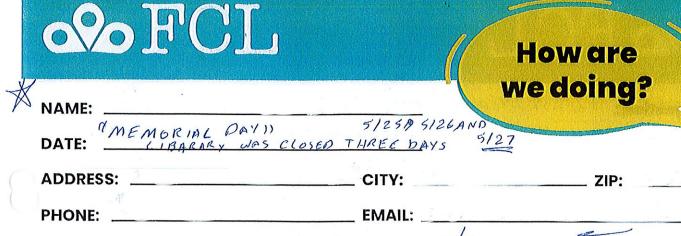
Suggestion:

We completed the first 100 books and a few weets into tracking our reading books to her, our daugnter "started reading "books on her own at daycate the teachers and us are blown away by her love of reading coccuraged by the program from your library! thank you again for being so active, friendly and organized!"



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| NAME: | we doing? |
| DATE: | |
| ADDRESS: | ,TY: ZIP: |
| PHONE: | EMAIL: |
| What made your Library | visit special? Lone for a visit we obscure a |
| new Spries or | Excluse books that alsolars |
| diversity. My Gid | is readly looked up when they see, |
| tungelies on 16 | e showers. They even mention 17% |
| Think choic so on | uch for sceno us. |
| Turn over to leave a sugg | jestion for Library staff. |



LIBRARY -

CLOSED

FOOD FOR BODY)

(FOOD FOR CPU OF BODY BRIAN

Turn over to leave a suggestion for Library staff.

What made your Library visit special?

CAN NOT VISIT

THAT IS SHAMME.

LIBRARY

THIRD LETTER



Suggestion: PLEASE, PLEASE,

PLEASE DO NOT CUT COMMUNITY SERVICE TIME.

THE BES TIME OF USING LIBRARY FOR THE COMMUNITY WORKING PEOPLE (9-5) AND NOT WBRKING PEOPLE

ARE E VENING-I WEEKEN BS AND HOLI DAYS (FREE TIME TO COME LIBRARY.

LET US GORK TOGETHER WITH LIMITED LIBRARY BUDGET.

