

Farmington Community Library Board of Trustees  
Regular Meeting – 6:00 p.m.  
August 10, 2023

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- **Call to Order**
- **Approval of Agenda**
- **Minutes**
  - Approval of Minutes – Regular Board Meeting – July 2023
- **Treasurers Report**
  - Operating Bills
  - Approval of July 2023 Bills
- **Friends of the Library**
- **Director’s Report**
  - Facilities Update (Donald)
  - Staff presentation (Sherri)
- **Unfinished Business**
- **Sub-Committee Updates**
- **New Business**
  - Approval of 2024 Holiday Schedule
  - 2024 Millage discussion
  - Trustee candidate discussion
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees**  
**Board Meeting - 6:00 p.m. – July 13, 2023**  
**Draft**

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Board Members Present:           Murphy, Brown, White, McClellan

Board Members Absent:           Hahn, Doby. Two seats vacant. (Doby will show later.)

Staff Members Present:           Showich-Gallup, Peterson, Wrench

Staff Members Absent:           Siegrist

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

**MOTION** by Murphy to approve the Agenda for the July 13, 2023 Board meeting was supported by Brown.

**Vote:   Aye: All in favor (4-0)**

**Opposed: None**

**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by White to approve the Minutes of the Regular Board Meeting held on June 8, 2023, was supported by Murphy.

**Vote:   Aye: All in favor (4-0)**

**Opposed: None**

**Motion passed.**

**TREASURER’S REPORT**

**MOTION** by Brown to approve May expenditures totaling \$338,116.32 was supported by Murphy.

**Vote:   Aye: All in favor (4-0)**

**Opposed: None**

**Motion passed.**

**MOTION** by Brown to receive and file June 2023 financial reports was supported by White.

**Vote:   Aye: All in favor (4-0)**

**Opposed: None**

**Motion passed.**

**FRIENDS’ REPORT** (S. Charlebois)

- There will be a Book Sale July 21-23 in the Auditorium.
- S. Charlebois attended the ALA Conference in Chicago June 22-27 and will attend the United for Libraries Virtual Conference August 1-3. ALA sessions of note: succession planning for a Friends board, and Outreach.

(Board member Doby arrives.)

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**LIBRARY DIRECTOR'S REPORT** (M. Showich-Gallup)

- Jillian Baker will become the Assistant Director.
- All FY 2023 goals were met in circulation, program attendance, and library card signup.
- Summer Reading Final Party, July 31, 6:30-8:30 pm.
- Lobster Food Truck on July 25. Mango Languages and Oakland County Literacy will be highlighted.
- Michigan Library Association featured Jennifer Harper, FCL Children's Librarian, on their Facebook.

**Facilities** (D. Wrench)

- Carpet on stairs to Children's at Twelve Mile is complete.
- DW is coordinating demolition of conveyor to coincide with arrival of new parts to minimize downtime. Project to be completed by November.
- DW and others are investigating establishment of outdoor seating space at Twelve Mile.

**UNFINISHED BUSINESS**

None

**SUBCOMMITTEES**

**Personnel**

**MOTION** by Murphy to have Personnel Committee determine process for selecting a board candidate and for reporting to board was supported by Brown.

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

**Opposed: None**

**Motion passed.**

**NEW BUSINESS**

None

**CORRESPONDENCE**

None

**PUBLIC COMMENT**

None

**TRUSTEE COMMENT**

None

**ADJOURNMENT**

The Board meeting was adjourned by President McClellan at 6:59 pm. The next meeting of the Library Board is scheduled for Thursday, August 10, at 6:00 pm.

Respectfully Submitted,

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Jim White, Secretary  
Library Board of Trustees



## Director's Report

### August 2023

#### Patron Comments

Included in your Board packet.

#### Food Truck Tuesdays

Our next event is August 29 with The Rolling Stoves. Enjoy great food and learn about all the fantastic resources the community has to offer. This month we will feature Farmington Youth Assistance and Road Less Traveled Books.

#### Teen Creative Writing Competition

This summer, teens submitted their writing to our annual Teen Creative Writing Contest. 70 submissions were received in both poetry and fiction writing from ages 11-14 and 15-19. Saturday, September 9 is the awards ceremony. The Teen Dept. invites you to attend the ceremony and cheer on the winners as they read their award-winning selections!

#### Summer Reading Statistics

Summer Reading ended with a bang on July 31 in the Farmington Hills location parking lot with a huge party for the participants. We had a total of 3,664 participants who read approximately 43,400 hours in June and July.

#### Programs of Interest

**Non-Profit Fundraising Series** FCL Farmington Hills Auditorium

Monday, August 7, 2:00-3:30 PM *Introduction to Proposal Writing*

Tuesday, August 15, 2:00-3:30 PM *Introduction to Project Budgets*

Tuesday, August 29, 2:00-3:30 PM *Establishing Need and Managing Fit*

**Movie Talks** FCL Farmington Hills Auditorium

Sunday, August 27 – 1:30-4:30 PM

Featured Movie *Fences*

**American Red Cross Blood Drive** FCL Farmington Meeting Room

Wednesday, August 30, 6:30-8:30 PM

#### New Website

Beginning Friday, August 11, our website will now be hosted by Muniweb, who also created the website for many local municipalities and Libraries in the area. This means that the web pages should load more quickly on a consistent basis, and we do not need to maintain the equipment that runs our server.

This switch included Muniweb providing an updated design to match our branding. A team of staff members met with Muniweb several times to review and provide feedback on the design.

### **Bereavement, Overtime, Turnover Rate**

**Bereavement:** 149.75 hours of bereavement were used in FY 2022-2023

**Overtime Hours/Costs:** 102.75 hours/\$3203.08 FY 2022-2023; compared to 114.50 Hours/\$3718.06 FY 2021-2022

**Turnover Rate:** FY 2022-2023 11.65%; compared to FY 2021-2022 14.73% and FY 2020-2021 54.55%

### **Save the Date! Author Angeline Bouley**

The Farmington Friends of the Library is sponsoring the author Angeline Bouley on Monday, October 16 from 6:30-8:30. Registration is open and is required. Angeline will be discussing her two most recent books – *Firekeeper's Daughter* and *Warrior Girl Unearthed*. A question-and-answer period will follow the discussion. She is an enrolled member of the Sault Ste. Marie Tribe of Chippewa Indians, and a storyteller who writes about her Ojibwe community in Michigan's Upper Peninsula. She is a former Director of the Office of Indian Education at the U.S. Department of Education. Angeline lives in southwest Michigan.

### **Farmington Bicentennial Celebration**

The city of Farmington is planning their 200-year celebration in 2024. Maria Showich-Gallup is on the steering committee to help plan the event.

Submitted by

Kelley Siegrist  
Library Director



## Farmington Community Library Output Statistics - July 2022

Circulation Services	Jul 2023	Jul 2022	Change	This YTD	Last YTD	Change
Liberty Street	22,964	21,391	1,573	22,964	21,391	1,573
12 Mile	51,476	49,018	2,458	51,476	49,018	2,458
eBooks	14,351	11,176	3,175	14,351	11,176	3,175
<b>Total Circulation</b>	<b>88,791</b>	<b>81,585</b>	<b>7,206</b>	<b>88,791</b>	<b>81,585</b>	<b>7,206</b>
<b>Self-Service Components of Total Library Circulation:</b>						
Circulation via Website	686	855	(169)	686	855	(169)
Circulation via Self Check	22,915	20,976	1,939	22,915	20,976	1,939
<b>Self-Service % of Total Circls</b>	<b>26.58%</b>	<b>26.76%</b>	<b>-0.18%</b>	<b>26.58%</b>	<b>26.76%</b>	<b>-0.18%</b>
Door Counters	Jul 2023	Jul 2022	Change	This YTD	Last YTD	Change
Liberty Street	8,797	7,363	1,434	8,797	7,363	1,434
12 Mile	21,383	16,845	4,538	21,383	16,845	4,538
<b>Total Library Visitors</b>	<b>30,180</b>	<b>24,208</b>	<b>5,972</b>	<b>30,180</b>	<b>24,208</b>	<b>5,972</b>

Information Services	Jul 2023	Jul 2022	Change	This YTD	Last YTD	Change
Online Chat	24	24	0	24	24	0
eMail	411	293	118	411	293	118
Liberty Street Phone	479	885	(406)	479	885	(406)
Liberty Street In-Person	5,569	4,414	1,155	5,569	4,414	1,155
<b>Liberty Street Total</b>	<b>6,048</b>	<b>5,299</b>	<b>749</b>	<b>6,048</b>	<b>5,299</b>	<b>749</b>
12 Mile Phone	877	1,099	(222)	877	1,099	(222)
12 Mile In-Person	5,566	3,094	2,472	5,566	3,094	2,472
<b>12 Mile Total</b>	<b>6,443</b>	<b>4,193</b>	<b>2,250</b>	<b>6,443</b>	<b>4,193</b>	<b>2,250</b>
<b>Total Library Use</b>	<b>12,926</b>	<b>9,809</b>	<b>3,117</b>	<b>12,926</b>	<b>9,809</b>	<b>3,117</b>

Electronic Services	Jul 2023	Jul 2022	Change	This YTD	Last YTD	Change
<b>PC and Wireless Logins:</b>						
Liberty Street Public Computers	1,466	1,228	238	1,466	1,228	238
12 Mile Public Computers	2,040	1,704	336	2,040	1,704	336
<b>Public Computer Total</b>	<b>3,506</b>	<b>2,932</b>	<b>574</b>	<b>3,506</b>	<b>2,932</b>	<b>574</b>
Liberty Street Wireless	1,751	10,748	(8,997)	1,751	10,748	(8,997)
12 Mile Wireless	2,460	30,066	(27,606)	2,460	30,066	(27,606)
<b>Wireless Total</b>	<b>4,211</b>	<b>40,814</b>	<b>(36,603)</b>	<b>4,211</b>	<b>40,814</b>	<b>(36,603)</b>
<b>Total Computer Use</b>	<b>7,717</b>	<b>43,746</b>	<b>(36,029)</b>	<b>7,717</b>	<b>43,746</b>	<b>(36,029)</b>
<b>Web Pages Viewed:</b>						
Adult, Teen & Children's Pages	52,727	157,709	(104,982)	52,727	157,709	(104,982)
Catalog Searches	54,665	58,465	(3,800)	54,665	58,465	(3,800)
<b>Total Web Pages Viewed</b>	<b>107,392</b>	<b>216,174</b>	<b>(108,782)</b>	<b>107,392</b>	<b>216,174</b>	<b>(108,782)</b>

Programs	Jul 2023	Jul 2022	Change	This YTD	Last YTD	Change
Programs	93	57	36	93	57	36
Attendance	3,408	2,034	1,374	3,408	2,034	1,374



How are we doing?

NAME: GREG AUSTIN

DATE: 6.6.23

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

ZIP: \_\_\_\_\_

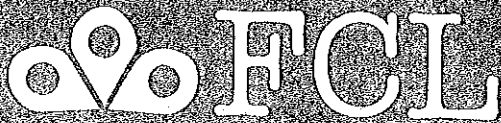
PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

What made your Library visit special?

The Gala! GREAT ENTERTAINMENT! Great  
Box lunch! - GREAT DESSERT - GREAT WINE

Turn over to leave a suggestion for Library staff.



Suggestion:

You have really good I.T. FF members

Keep the members alive and well!

Troubles abound many places but  
not @ F.P.L.

JA

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!

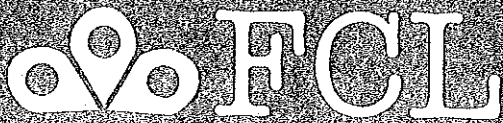




Suggestion:

add more trash cans

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: Mary Marie Parker

DATE: 7/26/23

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

What made your Library visit special?

Patrick (employee) helped me so professionally. He was sweet and kind and answered all my questions. I like this library

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: Lorelai

DATE: 7-2-23

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

What made your Library visit special?

I went with my daddy!

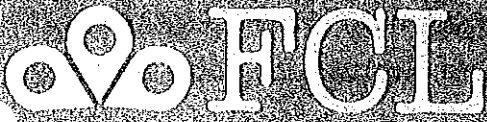
Turn over to leave a suggestion for Library staff.



Suggestion:

Add a swim<sup>ing</sup> pool. It would be <sup>ing</sup> fun!

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?**

A calm and relaxed environment with caring staff  
It shouldn't be taken for granted!

**Turn over to leave a suggestion for Library staff.**



**How are we doing?**

NAME: Nolan Muncie

DATE: 7/16/23

ADDRESS: \_\_\_\_\_ Y: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**What made your Library visit special?**

suggestion  
More stem kits/projects for kids!

**Turn over to leave a suggestion for Library staff.**





Suggestion:

Loved Matthew Ball & his son Owen Emma so graciously introduced him. Spoke <sup>enthusiastic</sup> of wonderful - great literature

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!

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: There should be bags at the check out area if it rains. We don't all have bags on us.

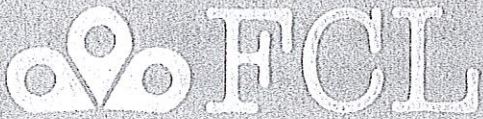




**Suggestion:**

FOR BOOK SALE / have EVERYONE come  
in at 10<sup>30</sup> am and pick books but  
have FRIENDS get "discount"!

**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: Marleen Haddad

DATE: 6/19/2023

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**What made your Library visit special?**

Adrin the Librarian was so helpful, he is so knowledgeable,  
smart, sweet, kind and truly went above and  
beyond to help me today. I wish AND hope  
there would be more of him in this world Today!  
Please take care of him 😊 Thank you,

Turn over to leave a suggestion for Library staff.

Marleen H.



How are we doing?

NAME: Suryansh Singh

DATE: 7/16/2023

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

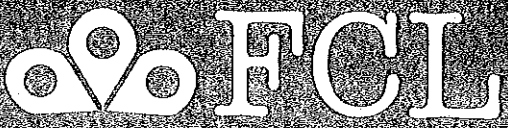
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

What made your Library visit special?

You have my favorite books.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: GERARD MACDONALD

DATE: 7-14-23

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

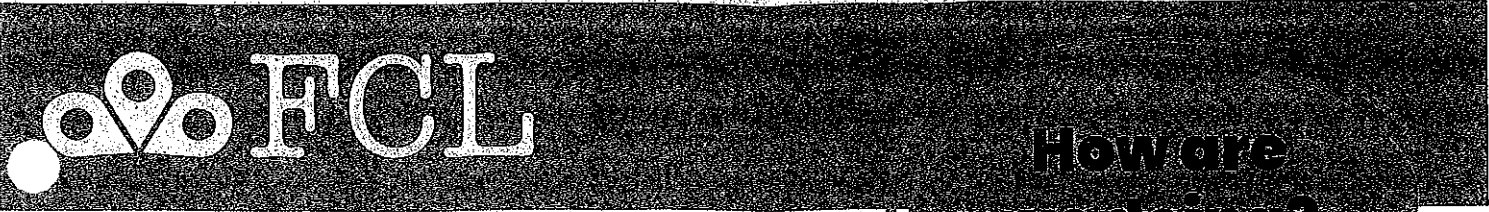
What made your Library visit special?

VERY HELPFUL  
PLEASANT HELPFUL

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Turn over to leave a suggestion for Library staff.





How are we doing?

NAME: Nitasha Bhardwaj

DATE: June 21, 2023

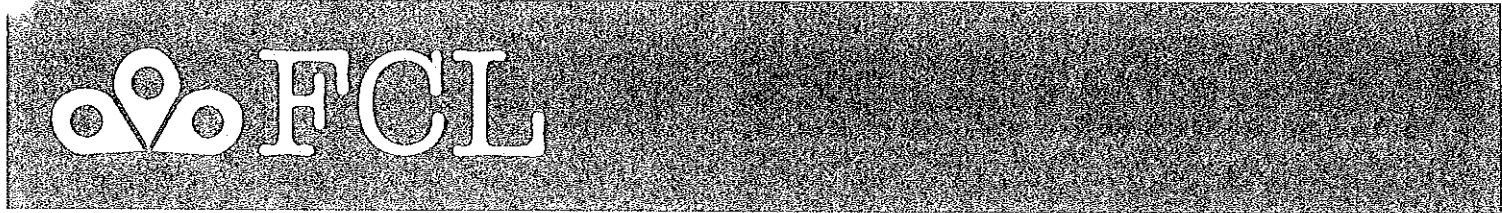
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

What made your Library visit special?

Love Books & Professional Staff

Turn over to leave a suggestion for Library staff.



Suggestion:

Can we resume family movie nights? Indoor at any library location.

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: Arohi Singh

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**What made your Library visit special?**

fun and entertaining books.

**Turn over to leave a suggestion for Library staff.**

NICE LIBRARY !

SERVICE IS ALWAYS  
FRIENDLY AND HELPFUL

GLAD YOU'RE NEAR

DAN NELSON

7/6/23 - 10:27 AM

Hi:

Stacey just renewed my  
library card. She is wonderful,  
and a valued employee. I will  
be paying very soon my 2023  
Farm Hills Summer tax bill.  
I think she deserves a 3% pay raise.



July 6, 2023

Dear "Farmington Hills Public Library";  
Thank you for being so available these  
many years (over 20).... for me and  
my family.... and friends!

A special "Thank you" to the amazing  
people who work here (no matter what their  
job.... no matter what their title).

Today Mary and Joan were fabulous  
in hunting down a book that wasn't on  
the reserved shelf yet. I couldn't run  
as <sup>fast</sup> as they did to solve the  
problem. They are always smiling  
and helpful.... no hesitation to  
be available!

So now, I am suggesting an increase  
in pay for these 2..... and to many  
others that make the library the  
wonderful place it is. (I don't mind  
adding the increase to my City taxes).

Thanks again!  
Shirley Altman

Hello,

I'm Angelo

It is a shame with a 4 Day  
weekend (Fourth of July) Hotspots  
have been sitting on hold and  
nobody has come to pick them up.  
My kids could really use them since  
they had no Summer camp over the  
holiday. 5 day hold is too long.  
You need to shorten the hold time when  
a holiday weekend comes up.

My kids are missing out on Summer-  
School work (Dreambox, Lexia, etc.)



**How are we doing?**

NAME: G. MACDONALD

DATE: 6-28-23

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**What made your Library visit special?**

VERY HELPFUL & POLITE

**Turn over to leave a suggestion for Library staff.**



**Suggestion:**

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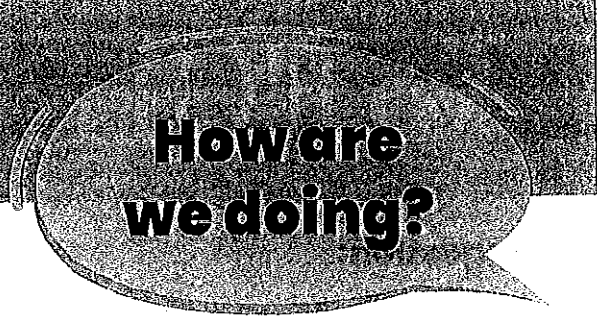
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**Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!**



NAME: C. MACDONALD

DATE: 7-1-23

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**What made your Library visit special?**

YES VERY POLITE & HELPFUL

**Turn over to leave a suggestion for Library staff.**



**Suggestion:**

VERY POLITE & HELPFUL

**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!**