



**Farmington Community Library
Board of Trustees Meeting
Thursday, January 09, 2025
6:00 p.m.**

Contact Trustees

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Farmington Community Library

FARMLIB.ORG

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
January 09, 2025

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of December Minutes
- **Treasurers Report**
 - Approval of December operating bills 2024
 - Financial Reports
- **Friends of the Library**
- **Director's Report**
- **Unfinished Business**
- **Sub-Committee Updates**
 - **Finance Committee**
 - **Facilities**
 - **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. - December 12, 2024
(Downtown Farmington Branch)**

Board Members Present: McClellan, Muthukuda, Brown, Murphy, Doby, Snodgrass, White, one vacant seat

Board Members Absent: None (White arrives late; Murphy leaves early)

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

Staff Members Absent: None

CALL TO ORDER

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

APPROVAL OF AGENDA

MOTION by Snodgrass to approve the Agenda for the December 12, 2024, Board meeting was supported by Muthukuda.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Murphy to approve the Minutes of the Regular Board Meeting held November 14, 2024, was supported by Snodgrass.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

(White arrives)

PRESENTATION OF MASTER PLAN

Master Plan for both buildings and surrounding sites presented by Steve Schneemann of MCD Architecture.

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TREASURER'S REPORT

MOTION by Brown to approve paying November 2024 operating bills totaling \$307,076.44 was supported by Doby.

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

Opposed: None

Motion passed.

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

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

Opposed: None

Motion passed.

FRIENDS' REPORT (S. Charlesbois)

- Membership mailing will be going out week of December 16.
- Both the Friends and FCL staff will use Bloomerang database to keep track of donors starting in February, 2025.
- Oscar Shorts fundraiser may be returning in 2025, thanks to work of Cathi Waun.
- Odds and Ends Art Auction is scheduled for April 25, 2025.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- MLK Day events will take place January 18-20. The Movie Talks program on January 19 will focus on the film "Selma".
- AAPI cultural celebration is scheduled for May 3.
- A mediation series to begin the new year well will begin on January 4.
- Farmington first grade field trips are beginning in December. All first graders will get a tour and can obtain a library card.
- Board members Murphy, Snodgrass, and Brown and Director Siegrist met with legal counsel to discuss captures of FCL funds by other taxing authorities (DDA, Grand River Corridor). Board will receive more information at a future meeting.

(Murphy leaves)

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UNFINISHED BUSINESS

None

SUBCOMMITTEE UPDATES

Finance (K. Brown)

- Treasurer Brown highlights amounts in MI Class accounts - listed in monthly financial reports.

Facilities (S. Snodgrass)

- Summary of December 5 committee meeting:
 - For upcoming projects, board should state where funds will come from, either General Fund or Capital Reserve.
 - P. Wegrzynowicz is investigating cost of beginning to install LED lighting.
 - Committee revisited issue of digital sign for Twelve Mile. S. Zitter will bring updated information to board again at January meeting.
 - Elevator at Downtown branch will need updating. P. Wegrzynowicz is investigating cost.
 - Outside sliding doors at Twelve Mile have needed special care recently. Update from Dec. 5: per J. Baker, doors now need replacement. They will not close. But there is no security concern.
 - Committee suggests a study session to discuss Master Plan, now that it has been presented.
 - Next Facilities meeting will be January 2.

Personnel (D. Muthukuda)

- No report. Committee will meet in January.

NEW BUSINESS

Patron Point Platform (for patron communication and online card verification)

MOTION by Doby to approve one-year contract with Patron Point for \$14,575 was supported by Brown.

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Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

CORRESPONDENCE

- E. Greenstein appreciated FCL staff decision to hold Jewish Music Program in early December.

PUBLIC COMMENT

- M. Showich-Gallup: would like to see good relationship between FCL and DDA continue.
- S. Charlesbois:
 - Appreciates Master Plan. A refresh of certain areas is needed.
 - OCC uses Springshare, the parent company of Patron Point, and appreciates the service.
 - Suggests board should investigate how to engage staff, how to build connections with staff.

TRUSTEE COMMENT

C. Doby - Thank you to K. Siegrist and M. Showich-Gallup for help with Farmington Elks Warm Welcome event.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 8:30. The next meeting of the Library Board is scheduled for Thursday, January 9, 2025, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees



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Fax: 248.352.0018
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January 6, 2025

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

Re: December 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	Payee	Document no.	Amount	Cleared
12/02/2024	10083--Pitney Bowes Global Financial Services Inc		1,000.00	12/31/2024
12/04/2024	10126--Michigan Employers Retirement		319.08	12/31/2024
12/04/2024	10126--Michigan Employers Retirement		6,834.09	12/31/2024
12/04/2024	10126--Michigan Employers Retirement		1,298.21	12/31/2024
12/04/2024	10126--Michigan Employers Retirement		1,868.92	12/31/2024
12/04/2024	10126--Michigan Employers Retirement		4,920.43	12/31/2024
12/04/2024	10126--Michigan Employers Retirement		5,787.13	12/31/2024
12/04/2024	10589--Paylocity		44.40	12/31/2024
12/04/2024	10589--Paylocity		29,005.60	12/31/2024
12/09/2024	10009--Consumers Energy		522.43	12/31/2024
12/10/2024	10584--Spectrum Enterprise		152.58	12/31/2024
12/11/2024	10009--Consumers Energy		2,111.38	12/31/2024
12/12/2024	10656--Andrew Kercher	27232	250.00	12/31/2024
12/12/2024	10014--T-Mobile		1,122.72	12/31/2024
12/13/2024	10330--Comerica Commerical Card Services		2,269.94	12/31/2024
12/16/2024	10147--EHIM		1,192.22	12/31/2024
12/16/2024	10147--EHIM		118.35	12/31/2024
12/17/2024	10019--Clear Rate Communications		375.91	12/31/2024
12/17/2024	10657--Bloomerang, LLC		5,789.00	12/31/2024
12/18/2024	10126--Michigan Employers Retirement		1,297.49	12/31/2024
12/18/2024	10126--Michigan Employers Retirement		(1,905.40)	12/31/2024
12/18/2024	10126--Michigan Employers Retirement		314.92	12/31/2024
12/18/2024	10126--Michigan Employers Retirement		6,964.76	12/31/2024
12/18/2024	10126--Michigan Employers Retirement		1,298.21	12/31/2024
12/18/2024	10126--Michigan Employers Retirement		1,905.40	12/31/2024
12/18/2024	10126--Michigan Employers Retirement		5,084.03	12/31/2024
12/18/2024	10126--Michigan Employers Retirement		6,595.12	12/31/2024
12/18/2024	10126--Michigan Employers Retirement		23,322.38	12/31/2024
12/18/2024	10589--Paylocity		69.64	12/31/2024
12/18/2024	10589--Paylocity		29,970.07	12/31/2024
12/18/2024	10015--Toshiba America Business Solutions		1,706.16	12/31/2024
12/18/2024	10005--DTE Energy		11,878.91	12/31/2024
12/18/2024	10005--DTE Energy		2,859.08	12/31/2024
12/20/2024	10144--Mutual Of Omaha		1,883.77	12/31/2024
12/20/2024	10589--Paylocity		1,514.37	12/31/2024
12/26/2024	10003--AT&T		1,888.68	12/31/2024
12/31/2024	10126--Michigan Employers Retirement		318.23	12/31/2024
12/31/2024	10126--Michigan Employers Retirement		6,883.88	12/31/2024
12/31/2024	10126--Michigan Employers Retirement		1,298.21	12/31/2024
12/31/2024	10126--Michigan Employers Retirement		1,933.23	12/31/2024
12/31/2024	10126--Michigan Employers Retirement		4,807.72	12/31/2024
12/31/2024	10126--Michigan Employers Retirement		5,436.34	12/31/2024
12/31/2024	10589--Paylocity		69.64	12/31/2024
12/31/2024	10589--Paylocity		29,249.50	12/31/2024
12/31/2024	10083--Pitnev Bowes Global Financial Services Inc		248.58	12/31/2024
			211,875.31	

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

12/11/2024	10201--Plante Moran		6,672.92	In Transit
12/11/2024	10626--NorthStar Mat Service		85.06	In Transit
12/11/2024	10318--Morningstar		4,604.00	In Transit
12/11/2024	10038--Douglas Moye		210.00	In Transit
12/11/2024	10082--OverDrive, Inc		7,307.23	In Transit
12/11/2024	10000--Baker & Taylor Inc		2,726.06	In Transit
12/16/2024	10037--Dorothy Hinton		160.00	In Transit
12/16/2024	10002--Farmington Community Library		10,339.56	In Transit
12/16/2024	10649--Zingerman's Training Inc		2,425.50	In Transit
12/16/2024	10632--Ypsilanti District Library		12.00	In Transit
12/16/2024	10029--Unique		295.50	In Transit
12/16/2024	10346--ULINE		852.41	In Transit
12/16/2024	10625--The Quipu Group, LLC		2,500.00	In Transit
12/16/2024	10099--The New York Times		1,151.85	In Transit
12/16/2024	10575--PBC Guru		4,500.00	In Transit
12/16/2024	10626--NorthStar Mat Service		145.14	In Transit
12/16/2024	10187--Network Services Company		1,430.44	In Transit
12/16/2024	10041--Naeir		86.92	In Transit
12/16/2024	10498--Muniweb		195.00	In Transit
12/16/2024	10079--Midwest Tape Hoopla		13,616.35	In Transit

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
12/16/2024	10010--McCoy Maintenance Inc		10,465.00 In Transit
12/16/2024	10160--Maria Showich-Gallup		176.94 In Transit
12/16/2024	10451--Library Market		3,000.00 In Transit
12/16/2024	10653--India for Everyone		327.53 In Transit
12/16/2024	10258--Icle		158.50 In Transit
12/16/2024	10317--Greater Farmington Area Chamber of Commerce		450.00 In Transit
12/16/2024	10027--Great Lakes Ace Hardware		9.49 In Transit
12/16/2024	10599--Crystal Corcoran		210.00 In Transit
12/16/2024	10553--Thomas Kline/Crimson Multimedia		1,065.09 In Transit
12/16/2024	10082--OverDrive, Inc		2,511.72 In Transit
12/16/2024	10011--Midwest Tape		3,764.92 In Transit
12/16/2024	10004--Ingram Library Services		372.15 In Transit
12/16/2024	10000--Baker & Taylor Inc		6,663.93 In Transit
12/16/2024	10502--Amazon Capital Services		1,110.20 In Transit
12/20/2024	10023--Witt Mechanical, Inc		319.00 In Transit
12/20/2024	10654--Sherry Tuffin		250.00 In Transit
12/20/2024	10010--McCoy Maintenance Inc		175.00 In Transit
12/20/2024	10040--Foster, Swift, Collins & Smith		441.00 In Transit
12/20/2024	10454--Allied Building Services of Detroit, Inc.		1,472.00 In Transit
12/20/2024	10011--Midwest Tape		476.54 In Transit
12/20/2024	10004--Ingram Library Services		580.31 In Transit
12/20/2024	10026--FJ Lafontaine & Sons Landscaping		870.00 In Transit
12/20/2024	10000--Baker & Taylor Inc		1,648.67 In Transit
12/20/2024	10502--Amazon Capital Services		1,305.48 In Transit
12/30/2024	10002--Farmington Community Library		6,815.27 In Transit
12/30/2024	10553--Thomas Kline/Crimson Multimedia		124.62 In Transit
12/30/2024	10655--Springshare LLC		14,575.00 In Transit
12/30/2024	10659--Roman Victor Rudnytsky		500.00 In Transit
12/30/2024	10201--Plante Moran		2,052.86 In Transit
12/30/2024	10012--NBS		580.00 In Transit
12/30/2024	10011--Midwest Tape		204.61 In Transit
12/30/2024	10385--InfoUSA Marketing, Inc		36,826.00 In Transit
12/30/2024	10027--Great Lakes Ace Hardware		58.88 In Transit
12/30/2024	10020--Gordon Food Service Inc		85.95 In Transit
12/30/2024	10026--FJ Lafontaine & Sons Landscaping		1,182.00 In Transit
12/30/2024	10594--Danboise Mechanical		370.00 In Transit
12/30/2024	10658--Constructive Playthings		49.94 In Transit
12/30/2024	10017--CDW Government Inc		9,140.48 In Transit
12/30/2024	10661--Caryn Finkelman		125.00 In Transit
12/30/2024	10141--Benistar/JA-6803		4,873.60 In Transit
12/30/2024	10000--Baker & Taylor Inc		557.75 In Transit
12/30/2024	10660--B Syde, LLC		750.00 In Transit
12/30/2024	10023--Witt Mechanical, Inc		4,278.00 In Transit
12/30/2024	10031--Quill LLC		2,541.28 In Transit
12/30/2024	10417--Anna Hay		466.09 In Transit
	Total for Bill.com Clearing		<u>183,296.74</u>

Motion Required:

I move that the Board approve the expenditures as presented
GRAND TOTAL: \$395,172.05

General Fund

Farmington Community Library
 Comparative Balance Sheet
 As of December 31, 2024

	PERIOD ENDED 06/30/2024	PERIOD ENDED 12/31/2024	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
001000 - General Checking - Comerica	775,621.52	480,209.19	(295,412.33)	(38.08) %
004000 - Petty Cash	1,260.00	1,285.00	25.00	1.98 %
011000 - Millage Money Market Comerica	3,298,524.04	2,355,197.31	(943,326.73)	(28.59) %
017001 - MI Class - Millage	4,053,968.79	7,115,783.64	3,061,814.85	75.52 %
Total Cash & Cash Equivalents	8,129,374.35	9,952,475.14	1,823,100.79	22.42 %
Other Assets				
018000 - Accounts Receivable	201,945.72	0.00	(201,945.72)	(100.00) %
040000 - Accounts Receivable - Metro Net	6,000.00	0.00	(6,000.00)	(100.00) %
042000 - Accounts Receivable - Friends	73,078.56	16,972.39	(56,106.17)	(76.77) %
043000 - Accounts Receivable - Interlibrary Loan	92.72	65.39	(27.33)	(29.47) %
123000 - Prepaid Expense	252,363.79	0.00	(252,363.79)	(100.00) %
Total Other Assets	533,480.79	17,037.78	(516,443.01)	(96.80) %
Total Assets	8,662,855.14	9,969,512.92	1,306,657.78	15.08 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
202000 - Accounts Payable	80,217.24	531.67	(79,685.57)	(99.33) %
202100 - Manual Accounts Payable	3,418.44	0.00	(3,418.44)	(100.00) %
209000 Friends of the Library - Book Sale	0.00	3,926.07	3,926.07	100.00 %
230000 - Due to Other Governments	27,366.99	27,366.99	0.00	0.00 %
257000 - Accrued Payroll	86,314.87	0.00	(86,314.87)	(100.00) %
258000 - Section 125 - Medical Reimbursement	1,788.19	1,190.30	(597.89)	(33.43) %
259000 - 457 ICMA Voluntary Savings Plan	5,572.53	0.00	(5,572.53)	(100.00) %
269000 - Garnishments	50.29	0.00	(50.29)	(100.00) %
290000 - 401(a) MERS Retirement Plan	1,606.79	(952.23)	(2,559.02)	(159.26) %
291000 - MERS Health Care Savings Plan	2,872.16	0.00	(2,872.16)	(100.00) %
293000 - FICA - Employer & Employee Pay	27,014.99	0.00	(27,014.99)	(100.00) %
296000 - MERS DB Retirement	191.21	197.69	6.48	3.38 %
Total Current Liabilities	236,413.70	32,260.49	(204,153.21)	(86.35) %
Long Term Liabilities				
339000 - Unearned Revenues	73,078.56	0.00	(73,078.56)	(100.00) %
Total Liabilities	309,492.26	32,260.49	(277,231.77)	(89.57) %
Equity				
390000 - Fund Balance	7,093,338.07	8,353,362.88	1,260,024.81	17.76 %
Total Equity	7,093,338.07	8,353,362.88	1,260,024.81	17.76 %

Director's Report January 2025

Patron Comments

Included in your Board packet.

ADA Compliance Review

Both buildings will be undergoing an ADA Compliance Review with the Eastern Michigan Disability Network. They will tour both buildings and offer suggestions to make them more ADA compliant. Other libraries have had this done and they offer simple suggestions to more complex.

Staff Changes

Three staff members left FCL in December – Koreena Nelson, Facilities; Chrissy Palanjian, Patron Services; Mark Flessa, Patron Services. The positions have been posted.

Reflections Student Art Display

Artwork from local students who entered the Reflections contest is on display at the Farmington Hills location. The Reflections contest is sponsored by the Farmington Area PTA. The artwork will be on display through February 13.

Summer Reading Sponsorship

Sherri Vaughn has been working with SiFi to obtain sponsorship money for our Summer Reading Program book giveaway. SiFi initially reached out to T-Mobile and Sherri followed up with a sponsorship letter. T-Mobile has agreed to be the Presenting Sponsor (\$5,000) for our Summer Reading program.

New York Public Library Best Kids Books for 2024

Sona Avedikian's, FCL's graphic designer, book has been chosen by the New York Public Library as one of the best books for kids for 2024. Sona was the illustrator. The title of the book is *Lost Words: An Armenian Story of Survival and Hope*.

Mileage Reimbursement Increase for 2025

The federal government increased the mileage reimbursement rate to \$0.70 an hour starting January 1, 2025.

Digital Literacy Hands On: Reading with Libby and Hoopla

With reading devices being a hot item for the holidays, patrons can learn how to download materials through Libby and Hoopla. This event takes place on January 13 from 1:00-2:00 PM.

Game On Skate Event

FCL is hosting a skating event at Riley Park on January 17, 2025, at 2:00 PM. The event is themed around videogaming.

MLK Jr. Day Events

Just a reminder that our MLK Jr Day events begin on Saturday, January 18 with the Protest Button presentation by The Henry Ford and ends on Monday, January 20 with Joel Fluent Greene. For more details please see our calendar of events.

Library Card Contest

Our 2024 Library Card Design Contest ended on Dec. 12, 2024. We received 77 submissions. 55 of those submissions were in the Ages 5-12 category. Winners will be announced to the public in early 2025.

Submitted by

Kelley Siegrist

Director



Suggestion:

I am extremely disappointed that you have prioritized every thing since the summer story writing program deadline ended

I supported the millage because I believed FCL had integrity: obviously not.

I have lost confidence in your integrity and will use my influence telling my neighbors why. Publish ork
Please call me and tell me when.

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!