



FARMINGTON COMMUNITY LIBRARY

**Farmington Community Library
Board of Trustees Meeting
Thursday, January 13, 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.
January 13, 2022

- I. Call to Order (6:05)
- II. Approval of Agenda
- III. Minutes
 - Approval of Minutes - Regular Board Meeting - December 9, 2021
- IV. Treasurers Report (6:15-6:30)
 - Operating Bills
 - Approval of December 2021 Bills
- V. Friends Report (6:30-6:40)
- VI. Interim Director's Report (6:40-7:00)
 - Facilities Report
 - Introduction of a staff member
 - Covid -19 updates
- VII. Sub-Committee Updates (7:00-7:20)
 - Strategic Planning Committee
 - Personnel Committee
- VIII. Unfinished Business (7:20-7:30)
 - Space utilization bid
- IX. New Business (7:30-7:40)
- X. Board Trustee Comments and Announcements
- XI. Correspondence
- XII. Public Comment (3 minutes per person)
- XIII. Adjournment

Farmington Community Library Board of Trustees
Virtual Special Board Meeting - 6:00 p.m. – December 9, 2021
Draft

Board Members Present: Kelly, Stryd, Duron-Willner, White, McClellan, Brown

Board Members Absent: Hahn, Murphy

Staff Members Present: Siegrist, Peterson, Wrench, McCormick, Showich-Gallup

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:03 p.m. by Board President Duron-Willner.

APPROVAL OF AGENDA

MOTION by White to approve the Agenda for the December 9, 2021 Board meeting, was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting on November 11, 2021, was supported by McClellan.

Vote: Aye: All in favor

Opposed: None

Motion passed.

OPERATING BILLS

MOTION by Brown that the Board of Trustees approve expenditures totaling \$597,857 was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FINANCIAL REPORT

MOTION by Brown to receive and file the Monthly Budget for November, 2021, was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Finance Committee

Brown, Hahn, McClellan met December 1 to discuss FCL Endowment Fund. Fund has lost \$1,400 since January. Committee will explore a planned giving policy.

FRIENDS' REPORT (Delivered by K. Siegrist on behalf of Friends)

- Solicitation Letter is going out to current Friends within two weeks. When it comes, please pay.
- The Oscar Shorts event is scheduled for March 27, 2022.

LIBRARY DIRECTOR'S REPORT

- Candid recognized FCL for 40 years as a Funding Information Network. Fundraising tools provided by FCL include classes on grant writing as well as the databases Foundation Directory Online, Foundation Grants to Individuals, and Foundation Map.
- K. Siegrist participated in FPS' Profile of a Lifelong Learner community session on November 18.
- Several FCL staff members celebrated milestone anniversaries of service.
5 years - Martha Countegan, Judy Bencich-Wloch, Hannah Chow, Jennifer Pon, Beth Anthony, Lynn Cohen, Megan Drozan, Deb Hemmye, Sierra Lane, Mary Ann Gillard
10 years - Mark Flessa, Crystal Corcoran, Sharon Lu
15 years - Dave Durbin, Judy Donlin
20 years - Maria Showich-Gallup, Gloria Finzel
30 years - Kelley Siegrist, Linda Rindt-Franz
40 years - Sherri Vaughn
- Assessment of FCL property was completed by the Michigan Municipal League. Last assessment was in 2012.
- K. Siegrist reviewed Actuarial Valuation Report from Municipal Employees' Retirement System (MERS) with board. Based on demographic assumptions updated in 2020 and economic assumptions updated in 2019, FCL had to increase level of contributions to retirement plan beginning in July, 2021, and contributions are expected to increase through 2028.
- FCL participated in Holly Days in downtown Farmington December 4.
- FCL will serve as a Community Partner with the Holocaust Memorial Center for its event January 27, 2022, based on the book *The Book Smugglers: Partisans, Poets, and the Race to Save Jewish Treasures from the Nazis* by David Fishman.
- New feature: spotlight on a staff member. This month: Crystal Peterson

FACILITIES REPORT

- Donald Wrench has asked for a study to be done for options regarding the fire separation wall at Twelve Mile.
- Two bids were received for a space utilization study.

COMMITTEE REPORTS

Strategic Plan Committee

Kelly, Stryd, and White met on December 8. Discussed proper role of trustees and of director in strategic planning. Director will join committee from now on. Also discussed potential deadline for this work, and proper length of time that strategic plan should cover. Strong desire for a plan that is useful, and that will be used.

Personnel Committee

Personnel Committee (McClellan, chair) looked at issues brought forth by staff Working Conditions and Benefits Committee. With the director, Personnel Committee will look deeper at wage scale and organizational structure in the first quarter of 2022.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Hybrid meeting format, in-person plus online streaming. Public comment may be submitted online before meeting. Chairs are distanced in order to invite safe in-person attendance.

D. Duron-Willner introduced form that could potentially be used by community to give feedback on how resources are being used for wide variety of library services.

M. Stryd: community should be able to give input online, rather than having to print anything and submit.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

Gift presented D. Duron-Willner to J. White for time served as board president. White thanked board members for the support they have given and highlighted a change in tone for board, for staff, for community.

CORRESPONDENCE

There was no correspondence to the Board Trustees from the public Board Comments form.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

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

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 7:29 p.m. by President Duron-Willner. The next meeting of the Library Board is scheduled for Thursday, January 13, 2022, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees



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January 10, 2022

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

Re: December 2021 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

Note: We are unable to obtain online banking access to the Liberty Endowment account located at Fidelity. This account will be updated upon receipt of the paper statement.

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 Comparative Balance Sheet As of December 31, 2021

General Fund

	PERIOD ENDED 06/30/2021	PERIOD ENDED 12/31/2021	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000001 - General Checking - Comerica	419,870.53	727,635.13	307,764.60	73.29 %
000002 - General - J Fund - Comerica	2,620,772.32	0.00	(2,620,772.32)	(100.00) %
000004 - Petty Cash	1,260.00	1,260.00	0.00	0.00 %
000007 - Payroll Checking - Comerica	240,923.08	562,087.41	321,164.33	133.30 %
000010 - Pamphlet Checking	326.02	0.00	(326.02)	(100.00) %
000011 - Money Market - Comerica	1,694,500.07	5,530,977.62	3,836,477.55	226.40 %
000012 - Winter Millage - Comerica Bank	1,781.92	0.00	(1,781.92)	(100.00) %
000013 - Gift Checking - Talmer Bank	399,061.60	0.00	(399,061.60)	(100.00) %
Total Cash & Cash Equivalents	5,378,495.54	6,821,960.16	1,443,464.62	26.83 %
Other Assets				
000018 - Accounts Receivable	249,956.62	0.00	(249,956.62)	(100.00) %
000040 - Accounts Receivable - Metro Net	20,914.55	34,251.09	13,336.54	63.76 %
000042 - Accounts Receivable - Friends	44,303.17	48,838.90	4,535.73	10.23 %
000043 - Accounts Receivable - Interlibrary Loan	0.00	57.01	57.01	100.00 %
000099 - Bill.com Money Out Clearing	0.00	255.13	255.13	100.00 %
000123 - Prepaid Expense	148,617.67	1,186.38	(147,431.29)	(99.20) %
Total Other Assets	463,792.01	84,588.51	(379,203.50)	(81.76) %
Total Assets	5,842,287.55	6,906,548.67	1,064,261.12	18.21 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
000202 - Accounts Payable	190,193.07	63,944.50	(126,248.57)	(66.37) %
000203 - Manual Accounts Payable	20,665.73	0.00	(20,665.73)	(100.00) %
000209 - Friends of Library - Book Sale	133.00	0.00	(133.00)	(100.00) %
000216 - Due to Other Governments	9,854.10	9,854.10	0.00	0.00 %
000256 - Year End - other Accruals	59,950.00	0.00	(59,950.00)	(100.00) %
000257 - Accrued Payroll	67,141.05	0.00	(67,141.05)	(100.00) %
000258 - Section 125- Medical Reimbrsmt	281.60	281.60	0.00	0.00 %
Total Current Liabilities	348,218.55	74,080.20	(274,138.35)	(78.72) %
Long Term Liabilities				
000331 - Unemployment Liability	401,930.00	401,930.00	0.00	0.00 %
000339 - Unearned Revenues	52,998.45	25,856.98	(27,141.47)	(51.21) %
Total Long Term Liabilities	454,928.45	427,786.98	(27,141.47)	(5.96) %
Total Liabilities	803,147.00	501,867.18	(301,279.82)	(37.51) %
Equity				
000390 - Fund Balance	3,958,796.83	5,054,919.00	1,096,122.17	27.68 %
Total Equity	3,958,796.83	5,054,919.00	1,096,122.17	27.68 %

Farmington Community Library
Comparative Balance Sheet
As of December 31, 2021

	PERIOD ENDED 06/30/2021	PERIOD ENDED 12/31/2021	CHANGE	% CHANGE
Net Income Current Period	1,080,343.72	1,349,762.49	269,418.77	24.93 %
Total Liabilities and Equity	5,842,287.55	6,906,548.67	1,064,261.12	18.21 %

General Fund

Farmington Community Library

Revenue and Expenditure Report

As of December 31, 2021

General Fund

	Year Ending 06/30/2021	Year Ending 06/30/2022		Year To Date 12/31/2021	% BUDGET
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
000801 - Professional Services	605,751.28	275,000.00	275,000.00	140,441.29	51.07 %
000850 - Telephone	19,286.59	20,460.00	20,460.00	9,926.12	48.51 %
000851 - Postage	1,725.87	7,000.00	7,000.00	764.26	10.92 %
000860 - Transportation	709.14	1,090.00	1,090.00	404.33	37.09 %
000880 - Programming & Publicity	14,798.16	15,000.00	15,000.00	1,468.33	9.79 %
000900 - Processing	0.00	12,000.00	36,000.00	28,892.00	80.26 %
000901 - Gift Fund Purchases	0.00	0.00	0.00	3,163.90	0.00 %
000902 - Friends Gift Purchases	1,750.00	0.00	62,000.00	3,455.34	5.57 %
000911 - Training & Conferences	12,623.10	15,175.00	15,175.00	8,331.95	54.91 %
000915 - Memberships	6,565.37	18,100.00	18,100.00	4,779.19	26.40 %
000918 - Water	36,732.73	37,250.00	37,250.00	19,983.56	53.65 %
000920 - Electricity	176,371.69	188,000.00	188,000.00	85,480.42	45.47 %
000921 - Heat	22,895.96	26,000.00	26,000.00	2,722.42	10.47 %
000925 - Landscaping /Snow Removal	30,907.16	39,500.00	39,500.00	17,180.25	43.49 %
000930 - Maintenance/Repairs	0.00	0.00	20,000.00	24,965.84	124.83 %
000931 - Repairs & Maintenance Supplies	46,581.73	69,000.00	69,000.00	5,133.03	7.44 %
000934 - Maintenance Contracts	301,711.85	300,000.00	300,000.00	116,049.21	38.68 %
000935 - Insurance & Bonds	69,542.55	71,620.00	71,620.00	75,538.00	105.47 %
000949 - Technology Upgrades	44,282.08	155,000.00	155,000.00	29,404.50	18.97 %
000950 - E Library Cataloging (OCLC)	20,416.26	20,420.00	21,175.00	21,174.80	100.00 %
000955 - Miscellaneous	53,647.06	7,000.00	7,000.00	2,386.06	34.09 %
000957 - COVID-19	30,187.24	55,825.00	55,825.00	9,828.14	17.61 %
000975 - Building & Improvements	180,574.50	300,000.00	320,000.00	200,247.43	62.58 %
000980 - Furniture/Furnishings	0.00	40,000.00	40,000.00	0.00	0.00 %
000981 - Vehicle	521.95	1,050.00	1,050.00	911.46	86.81 %
000982 - Books	219,858.24	245,000.00	245,000.00	118,510.03	48.37 %
000984 - Software	45,760.19	75,000.00	75,000.00	17,653.81	23.54 %
000985 - Equipment	5,602.52	50,525.00	50,525.00	3,099.04	6.13 %
000986 - Computers	12.99	35,000.00	35,000.00	4,423.98	12.64 %
000987 - Integrated Library System	0.00	70,000.00	122,000.00	107,008.08	87.71 %
000988 - Audio Visual	18,547.35	42,000.00	42,000.00	10,900.33	25.95 %
000989 - Information Resources	191,255.20	205,735.00	205,735.00	147,414.25	71.65 %
000990 - Video/ DVD/ Movie Collection	78,656.12	81,600.00	81,600.00	22,460.96	27.53 %
000991 - TLN (formerly Metro Net)	25,589.14	30,000.00	30,000.00	28,830.86	96.10 %
Total Other Expenses	2,335,739.54	2,598,350.00	2,795,055.00	1,333,028.39	47.69 %
Total Expenses	5,308,064.83	6,301,130.00	6,545,055.00	2,847,351.61	43.50 %
Transfers					
000995 - Transfer out	(220,126.00)	(567,926.00)	(379,126.00)	0.00	0.00 %
Total Transfers	(220,126.00)	(567,926.00)	(379,126.00)	0.00	0.00 %

Farmington Community Library
Revenue and Expenditure Report
As of December 31, 2021

	Year Ending 06/30/2021	Year Ending 06/30/2022		Year To Date 12/31/2021
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE
Total Revenue in Excess of Expenses	1,080,343.72	0.00	0.00	1,366,478.86
				% BUDGET
				0.00 %

Farmington Community Library Comparative Balance Sheet As of December 31, 2021

Endowment Fund

	PERIOD ENDED 06/30/2021	PERIOD ENDED 12/31/2021	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents	352,745.48	353,042.80	297.32	0.08 %
000017 - Library Endowment Fund	352,745.48	353,042.80	297.32	0.08 %
Total Cash & Cash Equivalents	352,745.48	353,042.80	297.32	0.08 %
Total Assets				
Liabilities and Equity				
Equity				
000375 - Fund Balance - Restricted - Farmington Branch	100,000.00	100,000.00	0.00	0.00 %
000380 - Fund Balance - Committed - future endowments	254,510.45	252,745.48	(1,764.97)	(0.69) %
Total Equity	354,510.45	352,745.48	(1,764.97)	(0.49) %
Net Income Current Period	(1,764.97)	297.32	2,062.29	(116.84) %
Total Liabilities and Equity	352,745.48	353,042.80	297.32	0.08 %

Farmington Community Library Revenue and Expenditure Report As of December 31, 2021

Endowment Fund

Revenue
000669 - Investment Gain Loss
Total Revenue
Total Revenue in Excess of Expenses

Year Ending 06/30/2021	Year To Date 12/31/2021
END BALANCE	YTD BALANCE
(1,764.97)	297.32
(1,764.97)	297.32
(1,764.97)	297.32

Farmington Community Library
Comparative Balance Sheet
As of December 31, 2021

Capital Reserve Fund

	PERIOD ENDED 06/30/2021	PERIOD ENDED 12/31/2021	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
000006 - Capital Reserve Money Market	1,827.14	0.00	(1,827.14)	(100.00) %
000011 - Money Market - Comerica	0.00	2,301,873.80	2,301,873.80	100.00 %
000014 - Capital Reserve Cash	2,299,542.65	0.00	(2,299,542.65)	(100.00) %
Total Cash & Cash Equivalents	2,301,369.79	2,301,873.80	504.01	0.02 %
Total Assets	2,301,369.79	2,301,873.80	504.01	0.02 %
Liabilities and Equity				
Equity				
000390 - Fund Balance	2,080,794.71	2,301,369.79	220,575.08	10.60 %
Total Equity	2,080,794.71	2,301,369.79	220,575.08	10.60 %
Net Income Current Period	220,575.08	504.01	(220,071.07)	(99.77) %
Total Liabilities and Equity	2,301,369.79	2,301,873.80	504.01	0.02 %

Farmington Community Library Revenue and Expenditure Report As of December 31, 2021

Revenue		
000665 - Interest	449.08	504.01
Total Revenue	449.08	504.01
Transfers		
000699 - Transfer in	220,126.00	0.00
Total Transfers	220,126.00	0.00
Total Revenue in Excess of Expenses	220,575.08	504.01

Farmington Community Library
Investment Report
Month Ending November 30, 2021

Account Name	Balance	Current Rate	Current Month Interest	YTD Interest Income (by Calendar Year)	Investment Type	GL Acct
Comerica Millage Money Market	8,282,430.84	0.06%	424.21	2,917.78	Money Market	000011
Fidelity Liberty Endowment	353,042.80	0.00%	363.49	(1,087.11)	Investment	000017
	<u>8,635,473.64</u>			<u>1,830.67</u>		



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To: Kelley Siegrist, Interim Library Director
From: Plante Moran, Accounting and Financial Consultants
Date: 1/6/2022
Re: Independent review of manual journal entries

Management is responsible for establishing effective internal controls to safeguard the Farmington Community Library's assets, and to prevent or detect misstatements in the financial statements. Journal entries, while an essential part of any accounting system, represent an opportunity to enter information into Farmington Community Library's records in a way that bypasses normal internal controls.

Attached are copies of the manual journal entries posted by Plante Moran for the time period stated below. Accordingly, please review and approve the journal entry report. Documentation is available for each entry upon request. As evidence of your review and approval, please sign and return this memo to our office. There is also a space included for any comments that you may have.

Time Period: 12/01/2021 to 12/31/2021

Journal Entry # 221 - 231
Range:

To be completed by reviewer:

I have reviewed the journal entries detailed above.

Signature Date Printed Name

Comments:



**Farmington Community Library
Journal Report
General Journal
For (12/01/2021 to 12/31/2021)**

Date	Document	Memo	Account no	Account Desc	Department ID	Fund ID	Debit	Credit
12/02/2021	223	<i>Ann Arbor District Library Interlibrary AR #332</i>						
		Ann Arbor District Library Interlibrary AR #332	000043	Accounts Receivable - Interlibrary Loan		101	10.44	0.00
		Ann Arbor District Library Interlibrary AR #332	000671	Other Misc Revenue		101	0.00	10.44
<i>Total for Transaction 223</i>							<i>10.44</i>	<i>10.44</i>
12/14/2021	224	<i>Cash Register Activity #36</i>						
		Cash Register Activity #36	000001	General Checking - Comerica		101	30.00	0.00
		Girl Scouts Cancelled	000602	Auditorium Fees		101	20.00	0.00
		Cash Register Activity #36	000001	General Checking - Comerica		101	0.00	20.00
		Cash Register Activity #36	000209	Friends of Library - Book Sale		101	0.00	17.50
		Cash Register Activity #36	000642	Copy Vending Machine Revenue		101	0.00	12.50
<i>Total for Transaction 224</i>							<i>50.00</i>	<i>50.00</i>
12/14/2021	225	<i>Deposit Correction</i>						
		Deposit Correction	000671	Other Misc Revenue		101	50.00	0.00
		Deposit Correction	000001	General Checking - Comerica		101	0.00	50.00
<i>Total for Transaction 225</i>							<i>50.00</i>	<i>50.00</i>
12/31/2021	226	<i>Allocate December 2021 Interest</i>						
		Allocate December 2021 Interest	000011	Money Market - Comerica		101	298.61	0.00
		Allocate December 2021 Interest	000011	Money Market - Comerica		401	121.97	0.00
		Allocate December 2021 Interest	000665	Interest		101	0.00	298.61
		Allocate December 2021 Interest	000665	Interest		401	0.00	121.97
<i>Total for Transaction 226</i>							<i>420.58</i>	<i>420.58</i>
12/22/2021	227	<i>Order new checks from Huntington Bank</i>						
		Order new checks	000810	Bank Fee		702	65.73	0.00

**Farmington Community Library
Journal Report
General Journal
For (12/01/2021 to 12/31/2021)**

Date	Document	Memo	Account no	Account Desc	Department ID	Fund ID	Debit	Credit
		from Huntington Bank Order new checks from Huntington Bank	000016	Metro Net Fund cash		702	0.00	65.73
<i>Total for Transaction 227</i>							65.73	65.73
12/18/2021	228	<i>Record Metro Net AR to FCL</i> Record Metro Net AR to FCL	000298	Other Liabilities		702	167,321.94	0.00
		Record Metro Net AR to FCL	000040	Accounts Receivable - Metro Net		702	0.00	167,321.94
<i>Total for Transaction 228</i>							167,321.94	167,321.94
12/13/2021	230	<i>Move T-Mobile invoice to Friends Gift Purchases (Hot Spots)</i> Move T-Mobile invoice to Friends Purchases	000902	Friends Gift Purchases		101	1,164.83	0.00
		Move T-Mobile invoice to Friends Purchases	000850	Telephone		101	0.00	1,164.83
<i>Total for Transaction 230</i>							1,164.83	1,164.83
12/31/2021	231	<i>Record Q2 2022 Friends activity</i> Record Q2 2022 Friends activity	000042	Accounts Receivable - Friends		101	8,933.97	0.00
		Record Q2 2022 Friends activity	000209	Friends of Library - Book Sale		101	5,164.50	0.00
		Record Q2 2022 Friends activity	000674	Gifts From Friends of Library		101	0.00	14,098.47
<i>Total for Transaction 231</i>							14,098.47	14,098.47
Total for Journal General Journal							183,181.99	183,181.99

**Farmington Community Library
General Journal**

Date	Document	Memo	Account no	Account Desc	Department ID	Fund ID	Debit	Credit
11/12/2021	221	Jackson District Library Interlibrary AR #331						
		Jackson District Library Interlibrary AR #331	000043	Accounts Receivable - Interlibrary Loan		101	8.34	0.00
		Jackson District Library Interlibrary AR #331	000671	Other Misc Revenue		101	0.00	8.34
Total for Transaction 221							8.34	8.34

Farmington Community Library
General Journal

Date	Document	Memo	Account no	Account Desc	Department ID	Fund ID	Debit	Credit
11/17/2021	222	Monroe County Library System Interlibrary AR #333 Monroe County Li- 000043 brary System In- terlibrary AR #333 Monroe County Li- 000671 brary System In- terlibrary AR #333		Accounts Receivable - Interlibrary Loan Other Misc Revenue		101	54.99	0.00
Total for Transaction 222							54.99	54.99

Farmington Community Library
General Journal

Date	Document	Memo	Account no	Account Desc	Department ID	Fund ID	Debit	Credit
11/13/2021	229	Move T-Mobile invoice to Friends Gift Purchases (Hot Spots)						
		Move T-Mobile in-voice to Friends	000850	Telephone		101	0.00	1,185.99
		Purchases						
		Move T-Mobile in-voice to Friends	000902	Friends Gift Purchases		101	1,185.99	0.00
		Purchases						
Total for Transaction 229							1,185.99	1,185.99

Interim Director's Report January 13, 2022

Dr. Martin Luther King Jr. Day Celebration

Visit farmlib.org/mlk for all the day's activities and to register for events. Other than the march down Twelve Mile, all events will be virtual. Sign-making for the march is ongoing from January 5-14, stop in the Children's Dept. at either library, materials will be available.

Oakland Press Article

Judy Donlin, who oversees the Heritage Room, was contacted by the Oakland Press for old photographs of The Bank Building for an article they were writing on the reconstruction project. The library was credited in regard to the photos. The article can be found here [Investment firm plans its future in historic bank building – The Oakland Press](#)

Patron Comments

Included in your Board packet.

Correspondence

Thank you note from the Goodfellows, included in Board Packet.

Staffing

Gloria Finzel, Circulation Services Coordinator, has submitted her letter of resignation due to health issues effective January 11, 2022. Fallon Pawley, PT Technical Services Page, submitted her resignation effective December 20, 2021. Fallon was offered a FT position with a school system. Sarah Zitter Masindi has accepted the position of Marketing and Community Relations Coordinator, she begins her position on January 17, 2022.

Foster Swift

Price increase effective January 1, 2022, notice in Board Packet.

COVID Update and Masking

With the increase in COVID numbers, we have seen libraries having to close for short periods of time due to lack of staffing available. These have included Northville, Bloomfield Township, and Dearborn Heights. Kalamazoo Public Library has rolled back to curbside only, until further notice. We are currently assessing the minimum number of staff we will need to keep the buildings open in the event we get hit with a round of COVID positive cases.

There has been some misperception from the public that there is a masking policy that can be enforced. There is not. Both the CDC and MDHHS both state that masks are strongly encouraged to prevent the spread of COVID, but neither say they are required. Our masking policy mirrors the CDC and the State's policy. Because there is no mandate requiring masks to be worn, requiring a patron to wear a mask while in the library infringes on the patron's First Amendment Right to access the library and all of its

services. This puts libraries and their staff in an awkward position with patron's expecting that we enforce a masking policy.

ARPA Grant: MI-83 TLC Kit Recipient

FCL was notified by TLN that we will receive 5 Laptops and an Online Programming Kit which includes Programming Laptop, Video Camera, Microphone, Tripod, Greenscreen, Webcam, Kit Container.

Programs

Based on patron comments, starting in January, Storytimes at FH will require masks and FA will strongly recommend masks. We feel that having a masked option will better meet the needs of our patrons.

Operation Goody Bag was held on January 8 – all ages were invited to stop in and decorate a bag and fill it with treats. Bags were distributed to the local police and fire.

Tame Your Sugar Monster – this program was held on January 11. Tony Musallam, health and wellness coach, discussed the energetic qualities of how food might be creating your cravings and how the seven solutions to sugar cravings could stop your sugar cravings for good.

Teen Volunteers

We are using Teen Volunteers to help us with our Stingray Project. This is the new security tag project for DVDs so that we do not have to use the obsolete unlockers. Days for teens to help are January 15 and January 24. Pizza will be served, registration is required.

Submitted by
Kelley Siegrist
Interim Director

SUGGESTIONS

My suggestion is: Set up public
electric vehicle charging station(s)
at FCL. Libraries with EV
charging stations include Novi,
Ferndale, East Lansing, Ann Arbor,
Dearborn, etc.

My suggestion would benefit: _____
Visitors to FCL.
Pave way to clean transportation
Support environmental justice
Get great PR
promote sustainability
Support convenient and affordable EV travel

SUGGESTIONS

My suggestion is: REMOVE AND STORE
THE SALT TUB, SNOW SHOVELS,
EMPTY BOXES AND OTHER THINGS
FROM THE MAIN LIBRARY
VESTIBULE AND BETWEEN
THE INNER + OUTER ENTRY DOORS

My suggestion would benefit: _____
IMPROVING THE AESTHETICS
AND OVERALL IMPRESSION
WHEN PATRONS ENTER
THE LIBRARY!!

KATHIE BROWN
~~XXXXXXXXXX~~

SUGGESTIONS

My suggestion is: Wider or taller
bookshelves for the Book
on CD section for
Browsing

My suggestion would benefit: _____
Everyone

FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name [REDACTED] Date Dec 10

Address Ann Arbor / Leased City Zip

Phone Email [REDACTED]

What made your Library visit special?

Kristel & Lisa were very helpful and extraordinary kind. I had no where to work due to office closure and they allowed me to use private room to do work.

Turn over to leave a suggestion for Library staff.

FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are we doing?

Name [REDACTED] Date 12-21-2021

Address [REDACTED] City Farmington Zip 48335

Phone Email [REDACTED]

What made your Library visit special?

Great! Found lots of good books my granddaughter found interesting. Her favorite was Justin Bieber! lol
Also, a softball book of which she plays and is writing a paper on. Desk person was helpful at searching and putting on hold when comes in a play away.

Turn over to leave a suggestion for Library staff.



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

How are
we doing?

Name

Address

Phone

Date

City

Zip

Email

12/16/2021

Southfield

48064

What made your Library visit special?

3 friendly librarians, staff members
reception desk.

Ben Clarke

Turn over to leave a suggestion for Library staff.

Suggestion:

I like this library.

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

Main Library 32737 W. 12 Mile Road, Farmington Hills, MI 48334 • Farmington Branch 23500 Liberty Street, Farmington, MI 48335

Kelley Siegrist

From: Electronic Reference
Sent: Saturday, December 11, 2021 11:09 AM
To: Kelley Siegrist; Emanuela DeCenso
Cc: Faren Watson
Subject: Wonderful Compliment!

Just received a lovely email about Faren's awesomeness and wanted to share it! ❤️

~ Rebecca

Adult Services Librarian
Liberty Street Location
23500 Liberty Street
Farmington, MI 48335
(248)553-0321 ex. 250

From: WordPress <ebooks@farmlib.org>
Sent: Friday, December 10, 2021 10:13 PM
To: Electronic Reference <Electronic.Reference@FarmLib.org>
Subject: Digital Library Question

[REDACTED]
Subject: [your-subject]

Message Body:

[REDACTED]
[REDACTED]
Message: Today's experience with Faron was wonderful. All my digital problems were my own fault but previous conversations with other staff did not help. Faron immediately identified the problems and talked me through them and helped me fix them. Not once byword or tone did she indicate frustration with my ineptitude. She is a stellar staff person.

--
This e-mail was sent from a contact form on Farmington Community Library
(https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.farmlib.org&c=E,1,adYsONpelZFysB9sKSWMRnIcnZSi8tFDVuvk3YNAgtngEcSxuO1TZ43ek57t22DkeuigtfulPwgWYUcYvJ0b4bDp0aoz3hw7qLm_0CICIEto3ixEIWbO0bFw7Q,&typo=1)

RECEIVED JAN 04 2022

FARMINGTON AREA
Goodfellows

"No child or senior without a Christmas"

31455 W. Eleven Mile Road
Farmington Hills, MI 48336

(248) 986-1111
Fax (248) 986-1010
give@goodfellows.info
www.goodfellows.info

December 20, 2021

Farmington Community Library
Attn. Kelly Siegrist
32737 West 12 Mile Rd.
Farmington Hills, Michigan 48334-3302

Dear Kelly,

On behalf of the Farmington Area Goodfellows, I wanted to thank you for your generous support of books in this 2021 holiday season. For those in our community who are considered at-risk, the holidays can be a challenging time. This December, thanks to support from friends like you, we helped almost 450 of our neighbors who live below the Federal Poverty guideline. These children, families, seniors and developmentally challenged adults in our Holiday Assistance Program received over 28,000 non-perishable food items, over 160 boxes of diapers and baby wipes, and every child received 3 toys and 3 age-appropriate books. Families also received one \$35 voucher for groceries and one \$35 Target gift card for each child. In addition to food, seniors also received a box of personal care and paper items.

The Farmington Area Goodfellows is an all-volunteer organization, and every financial contribution, or food or toy donation goes directly to help those in need. Each year, we find a donated warehouse and set up shop. Local businesses donate trucks, gas cards and moving services, and restaurants donate food for our volunteers. Our schools and local businesses also help us collect almost 30,000 cans and boxes of food and thousands of toys. A staff of more than 60 volunteers work in our warehouse, along with the high school hockey team, the Fire Department and more than 200 neighbors help us make deliveries on the Saturday before Christmas. It is an incredibly gratifying community-wide effort.

Although we are best known for our activities during the holiday season, we also support those less fortunate all year long through the CARES Food Pantry and Clothing Closet, and Neighborhood House where qualified applicants can get assistance for food, utilities or housing. To learn more about the Farmington Area Goodfellows, CARES of Farmington Hills or Farmington-Farmington Hills Neighborhood House, visit us online at www.goodfellows.info.

On behalf of the Goodfellows and the hundreds of residents who received assistance this holiday season, thank you again for your support. Please feel free to reach out to us if you have any questions, or would like to become more involved in our program this coming year.

Sincerely,



Richard Lerner
President

We use a donated building for our warehouse which changes each year. Please check the website for our physical location between Thanksgiving and Christmas. The Farmington Area Goodfellows is a 501(c)(3) non-profit public charity. Donations are tax-deductible to the full extent permitted by IRS code. Please consult with your tax advisor for information regarding your individual tax situation.

FOSTER SWIFT
FOSTER SWIFT COLLINS & SMITH PC | ATTORNEYS

Lausing | Southfield | Grand Rapids | Detroit | Holland | St. Joseph

Anne M. Seurnynck

ASeurnynck@fosterswift.com

P: 616.726.2240 F: 517.367.719

Suite 200

1700 East Beltline, NE
Grand Rapids, MI 49525

December 9, 2021

Kelly Siegrist
Library Director
Farmington Community Library
32737 W. 12 Mile Rd.
Farmington Hills, MI 48334

Re: Hourly Rate

Dear Kelly:

Foster Swift Collins & Smith PC is grateful for our ongoing relationship with Farmington Community Library and other public sector clients. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

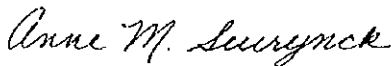
As part of our business plan, we periodically review our billing rates for our clients. Due to increased business expenses, we have found it necessary to adjust our hourly billing rate for Farmington Community Library to \$225 effective February 1, 2022. The hourly billing rate for employee benefit work will remain capped at \$250. These rates will be effective through December 31, 2022. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the Library and the firm. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. We would be happy to provide an estimate for any specific project. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to Farmington Community Library and other libraries throughout Michigan.

We value our client relationship with Farmington Community Library. We will continue to work as efficiently as possible while providing outstanding legal services.

We ask that you present the increased rate to your board and send a signed copy of this letter back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seurnynck

Farmington Community Library

By: _____
SignatureTitle: _____
Please print titleName: _____
Please print name

Date: _____, 202__

Farmington Community Library Output Statistics - December 2021

Circulation Services	Dec 2021	Dec 2020	Change	This YTD	Last YTD	Change
Liberty Street	18,356	9,759	8,597	106,653	67,399	39,254
12 Mile	38,323	18,323	20,000	217,432	121,121	96,311
eBooks	9,324	7,719	1,605	53,415	48,375	5,040
Total Circulation	66,003	35,801	30,202	377,500	236,895	140,605
Self-Service Components of Total Library Circulation:						
Circulation via Website	1,197	719	478	5,407	3,012	2,395
Circulation via Self Check	15,080	74	15,006	93,148	30,118	63,030
Self-Service % of Total Circs	24.66%	2.22%	22.45%	26.11%	13.99%	12.12%
Door Counters	Dec 2021	Dec 2020	Change	This YTD	Last YTD	Change
Liberty Street	9,321	0	9,321	43,446	9,820	33,626
12 Mile	15,080	0	15,080	83,153	11,534	71,619
Total Library Visitors	24,401	0	24,401	126,599	21,354	105,245

Information Services	Dec 2021	Dec 2020	Change	This YTD	Last YTD	Change
Online Chat	67	4	63	351	20	331
eMail	300	396	(96)	1,991	2,706	(715)
Liberty Street Phone	606	632	(26)	3,143	2,959	184
Liberty Street In-Person	3,592	21	3,571	14,382	2,340	12,042
Liberty Street Total	4,198	653	3,545	17,525	5,299	12,226
12 Mile Phone	902	1,113	(211)	4,480	7,153	(2,673)
12 Mile In-Person	3,391	35	3,356	17,149	2,680	14,469
12 Mile Total	4,293	1,148	3,145	21,629	9,833	11,796
Total Library Use	8,858	2,201	6,657	41,496	17,858	23,638

Electronic Services	Dec 2021	Dec 2020	Change	This YTD	Last YTD	Change
PC and Wireless Logins:						
Liberty Street Public Computers	1,066	0	1,066	6,742	363	6,379
12 Mile Pubic Computers	1,288	0	1,288	7,736	378	7,358
Public Computer Total	2,354	0	2,354	14,478	741	13,737
Liberty Street Wireless	3,469	3,276	193	48,965	3,798	45,167
12 Mile Wireless	22,151	4,624	17,527	101,437	5,434	96,003
Wireless Total	25,620	7,900	17,720	150,402	9,232	141,170
Total Computer Use	27,974	7,900	20,074	164,880	9,973	154,907
Web Pages Viewed:						
Adult, Teen & Children's Pages	101,871	79,364	22,507	503,491	493,615	9,876
Catalog Searches	39,391	48,561	(9,170)	288,115	460,304	(172,189)
Total Web Pages Viewed	141,262	127,925	13,337	791,606	953,919	(162,313)

Programs	Dec 2021	Dec 2020	Change	This YTD	Last YTD	Change
Programs	27	40	(13)	343	337	6
Attendance	445	615	(170)	10,779	5,705	5,074