



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

Contact Trustees

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

Farmington Community Library

FARMLIB.ORG

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
April 09, 2026

- **Call to Order**
- **Approval of Agenda**
- **Public Comment (3 minutes per person)**
- **Minutes**
 - Approval of Minutes March 2026
- **Treasurers Report**
 - Approval of March operating bills 2026
 - Financial Reports
 - Michigan Class updates
- **Friends of the Library**
- **Director's Report**
- **Sub-Committee Updates**
 - Personnel
 - Facilities
 - Finance
- **Unfinished Business**
- **New Business**
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - March 12, 2026
Downtown Farmington**

Board Members Present: Muthukuda, Brown, Murphy, Snodgrass, Snead, White
Board Members Absent: McClellan, White (arrives late)
Staff Members Present: Matthews, Showich-Gallup, Peterson
Staff Members Absent: Baker

CALL TO ORDER

The Regular Board Meeting was called to order at 6:05 by Vice President Muthukuda.

APPROVAL OF AGENDA

MOTION by Murphy to approve the Agenda for the March 12, 2026 Board meeting was supported by Snead.

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

Opposed: None

Motion passed.

PUBLIC COMMENT

E. Johnson - roof leak - would like transparent process for getting information.

APPROVAL OF MINUTES

MOTION by Snead to approve the Minutes of the Regular Board Meeting held February 12, 2026, was supported by Brown.

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

Opposed: None

Motion passed.

(White arrives.)

PRESENTATIONS

- Realpoint (Andy Fountain) - owner's representation
- Budget Amendments - Brian Camiller, Plante Moran
- Proposed changes to revenue: \$56,740
- Proposed changes to expenditures: \$2,833,510

MOTION by Brown to approve proposed amendments to 2025-2026 budget was supported by Snead.

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

Opposed: None

Motion passed.

TREASURER'S REPORT

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Downtown Farmington

MOTION by Brown to approve paying February 2026 operating bills totaling \$533,051.38 was supported by Doby.

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

Opposed: None

Motion passed.

MOTION by Brown to receive and file February 2026 financial reports was supported by White.

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

Opposed: None

Motion passed.

K. Brown:

- YTD interest earned from Michigan Class is \$87,627.41.

FRIENDS' REPORT (S. Charlesbois)

- Friends Board has added a new member.
- Library Day of Giving is being investigated.
- Another donation letter to Friends is being considered.
- Spring book sale will be held from Thursday, April 16 (evening) to Saturday, April 18.
- Odds and Ends Art Auction will be held Friday, April 24.
- Members' Appreciation Celebration (replacing the Gala) will be held on the first Friday in June.

LIBRARY DIRECTOR'S REPORT (S. Matthews)

- FCL is now selling unneeded items (for example office items, furniture) on GovDeals.com. S. Matthews has had experience with this. C. Peterson is the point person.
- The Small Business Lunch and Learn Series (weekly) has begun.
- S. Matthews and K. Sexton will be attending the Public Library Association Conference in Minneapolis at the end of March.
- The new full recycle (mixed material) bin has arrived at Twelve Mile. Staff is in process of determining best use and placement of recycling containers inside building.
- The Seed Library will be open on March 14.
- S. Matthews has met with Aaron Phillips, McCarthy and Smith Project Director, and MCD Architects. Plans are still 90 percent complete.
- Aaron Phillips recommends aiming to begin construction in September, once desired contractors have finished work they do in summer for school districts.

SUBCOMMITTEE UPDATES

Personnel (D. Muthukuda)

- Tuition reimbursement proposal is under study.
- DM held 3-month check-in with S. Matthews.

Facilities (S. Snodgrass)

- Various options still under study for ensuring safe parking lot for pedestrians at Twelve Mile, including speed bumps.

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- Donor pavers are wearing out and re-engraving is expensive. An outside donor wall is being discussed.
- Hold lockers - did they work properly in cold weather? Enquiring minds want to know.
- The next Committee meeting will be April 2.

Finance (K. Brown)

- Meeting February 19: Realpoint presented regarding owner's representation in the construction process. PFM provided an introduction to the world of bonds.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CORRESPONDENCE

None

PUBLIC COMMENT

S. Charlesbois - previous major construction (2003) was difficult. Owner's representation might help.

M. Showich-Gallup - advocating for assistance with construction.

E. Johnson - owner's representation could assist with contractors' accountability.

TRUSTEE COMMENT

- S. Snead - sending our well wishes and prayers to our friends at Temple Israel after attack today.
- K. Brown - will amphitheater use affect patrons inside building? (Staff: we will be thoughtful about use.)
- S. Snodgrass - board trustees should only use FCL email accounts for communication.

ADJOURNMENT

The Board meeting was adjourned by Vice President Muthukuda at 8:00. The next meeting of the Library Board is scheduled for Thursday, April 9, 2026, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees



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April 6, 2026

To: Sasha Matthews, Library Director
Farmington Community Library (FCL) Board of Directors

Re: March 2026 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
	Bank:	Account no:	
03/11/2026	10126--Michigan Employers Retirement		742.24 In transit
03/11/2026	10126--Michigan Employers Retirement		6,527.38 In transit
03/11/2026	10126--Michigan Employers Retirement		1,004.98 In transit
03/11/2026	10126--Michigan Employers Retirement		1,867.55 In transit
03/11/2026	10126--Michigan Employers Retirement		5,555.84 In transit
03/11/2026	10126--Michigan Employers Retirement		5,782.52 In transit
03/11/2026	10009--Consumers Energy		2,214.74 03/31/2026
03/11/2026	10589--Paylocity		28,784.27 03/31/2026
03/12/2026	10014--T-Mobile		1,086.88 03/31/2026
03/13/2026	10330--Comerica Commerical Card Services		3,529.34 03/31/2026
03/13/2026	10009--Consumers Energy		3,350.49 03/31/2026
03/16/2026	10147--EHIM		1,909.45 03/31/2026
03/16/2026	10147--EHIM		142.35 03/31/2026
03/17/2026	10019--Clear Rate Communications		523.91 03/31/2026
03/17/2026	10015--Toshiba America Business Solutions		3,341.67 03/31/2026
03/20/2026	10589--Paylocity		1,611.74 03/31/2026
03/23/2026	10144--Mutual Of Omaha		1,915.46 03/31/2026
03/23/2026	10005--DTE Energy		3,894.95 03/31/2026
03/23/2026	10005--DTE Energy		12,635.65 03/31/2026
03/24/2026	10021--Home Depot Credit Services		771.25 03/31/2026
03/25/2026	10330--Comerica Commerical Card Services		9,133.05 03/31/2026
03/25/2026	10589--Paylocity		15.79 03/31/2026
03/25/2026	10589--Paylocity		29,472.08 03/31/2026
03/25/2026	10126--Michigan Employers Retirement		787.92 In transit
03/25/2026	10126--Michigan Employers Retirement		6,516.29 In transit
03/25/2026	10126--Michigan Employers Retirement		999.83 In transit
03/25/2026	10126--Michigan Employers Retirement		1,856.25 In transit
03/25/2026	10126--Michigan Employers Retirement		5,548.31 In transit
03/25/2026	10126--Michigan Employers Retirement		5,841.86 In transit
03/25/2026	10126--Michigan Employers Retirement		26,123.28 In transit
03/26/2026	10729--BCBS of Michigan		38,718.12 03/31/2026
03/30/2026	10003--AT&T		115.46 03/31/2026
03/30/2026	10003--AT&T		818.92 03/31/2026
03/31/2026	10083--Pitnev Bowes Global Financial Services Inc		248.58 03/31/2026
			213,388.40

	Bank: Bill.com Clearing - Bill.com Money Out Clearing	Account no:	
03/03/2026	10094--Michigan Library Association		25.00 In transit
03/03/2026	10121--Library Ideas		1,087.72 In transit
03/03/2026	10000--Baker & Taylor Inc		7,985.57 In transit
03/11/2026	10002--Farmington Community Library		6,818.17 In transit
03/11/2026	10035--The Library Network		3,911.30 In transit
03/11/2026	10031--Quill LLC		93.31 In transit
03/11/2026	10626--NorthStar Mat Service		185.76 In transit
03/11/2026	10041--Naeir		128.03 In transit
03/11/2026	10464--Minuteman Press Farmington Hills		716.76 In transit
03/11/2026	10094--Michigan Library Association		25.00 In transit
03/11/2026	10573--MCD Architects		51,800.00 In transit
03/11/2026	10027--Great Lakes Ace Hardware		8.52 In transit
03/11/2026	10068--Gallagher Fire Equipment		1,605.00 In transit
03/11/2026	10738--Dearborn Music		545.49 In transit
03/11/2026	10502--Amazon Capital Services		545.96 In transit
03/11/2026	10082--OverDrive, Inc		4,924.06 In transit
03/11/2026	10011--Midwest Tape		536.39 In transit
03/11/2026	10121--Library Ideas		708.96 In transit
03/11/2026	10004--Ingram Library Services		2,288.81 In transit
03/16/2026	10141--Benistar/UA-6803		5,113.60 In transit
03/16/2026	10002--Farmington Community Library		3,858.90 In transit
03/16/2026	10023--Witt Mechanical, Inc		3,364.00 In transit
03/16/2026	10029--Unique		197.00 In transit
03/16/2026	10032--The Friends Of The Library		1,475.00 In transit
03/16/2026	10187--Network Services Company		1,186.05 In transit
03/16/2026	10079--Midwest Tape Hoopla		15,728.28 In transit
03/16/2026	10094--Michigan Library Association		25.00 In transit
03/16/2026	10582--Jill Wioskowski		50.00 In transit
03/16/2026	10020--Gordon Food Service Inc		92.47 In transit
03/16/2026	10040--Foster, Swift, Collins & Smith		1,815.60 In transit
03/16/2026	10594--Danboise Mechanical		633.16 In transit

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
03/16/2026	10627--CJB Pest and Mosquito Control		165.00 In transit
03/16/2026	10230--BottomLine Personal		39.00 In transit
03/16/2026	10553--Thomas Kline/Crimson Multimedia		417.13 In transit
03/16/2026	10011--Midwest Tape		3,560.89 In transit
03/16/2026	10668--Midas Auto Service & Tires		1,690.04 In transit
03/16/2026	10004--Ingram Library Services		9,656.39 In transit
03/24/2026	10031--Quill LLC		459.52 In transit
03/24/2026	10626--NorthStar Mat Service		98.60 In transit
03/24/2026	10004--Ingram Library Services		207.03 In transit
03/24/2026	10038--Douglas Moye		210.00 In transit
03/24/2026	10502--Amazon Capital Services		193.10 In transit
03/24/2026	10052--Overdrive		45,000.00 In transit
03/26/2026	10002--Farmington Community Library		49,958.26 In transit
03/26/2026	10346--ULINE		235.79 In transit
03/26/2026	10553--Thomas Kline/Crimson Multimedia		487.12 In transit
03/26/2026	10035--The Library Network		2,498.11 In transit
03/26/2026	10054--Schindler Elevator Corp		5,765.06 In transit
03/26/2026	10741--Saima Menon		50.00 In transit
03/26/2026	10409--Rebecca Brown		645.00 In transit
03/26/2026	10286--Northville Locksmith		835.00 In transit
03/26/2026	10464--Minuteman Press Farmington Hills		45.00 In transit
03/26/2026	10351--Michigan Science Center		187.50 In transit
03/26/2026	10315--MetroNet Consortium		5,552.00 In transit
03/26/2026	10159--Manufacturer's News, Inc.		324.90 In transit
03/26/2026	10433--Lijun Xue		215.00 In transit
03/26/2026	10026--FJ Lafontaine & Sons Landscaping		6,804.00 In transit
03/26/2026	10037--Dorothy Hinton		160.00 In transit
03/26/2026	10033--Demco Inc.		326.87 In transit
03/26/2026	10738--Dearborn Music		601.91 In transit
03/26/2026	10662--Dan Patton		156.00 In transit
03/26/2026	10186--Cengage Learning Inc / Gale		1,800.00 In transit
03/26/2026	10498--Muniweb		390.00 In transit
03/26/2026	10011--Midwest Tape		550.93 In transit
03/26/2026	10121--Library Ideas		300.72 In transit
03/26/2026	10004--Ingram Library Services		6,828.57 In transit
03/26/2026	10627--CJB Pest and Mosquito Control		255.00 In transit
03/26/2026	10502--Amazon Capital Services		2,574.73 In transit
	Total for Bill.com Clearing		<u>266,723.04</u>

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$480,111.44

Suggestion:

IMPROVE/INCREASE SIGNAGE. THIS WAS MY FIRST ^{VISIT} HERE, COMING BY SMARTBUS FROM 12 MILE AND FARMINGTON, I WALKED THREE BLOCKS AND SAW NO SIGNS INDICATING THE LIBRARY'S MAIN ENTRANCE. UPON ENTERING I SAW THE CIRCULATION DESK, AND HAD TO CHOOSE LEFT OR RIGHT TO GO FURTHER. I DIDN'T KNOW WHERE TO FIND A WATER FOUNTAIN OR RESTROOM OR COMPUTERS OR NEWSPAPERS OR ADULT BOOKS, ETC. I SPENT AN HOUR JUST DISCOVERING PART OF THE FIRST FLOOR. A FLOOR-PLAN TYPE MAP - ON PAPER, EVEN - WOULD BE NICE.

I DON'T LIKE TO ASK FOR INFORMATION OR DIRECTIONS, PARTICULARLY
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!

NOW THAT I HAVE UNCORRECTED HEARING^s AND CANNOT UNDERSTAND SPOKEN WORDS WELL, NOTE! I DON'T FIND^s USEFUL DEVICES FOR HEARING IMPAIRE

ALTHOUGH YOU HAVE A NICE SELECTION OF

Suggestion:

If there is ever an opportunity to RE-ORIENT the entrance to the library from the Parking Lot - PLEASE PLEASE PLEASE --- do so.

It faces west - the winds are nearly always from the West heading East ... The winter winds here been brutal IN THE LIBRARY AT THE CIRCULATION DESK. The doors open, people stream in + the wind gets us all.

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!

I think different doors or a means of walking in that does not follow the straight (W) path might HELP.



Suggestion:

I would like to play old fashioned
Bingo. Please offer it weekly,
twice a week, or monthly.

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!

PHONE: _____

EMAIL: _____

What made your Library visit special?

The people who work here are to be commended
for their courtesy, effort and helpfulness.

Turn over to leave a suggestion for Library staff.

Suggestion:

More chess



Miriam

Suggestion:

lots of fun idk

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

What made your Library visit special?

Books!

Turn over to leave a suggestion for Library staff.

Thank you for your assistance and for providing a great atmosphere for a library! Keep up the great work!

Turn over to leave a suggestion for Library staff.



**How are
we doing?**

NAME: _____

DATE: APRIL 3 _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

YOU HAVE LOTS OF WALL CLOCKS, FEW PLACES DO ANYMORE.

Turn over to leave a suggestion for Library staff.