Farmington Community Library
Board of Trustees Meeting
Thursday, November 12, 2026
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.
November 12, 2026

- **Call to Order**
- **Approval of Agenda**
- **Public Comment (3 minutes per person)**
- **Minutes**
  - ☐ Approval of Minutes October 2026
- **Presentations**
- **Treasurers Report**
  - ☐ Approval of October operating bills 2026
  - ☐ Financial Reports
  - ☐ Michigan Class updates
- **Friends of the Library**
- **Director's Report**
- **Sub-Committee Updates**
  - ☐ Personnel
  - ☐ Facilities
  - ☐ Finance
  - ☐ Bylaws
- **Unfinished Business**
- **New Business**
  - ☐ Vision & Dental Insurance
  - ☐ Delegation of authority
  - ☐ Internet acceptable use policy
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**

- **Adjournment**

plante moran

Plante & Moran, PLLC
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November 12, 2026

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

Re: October 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.

Praxity
MEMBER
GLOBAL ALLIANCE OF INDEPENDENT FIRMS

Farmington Community Library
Check register

Date	Payee	Document no.	Amount Cleared
	Bank: [illegible]		
10/06/2026	10589--Paylocity		35,791.72 In transit
10/07/2026	10126--Michigan Employers Retirement		7,728.01 In transit
10/07/2026	10126--Michigan Employers Retirement		954.26 In transit
10/07/2026	10126--Michigan Employers Retirement		559.63 In transit
10/07/2026	10126--Michigan Employers Retirement		7,246.46 In transit
10/07/2026	10126--Michigan Employers Retirement		5,316.51 In transit
10/08/2026	10009--Consumers Energy		139.77 In transit
10/09/2026	10009--Consumers Energy		133.73 In transit
10/09/2026	10024--City of Farmington Hills		22,770.00 In transit
10/13/2026	10014--T-Mobile		1,098.79 In transit
10/14/2026	10147--EHIM		147.60 In transit
10/15/2026	10330--Comerica Commerical Card Services		5,824.53 In transit
10/15/2026	10019--Clear Rate Communications		524.90 In transit
10/15/2026	10063--City Of Farmington - Water		1,496.37 In transit
10/15/2026	10773--GFL Environmental		185.90 In transit
10/20/2026	10589--Paylocity		1,612.28 In transit
10/20/2026	10202--Jim Gill Inc	027283	4,500.00 In transit
10/21/2026	10589--Paylocity		30,316.97 In transit
10/21/2026	10126--Michigan Employers Retirement		6,897.48 In transit
10/21/2026	10126--Michigan Employers Retirement		6,150.52 In transit
10/21/2026	10126--Michigan Employers Retirement		991.34 In transit
10/21/2026	10126--Michigan Employers Retirement		572.21 In transit
10/21/2026	10126--Michigan Employers Retirement		5,990.46 In transit
10/21/2026	10126--Michigan Employers Retirement		5,341.06 In transit
10/21/2026	10005--DTE Energy		7,585.34 In transit
10/21/2026	10005--DTE Energy		17,307.93 In transit
10/21/2026	10021--Home Depot Credit Services		972.25 In transit
10/21/2026	10147--EHIM		269.55 In transit
10/22/2026	10144--Mutual Of Omaha		2,184.40 In transit
10/27/2026	10003--AT&T		246.64 In transit
10/27/2026	10003--AT&T		816.58 In transit
10/27/2026	10729--BCBS of Michigan		39,041.66 In transit
	Total for [illegible]		**220,714.85**
	Bank: Bill.com Clearing - Bill.com Money Out Clearing	**Account no:**	
10/09/2026	10002--Farmington Community Library		20,293.27 In transit
10/09/2026	10023--Witt Mechanical, Inc		2,807.00 In transit
10/09/2026	10765--Quilted Wishes LLC		400.00 In transit
10/09/2026	10187--Network Services Company		1,822.40 In transit
10/09/2026	10012--NBS		540.00 In transit
10/09/2026	10128--National Time & Signal Corp		290.00 In transit
10/09/2026	10004--Ingram Library Services		495.31 In transit
10/09/2026	10027--Great Lakes Ace Hardware		32.29 In transit
10/09/2026	10467--C & G Newspapers		1,000.00 In transit
10/20/2026	10002--Farmington Community Library		3,420.32 In transit
10/20/2026	10029--Unique		354.60 In transit
10/20/2026	10015--Toshiba America Business Solutions		235.08 In transit
10/20/2026	10035--The Library Network		1,286.31 In transit
10/20/2026	10655--Springshare LLC		144.74 In transit
10/20/2026	10261--ProQuest LLC		19,244.49 In transit
10/20/2026	10201--Plante Moran		8,589.00 In transit
10/20/2026	10718--Motor City Ghost Hunters, LLC		100.00 In transit
10/20/2026	10464--Minuteman Press Farmington Hills		174.30 In transit
10/20/2026	10782--Josef Ploski		26.50 In transit
10/20/2026	10020--Gordon Food Service Inc		7.98 In transit
10/20/2026	10040--Foster, Swift, Collins & Smith		720.90 In transit
10/20/2026	10171--Farmington Genealogical Society		300.00 In transit
10/20/2026	10594--Danboise Mechanical		642.00 In transit
10/20/2026	10627--CJB Pest and Mosquito Control		250.00 In transit
10/20/2026	10321--BookPage		1,584.00 In transit
10/20/2026	10141--Benistar/UA-6803		4,474.40 In transit
10/20/2026	10346--ULINE		462.61 In transit
10/20/2026	10644--Rocket Enterprise Inc		570.00 In transit
10/20/2026	10031--Quill LLC		2,195.45 In transit
10/20/2026	10626--NorthStar Mat Service		313.24 In transit
10/20/2026	10011--Midwest Tape		244.82 In transit
10/20/2026	10075--Lush Lawn/Safari Tree		1,269.50 In transit
10/20/2026	10026--FJ Lafontaine & Sons Landscaping		1,007.00 In transit

Farmington Community Library
Check register

Date	Payee	Document no.	Amount	Cleared
10/20/2026	10774--CINTAS		209.69	In transit
10/27/2026	10278--World Trade Press		5,385.60	In transit
10/27/2026	10529--West Bloomfield Township Public Library		12.74	In transit
10/27/2026	10346--ULINE		57.93	In transit
10/27/2026	10553--Thomas Kline/Crimson Multimedia		778.23	In transit
10/27/2026	10035--The Library Network		2,498.11	In transit
10/27/2026	10132--Scholastic Inc.		15,626.00	In transit
10/27/2026	10187--Network Services Company		1,628.16	In transit
10/27/2026	10041--Naeir		102.32	In transit
10/27/2026	10498--Muniweb		195.00	In transit
10/27/2026	10079--Midwest Tape Hoopla		16,835.29	In transit
10/27/2026	10165--Michigan.com		238.89	In transit
10/27/2026	10666--Jan-Pro Detroit, LLC		10,143.98	In transit
10/27/2026	10415--Howell Nature Center		40.00	In transit
10/27/2026	10070--Grace Note Piano Service		150.00	In transit
10/27/2026	10784--Everon		237.00	In transit
10/27/2026	10784--Everon		1,016.65	In transit
10/27/2026	10046--EnvisionWare, Inc		190.75	In transit
10/27/2026	10785--Detroit GJ		1,641.00	In transit
10/27/2026	10738--Dearborn Music		401.86	In transit
10/27/2026	10774--CINTAS		270.00	In transit
10/27/2026	10783--Auto-Owners Insurance		10,666.00	In transit
10/27/2026	10389--4Imprint, Inc		419.27	In transit
10/27/2026	10389--4Imprint, Inc		1,120.80	In transit
10/27/2026	10082--OverDrive, Inc		11,018.45	In transit
10/27/2026	10011--Midwest Tape		3,232.87	In transit
10/27/2026	10004--Ingram Library Services		17,211.82	In transit
10/27/2026	10408--Federal Fireplace & BBQ		679.50	In transit
	Total for Bill.com Clearing		**177,305.42**	

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: $398,020.27

FCL

Director's Report
November 2026

Patron Comments
Included in your Board packet.

Award for 100 Years in Business
The library was the recipient of the "100 Years in Business Milestone" award from the Greater Farmington Area Chamber of Commerce. We are very excited to receive this award and many thanks to Sherri Vaughn for all her hard work with the Chamber.

Author Event TJ Klune
TJ Klune was fabulous! We took TJ out to dinner before the event. He was engaging and well-liked by the audience. Attendance was approx. 247, both virtual and in person. Everyone that attended was engaged and excited for the event.

Staff Day
On Tuesday, Nov. 11, both libraries will be closed for Staff Day. We have a full day of activities planned. The morning will include DiSC Assessment training and breakout sessions for the afternoon.

Organizational Training
We are working on scheduling our Cultural Agility Training which will be in December or January.

Renovations
Renovations are moving along nicely. The parking lot is scheduled to be finished before Thanksgiving. Bathrooms are moving along and at Farmington, the downstairs bathroom is being demolished this week.
Farmington Elevator replacement will probably be delayed due to some design drawings that need to be changed. Will let you know when we will move forward soon.

Upcoming Library Closures
Wednesday, November 25 – Closes at 3:00 PM

FCL

Thursday, November 26 – Thanksgiving

State Aid Report

The state aid report has opened for libraries to fill out. This report is used to allocate state funding and is required by the Library of Michigan. It is due in February and I have started gathering the necessary information.

Submitted by

Sasha Matthews
Director

Farmington Community Library Board of Trustees
Regular Board Meeting
6:00 p.m. - October 8, 2026
Farmington Branch

Board Members Present: McClellan, Brown, Snodgrass, Snead, Doby, White

Board Members Absent: Muthukuda, Murphy

Staff Members Present: Matthews, Baker, Peterson, Showich-Gallup

Staff Members Absent: None

CALL TO ORDER

The regular Board meeting was called to order at 6:03 by President McClellan.

APPROVAL OF AGENDA

MOTION by White to approve the Agenda for the October 8, 2026 Board meeting, adding "Robert Stempien of Reappoint" under Presentations and "Discussion of MI Class Series II" under New Business, was supported by Brown.

Vote: Aye: All in favor (6-0)
Opposed: None
Motion passed.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held September 10, 2026, was supported by Doby.

Vote: Aye: All in favor (6-0)
Opposed: None
Motion passed.

PRESENTATIONS

James Wilde from Alan C. Young re: annual audit

- FCL earns an "unmodified opinion," which is the "gold standard." There were no deficiencies in internal controls. Thank you for the "fantastic support" from FCL staff.

Robert Stempien from Realpoint re: renovations

- Realpoint has recommended getting detailed information about drainage around the outdoor spaces at FA. Soil borings have now been done. A topographical map has been ordered. Extra study will push back start of digging till spring, but this would bring savings as no winterizing protection of site would be needed.

DRAFT

PRESENTATIONS (CONT'D)

- Interior work will continue on schedule at both buildings. Asbestos abatement has been handled quickly at FH.
- Realpoint recommends working with MCD Architects to lock down final architect fee for Phase One.

TREASURER'S REPORT

MOTION by Brown to approve paying September 2026 operating bills totaling $427,944.97 was supported by Doby.

Vote: Aye: All in favor (6-0)
Opposed: None
Motion passed.

MOTION by Brown to receive and file September 2026 financial reports was supported by Doby.

Vote: Aye: All in favor (6-0)
Opposed: None
Motion passed.

K. Brown:

- YTD interest earned from Michigan Class is $402,602.99.
- Changeover of Comerica Bank to Fifth Third has not been seamless for FCL. K. Brown is still working to establish proper access to accounts for Plante Moran.
- MI Class Series II account would offer a higher interest rate, but money must stay in account for nine months. Plante Moran supports moving up to $4 million.

FRIENDS' REPORT (S. Charlesbois)

- Friends received $500 from Optimists. S. Charlesbois will talk to Friends board about putting this money towards the 1000 Books Before Kindergarten program.
- There will not be a fall book sale, due to construction.
- All book / media donations are being paused during construction, due to lack of storage.
- Reminder - TJ Klune (*The House in the Cerulean Sea)* will come to FCL on October 19.

LIBRARY DIRECTOR'S REPORT (S. Matthews)

- FCL is hiring for several positions.
- S. Matthews and J. Baker attended the Sikh Heritage banquet on September 19.
- The FCL raven, part of the Grand Raven Festival, is in Riley Park.
- Staff Day will once again be held on November 11, Veterans Day. Both branches will be closed.

DRAFT

SUBCOMMITTEE UPDATES

Personnel (C. Doby)

Committee met October 5. Items discussed included:

- Staffing opening in Adult Services
- Getting staff feedback on potential vision and dental coverage
- Annual review of the director

Facilities (S. Snodgrass)

- At last meeting (October 1), committee discussed: replacement of RTU 7 at FH, life of roof at FA, further lighting upgrades, and status of renovations. Robert Stempien of Realpoint joined meeting.

Finance (K. Brown)

Committee discussed:

- Gifting and Donation Policy, especially Naming Rights
- Benefits of MI Class Series II account
- Funding capital improvement

UNFINISHED BUSINESS

None

NEW BUSINESS

Tuition Reimbursement

MOTION by Doby to approve new Tuition Reimbursement Policy was supported by Brown.

Vote: Aye: All in favor (6-0)
Opposed: None

Motion passed.

Update By-Laws

Ad-hoc committee will form to review By-Laws. S. Snead to chair.

Rooftop Unit 7

MOTION by Doby to approve up to $45,000 for Witt Mechanical to replace RTU 7 at FH was supported by Snead.

Vote: Aye: All in favor (6-0)
Opposed: None

Motion passed.

Capital Improvement Funding Approach

No action

DRAFT

Farmington Community Library Board of Trustees
Regular Board Meeting
6:00 p.m. - October 8, 2026

Adjustment to Meeting Location for December 2026

Due to construction, regular December Board Meeting will be moved to FH.

DRAFT

MI Class Series II

MOTION by Brown to open a MI Class Series II account and to move $4 million into it was supported by Snead.

Vote: Aye: All in favor (6-0)
Opposed: None

Motion passed.

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

S. Snodgrass - Farmington Hills has sent letters to members of boards and commissions asking about future interest in serving.

K. Brown - Director Matthews has done "a fabulous job" juggling meetings and the work going on regarding renovations

ADJOURNMENT

The Board meeting was adjourned at 7:30 by President McClellan. The next regular meeting of the Library Board is scheduled for Thursday, November 12, 2026, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

DRAFT

FCL

Suggestion:

get Slouch, by ~~Christina~~ christina Wyman

you already have lawbreacker & breakout, Slouch is the next book in series

Thank you for taking the time to fill out this form. Please place it in

What made your Library visit special?

- The organization of materials
- Ms. Melanie's kindness
- Our son finds incredible books her
- This children's section has helped our so much. He is growing into a strong r

Turn over to leave a suggestion for Library staff.