



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

- **Call to Order**
- **Approval of Agenda**
- **Public Comment (3 minutes per person)**
- **Minutes**
 - Approval of Minutes for regular & special meeting February 2026
- **Presentations**
 - Realpoint
 - Budget
- **Treasurers Report**
 - Approval of February 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**

March 9, 2026

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

Re: February 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	Vendor	Document no.	Amount	Cleared
	Bank: Comerica	Account n		
02/04/2026	10238--O.C.W.R.C.		363.26	02/28/2026
02/04/2026	10238--O.C.W.R.C.		1,195.33	02/28/2026
02/04/2026	10238--O.C.W.R.C.		190.50	02/28/2026
02/04/2026	10021--Home Depot Credit Services		1,076.29	02/28/2026
02/09/2026	10009--Consumers Energy		1,829.41	02/28/2026
02/11/2026	10126--Michigan Employers Retirement		696.29	02/28/2026
02/11/2026	10126--Michigan Employers Retirement		6,501.41	02/28/2026
02/11/2026	10126--Michigan Employers Retirement		1,004.98	02/28/2026
02/11/2026	10126--Michigan Employers Retirement		1,943.56	02/28/2026
02/11/2026	10126--Michigan Employers Retirement		5,052.44	02/28/2026
02/11/2026	10126--Michigan Employers Retirement		5,746.01	02/28/2026
02/11/2026	10589--Paylocity		28,421.10	02/28/2026
02/12/2026	10009--Consumers Energy		2,466.87	02/28/2026
02/12/2026	10014--T-Mobile		1,058.69	02/28/2026
02/13/2026	10330--Comerica Commerical Card Services		2,589.97	02/28/2026
02/17/2026	10019--Clear Rate Communications		523.91	02/28/2026
02/18/2026	10015--Toshiba America Business Solutions		1,103.00	02/28/2026
02/19/2026	10005--DTE Energy		12,957.50	02/28/2026
02/19/2026	10005--DTE Energy		4,289.79	02/28/2026
02/20/2026	10083--Pitney Bowes Global Financial Services Inc		315.36	02/28/2026
02/20/2026	10147--EHIM		995.52	02/28/2026
02/20/2026	10147--EHIM		147.60	02/28/2026
02/20/2026	10589--Paylocity		3,247.74	02/28/2026
02/20/2026	10087--WM Corporate Services, Inc.		6,719.68	02/28/2026
02/24/2026	10021--Home Depot Credit Services		391.63	02/28/2026
02/24/2026	10144--Mutual Of Omaha		1,877.38	02/28/2026
02/25/2026	10003--AT&T		115.93	02/28/2026
02/25/2026	10126--Michigan Employers Retirement		765.68	In transit
02/25/2026	10126--Michigan Employers Retirement		6,551.86	In transit
02/25/2026	10126--Michigan Employers Retirement		1,004.98	In transit
02/25/2026	10126--Michigan Employers Retirement		2,027.75	In transit
02/25/2026	10126--Michigan Employers Retirement		5,046.72	In transit
02/25/2026	10126--Michigan Employers Retirement		5,814.82	In transit
02/25/2026	10126--Michigan Employers Retirement		(5,046.72)	02/28/2026
02/25/2026	10126--Michigan Employers Retirement		5,046.72	02/28/2026
02/25/2026	10126--Michigan Employers Retirement		26,123.28	02/28/2026
02/25/2026	10589--Paylocity		29,180.18	02/28/2026
02/26/2026	10729--BCBS of Michigan		38,718.12	02/28/2026
02/27/2026	10003--AT&T		819.01	02/28/2026
	Total for		208,873.55	
	Bank: Bill.com Clearing - Bill.com Money Out Clearing	Account no:		
02/05/2026	10201--Plante Moran		9,466.27	In transit
02/05/2026	10395--Occupational Health Centers of Michigan PC		127.00	In transit
02/05/2026	10286--Northville Locksmith		60.00	In transit
02/05/2026	10187--Network Services Company		459.50	In transit
02/05/2026	10373--Monroe County Library System		4.99	In transit
02/05/2026	10679--Macmillan Holdings, LLC		7,500.00	In transit
02/05/2026	10666--Jan-Pro Detroit, LLC		9,855.17	In transit
02/05/2026	10737--Harrison Township Public Library		19.00	In transit
02/05/2026	10046--EnvisionWare, Inc		46.75	In transit
02/05/2026	10037--Dorothy Hinton		160.00	In transit
02/05/2026	10594--Danboise Mechanical		608.03	In transit
02/05/2026	10024--City of Farmington Hills		38.30	In transit
02/05/2026	10186--Cengage Learning Inc / Gale		11,651.95	In transit
02/05/2026	10364--Blick Art Materials		97.47	In transit
02/05/2026	10023--Witt Mechanical, Inc		4,278.00	In transit
02/05/2026	10004--Ingram Library Services		968.40	In transit
02/05/2026	10627--CJB Pest and Mosquito Control		255.00	In transit
02/18/2026	10002--Farmington Community Library		20,432.02	In transit
02/18/2026	10553--Thomas Kline/Crimson Multimedia		1,061.32	In transit
02/18/2026	10035--The Library Network		555.08	In transit
02/18/2026	10054--Schindler Elevator Corp		1,485.19	In transit
02/18/2026	10626--NorthStar Mat Service		185.76	In transit
02/18/2026	10464--Minuteman Press Farmington Hills		37.50	In transit
02/18/2026	10079--Midwest Tape Hoopla		18,100.92	In transit
02/18/2026	10573--MCD Architects		51,800.00	In transit
02/18/2026	10582--Jill Wioskowski		20.75	In transit

Farmington Community Library Check register

Date	Vendor	Document no.	Amount Cleared
02/18/2026	10448--Faren Watson		43.16 In transit
02/18/2026	10033--Demco Inc.		199.82 In transit
02/18/2026	10662--Dan Patton		22.48 In transit
02/18/2026	10703--Creativebug		500.00 In transit
02/18/2026	10303--Candid		3,995.00 In transit
02/18/2026	10141--Benistar/UA-6803		5,113.60 In transit
02/18/2026	10082--OverDrive, Inc		18,816.18 In transit
02/18/2026	10187--Network Services Company		2,078.54 In transit
02/18/2026	10011--Midwest Tape		1,455.89 In transit
02/18/2026	10004--Ingram Library Services		6,606.86 In transit
02/18/2026	10004--Ingram Library Services		22,301.28 In transit
02/27/2026	10315--MetroNet Consortium		6,645.11 In transit
02/27/2026	10318--Morningstar		4,742.00 In transit
02/27/2026	10627--CJB Pest and Mosquito Control		90.00 In transit
02/27/2026	10002--Farmington Community Library		14,378.70 In transit
02/27/2026	10383--Lisa Philips		28.75 In transit
02/27/2026	10446--Sandy Herman		31.33 In transit
02/27/2026	10054--Schindler Elevator Corp		1,480.33 In transit
02/27/2026	10662--Dan Patton		30.00 In transit
02/27/2026	10448--Faren Watson		215.00 In transit
02/27/2026	10692--1000 Bulbs.com		84.22 In transit
02/27/2026	10020--Gordon Food Service Inc		180.31 In transit
02/27/2026	10090--Dubois Chemicals, Inc		264.00 In transit
02/27/2026	10666--Jan-Pro Detroit, LLC		10,328.00 In transit
02/27/2026	10040--Foster, Swift, Collins & Smith		827.70 In transit
02/27/2026	10026--FJ Lafontaine & Sons Landscaping		10,206.00 In transit
02/27/2026	10464--Minuteman Press Farmington Hills		40.00 In transit
02/27/2026	10187--Network Services Company		587.00 In transit
02/27/2026	10031--Quill LLC		1,158.86 In transit
02/27/2026	10454--Allied Building Services of Detroit, Inc.		5,704.75 In transit
02/27/2026	10591--Thomas Santilli		300.00 In transit
02/27/2026	10739--Ohio History Connection		10.00 In transit
02/27/2026	10241--Bethany Bruns		33.72 In transit
02/27/2026	10029--Unique		344.75 In transit
02/27/2026	10048--Inacomp TSG		2,720.00 In transit
02/27/2026	10027--Great Lakes Ace Hardware		279.73 In transit
02/27/2026	10024--City of Farmington Hills		160.33 In transit
02/27/2026	10041--Naeir		85.50 In transit
02/27/2026	10201--Plante Moran		5,837.21 In transit
02/27/2026	10498--Muniweb		195.00 In transit
02/27/2026	10054--Schindler Elevator Corp		532.75 In transit
02/27/2026	10012--NBS		540.00 In transit
02/27/2026	10502--Amazon Capital Services		1,317.73 In transit
02/27/2026	10626--NorthStar Mat Service		98.60 In transit
02/27/2026	10023--Witt Mechanical, Inc		41,333.00 In transit
02/27/2026	10011--Midwest Tape		4,790.01 In transit
02/27/2026	10004--Ingram Library Services		8,170.26 In transit
	Total for Bill.com Clearing		<u>324,177.83</u>

Director's Report March 2026

Patron Comments

Included in your Board packet.

Gov Deals

We have started selling items that we no longer need on GovDeals.com. It is a website many cities, universities, etc. use to sell and recoup funds for items no longer needed. To date, we have sold a typewriter, extra staples and some record books. Crystal Peterson is our main contact person for that process. As we move into the renovation process, we will sell more furniture and items to help reduce the number of items going into landfills.

Public Library Associations Conference

The PLA conference is at the end of the month, and we have two people attending: Sasha Matthews and Kristel Sexton. The dates are March 31-April 3.

Small Business Lunch & Learn Series

This 6-week program covers topics from Starting Your Own Business to Financing to Marketing. Speakers include local attorneys, local small business owners, representatives from the city of Farmington and Farmington Hills, Oakland County, and the U.S. Small Business Administration.

Budget Amendment/ Budget FY 2025-2026

As written in the board bylaws, a draft of a budget for FY 2026-2027 is to be presented at the March meeting. This is a very preliminary draft as the L-4029, provided by Oakland County, will not be available until late April. Plante Moran added 3% to the FY 2025-2026 tax revenue to get the numbers for the draft.

Recycling Dumpster

We are still working on getting a full recycle dumpster and a new paper dumpster. The new dumpsters should be delivered in the next month.

Construction Meeting

We recently had our first meeting with McCarthy and Smith and MCD Architects to review the 90% completed plans. Aaron Phillips is our contact with McCarthy and Smith, he is the Project Director.

Seed Library



The seed library kickoff will be Saturday March 14 along with a program "Learn to Compost at Home" with Sara Covatta is a Master Gardener and Compost Educator.

Submitted by

Sasha Matthews

Director

Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321

FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300

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

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

Board Members Absent: Doby, Muthukuda

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

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:02 by President McClellan.

APPROVAL OF AGENDA

MOTION by Murphy to approve the Agenda for the February 12, 2026 Board meeting 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 January 8, 2026, was supported by Murphy.

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

Opposed: None

Motion passed.

MOTION by White to approve the Minutes of the Special Board Meeting held January 21, 2026, was supported by Snead.

Vote: Aye: McClellan, Brown, White, Snodgrass, Snead (5-0)

Opposed: None

Abstain: Murphy

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying January 2026 operating bills totaling \$487,950.22 was supported by White.

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

Opposed: None

Motion passed.

MOTION by Brown to receive and file January 2026 financial reports was supported by Murphy.

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

Opposed: None

Motion passed.

K. Brown:

- January interest earned from Michigan Class is \$46,124.19.

FRIENDS' REPORT (S. Charlesbois)

- Friends Board is close to adding a new member.
- Book sales in January were \$3,271, double usual monthly sales. New "store" is "great".
- Next big sale will be held April 17-19.
- Odds and Ends Art Auction will be held April 24.
- Events for donors are in the works.

LIBRARY DIRECTOR'S REPORT (S. Matthews)

- Audit firm accidentally turned audit into state late. Audit has now been received in Lansing.
- Small Business Lunch and Learn Series will be held in March and April.
- FCL will participate in State of the Cities on March 6.
- S. Matthews has continued orientation meetings with each FCL department and with TLN. She started her New Director Training with the Library of Michigan and has received Level 1 Librarian Certification.
- S. Matthews will be attending Public Library Association conference.
- FCL website is being brought into ADA compliance for accessibility.
- Next Bosch grant received could focus on new study rooms or outdoor space at Twelve Mile.

SUBCOMMITTEE UPDATES

Personnel (R. Murphy)

- Staff Working Conditions and Benefits Committee has proposed tuition reimbursement.

Facilities (S. Snodgrass)

- FCL has received 20 percent of plans for Phase 1. Construction timetable is being delayed. Currently, Phase 1 start is set for spring and completion is anticipated in early 2027.

**Farmington Community Library Board of Trustees
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- All necessary sidewalk repairs at Twelve Mile will be folded into Phase 1.
- Various options under study for ensuring safe parking lot for pedestrians at Twelve Mile.
- A bin for combined recycling will soon replace one of the Abitibi paper bins at Twelve Mile.
- The next Committee meeting will be March 5.

Finance (K. Brown)

- Draft of new policy for memorials and gifts has been sent to attorney for review.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CORRESPONDENCE

K. Voight - thank you to staff for friendliness and for building diverse collections and programs.

PUBLIC COMMENT

None

TRUSTEE COMMENT

- K. Brown: Michigan Advocacy Day coming April 28. Hopefully board members can attend again this year.
- K. Brown: Michigan Library Association is keeping eye on possibility of taking penal and civil fines away from libraries and giving them to courts. FCL got \$142,458.00 from this fund last year. This is an issue to watch and to talk with legislators about.
- K. Brown: Will be sending board members a link to online discussion re: status of DEI initiatives, given recent executive orders.
- S. Snodgrass: FCL board webpage needs updating. Staff: yup, it's being done.
- E. McClellan reiterates hope for board members to attend Michigan Advocacy Day. It was a good experience last year.

ADJOURNMENT

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

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees