



**Farmington Community Library
Board of Trustees Meeting
Thursday, October 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.
October 09, 2025

- **Call to Order**
- **Approval of Agenda**
- **Audit presentation**
- **Public Comment (3 minutes per person)**
- **Minutes**
 - Approval of Minutes – Regular & Special Board Meetings – September 2025
 - Amend August minutes
- **Treasurers Report**
 - Approval of September operating bills 2025
 - Financial Reports
 - Michigan Class updates
- **Friends of the Library**
- **Director's Report**
 - Staff introduction Adrian & Jill .W
- **Sub-Committee Updates**
 - Personnel
 - Facilities
 - Finance
- **Unfinished Business**
- **New Business**
 - Candidate selection
 - New chairs computer area
- **Correspondence**
- **Public Comment (3 minutes per person)**

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

- **Trustee Comment**
- **Adjournment**

Farmington Community Library Board of Trustees
Board Meeting, 6:00 pm. September 11, 2025

Board Members Present: McClellan, Brown, Murphy, Snodgrass, Snead (arrived late)

Board Members Absent: Muthukuda, Doby, White

Staff Members Present: Siegrist, Baker, Showich-Gallup, Peterson, Stacy, Wes

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:04 by President Ernie McClellan

APPROVAL OF AGENDA

MOTION by Snodgrass to approve the Agenda for the Sept 11, 2025 Board meeting was supported by Brown.

Vote: Aye: All in favor (5-0)

Opposed: None

Motion Passed.

PUBLIC COMMENT

Ryan Flouch, Farmington Hills, expressed concern regarding the adult graphic novels on display on shelves, that are accessible to children, as some contain explicit sexual content.

APPROVAL OF THE MINUTES

MOTION by Snodgrass to approve the Minutes of the Regular Board Meeting held August 14, 2025 Board Meeting was supported by Brown.

Vote: Aye: Murphy, Snead, Snodgrass (3-0)

Opposed: None

Abstained: Brown, McClellan

Motion Passed.

TREASURER'S REPORT

MOTION by Brown to approve paying August, 2025 operating bills totaling \$416,204.91 was supported by Murphy.

Vote: Aye: All in favor (5-0)

Opposed: None

Motion Passed.

MOTION by Brown to receive and file August 2025 financial reports was supported by Murphy.

Vote: Aye: All in favor (5-0)

Opposed: None

Motion passed.

FRIENDS' REPORT (S Charlebois)

- Book sale happening Oct 23, with a Friends preview.
- Oct. 20 will be an Author event.

LIBRARY DIRECTOR'S REPORT

- Met with MCD Architects to review design plans and schematic drawings.
- Detroit News, Free Press and USA Today will be available with digital access.
- 2026 retiree healthcare costs have increased 4.92% for the Medicare Advantage Prescription drug plan.
- FCL Financial Audit is underway. Board members please watch for the related questionnaire.
- 3 year full access digital FCL cards are now available to persons living in our service area.
- Staff introductions: Stacy and Wes discussed their roles in the library and their work on improving the Library of Things collection and the Maker Space options for patrons.

SUBCOMMITTEE UPDATES

Personnel- McClellan thanked the committee for their efforts finding six great Director candidates to interview. Please check e-mails for further updates.

Facilities- Landscaping work has been addressed, and it is still to be determined if the HVAC should be repaired or replaced. The fountain at 12 Mile is repaired, and the entrance sign should be installed soon.

Finance- Brown reported they are investigating ways to expand donations and fund raising efforts for the library.

UNFINISHED BUSINESS

None

NEW BUSINESS

MOTION by Murphy to approve the 2026 Library Closure Draft as written, excluding closing November 27, December 26, 27 and January 2,3, 2026 was supported by Snodgrass.

Vote: Aye: All in favor (5-0)

Opposed: None

Motion passed

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

-Brown discussed Grand River Corridor plans.

ADJOURNMENT

DRAFT



Plante & Moran, PLLC
P.O. Box 307
3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

October 6, 2025

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

Re: September 2025 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
09/04/2025	10060--Pitney Bowes Global Financial Services Inc		1,000.00 09/30/2025
09/09/2025	10714--PROCAM Photo & Video Gear	27260	6,034.88 09/30/2025
09/09/2025	10009--Consumers Energy		144.58 09/30/2025
09/10/2025	10126--Michigan Employers Retirement		506.95 09/30/2025
09/10/2025	10126--Michigan Employers Retirement		5,828.50 09/30/2025
09/10/2025	10126--Michigan Employers Retirement		1,326.03 09/30/2025
09/10/2025	10126--Michigan Employers Retirement		1,926.39 09/30/2025
09/10/2025	10126--Michigan Employers Retirement		5,254.56 09/30/2025
09/10/2025	10126--Michigan Employers Retirement		6,487.73 09/30/2025
09/10/2025	10589--Paylocity		29,827.07 09/30/2025
09/11/2025	10009--Consumers Energy		827.17 09/30/2025
09/12/2025	10014--T-Mobile		1,111.36 09/30/2025
09/12/2025	10021--Home Depot Credit Services		1,208.80 09/30/2025
09/15/2025	10330--Comerica Commercial Card Services		2,227.27 09/30/2025
09/16/2025	10019--Clear Rate Communications		524.04 09/30/2025
09/16/2025	10147--EHIM		1,583.74 09/30/2025
09/16/2025	10147--EHIM		137.10 09/30/2025
09/16/2025	10015--Toshiba America Business Solutions		2,618.79 09/30/2025
09/19/2025	10144--Mutual Of Omaha		(1,924.76) 09/30/2025
09/19/2025	10589--Paylocity		1,936.45 09/30/2025
09/19/2025	10144--Mutual Of Omaha		1,924.76 09/30/2025
09/19/2025	10005--DTE Energy		16,435.68 09/30/2025
09/19/2025	10005--DTE Energy		5,484.94 09/30/2025
09/24/2025	10144--Mutual Of Omaha		1,923.12 09/30/2025
09/24/2025	10126--Michigan Employers Retirement		512.79 09/30/2025
09/24/2025	10126--Michigan Employers Retirement		5,845.29 09/30/2025
09/24/2025	10126--Michigan Employers Retirement		1,326.03 09/30/2025
09/24/2025	10126--Michigan Employers Retirement		1,947.32 09/30/2025
09/24/2025	10126--Michigan Employers Retirement		5,259.97 09/30/2025
09/24/2025	10126--Michigan Employers Retirement		6,512.38 09/30/2025
09/24/2025	10126--Michigan Employers Retirement		26,123.28 09/30/2025
09/24/2025	10589--Paylocity		30,400.04 09/30/2025
09/30/2025	10003--AT&T		796.97 09/30/2025
09/30/2025	10083--Pitney Bowes Global Financial Services Inc		248.58 09/30/2025
			173,327.80

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

09/03/2025	10553--Thomas Kline/Crimson Multimedia	658.14 In transit
09/03/2025	10349--Steven Koponen	25.47 In transit
09/03/2025	10054--Schindler Elevator Corp	7,193.20 In transit
09/03/2025	10054--Schindler Elevator Corp	2,344.76 In transit
09/03/2025	10639--Powervac	2,245.00 In transit
09/03/2025	10201--Plante Moran	9,581.56 In transit
09/03/2025	10395--Occupational Health Centers of Michigan PC	123.00 In transit
09/03/2025	10626--NorthStar Mat Service	98.60 In transit
09/03/2025	10165--Michigan.com	648.55 In transit
09/03/2025	10561--Kelly Roenicke	300.00 In transit
09/03/2025	10666--Jan-Pro Detroit, LLC	9,855.14 In transit
09/03/2025	10027--Great Lakes Ace Hardware	21.74 In transit
09/03/2025	10038--Douglas Moye	210.00 In transit
09/03/2025	10143--Blue Care Network	33,424.90 In transit
09/03/2025	10660--B Syde, LLC	1,500.00 In transit
09/03/2025	10502--Amazon Capital Services	138.27 In transit
09/03/2025	10389--4Imprint, Inc	3,824.38 In transit
09/03/2025	10023--Witt Mechanical, Inc	1,142.00 In transit
09/03/2025	10082--OverDrive, Inc	3,753.53 In transit
09/03/2025	10464--Minuteman Press Farmington Hills	284.20 In transit
09/03/2025	10011--Midwest Tape	1,041.03 In transit
09/03/2025	10004--Ingram Library Services	872.16 In transit
09/03/2025	10627--CJB Pest and Mosquito Control	180.00 In transit
09/03/2025	10000--Baker & Taylor Inc	4,032.03 In transit
09/09/2025	10017--CDW Government Inc	493.05 In transit
09/09/2025	10711--FE Technologies American Corporation	8,310.00 In transit
09/09/2025	10187--Network Services Company	2,401.96 In transit
09/09/2025	10099--The New York Times	4,498.78 In transit
09/25/2025	10002--Farmington Community Library	10,880.39 In transit
09/25/2025	10023--Witt Mechanical, Inc	2,807.00 In transit
09/25/2025	10029--Unique	354.60 In transit

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
09/25/2025	10713--Sona Avedikian		34.39 In transit
09/25/2025	10132--Scholastic Inc.		15,320.00 In transit
09/25/2025	10054--Schindler Elevator Corp		1,673.40 In transit
09/25/2025	10409--Rebecca Brown		50.00 In transit
09/25/2025	10220--PTS Communications		150.00 In transit
09/25/2025	10638--PM Technologies		400.00 In transit
09/25/2025	10531--Playaway Products		149.80 In transit
09/25/2025	10256--OCLC Inc.		795.31 In transit
09/25/2025	10626--NorthStar Mat Service		185.76 In transit
09/25/2025	10041--Naeir		72.75 In transit
09/25/2025	10498--Muniweb		195.00 In transit
09/25/2025	10079--Midwest Tape Hoopla		16,262.37 In transit
09/25/2025	10668--Midas Auto Service & Tires		4,190.05 In transit
09/25/2025	10573--MCD Architects		32,000.00 In transit
09/25/2025	10121--Library Ideas		1,179.00 In transit
09/25/2025	10260--Kristel Sexton		215.00 In transit
09/25/2025	10712--KONE Chicago		53,395.20 In transit
09/25/2025	10072--Innovative Interfaces Inc		33,745.62 In transit
09/25/2025	10040--Foster, Swift, Collins & Smith		178.50 In transit
09/25/2025	10033--Demco Inc.		561.30 In transit
09/25/2025	10594--Danboise Mechanical		510.00 In transit
09/25/2025	10062--City of Farmington		7,525.00 In transit
09/25/2025	10143--Blue Care Network		35,857.65 In transit
09/25/2025	10364--Blick Art Materials		87.63 In transit
09/25/2025	10141--Benistar/UA-6803		4,873.60 In transit
09/25/2025	10553--Thomas Kline/Crimson Multimedia		571.64 In transit
09/25/2025	10031--Quill LLC		2,825.85 In transit
09/25/2025	10082--OverDrive, Inc		7,831.33 In transit
09/25/2025	10011--Midwest Tape		2,951.43 In transit
09/25/2025	10026--FJ Lafontaine & Sons Landscaping		13,216.00 In transit
09/25/2025	10627--CJB Pest and Mosquito Control		345.00 In transit
09/25/2025	10000--Baker & Taylor Inc		1,931.61 In transit
	Total for Bill.com Clearing		352,523.63

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$525,851.43

Farmington Community Library Comparative Balance Sheet As of September 30, 2025

General Fund

	PERIOD ENDED 06/30/2025	PERIOD ENDED 09/30/2025	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents				
001000 - General Checking - Comerica	393,446.90	521,148.05	127,701.15	32.45 %
004000 - Petty Cash	1,285.00	1,285.00	0.00	0.00 %
011000 - Millage Money Market Comerica	808,200.13	624,564.42	(183,635.71)	(22.72) %
017001 - MI Class - Millage	7,842,137.69	10,640,795.61	2,798,657.92	35.68 %
017004 - MI Class - LCSA	334,254.07	337,927.02	3,672.95	1.09 %
Total Cash & Cash Equivalents	9,379,323.79	12,125,720.10	2,746,396.31	29.28 %
Other Assets				
018000 - Accounts Receivable	207,702.01	0.00	(207,702.01)	(100.00) %
042000 - Accounts Receivable - Friends	35,528.22	35,528.22	0.00	0.00 %
043000 - Accounts Receivable - Interlibrary Loan	42.38	9.17	(33.21)	(78.36) %
123000 - Prepaid Expense	184,912.23	0.00	(184,912.23)	(100.00) %
Total Other Assets	428,184.84	35,537.39	(392,647.45)	(91.70) %
Total Assets	9,807,508.63	12,161,257.49	2,353,748.86	23.99 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
202000 - Accounts Payable	187,886.65	65,500.78	(122,385.87)	(65.13) %
202100 - Manual Accounts Payable	261.03	0.00	(261.03)	(100.00) %
209000 Friends of the Library - Book Sale	0.00	5,146.63	5,146.63	100.00 %
230000 - Due to Other Governments	33,612.16	33,612.16	0.00	0.00 %
257000 - Accrued Payroll	100,578.03	0.00	(100,578.03)	(100.00) %
258000 - Section 125 - Medical Reimbursement	889.82	791.92	(97.90)	(11.00) %
259000 - 457 ICMA Voluntary Savings Plan	27,191.27	0.00	(27,191.27)	(100.00) %
290000 - 401(a) MERS Retirement Plan	1,454.22	0.00	(1,454.22)	(100.00) %
291000 - MERS Health Care Savings Plan	3,754.24	0.00	(3,754.24)	(100.00) %
293000 - FICA - Employer & Employee Pay	32,903.01	0.00	(32,903.01)	(100.00) %
Total Current Liabilities	388,530.43	105,051.49	(283,478.94)	(72.96) %
Long Term Liabilities				
339000 - Unearned Revenues	35,528.22	35,528.22	0.00	0.00 %
Total Long Term Liabilities	35,528.22	35,528.22	0.00	0.00 %
Total Liabilities	424,058.65	140,579.71	(283,478.94)	(66.84) %
Equity				
390000 - Fund Balance	8,353,362.88	9,383,449.98	1,030,087.10	12.33 %
Total Equity	8,353,362.88	9,383,449.98	1,030,087.10	12.33 %
Net Income BS	1,030,087.10	2,690,623.00	1,660,535.90	161.20 %
Total Liabilities and Equity	9,807,508.63	12,214,652.69	2,407,144.06	24.54 %

Farmington Community Library
Comparative Balance Sheet
As of September 30, 2025

	PERIOD ENDED 06/30/2025	PERIOD ENDED 09/30/2025	CHANGE	% CHANGE

Farmington Community Library Revenue and Expenditure Report As of September 30, 2025

	Year Ending 06/30/2025	Year Ending 06/30/2026	Year To Date 09/30/2025	% BUDGET
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE
Revenue				
404000 - Summer Tax Revenue - Hills	4,080,782.99	4,324,367.00	4,324,367.00	4,086,925.07
405000 - Summer Tax Revenue - City	400,769.42	447,115.00	447,115.00	399,199.13
406000 - Winter Tax Revenue - Hills	2,364,804.94	2,531,577.00	2,531,577.00	0.00
407000 - Winter Tax Revenue - City	232,102.64	261,751.00	261,751.00	0.00
411000 - Delinquent Taxes	119,407.46	103,000.00	103,000.00	1,286.05
451000 - Local Community Stabilization Share	329,025.32	332,999.00	332,999.00	0.00
540000 - State Aid - Farmington Library	103,844.04	96,820.00	96,820.00	0.00
541000 - Grant Revenue	1,000.00	2,948.00	2,948.00	0.00
542000 - State Penal Fine Revenue	142,457.88	131,840.00	131,840.00	0.00
596000 - State Grants - Other	0.00	0.00	0.00	6,740.48
603000 - Metro Net Agency Fee	10,000.00	10,000.00	10,000.00	10,000.00
642000 - Copy Vending Machine Revenue	31,515.93	32,578.00	32,578.00	7,934.41
643000 - Snack Vending Machine Revenue	4,705.31	3,743.00	3,743.00	0.00
646000 - Memorial & Gifts Revenue	19,559.50	12,138.00	12,138.00	1,159.00
658000 - Fines, Fees & Lost Book	7,151.25	7,904.00	7,904.00	2,344.29
665000 - Interest	378,787.72	345,882.00	345,882.00	96,167.54
674000 - Gifts From Friends of Library	112,774.22	175,919.00	175,919.00	0.00
684000 - Other Misc Revenue	22,725.17	37,516.00	37,516.00	5,788.75
Total Revenue	8,361,413.79	8,858,097.00	8,858,097.00	4,617,544.72
Expenses				
Payroll				
702000 - Salaries & Wage Expense	3,023,192.65	3,390,600.00	3,390,600.00	693,250.52
709000 - Employers FICA Expense	223,056.88	260,000.00	260,000.00	50,204.34
716000 - OPEB Expense	126,511.10	147,000.00	147,000.00	37,673.49
717000 - Retiree Health Ins	55,591.88	62,800.00	62,800.00	17,118.52
718000 - Dental, Optical & Hearing	33,130.32	30,000.00	30,000.00	8,227.48
719000 - Hospitalization Insurance	343,431.33	431,500.00	431,500.00	129,488.07
720000 - Group Life - Mutual of Omaha	19,826.76	21,700.00	21,700.00	7,018.36
721000 - Retirement Fund - Employers	396,321.83	464,500.00	464,500.00	106,021.71
Total Payroll	4,221,062.75	4,808,100.00	4,808,100.00	1,049,002.49
Operating Expenses				
750000 - Office Supplies	8,277.70	15,300.00	15,300.00	1,632.98
752000 - Operating Supplies	24,098.06	24,939.00	24,939.00	7,407.26
754000 - Vending Equipment & Supplies	15,795.00	37,638.00	37,638.00	7,653.80
791000 - Newspapers & Periodicals	22,201.31	38,760.00	38,760.00	21,584.34
801000 - Professional Services	159,208.04	326,400.00	326,400.00	22,212.88
810000 - Bank Fee	14,344.59	15,810.00	15,810.00	3,605.33
				22.80 %

Director's Report

October 2025

Patron Comments

Included in your Board packet.

State Aid Report

The State Aid reporting portal has opened. The report needs to be completed by Feb 1, 2026, 5:00 PM.

Greater Farmington Area Chamber of Commerce Nomination

The library was recommended as a final nominee in the Chamber's *Best Large Business* Category. Nominees will be announced soon. The Annual Awards Ceremony will take place on Thursday, October 23 from 6:00–9:30 PM at the Hilton Garden Inn – Southfield. Winners will be announced at the event. Tickets of \$85 are on sale now.

Publicity

We were approached by the Farmington Press to do a story on the Friends of the Library. And a story on the director's retirement. On Sept. 30, the director was interviewed by the reporter. At this time, it is unclear when the stories will run.

Programs

Grand Raven Victorian Book Walk kicked off on October 2. Every Thursday in October take a stroll through the streets of Farmington listening to a staff member recite Edgar Allen Poe's *The Raven*.

On October 18 from 10:30–12 at the Farmington location, we will celebrate the 1000 Books Before Kindergarten participants and sign up those who want to join. The theme is "Bears and Bees".

Katherine Center will be here on October 20.

On Saturday, Oct. 25, conduct a paranormal investigation at GLP Financial Group Motor City Ghost Hunters. The GLP Financial Group building was once known as the Farmington State Savings Bank (which opened in 1922). Per the Oakland Press, a bank robbery occurred there in 1924, where robbers stole approximately \$20,000 in cash & real-estate bonds and they were never caught! This is an after-hours event that begins at 6:45 PM. Registration is encouraged.

Farmington Public Schools Tag Days

FPS Band and Orchestra students were outside both libraries on Oct. 3 and 4 for Tag Days. This is

their annual fundraiser to support their band and orchestra programs at the high school level.

Check out the FCL RavenCrow in Riley Park

The library is participating in Farmington's RavenCrow Contest every year. Our entry this year is named Ravenwitch, the main character from the book "Room on the Broom" by Julia Donaldson. She's currently on display in Riley Park and even has her own storybook for you to read.



Comment from Sunny Day Care: *Jenny from Sunny Day Care called this afternoon, and the kids had just completed their field trip where they go around downtown and look at all of the ravens. They LOVED our Room on the Broom raven! They read the story and everything. She wanted to pass along their kudos as well.*

Staff Day

Staff Day is Tuesday, November 11. Both libraries will be closed. The morning will include staff recognition and State of the Library. In the afternoon, we will undergo Active Shooter Training.

Staffing

Joe Ploski has accepted the position of FT Facilities Assistant. Joe has spent the last 8 years at the Novi Public Library as a Facilities Assistant. We are very excited to have him on board. **Haily Hastings**, Marketing Coordinator, has resigned. She accepted a similar position at Eastern Michigan University. We are very sad to see her go.

Submitted by

Kelley Siegrist
Director

Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321
FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300



Suggestion:

Please establish a chess club

Carl Thomas

313-400-0927

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?

SOCIAL HOUR IS GREAT!
LOVE THE HELPFUL STAFF!!!

Turn over to leave a suggestion for Library staff.

What made your Library visit special:

MORE TDES

Turn over to leave a suggestion for Library staff.