



**Farmington Community Library
Board of Trustees Meeting
Thursday, July 10, 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.
July 10, 2025

- **Call to Order**
- **Approval of Agenda**
- **Public Comment (3 minutes per person)**
- **Minutes**
 - Approval of Minutes – Regular Board Meeting – June-2025
- **Treasurers Report**
 - Approval of June operating bills 2025
 - Financial Reports
 - Michigan Class updates
- **Friends of the Library**
- **Director's Report**
- **Sub-Committee Updates**
 - Personnel
 - Facilities
 - Finance
- **Unfinished Business**
 - Elevator bids
- **New Business**
 - Retirement Health Funding vehicle
 - LED Lighting
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - June 12, 2025**

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

Board Members Absent: None

Staff Members Present: Siegrist, Baker, Showich-Gallup, Peterson, Węgrzynowicz, Luckins, Johnson

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:00 by President Ernie McClellan.

APPROVAL OF AGENDA

MOTION by Murphy to approve the Agenda for the June 12, 2025 Board meeting was supported by Brown.

Vote: Aye: All in favor (8-0)

Opposed: None

Motion passed.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meetings held May 8, 2025, was supported by Muthukuda.

Vote: Aye: All in favor

Opposed: None

Motion passed.

TREASURER'S REPORT (K. Brown)

MOTION by Brown to approve paying April 2025 operating bills totaling \$489,314.61 was supported by Snead.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown to approve paying May 2025 operating bills totaling \$921,993.21 was supported by Snead.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Note: Larger than normal monthly amount includes partial payment for Twelve Mile roof replacement.

MOTION by Brown to receive and file April 2025 financial reports was supported by Muthukuda.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown to receive and file May 2025 financial reports was supported by Doby.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT (K. Siegrist)

- Gala has received positive feedback, especially for entertainment.
- Friends Board will meet again in September.
- Book Sale will occur in July.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- More than 2,000 people have signed up for Summer Reading since June 1. Participate in the Summer Reading Crossword by looking for clues in downtown Farmington businesses.
- First Summer Food Truck Tuesday will occur (in the evening) June 17.
- City of Farmington Hills highlighted FCL's Alphabet Soup teen group in its proclamation for Pride Month.
- FCL will provide Story Hour for the Farmington AME Church's Juneteenth Celebration.
- It is now possible to renew expired library cards automatically, and it is also possible to issue instant digital library cards. Both capabilities are through Patron Point software.
- FCL is closer than ever to reaching ONE MILLION circulations per year. The deadline for this year is June 30.

Staff Introduction - Laura Luckins and Elizabeth Johnson, both of Patron Services

SUBCOMMITTEE UPDATES

Personnel (D. Muthukuda)

- Director Search

MOTION by Muthukuda to approve updated Job Description for Director and Job Posting for Director was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Facilities (S. Snodgrass)

- New roof at Twelve Mile is 90 percent complete.
- Elevator work: under New Business.
- Meeting with Ford Motor Co. to discuss EV charging stations occurred.
- The next Committee meeting will be July 3.

Finance (K. Brown)

- Committee is investigating ideas for ways that the community can support the library through donations.
- Committee is reviewing Finance policies.

UNFINISHED BUSINESS

- FY 2025-2026 Budget

MOTION by Brown to approve the budget of \$11,487,806 for fiscal year 2025-2026 was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

NEW BUSINESS

- Budget Amendment

MOTION by Brown to amend the 2024-2025 budget by adding \$34,070 to Revenues and \$174,500 to Expenditures [bringing total budget to \$8,540,431] was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

- ADA Compliance Policy

MOTION by Doby to approve ADA Compliance Policy was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

- Core Values

MOTION by Doby to receive and accept the External Core Values for FCL was supported by Snead.

Vote: Aye: All in favor

Opposed: None

Motion passed.

- Elevator Work

P. Węgrzynowicz reported that elevator at Liberty St. will be out of code under rules taking effect in 2028. Bids for work and his recommendation were presented. No motion.

- Board officer elections

Officers for 2025-2026, all elected by acclamation:

President: Ernie McClellan

Vice President: Dilhara Muthukuda

Treasurer: Kathie Brown

Secretary: Jim White

CORRESPONDENCE

None

PUBLIC COMMENT

Dr. Sophie: renewed request for program about history of situation in Gaza.

Stacey K.: need for program regarding situation in Gaza.

Jenny T.: Gaza program provides needed access to information.

Allan A.: need for program regarding situation in Gaza.

TRUSTEE COMMENT

- J. White tried to summarize conversations that Director Siegrist has had regarding possible program regarding Gaza and Palestinians.

ADJOURNMENT

The Board meeting was adjourned by President McClellan. The next meeting of the Library Board is scheduled for Thursday, July 10, 2025, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary

Library Board of Trustees



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Fax: 248.352.0018
plantemoran.com

July 7, 2025

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

Re: June 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

Fiscal Year Ending June 30, 2025, balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork is scheduled to begin August 25, 2025.

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:	
06/04/2025	10126--Michigan Employers Retirement		438.03 06/30/2025
06/04/2025	10126--Michigan Employers Retirement		5,823.53 06/30/2025
06/04/2025	10126--Michigan Employers Retirement		1,298.21 06/30/2025
06/04/2025	10126--Michigan Employers Retirement		1,948.12 06/30/2025
06/04/2025	10126--Michigan Employers Retirement		5,236.62 06/30/2025
06/04/2025	10126--Michigan Employers Retirement		7,181.82 06/30/2025
06/04/2025	10589--Paylocity		30,629.27 06/30/2025
06/10/2025	10009--Consumers Energy		266.79 06/30/2025
06/12/2025	10541--Randall L. Kaplan	27248	800.00 06/30/2025
06/12/2025	10631--Florence Nagy	27247	50.00 06/30/2025
06/12/2025	10009--Consumers Energy		1,835.67 06/30/2025
06/12/2025	10014--T-Mobile		1,171.16 06/30/2025
06/13/2025	10330--Comerica Commerical Card Services		3,203.34 06/30/2025
06/13/2025	10147--EHIM		1,544.20 06/30/2025
06/13/2025	10147--EHIM		137.10 06/30/2025
06/17/2025	10019--Clear Rate Communications		523.19 06/30/2025
06/18/2025	10126--Michigan Employers Retirement		23,322.38 06/30/2025
06/18/2025	10126--Michigan Employers Retirement		442.88 06/30/2025
06/18/2025	10126--Michigan Employers Retirement		5,623.55 06/30/2025
06/18/2025	10126--Michigan Employers Retirement		1,298.21 06/30/2025
06/18/2025	10126--Michigan Employers Retirement		1,843.97 06/30/2025
06/18/2025	10126--Michigan Employers Retirement		2,691.70 06/30/2025
06/18/2025	10126--Michigan Employers Retirement		7,204.76 06/30/2025
06/18/2025	10589--Paylocity		29,544.95 06/30/2025
06/20/2025	10083--Pitney Bowes Global Financial Services Inc		265.57 06/30/2025
06/20/2025	10015--Toshiba America Business Solutions		1,892.88 06/30/2025
06/20/2025	10005--DTE Energy		4,182.78 06/30/2025
06/20/2025	10005--DTE Energy		15,852.49 06/30/2025
06/20/2025	10589--Paylocity		1,585.02 06/30/2025
06/24/2025	10144--Mutual Of Omaha		1,936.37 06/30/2025
06/30/2025	10003--AT&T		833.85 06/30/2025
06/30/2025	10002--Farmington Community Library	27255	100.73 06/30/2025
	Total for		160,709.14

	Bank: Bill.com Clearing - Bill.com Money Out Clearing	Account no:	
06/06/2025	10228--Waug's Electric Service, Inc.		800.00 In transit
06/06/2025	10035--The Library Network		794.00 In transit
06/06/2025	10220--PTS Communications		150.00 In transit
06/06/2025	10626--NorthStar Mat Service		185.76 In transit
06/06/2025	10234--MML Wokers' Comp Fund		6,766.00 In transit
06/06/2025	10464--Minuteman Press Farmington Hills		4,423.38 In transit
06/06/2025	10666--Jan-Pro Detroit, LLC		9,968.47 In transit
06/06/2025	10020--Gordon Food Service Inc		142.91 In transit
06/06/2025	10229--Bloomfield Township Public Library		20.00 In transit
06/06/2025	10454--Allied Building Services of Detroit, Inc.		1,238.63 In transit
06/06/2025	10023--Witt Mechanical, Inc		11,780.28 In transit
06/06/2025	10697--Sentrum Marketing LLC		2,109.00 In transit
06/06/2025	10201--Plante Moran		8,310.63 In transit
06/06/2025	10089--Contemporary Industries		1,125.00 In transit
06/06/2025	10502--Amazon Capital Services		1,293.61 In transit
06/12/2025	10227--Royal Roofing		1,300.00 In transit
06/12/2025	10573--MCD Architects		700.00 In transit
06/12/2025	10698--Iman Aboutaleb		400.00 In transit
06/12/2025	10594--Danboise Mechanical		680.00 In transit
06/12/2025	10141--Benistar/UA-6803		4,873.60 In transit
06/16/2025	10227--Royal Roofing		159,516.00 In transit
06/16/2025	10079--Midwest Tape Hoopla		15,888.93 In transit
06/16/2025	10253--Michigan Municipal League Liability and Property Pool		71,511.00 In transit
06/16/2025	10046--EnvisionWare, Inc		27,537.78 In transit
06/16/2025	10544--Brodart Co		37,422.00 In transit
06/18/2025	10699--Wayne State University		20.00 In transit
06/18/2025	10137--Value Line Publishing Inc		1,525.00 In transit
06/18/2025	10029--Unique		98.50 In transit
06/18/2025	10015--Toshiba America Business Solutions		801.00 In transit
06/18/2025	10553--Thomas Kline/Crimson Multimedia		175.07 In transit
06/18/2025	10035--The Library Network		1,049.00 In transit
06/18/2025	10329--Swank Movie Licensing USA		125.00 In transit
06/18/2025	10603--Sarah Zitter Masindi		356.05 In transit

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
06/18/2025	10257--Oakland County Treasurer		513.92 In transit
06/18/2025	10498--Muniweb		195.00 In transit
06/18/2025	10094--Michigan Library Association		2,663.00 In transit
06/18/2025	10050--Lakeshore Learning Materials		379.05 In transit
06/18/2025	10040--Foster, Swift, Collins & Smith		229.50 In transit
06/18/2025	10431--Fish Window Cleaning		600.00 In transit
06/18/2025	10033--Demco Inc.		132.35 In transit
06/18/2025	10594--Danboise Mechanical		1,449.65 In transit
06/18/2025	10186--Cengage Learning Inc / Gale		15,152.31 In transit
06/18/2025	10364--Blick Art Materials		100.96 In transit
06/18/2025	10164--Tsai Fong Books, Inc		1,814.03 In transit
06/18/2025	10031--Quill LLC		1,575.15 In transit
06/18/2025	10082--OverDrive, Inc		7,196.99 In transit
06/18/2025	10187--Network Services Company		1,765.30 In transit
06/18/2025	10026--FJ Lafontaine & Sons Landscaping		1,481.00 In transit
	Total for Bill.com Clearing		<u>408,334.81</u>

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$569,043.95

Director's Report

July 2025

Patron Comments

Included in your Board packet.

Food Truck Tuesdays

Our next event is Tuesday, July 15 with the Drunken Rooster – a taco truck with a mediterranean twist – from 5:00-7:00 PM. You won't want to miss this one! Enjoy great food and mingle with the community.

Farmington Founders Festival Parade

The library will be walking in the festival parade on Saturday, July 29. *Movies* is the theme this year. The book bike will be decorated as a popcorn machine. The parade starts at 10:00 AM, participants generally need to be in place by 9:00 AM. If you would like to join us, please let us know and we will share specific details as we get them.

Summer of Stories Program Finale

Monday, July 28, 6:30 – 8:30 PM

Summer Reading ends with a bang in the Farmington Hills location parking lot. Join us and enjoy a treat, magic show, and more.

Changing Spaces Campaign

I met with a volunteer from the organization [Changing Spaces Campaign](#). This is a group that advocates for more accessible public restrooms. They heard that we would be renovating our restrooms and wanted to share some ideas to make our restrooms more accessible.

E-rate: Universal Service Fund

The Supreme Court upheld the Universal Service fund fee that provides billions of dollars a year in subsidized phone and internet services to schools, libraries, and rural areas.

WXYZ Channel 7 Interview Request

The library was asked if they would discuss some tips on free or low-cost ways to help kids avoid falling behind academically and stay engaged. They were looking to find creative alternatives to pricey tutors or summer programs and effective strategies that can be implemented at home or at the local library. Of course, we said yes. The recorded interview took place via Zoom on Wednesday,

July 2. It should air on Monday at 5 am or 6 am or possibly both time slots and possibly again on channel 20 at 7 am. Maria Showich-Gallup and Becky Hall were the interviewees.

Audit

Work on the audit will begin on August 25. Some members of the Board will also be required to fill out paperwork. Watch for those requests.

Submitted by

Kelley Siegrist
Library Director



Suggestion:

I stopped by today - and volunteered to weed the area next to the front entrance bench. It is enmassed with weeds.

I was told by Gillian, there is a landscaping co. hired to do this ... but have been otherwise occupied (A/C units?)

Still willing to clear it out if needed.

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?

Always good to visit!

Found many, many, many volunteer weeds. At the entrance, along the walk, in the parking lot →

Turn over to leave a suggestion for Library staff.



How are
wedding?

NAME: _____

DATE: June 29, 2025

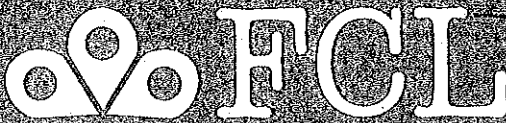
ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

^{makes}
What made your Library visit special? Also See other side.
I follow the Stock Market and Financial News closely, and do some Market trading.
Your Wall St Journals almost always arrive on time, unlike those I paid to have
delivered to the U.S. Post Office. I pay for CNBC Pro online, and usually view it
at an FCL Library. I'm planning to become a Friend of the Farmington Hills Com Lib.

Daniel Biedson

^{read my}
Turn over to leave a suggestion for Library staff Administration



Complaint and Suggestion
for Administration

Suggestion:

I have Reynaud's Syndrome, which causes my blood vessels to constrict
when temperatures fall below about 73°, and I need bare hands for
keyboard usage and note-taking. The air temperature in the Farm Hills
Com Library's North-side Quiet Room was 67.5° betw 4-5pm on June 28th.
It is habitually cold there, even on days when it's 60 something outside, and no
A/C usage is necessary. The U.S. Dep't of Energy recommends 78° in ^{Public} Bldgs w/ A/C, so
they're not mandating this situation. There's no Thermostat in the room. Please
take action to get the Quiet Room up to 73°, at least.

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!



Suggestion:

The bricks outside are becoming difficult to read. I hope you will re-do the color in the text so it can once again be seen.

thx.

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!



Suggestion:

Library staff always friendly & helpful.

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!



Suggestion:

Beautiful big library but bathroom is not great in comparison -
small, kinda dirty etc.

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!

NAME: _____
ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Love the library!

Turn over to leave a suggestion for Library staff.



How are
we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

You are super. At
however, women's bathroom
needed attention entrance
I was here.

Turn over to leave a suggestion for Library staff.

What made your Library visit special?

Just moved into Ft recently & this library is
GREAT!! So nice to see such a thriving, community
driven space for all ages!! ☺

Turn over to leave a suggestion for Library staff.

THE



Suggestion:

Islamic books!

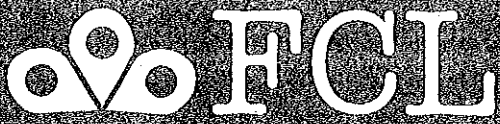
Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!

PHONE: _____ EMAIL: _____

What made your Library visit special?

Can you please make Tucka pabaza to a weekend. My son is in daycare on weekdays and cannot attend.

Turn over to leave a suggestion for Library staff.



Suggestion:

knowledgeable staff, feels good visiting
Library.

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!



Suggestion:

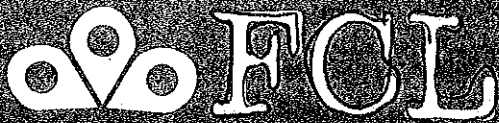
6/23/25

Kristel was so helpful today

My nephew wanted book 2 in a series
but couldn't remember the name
Kristel had him tell her about the
book & she figured it out.
She found books we missed on shelves.

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!

Thank
you



Suggestion:

MayBy give other choices
for little kids for thier blattin
prizes

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!



Suggestion:

Keep up the Great Job
For families, children, and
the community!

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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?

TALK by Adrian Clark very helpful with using iPhone

Turn over to leave a suggestion for Library staff.