



**Farmington Community Library
Board of Trustees Meeting
Thursday, January 08, 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.
January 08, 2026

- **Call to Order**
- **Approval of Agenda**
- **Public Comment (3 minutes per person)**
- **Minutes**
 - Approval of Minutes December 2025
- **Treasurers Report**
 - Approval of December operating bills 2025
 - Financial Reports
 - Michigan Class updates
- **Friends of the Library**
- **Director's Report**
- **Sub-Committee Updates**

 - Personnel
 - Facilities
 - Finance
- **Unfinished Business**
 - Approval of Farmington HVAC Compressor Replacement
- **New Business**
 - Approval of Construction Manager
 - Approval of FY 2026-2027 Pay Schedule
 - Approval of FY 2026-2027 Merit Increases
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - December 11, 2025
Downtown Branch**

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

Board Members Absent: None

Staff Members Present: Siegrist, Showich-Gallup, Peterson, Baker, K. Sexton

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:12 by President McClellan.

APPROVAL OF AGENDA

MOTION by Snead to approve the Agenda for the December 11, 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 Meeting held November 13, 2025, amended by Brown to move "Old Business" to its own line, was supported by Muthukuda,

Vote: Aye: All in favor

Opposed: None

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying November 2025 operating bills totaling \$360,239.36 was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown to receive and file November 2025 financial reports was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

K. Brown:

- Year to date interest earned from Michigan Class is \$508,699.83.

FRIENDS' REPORT (S. Charlesbois)

- Fall author event will feature T.J. Klune (*House in the Cerulean Sea* and others).
- Friends have \$544,509 in their endowment.
- The Friends are giving \$45,000 for the creation of the outdoor space at Twelve Mile.
- Membership letter going out soon.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- The First Grade field trips are beginning. All first grade classes in Farmington schools visit the library during the year, and each student gets a library card. Bus costs are covered by the Friends.
- Library of Things continues to add items, such as metal detectors, mobile document scanners, tire inflators, and a VHS/DVD player.
- FCL staff participated in the Holly Days festivities in Farmington on December 6.
- Bids for construction manager for Phase One will hopefully come to the board for selection in January.
- MCD Architects is gifting FCL a Tricolor European Beech tree to replace the one that will be lost in Phase One construction at Liberty Street.
- This is Kelley's last official report as Director. Sasha Matthews has been working since December 1.

IDEA Update

Krystal Sexton provided annual update on the work of the IDEA Taskforce (Inclusion, Diversity, Equality, Accessibility).

- FCL hosted The Library Network's (TLN) first EDI conference, "This Conference is for Everyone." This conference will now return to FCL next year.

SUBCOMMITTEE UPDATES

Personnel (D. Muthukuda)

- Welcome, Sasha Matthews!

Facilities (S. Snodgrass)

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - November 13, 2025**

- Topics discussed December 4 included construction managers, landscaping plans, and HVAC at Liberty Street. A new compressor will be needed for one of the rooftop units.
- The next Committee meeting will be January 8.

Finance (K. Brown)

- Working on memorial gift and naming rights policies.. S. Charlesbois represented Friends in discussion.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

- E. McMullen: thank you to staff for work on celebration of 50 years at Liberty Street. Thank you to Friends for money given for Phase One work (on top of other Friends support).
- General: A celebration (community invited) of S. Matthews joining FCL and of K. Siegrist's retirement will be held January 6, 2026.
- C. Doby: request for help judging Elks Club scholarship applications.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:05. The next meeting of the Library Board is scheduled for Thursday, January 8, 2026, at 6:00 pm at Twelve Mile.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees



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

January 5, 2026

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

Re: December 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
12/03/2025	10126--Michigan Employers Retirement		476.95 In transit
12/03/2025	10126--Michigan Employers Retirement		5,557.64 In transit
12/03/2025	10126--Michigan Employers Retirement		1,321.27 In transit
12/03/2025	10126--Michigan Employers Retirement		1,893.33 In transit
12/03/2025	10126--Michigan Employers Retirement		5,068.23 In transit
12/03/2025	10126--Michigan Employers Retirement		6,495.59 In transit
12/03/2025	10589--Paylocity		28,665.75 In transit
12/04/2025	10727--Dan Hutchins	27264	182.70 In transit
12/10/2025	10009--Consumers Energy		592.45 In transit
12/12/2025	10330--Comerica Commerical Card Services		2,781.86 In transit
12/12/2025	10014--T-Mobile		1,086.44 In transit
12/12/2025	10009--Consumers Energy		1,763.63 In transit
12/12/2025	10657--Bloomerang, LLC		5,768.00 In transit
12/17/2025	10019--Clear Rate Communications		524.38 In transit
12/17/2025	10126--Michigan Employers Retirement		700.36 In transit
12/17/2025	10126--Michigan Employers Retirement		5,508.02 In transit
12/17/2025	10126--Michigan Employers Retirement		1,326.03 In transit
12/17/2025	10126--Michigan Employers Retirement		1,887.13 In transit
12/17/2025	10126--Michigan Employers Retirement		5,050.62 In transit
12/17/2025	10126--Michigan Employers Retirement		6,118.65 In transit
12/17/2025	10589--Paylocity		30,210.15 In transit
12/18/2025	10147--EHIM		1,583.74 In transit
12/18/2025	10147--EHIM		137.10 In transit
12/18/2025	10015--Toshiba America Business Solutions		2,993.76 In transit
12/18/2025	10005--DTE Energy		3,875.42 In transit
12/18/2025	10005--DTE Energy		12,196.07 In transit
12/19/2025	10589--Paylocity		1,534.67 In transit
12/26/2025	10729--BCBS of Michigan		38,022.87 In transit
12/29/2025	10003--AT&T		819.34 In transit
12/31/2025	10126--Michigan Employers Retirement		696.61 In transit
12/31/2025	10126--Michigan Employers Retirement		5,540.23 In transit
12/31/2025	10126--Michigan Employers Retirement		1,326.27 In transit
12/31/2025	10126--Michigan Employers Retirement		1,947.31 In transit
12/31/2025	10126--Michigan Employers Retirement		4,858.58 In transit
12/31/2025	10126--Michigan Employers Retirement		4,648.11 In transit
12/31/2025	10126--Michigan Employers Retirement		26,324.40 In transit
12/31/2025	10589--Paylocity		30,410.06 In transit
	Total :		<u>249,893.72</u>

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

12/09/2025	10002--Farmington Community Library	6,095.59 In transit
12/09/2025	10023--Witt Mechanical, Inc	2,807.00 In transit
12/09/2025	10099--The New York Times	1,361.12 In transit
12/09/2025	10035--The Library Network	3,495.00 In transit
12/09/2025	10032--The Friends Of The Library	210.25 In transit
12/09/2025	10054--Schindler Elevator Corp	1,217.22 In transit
12/09/2025	10603--Sarah Zitter Masindi	861.14 In transit
12/09/2025	10220--PTS Communications	150.00 In transit
12/09/2025	10724--OHM Advisors	1,863.00 In transit
12/09/2025	10187--Network Services Company	459.50 In transit
12/09/2025	10475--National Communications Corporation	300.00 In transit
12/09/2025	10165--Michigan.com	519.34 In transit
12/09/2025	10315--MetroNet Consortium	3,291.78 In transit
12/09/2025	10582--Jill Wioskowski	52.97 In transit
12/09/2025	10666--Jan-Pro Detroit, LLC	10,028.00 In transit
12/09/2025	10258--Idle	178.50 In transit
12/09/2025	10020--Gordon Food Service Inc	112.91 In transit
12/09/2025	10026--F J Lafontaine & Sons Landscaping	247.00 In transit
12/09/2025	10110--Ebsco Subscription Services	692.95 In transit
12/09/2025	10594--Danboise Mechanical	1,609.87 In transit
12/09/2025	10224--City of Farmington Hills Dept of Special Services	6,000.00 In transit
12/09/2025	10346--ULINE	278.13 In transit
12/09/2025	10031--Quill LLC	758.33 In transit
12/09/2025	10082--OverDrive, Inc	7,529.70 In transit
12/09/2025	10011--Midwest Tape	1,576.68 In transit
12/09/2025	10270--Mango Languages	29,358.00 In transit
12/09/2025	10004--Ingram Library Services	5,893.03 In transit
12/09/2025	10502--Amazon Capital Services	199.20 In transit

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
12/22/2025	10502--Amazon Capital Services		27.51 In transit
12/22/2025	10024--City of Farmington Hills		59.20 In transit
12/22/2025	10033--Demco Inc.		1,440.64 In transit
12/22/2025	10040--Foster, Swift, Collins & Smith		178.50 In transit
12/22/2025	10012--NBS		540.00 In transit
12/22/2025	10029--Unique		187.15 In transit
12/22/2025	10626--NorthStar Mat Service		284.36 In transit
12/22/2025	10079--Midwest Tape Hoopla		15,543.53 In transit
12/22/2025	10011--Midwest Tape		2,898.72 In transit
12/22/2025	10004--Ingram Library Services		7,992.11 In transit
12/22/2025	10002--Farmington Community Library		2,177.63 In transit
12/22/2025	10349--Steven Koponen		40.00 In transit
12/22/2025	10381--Sandra Koponen		95.39 In transit
12/22/2025	10007--Matt Watroba		1,800.00 In transit
12/22/2025	10160--Maria Showich-Gallup		119.95 In transit
12/22/2025	10662--Dan Patton		140.00 In transit
12/22/2025	10599--Crystal Corcoran		215.00 In transit
12/23/2025	10035--The Library Network		3,002.92 In transit
12/23/2025	10201--Plante Moran		4,741.02 In transit
12/23/2025	10187--Network Services Company		1,980.18 In transit
12/23/2025	10464--Minuteman Press Farmington Hills		2,059.61 In transit
12/23/2025	10315--MetroNet Consortium		7,050.00 In transit
12/23/2025	10573--MCD Architects		22,500.00 In transit
12/23/2025	10451--Library Market		3,000.00 In transit
12/23/2025	10074--Library Design Associates Inc.		16,273.00 In transit
12/23/2025	10023--Witt Mechanical, Inc		3,317.43 In transit
12/23/2025	10082--OverDrive, Inc		7,270.39 In transit
12/23/2025	10110--Ebsco Subscription Services		4,181.56 In transit
12/23/2025	10004--Ingram Library Services		851.85 In transit
12/23/2025	10011--Midwest Tape		223.34 In transit
12/24/2025	10004--Ingram Library Services		548.82 In transit
12/29/2025	10004--Ingram Library Services		2,244.13 In transit
12/30/2025	10004--Ingram Library Services		804.77 In transit
12/31/2025	10004--Ingram Library Services		460.92 In transit
	Total for Bill.com Clearing		<u>201,395.84</u>

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$451,289.56

Director's Report

January 2026

Patron Comments

Included in your Board packet.

Award

We received a Hometown Heroes award from the Modern Woodmen of America for volunteer services dedicated to improving the quality of life for families and communities. They will contribute a donation to a community charity of our choice and we selected CARES of Farmington Hills.

Community Events

Upcoming community event-MLK Celebration starting Saturday through Monday with the Legacy March Monday Jan. 19@11:00am.

Article

Kelley and Sasha were both interviewed for an article in the Farmington Press about the renovations and new director. The article came out on December 15, 2025.

Minimum Wage

The Michigan minimum wage was increased to \$13.73 per hour effective January 1, 2026. This increase was already accounted for in our annual budget, no action is needed.

Update on Transition

Submitted by

Sasha Matthews
Director

What made your Library visit special?

It made your Library visit special:
 VERY HELPFUL & CONSIDERATE

Turn over to leave a suggestion for Library staff.

සංග්‍රහය

ve the Astronomy Books. Thank you
A
Kid 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!

Suggestion:

Better communication between the upstairs and downstairs study rooms. Seems as if downstairs is mostly used for young children receiving educational help.

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?

Great service!

Turn over to leave a suggestion for Library staff.

What made your Library visit special?

Lengthy Online Interaction w an AI and assistance from Crystal.
After I received a lengthy narrative from the AI and wanted to copy certain sections, and save to my Everlink Limbo File, Crystal ably moved ^{me} through the multi-step process. Thank you Crystal!

Daniel Bredgen.

Turn over to leave a suggestion for Library staff.



Suggestion:

Give her a Promotion!