

**Farmington Community Library  
Board of Trustees Meeting  
Thursday, July 09, 2026  
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 09, 2026

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- **Call to Order**
- **Approval of Agenda**
- **Public Comment (3 minutes per person)**
- **Minutes**
  - Approval of Minutes June 2026
- **Treasurers Report**
  - Approval of June operating bills 2026
  - Financial Reports
  - Michigan Class updates
- **Friends of the Library**
- **Director's Report**
- **Sub-Committee Updates**
  - Personnel
  - Facilities
  - Finance
- **Unfinished Business**
  - Approval of bid package
- **New Business**
  - Board elections
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

Farmington Community Library Board of Trustees  
Regular Meeting – 6:00 p.m.  
June 11, 2026

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- **June Call to Order** –@6:07 by Muthukuda.
- **Approval of Agenda with modifications.**
  - *Motion by Motion by Murphy, Support by Doby.*
- **Presentation** Aaron and Griffin from McCarthy & Smith.
  - *A presentation on the award recommendation package for the remodeling work package by McCarthy & Sons. Documents have been included in the board packets. Mcarthy & Sons takes the designs by MCD to create bid packages and solicit bids for a public bid opening. They had great bidder turnout. They then take the qualified low bidders and conduct interviews with each vendor to ensure their understanding of the project. The presentation also reviewed the Total Award Recommendations, PLM Bonds, and the Construction GMP (Guaranteed Maximum Price). It was noted that change orders are not included in the GMP. Griffin explained the increase in price at the Farmington location that was driven by the brickwork & exterior landscaping needed around the children's section.*
- **Public Comment (3 minutes per person)**
- **Minutes**
  - Approval of Minutes May 2026
    - *Moved by Snodgrass, support by Kathy. Motion Passed. Murphy abstains.*
- **Treasurers Report**
  - Approval of May operating bills 2026
    - *Moved by Brown, support by Murphy. Motion Passed Unanimously.*

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- *Amended motion given by Brown, support by Doby. Motion Passed Unanimously.*
- Financial Reports
  - *Moved by Brown, support by Doby. Motion Passed Unanimously.*
- Michigan Class updates
- **Friends of the Library**
  - *Charlesbois gives report. She expressed appreciation for attendance at the June 5 Gala. They had between 160–170 people. She also spoke about encouraging member renewal and new membership. Volunteers are encouraged to become members. She also explained some of the rules & limitation of member incentives that are in place by the IRS – They may be unrelated business taxable income. They have to examine these rules to ensure they maintain their status as a 501c(3). They are exploring changing membership levels so that more giving is incentivized. Doby offered support to The Friends in exploring their financial liability for member incentives and gifts.*
- **Director's Report**
  - *Directors report included in the board packet. Additionally, Matthews updated that we will use Real Pointe Owners Representative. We would need to vote on Real Pointe's bid package. Board members expressed a desire to have a special meeting to vote on Real Pointe's contract. There was also a discussion about continuing with underground electric lines for EV charging stations.*
- **Sub-Committee Updates**
  - Personnel

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- *Personnel committee met to discuss tuition reimbursement policy. The policy is under development and is anticipated to be in place late next year. They also discussed Sunday hours, thinking about opening earlier. No decision was made on hours, but they would continue to examine Sunday hours. Also, Sasha had her 6 month evaluation, and she is going well. Muthukuda talked to 19 staff members in conducting the Director Evaluation, and overall feedback from staff was positive.*
- Facilities
  - *Facilities expressed appreciation for Aaron from Mcarthy & Smith for providing detailed reports. During their meeting they discussed smoking in the new outdoor area, ultimately deciding that smoking would not be allowed in that area. We would maintain the current smoking receptacle. There was also discussion of the air conditioning unit at Farmington, and lighting fixtures at Farmington Hills.*
- Finance
  - *Finance Committee did not have a meeting this month.*
  - Amend 2026 Budget.  
*Moved by Brown. Support by Doby. Motion passed unanimously.*
  - 2027 Budget
    - *Moved by Brown. Support by Doby. Motion passed unanimously.*
- **Unfinished Business**
  - Correct pay schedule
  - *Moved by Doby. Support by Brown. Motion passed unanimously.*

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- **New Business**

- *Updated policies- remote work & dress code & Internet acceptable use.*
- *Moved by Muthukuda, support by Murphy to consent to vote on all policies as presented.*
- *Moved by Murphy, support by Snodgrass to accept policies as presented.*

- **Correspondence**

- **Public Comment (3 minutes per person)**

- *Charlesbois made public comment. Encouraged self-nomination of FCL to ALA.*

- **Trustee Comment**

- *No trustee comment*

- **Adjournment**

*Meeting adjourned at 7:43.*



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

July 9, 2026

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

**Re: June 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                                                         | Payee                                             | Document no.       | Amount Cleared         |
|--------------------------------------------------------------|---------------------------------------------------|--------------------|------------------------|
| <b>Bank:</b>                                                 |                                                   | <b>Account no:</b> |                        |
| 06/02/2026                                                   | 10589--Paylocity                                  |                    | 28,886.32 06/30/2026   |
| 06/03/2026                                                   | 10126--Michigan Employers Retirement              |                    | (5,580.88) 06/30/2026  |
| 06/03/2026                                                   | 10126--Michigan Employers Retirement              |                    | 5,706.14 06/30/2026    |
| 06/03/2026                                                   | 10126--Michigan Employers Retirement              |                    | (6,306.71) 06/30/2026  |
| 06/03/2026                                                   | 10126--Michigan Employers Retirement              |                    | 6,276.25 06/30/2026    |
| 06/03/2026                                                   | 10589--Paylocity                                  |                    | (26,123.28) 06/30/2026 |
| 06/03/2026                                                   | 10126--Michigan Employers Retirement              |                    | 26,123.28 06/30/2026   |
| 06/03/2026                                                   | 10589--Paylocity                                  |                    | 26,123.28 06/30/2026   |
| 06/03/2026                                                   | 10126--Michigan Employers Retirement              |                    | 5,580.88 06/30/2026    |
| 06/03/2026                                                   | 10126--Michigan Employers Retirement              |                    | 857.71 06/30/2026      |
| 06/03/2026                                                   | 10126--Michigan Employers Retirement              |                    | 6,306.71 06/30/2026    |
| 06/03/2026                                                   | 10126--Michigan Employers Retirement              |                    | 1,004.98 06/30/2026    |
| 06/03/2026                                                   | 10126--Michigan Employers Retirement              |                    | 629.09 06/30/2026      |
| 06/03/2026                                                   | 10126--Michigan Employers Retirement              |                    | 6,143.72 06/30/2026    |
| 06/10/2026                                                   | 10009--Consumers Energy                           |                    | 269.23 06/30/2026      |
| 06/12/2026                                                   | 10330--Comerica Commerical Card Services          |                    | 3,715.61 06/30/2026    |
| 06/12/2026                                                   | 10009--Consumers Energy                           |                    | 1,126.82 06/30/2026    |
| 06/16/2026                                                   | 10589--Paylocity                                  |                    | 29,288.19 06/30/2026   |
| 06/16/2026                                                   | 10147--EHIM                                       |                    | 2,102.37 06/30/2026    |
| 06/16/2026                                                   | 10147--EHIM                                       |                    | 147.60 06/30/2026      |
| 06/16/2026                                                   | 10019--Clear Rate Communications                  |                    | 523.76 06/30/2026      |
| 06/18/2026                                                   | 10126--Michigan Employers Retirement              |                    | 855.14 06/30/2026      |
| 06/18/2026                                                   | 10126--Michigan Employers Retirement              |                    | 6,251.92 06/30/2026    |
| 06/18/2026                                                   | 10126--Michigan Employers Retirement              |                    | 1,004.98 06/30/2026    |
| 06/18/2026                                                   | 10126--Michigan Employers Retirement              |                    | 655.54 06/30/2026      |
| 06/18/2026                                                   | 10126--Michigan Employers Retirement              |                    | 5,703.60 06/30/2026    |
| 06/18/2026                                                   | 10126--Michigan Employers Retirement              |                    | 6,113.91 06/30/2026    |
| 06/22/2026                                                   | 10772--Hannah Mills                               | 027277             | 75.00 06/30/2026       |
| 06/22/2026                                                   | 10005--DTE Energy                                 |                    | 5,234.27 06/30/2026    |
| 06/22/2026                                                   | 10005--DTE Energy                                 |                    | 14,905.43 06/30/2026   |
| 06/22/2026                                                   | 10589--Paylocity                                  |                    | 1,694.98 06/30/2026    |
| 06/23/2026                                                   | 10144--Mutual Of Omaha                            |                    | 2,166.56 06/30/2026    |
| 06/23/2026                                                   | 10021--Home Depot Credit Services                 |                    | 377.01 06/30/2026      |
| 06/26/2026                                                   | 10729--BCBS of Michigan                           |                    | 38,718.12 06/30/2026   |
| 06/26/2026                                                   | 10083--Pitney Bowes Global Financial Services Inc |                    | 1,000.00 06/30/2026    |
| 06/29/2026                                                   | 10003--AT&T                                       |                    | 115.49 06/30/2026      |
| 06/29/2026                                                   | 10003--AT&T                                       |                    | 818.63 06/30/2026      |
| 06/30/2026                                                   | 10589--Paylocity                                  |                    | 3.09 06/30/2026        |
| 06/30/2026                                                   | 10330--Comerica Commerical Card Services          |                    | 3,000.00 06/30/2026    |
| 06/30/2026                                                   | 10126--Michigan Employers Retirement              |                    | 26,123.28 06/30/2026   |
| 06/30/2026                                                   | 10589--Paylocity                                  |                    | 29,480.59 06/30/2026   |
| 06/30/2026                                                   | 10083--Pitney Bowes Global Financial Services Inc |                    | 248.58 06/30/2026      |
| 06/30/2026                                                   | 10083--Pitney Bowes Global Financial Services Inc |                    | (248.58) 06/30/2026    |
| 06/30/2026                                                   | 10083--Pitney Bowes Global Financial Services Inc |                    | 248.58 06/30/2026      |
| <b>Total for</b>                                             |                                                   |                    | <b>257,347.19</b>      |
| <b>Bank: Bill.com Clearing - Bill.com Money Out Clearing</b> |                                                   | <b>Account no:</b> |                        |
| 06/02/2026                                                   | 10553--Thomas Kline/Crimson Multimedia            |                    | 145.22 In transit      |
| 06/02/2026                                                   | 10099--The New York Times                         |                    | 1,442.79 In transit    |
| 06/02/2026                                                   | 10201--Plante Moran                               |                    | 6,479.09 In transit    |
| 06/02/2026                                                   | 10626--NorthStar Mat Service                      |                    | 185.76 In transit      |
| 06/02/2026                                                   | 10464--Minuteman Press Farmington Hills           |                    | 363.00 In transit      |
| 06/02/2026                                                   | 10094--Michigan Library Association               |                    | 2,663.00 In transit    |
| 06/02/2026                                                   | 10315--MetroNet Consortium                        |                    | 2,214.00 In transit    |
| 06/02/2026                                                   | 10050--Lakeshore Learning Materials               |                    | 153.40 In transit      |
| 06/02/2026                                                   | 10033--Demco Inc.                                 |                    | 231.96 In transit      |
| 06/02/2026                                                   | 10594--Danboise Mechanical                        |                    | 4,099.00 In transit    |
| 06/02/2026                                                   | 10089--Contemporary Industries                    |                    | 130.00 In transit      |
| 06/02/2026                                                   | 10017--CDW Government Inc                         |                    | 8,103.61 In transit    |
| 06/02/2026                                                   | 10364--Blick Art Materials                        |                    | 312.60 In transit      |
| 06/02/2026                                                   | 10082--OverDrive, Inc                             |                    | 5,071.00 In transit    |
| 06/02/2026                                                   | 10011--Midwest Tape                               |                    | 173.21 In transit      |
| 06/02/2026                                                   | 10121--Library Ideas                              |                    | 199.60 In transit      |
| 06/02/2026                                                   | 10004--Ingram Library Services                    |                    | 11,293.86 In transit   |
| 06/02/2026                                                   | 10040--Foster, Swift, Collins & Smith             |                    | 1,682.10 In transit    |
| 06/02/2026                                                   | 10627--CJB Pest and Mosquito Control              |                    | 255.00 In transit      |
| 06/09/2026                                                   | 10666--Jan-Pro Detroit, LLC                       |                    | 10,328.00 In transit   |
| 06/09/2026                                                   | 10027--Great Lakes Ace Hardware                   |                    | 10.60 In transit       |

# Farmington Community Library Check register

| Date                               | Payee                                                        | Document no. | Amount Cleared           |
|------------------------------------|--------------------------------------------------------------|--------------|--------------------------|
| 06/09/2026                         | 10046--EnvisionWare, Inc                                     |              | 188.00 In transit        |
| 06/09/2026                         | 10757--Dexter District Library                               |              | 45.00 In transit         |
| 06/09/2026                         | 10033--Demco Inc.                                            |              | 1,466.98 In transit      |
| 06/09/2026                         | 10627--CJB Pest and Mosquito Control                         |              | 125.00 In transit        |
| 06/09/2026                         | 10031--Quill LLC                                             |              | 1,969.55 In transit      |
| 06/09/2026                         | 10082--OverDrive, Inc                                        |              | 4,028.97 In transit      |
| 06/12/2026                         | 10759--Mad Science of Detroit                                |              | 564.00 In transit        |
| 06/12/2026                         | 10703--Creativebug                                           |              | 10,850.00 In transit     |
| 06/12/2026                         | 10002--Farmington Community Library                          |              | 4,273.00 In transit      |
| 06/12/2026                         | 10132--Scholastic Inc.                                       |              | 5,554.00 In transit      |
| 06/12/2026                         | 10227--Royal Roofing                                         |              | 1,750.00 In transit      |
| 06/12/2026                         | 10207--Randy Kaplan                                          |              | 900.00 In transit        |
| 06/12/2026                         | 10220--PTS Communications                                    |              | 150.00 In transit        |
| 06/12/2026                         | 10079--Midwest Tape Hoopla                                   |              | 17,156.49 In transit     |
| 06/12/2026                         | 10027--Great Lakes Ace Hardware                              |              | 34.17 In transit         |
| 06/12/2026                         | 10068--Gallagher Fire Equipment                              |              | 670.00 In transit        |
| 06/29/2026                         | 10573--MCD Architects                                        |              | 78,374.85 In transit     |
| 06/29/2026                         | 10121--Library Ideas                                         |              | 1,179.00 In transit      |
| 06/29/2026                         | 10237--CFRA                                                  |              | 245.00 In transit        |
| 06/29/2026                         | 10011--Midwest Tape                                          |              | 465.59 In transit        |
| 06/29/2026                         | 10029--Unique                                                |              | 226.55 In transit        |
| 06/29/2026                         | 10004--Ingram Library Services                               |              | 5,925.39 In transit      |
| 06/29/2026                         | 10761--Caroline Kennedy Library                              |              | 30.99 In transit         |
| 06/29/2026                         | 10110--Ebsco Subscription Services                           |              | 20,424.94 In transit     |
| 06/29/2026                         | 10007--Matt Watroba                                          |              | 1,800.00 In transit      |
| 06/29/2026                         | 10026--FJ Lafontaine & Sons Landscaping                      |              | 252.00 In transit        |
| 06/29/2026                         | 10031--Quill LLC                                             |              | 575.16 In transit        |
| 06/29/2026                         | 10012--NBS                                                   |              | 540.00 In transit        |
| 06/29/2026                         | 10507--Kona Ice                                              |              | 1,917.00 In transit      |
| 06/29/2026                         | 10498--Muniweb                                               |              | 195.00 In transit        |
| 06/29/2026                         | 10141--Benistar/UA-6803                                      |              | 3,835.20 In transit      |
| 06/29/2026                         | 10351--Michigan Science Center                               |              | 187.50 In transit        |
| 06/29/2026                         | 10767--Nova Environmental Inc                                |              | 4,973.00 In transit      |
| 06/29/2026                         | 10762--Rhode Island Novelty                                  |              | 107.66 In transit        |
| 06/29/2026                         | 10464--Minuteman Press Farmington Hills                      |              | 25.00 In transit         |
| 06/29/2026                         | 10626--NorthStar Mat Service                                 |              | 284.36 In transit        |
| 06/29/2026                         | 10294--Jackson District Library                              |              | 48.99 In transit         |
| 06/29/2026                         | 10227--Royal Roofing                                         |              | 2,900.00 In transit      |
| 06/29/2026                         | 10187--Network Services Company                              |              | 1,481.41 In transit      |
| 06/29/2026                         | 10160--Maria Showich-Gallup                                  |              | 111.56 In transit        |
| 06/29/2026                         | 10624--Sterling Heights Public Library                       |              | 17.00 In transit         |
| 06/29/2026                         | 10594--Danboise Mechanical                                   |              | 320.00 In transit        |
| 06/29/2026                         | 10253--Michigan Municipal League Liability and Property Pool |              | 77,433.00 In transit     |
| 06/29/2026                         | 10011--Midwest Tape                                          |              | 2,806.74 In transit      |
| 06/29/2026                         | 10041--Naair                                                 |              | 143.83 In transit        |
| 06/29/2026                         | 10234--MML Wokers' Comp Fund                                 |              | 5,143.00 In transit      |
| 06/29/2026                         | 10411--Kaeser & Blair Incorporated                           |              | 8,494.38 In transit      |
| 06/29/2026                         | 10020--Gordon Food Service Inc                               |              | 24.99 In transit         |
| 06/29/2026                         | 10760--Comstock Township Library                             |              | 13.99 In transit         |
| 06/29/2026                         | 10763--Jeff Wawrzaszek                                       |              | 495.00 In transit        |
| 06/29/2026                         | 10765--Quilted Wishes LLC                                    |              | 400.00 In transit        |
| 06/29/2026                         | 10035--The Library Network                                   |              | 768.00 In transit        |
| 06/29/2026                         | 10751--Jenin Yaseen                                          |              | 250.00 In transit        |
| 06/29/2026                         | 10219--MidWest Collaborative for Library Services            |              | 250.00 In transit        |
| 06/29/2026                         | 10332--Adobe Inc                                             |              | 1,259.64 In transit      |
| 06/29/2026                         | 10004--Ingram Library Services                               |              | 35,447.89 In transit     |
| 06/29/2026                         | 10627--CJB Pest and Mosquito Control                         |              | 255.00 In transit        |
| 06/29/2026                         | 10011--Midwest Tape                                          |              | 2,964.17 In transit      |
| 06/29/2026                         | 10002--Farmington Community Library                          |              | 9,178.00 In transit      |
| <b>Total for Bill.com Clearing</b> |                                                              |              | <b><u>377,032.74</u></b> |

## Motion Required:

I move that the Board approve the expenditures as presented

**GRAND TOTAL: \$634,379.93**

## **Director's Report**

### **July 2026**

#### **Patron Comments**

Included in your Board packet.

#### **Founders Day Parade**

The library will be walking in the festival parade on Saturday July 18, 2026. This year's theme of the parade is Past, Present, and Future. The library book-bike will be decorated with a construction theme. The parade starts at 10:00am, and participants report at 9:00am. If members of the board would like to join us, please let us know and we will share specifics.

#### **Food Truck Tuesdays**

Our next Food Truck Tuesday is on July 21, 2026, from 5–7pm. The Food Truck is Impasto.

#### **Sumer of Stories Finale**

Monday July 27, 2026, from 630–830pm. We will have giant inflatables, animals at the petting farm, a magician and a free ice cream sandwich to celebrate the hours read by our community.

#### **Staffing Updates**

We have multiple vacancies we are hiring for in the next few months. We currently have PT Patron Services Assistants, Technology Aides, PT Children's Librarian and more posted, with more to come.

Submitted by  
Sasha Matthews  
Director



How are

What made your Library visit special?

Thanks for hosting the repair cafe! It was wonderful!!  
Please do it again!!

Turn over to leave a suggestion for Library staff

What made your Library visit special?

Jennifer Harper!!

"Do Borne Phonics Readers."

I was looking for the books she checked  
+ they had been returned but not reshelfed  
Turn over to leave a suggestion for Library staff.  
She went + got them. I appreciate her caring + her smile.

What made your Library visit special?

Hearing Baby Story Time on Tuesdays =

Jennifer Harper is absolutely  
amazing + talented at her job. It is  
unbelievable that upon hearing a baby's name once -  
he can remember it everytime! She is very knowledgeable

Turn over to leave a suggestion for Library staff

**Suggestion:**

Everything is doing great I love everything here. But something I want to recommend is to have more graphic novels. Not just one shelf. Thanks Farmington Hills Library

Warmest Regards  
Brooklyn

**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:**

Just a THANK YOU TO Sarah  
for going above and beyond to help  
me print out a document that  
was difficult for an "old school" person.  
P.S. send her & her husband on a cruise!

Turn over to leave a suggestion for library staff

**What made your Library visit special?**

The Fix it Event was awesome!  
I was shocked to see it at Library  
Great special event

**Suggestion:**

THANK YOU FOR HAVING MICROFILM AND MICROFICHE MACHINES AVAILABLE FOR MY RESEARCH. THE FAST FORWARD AND FAST REVERSE BUTTONS ON THE MINOLTA MG6000 DO NOT WORK. THIS ADDS SEVERAL MINUTES FOR EACH ITEM, USUALLY TAKES 30 SECONDS.

**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!**

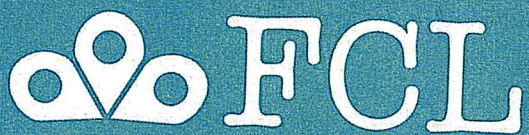
**Suggestion:**

For the Autistic community whom attend this library. It would be helpful to have more sensory things available for the children. Having a single puzzle out for the child to interact with is not the worst part. The worst part is not being able to request more. As a caregiver, the library is a fun place for my client to explore & learn, however coming in and being told to play with the one that was already out (10 pcs) was disheartening when there are more, just not being released. Tnx. I am happy to discuss more 313.989.731

**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:**

how are you doing?



FH

**Suggestion:**

It looks way better down here than up there the user level is still pretty though

THINK THE ATIVES H  
COULD

HAVE A PARADE



FH

**Suggestion:**

Have free snacks for all the Big Backs ▽ ▽  
○ ○

**What made your Library visit special?**

ase Reconsider the "rule" that children's coloring kits cannot be checked out and used elsewhere in the library. We have done so before and respected the items. Its so harsh that they can't be used upstairs with parents supervision goes a long ways.

From events leave a suggestion for library staff

.10/15/2019



**Suggestion:**

you guys  
NEED More

lotsu kaisen manga - 14 ki

**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!**