

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

- **Call to Order**
- **Approval of Agenda**
- **Public Comment (3 minutes per person)**
- **Minutes**
 - Approval of Minutes for regular & special meeting January 2026
- **Treasurers Report**
 - Approval of January operating bills 2026
 - Financial Reports
 - Michigan Class updates
- **Friends of the Library**
- **Director's Report**
 - State of the city of address
- **Sub-Committee Updates**
 - Personnel
 - Facilities
 - Finance
- **Unfinished Business**
- **New Business**
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - January 8, 2026**

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

Board Members Absent: Doby

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

Staff Members Absent: None

CALL TO ORDER

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

APPROVAL OF AGENDA

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

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

PUBLIC COMMENT

M. Leadham, FH. Thank you for new computer chairs, and please address pedestrian safety in parking lot at Twelve Mile.

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held December 11, 2025, amended by Brown to correct E. McClellan's name under Trustee Comment, was supported by Brown,

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying December 2025 operating bills totaling \$451,289.56 was supported by White.

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

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

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

K. Brown:

- 2025 interest earned from Michigan Class is \$558,127.30. Rates look to decrease in 2026.

FRIENDS' REPORT (S. Charlesbois)

- Membership letter went out.
- Longtime board member and former president Mary Beth Perrault is stepping down from the board.
- Planning for Library Day of Giving (April 1) has begun.
- December book sales - using new sales room at Twelve Mile - brought in \$2,100. Monthly average has been closer to \$1,500.
- For 2025, roughly \$1,800 earned on Better World Books and \$1,800 also earned on E-Bay. Many more books have to be sold on BWB to match amount earned on E-Bay.
- There will be a "mini sale" this spring.

LIBRARY DIRECTOR'S REPORT (S. Matthews)

- FCL won a Hometown Heroes award from Modern Woodmen of America for "improving the quality of life for families and communities"; the MWA will make a contribution to a charity of FCL's choice, and FCL chose CARES.
- MLK Celebration events will occur each day, Saturday, January 17 to Monday, January 19.
- There was a Farmington Press article about both K. Siegrist and S. Matthews that appeared on December 15, 2025.
- Michigan minimum wage increased as of January 1 to \$13.73 an hour. FCL budget had already accounted for this.
- S. Matthews has been meeting staff and community members. She will speak to the Optimists Club for first time on January 28.

SUBCOMMITTEE UPDATES

Personnel (D. Muthukuda)

- Committee has worked to finalize transition of directors. S. Matthews has set initial goals.
- Committee recommends board action on salary schedule for fiscal year 2026.

Facilities (S. Snodgrass)

- Committee recommends board action on construction manager and Liberty Street HVAC work.
- The next Committee meeting will be February 5.

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

Finance (K. Brown)

- No meeting in December.

UNFINISHED BUSINESS

- Liberty Street rooftop air conditioner compressor

MOTION by Snodgrass to approve up to \$24,713 for replacement of compressor and for possible new refrigerant, work to be done by Witt Mechanical, was supported by Snead.

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

NEW BUSINESS

- Construction manager

MOTION by Snodgrass to hire McCarthy & Smith as construction manager for Phase One at a cost of \$472,951 was supported by Brown.

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

- Fiscal Year 2026 salary schedule

MOTION by Muthukuda to approve the salary schedule for FY 2026 was supported by Brown.

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

- Fiscal Year 2026 merit increase

MOTION by Muthukuda to approve up to 4 percent merit increase for staff for FY 2026 was supported by Murphy.

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

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

- E. McClellan: thank you to K. Siegrist for agreeing to take on directorship when asked. Thank you for healing trauma among staff and for sound governance of FCL.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 6:55. The next meeting of the Library Board is scheduled for Thursday, February 12, 2026, at 6:00 pm at Twelve Mile.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

DRAFT



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3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

February 6, 2026

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

Re: January 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

3	Vendor	Document no.	Amount Cleared
		Account no:	
01/07/2026	10009--Consumers Energy		1,341.66 01/31/2026
01/08/2026	10736--Toussaint Carpenter	27265	125.00 01/31/2026
01/08/2026	10735--Deborah Crowley	27266	125.00 01/31/2026
01/08/2026	10734--Catherine Miree	27267	125.00 01/31/2026
01/08/2026	10733--Allante Taylor	27268	125.00 01/31/2026
01/09/2026	10009--Consumers Energy		2,188.12 01/31/2026
01/14/2026	10014--T-Mobile		1,026.93 01/31/2026
01/14/2026	10019--Clear Rate Communications		524.04 01/31/2026
01/14/2026	10126--Michigan Employers Retirement		695.44 01/31/2026
01/14/2026	10126--Michigan Employers Retirement		6,859.03 01/31/2026
01/14/2026	10126--Michigan Employers Retirement		3,190.20 01/31/2026
01/14/2026	10126--Michigan Employers Retirement		2,023.52 01/31/2026
01/14/2026	10126--Michigan Employers Retirement		3,191.44 01/31/2026
01/14/2026	10126--Michigan Employers Retirement		27,585.09 01/31/2026
01/14/2026	10589--Paylocity		33,171.24 01/31/2026
01/15/2026	10330--Comerica Commerical Card Services		2,757.09 01/31/2026
01/15/2026	10063--City Of Farmington - Water		1,253.08 01/31/2026
01/16/2026	10021--Home Depot Credit Services		110.27 01/31/2026
01/21/2026	10589--Paylocity		1,503.17 01/31/2026
01/21/2026	10015--Toshiba America Business Solutions		2,254.25 01/31/2026
01/21/2026	10005--DTE Energy		3,699.01 01/31/2026
01/21/2026	10144--Mutual Of Omaha		3,735.78 01/31/2026
01/21/2026	10005--DTE Energy		12,384.59 01/31/2026
01/23/2026	10083--Pitney Bowes Global Financial Services Inc		1,000.00 01/31/2026
01/27/2026	10003--AT&T		29.46 01/31/2026
01/27/2026	10003--AT&T		818.85 01/31/2026
01/27/2026	10729--BCBS of Michigan		39,413.37 01/31/2026
01/28/2026	10126--Michigan Employers Retirement		701.62 01/31/2026
01/28/2026	10126--Michigan Employers Retirement		6,465.87 01/31/2026
01/28/2026	10126--Michigan Employers Retirement		1,004.98 01/31/2026
01/28/2026	10126--Michigan Employers Retirement		1,918.76 01/31/2026
01/28/2026	10126--Michigan Employers Retirement		4,957.89 01/31/2026
2/8/2026	10126--Michigan Employers Retirement		5,740.96 01/31/2026
2/8/2026	10126--Michigan Employers Retirement		26,123.28 01/31/2026
2/8/2026	10589--Paylocity		28,422.16 01/31/2026
01/29/2026	10147--EHIM		147.60 01/31/2026
01/29/2026	10147--EHIM		1,673.78 01/31/2026
	Total for		228,412.53

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

01/02/2026	10011--Midwest Tape	806.18 In transit
01/05/2026	10002--Farmington Community Library	7,201.02 In transit
01/05/2026	10023--Witt Mechanical, Inc	548.00 In transit
01/05/2026	10436--The Library Store	346.68 In transit
01/05/2026	10640--Stericycle, Inc.	346.03 In transit
01/05/2026	10446--Sandy Herman	54.84 In transit
01/05/2026	10726--New Detroit Inc	7,500.00 In transit
01/05/2026	10475--National Communications Corporation	400.00 In transit
01/05/2026	10433--Lijun Xue	107.96 In transit
01/05/2026	10385--InfoUSA Marketing, Inc	36,826.00 In transit
01/05/2026	10026--F J Lafontaine & Sons Landscaping	609.00 In transit
01/05/2026	10358--Computype, Inc.	2,422.00 In transit
01/05/2026	10627--CJB Pest and Mosquito Control	255.00 In transit
01/06/2026	10141--Benistar/UA-6803	5,113.60 In transit
01/09/2026	10002--Farmington Community Library	10,341.78 In transit
01/09/2026	10032--The Friends Of The Library	150.00 In transit
01/09/2026	10655--Springshare LLC	144.34 In transit
01/09/2026	10626--NorthStar Mat Service	185.76 In transit
01/09/2026	10187--Network Services Company	459.50 In transit
01/09/2026	10498--Muniweb	195.00 In transit
01/09/2026	10079--Midwest Tape Hoopla	15,977.91 In transit
01/09/2026	10315--MetroNet Consortium	8,085.50 In transit
01/09/2026	10573--MCD Architects	31,450.00 In transit
01/09/2026	10666--Jan-Pro Detroit, LLC	7,845.12 In transit
01/09/2026	10038--Douglas Moye	210.00 In transit
01/14/2026	10035--The Library Network	2,220.20 In transit
1/14/2026	10002--Farmington Community Library	5,380.14 In transit
1/14/2026	10029--Unique	295.50 In transit

Farmington Community Library Check register

3	Vendor	Document no.	Amount Cleared
01/14/2026	10730--Sherry Hawkins		350.00 In transit
01/14/2026	10082--OverDrive, Inc		3,000.00 In transit
01/14/2026	10724--OHM Advisors		12,341.25 In transit
01/14/2026	10257--Oakland County Treasurer		4.71 In transit
01/14/2026	10041--Naeir		158.52 In transit
01/14/2026	10020--Gordon Food Service Inc		68.93 In transit
01/14/2026	10026--FJ Lafontaine & Sons Landscaping		9,903.00 In transit
01/14/2026	10058--Batteries Plus Bulbs		119.50 In transit
01/14/2026	10731--Ann Arbor District Library		16.00 In transit
01/14/2026	10031--Quill LLC		1,936.93 In transit
01/14/2026	10033--Demco Inc.		2,470.78 In transit
01/14/2026	10650--Charles Cusak		123.64 In transit
01/16/2026	10141--Benistar/UA-6803		5,113.60 In transit
01/16/2026	10732--Ryan Pearson		600.00 In transit
01/16/2026	10187--Network Services Company		1,869.20 In transit
01/16/2026	10004--Ingram Library Services		4,000.63 In transit
01/27/2026	10035--The Library Network		2,498.11 In transit
01/27/2026	10626--NorthStar Mat Service		98.60 In transit
01/27/2026	10128--National Time & Signal Corp		360.00 In transit
01/27/2026	10020--Gordon Food Service Inc		108.89 In transit
01/27/2026	10040--Foster, Swift, Collins & Smith		408.00 In transit
01/27/2026	10038--Douglas Moye		210.00 In transit
01/27/2026	10012--NBS		3,267.00 In transit
01/27/2026	10011--Midwest Tape		244.30 In transit
01/27/2026	10011--Midwest Tape		3,090.07 In transit
01/27/2026	10004--Ingram Library Services		6,779.47 In transit
01/27/2026	10186--Cengage Learning Inc / Gale		54,919.50 In transit
	Total for Bill.com Clearing		<u>259,537.69</u>

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$487,950.22



Director's Report February 2026

Patron Comments

Included in your Board packet.

Presentation

I presented at the Farmington Hills Optimist club at the end of January. They asked great questions about the library and were excited about our renovations.

Audit

Plante Moran discovered that our audit was not submitted to the state by the end of the year. This is the first time that it has ever happened, and the audit firm reached out and was very apologetic. It has been rectified and received by the state.

Article

Farmington Press Business Clip was a picture of Sherri and Kelly accepting the Large Business of the Year Award.

Social Committee

During the week of Feb 9-13 there will be events and themed days to help combat the cold temperatures and the wintertime blues. Things like Souper Bowl Monday, National Flannel Day, Literary Love, Giving Hearts Day and Valentine Day Cookie Decorating.

Directors Orientations

I am working through all the departments and having orientations, it has been a great learning experience. I have also had orientations with TLN and started my New Directors Training with the Library of Michigan. I also received my Level 1 Librarian Certification.

Web Compliance

Due to new regulations, our website and contents on the website must be ADA compliant with Web and Mobile Application Accessibility Rule. Our website is mostly compliant

Farmington Community Library

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



currently. We are working on documents and going forward some documents may look a little different to ensure they can be read by a screen reader.

Programs

MLK Day was great, we had to cancel the walk due to weather conditions. Other events were well attended.

Valentine Ice Skate coming up on Valentines Day.

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



Presented by:



**Corewell
Health**



**OAKLAND
COMMUNITY
COLLEGE**
Excellence Empowered.



March 6

4:30-8:45pm

Farmington High School
32000 Shiawassee St.
Farmington, MI 48336

Join us for the 2026 State of the Cities: A Night of Insight, Reflection, and Connection

BUSINESS EXPO & STATE OF THE CITIES ARE FREE TO ATTEND.
ALL ARE WELCOME!

STATE OF THE CITIES SPEAKERS



Joseph LaRussa
Farmington Mayor



Theresa Rich
Farmington Hills Mayor



Dr. Kelly Coffin
Farmington Public
Schools Superintendent



Peter Provenzano
Oakland Community
College Chancellor



Kristine Donahue
Corewell Health Farmington
Hills Hospital President

SCHEDULE OF EVENTS

4:30-6:30 Business Expo

5:00-6:30 VIP Reception

6:30-7:00 FPS Music Groups

7:00-9:00 STATE OF THE CITIES

REGISTRATION REQUIRED



FREE TO THE PUBLIC BUSINESS EXPO

4:30-6:30pm

Meet local business owners, city departments, schools and other organizations. Enter for raffles, get samples, and have a great time!

Sponsored
by:



NEW THIS YEAR! FOOD TRUCKS

4:30-6:30pm

Grab a bite to eat and hang out before the formal presentations!

\$75 Per Person VIP RECEPTION

5:00-6:30pm

Mix and mingle with state, local, and county officials, business owners, and others. Enjoy light foods and a cash bar.

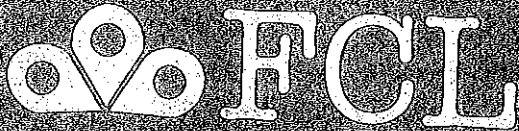
Sponsored
by:



What made your Library visit special?

I like when you do the clubs I think they are fun please keep doing them.

Turn over to leave a suggestion for Library staff.



Suggestion:

make the clubs longer

What made your Library visit special?

Librarians are always helpful



Suggestion:

Add Tween events because tweens are too young for teens but may feel too old for childrens Please

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 library is awesome and I think it would be even better if there was a microwave available. :)

What made your Library visit special?

BOOKS!

the good

Turn over to leave a suggestion for Library staff.

What made your Library visit special?

My son came on a 1st grade STEAM Academy field trip to FCL. Since then he's been more excited to read and engage at the library. Thank you! I hope all kids get this experience to get their kids excited to read!

Turn over to leave a suggestion for Library staff.

What made your Library visit special?

VERY HELPFUL & CONSIDERATE

Turn over to leave a suggestion for Library staff.



Suggestion:

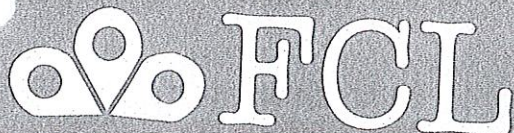
Lib. 31N
5774

712.094

Need MORE HOSPITAL

borrowers per month

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!



**How are
we doing?**

NAME: _____

DATE: Jan. 29, 2020

ADDRESS: _____ **CITY:** _____ **ZIP:** _____

PHONE: _____ **EMAIL:** _____

What made your Library visit special?

We Come to Ms. Lisa's Storytime. Before coming my child counted out of order, missing numbers. After coming, she consistently counts to 10 correctly. I'm so appreciative and grateful for such quality programming!

Turn over to leave a suggestion for Library staff.



Suggestion:

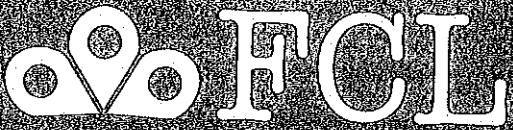
Grand Bargain - Rubin Re: Detroit Bankrupt

Take AN Inventory of the grounds, Wait
Not Shovel @ 5. Lat

- Landscaping terrible. You have a top
5 Budget in the USA & IT looks
like hell.

Tom Peterson

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:

Regarding The green Stickers for items on hold
Why don't you use paper instead? The adhesive
stickers must be expensive!

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!