



**Farmington Community Library
Board of Trustees Meeting
Thursday, November 13, 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.
November 13, 2025

- **Call to Order**
- **Approval of Agenda**
- **Audit presentation**
- **Public Comment (3 minutes per person)**
- **Minutes**
 - Approval of Minutes October 2025
- **Treasurers Report**
 - Approval of October operating bills 2025
 - Financial Reports
 - Michigan Class updates
- **Friends of the Library**
- **Director's Report**
 - Staff introduction Steve & Sandy Koponen
- **Sub-Committee Updates**
 - Personnel
 - Facilities
 - Finance
- **Unfinished Business**
- **New Business**
 - 2026 Employee health insurance
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - October 9, 2025
Liberty Street Branch**

Board Members Present: McClellan, Muthukuda, Brown, Murphy, Snodgrass, Doby (arrives late) Snead, White

Board Members Absent: None

Staff Members Present: Siegrist, Baker, Showich-Gallup, Clark, Wioskowski

Staff Members Absent: Peterson

CALL TO ORDER

The Regular Board Meeting was called to order at 6:08 by President McClellan.

APPROVAL OF AGENDA

MOTION by White to approve the Agenda for the October 9, 2025 Board meeting adding approval of minutes for October 2 special meeting and "EV Discussion" under Facilities update was supported by Snodgrass.

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

Opposed: None

Motion passed.

AUDIT PRESENTATION

Kari Shea, Plante Moran

- Auditor Alan C. Young & Associates, P.C. returned an "unmodified opinion" of the Farmington Community Library's financial statements.
- FCL's current fund balance is roughly enough to cover 10 months of operations.
- Moving money to MiClass has earned a higher amount of interest.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

MOTION by Snead to approve the Minutes of the Regular Board Meeting held September 11, 2025, was supported by Brown.

Vote: Aye: McClellan, Brown, Murphy, Snead, Snodgrass

Opposed: None

Abstain: Muthukuda, White

Motion passed.

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - October 9, 2025
Liberty Street Branch**

(Doby arrives.)

DRAFT

MOTION by Muthukuda to approve the Minutes of the Special Board Meeting held September 18, 2025, was supported by White

Vote: Aye: McClellan, Muthukuda, Brown, Murphy, Snodgrass, Doby, White

Opposed: None

Abstain: Snead

Motion passed.

MOTION by Murphy to approve the Minutes of the Special Board Meeting held October 2, 2025, was supported by Muthukuda.

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

Opposed: None

Motion passed.

MOTION by White to amend the Minutes of the Regular Board Meeting held August 14, 2025, so that the date is correct was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying September 2025 operating bills totaling \$525,851.43 was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

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

Vote: Aye: All in favor

Opposed: None

Motion passed.

K. Brown: year to date interest earned from Michigan Class is \$403,352.29

FRIENDS' REPORT (S: Charlesbois)

- Two new board members have been added
- Friends poured beer at the Harvest Moon celebration.
- Friends received \$250 from the Exemplars Club.
- 2025 book sale proceeds are roughly \$18,500 so far, plus more than \$2,000 more through E-Bay sales of rarer books. Next big sale will be October 24-26.
- Katherine Center author event can still be joined online. In-person is full.

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- Giving Tuesday is coming soon.

DRAFT

- E. McClellan: Farmington Friends were mentioned in *Farmington Press* article about Friends Week.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- Article in *Farmington Press* describing K. Siegrist's career on eve of retirement.
- Grand Raven walks are being held each Thursday evening in October.
- FCL was named a 2025 Large Business of the Year by Chamber of Commerce.
- Staff Day will be held November 11. Both branches will be closed.
- The statewide Michigan Electronic Library (MeL) will continue for another year. MeL was in danger due to federal cuts to libraries.
- Annual (popular!) paranormal investigation will occur October 25. Registration is encouraged.
- Staff highlight: Adrian Clark and Jill Wioskowski, adult librarians.

SUBCOMMITTEE UPDATES

Personnel (D. Muthukuda)

- Director Search - see New Business

Facilities (S. Snodgrass)

- EV charging stations: anticipated parking lot improvements will require consideration of whether to install infrastructure for EV charging. Per E. McMullen, this will be on a future agenda.
- LED lights have been installed in parking lot at Twelve Mile.
- Committee members visited Plymouth District Library to view new Children's area and outdoor amphitheater.
- Creating new outdoor programming space may require better signage for smoking areas.
- The next Committee meeting will be November 6.

Finance (S. Snead)

- Working on planned giving, naming rights for large donations.
- Next Committee meeting will be in late October.

UNFINISHED BUSINESS

None

NEW BUSINESS

Candidate Selection

MOTION by Muthukuda to offer the position of FCL director to Sasha Matthews with a salary in the posted range plus moving expenses was supported by Murphy.

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - October 9, 2025
Liberty Street Branch**

Vote (roll call): **Aye:** McClellan, Muthukuda, Murphy, Brown, Snead, Doby, Snodgrass,
White

Opposed: None

Motion passed.

DRAFT

New chairs for Twelve Mile computer area

MOTION by White to spend up to \$16,500 for 30 new chairs from Library Design and for removal of old chairs was supported by Doby.

Vote: Aye: All in favor

Opposed: None

Motion passed.

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

- K. Brown - thank you to Personnel Committee and particularly D. Muthukuda for work on director search.
- C. Doby - proud to be associated with a library that attracted such quality candidates for director.
- J. White - Toast to Education, fundraiser for Farmington Farmington Hills Education Foundation, will occur November 7. FCL librarians could potentially receive FFHEF grant money.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:28. The next meeting of the Library Board is scheduled for Thursday, November 13, 2025, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees



Plante & Moran, PLLC
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Southfield, MI 48075
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plantemoran.com

November 10, 2025

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

Re: October 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
10/02/2025	10636--Custom Earth Promos	27261	1,683.25 10/31/2025
10/08/2025	10126--Michigan Employers Retirement		561.19 10/31/2025
10/08/2025	10126--Michigan Employers Retirement		5,861.28 10/31/2025
10/08/2025	10126--Michigan Employers Retirement		1,326.83 10/31/2025
10/08/2025	10126--Michigan Employers Retirement		1,956.82 10/31/2025
10/08/2025	10126--Michigan Employers Retirement		5,268.71 10/31/2025
10/08/2025	10126--Michigan Employers Retirement		6,700.58 10/31/2025
10/08/2025	10589--Paylocity		30,140.92 10/31/2025
10/09/2025	10009--Consumers Energy		141.39 10/31/2025
10/14/2025	10014--T-Mobile		1,140.70 10/31/2025
10/14/2025	10009--Consumers Energy		864.80 10/31/2025
10/15/2025	10330--Comerica Commerical Card Services		1,327.88 10/31/2025
10/15/2025	10019--Clear Rate Communications		525.44 10/31/2025
10/15/2025	10019--Clear Rate Communications		(524.44) 10/31/2025
10/15/2025	10063--City Of Farmington - Water		1,205.89 10/31/2025
10/15/2025	10019--Clear Rate Communications		524.44 10/31/2025
10/20/2025	10015--Toshiba America Business Solutions		2,468.20 10/31/2025
10/20/2025	10005--DTE Energy		15,829.48 10/31/2025
10/20/2025	10147--EHIM		1,687.22 10/31/2025
10/20/2025	10147--EHIM		137.10 10/31/2025
10/20/2025	10589--Paylocity		1,517.74 10/31/2025
10/21/2025	10005--DTE Energy		4,573.86 10/31/2025
10/22/2025	10144--Mutual Of Omaha		1,859.14 10/31/2025
10/22/2025	10126--Michigan Employers Retirement		476.49 10/31/2025
10/22/2025	10126--Michigan Employers Retirement		5,833.63 10/31/2025
10/22/2025	10126--Michigan Employers Retirement		1,326.03 10/31/2025
10/22/2025	10126--Michigan Employers Retirement		1,939.54 10/31/2025
10/22/2025	10126--Michigan Employers Retirement		5,139.56 10/31/2025
10/22/2025	10126--Michigan Employers Retirement		6,596.15 10/31/2025
10/22/2025	10126--Michigan Employers Retirement		26,123.28 10/31/2025
10/22/2025	10589--Paylocity		29,876.40 10/31/2025
10/23/2025	10021--Home Depot Credit Services		71.96 10/31/2025
10/27/2025	10003--AT&T		821.40 10/31/2025
			164,982.86

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

10/01/2025	10012--NBS	540.00 In transit
10/01/2025	10049--Johnson Controls Fire Protection	200.00 In transit
10/01/2025	10675--Hillsdale College Mossey Library	17.00 In transit
10/01/2025	10037--Dorothy Hinton	160.00 In transit
10/01/2025	10058--Batteries Plus Bulbs	247.20 In transit
10/01/2025	10011--Midwest Tape	1,064.47 In transit
10/01/2025	10004--Ingram Library Services	3,108.98 In transit
10/01/2025	10000--Baker & Taylor Inc	5,500.93 In transit
10/01/2025	10502--Amazon Capital Services	171.15 In transit
10/10/2025	10171--Farmington Genealogical Society	300.00 In transit
10/10/2025	10539--Dale A. Carlson	250.00 In transit
10/10/2025	10278--World Trade Press	5,385.60 In transit
10/10/2025	10023--Witt Mechanical, Inc	3,561.00 In transit
10/10/2025	10029--Unique	256.10 In transit
10/10/2025	10655--Springshare LLC	77.40 In transit
10/10/2025	10717--SHSND	4.00 In transit
10/10/2025	10715--Sarah McCarthy	85.00 In transit
10/10/2025	10220--PTS Communications	150.00 In transit
10/10/2025	10201--Plante Moran	6,076.62 In transit
10/10/2025	10626--NorthStar Mat Service	98.60 In transit
10/10/2025	10128--National Time & Signal Corp	146.48 In transit
10/10/2025	10315--MetroNet Consortium	2,724.05 In transit
10/10/2025	10573--MCD Architects	40,000.00 In transit
10/10/2025	10337--JanWay Company USA Inc	5,265.00 In transit
10/10/2025	10666--Jan-Pro Detroit, LLC	9,912.78 In transit
10/10/2025	10716--Historical Society of Michigan	100.00 In transit
10/10/2025	10033--Demco Inc.	394.83 In transit
10/10/2025	10141--Benistar/UA-6803	4,873.60 In transit
10/10/2025	10680--Allied Signs, Inc	24,501.70 In transit
10/10/2025	10692--1000 Bulbs.com	733.70 In transit
10/10/2025	10553--Thomas Kline/Crimson Multimedia	407.02 In transit
10/10/2025	10644--Rocket Enterprise Inc	570.00 In transit

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
10/10/2025	10004--Ingram Library Services		990.72 In transit
10/10/2025	10026--FJ Lafontaine & Sons Landscaping		965.00 In transit
10/10/2025	10000--Baker & Taylor Inc		1,597.33 In transit
10/10/2025	10502--Amazon Capital Services		856.84 In transit
10/10/2025	10454--Allied Building Services of Detroit, Inc.		10,527.41 In transit
10/30/2025	10666--Jan-Pro Detroit, LLC		9,968.46 In transit
10/30/2025	10002--Farmington Community Library		6,122.36 In transit
10/30/2025	10082--OverDrive, Inc		6,000.00 In transit
10/30/2025	10241--Bethany Bruns		42.55 In transit
10/30/2025	10485--Dow Jones & Company		1,890.00 In transit
10/30/2025	10273--National Door Systems LLC		722.50 In transit
10/30/2025	10027--Great Lakes Ace Hardware		37.39 In transit
10/30/2025	10068--Gallagher Fire Equipment		238.00 In transit
10/30/2025	10128--National Time & Signal Corp		2,261.00 In transit
10/30/2025	10718--Motor City Ghost Hunters, LLC		100.00 In transit
10/30/2025	10070--Grace Note Piano Service		135.00 In transit
10/30/2025	10090--Dubois Chemicals, Inc		253.00 In transit
10/30/2025	10035--The Library Network		11,519.11 In transit
10/30/2025	10033--Demco Inc.		406.11 In transit
10/30/2025	10187--Network Services Company		1,589.98 In transit
10/30/2025	10011--Midwest Tape		3,685.98 In transit
10/30/2025	10553--Thomas Kline/Crimson Multimedia		532.45 In transit
10/30/2025	10041--Naeir		595.00 In transit
10/30/2025	10031--Quill LLC		4,283.53 In transit
10/30/2025	10012--NBS		938.00 In transit
10/30/2025	10626--NorthStar Mat Service		284.36 In transit
10/30/2025	10258--Icle		178.50 In transit
10/30/2025	10023--Witt Mechanical, Inc		6,859.00 In transit
10/30/2025	10024--City of Farmington Hills		215.28 In transit
10/30/2025	10409--Rebecca Brown		36.06 In transit
10/30/2025	10143--Blue Care Network		35,050.04 In transit
10/30/2025	10201--Plante Moran		7,550.00 In transit
10/30/2025	10389--4Imprint, Inc		658.86 In transit
10/30/2025	10032--The Friends Of The Library		153.81 In transit
10/30/2025	10082--OverDrive, Inc		907.12 In transit
10/30/2025	10160--Maria Showich-Gallup		362.78 In transit
10/30/2025	10165--Michigan.com		790.48 In transit
10/30/2025	10364--Blick Art Materials		149.10 In transit
10/30/2025	10321--BookPage		1,512.00 In transit
10/30/2025	10408--Federal Fireplace & BBQ		390.00 In transit
10/30/2025	10050--Lakeshore Learning Materials		912.44 In transit
10/30/2025	10719--Language Lizard, LLC		220.28 In transit
10/30/2025	10079--Midwest Tape Hoopla		15,514.45 In transit
10/30/2025	10020--Gordon Food Service Inc		103.44 In transit
10/30/2025	10502--Amazon Capital Services		1,672.19 In transit
10/30/2025	10237--CFRA		480.00 In transit
10/30/2025	10000--Baker & Taylor Inc		3,031.96 In transit
10/30/2025	10004--Ingram Library Services		7,241.40 In transit
10/30/2025	10011--Midwest Tape		3,616.84 In transit
10/30/2025	10627--CJB Pest and Mosquito Control		165.00 In transit
Total for Bill.com Clearing			<u>271,196.32</u>

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$436,179.18

Director's Report

November 2025

Patron Comments

Included in your Board packet.

State Aid Report

State Aid Report was submitted on October 27, 2025. A copy was included in your digital board packet.

Large Business of the Year Award

The library was the recipient of the Large Business of the Year award from the Greater Farmington Area Chamber of Commerce. We are very excited to receive this award and many thanks to Sherri Vaughn for all her hard work with the Chamber.

Internet Outage at the Farmington Location

On Thursday, November 6 the internet went down at the Farmington Location. After investigating, it was found that an automobile accident that damaged the Farmington Public Schools fiber line out also affected the Farmington Location as we are connected through the school's network. Everything came back up around 5:30 PM on Friday afternoon.

The Farmington Location will lose connectivity again on November 12 from about 5:00 PM to late evening or early Thursday morning. This is because FPS will be moving the fiber line due to construction in the city.

Author Event Katherine Center

Katherine Center was fabulous! We took Katherine out to dinner before the event. She was engaging and well-liked by the audience.

Staff Day

On Tuesday, Nov. 11, both libraries were closed for Staff Day. We had a full day of activities planned. The morning included staff recognition and state of the library presentations. The afternoon in Active Shooter Training.

Community Events

Staff have been busy out in the community attending Trunk or Treats, the City-wide Open House, the Tollgate Farm Pumpkin Fest and the Annual Wellness Fest.

New Vending Machine Company

We're in the process of switching to a new vending company— Continental Services—for both library locations. The current machines from Corporate Dining will be removed, and new machines will be installed soon.

Organizational Training

One of this year's required organization-wide staff trainings is ***Equity in Action***, a cultural competency workshop presented by New Detroit. The training is required for all part-time and full-time staff and optional for Aides and Shelves.

2026 State of the Cities

The date for the State of the Cities has been announced – March 5, 2026. As in previous years, there will be a Business Expo, VIP Reception, and an After Glow. The location is Farmington High School. Save the date, more details to follow.

Upcoming Library Closures

Wednesday, November 26 – Closes at 3:00 PM

Thursday, November 27 – Thanksgiving

Submitted by

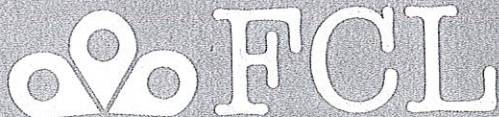
Kelley Siegrist
Director



Suggestion:

Hi,
The cafeteria would be a lot better if there were a microwave in it. You could heat up food. The West Bloomfield library has one!

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: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

We should make ~~cookies~~ cookies and decorate them for Thursdays are thrilling

Turn over to leave a suggestion for Library staff.



Suggestion:

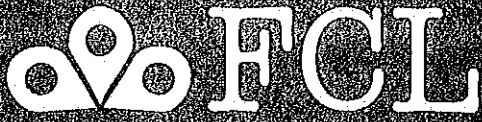
More and More book are Ebook
Hoopla monthly limit of 8
needs to be increased!!

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?

I was having trouble getting into my email. Pat helped me for 1½ hrs. He was patient and kind.

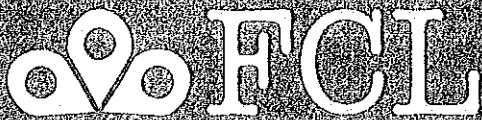
Turn over to leave a suggestion for Library staff.



Suggestion:

6 to 7 read with
a friend.

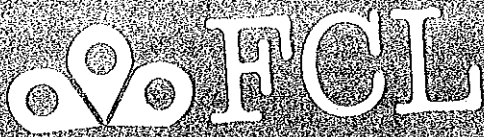
Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



Suggestion:

6 to 7 Club ^{Vex} For
Little Kids

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:

Love this Place!



Suggestion:

maybe you could do a book of the week and display it

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?

I liked all of the toys and how the books were organized

Turn over to leave a suggestion for Library staff.