



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

- **Call to Order**
- **Approval of Agenda**
- **Public Comment (3 minutes per person)**
- **Minutes**
 - ☐ Approval of Minutes September 2026
- **Presentations**
 - ☐ Alan C. Young
 - ☐ RealPoint Update (virtual)
- **Treasurers Report**
 - ☐ Approval of September operating bills 2026
 - ☐ Financial Reports
 - ☐ Michigan Class updates
- **Friends of the Library**
- **Director's Report**
- **Sub-Committee Updates**
 - ☐ Personnel
 - ☐ Facilities
 - ☐ Finance
- **Unfinished Business**
- **New Business**
 - ☐ Tuition reimbursement policy
 - ☐ Updating of By-laws
 - ☐ Air Conditioner RTU-7 Replacement
 - ☐ Capital Improvement Funding Approach
 - ☐ Adjustment to Meeting Location for December 2026

Farmington Community Library Board of Trustees

Regular Meeting – 6:00 p.m.

October 08, 2026

- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Regular Board Meeting
6:00 p.m. - September 10, 2026**

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

Board Members Absent: None

Staff Members Present: Matthews, Baker, Peterson

Staff Members Absent: Showich-Gallup

CALL TO ORDER

The regular Board meeting was called to order at 6:06 by President McClellan.

APPROVAL OF AGENDA

MOTION by Snodgrass to approve the Agenda for the September 10, 2026 Board meeting was supported by Muthukuda.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held August 13, 2026, was supported by Brown.

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

Opposed: None

Abstain: McClellan

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying August 2026 operating bills totaling \$327,500.96 was supported by Murphy.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

MOTION by Brown to receive and file August 2026 financial reports was supported by White.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

K. Brown:

- YTD interest earned from Michigan Class is \$358,829.56.

FRIENDS' REPORT (S. Charlesbois)

- Elizabeth Johnson will likely be joining Friends Board.
- Friends are receiving many offers of help from prospective volunteers.
- There will be a "pop up" book sale, likely October 24-25.
- All book / media donations are being paused during construction, due to lack of storage.
- Reminder - TJ Klune (*The House in the Cerulean Sea*) will come to FCL on October 19.

LIBRARY DIRECTOR'S REPORT (S. Matthews)

- Please sign up for e-mail building alerts to learn of any changes to service.
- Renovation set to begin at FH on September 21. West parking lot resurfacing at FH will also begin on September 21.
- FH will only open during evenings on days that beam removal is being done (likely to begin before October 1 and expected to take at least two weeks; weekends not affected). Staff will be available to patrons during day via phone. Daytime programming will be canceled during this period.
- FA work is still waiting on permits. FCL has to sign an easement agreement with the City of Farmington because parking spaces on north side of building will be affected.
- FCL will be sending out an RFP for soil borings to be done in zones of excavation.
- Full-page ad was placed in *Farmington Press* to alert of renovation work.

(Trustees Snead and Doby both arrive during Director's Report.)

SUBCOMMITTEE UPDATES

Personnel (D. Muthukuda)

Committee is studying:

- Tuition reimbursement
- Possible offering of dental and vision coverage as opposed to reimbursing staff for costs
- Heat map of door counts to determine optimum hours of service

Facilities (S. Snodgrass)

Farmington Community Library Board of Trustees

Regular Board Meeting

6:00 p.m. - September 10, 2026

- At last meeting, committee discussed: easement protective fencing at FA, beam removal at FH, rusty pipes in front of FH and exterior stairwell on east side, possible standing desk stations for patrons and staff.
- RealPoint will join committee at October meeting and McCarthy Smith will come in November. S. Matthews: Phase 2 wants and needs will be clarified.

E. McClellan asks for exterior survey to be done to look at any problem like rusty doors on east side of FH. K. Brown asks for study of changing triangle island in west driveway at FH as entrance seems tight.

Finance (K. Brown)

- Gifting and Donation Policy nearly ready for board consideration.
- Committee also discussed MI Class Term Series II program as possible investment and possibly giving the director a temporary delegation of special procurement authority. Currently, director must have board approval for any expenditure exceeding \$15,000.

UNFINISHED BUSINESS

Holiday Schedule

MOTION by Snodgrass to approve the 2027 Holiday Schedule was supported by Brown.

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

Opposed: None

Motion passed.

NEW BUSINESS

- Update By-Laws

Trustees should send suggested changes to S. Matthews by September 21.

- Moving FH Children's Area Shelving

MOTION by Snodgrass to approve Library Design Associates bid for \$48,955 to cover all necessary moving of shelves in Children's area at FH during construction was supported by Doby.

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

Opposed: None

Motion passed.

CORRESPONDENCE

None

PUBLIC COMMENT

None

Farmington Community Library Board of Trustees
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TRUSTEE COMMENT

D. Muthukuda - S. Matthews is having salaried employees take care of book returns when buildings are closed for multiple days, such as on a holiday weekend (two or three times a year). This alleviates need for overtime. SM also has made contact with neighbors of FA building so that they are aware of imminent noise and dust. Lastly, thank you to staff for smooth handling of September 3 tornado warning at FA. J. White - warning also handled well at FH.

K. Brown - what is return on investment of using Unique to capture fines for lost materials?

C. Doby - encountered patron who was upset over faxing cost per page. Elks Club will again be looking for scholarship application judges in December.

ADJOURNMENT

The Board meeting was adjourned at 7:50 by President McClellan. The next regular meeting of the Library Board is scheduled for Thursday, October 8, 2026, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees



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October 8, 2026

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

Re: September 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
Bank:		Account no:	
09/04/2026	10024--City of Farmington Hills		152.00 09/30/2026
09/08/2026	10589--Paylocity		30,372.16 09/30/2026
09/08/2026	10024--City of Farmington Hills		21,025.00 09/30/2026
09/09/2026	10009--Consumers Energy		139.13 09/30/2026
09/10/2026	10009--Consumers Energy		172.23 09/30/2026
09/10/2026	10126--Michigan Employers Retirement		5,924.76 09/30/2026
09/10/2026	10126--Michigan Employers Retirement		6,212.17 09/30/2026
09/10/2026	10126--Michigan Employers Retirement		588.10 09/30/2026
09/10/2026	10126--Michigan Employers Retirement		944.86 09/30/2026
09/10/2026	10126--Michigan Employers Retirement		6,349.07 09/30/2026
09/10/2026	10126--Michigan Employers Retirement		876.68 09/30/2026
09/14/2026	10773--GFL Environmental		181.21 09/30/2026
09/14/2026	10014--T-Mobile		1,116.63 09/30/2026
09/15/2026	10330--Comerica Commerical Card Services		3,229.90 09/30/2026
09/15/2026	10019--Clear Rate Communications		524.90 09/30/2026
09/16/2026	10780--Harland Clarke		339.48 09/30/2026
09/17/2026	10002--Farmington Community Library		6.00 09/30/2026
09/18/2026	10147--EHIM		413.38 09/30/2026
09/18/2026	10147--EHIM		147.60 09/30/2026
09/21/2026	10005--DTE Energy		17,428.21 09/30/2026
09/21/2026	10005--DTE Energy		8,502.87 09/30/2026
09/21/2026	10589--Paylocity		1,628.82 09/30/2026
09/22/2026	10589--Paylocity		30,523.72 09/30/2026
09/23/2026	10126--Michigan Employers Retirement		6,904.01 09/30/2026
09/23/2026	10126--Michigan Employers Retirement		881.27 09/30/2026
09/23/2026	10126--Michigan Employers Retirement		6,204.83 09/30/2026
09/23/2026	10126--Michigan Employers Retirement		1,011.18 09/30/2026
09/23/2026	10126--Michigan Employers Retirement		579.05 09/30/2026
09/23/2026	10126--Michigan Employers Retirement		6,208.13 09/30/2026
09/23/2026	10126--Michigan Employers Retirement		5,927.96 09/30/2026
09/24/2026	10144--Mutual Of Omaha		4,394.28 09/30/2026
09/25/2026	10779--Charles Deuel	027282	600.00 09/30/2026
09/28/2026	10729--BCBS of Michigan		39,041.66 09/30/2026
09/28/2026	10003--AT&T		114.13 09/30/2026
09/28/2026	10003--AT&T		800.59 09/30/2026
09/29/2026	10083--Pitney Bowes Global Financial Services Inc		248.58 09/30/2026
Total fo			209,714.55
Bank: Bill.com Clearing - Bill.com Money Out Clearing		Account no:	
09/21/2026	10023--Witt Mechanical, Inc		579.00 In transit
09/21/2026	10346--ULINE		1,402.38 In transit
09/21/2026	10626--NorthStar Mat Service		98.60 In transit
09/21/2026	10012--NBS		540.00 In transit
09/21/2026	10128--National Time & Signal Corp		290.00 In transit
09/21/2026	10464--Minuteman Press Farmington Hills		716.76 In transit
09/21/2026	10079--Midwest Tape Hoopla		17,616.90 In transit
09/21/2026	10165--Michigan.com		651.22 In transit
09/21/2026	10094--Michigan Library Association		265.00 In transit
09/21/2026	10679--Macmillan Holdings, LLC		7,500.00 In transit
09/21/2026	10260--Kristol Sexton		215.00 In transit
09/21/2026	10776--JemTech Group		11,386.40 In transit
09/21/2026	10666--Jan-Pro Detroit, LLC		10,358.00 In transit
09/21/2026	10027--Great Lakes Ace Hardware		191.28 In transit
09/21/2026	10777--FS Virginia LLC		1,556.00 In transit
09/21/2026	10026--FJ Lafontaine & Sons Landscaping		2,341.00 In transit
09/21/2026	10046--EnvisionWare, Inc		188.50 In transit
09/21/2026	10497--Elevate Technology Partners		2,886.00 In transit
09/21/2026	10037--Dorothy Hinton		160.00 In transit
09/21/2026	10237--CFRA		505.00 In transit
09/21/2026	10731--Ann Arbor District Library		17.99 In transit
09/21/2026	10553--Thomas Kline/Crimson Multimedia		265.44 In transit
09/21/2026	10099--The New York Times		5,138.42 In transit
09/21/2026	10031--Quill LLC		281.48 In transit
09/21/2026	10201--Plante Moran		27,071.50 In transit
09/21/2026	10082--OverDrive, Inc		10,220.36 In transit
09/21/2026	10011--Midwest Tape		2,806.31 In transit
09/21/2026	10075--Lush Lawn/Safari Tree		1,269.50 In transit
09/21/2026	10004--Ingram Library Services		40,697.55 In transit

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
09/21/2026	10627--CJB Pest and Mosquito Control		605.00 In transit
09/21/2026	10774--CINTAS		421.41 In transit
09/21/2026	10058--Batteries Plus Bulbs		255.00 In transit
09/21/2026	10502--Amazon Capital Services		244.14 In transit
09/21/2026	10023--Witt Mechanical, Inc		1,497.00 In transit
09/21/2026	10023--Witt Mechanical, Inc		1,539.00 In transit
09/21/2026	10023--Witt Mechanical, Inc		1,072.00 In transit
09/21/2026	10023--Witt Mechanical, Inc		1,045.00 In transit
09/25/2026	10023--Witt Mechanical, Inc		740.00 In transit
09/25/2026	10023--Witt Mechanical, Inc		579.00 In transit
09/25/2026	10023--Witt Mechanical, Inc		568.00 In transit
09/25/2026	10029--Unique		354.60 In transit
09/25/2026	10035--The Library Network		7,797.89 In transit
09/25/2026	10194--Springer Nature		559.26 In transit
09/25/2026	10654--Sherry Tuffin		250.00 In transit
09/25/2026	10054--Schindler Elevator Corp		779.78 In transit
09/25/2026	10220--PTS Communications		300.00 In transit
09/25/2026	10256--OCLC Inc.		823.14 In transit
09/25/2026	10626--NorthStar Mat Service		185.76 In transit
09/25/2026	10498--Muniweb		195.00 In transit
09/25/2026	10219--MidWest Collaborative for Library Services		400.00 In transit
09/25/2026	10165--Michigan.com		568.91 In transit
09/25/2026	10094--Michigan Library Association		365.00 In transit
09/25/2026	10160--Maria Showich-Gallup		239.90 In transit
09/25/2026	10050--Lakeshore Learning Materials		711.28 In transit
09/25/2026	10716--Historical Society of Michigan		100.00 In transit
09/25/2026	10027--Great Lakes Ace Hardware		46.53 In transit
09/25/2026	10040--Foster, Swift, Collins & Smith		827.70 In transit
09/25/2026	10497--Elevate Technology Partners		549.00 In transit
09/25/2026	10038--Douglas Moye		257.50 In transit
09/25/2026	10033--Demco Inc.		226.60 In transit
09/25/2026	10594--Danboise Mechanical		448.00 In transit
09/25/2026	10720--Collection HQ		4,950.00 In transit
09/25/2026	10778--Brandon Township Public Library		15.00 In transit
09/25/2026	10141--Benistar/UA-6803		4,474.40 In transit
09/25/2026	10553--Thomas Kline/Crimson Multimedia		226.88 In transit
09/25/2026	10011--Midwest Tape		2,387.29 In transit
09/25/2026	10573--MCD Architects		10,960.06 In transit
09/25/2026	10075--Lush Lawn/Safari Tree		1,269.50 In transit
09/25/2026	10004--Ingram Library Services		16,990.11 In transit
09/25/2026	10026--FJ Lafontaine & Sons Landscaping		4,086.00 In transit
09/25/2026	10627--CJB Pest and Mosquito Control		255.00 In transit
09/25/2026	10774--CINTAS		405.00 In transit
09/25/2026	10502--Amazon Capital Services		1,134.19 In transit
09/28/2026	10128--National Time & Signal Corp		(290.00) In transit
09/29/2026	10765--Quilted Wishes LLC		(400.00) In transit
Total for Bill.com Clearing			<u>218,230.42</u>

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$427,944.97

Director's Report

October 2026

Patron Comments

Included in your Board packet.

State Aid Report

The State Aid reporting portal has opened. The report needs to be completed by Feb 1, 2027, 5:00 PM.

Renovations

Renovations continue at Farmington Hills, the concrete beams and the old fire door are both down and removed. The temporary walls are in place for some of the areas, with the rest going up soon.

Farmington location has not started renovations yet. There is some additional ground soil testing occurring as well as waiting for permits.

Guests at Banquet

Jill Baker and I were guests at the 34th annual Sikh Heritage Banquet on September 19. We were joined by other dignitaries from the community.

Staff Day

Staff Day is Tuesday, November 11. Both libraries will be closed. We will be having DISC training in the morning and breakout sessions in the afternoon.

Senior Outreach

In September, Anna made 26 outreach visits/homebound deliveries, signed up one senior for a library card, checked out and delivered 113 library items to seniors, and facilitated 22 outreach activities.

Grand Raven Festival

The Grand Raven Festival is kicking off on October 1 and FCL will once again have a Raven participating.

FCL Raven is in Riley Park. It is based on the book "Little Ghost Makes a Friend"



Submitted by

Sasha Matthews

Director

Tuition Reimbursement Policy

I. Introduction

The tuition reimbursement program is designed to encourage employee self-improvement, thereby increasing their value to the Library by pursuing courses of study related to their work.

II. Program Guidelines

- a. The approval of all tuition requests will be contingent upon the availability of funding.
- b. Continuation of this program will be at the sole option of the Library Board and Library Director.
- c. All permanent employees are eligible. Employees on probation or performance improvement plan are not eligible.
- d. The Library Director, prior to the date of enrollment, must review and approve all classes.
- e. All payments under this program are on a reimbursement basis. Documentation of fees and a minimum grade of "C" are required prior to reimbursement.
- f. All classes must relate to the employee's current position or a future position to which the employee might be promoted.
- g. Reimbursable costs may consist of tuition, related fees, textbooks and other charges which are required for completion.
- h. Classes must be taken at an accredited educational institution.
- i. The maximum reimbursable amount per employee is \$500 per person/fiscal year. Each fiscal year, the Library Director will determine the number of employees who may participate in the tuition reimbursement program, based on budget availability.
- j. The last day of the semester during which the class is taken will determine the fiscal year to which the tuition payment is credited.
- k. The Library will use the prevailing IRS guidelines to process payment.

- I. In the event the employee terminates employment with the Library within one (1) year from the last day of the semester during which the class was taken, the employee must reimburse the Library for such payments by having the amount deducted from their final paycheck(s).

III. Requests

- a. A staff member who wishes to take advantage of the tuition support program must submit a Tuition Support Request to his or her supervisor. If the staff member needs to have a decision on whether the request is approved before they register for the class, the request must be submitted to the Director at least 10 business days before registration. The Director will determine whether they can approve the request and will inform the staff member in a timely fashion.
- b. Tuition Support Requests that are denied should be forwarded to Human Resources, with an explanation of why it was not possible to grant the request.

IV. Process for Payment

- a. Promptly after the end of the course, the staff member will provide the Library Account Specialist with: 1.) an official grade report showing successful completion of the course 2.) a paid bill or receipt indicating the amount of tuition and fees the staff member has paid. 3.) a copy of the approved tuition reimbursement form. Once the transaction is approved the reimbursement is included in the staff member's regular paycheck.