



**Farmington Community Library  
Board of Trustees Meeting  
Thursday, June 11, 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.  
June 11, 2026

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- **April Call to Order**
- **Approval of Agenda**
- **Presentation** Aaron from McCarthy & Sons
- **Public Comment (3 minutes per person)**
- **Minutes**
  - Approval of Minutes May 2026
- **Treasurers Report**
  - Approval of May operating bills 2026
  - Financial Reports
  - Michigan Class updates
- **Friends of the Library**
- **Director's Report**
- **Sub-Committee Updates**
  - Personnel
  - Facilities
  - Finance
- **Unfinished Business**
  - Correct pay schedule
- **New Business**
  - Updated policies- remote work & dress code
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**



**Plante & Moran, PLLC**  
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June 8, 2026

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

**Re: May 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
05/27/2026	10003--AT&T		818.54 05/31/2026
05/27/2026	10003--AT&T		116.04 05/31/2026
05/27/2026	10729--BCBS of Michigan		38,718.12 05/31/2026
05/15/2026	10019--Clear Rate Communications		523.76 05/31/2026
05/14/2026	10330--Comerica Commerical Card Services		5,148.23 05/31/2026
05/14/2026	10009--Consumers Energy		1,619.61 05/31/2026
05/12/2026	10009--Consumers Energy		926.56 05/31/2026
05/21/2026	10005--DTE Energy		5,169.60 05/31/2026
05/21/2026	10005--DTE Energy		15,922.02 05/31/2026
05/15/2026	10147--EHIM		1,203.62 05/31/2026
05/15/2026	10147--EHIM		147.60 05/31/2026
05/26/2026	10021--Home Depot Credit Services		207.86 05/31/2026
05/29/2026	10758--Michael Yashinsky	027280	1,500.00 05/31/2026
05/21/2026	10126--Michigan Employers Retirement		5,703.75 05/31/2026
05/21/2026	10126--Michigan Employers Retirement		858.29 05/31/2026
05/21/2026	10126--Michigan Employers Retirement		6,298.71 05/31/2026
05/21/2026	10126--Michigan Employers Retirement		1,004.98 05/31/2026
05/21/2026	10126--Michigan Employers Retirement		640.11 05/31/2026
05/21/2026	10126--Michigan Employers Retirement		6,162.00 05/31/2026
05/07/2026	10126--Michigan Employers Retirement		5,777.09 05/31/2026
05/07/2026	10126--Michigan Employers Retirement		935.82 05/31/2026
05/07/2026	10126--Michigan Employers Retirement		6,301.65 05/31/2026
05/07/2026	10126--Michigan Employers Retirement		1,004.98 05/31/2026
05/07/2026	10126--Michigan Employers Retirement		700.92 05/31/2026
05/07/2026	10126--Michigan Employers Retirement		6,373.87 05/31/2026
05/05/2026	10126--Michigan Employers Retirement		26,123.28 05/31/2026
05/21/2026	10144--Mutual Of Omaha		2,442.11 05/31/2026
05/01/2026	10238--O.C.W.R.C.		363.26 05/31/2026
05/01/2026	10238--O.C.W.R.C.		959.37 05/31/2026
05/01/2026	10238--O.C.W.R.C.		190.50 05/31/2026
05/20/2026	10589--Paylocity		1,678.44 05/31/2026
05/19/2026	10589--Paylocity		29,403.99 05/31/2026
05/05/2026	10589--Paylocity		30,811.16 05/31/2026
05/12/2026	10014--T-Mobile		1,125.95 05/31/2026
05/20/2026	10015--Toshiba America Business Solutions		2,001.38 05/31/2026
05/29/2026	10087--WM Corporate Services, Inc.		7,188.68 05/31/2026
			<b>216,071.85</b>

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

05/18/2026	10454--Allied Building Services of Detroit, Inc.		11,550.36 In transit
05/22/2026	10502--Amazon Capital Services		994.25 In transit
05/18/2026	10502--Amazon Capital Services		197.04 In transit
05/06/2026	10502--Amazon Capital Services		1,158.13 In transit
05/06/2026	10417--Anna Hay		549.01 In transit
05/11/2026	10756--ArtLab J		400.00 In transit
05/18/2026	10141--Benistar/UA-6803		4,474.40 In transit
05/18/2026	10467--C & G Newspapers		227.50 In transit
05/06/2026	10467--C & G Newspapers		227.50 In transit
05/22/2026	10017--CDW Government Inc		10,424.40 In transit
05/06/2026	10024--City of Farmington Hills		17.66 In transit
05/06/2026	10627--CJB Pest and Mosquito Control		255.00 In transit
05/22/2026	10658--Constructive Playthings		120.73 In transit
05/22/2026	10738--Dearborn Music		610.81 In transit
05/18/2026	10037--Dorothy Hinton		160.00 In transit
05/18/2026	10038--Douglas Moye		210.00 In transit
05/06/2026	10090--Dubois Chemicals, Inc		264.00 In transit
05/22/2026	10696--Elsa Carrera		100.00 In transit
05/06/2026	10046--EnvisionWare, Inc		26,720.52 In transit
05/06/2026	10448--Faren Watson		31.97 In transit
05/18/2026	10002--Farmington Community Library		14,247.00 In transit
05/22/2026	10026--FJ Lafontaine & Sons Landscaping		199.00 In transit
05/06/2026	10040--Foster, Swift, Collins & Smith		400.50 In transit
05/18/2026	10027--Great Lakes Ace Hardware		104.49 In transit
05/11/2026	10027--Great Lakes Ace Hardware		129.58 In transit
05/22/2026	10004--Ingram Library Services		5,238.37 In transit
05/18/2026	10004--Ingram Library Services		55.75 In transit
05/06/2026	10004--Ingram Library Services		33.00 In transit
05/18/2026	10666--Jan-Pro Detroit, LLC		10,266.66 In transit

**What made your Library visit special?**

because I go here all the time

**Suggestion:**

Very amazing ~~library~~ library I think you guys should add free fidgets and squishys to make people relaxed and calm and want to come back. Also add a tween program for girls for example pretty brown girls but this is a amazing library

**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:**

It is a shame that the Quiet Reading Room was replaced with the Friends Sale Room.

1) It was a nice room to read in when a quiet spot was needed.

2) It was a pretty room with nice windows - a remnant of the old library. Now it's ugly and cluttered. The architect would be very sad.

**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!**

**Farmington Community Library Board of Trustees  
Annual Budget Hearing and Board Meeting  
6:00 p.m. - May 14, 2026**

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

**Board Members Absent:** Murphy

**Staff Members Present:** Matthews, Baker, Peterson, Showich-Gallup

**Staff Members Absent:** None

**Annual Budget Hearing**

**CALL TO ORDER**

The Annual Budget Hearing for FY 2026-27 was called to order at 6:03 by President McClellan.

Melanie Crowther from Plante Moran presented draft budget for 2026-27.

Estimated revenue: \$9,045,053

Estimated costs: \$15,092,805

Estimated costs amount reflects latest and most accurate estimate for cost of Phase One construction.

Approval of 2026-27 budget will be on agenda for regular June meeting.

Public comment: none

Hearing is closed by President McClellan.

**Regular Meeting**

**CALL TO ORDER**

The regular Board meeting was called to order at 6:31 by President McClellan.

**APPROVAL OF AGENDA**

**MOTION** by Doby to approve the Agenda for the May 14, 2026 Board meeting, with addition by Snead of "Consideration of Real Point" under New Business, was supported by Muthukuda.

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

**Opposed: None**

**Motion passed.**

**PUBLIC COMMENT**

S. Dexter (FH) - please consider providing access to LinkedIn Learning instead of Udemy.

### **APPROVAL OF MINUTES**

**MOTION** by White to approve the Minutes of the Regular Board Meeting held April 9, 2026, was supported by Doby.

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

**Opposed: None**

**Motion passed.**

### **TREASURER'S REPORT**

**MOTION** by Brown to approve paying April 2026 operating bills totaling \$444,295.46 was supported by White

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

**Opposed: None**

**Motion passed.**

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

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

**Opposed: None**

**Motion passed.**

K. Brown:

- YTD interest earned from Michigan Class is \$178,878.01.

### **FRIENDS' REPORT** (S. Charlesbois)

- Spring book sale raised about \$3,400.
- Odds and Ends Art Auction brought in \$1,300.
- Friends Membership Appreciation Night (formerly Gala) will be held Friday, June 5. There will be a buffet dinner.

### **LIBRARY DIRECTOR'S REPORT** (S. Matthews)

- The Arab American Festival (first annual, hopefully) and Asian-American Pacific Islander Festival (sixth annual) were both well-attended.
- S. Matthews met with Farmington Public Schools Board and presented FCL initiatives and events. Related: FCL staff are finishing hosting visits by all of this year's first grade classes.
- FCL has again received a Bosch Community Grant. It will support expanded STEM access projects including digital learning platforms, coding resources, and environmental programs.
- Alice Howard will be new Assistant Head of Adult Services. Welcome!
- FCL website now meets standards for accessibility laid out in WCAG (web content accessibility guidelines). DocAccess is a new website add-on that makes PDFs readable by adaptive technology.
- Summer Reading begins June 1!

**Farmington Community Library Board of Trustees  
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**SUBCOMMITTEE UPDATES**

Personnel (D. Muthukuda)

- The PC was invited to attend the quarterly meeting of the staff Working Conditions and Benefits Committee (WCBC). The PC is continuing to study tuition reimbursement.

Facilities (S. Snodgrass)

- Steve Schneemann (MCD Architects) and Aaron Phillips (McCarthy and Smith) attended FC meeting.
- Main reason for cost increase for Phase One has been "scope creep" - adding new features to job during planning phase, such as a better adult changing table or infrastructure for future EV charging.
- Aaron will return in June, after construction bids have been received.
- Sidewalk repairs at Twelve Mile are being separated from Phase One so that work can begin this summer.

Finance (K. Brown)

- No report.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Owner Representative

**MOTION** by Snead to approve proposal by Real Point to serve as Owner Representative for Phase One for \$26,000 was supported by Doby.

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

**Opposed: None**

**Motion passed.**

**NOTE:**

This action supersedes board decision, approved at April meeting, to put owner representation services out for bid. Real Point pricing has already been vetted by Oakland County and the State of Michigan. FCL policy does not require that the board seek new bids.

**MOTION** by Snodgrass to rescind decision to put owner representation out to bid was supported by Snead.

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

**Opposed: None**

**Farmington Community Library Board of Trustees  
Annual Budget Hearing and Board Meeting  
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Motion passed.

**CORRESPONDENCE**

A. Daniels: curious about fate of end-of-life FCL computers, and whether any would be available for new community center. - P. McCormick has been in contact.

**PUBLIC COMMENT**

None

**TRUSTEE COMMENT**

- D. Muthukuda attended both festivals, which were wonderful. "Shout out to staff."
- S. Snodgrass: "Ditto."

**ADJOURNMENT**

The Board meeting was adjourned by President McClellan at 7:19. The next meeting of the Library Board is scheduled for Thursday, June 11, 2026, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary  
Library Board of Trustees

## Director's Report

### June 2026

#### Patron Comments

Included in your Board packet.

#### Food Truck Tuesdays

Our first Food Truck Event is Tuesday, June 16 from 5:00 –7:00 PM with *Hero or Villain*.

#### Summer Celebration

Thursday, June 11, 12:00 – 3:00 PM

Celebrate the unofficial start of summer with us on the last day of school! Stop by for a free Kona Ice treat, play with Big Blue Blocks, enjoy outdoor games, explore a giant sandbox from Sandverse, try Zap-a-Mole, sing some karaoke, and sign up for the Summer of Stories – FCL's summer reading program

#### MML Liability Insurance

We received the renewal for the Liability Insurance coverage. The Library's premium for the liability and property insurance renewal (effective July 1, 2026–2027) with the MML Liability & Property Pool is \$77,208 (plus \$225 MML Annual Associate Member Fee). For comparison, the expiring premium is \$71,311 (plus \$225 MML Annual Associate Member Fee). This is a premium increase of \$5,897.

There are a couple reasons for the change in premium:

- a. The property values increased by \$1,128,863 due to a 4% inflation guard
- b. There was a small rate increase to the MML Pool

#### American Library Association (ALA) Annual Conference

We have several staff members attending the ALA Annual Conference this year. The conference is being held in Chicago, IL from Thursday, June 25– Tuesday, June 30.

#### Strategic Plan Accomplishments for FY 2025–2026

**Goal 1.1** Create functional, welcoming, and collaborative spaces for community members to engage and explore.

- Building Accessibility Audit – **Complete**

**Goal 1.2** Provide barrier-free access to resources that support community members of all ages, backgrounds, and abilities.

- Investigate a process/vendor for automatic address verification when library card expires – **Completed**
- Investigate a process for instant digital library cards – **Completed**
- Allow for free printing/faxing up to a certain amount – **In progress**
- Implement policies and procedures to increase accessibility to Library services and resources – **Major activities completed**

**Goal 2.2** Every community member understands that the Library is vital and valuable.

- New Business Welcome Packet-**In progress**
- New Digital Outdoor Sign at FCL Farmington Hills-**Completed**
- **Targeted marketing using PatronPoint – In progress**

**Goal 3.1** Nurture a responsive and innovative work culture that empowers staff members.

- Creation of monthly, organization-wide, internal staff informational update/newsletter-**Completed**
- Establish quarterly collaborative meetings for Dept. Heads for specific areas of service such as programming, materials ordering and processing, and customer service at public desks-**In progress**
- Implement an organization-wide tool for documenting and tracking patron incidents in Library spaces – **Completed**
- Provide management and communication training for supervisors. – **Completed**
- Establish an Internal Communications Plan – **In Progress**

Submitted by Sasha Matthews  
Director