

**Belleville Area District Library Board**  
**Regular Meeting Agenda**  
**January 14, 2025 at 7:30 PM**

**The Belleville Area District Library Board will meet in person in the library's 2<sup>nd</sup> floor Conference Room.**

**Agenda:**

1. Pledge of Allegiance
2. Swearing in of Newly Elected Members
3. Roll Call: Cichewicz, Fleming, Hughes-Grubbs, Jackson-Smith, Peters, Priest, Stoudemire
4. Selection of 2025 Board Officers
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
5. Approve Agenda
6. Approve December 10, 2024, Regular Meeting Minutes
7. Public Comments
8. Approval to work towards a penal fine settlement solution with the Library of Michigan
9. Committee Reports
  - A. Building-Cichewicz
  - B. Bylaws
  - C. Finance-Stoudemire
    - a. 2023-24 Audit
  - D. Marketing-Hughes-Grubbs
  - E. Personnel-Priest
    - a. Director's Evaluation
  - F. Policy-Fleming
  - G. Art
10. Approve Accounts Payable
11. Director's Report/Comments/Communications
12. Trustee Comments
13. Chair Comments
14. Adjournment

Any citizen wishing to provide input or ask questions about any agenda item may speak during the meeting's Public Comments section or forward comments to the Library Director in advance by leaving a message at 734-699-3291 or via the Contact Information found at [www.belleville.lib.mi.us](http://www.belleville.lib.mi.us). Any citizen requesting accommodation to attend this meeting may contact the library at least 24 hours prior to the meeting, using the above contact information.

Next Regular BADL Board Meeting: February 11, 2025, at 7:30 PM

**Belleville Area District Library  
Meeting Minutes  
December 10, 2024**

1. **Call to Order:** Acting Chair Linda Priest called the meeting to order at 7:33 pm.
2. **Roll Call:** The following board members were present: Joy Cichewicz, Dan Fleming, John Juriga, Linda Priest, and Tonya Stoudemire. Absent and excused: Alma Hughes-Grubbs and Sharon Peters. Also present: Library Director Mary Jo Suchy.
3. **Approve Agenda:**  
Motion by Juriga, seconded by Stoudemire, to approve the agenda as presented. The motion carried unanimously.
4. **Approve November 12, 2024, Regular Meeting Minutes:** Motion by Stoudemire, seconded by Cichewicz, to approve the November 13, 2024, minutes as presented. The motion carried unanimously.
5. **Public Comments:** Barbara Miller announced that Mary Jo Suchy won the Belleville Area Council for the Arts raffle.
6. **Approve 2025 Regular Board Meeting Dates:** Motion by Cichewicz, seconded by Stoudemire, to approve the 2025 regular board meeting dates as presented. The motion carried unanimously. (The November meeting will be held on November 18 due to Veterans Day falling on November 11).
7. **Approve 2025 Library Closure Dates:** Motion by Juriga, seconded by Fleming, to approve the 2025 library closure dates as presented. The motion carried unanimously.
8. **Committee Reports**
  - A. **Building:** O'Neal Construction will begin meeting with contractors regarding the library's upcoming projects (automated restroom doors, bathroom vape detectors, and black tread on the circular stairs). The other flagpole light will be replaced in the spring when the weather has improved.
  - B. **Bylaws:** No report.
  - C. **Finance:** No report.
  - D. **Marketing:** No report.
  - E. **Personnel:** Director's evaluations are due before the next board meeting.
  - F. **Policy:** No report.
  - G. **Art:** No report.
9. **Approve Accounts Payable:** Motion by Cichewicz, seconded by Stoudemire, to approve the accounts payable as presented. The motion carried unanimously.
10. **Director's Report:** See attached. The Library of Michigan reported to directors of Wayne County libraries that penal fines have been incorrectly distributed by the County over the past ten years. The Belleville Area District Library has been both overpaid and underpaid

during this time period, however its total overpayment equals \$139,087.48. The Library of Michigan has proposed a repayment schedule where future penal fines would be applied to offset the overpayments. The Library of Michigan encourages the libraries in Wayne County to agree to indicate their willingness to participate in a settlement agreement by January 31, 2025. Participation in a settlement solution does not bind the library to approval of the plan. Linda Priest read a statement from Sharon Peters indicating her interest in moving forward with negotiations and her belief that Wayne County should contribute financially to the final resolution. The library board will take up this issue at the next meeting.

Suchy also thanked John Juriga for his stalwart presence and moral support over all of his years as a board member.

#### **11. Trustee Comments:**

Linda Priest read a statement from Sharon Peters acknowledging John Juriga's service on the board. Peters noted that John Juriga has been an outstanding advocate for the library in general and specifically for the construction of the new library. His involvement in the community has been an asset to the board.

Cichewicz – Noted that John has been a huge asset to the building committee. She will miss his sense of humor at the meetings.

Stoudemire – Enjoyed having John on the board and doesn't know if we would have gotten a new library without him.

Fleming – Appreciated John's leadership at the meetings and his attention to detail.

Juriga – Shared what he learned in the Boy Scouts...to always leave your campground better than you found it. This is advice that he has used throughout his life and he observed that this is what the board has done for the library.

#### **12. Chair Comments:**

Priest – Will miss John at the meetings and has appreciated his levity and ability to get down to work.

#### **13. Adjournment:**

Motion by Juriga, seconded by Fleming, to adjourn. The meeting adjourned at 8:12 pm.

**This information is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries**

## **An Overview of the Wayne County Penal Fine Miscalculations from 2014-2023.**

### **Definitions:**

**Per Capita** = Fines received from courts ÷ population of the county (as supplied by the Library of Michigan each year to each county treasurer).

**Penal fine payments** = per capita x the population of each library's service area

**Penal Fines Paid to Public Libraries– For purposes of the Penal Fine distribution to public libraries program, “Penal Fines”, as paid to public libraries** = Fines paid to the courts as a result of the infraction of the MI State Criminal (Penal) Code + Fines paid to courts as a result of the infraction of state traffic laws.

**Penal Fines** - Fines paid to the courts as a result of the infraction of the MI State Criminal (Penal) Code

**Motor Vehicle Fines-** Fines paid to the courts as a result of infractions of the MI State Traffic Code (Civil Code). Motor Vehicle Fines are also known as “Civil Infraction Fines.”

### **What Happened?**

Approximately 2014 - 2023

Wayne County lost the employee who had been calculating the penal fines. Subsequently, the staff who were tasked with calculating and paying the penal fines (who, apparently were staff already tasked with other duties) were not trained, had little documentation and little internal or institutional history to know how penal fines were supposed to be calculated. In addition, Wayne County did not replace the position of the employee who had been doing the penal fine

distribution, and the remaining staff was stretched thin. The Library of Michigan was not notified of the change in personnel nor of the departure of the former employee.

An excel spreadsheet (which is the sheet that Joe was able to obtain from our contact at Wayne County) was passed to these other employees to calculate penal fines, and that spreadsheet had formulas built into it to calculate penal fines according to a pre-set per capita - \$.61, which was/is not correct (since the penal fine per capita is supposed to be newly calculated each year using the amount of \$ received by the county from the courts and dividing that amount by the population of the county as supplied by the Library of Michigan each year).

Wayne County receives penal fine monies from multiple courts in different municipalities within the county. Some of these courts are sending criminal code fines (penal fines), and some are sending traffic fines (motor vehicle /civil fines).

This is because when the penal fines were allotted to public libraries in the state constitution in 1836 and subsequently renewed in the current, 1963 constitution, traffic offense were considered part of the criminal, or penal code. In 1995 the legislature moved traffic offenses to civil infractions (and civil courts). In order to preserve the funding promised to public libraries, the legislature designated that these civil infraction fines would be given to public libraries (see [MCL 600.8831](#))

For purposes of the disbursement of penal fines to public libraries under The Distribution of Penal Fines to Public Libraries Act, 1964 PA 59, [MCL 397.31 et seq.](#) the criminal code fine revenue and the traffic code fine revenue should be combined into one "penal fine" amount before calculating and disbursing the amounts due to each public library.

While Wayne County's annual audits for 2015-2023 reflect "Library Penal Fine" amounts representing the sum of the "criminal" fines and the traffic (civil) fines, the spreadsheet that was allegedly used for calculating the penal fines separates the "Motor Vehicle Fines" (traffic fines) from the "Penal Fines."

While reviewing the spreadsheet provided by Wayne County, we noticed that the motor vehicle fines appeared to be distributed only to the public libraries located within the municipalities where the courts collecting the motor vehicle fines were located.

This meant that the motor vehicle portion (or the "Civil Infraction" piece) of the "Penal Fines" which should have been factored into the per capita, and which should have distributed to ALL the public libraries in Wayne County, were instead distributed to only a few libraries. Given that traffic infractions tend to be a large portion of "penal fines," this meant that this small group of libraries received some large windfalls, while other libraries received less money that they should have.

In other words, the combination of the use of a static per capita combined with the misallocation of the traffic (civil) fines between 2015 and 2023 resulted in the improper distribution of penal fines to public libraries in Wayne County.

Of the 29 public libraries in Wayne County eligible for penal fines, 11 have received MORE funds than they should have, and 18 have received LESS funds than they should have.

Amounts overpaid range from \$21,000 to \$1.4 million among the 11 overpaid libraries.

Amounts underpaid range from \$6,000 to \$ 1.9 million among the 18 underpaid libraries.

**NOTE:** All amounts for each library are calculated from 2015 to 2023 because of the breakup of the Wayne County Federated Library System. The onset of the miscalculations occurred while libraries were separating from this library system and Joe and Clare could find no reasonable and quantifiable way to determine how the penal fines paid to Wayne County Federated Library System was allocated to each library (ie where these funds went)- and which libraries were still entitled to any funds. We decided to start calculations in 2015 because the time required to investigate the Wayne County Federated Libraries account was worth more than the likely amount it would add to the overall calculations.

### **What this means**

This chain of events brings up several questions:

- Do libraries that received too much money have to pay back the difference between what they received and what they should have received?

This is an interesting question. In other programs where money is distributed by a public body (such as Social Security or Medicare or Medicaid at the Federal level, and MDHHS payments and Medicaid at the state level), the program requirements, regulations or laws specifically require repayment of overpayments or mistakenly distributed funds. Neither the Michigan Constitutional provision granting penal fine proceeds to libraries, nor the Penal Fine Distribution to Public Libraries Act include language addressing overpayments or mistaken payments. However, there are other Michigan laws and legal authority that likely applies in this situation:

- In *Village of Grosse Point v. Wayne County Treasurer*, a village received funds from a liquor license that should have been paid to a township. Court determined that County could withhold future legitimate license payments to village to make up for the monied erroneously received.

Generally, in law, even though there is no statutory requirement, monies paid in error can often be recovered, including through the doctrine of "Unjust Enrichment."

- **How do you know that the libraries received the amounts indicated?**
  - The amounts reported by Wayne County as paid for each year have been correlated with the libraries' reported penal fine income entered in their annual state aid reports for the same years.
- **Will the libraries that received less than they should have get reimbursed for the difference between what they were paid and what they should have been paid?**
  - The proposed plan would reimburse libraries which were shorted penal fines during this period.
- **What about interest?**
  - The proposed plan does NOT include interest. Joe and Clare are not forensic accountants and incorporating interest was just too complex.
  - Participating libraries would forgo the calculation of interest in exchange for a free and simple process.
- **Why did this situation take so long to discover? Shouldn't the Library of Michigan have caught this sooner?**
  - The Library of Michigan is required under the Distribution of Penal Fines to Public Libraries Act to provide each county treasurer with a letter containing that County's population and the service area populations of each eligible library located within that county. Each county treasurer is required to return to the Library of Michigan a form that includes that county's population, amount of penal fine revenues received, the penal fine per capita calculated by that treasurer, and the amount of monies paid to county law libraries in that county. When these reports are returned, they traditionally have been checked to verify that the per capita amount shown is the correct result of the division of the sum of penal fine monies received by the total county population. However, very often the treasurers leave out one piece of this information. Wayne County typically left out the per capita amount- which we would calculate and add to the sheet – they did list the other information.

The only way LM would have been able to discover the error is if we had received a report that contained the amounts paid to each library in the county so that we

could have not only checked the per capita but also the calculation of the funds paid to each library. We also would have seen the inconsistencies that existed between the libraries in the county. However, the act does not require county treasurers to provide that information, and LM never receives that information for Wayne County. Penal fine amounts are only required to be listed in the state aid reports – and when state aid reports are reviewed, it is for monetary totals for purposes of state aid eligibility and not individual penal fine amounts, so it is unlikely an inconsistency would have been noticed from the state aid reports. Lastly, since this error had been occurring for years before the appointment of current LM staff who coordinate the penal fine program, there were no inconsistencies to catch. The most likely way for LM to have suspected an issue would have been if a library or cooperative had asked about suspicious payments – which is how we became involved in the current issue.

- **Who is ultimately responsible for this? Who can be held accountable?**

As with many situations where significant mistakes are made, there are multiple opportunities for the assignment of responsibility:

- **Wayne County:**

- Wayne County, of course, bears the largest burden of responsibility here. However, there is no clear individual to name. While the county bears the responsibility of the errors in calculation and distribution, we found no evidence of any intentional or criminal behavior behind or associated with this situation on behalf of Wayne County. This situation seems clearly the result of negligence, poor communication, failure to replace departed employees, and lack of proper training.

- **What about the Library of Michigan?**

- The Library of Michigan, as the coordinator of penal fines, has no responsibility over the actions of county treasurers. In addition to the information supplied above, it should be noted that the Library of Michigan is not vested with the duty or the authority to audit the county treasurer's disbursement of penal fines, or the enforcement of proper processes with county treasurers. LM has consistently acted in accordance with policies and procedures in effect since the act was implemented in 1964. As soon as LM had notice of a concern, an



investigation was begun (even though there is no statutory duty or requirement for LM to do so). The information and proposal discussed today has been obtained and provided by the Library of Michigan because we acknowledge that LM's coordination of penal fines has resulted in LM having more knowledge surrounding the penal fine process than most other entities, and because it is in everyone's interest that the issue is resolved in the most equitable way possible with the least impact to affected libraries.

○ **What about the libraries?**

**It depends:**

- It is the legal responsibility of library governing boards to monitor library funds and a large deviation in an expected payment should always be questioned.
- The unique nature of this situation also means that, if an affected library had consulted Wayne County, it is likely they would have been assured that their distribution was correct.
- However, if a library had contacted LM, as is common for penal fine questions, it is possible that the issue would have been investigated and the miscalculations identified earlier.
- Ultimately, the determination of a library's contribution to the situation would be determined by a court using the facts of that library's specific situation.

● **What are the options libraries have?**

- After reviewing relevant legal authority, and consulting with Anne Seurnyck, we have identified the following options. **Please note that a library should consult their legal counsel to fully identify and understand their options and responsibilities in this matter:**

- Participate in the settlement solution offered by LM
- Identify /participate in alternate settlement solutions.
- Initiate or participate in legal action /litigation (as groups or individually)

\*,

- Against Wayne County
- Against other libraries
- Do nothing

\*The options for litigation are topics to discuss with the library's attorney. There are numerous aspects of this type of litigation that can work for or against a particular library, depending on their situation. The outcome of any litigation is not guaranteed and could vary substantially from expectations. Costs of litigation, both monetary and non-monetary should be a consideration in the determination.

- **How can it be assured that this will not happen again?**

- There can be no guarantees. This situation occurred through a series of unique events that could not have been anticipated.
- LM has been brainstorming resources and processes they can implement that may help decrease the likelihood of problems at the county level, and assist in increasing the chances of identifying problems soon after they occur:
  - Establish a Penal Fine website aimed at County Treasurers that provides resources on the proper calculation and distribution of penal fines and provides embedded calculation features.
  - Explore the possibility of promulgating rules under which would require county treasurers to submit enhanced documentation as part of the penal fine distribution process.
- Public libraries receiving penal fines can:
  - Ensure that boards and directors understand the penal fine process and where to go with questions.
  - Implement policies that require boards to review annual penal fine payments so that they can question suspicious amounts.
  - Keep LM in the loop with questions or concerns about penal fines.

- **What are the next steps?**

- Library directors should **Review and Discuss this information with their governing boards.**
  - **Governing Boards and Library Directors should consult their legal counsel about the best way to proceed for their library.**
    - Libraries represented by Anne Seuryneck/Foster Swift will have to locate new counsel for this matter. They are encouraged to contact Anne for a recommendation and/or consult the LM Law Library Attorney List.
  - Joe and Clare are available to provide information and answer questions for individual governing boards, directors and their attorneys.
  - Libraries must notify Clare ([membielac@michigan.gov](mailto:membielac@michigan.gov)) or Joe ([hamlinj2@michigan.gov](mailto:hamlinj2@michigan.gov)) **IN WRITING (e-mail is fine)** if their library is interested in participating in the proposed settlement **no later than end of day January 31, 2025.**
- **After January 31, 2025:**
    - If all affected libraries express interest in the settlement, LM will begin solidifying plans with Wayne County officials and begin the settlement drafting discussion with all parties. At that time, we will provide information on subsequent steps and timeline.
    - If any libraries opt out, the proposed settlement will not work and will be withdrawn. Clare and Joe will continue to offer any information and/or resources they are able to assist libraries and their legal counsel.

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**Library of Michigan Settlement Proposal:**

- Based on legal authority involving penal fines owed to public libraries, reimbursing libraries for penal fines not received can be accomplished through use of future penal fines. **City of Beldonia v. Mahoney, 367 Mich. 369 (1962).**
- "Owing" libraries would have future penal fine payments applied towards the reimbursement of libraries which are "Owed."
- Wayne County would apply the penal fines from "Owing" libraries to a separate escrow account. Then each "Owed" library would be paid an amount based on a per capita amount that is calculated by dividing the total of all penal fines withheld by the populations of the service areas of the "owed" libraries. Then each "owed" library will be paid an amount equal to the per-capita multiplied by the service area population of individual "Owed" library. This amount would be paid to the "Owed" library in addition to that library's regular penal fine amount.
- LM would work with Wayne County during the extent of the settlement period so retained penal fines are accurately accounted for and reapportioned to "Owed" libraries.
- LM will work with Wayne County to verify that current penal fine calculations are done properly.
- As debts are paid, the "Owing" libraries would regain their penal fine payments.
- As the "Owed" libraries are fully compensated, they would once again receive only their appropriately allocated penal fines.

**PROS:**

- Avoids litigation.
- Free to libraries.
- Libraries need to do nothing – Wayne County and LM will do the calculations and payment.
- "Owing" libraries have flexibility to pay payments in addition to or instead of penal fines to pay off debt more quickly.

- At the end of the program, all debts are paid in a manner which provides the least negative affect on a library's finances.

#### **CONS:**

- Repayment process is lengthy – plan could take up to 30 years to provide full reimbursement. However, if "Owing" libraries pay additional amounts, project would complete sooner.
- Only works if all libraries participate.
- Does not allow for individual circumstances or arguments that could alter a library's overall debt.
- "Owing" libraries would be without penal fine income for years depending on amount owed.

#### **OTHER FACTS**

- Would require signing of a legally binding "settlement agreement" between libraries and Wayne County to ensure that all parties participate and fulfill agreed upon responsibilities for the extent of the program.
- Would require significant effort by LM and therefore will require MDE approval.

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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

December 16, 2024

Wayne County Public Libraries  
Affected by Penal Fine Miscalculation  
VIA E-Mail

Dear Library Director and Board:

It has come to our attention that there is some confusion about the information the Library of Michigan is requesting from the Wayne County public libraries before January 31.

This memo will provide clarification on WHAT information we are requesting, and WHY we are requesting it.

**WHAT Information is needed:**

- An e-mail from an authorized library official (i.e. Library Director, Board Member, Library 's Attorney) indicating that the library is INTERESTED in the possibility of working with the other affected libraries and the Library of Michigan on a settlement/solution.
  - **This is not a formal binding promise.** Only an indication of interest.
  - This determination should be discussed with the library board/governing body. Nothing more than a motion of the board would be needed to express interest, and a copy of any motion is not required to be submitted with the statement of interest.

**WHY this information is requested:**

The Library of Michigan (LM) has so far invested considerable time and resources into this investigation and project. The Library of Michigan is under the auspices of the Michigan Department of Education, and a significant allocation of resources towards a project which is outside of LM's normal responsibilities would have to receive approval from MDE in order for us to proceed. In addition, LM is currently understaffed, and Joe, Clare and Michelle (like many library staff) are juggling many responsibilities unrelated to the Wayne County project. However, LM's involvement in the penal fine process, their neutral position, and the records and knowledge that Joe, Clare, and Michelle have on the process, will likely be helpful in the resolution of

**LIBRARY OF MICHIGAN**

this situation. As a result, The Library of Michigan is vested in being available to assist in the attainment of a fair, equitable, and non-litigious resolution. Having an indication of whether and how many affected libraries are interested in moving forward will help LM (and Joe, Clare, and Michelle) determine priorities for their work moving forward and help us ensure that LM will have the ability to accommodate and perform any required activities that end up as part of any settlement.

This indication will also permit LM to move forward in investigating what sorts of participation LM may legally have in any settlement – including with regards to the facilitation of the agreement itself.

Concurrently with the activities listed above that LM must complete, the affected libraries who have expressed interest in working together can begin the process of putting together formal settlement language. Optimally, a draft settlement would be created by an attorney affiliated with the group of libraries (it could be one of the library's attorneys, an attorney representing the group, an attorney engaged by the cooperative(s), an outside attorney or even possibly the attorney general), and then, the draft would be distributed to all affected libraries ( including Wayne County) who would review it with their legal counsel, and make any suggested addendums or changes. The drafting attorney would review these suggestions and any conflicts in suggestions/ changes would be discussed with the group. Then another draft reflecting said changes is issued and is distributed again for review, and so on until a version is created that all parties can live with, and which includes a solution that is accomplishable by Wayne County and the libraries and LM (if applicable). Once a final version is created, the contract would go to each library (and Wayne County) for official signature and resolution by each board/governing body. The costs of creating the agreement would be shared by all affected libraries or could be borne by Wayne County (which is likely fair). A copy of the signed agreement would be kept by each library, Wayne County, and LM.

This process is not unlike the process of creating a district library agreement. It can take a lot of time, but in the end, there is often a stronger agreement.

### **Takeaways:**

- Library Directors and Boards and their legal counsel (if possible) should discuss whether the library would be interested in considering a group settlement facilitated by LM.
- If the library has interest, the library director or other authorized representative (board member, attorney) should send an e-mail stating that the library has interest to Joe [hamlinj2@michigan.gov](mailto:hamlinj2@michigan.gov), Clare, [membielac@michigan.gov](mailto:membielac@michigan.gov), or Michelle ([bradley13@michigan.gov](mailto:bradley13@michigan.gov)).
- Expressing interest does NOT bind the library into any agreement or require the library's continued participation. Any library may remove themselves from the process at any time to pursue a different option.
- The Library of Michigan must plan for continued participation in this project and may require approval from MDE. Having an idea of the interest level in our continued involvement will assist us with planning.

Name  
Page 3  
Date

- Any and all affected libraries are welcome to participate in the process. There is NO commitment until the final settlement agreement is signed.
- The Library of Michigan's involvement is voluntary and is for purposes of assistance in obtaining a fair and equitable resolution, as well as information gathering & provision. **LM has no authority or enforcement ability to dictate or determine the content of any settlement agreement. The outcome of this situation must be determined by the affected parties.** LM is available for consultation and information and purposes which will assist in the completion of an equitable, reasonable and practical resolution. LM is also prepared to participate in an agreed upon process of repayment with Wayne County and affected libraries to the extent that LM's assistance would be of use, and dependent on the receipt of any necessary approval from MDE.

Again, we appreciate your patience as we work towards a proposal for a solution, and if you have any questions, please contact Joe Hamlin [hamlinj2@michigan.gov](mailto:hamlinj2@michigan.gov) or Clare Membiela, [membielac@michigan.gov](mailto:membielac@michigan.gov) or Michelle Bradley, [bradleym13@michigan.gov](mailto:bradleym13@michigan.gov)

Sincerely,



Joseph Hamlin  
Data, State Aid and  
Penal Fine Coordinator  
Library of Michigan

Clare Membiela, MLS, J.D.  
Library Law Consultant,  
Library of Michigan

Michelle Bradley,  
Library Development  
Department Manager  
Library of Michigan

Cc: Randy Riley, State Librarian  
Steve Bowers, The Library Network  
JoAnne Mondowney, Detroit Library Cooperative



**Belleville Area District Library**

Date: 01/08/2025

Time: 3:16 PM

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**Operating:**

Check Date	Vendor Name	Check Description	Amount
12/17/2024	A PRODUCTION BUILDING SOLUTION	Monthly cleaning Dec 2024	3,565.00
12/17/2024	AMAZON CAPITAL SERVICES	Books & supplies	429.20
12/17/2024	AMAZON CAPITAL SERVICES	Bldg Supplies	140.36
12/17/2024	BLUE CROSS BLUE SHIELD OF MICH	Dental	1,013.20
12/17/2024	CLEAR RATE COMMUNICATIONS	Fax Services	329.92
12/17/2024	DC LAWN & SNOW	Salt- Sidewalks/Parking Lots	300.00
12/17/2024	DEMCO	Book Truck	964.46
12/17/2024	DTE ENERGY	Gas/Electric Sumpter	201.70
12/17/2024	FOSTER, SWIFT, COLLINS & SMITH	Legal Services	49.00
12/17/2024	FRIENDS OF THE BELLEVILLE AREA	November Payout	1,907.49
12/17/2024	GA BUSINESS PURCHASER LLC	Alarm Monitoring 1/3-2/2	56.96
12/17/2024	MICHELE MONTOUR	Winter Newsletter Design	475.00
12/17/2024	ODP BUSINESS SOLUTIONS LLC	Building Supplies	224.39
12/17/2024	SHARON DUCKWORTH, CPA	Accounting Services Dec	1,025.00
12/17/2024	THE LIBRARY NETWORK	Telephone Service	509.80
12/17/2024	UNIFIRST CORP	Maintenance/Mats	157.57
12/17/2024	UNIQUE MANAGEMENT SERVICES INC	November Placements	97.20
12/17/2024	AMAZON CAPITAL SERVICES	Program Supplies	70.29
01/02/2025	A PRODUCTION BUILDING SOLUTION	MONTHLY CLEANING NOV	3,565.00
01/02/2025	AMAZON CAPITAL SERVICES	Books & Supplies	402.45
01/02/2025	CHASE CARDMEMBER SERVICE	SUPPLIES, MISC	370.33
01/02/2025	CHELSEY BAGGOT	JAN GUEST AUTHOR	200.00
01/02/2025	DEMCO	Library Supplies	438.63
01/02/2025	DTE ENERGY	Electric Service 4th St	2,424.98
01/02/2025	DTE ENERGY	GAS 4TH STREET	929.77
01/02/2025	GARDEN FANTASY GREENHOUSES	5 CHRISTMAS POTS 4TH STREET	250.00
01/02/2025	JOHNSTON ENTERPRISES, LLC	WINTER NEWSLETTER	4,712.00
01/02/2025	MICHELE MONTOUR	NEW LIBRARY BROCHURES	575.00
01/02/2025	ODP BUSINESS SOLUTIONS LLC	Building and Office Supplies	695.82
01/02/2025	PFM FINANCIAL ADVISORS LLC	ANNUAL DISCLOSURE PREP	1,000.00
01/02/2025	STANDARD INSURANCE COMPANY	Short & Long Term Disability Insurance	698.87
01/02/2025	THE LIBRARY NETWORK	NOVEMBER BOOK BILLING	10,838.90
01/02/2025	UNITED HEALTHCARE	Health Insurance	18,271.96
01/07/2025	A PRODUCTION BUILDING SOLUTION	January cleaning	3,565.00
01/07/2025	AMAZON CAPITAL SERVICES	Books	53.41
01/07/2025	APPLIED INNOVATION	copier, printer usage	523.81
01/07/2025	CSLP	SRP supplies	662.56
01/07/2025	DC LAWN & SNOW	DEC SIDEWALK SALTING	1,150.00
01/07/2025	ENVISIONWARE, INC	Envisionware Renewal Invoice	7,928.38
01/07/2025	FRIENDS OF THE BELLEVILLE AREA	December Payout 2024	1,956.45
01/07/2025	ODP BUSINESS SOLUTIONS LLC	Building Supplies	9.10
01/07/2025	WASTE MANAGEMENT OF MI, INC	dumpster service - december	476.65
01/07/2025	AMAZON CAPITAL SERVICES	Books	19.16

43	Checks Total:	73,234.77
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43	Bank Total:	73,234.77
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43	Grand Total:	73,234.77
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## DIRECTOR'S REPORT

JANUARY 2025

### LIBRARY PROGRAMS

December: Adults: 12 Youth: 12

LIBRARY VISITS	2024/25	2023/24	% change
December	13,277	10,250	29.53%
Fiscal Year	78,717	69,032	14.03%

TOTAL CIRC	2024/25	2023/24	% change
December	19,197	21,106	-9.04%
Fiscal Year	125,757	129,772	-3.09%

ADULT PROGRAMMING	2024/25	2023/24	% change
December	140	122	14.75%
Fiscal Year	1,033	661	56.28%

YOUTH/TEEN PROGRAMMING	2024/25	2023/24	% change
December	711	712	-0.14%
Fiscal Year	2,682	2,654	1.06%

ALL AGES PROGRAMMING: Dec.: 0 Fiscal Year: 900

REF. QUESTIONS	2024/25	2023/24	% change
December	1,441	1,469	-1.91%
Fiscal Year	9,714	9,654	0.62%

INTERNET USE	2024/25	2023/24	% change
December	820	824	-0.49%
Fiscal Year	5,834	6,114	-4.58%

YOUTH/TEEN INTERNET	2024/25	2023/24	% change
December	226	290	-22.07%
Fiscal Year	1,589	1,759	-9.66%

**BUILDING:** The new stair treads have been installed.

**PENAL FINES:** The libraries whose penal fines were overpaid met to discuss. Consensus from the group was to require an audit to be paid for by Wayne County as a condition for agreeing to settlement negotiations. The Library of Michigan sent out a clarification letter affirming that libraries can indicate their interest in pursuing a settlement agreement, but this does not bind any library to a settlement.

**STAFF:** Outgoing staff: Shelver Wyatt Altizer. Incoming staff: Clerk Leandro Marten. Leandro is replacing Ronda Reed and comes to us with technical services experience from other libraries.

Full-time library assistant Nikki Pickeral is assuming Carol Johnson's administrative assistant duties including meeting room bookings, compiling the director's report statistics and preparing the board packs as well as some additional duties. Part-time library assistant Amy O'Brien is becoming full-time to replace Nikki as Lindsay Lore's assistant as well as taking on accounts payable. The library is in the process of hiring circulation clerk and shelving assistant positions. Carol is spending her final weeks training Nikki and Amy. Carol's last day will be January 17, and I'm sure you join me in wishing her well.

The library has also been working through some family, health, and parental leaves as well as call offs due to all of the holiday viruses that have been floating around. My hat is off to our department heads who have had to creatively schedule in order to make sure all of our public service desks have been covered. I also thank our staff for their flexibility in filling in where needed.

**FRIENDS OF THE LIBRARY:** The Friends will hold their annual meeting on Saturday, January 25 at 11 am. Join the Friends in celebrating their 40<sup>th</sup> year!

**PROGRAMMING:** Our monthly Memory Café for people having memory difficulties and their caregivers has become very popular. They frequently work on an art project which we place on temporary display in our lobby area. Jazz nights resume at the library with *The Aston Neighborhood Pleasure Club* on Wednesday, January 29 at 7 pm. February features Elder Master Storyteller Ivory Williams from the Detroit Association of Black Storytellers on Wednesday, February 5 at 6:30 pm. *Michigan Roots, African American Migration in Michigan* will be presented on Monday, February 10 at 6:30 pm by Rozlyn Kelly.

Children's storytimes begin again after the holiday break. *Game Day! Game Day!* was a success during the BHS football season, so we are bringing it back for the basketball season.

# MEMORY CAFE

**WEDNESDAY,  
JANUARY 15TH  
@ 11 AM**

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**YOU DON'T WANT  
TO MISS  
this relaxed, informal, social gathering  
for people with  
memory difficulties and their caregivers.**

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**Expect good snacks, a fun craft, and  
great conversation.**

**A diagnosis is not required to attend.**

**Registration APPRECIATED,  
but NOT REQUIRED  
Call 734-699-3291 or SCAN  
for info or to register.**



**BELLEVILLE AREA  
DISTRICT LIBRARY**



**ALZHEIMER'S<sup>®</sup>  
ASSOCIATION**

**DEMENTIA  
CONVERSATIONS:  
DRIVING, DOCTOR VISITS,  
LEGAL & FINANCIAL  
PLANNING**

**Learn to have honest and caring  
conversations about common  
concerns when someone begins to  
show signs of dementia.**

 **WED. JANUARY 29TH**

 **11 AM - 12 PM**

 **COZZAD ROOM**



MAIN LIBRARY  
167 4th St.  
Belleville, MI 48101  
(734) 699-3291



**BELLEVILLE AREA  
DISTRICT LIBRARY**

[www.belleville.lib.mi.us](http://www.belleville.lib.mi.us)

SUMPTER MEDIA CENTER  
23465 Sumpter Rd.  
Belleville, MI 48101  
(734) 699-3291



# Jazz

## Night *at the Library*

January 29th 7 PM

### Aston Neighborhood Pleasure Club

A contemporary band  
playing the hot jazz of  
yesteryear. Feel the  
heat of New Orleans  
in the middle of  
winter. Fun for the  
entire family!



**BELLEVILLE AREA DISTRICT LIBRARY**

167 Fourth Street | [www.belleville.lib.mi.us](http://www.belleville.lib.mi.us) | 734-699-3291



Own or looking to  
start a business?

Join us for our **VIRTUAL**

# SMALL BUSINESS SAVVY SERIES



**Wednesdays**  
**6:30–8 pm**  
**January 8 and 22**  
**February 5 and 19**  
**March 6**

**REGISTER NOW!**



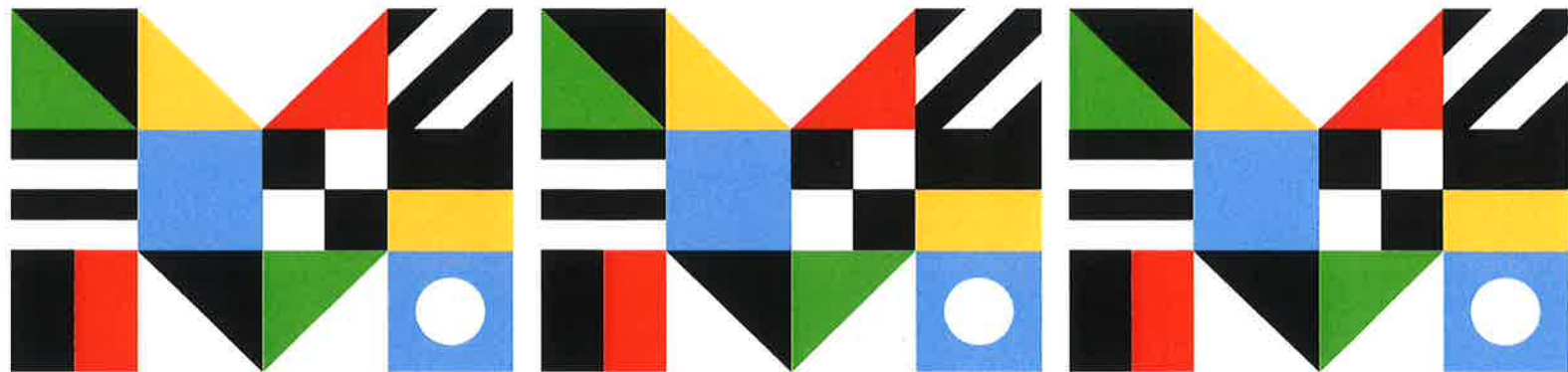
**[bit.ly/badlsbs](https://bit.ly/badlsbs)**



**BELLEVILLE AREA  
DISTRICT LIBRARY**

Presented in partnership with Ann Arbor area SCORE and the Ypsilanti District Library





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**BELLEVILLE AREA  
DISTRICT LIBRARY**





# **BELLEVILLE AREA DISTRICT LIBRARY**

## **S T O R Y T I M E S**

**September 9 - October 17**

**November 4 - December 12**

**Family Storytime (all ages):  
Mondays, 6:30 pm**

**Toddler Time (2-4): Tuesdays, 11 am**

**Baby Storytime (birth -2.5):  
Thursdays, 10 & 11 am**

**Saturday Storytime (all ages):  
Last Saturday of the month, 11 am  
September 28, October 26, November  
30, December 28**

**Register for storytimes online at  
<https://belleville.libcal.com>  
or call 734-699-3291**



**167 Fourth St,  
Belleville, MI 48111**

**GAME**  
**DAY**



**GAME**  
**DAY**

**Fri, January 10**  
**Tues, Jan 28**



# **Black History Month**

## **Celebrates**

### **African American Storyteller: Ivory Williams Wednesday, February 5, 6:30 pm**

Let's welcome Elder Master Storyteller Ivory Williams from the Detroit Association of Black Storytellers (D.A.B.S.)! Ivory's storytelling is a unique blend of humor, wit, and fun, creating an engaging experience for his audience. He is dedicated to promoting and preserving the ancient art of African and African American storytelling in the oral tradition. His presentations are entertaining, highly interactive, and educational, making them a must-see for those interested in learning about this rich tradition.



### **Michigan Roots: African American Migration in Michigan Monday, February 10, 6:30 pm**



Presented by Rozlyn Kelly, this presentation will discuss the migration of Blacks to Michigan in the mid-1880s, before the Great Migration from the South, with specific examples in Marquette, Midland, and Detroit.