

**Belleville Area District Library Board
Regular Meeting Agenda
February 11, 2025 at 7:30 PM**

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

Agenda:

1. Pledge of Allegiance
2. Roll Call: Cichewicz, Fleming, Hughes-Grubbs, Jackson-Smith, Peters, Priest, Stoudemire
3. Approve Agenda
4. Approve December 10, 2024, Regular Meeting Minutes
5. Public Comments
6. Attorney Letter of Engagement
7. Committee Reports
 - A. Building-Cichewicz
 - a. Proposal for power assisted bathroom door operators
 - B. Bylaws
 - C. Finance-Stoudemire
 - D. Marketing-Hughes-Grubbs
 - E. Personnel-Priest
 - F. Policy-Fleming
 - G. Art
8. Approve Accounts Payable
9. Director's Report/Comments/Communications
10. Trustee Comments
11. Chair Comments
12. 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. 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: March 11, 2025, at 7:30 PM

**Belleville Area District Library
Meeting Minutes
January 14, 2025**

1. **Call to Order:** Chair Sharon Peters called the meeting to order at 7:41 pm.
2. **Swearing in of Newly Elected Members:** The Honorable Judge Lisa Martin of the 34th District Court swore in Joy Cichewicz, Alma Hughes-Grubbs, and Dr. Maria Jackson-Smith, who were elected/re-elected to the board in November.
3. **Roll Call:** The following board members were present: Joy Cichewicz, Dan Fleming, Alma Hughes-Grubbs, Maria Jackson-Smith, Sharon Peters, Linda Priest, and Tanya Stoudemire. Also present: Library Director Mary Jo Suchy.
4. **Selection of 2025 Board Officers:** Motion by Fleming, seconded by Cichewicz, to nominate the following slate of officers: Sharon Peters, Chair; Linda Priest, Vice-Chair, Alma Hughes-Grubbs, Secretary, and Tanya Stoudemire, Treasurer. There were no other nominations. The motion carried unanimously.
5. **Approve Agenda:**
Motion by Priest, seconded by Cichewicz, to approve the agenda as presented. The motion carried unanimously.
6. **Approve December 10, 2024, Regular Meeting Minutes:** Motion by Stoudemire, seconded by Priest, to approve the December 10, 2024, minutes as presented. The motion carried unanimously.
7. **Public Comments:** None.
8. **Approval to work towards a penal fine settlement solution with the Library of Michigan:** Motion by Cichewicz, seconded by Stoudemire, to participate in a settlement solution facilitated by the Library of Michigan that addresses the miscalculation of penal fines by Wayne County, provided that:
 - Wayne County agrees to pay for an independent auditor to review all payments to the Wayne County Treasurer from the Courts and all payments to the Wayne County Libraries to determine the accurate penal fine disbursement numbers from 2014-2024;
 - And to provide copies of the completed audit to the Wayne County Libraries and to the Library of Michigan.The motion carried unanimously.
9. **Committee Reports**
 - A. **Building:** The circular stair treads have been replaced.
 - B. **Bylaws:** No report.
 - C. **Finance:** The library received a clean audit for 2023-24. Revenues were higher than budgeted and expenditures were lower than budgeted. The audit reflects the money

that the board assigned for future capital projects as well and the money required by GASB 54 for use in the 2024-25 fiscal year.

D. **Marketing:** No report.

E. **Personnel:** Priest summarized the director's evaluation. Suchy received outstanding scores in all categories. Motion by Cichewicz, seconded by Stoudemire, to give Suchy a 3.5% salary increase. The motion carried unanimously. Motion by Priest, seconded by Stoudemire to increase the maximum salary range for the Director and Librarian positions by 5% and to approve an upper range of \$18/hour for the Intern position. The motion carried unanimously.

F. **Policy:** No report.

G. **Art:** The current artist on display is Danielle Whitehead.

10. Approve Accounts Payable: Motion by Stoudemire, seconded by Priest, to approve the accounts payable as presented. The motion carried unanimously.

11. Director's Report: See attached.

12. Trustee Comments:

Jackson-Smith – Thanked Mary Jo for her tour of the library.

Stoudemire – Thanked Dr. Maria for joining the board and congratulated Alma and Joy who are returning board members.

Cichewicz – Echoed Tanya's comments.

Fleming – Appreciates the background that everyone brings to the board.

Priest – She brought her 5-year-old grandson to the library twice while he was visiting.

Hughes-Grubbs – Wished everyone a happy new year and congratulated the newly elected board members.

13. Chair Comments:

Priest – Encouraged everyone to attend the Friends Annual Meeting on January 25.

14. Adjournment:

Motion by Stoudemire, seconded by Fleming, to adjourn. The meeting adjourned at 9:07 pm.



LAW OFFICES

ADKISON, NEED, ALLEN, & RENTROP

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GARY R. RENTROP
KATHERINE A. TOMASIK

January 31, 2025

VIA ELECTRONIC MAIL

Mary Jo Suchy, Director
Belleville Area District Library
167 Fourth Street
Belleville, Michigan 48111

**Re: Penal Fine Settlement Agreement with Library of Michigan and Wayne County
Engagement of Adkison, Need, Allen, & Rentrop, PLLC**

Dear Ms. Suchy:

Adkison, Need, Allen, & Rentrop, PLLC has established the policy of formalizing each attorney/client relationship with an Engagement Letter. The purpose of this letter is to set forth our mutual understanding of the terms and conditions under which you retain Adkison, Need, Allen, & Rentrop, PLLC, to provide the legal services set forth below, and under which Adkison, Need, Allen, & Rentrop, PLLC agrees to perform those services (the "Agreement").

1. **Scope of Representation.** Adkison, Need, Allen, & Rentrop, PLLC agrees, subject to the terms of this Agreement, to provide the legal services necessary or appropriate to review any settlement agreement proposed by the Library of Michigan; research Belleville Area District Library's rights, obligations and liabilities surrounding the collection, allocation and distribution of penal fines; and if necessary or requested, represent the library in any related litigation.

2. **Client Confidentiality.** In providing those services, we are obligated to exercise our independent professional judgment on your behalf, and to preserve your confidences and secrets. Please note that this requirement for client confidentiality extends only to matters discussed in confidence between the client and the attorney and does not extend to all information which you may be required to provide in connection with our representation.

3. **Terms of Payment.** The initial retainer fee is \$1,500. This fee must be received by Adkison, Need, Allen, & Rentrop, PLLC in order to commence our representation. Your retainer will be placed in a trust account. Payments are made from this trust account to cover your statement balance. Any retainer balance remaining after the final billing for this matter will be promptly refunded.

This fee agreement covers only the services specifically set forth above. It does not include ancillary services or services related to the appeal of any decision. In the event that additional services are requested by you, you understand and agree that an additional retainer will be due, and must be paid, prior to the rendering of those services. The amount due shall be determined based upon the complexity of the matter and the time needed to prepare for and attend appeal hearings, if applicable.

4. **Fees.** We will bill you based on the time expended in rendering the legal services set forth above and other factors, such as an individual attorney's experience in areas of specialization, the preclusion of other employment, time limitations or demands, as well as the amounts involved and the results obtained. Our firm has established a fee structure which includes different rates for its lawyers, based on each lawyer's individual expertise and areas of specialization. Presently, my hourly rate is \$295; my associate Kate Tomasik's hourly rate is \$260; and my associate John Kummer's hourly rate is \$225. Wherever feasible, work on the file will be delegated to that individual best able to perform the task at the least cost to you. Fees may be adjusted upward or downward to reflect the complexity of the matters handled and other factors pertaining to reasonableness of the fees.

Time is charged for work performed on your behalf, whether it takes the form of in-person meetings, telephone consultations, research, drafting, negotiations, discussions with third parties, travel on your behalf, or other activities that require our absence from the office on your behalf. Hourly rates are subject to change from time to time, usually at the beginning of the year.

5. **Costs.** You will also be billed for our out-of-pocket expenses, such as copying costs, postage, court fees, on-line computer research time, court reporters, appraisals, photocopying of documents and mileage, if any.

6. **Statements.** At the conclusion of each calendar month, we will provide you with detailed statements so you will have an accurate record of fees, costs, and payments. You should feel free to contact me at any time to discuss our billing procedure, the description of the legal services appearing on your bill, and the charges for services

Your statement will show the following:

- a. The fees and costs charged to your account.
- b. Payments received from you.
- c. Payments from the trust account.

You agree to pay Adkison, Need, Allen, & Rentrop, PLLC promptly upon receipt of each monthly statement. Accounts, which are not paid within thirty (30) days, will be charged a time price differential at the rate of \$7.00 per \$100.00 per year. If your account is more than 30 days delinquent it will be subject to evaluation and further action which may include suspension or termination of representation.

7. **Record Retention.** Our representation of you is subject to our firm's Record Retention Policy, a copy of which is attached.

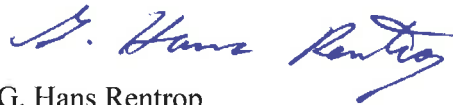
8. **Electronic Signatures and Counterpart Execution.** For purposes of this Agreement, a signature transmitted by facsimile communication equipment or electronic mail shall be deemed an original. This Agreement may be executed by the parties in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute a single document. The Agreement shall become effective when one or more counterparts have been signed by all of the parties.

9. **Termination.** Adkison, Need, Allen, & Rentrop, PLLC or you may terminate this agreement at any time upon written notice. Upon termination, all amounts then owing to Adkison, Need, Allen, & Rentrop, PLLC shall be promptly paid.

10. **Acceptance.** Please review this letter carefully. If you have any questions or concerns with its content, please contact me immediately, so that they can be resolved now, before we proceed with representation. Otherwise, if you agree that it accurately reflects our mutual understanding, please sign below, retain a copy for your files and return the original to our office. We look forward to a mutually satisfying relationship.

Very truly yours,

ADKISON, NEED, ALLEN, & RENTROP, PLLC



G. Hans Rentrop

GHR/mjl
Enclosures

I have reviewed this letter and agree that it accurately reflects our understanding.

Dated: _____

Mary Jo Suchy, Director
Belleville Area District Library



ADKISON, NEED, ALLEN, & RENTROP, PLLC

RECORD RETENTION POLICY

The following is the Client File Retention Policy of Adkison, Need, Allen, & Rentrop, PLLC, 39572 Woodward, Suite 222, Bloomfield Hills, MI 48304, established pursuant to Michigan Rules of Professional Conduct.

Application of Policy. This policy shall apply to all active client files placed in inactive status and is to be followed by all attorneys and staff of the Firm and by all independent contractors working on client matters for the Firm.

Confidentiality. Unless waived by the client in writing or by operation of law, all materials contained within client files maintained by the Firm shall be confidential in nature, which confidentially shall be maintained by all those associated with the Firm including independent contractors who may be involved in the storage and/or destruction of files.

Release of Information from Client Files. Absent written permission from the client to release all or part of the client's file and authorization of an attorney in the office, no materials or information contained therein shall be released to any person. In unusual circumstances, a Firm attorney may release information contained in a file upon verbal permission from the client to do so or when confidentiality is waived or no longer exists by operation of law.

Work Product of Attorney. Certain documents in client files may represent the work product of the Firm and, as such, remain the property of the Firm. The Firm may properly retain and/or destroy such documents without consultation with the client. All such work product shall not be considered part of the client's file even if contained therein.

Client Materials. Staff converting files to closed or inactive status will review each file for materials belonging to the client such as abstracts, insurance policies, deeds and documents that have legal significance such as original wills, trusts, powers of attorneys, etc. The client will be notified to either pick up these materials at the Firm's office or they will be mailed to the client at the address in the file with a letter enclosed identifying the materials returned. If original documents are returned to the client, they will be sent via certified mail.

Location and Storage of Files. All active client files shall be maintained in file cabinets within the main office of the Firm or stored electronically on the Firm's computer system. Closed and inactive files shall be kept in a designated storage area within the Firm's office premises or in electronic form on its computer system. Files may be removed from the Firm's offices only by its attorneys should such removal be required for court appearances, depositions, conferences, etc., or for work to be performed elsewhere. With notification to and approval of a Firm attorney, members of the Firm staff may remove files from the office for evening or weekend work. Any person so removing a file is responsible for its security, safekeeping, and return, and for maintaining such file from view of other persons.

Destruction of Client Files. The time period for destruction or disposition of client files shall be determined by the attorney in charge of such file. The Firm reserves the right to destroy property belonging to the client after the passage of five (5) years from the completion of all work thereupon. If information regarding the retention policy is not given to the client at either the commencement of representation or the conclusion of representation, notice of the intent to destroy client property must be given to the client by electronic or first-class mail prior to its destruction.

Notice to Clients. Unless otherwise directed by client, when a file is placed in closed or inactive status, notice shall be sent by the Firm to the client that the client may, within thirty (30) days from date of notice and at no charge, obtain any papers, not previously furnished to the client, from the file and that the file may thereafter, without additional notice to the client, be destroyed by the Firm or otherwise disposed in a manner that preserves the confidential and secret nature of the Firm's representation of the client. A copy of the notice, containing the date, the address to which sent, and the signature of the person so sending, shall be maintained by the Firm.

Method of Destruction or Disposition. Any paper material will be destroyed by either shredding the material or burning the material. Any material stored on tape, floppy disk, CD, USB drive, or other electronic storage device, will be deleted from the same. Any material stored in a form that cannot be destroyed by the forgoing methods will be sent to a service specializing in the destruction of such material.

Monitoring System. This policy shall be discussed biannually at a staff meeting to assure that it is operating properly. All staff personnel shall be responsible for application of the policy to the files of the attorney with whom the person primarily works.

Belleville Area District Library Board
2025 Board Committee Assignments

Building Committee: Joy Cichewicz, chair; Linda Priest; Dan Fleming

Bylaws Committee: Linda Priest, chair; Maria Jackson-Smith

Finance Committee: Tanya Stoudemire, chair; Joy Cichewicz

Outreach Committee: Maria Jackson-Smith, chair, Linda Priest

Personnel Committee: Linda Priest, chair; Tanya Stoudemire

Policy Committee: Daniel Fleming, chair; Alma Hughes-Grubbs

Art Committee: Michele Montour (non-board member) chair; board member
representatives: Maria Jackson-Smith, Alma Hughes-Grubbs

Board chair, Sharon Claytor Peters will serve as ex-officio member of all committees.



Construction Proposal – Power Assist Bathroom Door Operators

Belleville Area District Library

Proposal Submitted To

Mary Jo Suchy – Director
Belleville Area District Library
167 Fourth Street
Belleville, MI 48111

Project Description

Date:	January 27, 2025
Project Address:	167 Fourth Street
Scope of Work:	Install Power Assist Bathroom Door Operators – 6 locations

Proposal

- Includes an allowance of \$1,800 for drywall and paint repairs.
- Includes an allowance of \$5,000 for general conditions and contingency.
- Allowances will only be invoiced as used. Any unused allowance will not be invoiced and will reduce the cost of the project.
- Includes (6ea.) new power assist operators.
- Includes carpentry and electrical to install (6ea.) new power assist operators.

Price for above: \$37,787.00

Notes:

- 1) Installation of all (6ea.) will take approximately 2-3 business days. No overtime included.
- 2) Refer to attached brochure for Ditec HA9 – Power Assist Low Energy Operators.

Proposal Submitted By

Matt Ratzow
O'Neal Construction
525 W. William
Ann Arbor, MI 48103
Phone (734) 216-5588

X _____
Approved (Signature)

_____ Date

Printed Name

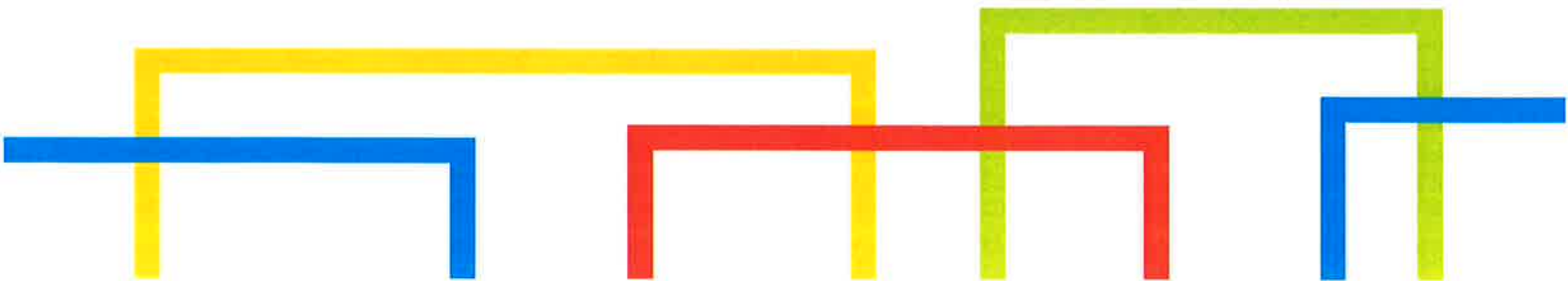


Ditec HA9

Full Featured - Low Energy Operator

INSTALLED IN:

Hospitals - Retail Stores - Schools & Universities - Airports
Convention Centers - Casinos - Industrial Buildings - Offices





fire rated



24 VDC



UL 325



energy saving

QUALITY HEAVY DUTY COMMERCIAL CONSTRUCTION

Electro Mechanical Design – for simple dependable operation
 Door Stop engineered to resist abusive situations
 Cast Alloy Arms
 Quiet Operation

INNOVATIVE FEATURES

Power Assist
 One Touch Learn Cycle
 Plug-n-Play design for fast trouble free installation
 Stack Pressure Compensation
 Adapts to environmental conditions
 Electric Strike Integration
 Lock Retry
 Compatible with most safety and activation devices
 Integrates with building access & security systems
 Energy Saving for low running cost

BUILT IN SAFETY

Lock Kick for a positive latch during fire/safety events
 Stop on Stall
 Reverse on Obstruction
 Sensor Monitoring

DURABLE

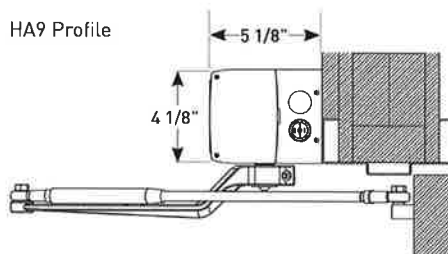
Built to outlast the competition
 Perfect for high traffic locations

HA9 Technical Features

Header Size	4 1/8" x 5 1/8"
Motor Type	Electro-Mechanical
Handing	Non-handed
Door Width Limit	Up to 48" (single); 96" (pair)
Microprocessor Control	Yes
On/Off/Hold Open Switches	Standard (key switch optional)
Operating Voltage	120 VAC
Push & Go Feature	Standard (selectable)
Auxiliary Power Output	24 VDC @ 1/2 amp (optional up-grade to 1.1 amps)
Additional inputs/outputs for extra functions (sensors, electric locks, mode switches, etc)	Yes
ANSI A156.19 Compliant	Yes
UL/CUL Listing for UL 325/UL10C	Yes
Surface Mounting	Yes
Push Reveal	Up to 14"
Pull Reveal	Up to 2 3/8"

Technical data subject to change without notice.

HA9 Profile



Push Arm



Pull Arm



Entrematic USA Inc.

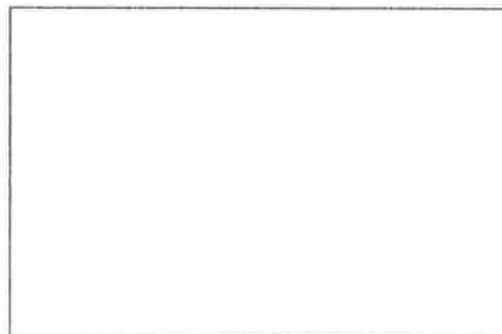
1900 Airport Rd., Monroe, NC 28110
 Tel: 704-290-0980
 Fax: 704-919-5014
 Toll Free: 866-901-4284
www.ditecentrematic.us



Entrematic Canada Inc.

221A Racco Pkwy, Vaughan, ON L4J 8X9
 Tel: 416-674-8880
 Fax: 416-674-8882
 Toll Free: 877-348-6837
www.ditecentrematic.ca

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AADM

American Association of Automatic Door Manufacturers



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**Belleville Area District Library
Budgetary Comparison Schedule
General Fund
For the Six Months Ended December 31, 2024**

<u>Account</u>	<u>Revenues</u>	2024-2025 <u>Budget</u>	6 Month 2024-2025 <u>Budget</u>	6 Month <u>Actual</u>	Variance Favorable (Unfavorable)
403.000	Current Taxes less chg backs	\$ 2,600,000	\$ 1,300,000	\$ 1,300,000 *	\$ -
	Total Current Taxes	2,600,000	1,300,000	1,300,000	-
502.000	Grant Revenue	6,300	3,150	-	(3,150)
665.000	Interest Income	20,000	10,000	5,117	(4,883)
575.000	State Aid	43,000	21,500	22,774	1,274
	Library Fines and Fees				
659.000	Late Fees	500	250	1,610	1,360
658.000	Penal Fines	36,000	18,000	39,198	21,198
677.000	Lost Book Fees	1,700	850	1,321	471
	Total Fines and Fees	38,200	19,100	42,129	23,029
674.000	Contributions and Donations	2,500	1,250	841	(409)
674.002	Contributions New Library	-	-	5	5
	Miscellaneous Income				
680.000	Miscellaneous				
630.000	Copies				
631.000	Fax Fees				
647.000	Newspaper Sales				
	Total Miscellaneous	24,000	12,000	15,289	3,289
	Grand Total Revenues	\$ 2,734,000	\$ 1,367,000	\$ 1,386,155	\$ 19,155
	<u>Expenditures</u>				
	Salaries				
702.000	Salary- Librarians				
705.000	Salary- Library Aides				
	Total Salaries	\$ 1,218,000	\$ 609,000	\$ 538,117	\$ 70,883
	Benefits and FICA				
715.000	FICA/ Medicare	93,177	46,589	41,166	5,423
716.000	Employee Health Insurance	240,000	120,000	113,021	6,979
718.000	Retirement (MERS)	81,000	40,500	39,070	1,430
	Total Benefits and FICA	414,177	207,089	193,257	13,832
981.000	Books and Acquisitions	275,000	137,500	101,837	35,663
809.002	Contracted Services-Acq.	23,000	11,500	6,273	5,227
	Supplies				
730.000	Office Supplies				
775.000	Supplies- Maintenance				
950.002	Library Programs Supplies				
	Total Supplies	55,000	27,500	16,216	11,284

* Actual taxes collected to date \$10,684.58

Belleville Area District Library
Budgetary Comparison Schedule
General Fund
For the Six Months Ended December 31, 2024

<u>Account</u>		2024-2025 <u>Budget</u>	6 Month 2024-2025 <u>Budget</u>	6 Month <u>Actual</u>	Variance Favorable (Unfavorable)
	Professional Fees				
804.000	Audit	\$ 9,500	\$ 4,750	\$ -	\$ 4,750
805.000	Finance	13,500	6,750	6,150	600
801.001	Legal	7,000	3,500	1,176	2,324
801.002	Legal-Building Program	-	-	-	-
807.000	Architect	10,000	5,000	4,098	902
806.000	Other	10,000	5,000	950	4,050
	Total Professional Fees	<u>50,000</u>	<u>25,000</u>	<u>12,374</u>	<u>12,626</u>
815.000	Bank Fees	<u>4,000</u>	<u>2,000</u>	<u>532</u>	<u>1,468</u>
808.000	Dues	<u>5,000</u>	<u>2,500</u>	<u>83</u>	<u>2,417</u>
	Contracted Services				
809.001	Contracted Services	25,000	12,500	8,885	3,615
809.005	Delivery	6,000	3,000	3,495	(495)
720.000	Payroll	15,000	7,500	4,952	2,548
809.003&4	Automation System & Cataloging	41,000	20,500	19,399	1,101
809.007	Outside Maintenance	20,000	10,000	1,728	8,272
	Total Contracted Services	<u>107,000</u>	<u>53,500</u>	<u>38,459</u>	<u>15,041</u>
	Telephones & Telecommunications				
851.000	Telephone	15,000	7,500	4,404	3,096
851.002	Telecommunications	16,000	8,000	3,563	4,437
	Total Telephone and Telecommunications	<u>31,000</u>	<u>15,500</u>	<u>7,967</u>	<u>7,533</u>
	Insurance				
810.000	Liability Insurance				
811.000	Worker's Comp. Insurance				
	Total Insurance	<u>38,000</u>	<u>19,000</u>	<u>15,809</u>	<u>3,191</u>
	Utilities				
921.000	Heat				
922.000	Electrical				
923.000	Water and Sewer				
	Total Utilities	<u>86,000</u>	<u>43,000</u>	<u>23,602</u>	<u>19,398</u>
931.000	Repairs and Maintenance	<u>90,000</u>	<u>45,000</u>	<u>45,222</u>	<u>(222)</u>
	Printing and Publications				
901.002&5	Printing				
901.004	Publications- Newspapers				
	Total Printing & Publications	<u>24,000</u>	<u>12,000</u>	<u>4,921</u>	<u>7,079</u>
727.002&3	Postage	<u>12,000</u>	<u>6,000</u>	<u>4,665</u>	<u>1,335</u>
820.000	Computer Hardware/ Software				
982.000	Computer Repair & Maintenance				
982.000	Hardware and Software	<u>80,000</u>	<u>40,000</u>	<u>20,331</u>	<u>19,669</u>

Belleville Area District Library
Budgetary Comparison Schedule
General Fund
For the Six Months Ended December 31, 2024

<u>Account</u>		2024-2025 <u>Budget</u>	6 Month 2024-2025 <u>Budget</u>	6 Month <u>Actual</u>	Variance Favorable <u>(Unfavorable)</u>
	Miscellaneous				
863.000	Travel and Meetings	\$ 8,000	\$ 4,000	\$ 4,223	\$ (223)
950.001	Miscellaneous (Programming)	18,000	9,000	3,182	5,818
983.001	New Equip/ Office Furniture	25,000	12,500	3,980	8,520
	Other	4,000	2,000	199	1,801
	Total Miscellaneous	<u>55,000</u>	<u>27,500</u>	<u>11,584</u>	<u>15,916</u>
	Total Expenditures	<u>\$ 2,567,177</u>	<u>\$ 1,283,589</u>	<u>\$ 1,041,249</u>	<u>\$ 242,340</u>
	Current Year	<u>\$ 166,823</u>	<u>\$ 83,412</u>	<u>\$ 344,906</u>	<u>\$ 261,495</u>

Belleville Area District Library

Date: 02/04/2025

Time: 2:55 PM

Page: 1

Operating:

Check Date	Vendor Name	Check Description	Amount
01/23/2025	AMAZON CAPITAL SERVICES	BOOKS & MATLS	655.41
01/23/2025	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP	196.10
01/23/2025	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP	125.00
01/23/2025	APPLIED INNOVATION	OFFICE SUPPLIES	69.26
01/23/2025	BLUE CROSS BLUE SHIELD OF MICH	Dental	1,013.20
01/23/2025	CANVA US INC.	PRINTING	15.50
01/23/2025	CLEAR RATE COMMUNICATIONS	TELEPHONE	327.10
01/23/2025	CREATIVE PRODUCT SOURCE, INC	PROGRAM SUPPLIES	481.44
01/23/2025	DTE ENERGY	GAS, 4TH STREET	1,314.87
01/23/2025	DTE ENERGY	GAS, ELECTRIC, SUMPTER BRANCH	240.09
01/23/2025	FANTASEE INTEGRATION	Children's room lighting	2,795.28
01/23/2025	GA BUSINESS PURCHASER LLC	CONTRACTED SERVICES - SUMPTER	56.96
01/23/2025	GRAND RAPIDS PUBLIC LIBRARY	LOST BOOK FEES	14.99
01/23/2025	NIKKI PICKERAL	PROGRAM SUPPLIES	149.96
01/23/2025	O'NEAL CONSTRUCTION, INC	BLDG REPAIRS & MAINT	5,672.17
01/23/2025	SHARON DUCKWORTH, CPA	Accounting Services - January	1,025.00
01/23/2025	SUMPTER TOWNSHIP	WATER - SUMPTER BRANCH	111.45
01/23/2025	THE LIBRARY NETWORK	CONTRACTED SERVICE-AUTOMATION	11,952.23
01/23/2025	UNIFIRST CORP	BLDG REPAIRS AND MAINT	157.57
01/23/2025	UNIQUE MANAGEMENT SERVICES INC	December Placements	109.35
01/23/2025	UNITED HEALTHCARE	Health Insurance	36,543.92
02/04/2025	ALAN C YOUNG & ASSOCIATES	AUDIT - YEAR ENDING 6/30/24	8,575.00
02/04/2025	AMAZON CAPITAL SERVICES	BOOKS AND MATERIALS	87.04
02/04/2025	APPLIED INNOVATION	Printer Copier Usage	915.95
02/04/2025	ARBOR INSPECTION SERVICES LLC	Fire Sprinkler Inspection	560.00
02/04/2025	BELLEVILLE AREA INDEPENDENT	PUBLICATIONS-NEWSPAPERS	216.00
02/04/2025	CHASE CARDMEMBER SERVICE	PROGRAM SUPPLIES, POSTAGE	394.29
02/04/2025	DC LAWN & SNOW	JAN SALT & PLOW	2,400.00
02/04/2025	DEARBORN PUBLIC LIBRARY	LOST BOOK FEES	23.00
02/04/2025	DEMCO	OFFICE SUPPLIES	152.25
02/04/2025	DTE ENERGY	ELECTRICITY - 4TH STREET	2,718.53
02/04/2025	IVORY D. WILLIAMS	LIBRARY PROGRAMS	300.00
02/04/2025	MERMAID MOLLY ENTERTAINMENT LL	LIBRARY PROGRAMS	100.00
02/04/2025	ODP BUSINESS SOLUTIONS LLC	BUILDING SUPPLIES	492.40
02/04/2025	ROZLYN KELLY	LIBRARY PROGRAMS	170.65
02/04/2025	STANDARD INSURANCE COMPANY	Short & Long Term Disability Insurance	698.87
02/04/2025	THE LIBRARY NETWORK	Books & Telecommunications	14,689.76
02/04/2025	UNIFIRST CORP	Maintenance/Mats	157.57
02/04/2025	WESTLAND FIRE EXTINGUISHER INC	Fire Extinguisher Inspection	769.00

39	Checks Total:	96,447.16
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39	Bank Total:	96,447.16
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39	Grand Total:	96,447.16
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DIRECTOR'S REPORT

FEBRUARY 2025

LIBRARY PROGRAMS

December: Adults: 12 Youth: 12

LIBRARY VISITS	2024/25	2023/24	% change
January	11,591	9,548	21.40%
Fiscal Year	90,308	78,580	14.92%

TOTAL CIRC	2024/25	2023/24	% change
January	19,729	20,184	-2.25%
Fiscal Year	145,486	149,956	-2.98%

ADULT PROGRAMMING	2024/25	2023/24	% change
January	140	151	-7.28%
Fiscal Year	1,173	812	44.46%

YOUTH/TEEN PROGRAMMING	2024/25	2023/24	% change
January	270	274	-1.46%
Fiscal Year	2,952	2,928	0.82%

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

REF. QUESTIONS	2024/25	2023/24	% change
January	1,758	1,599	9.94%
Fiscal Year	11,472	11,253	1.95%

INTERNET USE	2024/25	2023/24	% change
January	893	868	2.88%
Fiscal Year	6,727	6,982	-3.65%

YOUTH/TEEN INTERNET	2024/25	2023/24	% change
January	224	213	5.16%
Fiscal Year	1,813	1,972	-8.06%

BUILDING: The library received a quote of \$37,787 from O'Neal Construction for the public bathroom automated door openers. The quote is lower than the original estimate. Matt Ratzow, from O'Neal Construction is working on securing quotes for a vape detection system for the bathrooms.

PENAL FINES: The Library of Michigan reported that the majority of libraries in Wayne County expressed an interest in working as a group toward a solution to the miscalculated penal fines. The Library of Michigan has indicated that they will take no additional action relating to this matter. They gave the impacted libraries the contact information for the Wayne County Treasurer's office and encouraged libraries to consult with their attorneys. Enclosed in the board pack is a letter of engagement with attorney G. Hans Rentrop from Adkinson, Need, Allen, & Rentrop. Mr. Rentrop has previous experience working in library and municipal law.

STAFF: Outgoing staff: Library assistant Amber Kelly. Incoming staff: Clerks Jen Elliott and Alexis Serini. Shelver Ross O'Brien. The library did receive the most recent Detroit Suburban Library Roundtable salary survey results. I am compiling the data and hope to bring it to the personnel committee soon in order to review the salary range recommendations for all positions. The salary range document was last reviewed two years ago.

PROGRAMMING: Musicals are the theme for the new Classic Movie Night series. The first movie, showing on Thursday, February 13th at 6:30 pm is *Top Hat* starring Fred Astaire and Ginger Rogers. Two history programs will be featured in March: *Detroit's Dynamite Dames* on Monday, March 3rd at 6:30 pm and *A Woman's Place is Under the Dome* on Wednesday, March 5th at 7 pm. The Western Wayne County Quilting Guild is presenting *Sewing for Kids!* on Saturday, March 8. Kids can sign up for a 1-hour slot. Spring is not here yet, but the reopening of our Seed Library on March 1 means that it will be here soon! Gardeners are encouraged to stop by between 11 and 3 to select seeds, borrow tools, find books, and talk to other gardeners.



FOR IMMEDIATE RELEASE | JANUARY 17, 2025

ALA files U.S. Supreme Court amicus brief affirming universal service, E-Rate Program and essential roles of libraries

(Washington) – This week the American Library Association (ALA) filed an amicus brief affirming the Federal Communications Commission’s (FCC) essential Universal Service Fund (USF) and the E-rate Program that helps power broadband-enabled services and access through U.S. public libraries and schools. More than half of all public libraries each year apply for E-rate funding. [The brief](#) is part of the record the Supreme Court will review in two consolidated cases (24-354 and 24-422) that will determine the future of vital funding for universal broadband access.

“The E-Rate program supports the broadband capacity that libraries need to deliver essential services to their communities, providing opportunities in education, employment, emergency communications and entrepreneurship,” said ALA President Cindy Hohl. “E-Rate and the other three USF programs are critical to fulfilling ALA’s vision of broadband as a human right. The Court should not pull the plug on this powerful program.”

[Universal service](#) is the principle that all Americans should have access to communications services. The [Telecommunications Act of 1996](#) expanded the traditional goal of universal service to include increased access to both telecommunications and advanced services – such as high-speed Internet – for all consumers at just, reasonable and affordable rates. Four programs are funded by USF:

- [Schools and Libraries](#) (E-Rate)

- Connect America Fund (formally known as High-Cost Support) for rural areas
- Lifeline (for low-income consumers), including initiatives to expand phone service for residents of Tribal lands
- Rural Health Care

The impact of E-Rate is felt nationwide. In 1996, only 44.4% of public libraries had internet access. By 2000, 95.7% of libraries were able to provide internet services, thanks largely to E-rate. Today virtually all public libraries offer fixed and wireless public internet access, devices, and expert library staff to help connect library patrons to the online resources they need and build their digital skills.

On tribal lands, where unemployment and poverty are among the highest in the country, only about half of Native Americans have high-speed internet access. Through E-rate, four tribal libraries formed the Middle Rio Grande Pueblo Tribal Consortium and were able to fund a fiber-optic network, an investment that will endure for generations. Special construction through E-rate may be the only cost-effective option for small, rural, and remote communities.

In separate cases, the 5th, 6th, and 11th Circuit Courts agreed with the FCC and upheld the constitutionality of E-rate's funding mechanism. After the 5th Circuit reversed course in a 9-7 decision, the Supreme Court agreed to hear the case. The FCC and the Schools, Health & Libraries Broadband (SHLB) Coalition with other public interest groups are the named parties defending USF, along with 17 amici. ALA is a founding and active member of both SHLB and the Education & Libraries Network Coalition (EdLiNC), which has also submitted an amicus.

ALA's brief affirms that the USF is constitutional and amplifies the impact of the E-Rate program in libraries nationwide. The brief highlights the importance of the program to libraries and the communities they serve, along with the many essential services libraries offer with the support of E-Rate. The stories from public libraries add context and perspective for the Court to raise questions and consider various angles.

About the American Library Association

The American Library Association (ALA) is the foremost national organization providing resources to inspire library and information professionals to transform their communities through essential programs and services. For more than 140 years, the ALA has been the trusted voice for academic, public, school, government and special libraries, advocating for the profession and the library's role in enhancing learning and ensuring access to information for all. Visit ala.org/ppa.



Youth library patrons accessing internet at a library in the Middle Rio Grande Pueblo Tribal Consortium, a Tribal library & school fiber network supported in part by E-Rate funds.

CONTACT:

Shawnda Hines

Deputy Director, Communications
American Library Association
Public Policy & Advocacy Office



Classic Movies Series



**Thursday,
February 13
@ 6:30 at the
Belleville Area
District Library**

Top Hat (1935)

**Director: Mark Sandrich
Starring Fred Astaire,
Ginger Rogers, &
Edward Everett Horton**



**Brought to you by the
Friends of the Belleville
Area District Library and
the Belleville Area Council
for the Arts**

Friends of the
**BELLEVILLE AREA
DISTRICT LIBRARY**





BASIC Computer Classes at the Belleville Area District Library

Sumpter Media Center
23465 Sumpter Rd.
Call 734-699-3291 to register



Computer Basics I: Intro to Computers

Thursday, February 13, 1:30 pm

Our introductory class is designed for the absolute beginner. Learn about the various types of computers, computer set-ups, and basic functions, and get lots of practice using the keyboard and mouse.

Computer Basics II: Windows

Thursday, February 27, 1:30 pm

Learn how to navigate the computer's desktop, explore available computer programs, and create and organize files. Participants must be comfortable using a mouse and keyboard.

Computer Basics III: The Internet

Thursday, March 13, 1:30 pm

Learn about the Internet and some tips and tricks for effectively searching the Internet using the various popular search engines. Participants must be proficient in using a mouse and keyboard!

Computer Basics IV: Email

Thursday, March 27, 1:30 pm

In this course, we will introduce patrons to some of the popular email services, the basic components of email, and how to use them. Participants must be proficient in using a mouse and keyboard!

Microsoft Excel: Level 1

Saturday, April 12, 3:30 pm



This intermediate level 1 course will teach you the basics of Microsoft Excel. You will learn how to create an Excel spreadsheet and use simple formulas. Participants must be comfortable using a mouse and keyboard and navigating a computer to locate and open Microsoft Excel.

Microsoft Excel: Level 2

Saturday, April 26, 3:30 pm

This intermediate level 2 course continues our Microsoft Excel series. Patrons will continue to learn how to modify an Excel spreadsheet, print successfully, and be introduced to some more complex formulas.

Prerequisite: Completion of our Microsoft Excel: Level 1 course.



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



**BELLEVILLE AREA
DISTRICT LIBRARY**

www.belleville.lib.mi.us

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



MEMORY CAFE



Wednesdays at @ 11 AM:

JANUARY 15

MARCH 19

FEBRUARY 19

APRIL 16



Join us at this relaxed, informal social event for those with memory difficulties and their caregivers

EXPECT

- Good snacks
- Fun Crafts
- Great conversation

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



BELLEVILLE AREA
DISTRICT LIBRARY

www.belleville.lib.mi.us

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



ALZHEIMER'S[®] ASSOCIATION

NEW ADVANCES IN ALZHEIMER'S TREATMENT



There has been a lot in the news recently about new treatment advances. In this program we will discuss:

- FDA-approved treatments for Alzheimer's disease;
- the impact of anti-amyloid treatments on the brain,
- their potential benefits and side effects;
- and the pathways to access treatment.



WED. FEBRUARY 26TH



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

SUMPTER MEDIA CENTER
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Belleville, MI 48101
(734) 699-3291

DO YOU

- own a business?
- run a club or organization?
- want to up your social media game?



Scan to register

Call 734-699-3291

or visit bit.ly/4gzWdVi

Join our HANDS-ON Workshop: Using Canva for Graphic Design

And learn to access and use thousands of templates for making:

- flyers
- signs
- logos
- brochures
- documents
- infographics
- videos
- Facebook posts
- Instagram Stories
- business cards
- t-shirts
- the list goes on...



Thursday,
March 6th
10:30 AM



Sumpter
Media Center
23645 Sumpter Rd



BELLEVILLE AREA
DISTRICT LIBRARY

Let's Get Growing!

Attend one or all of our plant and garden related programs,
and green up your thumbs for the 2025 growing season!

SEED LIBRARY
SEASON OPENING:
SELECT YOUR SEEDS



Saturday
March 1
11-3

STARTING SEEDS
FOR WARM SEASON CROPS
WITH LINDSAY KERR



Wednesday
March 26
6:30 pm

LITTLE SCIENTISTS
PLANTS
YOUTH PROGRAM



Saturday
April 26
2 pm

Wednesday
March 12
6:30 pm



STARTING SEEDS
FOR EARLY SEASON CROPS
WITH LINDSAY KERR

Wednesday
April 16
6:30 pm



GROW
GREAT VEGETABLES,
WITH BEVIN COHEN



SEED LIBRARY



2025 Season Opening



Saturday, March 1st

11am -3pm

Cozzad A



**Stop by to select seeds,
borrow tools,
find books, and
talk to other gardeners.**



**BELLEVILLE AREA
DISTRICT LIBRARY**

Google Drive 101

GET STARTED



- Create documents, spreadsheets, slides & more
- Cloud-based storage: organize photos, videos, documents, etc.
- Free with a Google account (participants should have an account set up before class)

Tuesday, Feb. 18, 1:30 pm



Register online at belleville.libcal.com



WESTERN WAYNE COUNTY QUILTING GUILD

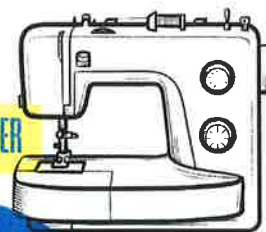
SEWING
for
KIDS!



MAKE YOUR OWN HALF APRON!

CHOOSE YOUR FABRIC

WORK WITH AN EXPERIENCED SEWER



SATURDAY, MARCH 8

SIGN UP FOR A 1-HOUR SLOT AT

BELLEVILLE.LIBCAL.COM



BELLEVILLE AREA
DISTRICT LIBRARY