

**Belleville Area District Library Board
Regular Meeting Agenda
June 9, 2026 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, Jackson-Smith, Juriga, Peters, Priest, Stoudemire
3. Approve Agenda
4. Approve May 12, 2026, Regular Meeting Minutes
5. Public Comments
6. Public Hearing 2026-27 Budget
7. Committee Reports
 - A. Building-Cichewicz
 - B. Bylaws-Priest
 - a. Bylaws Revisions
 - b. Public Relations/Media/Photography Policy
 - c. Public Comment Policy
 - C. Finance-Stoudemire
 - a. Approve 2026-27 Budget
 - b. Approve 2025-26 Amended Budget
 - c. Fund Balance Allocation per GASB 54
 - D. Outreach-Jackson-Smith
 - 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: July 14, 2026, at 7:30 PM

**Belleville Area District Library
Meeting Minutes
May 12, 2026**

1. **Call to Order:** Chair Sharon Peters called the meeting to order at 7:40 pm.
2. **Roll Call:** The following board members were present: Joy Cichewicz, Maria Jackson-Smith, John Juriga, Sharon Peters, and Linda Priest.
Also present: Library Director Mary Jo Suchy, Library Assistant Director Hilary Savage.
Excused: Dan Fleming and Tanya Stoudemire.
3. **Approve Agenda:** Motion by Priest, seconded by Juriga, to approve the agenda as presented. The motion carried unanimously.
4. **Approve April 14, 2026, Regular Meeting Minutes:** Motion by Priest, seconded by Juriga, to approve the April 14, 2026, meeting minutes as presented. The motion carried unanimously.
5. **Public Comments:** None.
6. **Committee Reports:**
 - A. **Building:** No Report
 - B. **Bylaws:** Suchy reported the proposed bylaws were approved by the library's attorney. The Bylaws Committee will schedule a meeting to discuss before presenting the proposal to the Board.
 - C. **Finance:** Suchy presented the 9-month budget update. Juriga expressed concern about outside maintenance costs in the future for the parking lot jointly owned by the City. The possibility of discussing the contract with City once they have settled into their new building was discussed.
 - D. **Outreach:** No Report
 - E. **Personnel:** No Report
 - F. **Policy:** Suchy presented an update to the library's Freedom of Information Act Procedures and Guidelines to change the official email address listed. Cichewicz moved to approve the update to the policy, seconded by Priest. The motion carried unanimously.
 - G. **Art:** No Report
7. **Approve Accounts Payable:** Motion by Cichewicz, seconded by Jackson-Smith, to approve the accounts payable as presented. The motion carried unanimously.
8. **Director's Report:** See attached.
9. **Trustee Comments:**

Juriga: Asked about the library's beehives. One hive survived the winter.

Cichewicz: Lost both of her personal hives.

Jackson-Smith: Has been very busy with work and her family.

10. Chair Comments: Is thankful for the library Board and staff and how helpful everyone has been since her surgery.

11. Adjournment: Motion to adjourn by Juriga, seconded by Priest. The meeting adjourned at 8:30 pm.

Belleville Area District Library Budget

	24-25 Audited	25-26 Budget	25-26 Prop. Amend	26-27 Proposed
Revenues				
PROPERTY TAXES	2,745,474	2,800,000	2,820,000	2,950,000
FEDERAL GRANT	7,557	7,000	7,000	7,000
INTEREST INCOME	19,990	25,000	25,000	35,000
STATE AID	46,394	47,000	47,000	47,000
LOCAL LIBRARY FINES AND FEES				
PENAL FINES		40,000	51,447	40,000
LATE FEES		1,000	1,000	1,000
LOST BOOK FEES		1,300	1,300	1,300
COPIES		15,000	18,000	20,000
FAX FEES		9,000	10,000	10,000
OTHER MISC		0	0	0
TOTAL FINES AND FEES	79,447	66,300	81,747	72,300
CONTRIBUTIONS AND DONATIONS	1,112	1,000	1,000	1,000
	2,899,974	2,946,300	2,981,747	3,112,300
Expenditures				
SALARY-LIBRARIANS	1,185,595	1,292,000	1,292,000	1,344,000
BENEFITS				
F.I.C.A./MEDICARE		98,838	98,838	102,816
EMPLOYEE HEALTH INSURANCE		268,000	268,000	295,000
RETIREMENT(MERS DEFINED CONT)		85,000	85,000	89,000
TOTAL BENEFITS	403,762	451,838	451,838	486,816
BOOKS & MATERIALS	227,111	285,000	285,000	285,000
SUPPLIES	36,658	55,000	55,000	55,000

Belleville Area District Library Budget

	24-25	25-26	25-26	26-27
	Audited	Budget	Prop. Amend	Proposed
PROFESSIONAL FEES				
LEGAL		7,000	7,000	7,000
AUDIT		10,000	10,000	10,000
FINANCE		15,000	15,000	15,000
OTHER PROF. SERVICES		10,000	10,000	10,000
ARCHITECT		10,000	10,000	10,000
TOTAL PROFESSIONAL FEES	30,974	52,000	52,000	52,000
BANK FEES		2,000	2,000	2,000
DUES	2,645	5,000	5,000	5,000
CONTRACTED SERVICES				
CONTRACTED SERVICES		28,000	28,000	28,000
CONTRACTED SERVICES-ACQ.		24,000	24,000	24,000
CONTR. SVCS.-AUTOMATION/CATALOGING		45,000	45,000	48,000
CONTRACTED SERVICE-DELIVERY		6,000	6,000	6,000
CONTRACTED SERVICES-OUTSIDE MA		20,000	20,000	20,000
PAYROLL FEES		15,000	15,000	15,000
TOTAL CONTRACTED SERVICES	97,214	138,000	138,000	141,000
TELEPHONE AND TELECOMMUNICATION				
TELEPHONE		15,000	15,000	15,000
TELECOMMUNICATIONS - LIBRARY		16,000	16,000	16,000
TOTAL TEL. AND TELECOMMUNICATION	23,680	31,000	31,000	31,000
INSURANCE-Liability & Workers Comp	12,087	38,000	38,000	38,000
UTILITIES				
HEAT		25,000	25,000	25,000
ELECTRICITY		35,000	35,000	40,000
WATER AND SEWER		10,000	10,000	10,000
TOTAL UTILITIES	49,750	70,000	70,000	75,000
BUILDING REPAIRS & MAINTENANCE	144,114	150,000	150,000	130,000
PRINTING AND PUBLICATIONS	14,755	20,000	20,000	20,000
POSTAGE	7,009	10,000	10,000	10,000
COMPUTER HARDWARE/SOFTWARE	93,900	120,000	120,000	120,000

Belleville Area District Library Budget

	24-25 Audited	25-26 Budget	25-26 Prop. Amend	26-27 Proposed
MISCELLANEOUS				
TRAVEL AND MEETINGS		8,000	8,000	10,000
LIBRARY PROGRAMS		18,000	18,000	18,000
MISC EXPENSE		4,000	4,000	4,000
TOTAL MISCELLANEOUS	13,810	30,000	30,000	32,000
CAPITAL OUTLAY-OFF EQUIP & FUR	11,783	25,000	25,000	25,000
PENAL FINES REPAY		40,000	51,447	40,000
	2,354,847	2,814,838	2,826,285	2,891,816
BEGINNING FUND BALANCE	5,970,169	6,181,848	6,515,296	6,670,758
CHANGE TO FUND BALANCE	545,127	131,462	155,462	220,484
YEAR END FUND BALANCE	6,515,296	6,313,310	6,670,758	6,891,242
FUNDS RESTRICTED TO FOLLOWING FISCAL YR	1,300,000	1,400,000	1,400,000	1,415,000
FUNDS RESTRICTED-BLDG CONTRIBUTIONS	428,200	419,387	428,200	428,200
FUNDS ASSIGNED-FUTURE CAPITAL IMPROVE.	2,000,000	2,000,000	2,000,000	2,000,000
REMAINING FUNDS	2,787,096	2,493,923	2,842,558	3,048,042

**Belleville Area District Library
Budget**

**Debt Retirement Fund budget
June 30, 2026 and June 30, 2027**

Fund Balance at June 30, 2025 293,263

Fiscal Year Ending June 30, 2026 **6/10/2025** **Prop. Amended**
Approved **6/9/2026**

Revenue:			
Estimated Tax Levy	\$	950,000	950,000
Expenditures:			
Principal		645,000	645,000
Interest		339,750	339,750
Fees			
Total		984,750	984,750
Fund Balance at June 30, 2026	\$	<u>244,771</u>	<u>258,513</u>

Fiscal Year Ending June 30, 2027 **6/9/2026** **Proposed**

Revenue:			
Estimated Tax Levy	\$	965,000	
Expenditures:			
Principal		665,000	
Interest		317,175	
Fees			
Total		982,175	
Fund Balance at June 30, 2027	\$	<u>241,338</u>	

BELLEVILLE AREA DISTRICT LIBRARY

BYLAWS

ARTICLE I - Establishment and Purpose of Bylaws.

Section 1. Establishment. The Belleville Area District Library ("Library") was established in accordance with 1989 PA 24, the District Library Establishment Act, ("DLEA").

Section 2. Bylaws; Annual Review. These Bylaws are rules governing the internal affairs of the Library. The Bylaws should be reviewed annually.

ARTICLE II - Membership

Section 1. Board Members. Pursuant to the DLEA, the Library Board of the Library ("Library Board") shall consist of seven (7) members ("Board Members") to be elected at large from the District Library District on nonpartisan ballots to serve four (4) year terms as provided in the Belleville Area District Library Agreement ("Agreement"). All terms begin on January 1 following the election. All Board Members shall take the oath of office before commencing their terms.

Section 2. Removal. In accordance with Section 8(2) of the DLEA, the Governor of the State of Michigan shall have the power to remove a member pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

Section 3. Vacancy. The office of Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor, or ceases to be a resident of the district. In the event of a vacancy, the vacancy shall be filled until the expiration of the vacating Library Board member's term by appointment of the majority of the remaining board members. If the vacancy occurs 140 days or more before the regularly scheduled election of Library Board members that follows the term of the Library Board member vacating office and that term is four (4) years, the following apply: (1) the vacancy shall be filled by appointment by majority vote of the remaining Library Board members only until the next date on which the term of any Library Board member expires and (2) the Library Board member shall be elected at the regularly-scheduled election of Library Board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the Library Board member vacating office.

Section 4. Attendance. Board Members have a fiduciary obligation to attend Library Board meetings.

ARTICLE III - Powers of the Board

Section 1. Powers and Authority. The Library Board may exercise any and all of the powers granted to it by the DLEA, the District Library Financing Act, federal and Michigan law, and the Agreement. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. Fiscal Year. The fiscal year of the Library shall be the annual period commencing July 1 and ending the following June 30.

Section 3. Budget and Audit. The Library Board shall have the exclusive control of the budget of the Library. The Library Board shall prepare and make available an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Library Board, all in accordance with Michigan law.

ARTICLE IV - Officers

Section 1. Officers. Officers of the Library Board shall be Chairperson, Vice-Chairperson, Secretary, and Treasurer.

Section 2. Terms. The officers shall be elected for one (1) year terms at the regular meeting in January and whose terms shall begin at the January meeting. Each officer shall serve until the appointment of a successor.

Section 3. Vacancies. Vacancies in office shall be filled by the Library Board at the next regular meeting of the Library Board following the occurrence of a vacancy.

ARTICLE V - Duties of the Officers

Section 1. Chairperson. The Chairperson of the Library Board shall preside at all meetings, appoint committees, authorize calls for any special meetings, assist with the creation of any agenda, execute any document authorized by the Library Board (unless otherwise provided by the authorization), and generally perform the duties of a presiding officer.

Section 2. Vice-Chairperson. In the absence of the Chairperson, the Vice-Chairperson of the Library Board shall perform the duties of the Chairperson. In the case of the resignation, disability or death of the Chairperson, the Vice-Chairperson shall assume the office for the remaining term.

Section 3. Secretary. The Secretary of the Library Board shall ensure that minutes of the Library Board meetings and other Library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and of all special meetings, and shall have the custody of the minutes and other records of the Library Board. With the approval of a majority of the Library Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Library Director. The Secretary shall also have the authority to execute any document authorized by the Library Board (unless otherwise provided in the authorization).

Section 4. Treasurer. The Treasurer of the Library Board shall have charge of the funds of the Library, providing for their safe custody and investment as directed by the Library Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library Fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be kept by the Treasurer, and reported monthly to the Library Board at its regular meeting. In addition, the Treasurer shall

perform such other duties as may be prescribed for him or her by state or federal law and these Bylaws. With the approval of a majority of the Library Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI - Meetings

Section 1. Regular Meetings. The regular meeting of the Library Board shall be held each month, the dates, times, and places to be set by the Library Board at its annual meeting. Within ten (10) days following the annual meeting, a notice shall be posted in a public place at the Library setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 2. Annual Meeting. The Annual Meeting of the Library Board shall be no later than the 2nd Tuesday in January, and shall be for such organizational matters as may be required.

Section 3. Special Meetings. Special meetings may be called by the Chairperson or upon written request of two (2) Board Members, provided eighteen (18) hours of notice, in the format and manner as provided by the Michigan Open Meetings Act, is given of the date, time, place and purpose for which such meeting is called. Board Members not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Agenda. The proposed agenda shall be distributed by the Secretary to all Board Members at least three (3) days before the meeting.

Section 5. Order of Agenda. The following items will constitute the agenda for regular meetings:

- A. Call to Order
- B. Roll call
- C. Approval of Agenda
- D. Approval of the Minutes
- E. Public Comment
- F. Unfinished Business
- G. New Business
- H. Committee Reports
- I. Accounts Payable
- J. Director's Report
- K. Questions and Comments from Board Members
- L. Adjournment

Section 6. Quorum. A quorum for the transaction of business shall consist of the majority of Library Board Members appointed and serving.

Section 7. Board Action. Any Library Board action must be approved at a Library Board meeting by a majority of the quorum of the Library Board, unless otherwise provided by law.

Section 8. Procedure. Proceedings of all meetings shall be governed by Robert's Rules of Order and the Public Comment Policy.

ARTICLE VII - Committees

Section 1. Appointment. All committees of the Library shall be appointed by the Library Board Chairperson. The Chairperson may decide to appoint himself or herself an ex-officio member of any committee. As directed by the Library Board, the Library Director may serve as resource person to any committee.

Section 2. Committees. The Library may have committees as follows:

- A. *Ad Hoc Committees*. Ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the Library Board. The Library Board shall provide specific purposes and duties of the ad hoc committee and shall state whether the committee is purely advisory. At the time of the formation of the ad hoc committee, the Library Board shall determine how many members, the purpose of the committee, what type of report or work product is required, and a timeline for any reports back to the Library Board.
- B. *Standing Committees*. The standing committees of the Library Board shall consist of less than a quorum of the Library Board. Committees shall convene on the call of the Committee Chair or Library Director and, when ready or requested by the Chairperson, report their findings at a Library Board meeting. The Committees are advisory in nature unless charged by the Library Board to make decisions for a specific purpose. The following standing committees shall have the powers and responsibilities prescribed:
 1. Personnel Committee. The Committee shall consist of at least two Library Board Trustees appointed by the Board Chair to review and discuss personnel issues as determined by the Library Board and/or Library Director.
 2. Finance Committee: The Committee shall consist of at least two Library Board Trustees appointed by the Board Chair to review the financial reports, budgets, and accounts and make recommendations to the Library Board with respect thereto.
 3. Policy Committee: The Committee shall consist of at least two Library Board Trustees appointed by the Board Chair to assist the Library Board and/or Library Director with recommending policy updates and new policies to the Library Board.
 4. Building Committee: The Committee shall consist of at least two Library Board Trustees appointed by the Board Chair to review and discuss any building improvements or major repairs and make recommendations to the Library Board.

5. Outreach Committee: The Committee shall consist of at least two Library Board Trustees appointed by the Board Chair to assist the Library Board and/or Library Director with the Library's outreach, strategic planning, and public image.
6. Art Committee: The Committee shall consist of two Board Trustees and two artists appointed by the Board Chair; the Library Director; one member of the Friends of the Belleville Area District Library appointed by the Friends of the Library Board; and one member of the Belleville Area Council for the Arts (BACA) appointed by the BACA Board. The Committee will assist the library in selecting art for temporary displays and will recommend art of a more permanent nature to the Library Board.

ARTICLE VIII - Library Director

Section 1. Appointment. The Library Director shall be appointed by the Library Board and shall be considered the executive officer of the Library.

Section 2. Duties. The Library Director shall be in charge of the administration of the Library under the direction and review of the Library Board. The Library Director shall be responsible for:

- A. Overseeing the care of the building and equipment;
- B. The employment, development, and direction of the staff;
- C. The Library's service to the community;
- D. The annual preparation of a budget proposal in conjunction with the Finance Committee;
- E. The operation of the Library under the financial conditions set forth in the budget approved by the Library Board;
- F. The submission of the proposed budget to the Library Board by its regular June meeting;
- G. The written annual report of the Library, including the financial statements, when they are made available; and
- H. Any other duty delegated by the Library Board.

Section 3. Attendance at Board Meetings. The Library Director or the Library Director's representative shall be expected to attend all meetings of the Library Board unless otherwise directed by the Library Board Chairperson.

ARTICLE IX - Amendments

These Bylaws may be amended at any regular meeting of the Library Board by two thirds of the Board Members qualified and serving, provided the amendment was presented in writing at the previous regular meeting.

PUBLIC RELATIONS / MEDIA / PHOTOGRAPHY POLICY

With the following Public Relations/Media/Photography Policy (“Policy”), the Belleville Area District Library (“Library”) intends to ensure that the public receives consistent and accurate information about Library policies, procedures, programs, and services and to protect the privacy of all users of Library services and facilities.

I. Points of Contact

The Library Board Chairperson and the Library Director are the designated points of contact and the official spokespeople for the Library. Employees and other members of the Belleville Area District Library Board (“Library Board”) should (1) refer all requests for information about the Library, its policies and operations to the Board Chairperson or Library Director and (2) may not speak or represent they are speaking (either verbally or in writing) on behalf of the Library unless otherwise authorized.

II. Press Releases, Promotional Materials and Media Appearances

The Library Director approves all press releases or statements to the press and all promotional materials prior to being issued from the Library. All requests for interviews by the media should be directed to the Library Director or the Board Chairperson who shall have the authority to determine if an interview is conducted.

III. Crisis Management

If there is a major crisis or incident in the Library that has required police or emergency services intervention, the Library Director or the most senior staff person at the Library at the time of the incident shall inform the Library Board Chairperson. Depending upon the situation and acting in compliance with the Open Meetings Act, the Library Board of Trustees shall be contacted if necessary and as timely as the situation will allow. If an emergency Library Board meeting is required, the Library shall convene such a meeting in compliance with the Open Meetings Act.

IV. Photography

A. Photography -- Other than Library Staff, Employees, Board Members or Agents.

1. Casual Photography

The Library will not regulate visitors and patrons who engage in casual filming and photography while present in public areas of the Library building and grounds, subject to the provisions of this policy.

For purposes of the photography policy, “public areas” are defined as areas available to the public where individuals do not have a reasonable expectation of privacy from being viewed by other patrons. These areas can include, but may not be limited to, lobbies, vestibules, or meeting rooms. Areas in the Library where

there is a reasonable expectation of privacy for individuals include, restrooms, private offices, staff areas not in view of the public, reading rooms, stacks, exhibition areas, or other areas and/or event areas where photography is prohibited by signage. For all other areas, other than “public areas,” the person must obtain permission form the Library Director or designee to photograph or video.

Only handheld cameras may be used. Because of safety, liability and other concerns, the use of additional equipment, such as tripods or lighting, is not permitted.

2. Commercial Photography

The Library permits commercial photography on or in its buildings and grounds if a request is submitted and approved by the Library’s Director or designee. Commercial use includes taking portraits, filming, movie-making, and similar activities for profit.

3. Liability

Persons involved in taking photographs or videos of any kind are solely liable for any damages, lawsuits, or other claims that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library has no responsibility to obtain these releases or permissions. Persons involved in taking photographs and videos are also solely responsible for any copyright, intellectual property, criminal, or other violations of law.

4. No Endorsement

The Library does not endorse any content of photographs or videos taken in the Library or on Library property.

5. Violations and Appeal

Library staff members shall enforce any violations of Library policy, including the Patron Behavior Policy. Library staff members will intervene if filming or photography appears to potentially compromise public safety or security. This Policy does not give photographers the right to violate Library policy, including the harassment provisions contained more fully in the Patron Behavior Policy.

If a person has violated Library policy, the appeal provisions in the policy that was violated shall govern any appeals. Any person denied the right to take pictures, videos or capture images in the Library not as a result of policy

violations, may appeal that decision within ten (10) days of receiving such denial to the Library Board. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

B. Photography – By Library Staff, Employees, Board Members or Agents.

If Library employees or personnel, take videos or obtain images and such videos or images contain pictures or videos of visitors to or patrons of the Library, Library must obtain prior written permission and release for use of the photo or video by the proposed subject of the photo or video. This includes photos taken and/or used by the Library. Copies of these permission slips and releases are to be provided to the Library. Requests for permission to photograph or video minors under the age of eighteen (18) must be signed by the minor's parent or legal guardian.

C. Open Meetings Act Exception

This Policy does not apply to recording or taking pictures any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

RESOLUTION TO ADOPT PUBLIC COMMENT POLICY

At a meeting of the Library Board of Belleville Area District Library, Wayne County, Michigan, held at the Library, in said Library on the ____ day of _____ 2026 at _____ p.m., Local Time.

Present: _____

Absent: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, pursuant to Section 3(5), of the Michigan Open Meetings Act, 1976 PA 267, a person shall be permitted to address a meeting of a public body under rules established and recorded by the public body; and

WHEREAS, the Library Board desires to adopt such rules pursuant to a policy governing public comment procedures ("Public Comment Policy"); and

WHEREAS, the Library Board has determined it is in the best interests of the health, safety, and welfare of Library residents to adopt the Public Comment Policy.

NOW, THEREFORE, BE IT RESOLVED by the Library Board of the Belleville Area District Library as follows:

1. The Library Board adopts and approves the Public Comment Policy attached as an exhibit to this Resolution.
2. The Public Comment Policy shall take effect upon approval.
3. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF WAYNE)

I, the undersigned, the duly qualified and acting Secretary of the Belleville Area District Library, Wayne County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the _____ day of _____ 2026.

Library Board Secretary

BELLEVILLE AREA DISTRICT LIBRARY
POLICY FOR PUBLIC COMMENTS AT MEETINGS

I. Purpose

The Belleville Area District Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

II. Public Comment Period; Meeting Agendas

- A. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public (“Public Comment”).
- B. Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- C. The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

III. Rules of Public Comment

The Library Board adopts the following procedures to receive Public Comments:

- A. When the Library Board meeting reaches a designated time for Public Comments, the Library Board Chairperson will invite attendees to make Public Comments. If the Chairperson is absent, the acting chair of the meeting will perform the Chairperson’s duties under this policy.
- B. The Chairperson will ask persons wishing to speak to raise their hands to be recognized by the Chair. The Chairperson will recognize one person to speak at a time, and each speaker must provide their name and the city or township where they reside. No person in attendance may make a comment without being recognized.
- C. Public Comments must be addressed to the Library Board, not to other members of the audience.

- D. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or “give” the time to another speaker.
- E. In lieu of speaking, a person may submit any written comments to the Library Board Secretary. Written materials submitted to the Library Board are considered public documents.
- F. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.
- G. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.
- H. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation. If a speaker is speaking on more than one individual’s behalf, they must state as such at the beginning of their comment and shall be entitled to one (1) five-minute time during Public Comment.
- I. The Library Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.
- J. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.
- K. Members of the public must remain seated, stand in the back of the room or along the sides of the room during Public Comment. Members of the public should remain in place until called on by the Board Chairperson.
- L. All signs are prohibited in the Board meetings.

IV. Recording of Rules

These rules will be recorded in the minutes and kept on file at the library.

06/02/2026

CHECK DISBURSEMENT REPORT FOR BELLEVILLE AREA DISTRICT LIBRARY
CHECK DATE 05/07/2026 - 06/02/2026

Check Date	Payee	Description	Account	Amount
Fund: 101				
General Fund				
05/19/2026	A PRODUCTION BUILDING SOLUTION	MAY CLEANING, BLDG REP/MAINT	931.000	3,920.00
05/19/2026	ALLIANCE HEALTH AND LIFE	EMP HEALTH INS-JUNE	716.000	18,740.28
05/19/2026	AMAZON CAPITAL SERVICES	BOOKS & MATLS	981.000	41.79
		OFFICE SUPPLIES	730.000	13.98
		PROGRAM SUPPLIES	950.002	28.97
		PROGRAM SUPPLIES	950.002	40.59
		BOOKS & MATLS	981.000	349.01
		BOOKS & MATLS	981.000	141.78
		BOOKS & MATLS	981.000	69.91
		BOOKS & MATLS, PROG SUPPLIES	950.002	98.34
		BOOKS & MATLS, PROG SUPPLIES	981.000	21.00
				805.37
05/19/2026	ARM, DENIELLE	SOMATIC PRACTICES: 4 PART SERIES	950.001	200.00
05/19/2026	BLUE CROSS BLUE SHIELD OF MICH	DENTAL	716.000	834.51
05/19/2026	CLEAR RATE COMMUNICATIONS	TELEPHONES	851.000	445.22
05/19/2026	DC LAWN & SNOW	1ST SPRING LAWN/LANDSCAPING	809.007	700.00
05/19/2026	DEMCO	OFFICE SUPPLIES	730.000	88.72
05/19/2026	DTE ENERGY	SUMPTER GAS ELECTRIC	921.000	76.66
		SUMPTER GAS ELECTRIC	922.000	115.47
				192.13
05/19/2026	MCLS	SUP SERIES WORKSHOP H SAVAGE 1094600	863.000	80.00
05/19/2026	ODP BUSINESS SOLUTIONS LLC	BLDG SUPPLIES	775.000	52.67
		OFFICE/BLDG SUPP	730.000	254.90
		OFFICE/BLDG SUPP	775.000	528.50
				836.07
05/19/2026	PRINCIPAL LIFE INSURANCE COMPA	EMP HEALTH INS-JUNE	716.000	627.38
05/19/2026	SCIENCE HEROES	SCIENCE HEROES: DIGGING IT! PROG	950.001	800.00
05/19/2026	SHARON DUCKWORTH, CPA	ACCOUNTING SERVICES - MAY 2026	805.000	1,125.00
05/19/2026	TELSYSTEMS	AV SYSTEMS SERV	982.000	475.00
05/19/2026	THE LIBRARY NETWORK	ENCOMPASS EAP MAY 1, 26 - APR 30, 27	716.000	743.85
		SENSOURCE ANNUAL RENEWAL, BELL20	820.000	408.00
		RING CENTRAL - TELEPHONE, BELL20	851.002	508.60
		BOOKS & MATLS, BELL20	981.000	3,399.90
		BOOKBILLING APR '26, BELL20	981.000	18,400.12
				23,460.47
05/19/2026	UNIQUE MANAGEMENT SERVICES INC	APRIL PLACEMENTS	809.001	36.45
05/19/2026	WASTE MANAGEMENT OF MI, INC	MAY DUMPSTER SERVICE	809.001	563.28
05/19/2026	WILCOX BROS.	LAWN SPRINKLER HEAD REPAIR	809.007	179.40
06/02/2026	ALLEGION ACCESS TECH LLC	CONTRACT BLDG MAINT	931.000	1,508.00

06/02/2026	AMAZON CAPITAL SERVICES	BOOKS & MATLS	981.000	181.08
		PROGRAM SUPPLIES	950.002	10.70
		BLDG SUPPLIES	775.000	5.24
		BOOKS & MATLS	981.000	21.89
		PROGRAM SUPPLIES	950.002	460.87
		BOOKS & MATLS	981.000	426.98
		BOOKS & MATLS	981.000	96.70
				<u>1,203.46</u>
06/02/2026	APPLIED INNOVATION	PRINTER SVC	809.001	2,000.45
06/02/2026	CHASE CARDMEMBER SERVICE	PROG SUPP, COMP HARD/SOFTWARE	950.002	454.93
		PROG SUPP, COMP HARD/SOFTWARE	820.000	856.80
		PROG SUPP, COMP HARD/SOFTWARE	982.000	105.99
				<u>1,417.72</u>
06/02/2026	DEMCO	OFFICE SUPPLIES	730.000	89.42
06/02/2026	DTE ENERGY	4TH STREET GAS	921.000	597.55
06/02/2026	DTE ENERGY	4TH STREET ELECTRIC	922.000	3,858.16
06/02/2026	KERCHER, ANDREW	AMERICAN REVOLUTION IN MICHIGAN	950.001	250.00
06/02/2026	KJ ART LLC	TORT TASTIC BIRTHDAY PARTY	950.001	150.00
06/02/2026	LIBERTY MUTUAL	WORKERS COMP 2026-27	811.000	1,513.00
06/02/2026	MI MUNICIPAL RISK MGMT AUTH	LIABILITY INS 2026-27	810.000	2,250.00
		LIABILITY INS 2026-27	810.000	10,546.50
				<u>12,796.50</u>
06/02/2026	ODP BUSINESS SOLUTIONS LLC	OFFICE/BLDG SUPPLIES	730.000	16.73
		OFFICE/BLDG SUPPLIES	775.000	312.55
		BLDG SUPPLIES	775.000	27.87
		OFFICE SUPPLIES	730.000	131.96
		OFFICE SUPPLIES	730.000	109.41
		BLDG SUPPLIES	775.000	125.06
		OFFICE/BLDG SUPP	730.000	374.49
		OFFICE/BLDG SUPP	775.000	174.65
				<u>1,272.72</u>
06/02/2026	THE LIBRARY NETWORK	ACQUISITIONS, BELL20	809.002	1,547.56
06/02/2026	WAYNE COUNTY PARKS	CROSSWINDS MARSH MEET & GREET	950.001	125.00
06/02/2026	WILLIAM KONKOLESKY	UFOS OVER MICHIGAN PROGRAM	950.001	200.00
Total For Fund:				<u>82,638.82</u>
Report Total:				<u>82,638.82</u>