Belleville Area District Library Board
Regular Meeting Agenda
November 10, 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. Call to Order/Pledge of Allegiance
2. Roll Call: Cichewicz, Fleming, Jackson-Smith, Juriga, Peters, Priest, Stoudemire
3. Approval of Agenda
4. Approval of the October 13, 2026, Regular Meeting Minutes
5. Public Comment
6. Committee Reports
    A. Building-Cichewicz
    B. Bylaws-Priest
    C. Finance-Stoudemire
        a. Budget and Accounting Policy
        b. Capital Asset Policy
        c. Purchasing Policy
        d. Payment of Library Funds via Electronic Transactions (ACH) Policy
        e. Acceptance of Payments by Financial Transaction Devices Policy
    D. Outreach-Jackson-Smith
    E. Personnel-Priest
    F. Policy-Fleming
    G. Art
7. Approve Accounts Payable
8. Director's Report
9. Questions and Comments from Board Members
10. 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.

Belleville Area District Library
Meeting Minutes
October 13, 2026

1. **Call to Order:** Chair, Sharon Peters called the meeting to order at 7:35 pm.

2. **Roll Call:** The following board members were present: Dan Fleming, John Juriga, Sharon Peters, and Linda Priest.
   Excused: Joy Cichewicz, Maria Jackson-Smith, and Tanya Stoudemire.
   Also present: Library Director Mary Jo Suchy, Assistant Director Hilary Savage, and Library Assistant Nikki Pickeral.

3. **Approve Agenda:** Motion by Juriga, seconded by Priest, to approve the agenda as presented. The motion carried unanimously.

4. **Approve September 8, 2026, Minutes:** Motion by Juriga, seconded by Priest, to approve the September 8, 2026, minutes as presented. The motion carried unanimously.

5. **Public Comments:** No public comments.

6. **Committee Reports:**
   A. **Building:** No report
   B. **Bylaws:** No report
   C. **Finance:** The July and August budget reports are included in the board pack.
   D. **Outreach:** No report
   E. **Personnel:** No report
   F. **Policy:** No report
   G. **Art:** No report

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

8. **Director's Report:** See attached.

9. **Trustee Comments:**
   Juriga: Enjoyed Harvest Fest with his son and granddaughter.
   Fleming: Inquired about changing the entryway automatic doors to open simultaneously when the automatic door opener button is pushed. Asked about the status of the WWII movie that the library was going to show (the library is trying to get the performance rights).
   Priest: Harvest Fest was lovely, received great comments about the library being the center of the event. Was very enjoyable!

10. **Chair Comments:** Peters commented, with the end of Monday Farmer's Markets coming to an end for the season, it has become evident that the library has become the center of the community.

11. **Adjournment:** Motion to adjourn by Juriga, seconded by Fleming. The meeting adjourned at 8:09 pm.

Belleville Area District Library
Budget and Accounting Policy

The Belleville Area District Library shall prepare and maintain a budget in compliance with Michigan Public Act 621 of 1978 known as the "Budget Act", or any subsequent revisions or additions to the aforementioned public act.

The Belleville Area District Library will establish and maintain a high standard of accounting practices which conform to generally accepted accounting principles or other standards established by appropriate governmental agencies.

Accountability and stewardship of public funds, including the fiscal responsibility of a balanced budget, are the objectives of the Belleville Area District Library Board of Trustees, management and staff. In keeping with this stewardship, the library will strive to maintain moneys designated for anticipated maintenance of the building throughout its life, and for the funding for depreciation and unanticipated emergencies.

The responsibility for the adoption of an annual budget for the operation and maintenance of the library rests with the Board of Trustees. The Finance Committee, a standing committee of the Board of Trustees, is responsible to review, consider, and recommend for Board action an annual budget and any amendments to it as proposed by management.

The Library Director, in consultation with staff, should determine the financial needs of the library for the upcoming fiscal year. The director will develop an annual budget to reflect these perceived needs.

The Director will prepare an initial budget for review by the Finance Committee no later than June 1. A proposed budget will be made available to the full board no later than the first week of June.

The Board of Trustees will adopt an annual budget no later than June 15.

A notice of the budget public hearing will be published in a local newspaper of general circulation at least six (6) days before a public hearing is held stating date, time and place of meeting, and shall state the place where a copy of the budget is available for public inspection. The notice shall also include the following statement printed in 11-point boldfaced type: "The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing."

The Board of Trustees will assess that portion of the millage allowed by law required to support the proposed budget prior to September 30. The Library Board will approve and authorize the execution for the L-4029, which will be submitted to the governmental entities included in the library's district by September 30.

The Belleville Area District Library's Fiscal Year is July 1 – June 30. The budget is subject to review, evaluation and change as needed throughout the year. The monthly check register report and budget report are presented to the board at their regular meetings.

Budget data for debt and/or capital construction projects will be compiled if applicable.

The annual audit will be conducted by an independent, licensed auditing firm and will be presented to the Board at their January meeting.

The Board shall authorize all bank accounts and follow the library's investment policy. Check signers shall be the Library Board President, Library Board Treasurer, Library Director, and Library Assistant Director. All checks except payroll will have two signatures, one by the Director or Assistant Director and the other by the Board President or Treasurer. The signing of blank checks shall be prohibited at all times.

The Library Director shall maintain procedures and internal controls to ensure financial integrity. See the attached Accounting Management Procedures.

Belleville Area District Library
Accounting Management Procedures

I. CASH

A. Cash Receipts
   1. Incoming mail is to be opened and all general checks are rung through the cash registers at the circulation desk (e.g. donations, payments for lost items, etc.).
   2. Tax revenue receipts are opened by the Director or the Director's designee and will be deposited to the bank on a separate deposit slip from the general cash receipts.
   3. All checks received, and all but the starting cash, will be deposited by the director's designee on a weekly basis.
   4. All checks are to be restrictively endorsed "for deposit only".
   5. Once a bank deposit has been made, the deposit slip and a deposit summary are filed and a copy of the deposit summary is given to the accountant.
   6. All post-dated checks, disputed items, unidentified receipts, NSF checks, checks charged back by banks and similar items received are to be investigated by the director or director's designee.
   7. General cashier functions shall be performed by the circulation staff. Each staff member who has access to the cash drawers must enter a personal pin number in order to open the drawer.
   8. Monies collected from the copy vending machines and from the branch are also rung through the cash registers.
   9. The cash drawer is to be reconciled on a weekly basis by the Director's designee.
   10. The cashing of checks is to be prohibited at all times.
   11. The person opening mail, endorsing checks, and preparing deposits shall be different than the accountant who records transactions for accounting purposes.

B. Credit/Debit Card Receipts
   1. All credit/debit card receipts are governed by the library's policy for Acceptance of Payments by Financial Transaction Devices.
   2. No credit/debit card payments will be accepted over the phone.
   3. Reports and deposit summaries are given to accountant.
   4. The accountant reconciles with the bank statement.

C. Electronic Deposit Receipts – All documentation for receipts of electronic deposits shall be forwarded to the accountant to reconcile with the bank statement.

D. Cash Disbursements - Disbursements are generally made by check.
   1. Check stocks
      a. All checks are to be pre-numbered, and used in sequence.
      b. Blank check stock is to be controlled by the library director.
   2. Check preparation
      a. All checks are to be prepared by the Accounts Payable Assistant.
      b. Prior to preparing checks the following should be compared, and any discrepancies investigated:
         i. Packing slip

ii. Vendor invoice
iii. Purchase order, if applicable

c. All checks are to be prepared from original vendor invoice, not vendor statements.
d. All vendor invoices must be reviewed by the library director or deputy director before checks are prepared.
e. All checks are to be recorded in the check disbursement report when prepared.
f. All voided checks are to be clearly defaced and retained.
g. All checks are to be made payable to a specified vendor, not to cash or bearer.
h. When checks are presented for signature, all supporting documentation shall be included with general ledger account classifications.
i. Invoice and purchase orders are to be clearly marked with date paid and amount paid, or voided if appropriate.

3. Check signing
   a. All checks except payroll will have two signatures, one by the Director or Assistant Director and the other by the board president or board treasurer.
   b. The signing of blank checks shall be prohibited at all times.
   c. All check disbursement reports shall be reviewed by the Board of Trustees.

E. Credit Card Purchases – The library shall follow its Credit Card Policy.
F. Electronic Payments – The library shall follow its Payment of Library Funds via Electronic Transactions Policy for approval, accounting, and reporting of electronic payments and ACH transactions.
G. Reconciliation
   1. Bank statements shall be given to the accountant, who will reconcile the statements. The accountant will report any discrepancies to the Library Director or Treasurer.
   2. All bank accounts are to be reconciled within one month of receipt of the bank statement.

II. PETTY CASH AND MISCELLANEOUS ITEMS

A. Petty Cash – A $200 fund shall be maintained and reconciled on a monthly basis by the administrative assistant.

III. DONATIONS/GIFTS/GRANTS

A. A personalized thank you letter from the Director shall be issued to all donors for gifts over $200.
B. Records of all donations shall be kept, and shall include the following: Name, amount, date, and any related restrictions.
C. The Accountant will record donations from the Library Bank Deposit Summary into the proper account line-item.

IV. PURCHASING

A. The library purchases goods and services in accordance with its Purchasing Policy.

B. The library follows the Michigan Uniform Chart of Accounts. A list shall be created and maintained, detailing the account coding of expenditures. This shall be prepared by the Accountant, and reviewed by the Library Director.
C. Before recording an expense, the account coding should be reviewed to insure proper recording.

V. RECEIVING

A. Staff shall inspect all items for condition, count, and comparison to the purchase order when received. Staff shall initial and date underlying documents.
B. All shortages shall be reported to the Director or Director's designee.

VI. ACCOUNTS PAYABLE

A. When vendor invoices are received, all copies are to be given to the Accounts Payable Assistant, who will code and organize invoices for payment.
B. Any duplicate invoices shall be destroyed or stamped to indicate that they are duplicates.
C. All vendor invoices shall be compared against packing slips. Completion of this step shall be clearly indicated on the face of the invoice.
D. All invoices shall be checked for proper totals (footings, extensions), discounts, and freight terms.
E. As invoices are paid, all invoices shall be clearly marked "paid" to preclude reuse.
F. If month and vendor statements are received, they shall be reconciled against accounts payable, and all discrepancies investigated.

VII. REVENUES/EXPENDITURES

A. All revenues and expenditures shall be reconciled to general ledger on a monthly basis by the Accountant.

VIII. PROPERTY AND EQUIPMENT

A. The library shall follow its Capital Assets Policy in accounting for items of a capital nature.
B. All expenditures for materials (books, magazines, audio visual materials, etc.) shall be expensed in the operating report upon payment of the invoice.
C. A detailed record shall be kept for all capital assets that includes:
    1. Description
    2. Date purchased or received by donation.
    3. Check date.
    4. Cost or fair market value at time of donation.
    5. Donor restriction on use or disposition, if any.
D. A detailed property and equipment ledger shall be maintained and reconciled annually to general ledger. The detail ledger shall contain cost, accumulated depreciation, and depreciation expense. This will be done by the auditor on an annual basis.
E. Periodically, a physical inventory shall be taken on all capital assets and compared to detail ledger. All discrepancies shall be investigated immediately.
F. The Accountant shall be immediately informed of all dispositions of fixed assets in order to adjust the appropriate records.

IX. DEBT AND OTHER LIABILITIES

A. All debt agreements and lease documents shall be kept in the custody of the library director, who shall update with any changes.
B. All borrowing (including interfund) shall be authorized by the Board of Trustees.
C. Detail ledgers shall be kept for all debt, including source, description, maturity, interest rates, payment schedules, and collateral.

X. PAYROLL – The Library Director and Accountant shall establish procedures for recording and issuing payroll through an authorized contract agent.

Belleville Area District Library Capital Asset Policy

This policy is being established to set criteria for the capitalization of various types of fixed or tangible assets to meet the provisions of Governmental Accounting Standards Board No 34 (GASB 34).

Assets are defined as any items of value acquired by the Library. This could include land, buildings, artworks, historical materials, or anything else of significant monetary value.

Capitalized items are furniture, equipment, improvements, buildings, or other assets that have a life expectancy of three or more years and, when purchased, have an individual price of three-thousand dollars ($3,000) or higher. Capitalized items will also include the Library's collection of books that have a life expectancy of more than a year, regardless of price.

Non-capitalized equipment is defined as equipment or assets, purchased or acquired, with a value of less than three-thousand dollars ($3,000). Non-capital items are expensed, such as office supplies (folders, envelopes, stamps, paper, pencils, tape, staplers, and similar items).

Library collections, and all additions to that collection, are capitalized annually and in an aggregate amount according to what was purchased during the year. These materials are assigned a useful life of seven years and fully depreciated collection assets should be deleted from the capital asset listing each year.

The Library will establish an accounting or recordkeeping system that identifies all assets subject to GASB 34. The records will be updated annually and made available to the auditors.

Depreciation will be recorded using the straight-line depreciation method over the useful life of the asset. All capitalized assets will be listed with their description, date of acquisition, acquisition cost, useful life, and residual or salvage value.

In cases where no purchase price can be obtained (historical treasures, works of art, and other similar valuables), a value and useful life will be assigned by the Library Director or Director's designee. This value shall be the estimated fair market value. Every attempt, within reason, will be made to determine the actual value of the item in question before the value is recorded.

Belleville Area District Library Purchasing Policy

This policy provides the framework for the purchase of all goods and services by the Belleville Area District Library. The purchase of goods or services needed by the Library shall be made using sound purchasing practices and business procedures to ensure the timely receipt of goods, services and works of improvement of a quality appropriate to the needs of the Library at the lowest responsible costs.

Approval Thresholds

Any purchases of (a) goods or services under $25,000, or (b) contracts under $25,000 (except for attorney or auditor contracts), when the specific appropriation is within the current budget authorized by the Library Board, are deemed to be pre-approved by the Board and may be completed after submittal to the Library Director or Director's designee.

All purchases of (a) goods or services of $25,000 or over, (b) contracts of $25,000 or over, (c) contracts for the library auditor or attorney, or (d) any purchases without appropriation in the current budget, shall be submitted to the Library Board for approval prior to purchase, with the exception of Emergency Purchases or Specifically Authorized Purchases. The purchase request shall outline the need and provide justification for the particular goods or services. The purchase request information should include suggested vendors, quantity, specifications, shipping details and pricing.

Unless otherwise specifically provided by the Library Board with respect to the purchase of particular goods or services or contracts, the purchase of goods or services may be made in the open market, without advertisement and without formal competitive bidding. However, to the best extent possible, any purchase over $25,000 shall be based on at least three competitive quotes to be presented to the Board for their approval. To the best extent possible, any purchase over $10,000 and under $25,000 should be based on at least two quotes, and the Library Director or Director's designee shall select the quote deemed most advantageous to the Library.

Emergency Purchases

An emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. In an emergency that potentially endangers the public peace, health, safety, or property of the Library, the Library Director or Director's designee may purchase supplies, materials, equipment, or services which are deemed immediately necessary to respond to and alleviate the emergency. The Library Board shall be immediately notified, and a full report shall be submitted to the board within a 30-day period of such action.

Specifically Authorized Purchases

The Library Board specifically authorizes the Library Director or Director's designee to make the following purchases that may exceed $25,000:

- Book and subscription services
- Computer hardware and software
- Where the goods or services to be procured are economically procurable from only one source
- Where the purchase must be compatible with an existing product or service
- Where the services required are for professional skills
- Emergencies as defined by the emergency purchases section of this policy
- Contracts for the maintenance or servicing of equipment which are made with the manufacturers or authorized service agents of that equipment
- Where the goods or services are procured from another governmental agency or through a library cooperative program in which prices have been previously determined by competitive bidding
- Purchases and contracts for the use, purchase, or installation of proprietary software
- Contracts which by their nature are not adapted to award by competitive bidding, contracts for utility services such as water, light, or heat.

Proposed 11-10-2026

Belleville Area District Library
Payment of Library Funds via Electronic Transactions (ACH) Policy

The Belleville Area District Library Board of Trustees adopts this policy pursuant to Michigan Public Act 738 of 2002 (Electronic Transactions of Public Funds):

The Library Director is designated by the Board of Trustees as the Electronic Transactions Officer ("ETO") for the Library. As the ETO, the Library Director and/or designee is authorized to enter into automated clearing house ("ACH") arrangements and ACH transactions. For purpose of this policy, an "ACH arrangement" means an agreement between the originator of the ACH transaction and the receiver of the ACH transaction. An "ACH transaction" means an electronic payment, debit, or credit transfer processed through an ACH.

The ETO is responsible for all ACH arrangements and ACH transactions of the Library, including payment approval, accounting, reporting, and generally for overseeing compliance with this policy. An ACH arrangement or ACH transaction may only be used by the ETO as payment for goods and services for official business of the Library, in accordance with normal Library finance procedures. ACH transactions of the Library include automated payroll deposits without limitation.

The Library Director or designee shall submit to the Library Board of Trustees documentation detailing the goods or services purchased, the cost of the goods or services, the date of payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report can be contained in the library's electronic financial software system or in a separate report to the Library Board.

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by the Library:

a. The Library Director and/or designee shall prepare a list of vendors authorized to be paid by ACH transaction.
b. The accounts payable assistant prepares the transactions to be paid by ACH upon receipt of an invoice from an approved vendor.
c. ACH invoices are reviewed by the Director and/or Assistant Director using the same standards and procedures as for a written check.
d. ACH transactions (with the exception of payroll) are initiated upon approval of the Director or Assistant Director and the Library Board President or Treasurer.
e. All ACH transactions and invoices are retained for audit purposes.

RESOLUTION TO ADOPT PAYMENT OF LIBRARY FUNDS VIA ELECTRONIC TRANSACTIONS (ACH) POLICY (Resolution No. 2026-6)

At a meeting of the Library Board of Belleville Area District Library, Wayne County, Michigan, held at the Library on the 10th day of November 2026, at 7:30 pm.

Present:

Absent:

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

WHEREAS, pursuant to Section 3 of the Michigan Electronic Transactions of Public Funds Act, 2002 PA 738, a local unit shall not be party to an ACH arrangement unless the governing body has adopted by resolution to authorize electronic transactions and the treasurer or Electronic Transactions Officer has presented a written ACH policy to the governing body containing the provisions outlined in the Act; and

WHEREAS, the Library Board desires to allow the use of electronic transactions by its designated officials; 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 Payment of Library Funds via Electronic Transactions (ACH) 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 Payment of Library Funds via Electronic Transactions (ACH) Policy attached as an exhibit to this Resolution.

2. The Payment of Library Funds via Electronic Transactions (ACH) 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 10th day of November 2026.

_____

Joy Cichewicz, Library Board Secretary

Proposed 11-10-2026

Belleville Area District Library
Acceptance of Payments by Financial Transaction Devices

The Belleville Area District Library Board of Trustees adopts this policy pursuant to Michigan Public Act 280 of 1995 (Financial Transaction Device Payments):

The Belleville Area District Library is authorized to accept payment due to the Library by an electronic funds transfer card, a credit card, or a debit card (collectively, "approved financial transaction devices"). The types of fees that may be paid to the Library by an approved financial transaction device include, without limitation, donations and fees due to the Library from Library patrons. The Library Director and Assistant Director are responsible for accounting, monitoring, and overseeing compliance with this policy. Payments to the Library by approved financial transaction devices shall be subject to the current Library payment procedures and internal controls.

RESOLUTION TO ADOPT ACCEPTANCE OF PAYMENTS BY FINANCIAL TRANSACTION DEVICES POLICY (Resolution No. 2026-7)

At a meeting of the Library Board of Belleville Area District Library, Wayne County, Michigan, held in the Library on the 10th day of November 2026, at 7:30 pm.

Present:

Absent:

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

WHEREAS, pursuant to Section 3 of the Michigan Financial Transaction Device Payments Act, 1995 PA 280, a local unit shall adopt a resolution authorizing the acceptance of payments by financial transaction devices, and

WHEREAS, the Library Board desires to allow the acceptance of payments by financial transaction devices; 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 Acceptance of Payments by Financial Transaction Devices 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 Acceptance of Payments by Financial Transaction Devices Policy attached as an exhibit to this Resolution.

2. The Acceptance of Payments by Financial Transaction Devices 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 10th day of November 2026.

Joy Cichewicz, Library Board Secretary

Belleville Area District Library
Budgetary Comparison Schedule
General Fund
For the Three Months Ended September 30, 2026

Account	Revenues	2026-2027 Budget	3 Month 2026-2027 Budget	3 Month Actual	Variance Favorable (Unfavorable)
403.000	Current Taxes less chg backs	$ 2,950,000	$ 737,500	$ 2,950,000 *	$ 2,212,500
	Total Current Taxes	2,950,000	737,500	2,950,000	2,212,500
502.000	Grant Revenue	7,000	1,750	-	(1,750)
665.000	Interest Income	35,000	8,750	10,321	1,571
575.000	State Aid	47,000	11,750	24,262	12,512
	Library Fines and Fees				
659.000	Late Fees	1,000	250	766	516
658.000	Penal Fines	40,000	10,000	-	(10,000)
677.000	Lost Book Fees	1,300	325	49	(276)
	Total Fines and Fees	42,300	10,575	815	(9,760)
674.000	Contributions and Donations	1,000	250	1,167	917
674.002	Contributions New Library	-	-	-	-
	Miscellaneous Income				
680.000	Miscellaneous				
630.000	Copies				
631.000	Fax Fees				
647.000	Newspaper Sales				
	Total Miscellaneous	30,000	7,500	9,712	2,212
	Grand Total Revenues	$ 3,112,300	$ 778,075	$ 2,996,277	$ 2,218,202
	Expenditures				
	Salaries				
702.000	Salary- Librarians				
705.000	Salary- Library Aides				
	Total Salaries	$ 1,344,000	$ 336,000	$ 297,777	$ 38,223
	Benefits and FICA				
715.000	FICA/ Medicare	102,816	25,704	22,780	2,924
716.000	Employee Health Insurance	295,000	73,750	62,323	11,427
718.000	Retirement (MERS)	89,000	22,250	22,846	(596)
	Total Benefits and FICA	486,816	121,704	107,949	13,755
981.000	Books and Acquisitions	285,000	71,250	61,461	9,789
809.002	Contracted Services-Acq.	24,000	6,000	1,548	4,452
	Supplies				
730.000	Office Supplies				
775.000	Supplies- Maintenance				
950.002	Library Programs Supplies				
	Total Supplies	55,000	13,750	8,871	4,879

* Actual taxes collected to date $1180.88

Belleville Area District Library
Budgetary Comparison Schedule
General Fund
For the Three Months Ended September 30, 2026

Account		2026-2027 Budget	3 Month 2026-2027 Budget	3 Month Actual	Variance Favorable (Unfavorable)
	Professional Fees				
804.000	Audit	$ 10,000	$ 2,500	$ -	$ 2,500
805.000	Finance	15,000	3,750	3,375	375
801.001	Legal	7,000	1,750	-	1,750
801.002	Legal-Building Program	-	-	-	-
807.000	Architect	10,000	2,500	-	2,500
806.000	Other	10,000	2,500	425	2,075
	Total Professional Fees	52,000	13,000	3,800	9,200
815.000	Bank Fees	2,000	500	426	74
808.000	Dues	5,000	1,250	510	740
	Contracted Services				
809.001	Contracted Services	28,000	7,000	5,956	1,044
809.005	Delivery	6,000	1,500	-	1,500
720.000	Payroll	15,000	3,750	3,467	283
809.003&4	Automation System & Cataloging	48,000	12,000	10,584	1,416
809.007	Outside Maintenance	20,000	5,000	2,100	2,900
	Total Contracted Services	117,000	29,250	22,107	7,143
	Telephones & Telecommunications				
851.000	Telephone	15,000	3,750	3,309	441
851.002	Telecommunications	16,000	4,000	1,339	2,661
	Total Telephone and Telecommunications	31,000	7,750	4,648	3,102
	Insurance				
810.000	Liability Insurance				
811.000	Worker's Comp. Insurance				
	Total Insurance	38,000	9,500	6,661	2,839
	Utilities				
921.000	Heat				
922.000	Electrical				
923.000	Water and Sewer				
	Total Utilities	75,000	18,750	14,033	4,717
931.000	Repairs and Maintenance	130,000	32,500	22,032	10,468
	Printing and Publications				
901.002&5	Printing				
901.004	Publications- Newspapers				
	Total Printing & Publications	20,000	5,000	4,743	257
727.002&3	Postage	10,000	2,500	3,164	(664)
820.000	Computer Hardware/ Software				
982.000	Computer Repair & Maintenance				
982.000	Hardware and Software				
		120,000	30,000	3,766	26,234

Belleville Area District Library
Budgetary Comparison Schedule
General Fund
For the Three Months Ended September 30, 2026

Account		2026-2027 Budget	3 Month 2026-2027 Budget	3 Month Actual	Variance Favorable (Unfavorable)
	Miscellaneous				
863.000	Travel and Meetings	$ 10,000	$ 2,500	$ 2,160	$ 340
950.001	Miscellaneous (Programming)	18,000	4,500	5,584	(1,084)
983.001	New Equip/ Office Furniture	25,000	6,250	42	6,208
963.001	Penal Fines Repay	40,000	10,000	-	10,000
	Other	4,000	1,000	760	240
	Total Miscellaneous	97,000	24,250	8,546	15,704
	Total Expenditures	$ 2,891,816	$ 722,954	$ 572,042	$ 150,912
	Current Year	$ 220,484	$ 55,121	$ 2,424,235	$ 2,369,114

CHECK DISBURSEMENT REPORT FOR BELLEVILLE AREA DISTRICT LIBRARY
CHECK DATE 10/09/2026 - 11/05/2026

Check Date	Payee	Description	Account	Amount
Fund: 101 General Fund				
10/20/2026	ALLIANCE HEALTH AND LIFE	20007454-1000, NOV EMP HEALTH INS	716.000	**18,740.28**
10/20/2026	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	950.002	36.47
		BOOKS & MATLS	981.000	33.00
		OFFICE SUPPLIES	730.000	34.98
		PROGRAM SUPPLIES	950.002	39.98
		PROG/BLDG SUPPLIES	950.002	11.93
		PROG/BLDG SUPPLIES	775.000	18.25
		PROGRAM SUPPLIES	950.002	199.60
		BOOKS & MATLS	981.000	194.04
		BOOKS & MATLS	981.000	31.86
		BOOKS & MATLS	981.000	83.88
		HARDWARE/SOFTWARE	982.000	96.05
		PROGRAM SUPPLIES	950.002	23.99
		PROG SUPPLIES	950.002	96.64
				900.67
10/20/2026	AMERICAN LIBRARY ASSOCIATION	ALA, PLA DUES K. DUBKE	808.000	**221.00**
10/20/2026	BLUE CROSS BLUE SHIELD OF MICH	DENTAL	716.000	**834.51**
10/20/2026	CLEAR RATE COMMUNICATIONS	TELEPHONES	851.000	**443.66**
10/20/2026	DC LAWN & SNOW	OUTSIDE LAWN/LANDSCAPING MAINT	809.007	**700.00**
10/20/2026	DEMCO	OFFICE SUPPLIES	730.000	**209.89**
10/20/2026	DTE ENERGY	SUMPTER GAS/ELECTRIC	921.000	54.80
		SUMPTER GAS/ELECTRIC	922.000	139.27
				194.07
10/20/2026	DTE ENERGY	920016940693, 4TH STREET GAS	921.000	613.42
		920016940693, 4TH STREET GAS	922.000	0.00
				613.42
10/20/2026	DUKE ROOFING CO.	ROOF/FLASHING REPAIR	931.000	**1,030.50**
10/20/2026	ENVISIONWARE, INC	FAX SOFTWARE SERVICES	820.000	**75.00**
10/20/2026	HERRON, MELANIE	CHAIR YOGA PROGRAM	950.001	**50.00**
10/20/2026	NAKENYA LEWIS YARBROUGH	JCLC CONFERENCE FLIGHT REIMBURSEMENT	863.000	**669.65**
10/20/2026	ODP BUSINESS SOLULTIONS LLC	OFFICE/BLDG SUPPLIES	730.000	381.10
		OFFICE/BLDG SUPPLIES	775.000	367.81
				748.91
10/20/2026	PRINCIPAL LIFE INSURANCE COMPA	EMPLOYEE LIFE INS	716.000	**627.38**
10/20/2026	SHARON DUCKWORTH, CPA	OCT ACCOUNTING SERVICES	805.000	**1,125.00**
10/20/2026	THE LIBRARY NETWORK	BELL20, SHARED AUTOMATION SERV	809.003	**11,095.58**
10/20/2026	UNIFIRST CORP	BLDG REP/MAINT	931.000	**242.38**
10/20/2026	WYANDOTTE ALARM COMPANY	COMM RADIO MONITOR 11/1/26 - 1/31/26	809.001	165.00
		COMM FIRE MONITOR 11/1/26 - 1/31/27	809.001	297.00
				462.00

11/03/2026	A PRODUCTION BUILDING SOLUTION	OCTOBER MONTHLY CLEANING	931.000	**3,920.00**
11/03/2026	ALLEGION ACCESS TECH LLC	DOOR INSP CONTRACT	931.000	**756.00**
11/03/2026	AMAZON CAPITAL SERVICES	BLDG SUPPLIES	775.000	180.49
		FRIENDS MERCH	252.002	425.93
		COMP HARD/SOFT MAINT	820.000	34.55
		PROG SUPPLIES	950.002	14.52
		COMP HARD/SOFT MAINT	820.000	68.79
		BOOKS & MATLS	981.000	19.99
		BOOKS & MATLS	981.000	262.29
		OFFICE SUPPLIES	730.000	32.38
		PROGRAM SUPPLIES	950.002	123.45
				1,162.39
11/03/2026	CHASE CARDMEMBER SERVICE	PROGRAM SUPPLIES	730.000	0.00
		PROGRAM SUPPLIES	950.002	739.21
				739.21
11/03/2026	CITY OF BELLEVILLE	4TH ST WATER	923.000	**1,550.65**
11/03/2026	COOPER, JAZMINE	'26 MLA TRAVEL REIMBURSEMENT	863.000	**78.13**
11/03/2026	DTE ENERGY	4TH ST ELECTRIC	922.000	**4,344.66**
11/03/2026	FISH WINDOW CLEANING	FALL WINDOW CLEANING	931.000	2,283.00
		FALL WINDOW CLEANING	931.000	831.00
				3,114.00
11/03/2026	GRATITUDE STEEL BAND	GRATITUDE STEEL BAND DEPOSIT	950.001	**300.00**
11/03/2026	ODP BUSINESS SOLULTIONS LLC	OFFICE/BLDG SUPPLIES	730.000	543.69
		OFFICE/BLDG SUPPLIES	775.000	562.88
		BLDG SUPPLIES	775.000	188.55
		BLDG SUPPLIES	775.000	64.12
		BLDG SUPPLIES	775.000	73.42
				1,432.66
11/03/2026	SUMPTER TOWNSHIP	SUMPTER WATER	923.000	**111.45**
11/03/2026	THE LIBRARY NETWORK	BELL20, LIBRARY LABELS/OFFICE SUPPLIES	730.000	217.14
		BELL20, SEPT BOOK BILLING	981.000	11,438.05
				11,655.19
11/03/2026	UNIFIRST CORP	BUILDING MATS	931.000	**242.38**
Total For Fund:				**68,390.62**
Report Total:				**68,390.62**

DIRECTOR'S REPORT

November 2026

LIBRARY PROGRAMS **October: Adults: 31 Youth: 21**

LIBRARY VISITS	**2026/27**	**2025/26**	**% change**
October	14,808	14,132	4.78%
Fiscal Year	51,692	50,494	2.37%

TOTAL CIRC	**2026/27**	**2025/26**	**% change**
October	19,719	20,467	-3.65%
Fiscal Year	85,294	84,469	0.98%

ADULT PROGRAMMING	**2026/27**	**2025/26**	**% change**
October	343	309	11.00%
Fiscal Year	1,138	1,054	7.97%

YOUTH/TEEN PROGRAMMING	**2026/27**	**2025/26**	**% change**
October	484	415	16.63%
Fiscal Year	1,735	2,032	-14.62%

ALL AGES PROGRAMMING: October: 465 Fiscal Year: 465

REF. QUESTIONS	**2026/27**	**2025/26**	**% change**
October	2,052	1,715	19.65%
Fiscal Year	8,161	6,839	19.33%

INTERNET USE	**2026/27**	**2025/26**	**% change**
October	1,143	1,168	-2.14%
Fiscal Year	4,471	4,528	-1.26%

YOUTH/TEEN INTERNET	**2026/27**	**2025/26**	**% change**
October	321	322	-0.31%
Fiscal Year	1,248	1,386	-9.96%

FINANCE COMMITTEE: The committee met twice since the last board meeting to review financial policies. They worked on proposed updates to the library's existing budget policy and accounting policy and have combined the two policies into one. Library staff accounting procedures have been separated out from the policy and included as an attachment. The committee is recommending updates to the library's purchasing policy and capital assets policy. Two policies governing how the library pays via electronic means (ACH transactions) and how we collect money from patrons via electronic means (credit/debit cards) are also ready for the board to consider. State law calls for these two policies to be approved by board resolutions.

PROGRAMMING: Harvest Fest was as successful as always! Kudos to Karen, Lindsay, and Nikki for their planning and implementing skills as well as all of our staff who helped out. Over 300 children visited us at Sumpter Township's Trunk or Treating, and Trick or Treating on Main Street saw well over 1,600 kids. We ran out of candy, but our bookmarks and stickers were a hit. Classic Movie Night takes a break in November. In its place we are featuring *Detroit Movie City: A Century of Film in the Motor City*, a presentation by the Detroit Historical Society, on Thursday, November 12 at 6:30 pm. Jazz Night resumes on Wednesday, November 18 at 7 pm with the Erinn Alexis Trio. On December 3 at 6 pm, the African American Literature Book Group is holding a party to celebrate their 20th anniversary! All are welcome. The library will have hot chocolate and cookies from 4-6 pm prior to the Winter Fest parade on Saturday, December 5. After the parade, kids can visit Santa in our lobby.

STAFF: Staffing changes: Part-time circulation clerk Jazmine Cooper has accepted our intern position. Jazmine is working on her librarian master's degree at Wayne State and will focus her internship on teen services.

The Michigan Library Association's fall conference was held in Novi this year, which allowed multiple staff members to attend.

Hilary Savage is the chairperson this year of the Library Network's shared automation users' group (elected by her peers). I am serving on the Library Network's Steering Committee for the next two years. Library directors are assigned to this committee on a rotating basis.

ARTICLES OF INTEREST:

Library Vendors Get Up to Speed, Publishers Weekly, October 12, 2026.

https://www.publishersweekly.com/pw/by-topic/industry-news/publisher-news/article/101479-library-vendors-get-up-to-speed.html

A Field Guide to the Children of Storytime, Excuse My Whimsey Substack, October 25, 2026.

https://bachmanrachel.substack.com/p/a-field-guide-to-the-children-of

What's Happening at the BADL?

November

Community Gatherings

Tuesdays @ 1:00 PM **English Conversation Practice for ESL Learners**

Fridays @ 11:00 AM **Mahjong Meetup**

November 7 - November 8 **Friends of the Library Fall Book Sale**

November 7 @ 2:00 PM **Jump Start Your Genealogy: Making Sense of the Census**

November 14 @ 10:00 AM **Western Wayne County Quilt Guild**

November 21 @ 11:00 AM **Gardening Roundtable: Indoor Gardening**

Arts & Culture

November 4 @ 11:00 AM **Adult Beginner's Painting Workshops**

November 12 @ 6:30 PM **Detroit Movie City: A Century of the Film in the Motor City**

Learning & Skills

November 4 @ 6:30 PM **Small Business Marketing Refresher**

November 18 @ 6:30 PM **Small Business Savvy: Accounting & Financial Reporting for Small Businesses**

Tech Tutoring Multiple Days Available

Book Clubs

November 2 & 16 @ 7:00 PM **Quiet Reading Book Club**

November 5 @ 7:00 PM **The Evening Book Group**

November 12 @ 6:30 PM **The Witching Hour Book Group**

November 19 @ 6:30 PM **Super Book Group!**

November 19 @ 6:00 PM **The Other Book Group**

November 28 @ 1:00 PM **The Write Stuff Writers' Group**

Wellness, Family & Fun

November 18 @ 11:00 AM **Memory Cafe**

November 18 @ 7:00 PM **Jazz Night at the Library - Erinn Alexis Trio**

November 19 @ 11:00 AM **Chair Yoga**

November 20 @ 2:00 PM **Game On at Your Library!**

Library Closures

November 11 **Veterans Day**

November 26 - 27 **Thanksgiving**

MAIN LIBRARY
167 4th St.
Belleville, MI 48111
(734) 699-3291

BELLEVILLE AREA DISTRICT LIBRARY
www.belleville.lib.mi.us

SUMPTER MEDIA CENTER
23465 Sumpter Rd.
Belleville, MI 48111
(734) 699-3291

Jump Start Your Genealogy: Part 2

Hopping Through History: Making Sense of the Census

Genealogical research step 1:

- **SEARCH THE U.S. CENSUS**
  - **Find a year**
  - **Search for a name**
  - **Be happy or sad**



Genealogical research step 2:

- **DON'T STOP THERE!**

Join Megan Heyl and learn how to:



- **FIND and**
- **MINE**

EXTRA CENSUS FORMS

to learn EVEN MORE about your ancestors!

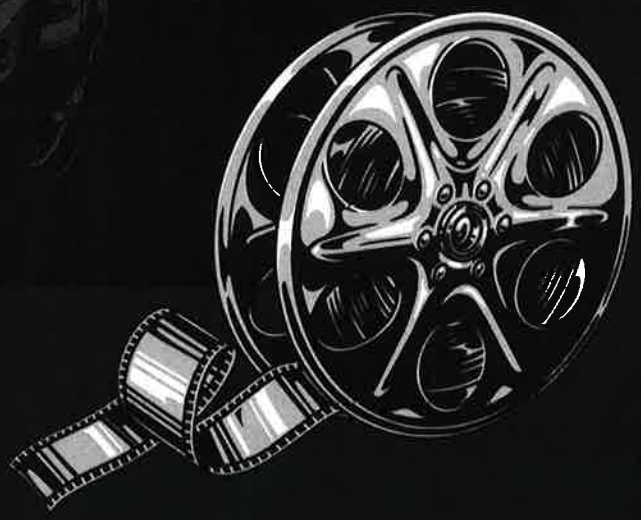
Saturday, November 7th @ 2pm

BELLEVILLE AREA DISTRICT LIBRARY

DETROIT MOVIE CITY: A CENTURY OF FILM IN THE MOTOR CITY

From the early days of silent cinema to contemporary blockbusters, Michigan has played a memorable role in film history. Join us for a presentation from the Detroit Historical Society on 100 years of movies in the Motor City.

THURSDAY NOV 12TH @ 6:30 PM



DETROIT HISTORICAL SOCIETY

BELLEVILLE AREA DISTRICT LIBRARY

JAZZ NIGHT

AT THE LIBRARY





Join the Erinn Alexis Trio for an evening of warm, soulful music featuring an uplifting blend of contemporary jazz and original compositions from Erinn Alexis's latest project, *The Huron Collective*.

ERINN ALEXIS TRIO

WEDNESDAY, NOVEMBER 18 @ 7:00 PM

BELLEVILLE AREA DISTRICT LIBRARY

Friends of the BELLEVILLE AREA DISTRICT LIBRARY

Thursday
Nov. 19
6:30 PM

BAM!

SUPER BOOK GROUP RETURNS!

Super Refreshments Provided

The Other Book Group and the African American Literature Book Group join forces for this special event. Come enjoy the best of both groups!

No Zoom Available

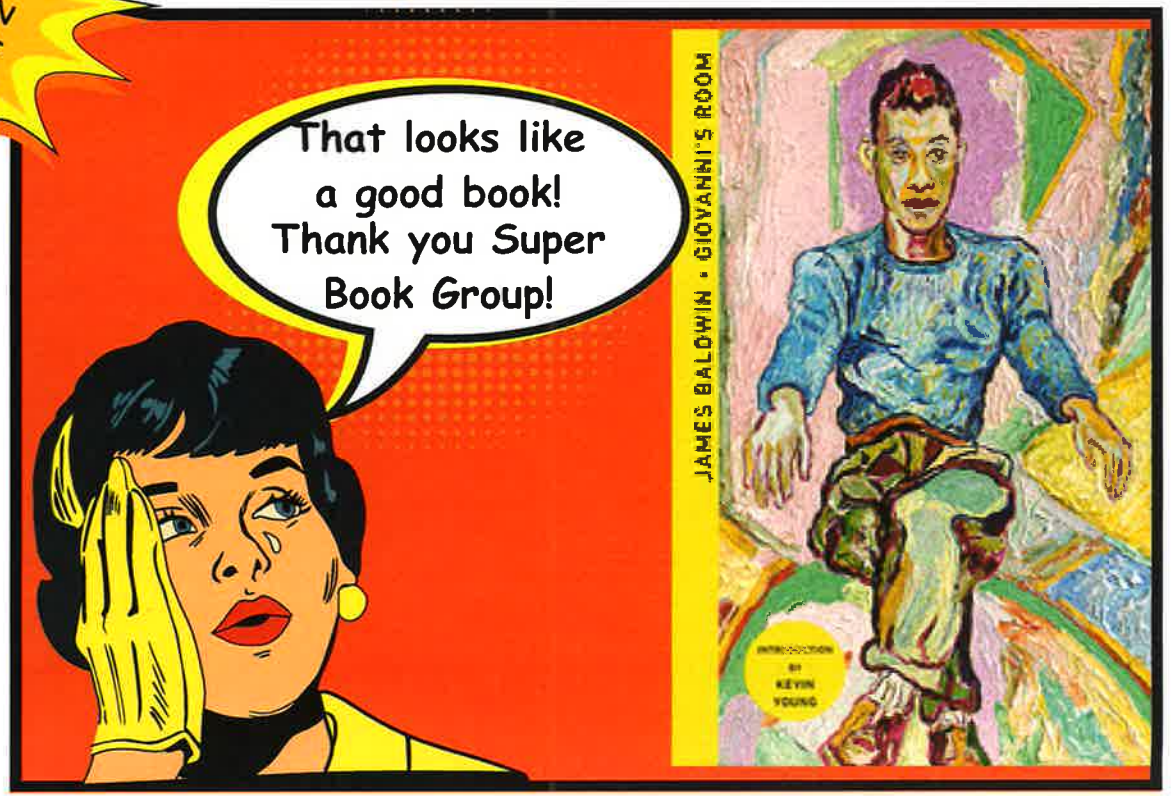
REGISTER TODAY!



Meanwhile...the two awesome book groups make an alliance to discuss literature!



SPECIAL EDITION



African American Literature Book Group

20th Anniversary & Holiday Party

Belleville Area District Library

December 3, 2026

6:00 pm

Celebrate 20 Years Of Good Company & Good Books

Light Refreshments Provided