

BELLAIRE PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI
Date: Friday, May 15, 2026

MINUTES

TRUSTEES ATTENDING: Diane Bennett, Mary Edens, Don Hirt, Sue Holtzmann, Mary Jo Hickey, Pam Ciganick, Director Dawn DeHeer.

CALL TO ORDER: President Edens called the meeting to order at 9:30 am

PUBLIC COMMENTS: none

APPROVAL OF AGENDA: **Motion by Holtzmann, seconded by Bennett. Motion carried.**

APPROVAL OF MINUTES: **Motion to accept with corrections by Holtzmann, seconded by Hirt. Motion carried.**

FINANCIAL REPORT:

Balance Sheet: As of April 30, there was **\$195,796.55** in the 4Front Checking Account. Adding the checking balance to the 3 CDs, LMCU, and 4 Front Prime Share, plus Capital Improvements/Fixed Assets, we have a total of assets of **\$593,601.27** (March was **\$573,761.75**)

Adding current Liabilities and Equity, there was **\$593,601.27** in Total Liabilities and Equity.

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Profit & Loss April 2026: Income in April was **\$36,879.25**. Note that most of this income was from Forest Home Township, and we received \$3,000 from Custer.

Total expenses in April were **\$16,677.02** for total net income for the month of **+\$20,202.23**, which is more than the prior year April 2025 when net income was **-\$10,728.93**

Profit and Loss Jan – April comparing 2025 to 2026

Income: We are ahead of 2025 income through April

Expense: We are below 2025 expenses through April

Profit and Loss Budget vs. Actual

When comparing the 2026 income to the budget, we are now 89.3% of the original budgeted income. Note that we are at or above the budgeted income for the three townships. Total expenses are 34.6% of the budgeted expenses.

Also, we did not receive the April Huntington CD income in time for Anissa to add this to the report, but this would only have added \$462.19

Motion by Bennett, seconded by Holtzmann, to accept the Financial report. Roll Call. Motion carried.

LIBRARIAN'S REPORT (see notes): DeHeer reports that circulation/usage has declined from last year's report, but the library remains steadily busy. She plans to dig further into the decline to see if there was a special event, etc., that might have impacted the numbers.

- Programs and events: lots of community building
- The second-story hour has been a success
- Book club: Page Turners-7 people attended.
- History Hounds: well attended, standing room only, and informative.
- 4Front: great swag. Discussed an early high school offering on finances, budgeting, etc.
- Yvonne hosted Poetry and Tea
- Bellaire Historical Society: fabulous presentation by Bob Holtzmann
- K Roundup: hosted a booth, great engagement, and Dawn was able to get some applications to a few families
- Physical layout of the library: heavy work has been done. Carpet has been cleaned.
- Staffing: Gabe has been off in May. New hire, Gina Benner, who has been a welcome addition!
- Staff training day will be on May 18th:
- Book-folding day was yesterday
- Shirley has lined up great summer programming and will be engaging for all ages
- Brian Gruley will be at the library in July for the release of his new mystery

COMMITTEE REPORTS:

- Policy: A 5-year review is needed. Mary Jo will serve on the committee with Pam and Mary. We will schedule a meeting for the summer. The financial policy will be reviewed by Don and the finance committee.
- Financial: (see notes above)

OLD BUSINESS:

- May Volunteer Appreciation event, Thursday, May 21, 5:00-6:30. Set up begins at 4:30. Lee and Sue will bring wine, Mary will bring cake and flowers. Mary will be introducing a few guests. Diane will bring baked goods, Pam will bring veggies and dip, MJ will bring cheese and crackers, and Don will drop off a fruit tray. Typically, approximately 20 people attend. Diane will also bring plates and napkins.
- Finalized spiral-bound audit was distributed

CORRESPONDENCE:

- none

NEW BUSINESS:

- Please send any comments you have regarding Dawn to Mary, and she will compile. A formal evaluation will be done in October. Mary will send an email with prompts requiring our input on Dawn's role/performance.
- We may need to draft a policy for donated books, as they are still the library's property. Guidance on retention is needed, as well as on accepting books. Dawn will be working on this in conjunction with the Friends of the Library.
- **Motion to accept Diane Bennett as new VP by Holtzmann and seconded by Hirt. Roll call vote. Motion carried.**
- **Motion to accept Pam Ciganick as the new Secretary by Hickey and seconded by Bennett. Roll call vote. Motion carried.**
- Committee Assignments: MJ Hickey added to Policy.
- Trustee Training: Dawn is exploring the Zoom links from recent training sessions from the Library of Michigan and will send them out when they are available.
- 130th Anniversary Event Committee: September 12th is the event. Diane will help with the event and do something geared toward the children. The Historical Society will be invited to participate in the event by Dawn. Mary will contact Marty and Linda to see if they are interested. The initial committee meeting will be set by Dawn and Diane, and then it will be shared with others.
- Huntington CD matures on the 28th of May. Don will call and explore the options.
 - **Don motioned to renew the CD at the highest rate, and Holtmann and Bennett seconded. Roll call. Motion carried.**

GRANTS, MEMORIALS & DONATIONS: none

UPDATES AND REMINDERS:

- The summer schedule for meetings was discussed.
 - Sue will take notes for the June meeting in Pam's absence. Mary will also be absent from this meeting.
- Thursdays will be story time, and volunteers are always welcome.

PUBLIC COMMENTS: none

TRUSTEE COMMENTS:

- Friends of Library: Fundraising, volunteerism, and activism.

MEETING ADJOURNMENT: **Motion by Bennett, seconded by Holtzmann to adjourn meeting at 11:05 am. Motion carried.**

NEXT MEETING: June 19, 2026

Respectfully submitted, Secretary Pam Ciganick

Approved: June 19, 2026