Bridgman Public Library
Regular Board Meeting Minutes
August 25, 2026 - 9:00 A.M.

Meeting Called to Order:
9:00 A.M. by Kole

Roll Call:
Present: Kole (President), Etter (VP), Collins (Secretary), Shaver (Treasurer), Cichon, Janoskey,Valauskas, Wilk

Absent: Noll, Worcester

Staff: Hebert, Abele, Mantei

Approval of Agenda:
Cichon motioned to move up *Discussion Item: Settlement of Employee Dispute* to a Closed Session that will take place after the Friends of the Library Report. Motion seconded by Kole. Motion passed 8-0.

Collins motioned to approve the agenda as amended. Motion seconded by Valauskas. Motion passed 8-0.

Guests:
Bernstein, Friends President

Public Comments (maximum 3 minutes per person):
None

Friends of the Library Representative:
The Friends book sale will be held on September 11 & 12. A donation of $5000 was given to the Friends group in memory of Ariel Follett. The Friends are working with Library Staff to decide how to use the funds.

Enter Closed Session - 9:05
Discussed a recent employee dispute.

Reopened Public Session - 9:12

Committee Reports:

Personnel and Policy Committee:

- A review of the Library By-Laws will happen soon.

Facilities Committee:

- Windows have been cleaned inside and out. Hebert is receiving quotes to repair the masonry-related issues, as well as to powerwash and seal the building in preparation for the winter weather. There is also a roof leak in a structural gray area that both the roofer and the HVAC technician claim is not their responsibility.

Finance Committee:

- The annual audit will happen in October. Credit Card fees have been discussed as the Library pays a fee every time a credit/debit card is swiped. One CD was renewed last week and one is due for renewal.

Ambassador's Report*:*

- Collins gave cards and treats to three staff members: Rodgers who left the library, Rumsey for joining the library, and Lion for her work anniversary.

Director's Report:

- Hebert highlighted a few items from her report: The Library received $13,500 from the Kimmel Foundation for updates to technology. We are awaiting the first payment from Indiana Michigan Power for our new Makers Space. The 60/60 Campaign is just over halfway there with $31,130 received of the $60,000 goal.

Approval of Board Meeting Minutes:

- Motion made by Valauskas to approve the July 28, 2026 Regular Board Meeting Minutes and the August 6, 2026 Special Board Meeting Minutes as written. Motion seconded by Collins. Motion passed 8-0.

Discussion Items:

- **Millage Renewal Strategy:** There are two library millage proposals that will be on the City of Bridgman ballot in November. Staff members Abele and Lion are working on informational Millage FAQs for the library website. The Friends will meet to discuss possible yard signage and other ways to show support for the Library's millage renewals.

Action Items:

- **Bills for July 2026 - $35,873.40:** Motion made by Wilk to approve July 2026 bills totaling $35,573.40. Motion seconded by Cichon. Motion passed 8-0.

- **Approve Settlement of Employee Dispute:** Motion made by Cichon to approve the settlement of a recent employee dispute. Motion seconded by Collins. Motion passed 8-0.

Second Public Comment (maximum 3 minutes per person):

No comments.

Communication and Correspondence:

None

Meeting Adjourned:

Motion made by Cichon to adjourn the meeting at 10:08 A.M. Motion seconded by Valauskas. Motion passed 8-0.

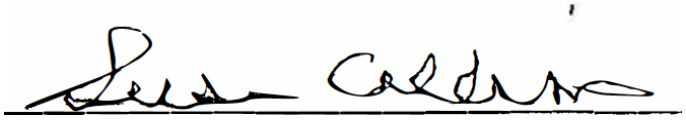
Next Meeting:

September 22, 2026 - 9:00 A.M. at the Library

Respectfully submitted by:

Amy Abele

Approved by the Secretary:



Date:
September 22, 2026

Bridgman Public Library Balance Sheet as of Aug 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
101-790-035 United Federal Credit Union	
101-790-035.1 Savings	5.00
101-790-035.3 UFCU CD 6428	0.00
101-790-035.5 UFCU Public Funds 1865	15,480.28
101-790-035.6 UFCU CD 5051	0.00
101-790-035.7 UFCU CD 5069	51,531.00
101-790-035.8 UFCU CD 4779	101,761.17
Total for 101-790-035 United Federal Credit Union	**$168,777.45**
101-790-068.0 Honor CU Svgs xx683000	5.00
101-790-068.1 Honor CU xx683001	165,903.52
101-790-068.3 Honor CU CD xx683330	102,557.36
101-790-068.331 Honor CU CD xx683331	$0.00
101-790-086.1 Horizon Bank	
101-790-086.11 Horizon Petty Cash 1378	15,065.44
101-790-086.13 General Account 1381	546.88
101-790-086.15 Public Funds 1394	31,147.95
101-790-086.17 Merchant Account 1811	8,774.25
Total for 101-790-086.1 Horizon Bank	**$55,534.52**
101-790-086.27 Horizon CD xx4336	$0.00
101-790-086.28 Horizon CD xx4763	$0.00
101-790-086.29 Horizon CD xx4764	$0.00
101-790-086.30 Horizon CD xx5818	$0.00
101-790-086.31 Horizon CD 6964	$0.00
101-790-086.32 Horizon CD 6576	$0.00
Total Bank Accounts	**$492,777.85**
Other Current Assets	
101-790-101 Endowment Fund	87,536.99
Total Other Current Assets	**$87,536.99**
Total Current Assets	**$580,314.84**
Total Assets	**$580,314.84**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Credit Cards	
101-790-204.0 Accrued Expenses	1,639.90
101-790-230 Honor CC 683600	5,053.55

Total Credit Cards	**$6,693.45**
Other Current Liabilities	
101-790-202.1 Accounts Payable*	750.00
101-790-210.0 Payroll Liabilities	$0.00
101-790-210.10 SUTA	-74.92
101-790-210.13 FUTA	464.05
101-790-210.14 Health Ins Cafe 125	-554.90
101-790-210.15 Child Support Withheld	$0.00
101-790-210.16 MERS 457 Payable	-290.75
101-790-210.6 IN Counties Payable	103.89
101-790-210.7 Indiana WH Payable	-14.41
101-790-210.8 941 Taxes Payable	-35.59
101-790-210.9 Michigan WH Payable	1,636.87
Total for 101-790-210.0 Payroll Liabilities	**$1,234.24**
101-790-220 Friends	-40.45
101-790-257 Accrued Payroll	$0.00
110-790-257.1 Accrued Payroll Taxes	$0.00
Total Other Current Liabilities	**$1,943.79**
Total Current Liabilities	**$8,637.24**
Total Liabilities	**$8,637.24**
Equity	
101-790-398 Fund Balance	590,521.95
Net Income	-18,844.35
Total Equity	**$571,677.60**
Total Liabilities and Equity	**$580,314.84**

Bridgman Public Library Profit and Loss for August 2026

	Total
Income	
101-790-588 Grants & State Aid	1,664.72
101-790-608 Membership Dues	360.00
101-790-642 Copy & Fax	504.10
101-790-646.1 Replace, Lost, Patron	72.87
101-790-656.1 Material Fines	72.90
101-790-657.1 Penal Fines	45,722.40
101-790-665.1 Bank Account Interest	43.27
101-790-665.2 CD Interest	1,404.17
101-790-675.2 Donations	193.40
101-790-675.4 Donations - Capital Projects	12,810.00
101-790-694 Misc Income	110.00
Total Income	**$62,957.83**
Gross Profit	**$62,957.83**
Expenses	
101-790-701 Payroll Expenses	
101-790-701.1 Wages	24,777.86
101-790-701.11 MERS 457 Expense	$0.00
101-790-701.2 FICA 941 Taxes	1,819.88
101-790-701.3 FUTA Taxes	8.96
101-790-701.4 MI UIA	7.02
101-790-701.7 Employee Life & AD&D Insurance	20.21
101-790-701.8 Health Insurance	5,297.11
Total for 101-790-701 Payroll Expenses	**$31,931.04**
101-790-702 Mileage Reimbursement	441.70
101-790-703 Employee Payback	-100.00
101-790-727 Operational Supplies	1,600.97
101-790-728 Technology & Supplies	6,548.47
101-790-740 Materials	2,356.56
101-790-740.2 Periodicals	1,468.31
101-790-740.3 Newspapers	192.00
101-790-740.5 740005 - e books	799.03
101-790-740.9 740009 - Movies	348.60
Total for 101-790-740 Materials	**$5,164.50**
101-790-801 Accounting, Audit & Legal	1,234.60
101-790-880 Patron Programs	6.50
101-790-880.1 Friends SRP	38.69
101-790-880.2 Early Literacy	1,087.87

Bridgman Public Library Profit and Loss for August 2026

101-790-880.4 Regular	271.85
Total for 101-790-880 Patron Programs	**$1,404.91**
101-790-881 Community Promotion	
101-790-881.2 Promotion & Marketing	919.16
Total for 101-790-881 Community Promotion	**$919.16**
101-790-920 Public Utilities	1,825.35
101-790-820.1 Community Garden Utilities	106.91
Total for 101-790-920 Public Utilities	**$1,932.26**
101-790-930 Repairs & Maintenance	6,945.54
101-790-955 Bank Service Charges	53.08
101-790-956 Staff Meals	109.23
101-790-957 Staff & Board Development	199.80
101-790-959 Direct Deposit Fees Intuit	105.00
Total Expenses	**$58,490.26**
Net Operating Income	**$4,467.57**
Net Income	**$4,467.57**