

ADDISON TOWNSHIP PUBLIC LIBRARY BOARD
MEETING AGENDA Tuesday, March 17, 2026 @ 7:00 p.m.

Call to Order:

Board Members Present:

Pledge of Allegiance

Approval of Agenda:

Call to Audience:

Consent Agenda:

- Approval of February 17, 2026 meeting minutes
- Approval of February 2026 bills and expenses as paid

Financial Report:

- 2025 Tax filing
- Account balance transfers for operational funds

Director's Report:

Committee Reports:

New Building:

- Progress update

Public Information:

Policy:

Finance:

Capital:

Communications:

Old Business:

New Business:

Public Forum:

Next Meeting: March 17, 2026 @ 7:00 p.m. (unless otherwise posted)

Adjournment:

ADDISON TOWNSHIP PUBLIC LIBRARY BOARD
MEETING MINUTES Tuesday, February 17, 2026 @ 7:00 p.m.

Call to Order: The library board president called the meeting to order at 7:03 p.m. in the Addison Township Public Library 1400 Rochester Road, Leonard, MI 48367

Board Members Present: J.Baldiga-yes, J.Elsarelli-yes, C.Meininger-yes, J.Newby-yes, W.Pack-yes.

Pledge of Allegiance Most in audience participated.

Approval of Agenda: J.Baldiga moved to accept the agenda, J.Elsarelli 2nd. All in favor, none opposed, motion carried.

Call to Audience: Linda Hodges announced that the Friend's flavorfest would be October 15, 2026.

Consent Agenda:

- Approval of January 20, 2026 meeting minutes
- Approval of January 2026 bills and expenses as paid

C.Meininger moved to accept the consent agenda, J.Baldiga 2nd. Roll call vote-J.Baldiga-yes, J.Elsarelli-yes, C.Meininger-yes,J.Newby-yes, W.Pack-yes. All yes, motion carried.

Financial Report: Financial report reviewed. J.Baldiga moved to accept the financial report, W.Pack-2nd. Roll call vote-J.Baldiga-yes, J.Elsarelli-yes, C.Meininger-yes,J.Newby-yes, W.Pack-yes. All yes, motion carried.

Director's Report: Director's report given. J.Elsarelli moved to accept and file the director's report, J.Baldiga 2nd. All in favor, none opposed, motion carried.

Committee Reports:

New Building:

- Progress update – Weather has delayed work on the new building, however, DTE has completed connection to the overhead lines and building has electricity. Options to the exterior signage for the building and egress from the basement still need to be decided.

Public Information: none

Policy: none

Finance: none

Capital: none

Communications:

- Trustee trainings available through The Library of Michigan – this is for current library trustees only.

Old Business:

- Review audit and tax return services-2024 taxes have been filed. 2024 audit has been complete, but bill for services will be forthcoming. 2025 taxes are in progress. We will remain with current provider for the 2025 tax and audit year.

J. Elsarelli recused himself and left the meeting. J.Baldiga presided over the rest of the meeting.

New Business:

- Review director's compensation. Board reviewed director's contributions and compensation. C.Meininger moved that the director's compensation be increased to \$24/hour and made retroactive to Jan 1, 2026, J.Newby 2nd. Roll call vote-J.Baldiga-yes, C.Meininger-yes,J.Newby-yes, W.Pack-yes. All yes, motion carried.

Public Forum: Linda Hodges discussed the future of the Friends of the Library after the new building is completed.

Next Meeting: March 17, 2026 @ 7:00 p.m. (unless otherwise posted)

Adjournment: C.Meininger moved to adjourn the meeting at 7:55 p.m., J.Newby 2nd. All in favor, meeting adjourned.

**Addison Township Public Library
Expenses by Vendor Summary
February 2026**

	<u>Feb 26</u>
Adobe	21.19 Dues & Subscriptions
Amanda Figurski	200.00 Building Repairs & Maintenance
Amazon.com	301.02 Collection Dev/Supplies/Equip & Furn/Programming
American Library Association	125.00 Staff Development
Bank Paypal & Square Fees	21.53 Bank Paypal & Square Fees
Cintas	29.08 Building Repairs & Maintenance
Dawn Lamsa CPA PLLC	900.00 Accountant
Demco	224.12 Supplies
DTE Energy	278.00 Utilities
Gerylann McBride	39.48 Reimburse Collection Development & Programming
Ingram Library Service	2,196.70 Collection Development
Isolas to Go	123.38 Programming
Josh Hibdon	75.00 Programming
Kanopy	27.00 Streaming Services
Kristen Greve	296.91 Reimburse Programming
Manny's Mall	1,600.00 Rent
Midwest Tape LLC (Hoopla)	611.44 Streaming Services
Payroll Expenses	9,537.27 Wages & Payroll Taxes
Prestige Storage	205.00 Storage
QuickBooks Payroll Service	59.36 Payroll Fee
Shoreline Investment Services, Inc	59.95 Security/Fire Monitoring
Sunrise Services	2,100.00 Salt/Snow Removal
The Library Network	203.71 Voip
U.S. Bank Equipment Finance	276.33 Printing & Reproduction
Uline	505.26 Equipment & Furniture
TOTAL	<u><u>20,016.73</u></u>

Addison Township Public Library

Balance Sheet

03/08/26

As of February 28, 2026

Accrual Basis

	<u>Feb 28, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Local Gov. Invest. Pool	827,838.07
LGIP Fds Allocated New Bldg	-342,225.06
Oxford Checking-9518	18,802.00
Oxford Savings-1959	63,405.43
Petty Cash 1	297.73
Total Checking/Savings	<u>568,118.17</u>
Total Current Assets	<u>568,118.17</u>
TOTAL ASSETS	<u>568,118.17</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-315.00
Total Accounts Payable	<u>-315.00</u>
Other Current Liabilities	
Accounts Payable Other	315.00
Payroll Liabilities	2,747.89
Total Other Current Liabilities	<u>3,062.89</u>
Total Current Liabilities	<u>2,747.89</u>
Total Liabilities	2,747.89
Equity	
Restricted Accesibility Grant	10,000.00
Fund Balance Unassigned	379,550.27
Net Income	175,820.01
Total Equity	<u>565,370.28</u>
TOTAL LIABILITIES & EQUITY	<u>568,118.17</u>

Addison Township Public Library - New Building Fund

Balance Sheet

As of February 28, 2026

	<u>Feb 28, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
New Building Fund Checking-7232	448.14
New Building Fund Savings-0180	20,240.16
LGIP Funds Alloc to New Bldg	342,225.06
Total Checking/Savings	<u>362,913.36</u>
Total Current Assets	<u>362,913.36</u>
TOTAL ASSETS	<u>362,913.36</u>
LIABILITIES & EQUITY	
Equity	
Assigned-New Bldg Fund Balance	648,611.64
Unrestricted Net Assets	-166,295.92
Net Income	-119,402.36
Total Equity	<u>362,913.36</u>
TOTAL LIABILITIES & EQUITY	<u>362,913.36</u>

Addison Township Public Library Transactions by Account

Accrual Basis

As of February 28, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
Local Gov. Invest. Pool							825,131.53
Depo...	02/10/2026			Deposit	-SPLIT-	2,706.54	827,838.07
Total Local Gov. Invest. Pool						2,706.54	827,838.07
LGIP Fds Allocated New Bldg							-341,106.19
Depo...	02/10/2026			Deposit	Local Gov. Invest. Pool	-1,118.87	-342,225.06
Total LGIP Fds Allocated New Bldg						-1,118.87	-342,225.06
Oxford Checking-9518							19,423.12
Check	02/01/2026	DD4425	Dawn Lamsa CPA PLLC		Accountant	-900.00	18,523.12
Check	02/01/2026	13109	Amanda Figurski		General Bldg Repairs & Maint	-100.00	18,423.12
Check	02/01/2026	DD4472	Amazon.com		Supplies	-29.19	18,393.93
Check	02/02/2026	DD4405	Ingram Library Service		Collection development	-37.15	18,356.78
Check	02/02/2026	DD4406	Ingram Library Service		Collection development	-37.15	18,319.63
Check	02/02/2026	DD4407	Ingram Library Service		Collection development	-37.15	18,282.48
Check	02/02/2026	DD4408	Ingram Library Service		Collection development	-31.74	18,250.74
Check	02/02/2026	DD4409	Ingram Library Service		Collection development	-31.74	18,219.00
Check	02/02/2026	DD4410	Ingram Library Service		Collection development	-29.62	18,189.38
Check	02/02/2026	DD4411	Ingram Library Service		Collection development	-10.79	18,178.59
Check	02/02/2026	DD4412	Ingram Library Service		Collection development	-10.25	18,168.34
Check	02/02/2026	DD4413	Ingram Library Service		Collection development	-7.99	18,160.35
Check	02/02/2026	DD4420			Bank, Paypal & Square Fees	-19.99	18,140.36
Check	02/03/2026	DD4418	Amazon.com		Collection development	-13.90	18,126.46
Check	02/03/2026	DD4419	Amazon.com		Programming	-62.93	18,063.53
Check	02/04/2026	DD4415	Ingram Library Service		Collection development	-10.79	18,052.74
Check	02/04/2026	DD4416	Ingram Library Service		Collection development	-38.49	18,014.25
Check	02/04/2026	DD4417	Ingram Library Service		Collection development	-37.79	17,976.46
Check	02/06/2026	DD4414	Ingram Library Service		Collection development	-38.27	17,938.19
Check	02/09/2026	DD4433	Ingram Library Service		Collection development	-135.79	17,802.40
Check	02/09/2026	DD4434	Ingram Library Service		Collection development	-106.25	17,696.15
Check	02/09/2026	DD4435	Ingram Library Service		Collection development	-103.02	17,593.13
Check	02/09/2026	DD4436	Ingram Library Service		Collection development	-88.00	17,505.13
Check	02/09/2026	DD4437	Ingram Library Service		Collection development	-71.22	17,433.91
Check	02/09/2026	DD4438	Ingram Library Service		Collection development	-49.45	17,384.46
Check	02/09/2026	DD4439	Ingram Library Service		Collection development	-48.43	17,336.03
Check	02/09/2026	DD4440	Ingram Library Service		Collection development	-46.06	17,289.97
Check	02/09/2026	DD4441	Ingram Library Service		Collection development	-44.74	17,245.23
Check	02/09/2026	DD4442	Ingram Library Service		Collection development	-43.75	17,201.48
Check	02/09/2026	DD4443	Ingram Library Service		Collection development	-37.19	17,164.29
Check	02/09/2026	DD4444	Ingram Library Service		Collection development	-31.78	17,132.51
Liabil...	02/10/2026	E-pay	Oxford Bank	38-2567933 QB Tracking # 1389601742	-SPLIT-	-1,729.00	15,403.51
Check	02/10/2026	DD4404	U.S. Bank Equipment Finan...		Printing and Reproduction	-276.33	15,127.18
Check	02/10/2026	DD4422	Sunrise Services		Snow Removal	-2,100.00	13,027.18
Check	02/10/2026	DD4423	Kanopy		Streaming Services	-8.00	13,019.18
Check	02/10/2026	DD4424	Cintas		General Bldg Repairs & Maint	-14.54	13,004.64
Liabil...	02/11/2026		QuickBooks Payroll Service	Created by Payroll Service on 02/09/2026	Direct Deposit Liabilities	-3,662.87	9,341.77
Payc...	02/12/2026	DD9048	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	9,341.77
Payc...	02/12/2026	DD9050	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	9,341.77
Payc...	02/12/2026	DD9051	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	9,341.77
Payc...	02/12/2026	DD9052	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	9,341.77
Payc...	02/12/2026	DD9053	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	9,341.77
Payc...	02/12/2026	DD9054	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	9,341.77
Payc...	02/12/2026	DD9049	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	9,341.77
Payc...	02/12/2026	DD9055	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	9,341.77
Check	02/12/2026	DD4448	Amazon.com		Collection development	-36.74	9,305.03
Check	02/12/2026	DD4486	Amazon.com		Collection development	-15.75	9,289.28
Check	02/13/2026	DD4445	Ingram Library Service		Collection development	-38.32	9,250.96
Check	02/13/2026	DD4446	Ingram Library Service		Collection development	-31.84	9,219.12
Check	02/13/2026	DD4447	Ingram Library Service		Collection development	-20.50	9,198.62
Check	02/13/2026	13110	Kristen Greve		Programming	-296.91	8,901.71
Check	02/13/2026	DD4475	Uline		Equipment & Furniture	-505.26	8,396.45
Check	02/13/2026	DD4476	Amazon.com		Equipment & Furniture	-13.29	8,383.16
Check	02/15/2026	DD4431	The Library Network		Voip Telephone	-101.77	8,281.39
Check	02/15/2026	13111	Amanda Figurski		General Bldg Repairs & Maint	-100.00	8,181.39
Check	02/15/2026	DD4452	Adobe		Dues and Subscriptions	-21.19	8,160.20
Check	02/15/2026	DD4453	Ingram Library Service		Collection development	-81.58	8,078.62
Check	02/15/2026	DD4454	Amazon.com		Collection development	-25.99	8,052.63
Check	02/15/2026	13112	Josh Hibdon		Programming	-75.00	7,977.63
Depo...	02/17/2026			Deposit	-SPLIT-	17.00	7,994.63
Depo...	02/17/2026			Deposit	TLN Reimbursement (E-Rate)	2,633.91	10,628.54
Check	02/17/2026	DD4426	DTE Energy		Utilities	-101.00	10,527.54
Check	02/17/2026	DD4427	DTE Energy		Utilities	-112.00	10,415.54
Check	02/17/2026	DD4428	DTE Energy		Utilities	-65.00	10,350.54
Bill P...	02/17/2026	DD4429	PSLZ LLP Certified Public ...		Accounts Payable	-4,000.00	6,350.54
Check	02/17/2026	DD4430	Midwest Tape LLC (Hoopla)		Streaming Services	-611.44	5,739.10
Check	02/17/2026	DD4432	Shoreline Investment Servi...		Security/Fire Monitoring	-59.95	5,679.15
Check	02/17/2026	DD4461	Ingram Library Service		Collection development	-103.17	5,575.98
Check	02/17/2026	DD4462	Ingram Library Service		Collection development	-53.54	5,522.44
Check	02/17/2026	DD4463	Ingram Library Service		Collection development	-49.66	5,472.78
Check	02/17/2026	DD4464	American Library Association		Staff development	-125.00	5,347.78
Check	02/17/2026	DD4465	Amazon.com		Collection development	-57.87	5,289.91
Check	02/17/2026	DD4466	QuickBooks Payroll Service		Quickbooks Fees	-59.36	5,230.55
Check	02/18/2026	DD4467	Ingram Library Service		Collection development	-36.70	5,193.85
Check	02/19/2026	DD4460	Kanopy		Streaming Services	-19.00	5,174.85
Depo...	02/19/2026			Deposit	Collection development	15.75	5,190.60
Check	02/19/2026	DD4468	Ingram Library Service		Collection development	-8.44	5,182.16
Check	02/20/2026	DD4459	Demco		Supplies	-224.12	4,958.04
Check	02/20/2026	DD4469	Ingram Library Service		Collection development	-70.74	4,887.30
Check	02/20/2026	DD4470	Ingram Library Service		Collection development	-31.29	4,856.01

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Accrual Basis

Addison Township Public Library - New Building Fund

Transactions by Account

As of February 28, 2026

Type	Date	Name	Memo	Split	Amount	Balance
New Building Fund Checking-7232						448.14
Total New Building Fund Checking-7232						448.14
New Building Fund Savings-0180						20,235.43
Deposit	02/22/2026		Deposit	Interest Income	4.73	20,240.16
Total New Building Fund Savings-0180						4.73
LGIP Funds Alloc to New Bldg						341,106.19
General J...	02/01/2026		To record allocated interest from LGIP	Interest Income	1,118.87	342,225.06
Total LGIP Funds Alloc to New Bldg						1,118.87
TOTAL					1,123.60	362,913.36

Addison Township Public Library Transactions by Account

As of February 28, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	02/20/2026	DD4471	Ingram Library Service		Collection development	-50.81	4,805.20
Check	02/21/2026	DD4477	Amazon.com		Collection development	-61.11	4,744.09
Check	02/23/2026	DD4455	Manny's Mall		Rent	-1,600.00	3,144.09
Check	02/23/2026	DD4456	Prestige Storage		Storage Expense	-205.00	2,939.09
Check	02/23/2026	DD4457	Cintas		General Bldg Repairs & Maint	-14.54	2,924.55
Check	02/23/2026	DD4458	The Library Network		Voip Telephone	-101.94	2,822.61
Depo...	02/23/2026			Deposit	-SPLIT-	46.16	2,868.77
Check	02/23/2026	DD4478	Ingram Library Service		Collection development	-38.32	2,830.45
Check	02/23/2026	DD4479	Ingram Library Service		Collection development	-54.07	2,776.38
Check	02/23/2026	DD4480	Ingram Library Service		Collection development	-88.54	2,687.84
Check	02/23/2026	DD4481	Ingram Library Service		Collection development	-134.86	2,552.98
Depo...	02/24/2026			Deposit	Collection development	29.15	2,582.13
Liabil...	02/25/2026		QuickBooks Payroll Service	Created by Payroll Service on 02/23/2026	Direct Deposit Liabilities	-3,508.44	-926.31
Tran...	02/25/2026			Funds Transfer	Oxford Savings-1959	20,000.00	19,073.69
Check	02/25/2026	DD4482	Ingram Library Service		Collection development	-49.82	19,023.87
Check	02/25/2026	DD4483	Ingram Library Service		Collection development	-81.46	18,942.41
Payc...	02/26/2026	DD9056	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	18,942.41
Payc...	02/26/2026	DD9057	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	18,942.41
Payc...	02/26/2026	DD9058	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	18,942.41
Payc...	02/26/2026	DD9059	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	18,942.41
Payc...	02/26/2026	DD9060	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	18,942.41
Payc...	02/26/2026	DD9061	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	18,942.41
Payc...	02/26/2026	DD9062	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	18,942.41
Check	02/26/2026	DD4484	Ingram Library Service		Collection development	-20.31	18,922.10
Check	02/27/2026	DD4485	Ingram Library Service		Collection development	-17.28	18,904.82
Depo...	02/28/2026			Deposit	Interest Income	0.56	18,905.38
Check	02/28/2026	DD4473	Isolas to Go		Programming	-103.38	18,802.00
Total Oxford Checking-9518						-621.12	18,802.00
Oxford Savings-1959							59,228.63
Depo...	02/13/2026			Deposit	-SPLIT-	24,174.13	83,402.76
Tran...	02/25/2026			Funds Transfer	Oxford Checking-9518	-20,000.00	63,402.76
Depo...	02/27/2026			Deposit	Interest Income	2.67	63,405.43
Total Oxford Savings-1959						4,176.80	63,405.43
Petty Cash 1							272.01
Depo...	02/06/2026			Deposit	-SPLIT-	14.20	286.21
Depo...	02/12/2026			Deposit	-SPLIT-	37.00	323.21
Check	02/15/2026	209	Gerylann McBride2		Collection development	-20.67	302.54
Depo...	02/17/2026			Deposit	Oxford Checking-9518	11.45	313.99
Check	02/22/2026	211	Gerylann McBride2		Programming	-18.81	295.18
Depo...	02/23/2026			Deposit	-SPLIT-	22.55	317.73
Check	02/28/2026	210	Isolas to Go		Programming	-20.00	297.73
Total Petty Cash 1						25.72	297.73
TOTAL						5,169.07	568,118.17

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03/08/26

Accrual Basis

Addison Township Public Library - New Building Fund

Transactions by Account

As of February 28, 2026

Type	Date	Name	Memo	Split	Amount	Balance
New Building Fund Checking-7232						448.14
Total New Building Fund Checking-7232						448.14
New Building Fund Savings-0180						20,235.43
Deposit	02/22/2026		Deposit	Interest Income	4.73	20,240.16
Total New Building Fund Savings-0180						4.73
LGIP Funds Alloc to New Bldg						341,106.19
General J...	02/01/2026		To record allocated interest from LGIP	Interest Income	1,118.87	342,225.06
Total LGIP Funds Alloc to New Bldg						1,118.87
TOTAL					1,123.60	362,913.36

Addison Township Public Library
Profit & Loss Budget vs. Actual
 January through February 2026

	TOTAL			
	Feb 26	Jan - Feb 26	Budget	% of Budget
Ordinary Income/Expense				
Income				
Direct Library Income	144.50	271.25	2,000.00	13.56%
Donations	5.40	24.02	500.00	4.8%
Insurance Group Dividend	0.00	0.00	100.00	0.0%
Interest Income	1,590.90	3,176.82	6,000.00	52.95%
Library Mileage-Dedicated 1984	17,552.46	157,554.32	266,000.00	59.23%
Library Mileage-Addtl 2024-33	6,621.67	59,438.15	100,000.00	59.44%
Penal fines	0.00	0.00	9,300.00	0.0%
State aid	0.00	0.00	6,700.00	0.0%
TLN Reimbursement (E-Rate)	2,633.91	2,633.91	2,600.00	101.3%
Total Income	<u>28,548.84</u>	<u>223,098.47</u>	<u>393,200.00</u>	<u>56.74%</u>
Gross Profit	28,548.84	223,098.47	393,200.00	56.74%
Expense				
Advertising/Marketing	0.00	0.00	3,000.00	0.0%
Bank, Paypal & Square Fees	21.53	43.82	300.00	14.61%
Building Repair & Maintenance				
General Bldg Repairs & Maint	229.08	487.24	8,000.00	6.09%
Snow Removal	2,100.00	5,512.50	10,000.00	55.13%
Total Building Repair & Maintenance	<u>2,329.08</u>	<u>5,999.74</u>	<u>18,000.00</u>	<u>33.33%</u>
Collection development	2,412.98	4,041.48	23,000.00	17.57%
Dues and Subscriptions	21.19	42.38	800.00	5.3%
Equipment & Furniture	518.55	518.55	26,000.00	1.99%
Insurance	0.00	864.00	11,000.00	7.86%
File Digitization	0.00	0.00	7,500.00	0.0%
Miscellaneous	0.00	6.72	500.00	1.34%
Payroll Expenses	9,537.27	18,153.04	158,000.00	11.49%
Printing and Reproduction	276.33	496.39	2,500.00	19.86%
Professional Fees				
Accountant	900.00	1,800.00	10,800.00	16.67%
Audit	0.00	0.00	4,000.00	0.0%
Legal Fees	0.00	0.00	4,500.00	0.0%
Total Professional Fees	<u>900.00</u>	<u>1,800.00</u>	<u>19,300.00</u>	<u>9.33%</u>
Programming	577.03	600.84	9,500.00	6.33%
Quickbooks Fees	59.36	118.72	3,000.00	3.96%
Rent	1,600.00	3,200.00	19,200.00	16.67%
Security/Fire Monitoring	59.95	119.90	1,000.00	11.99%
Staff development	125.00	421.50	3,000.00	14.05%
Streaming Services	638.44	638.44	9,000.00	7.09%
Storage Expense	205.00	412.00	2,200.00	18.73%
Supplies	253.31	596.33	6,000.00	9.94%

Addison Township Public Library
Profit & Loss Budget vs. Actual
 January through February 2026

	TOTAL			
	Feb 26	Jan - Feb 26	Budget	% of Budget
The Library Network				
Ancestry.com	0.00	0.00	1,700.00	0.0%
Delivery	0.00	0.00	1,500.00	0.0%
Download Destination	0.00	0.00	4,000.00	0.0%
Equipment	0.00	0.00	3,000.00	0.0%
Miscellaneous	0.00	0.00	1,000.00	0.0%
Shared Automation System	0.00	6,992.85	27,000.00	25.9%
Technology Services	0.00	0.00	1,000.00	0.0%
Telecommunications	0.00	1,099.10	7,500.00	14.66%
Voip Telephone	203.71	305.66	1,300.00	23.51%
Total The Library Network	<u>203.71</u>	<u>8,397.61</u>	<u>48,000.00</u>	<u>17.5%</u>
Utilities	278.00	807.00	8,000.00	10.09%
Website Support Design Develop	0.00	0.00	3,000.00	0.0%
Total Expense	<u>20,016.73</u>	<u>47,278.46</u>	<u>381,800.00</u>	<u>12.38%</u>
Net Ordinary Income	8,532.11	175,820.01	11,400.00	1,542.28%
Other Income/Expense				
Other Expense				
Contingency	0.00	0.00	11,400.00	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>11,400.00</u>	<u>0.0%</u>
Net Other Income	0.00	0.00	-11,400.00	0.0%
Net Income	<u><u>8,532.11</u></u>	<u><u>175,820.01</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Addison Township Public Library - New Building Fund
Profit & Loss Budget vs. Actual
 January through February 2026

	TOTAL			
	Feb 26	Jan - Dec 26	Budget	% of Budget
Ordinary Income/Expense				
Income				
Brick Fundraiser	0.00	125.00	0.00	100.0%
Building Fund Donations	0.00	4.00	0.00	100.0%
Interest Income	1,123.60	2,296.01	5,000.00	45.92%
Performance Agreement Refund	0.00	0.00	169,746.00	0.0%
Prior Years Capital for Bldg	0.00	0.00	482,315.72	0.0%
Total Income	<u>1,123.60</u>	<u>2,425.01</u>	<u>657,061.72</u>	<u>0.37%</u>
Expense				
General Project Costs				
Construction Mgmt Fees	0.00	6,848.92	0.00	100.0%
Design & Engineering	0.00	0.00	3,885.00	0.0%
Miscellaneous Project Expenses	0.00	870.00	0.00	100.0%
Permits & Inspections	0.00	0.00	2,429.60	0.0%
Total General Project Costs	<u>0.00</u>	<u>7,718.92</u>	<u>6,314.60</u>	<u>122.24%</u>
Site Development				
Earthwork/Agg Base (Site Work)	0.00	38,292.60	70,139.10	54.6%
Pavement	0.00	0.00	175,000.00	0.0%
Sanitary Sewer (Septic)	0.00	1,799.00	1,799.00	100.0%
Demolition/Site Clearing	0.00	525.00	980.00	53.57%
Soil Erosion Sediment Ctrl-SESC	0.00	0.00	787.50	0.0%
Water Distribution (Well)	0.00	0.00	15,800.00	0.0%
Total Site Development	<u>0.00</u>	<u>40,616.60</u>	<u>264,505.60</u>	<u>15.36%</u>
Building Construction				
Acoustic Ceiling	0.00	0.00	17,900.00	0.0%
Building Insulation	0.00	0.00	21,008.00	0.0%
Concrete Flatwork	0.00	10,000.00	59,670.00	16.76%
Concrete Foundations	0.00	19,870.00	3,749.50	529.94%
Doors/Frames/Hardware	0.00	0.00	20,000.00	0.0%
Drywall	0.00	0.00	39,000.00	0.0%
Electrical	0.00	1,990.00	68,145.95	2.92%
Finish Carpentry	0.00	0.00	6,632.32	0.0%
Fire Extinguishers & Cabinets	0.00	0.00	300.00	0.0%
Flooring	0.00	0.00	24,000.00	0.0%
Hard Tile	0.00	0.00	14,000.00	0.0%
HVAC (Heating & Cooling)	0.00	0.00	67,950.00	0.0%
Lumber Package	0.00	0.00	42,970.73	0.0%
Masonry & Siding	0.00	13,481.85	98,113.64	13.74%
Millwork & Cabinets	0.00	0.00	15,000.00	0.0%
Painting	0.00	0.00	20,000.00	0.0%
Plumbing	0.00	0.00	50,900.00	0.0%
Roofing	0.00	0.00	19,678.00	0.0%
Rough Framing	0.00	0.00	41,130.72	0.0%

Addison Township Public Library - New Building Fund

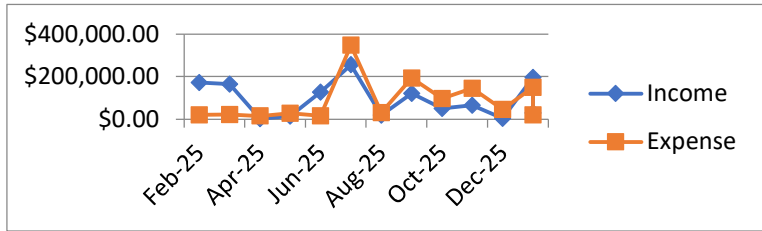
Profit & Loss Budget vs. Actual

January through February 2026

	TOTAL			
	Feb 26	Jan - Dec 26	Budget	% of Budget
Storefront Glass & Glazing	0.00	28,150.00	8,875.00	317.18%
Toilet & Partitions	0.00	0.00	8,800.00	0.0%
Windows	0.00	0.00	17,450.00	0.0%
Total Building Construction	0.00	73,491.85	665,273.86	11.05%
Total Expense	0.00	121,827.37	936,094.06	13.01%
Net Ordinary Income	1,123.60	-119,402.36	-279,032.34	42.79%
Net Income	<u>1,123.60</u>	<u>-119,402.36</u>	<u>-279,032.34</u>	<u>42.79%</u>

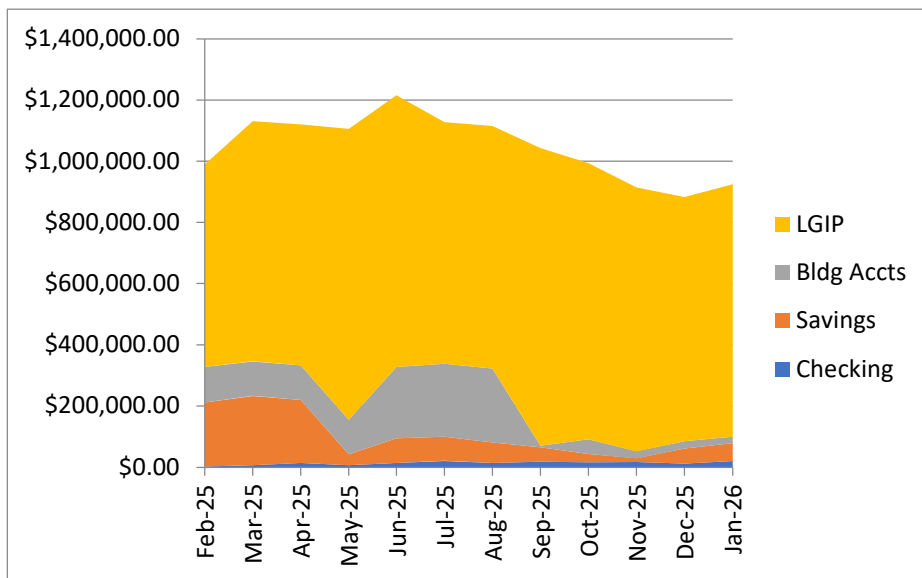
February Income/Expense Snapshot (Operating and New Bldg Fd)

Month	Income	Expense
Feb-25	\$172,805.38	\$19,730.44
Mar-25	\$164,366.25	\$21,198.91
Apr-25	\$2,630.17	\$15,100.62
May-25	\$14,226.48	\$27,379.24
Jun-25	\$126,332.86	\$15,596.78
Jul-25	\$256,328.61	\$347,631.08
Aug-25	\$18,094.40	\$30,072.07
Sep-25	\$120,758.92	\$193,130.66
Oct-25	\$50,173.71	\$97,064.35
Nov-25	\$65,392.47	\$144,738.70
Dec-25	\$3,518.49	\$45,880.52
Jan-26	\$195,851.04	\$149,089.10
Jan-26	\$29,672.44	\$20,016.73



Account Balances

Month	Checking	Savings	Bldg Accts	LGIP
Feb-25	\$2,447.63	\$208,599.70	\$116,193.40	\$662,504.40
Mar-25	\$6,200.12	\$226,788.03	\$112,889.51	\$784,883.19
Apr-25	\$13,409.31	\$206,798.46	\$112,957.19	\$787,147.56
May-25	\$6,017.11	\$35,805.76	\$113,256.00	\$950,771.99
Jun-25	\$13,483.83	\$80,807.41	\$232,778.87	\$888,769.80
Jul-25	\$20,898.63	\$78,071.87	\$238,484.01	\$789,903.01
Aug-25	\$13,695.38	\$67,399.71	\$241,238.38	\$792,621.37
Sep-25	\$17,954.28	\$47,401.82	\$5,107.01	\$972,422.90
Oct-25	\$15,413.54	\$27,403.81	\$48,107.23	\$902,697.76
Nov-25	\$16,715.40	\$12,404.71	\$22,926.10	\$862,508.12
Dec-25	\$11,676.67	\$49,407.12	\$23,376.56	\$798,382.55
Jan-26	\$19,423.12	\$59,228.63	\$20,683.57	\$825,131.53
Jan-26	\$18,802.00	\$63,405.43	\$20,688.30	\$827,838.07



Director's Report of February 2026

	2026	2025
Library Use Statistics		
Items Circulated	1,282	1,513
MeLCat Loaned In	38	26
MeLCat Loaned Out	28	33
ILL Loaned In	235	328
ILL Loaned Out	1,009	1,040
Total Patrons	1,558	1,516
New Patrons	15	25
Renewed Patrons	23	25
Door Count	1,023	1,166
New Collection Items	184	128
Collection Total	23,207	25,329
Unique WiFi Users	49	49
Ancestry.com	59	27
Computer Users	30	48
OverDrive Electronic downloads	605	476
Hoopla	216	195
Kanopy Video Plays	14	7
Website Visits	120	130
Google Interactions	197	231
Programs		
Storytime	45	46
Genealogy	8	n/a
Book Clubs	9	12
Knitting night	n/a	3
Dungeons & Dragons	9	7
Teen night	2	
Special Programs	23 (pizza/puzzles)	20 (PIZ/PZL)
Total Participants	96	88

- Great turnout for Pizza and Puzzles on the 28th! 6 teams signed up
- Still in pursuit for circ desk designs and quotes. Working with reputable companies:
 - Demco
 - The Library Store
 - Right Size Facility
 - Castell Workspaces
- Almost complete with Streamline to launch the new website! Have some final checks and meeting Friday evening before launch.
- Finished Governmental Accounting course on March 15th- received certificate.
- Began Internal Controls class
- Upcoming programs:
 - Teen video game night
 - Stuffy Sleepover march 27th
 - Ikebana workshop April 11th
 - Cardmaking workshop end of April
- Booked 8 exciting educational programing for our Summer Reading! (May 30-July31)
- Staff very interested in a continuing education through ALA *see attached info

Library Paraprofessional and Support Staff Certification
\$1,500.00

Description

Library support staff bring invaluable hands-on experience to their work—and now there's a flexible, modern program designed to deepen that expertise with formal credentials. ALA-APA is pleased to offer a modern, flexible solution to this problem: The new Library Support Staff Certification Program.

This program consists of six rigorous, self-paced courses that provide grounded, practical training in Library and Information Science for staff in any type of library and with any level of prior experience. Once enrolled, participants can work at their own pace over an 18-month period. Courses include extensive lectures, exclusive reading materials, practical exercises and worksheets, and rigorous assessments. Those who complete the program will earn a certification through ALA-APA that will assist with their current job and help build their resume.

Courses in the program include:

Core Course: The Fundamentals of Library Services
Reference and Information Services
Collection Development
Cataloging
Programming and Outreach
Library Management
By attaining this certification, participants will:

Understand the fundamental concepts of information sciences and current developments and challenges in the modern information landscape.

Understand the core principles library and information ethics and have the ability to apply them to basic service work in a variety of library settings.

Attain basic proficiency in at least three areas of library services.

Pre-requisites for participation:

To qualify to take this certification program, you must meet both of the following requirements:

You must hold a high school diploma or GED.

You must be currently employed in a library position or have at least six months of library work experience.

In order to complete a course in the program, learners must:

View all course videos and course reading materials.

Complete and submit all written assignments.

Achieve a score of 75% or greater to move onto the next module and pass a course.

If you have any questions or concerns, including about accessibility, please contact us at ce@ala.org.

Library Paraprofessional and Support Staff Certification
\$1,500.00

Mission Statements:

o Addison Twp. Public Library is a welcoming place for community, curiosity, creativity, and growth in every stage of life

o Addison Twp. Public Library empowers our community to connect, explore, and learn in every stage of life

• Vision Statement:

- “The Addison Township Public Library fosters curiosity, supports education, and strengthens our community by providing free and open access to information and experiences.”

- “The Addison Township Public Library provides resources, programs, and welcoming spaces to empower our community through learning, discovery, and connection.

Current Mission: The Addison Township Public Library is an information institution that supports the entire community to grow, learn, and connect.

Current Vision: The Addison Township Public Library will continue to enrich and empower the entire community by providing quality services and resources with equal access to all.