

ADDISON TOWNSHIP PUBLIC LIBRARY BOARD
MEETING AGENDA Tuesday, April 21, 2026 @ 7:00 p.m.

Call to Order:

Board Members Present:

Pledge of Allegiance

Approval of Agenda:

Call to Audience:

Consent Agenda:

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

Financial Report:

- 2025 Tax filing

Director's Report:

Committee Reports:

New Building:

- Progress update

Public Information:

Policy:

Finance:

Capital:

Communications:

- 2024 Tax filing penalty
- Trustee nomination update (Trustee position will be included in November election)

Old Business:

New Business: C.Meininger resignation from ATPL board

Public Forum:

Next Meeting: May 19, 2026 @ 7:00 p.m. (unless otherwise posted)

Adjournment:

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

Call to Order: The library board president call the meeting to order at 7:01 p.m. in the Addison Township Public Library 1400 Rochester Road, Leonard, Michigan 48367

Board Members Present: J.Baldiga-yes, A.Coulombe-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.Newby 2nd. All in favor, none opposed, motion carried.

Call to Audience: none

Consent Agenda:

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

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

Financial Report:

- 2025 Tax filing -filing is due May 15,2026, but not yet completed. J.Baldiga to contact Rana Emmoon.
- Account balance transfers for operational funds
Awaiting \$170K performance agreement funds from township for completion on the new building.

\$114,560.74 millage funds received from township on Mar 2, 2026 into operational savings account. Accountant recommends moving \$90,000 from operational savings account to the LGIP as it is not currently needed for operational expenses. J. Elsarelli moved to transfer \$90,000 from the operational savings account to the LGIP, W.Pack 2nd. Roll call vote- J.Baldiga-yes, J.Elsarelli-yes, C.Meininger-yes, J.Newby-yes, W.Pack-yes, A.Coulombe-yes. All yes,motion approved.

W.Pack moved to accept the financial report as given except to correct the spelling of “mileage” to “millage” on page 11, J.Baldiga 2nd. Roll call vote J.Baldiga-yes, J.Elsarelli-yes, C.Meininger-yes, J.Newby-yes, W.Pack-yes, A.Coulombe-yes, motion carried.

Director's Report:

Looking at circulation desk designs for the new building.

New website is almost ready; anticipate April, 2026 implementation.

Current mission and vision statements are being review; looking to propose updated statements at April, 2026 board meeting.

Director requested to enroll Emma and Kiki in the "The new Library Support Staff Certification Program". Estimated cost for the program is anticipated to be \$1,500 per Participants. C.Meininger moved to allow no more than \$3,500 to enroll Emma and Kiki In the program, J.Baldiga 2nd. Roll call vote J.Baldaga-yes,J.Elsarelli-yes, C.Meininger-yes, J.Newby-yes, W.Pack-yes, A.Coulombe-yes, motion carried.

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

Committee Reports:**New Building:**

- Progress update

Masonry and parking lot work expected to continue after frost has lifted. Interior partition walls are complete as well as basic electrical work. Remaining exterior doors have been installed.

Pursuing cost options for basement egress to present to the board.

Public Information: none

Policy:

The policy committee to review card registration and provide presentation at next meeting.

Finance: none

Capital: need budget for new building from builder

Communications: Looking for board members and members of public to participate on committees.

Old Business: none

New Business: none

Public Forum: Per Linda Hodges the Friends of the Library is planning a possible pasta fundraiser and restaurant gift raffle. New members have joined the Friends of the Library.

Next Meeting: April 21, 2026 @ 7:00 p.m. (unless otherwise posted)

Adjournment: J.Baldiga moved to adjourn the meeting at 8:22 p.m., J.Newby 2nd. All in favor, meeting adjourned.

DRAFT

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

	<u>Mar 26</u>
Adobe	21.19 Dues & Subscriptions
Amanda Figurski	300.00 Building Repairs & Maintenance
Amazon.com	972.49 Collection Dev/Supplies/Equip & Furn/Programming
Bank Paypal & Square Fees	25.54 Bank Paypal & Square Fees
Canva	119.99 Dues & Subscriptions
Cintas	29.08 Building Repairs & Maintenance
Consumers Energy	251.00 Utilities
Culligan of Romeo	25.90 Utilities
Dawn Lamsa CPA PLLC	900.00 Accountant
DTE Energy	258.11 Utilities
Gerylann McBride2	26.20 Collection Development & Programming
Ingram Library Service	1,635.62 Collection Development
Josh Hibdon	75.00 Programming
Manny's Mall	1,600.00 Rent
Midwest Tape LLC (Hoopla)	542.66 Streaming Services
Payroll Expenses	8,737.13 Wages & Payroll Taxes
Prestige Storage	205.00 Storage
QuickBooks Payroll Service	59.36 Payroll Fee
Shoreline Investment Services, Inc	59.95 Security/Fire Monitoring
Streamline	250.00 Website Support Design Develop
Sunrise Services	540.00 Salt
The Library Network	2,798.88 Voip/Ancestry/Telecommunications
Thumb Alarm Systems	120.00 Security/Fire Monitoring
U.S. Bank Equipment Finance	220.06 Printing & Reproduction
TOTAL OPERATIONS	<u>19,773.16</u>
AKA Electric LLC	25,000.00 Electrical
Pearl Glass & Metals LLC	11,195.00 Storefront Glass & Glazing
South East Commercial Inc	27,486.20 Misc/Mgt Fees/Rough Framing/Doors&Framing
True North Asphalt LLC	27,379.00 Concrete Flatwork
TOTAL NEW BUILDING FUND	<u>91,060.20</u>
TOTAL	<u>110,833.36</u>

Addison Township Public Library

Balance Sheet

04/06/26

As of March 31, 2026

Accrual Basis

	<u>Mar 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Local Gov. Invest. Pool	829,357.21
LGIP Fds Allocated New Bldg	-252,266.46
Oxford Checking-9518	19,686.20
Oxford Savings-1959	85,351.50
Petty Cash 1	311.03
Total Checking/Savings	<u>682,439.48</u>
Total Current Assets	<u>682,439.48</u>
TOTAL ASSETS	<u>682,439.48</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	2,954.49
Total Other Current Liabilities	<u>3,269.49</u>
Total Current Liabilities	<u>2,954.49</u>
Total Liabilities	2,954.49
Equity	
Restricted Accesibility Grant	10,000.00
Fund Balance Unassigned	379,550.27
Net Income	289,934.72
Total Equity	<u>679,484.99</u>
TOTAL LIABILITIES & EQUITY	<u>682,439.48</u>

Addison Township Public Library - New Building Fund

Balance Sheet

As of March 31, 2026

	<u>Mar 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
New Building Fund Checking-7232	387.94
New Building Fund Savings-0180	20,376.48
LGIP Funds Alloc to New Bldg	252,266.46
Total Checking/Savings	<u>273,030.88</u>
Total Current Assets	<u>273,030.88</u>
TOTAL ASSETS	<u>273,030.88</u>
LIABILITIES & EQUITY	
Equity	
Assigned-New Bldg Fund Balance	648,611.64
Unrestricted Net Assets	-166,295.92
Net Income	-209,284.84
Total Equity	<u>273,030.88</u>
TOTAL LIABILITIES & EQUITY	<u>273,030.88</u>

Addison Township Public Library Transactions by Account

As of March 31, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
Local Gov. Invest. Pool							827,838.07
Deposit	03/01/2026			Deposit	-SPLIT-	2,519.14	830,357.21
Transfer	03/16/2026			Funds Transfer	Oxford Savings-1959	-19,000.00	811,357.21
Transfer	03/16/2026			Funds Transfer	Oxford Savings-1959	-72,000.00	739,357.21
Transfer	03/18/2026			Funds Transfer	Oxford Savings-1959	90,000.00	829,357.21
Total Local Gov. Invest. Pool						1,519.14	829,357.21
LGIP Fds Allocated New Bldg							-342,225.06
Deposit	03/01/2026			Deposit	Local Gov. Invest. Pool	-1,041.40	-343,266.46
Transfer	03/16/2026			Funds Transfer	Oxford Savings-1959	19,000.00	-324,266.46
Transfer	03/24/2026			Funds Transfer	Oxford Savings-1959	72,000.00	-252,266.46
Total LGIP Fds Allocated New Bldg						89,958.60	-252,266.46
Oxford Checking-9518							18,802.00
Check	03/01/2026		Amanda Figurski		General Bldg Repairs & Maint	-100.00	18,702.00
Check	03/02/2026	DD44...			Bank, Paypal & Square Fees	-19.99	18,682.01
Check	03/02/2026	DD44...	Ingram Library Service		Collection development	-10.79	18,671.22
Check	03/02/2026	DD44...	Ingram Library Service		Collection development	-328.32	18,342.90
Check	03/02/2026	DD44...	Amazon.com		-SPLIT-	-71.73	18,271.17
Check	03/02/2026	DD44...	Amazon.com		Collection development	-28.67	18,242.50
Check	03/02/2026	DD45...	Amazon.com		Collection development	-18.19	18,224.31
Check	03/02/2026	DD45...	Amazon.com		Collection development	-17.95	18,206.36
Check	03/02/2026	DD45...	Amazon.com		Collection development	-42.35	18,164.01
Check	03/03/2026	DD45...	Amazon.com		Collection development	-29.99	18,134.02
Deposit	03/03/2026			Deposit	-SPLIT-	39.30	18,173.32
Check	03/03/2026	DD45...	Amazon.com		Supplies	-15.99	18,157.33
Check	03/03/2026	DD45...	Amazon.com		Supplies	-5.49	18,151.84
Check	03/04/2026	DD44...	Ingram Library Service		Collection development	-112.74	18,039.10
Check	03/05/2026	DD44...	Ingram Library Service		Collection development	-29.75	18,009.35
Deposit	03/07/2026			Deposit	-SPLIT-	64.99	18,074.34
Liability...	03/08/2026	E-pay	Oxford Bank	38-2567933 QB Tr...	-SPLIT-	-1,948.00	16,126.34
Check	03/08/2026	DD44...	Dawn Lamsa CPA P...		Accountant	-900.00	15,226.34
Check	03/08/2026	DD44...	Manny's Mall		Rent	-1,600.00	13,626.34
Check	03/08/2026	DD44...	Consumers Energy		Utilities	-230.00	13,396.34
Check	03/08/2026	DD44...	Consumers Energy		Utilities	-21.00	13,375.34
Check	03/08/2026	DD44...	Culligan of Romeo		Utilities	-25.90	13,349.44
Deposit	03/09/2026			Deposit	Direct Library Income	27.95	13,377.39
Check	03/09/2026	DD45...	Sunrise Services		Snow Removal	-540.00	12,837.39
Check	03/09/2026	DD45...	Midwest Tape LLC (...)		Streaming Services	-542.66	12,294.73
Check	03/09/2026	DD45...	DTE Energy		Utilities	-15.05	12,279.68
Check	03/09/2026	DD45...	Thumb Alarm Systems		Security/Fire Monitoring	-120.00	12,159.68
Check	03/09/2026	DD45...	Cintas		General Bldg Repairs & Maint	-14.54	12,145.14
Check	03/09/2026	DD45...	U.S. Bank Equipmen...		Printing and Reproduction	-220.06	11,925.08
Check	03/09/2026	DD45...	Ingram Library Service		Collection development	-272.66	11,652.42
Check	03/09/2026	DD45...	Streamline		Website Support Design Develop	-250.00	11,402.42
Transfer	03/09/2026			Funds Transfer	Paypal Balance	128.43	11,530.85
Transfer	03/09/2026			Funds Transfer	Fund Balance-New Building Fund	-132.04	11,398.81
Check	03/10/2026	DD45...	Ingram Library Service		Collection development	-197.14	11,201.67
Check	03/10/2026	DD45...	Amazon.com		Supplies	-71.49	11,130.18
Liability...	03/11/2026		QuickBooks Payroll ...	Created by Payroll ...	Direct Deposit Liabilities	-3,236.17	7,894.01
Check	03/11/2026	DD45...	Amazon.com		Supplies	-72.22	7,821.79
Payche...	03/12/2026	DD90...	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	7,821.79
Payche...	03/12/2026	DD90...	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	7,821.79
Payche...	03/12/2026	DD90...	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	7,821.79
Payche...	03/12/2026	DD90...	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	7,821.79
Payche...	03/12/2026	DD90...	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	7,821.79
Payche...	03/12/2026	DD90...	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	7,821.79
Payche...	03/12/2026	DD90...	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	7,821.79
Payche...	03/12/2026	DD90...	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	7,821.79
Check	03/12/2026	DD45...	Ingram Library Service		Collection development	-54.35	7,767.44
Check	03/15/2026	13115	Josh Hibdon		Programming	-75.00	7,692.44
Check	03/15/2026	13114	Amanda Figurski		General Bldg Repairs & Maint	-100.00	7,592.44
Check	03/16/2026	DD45...	Adobe		Dues and Subscriptions	-21.19	7,571.25
Check	03/16/2026	DD45...	QuickBooks Payroll ...		Quickbooks Fees	-59.36	7,511.89
Check	03/16/2026	DD45...	Ingram Library Service		Collection development	-47.77	7,464.12
Check	03/16/2026	DD45...	Amazon.com		Collection development	-62.87	7,401.25
Deposit	03/17/2026			Deposit	-SPLIT-	116.00	7,517.25
Deposit	03/17/2026			Deposit	TLN Reimbursement (E-Rate)	157.28	7,674.53
Check	03/17/2026	DD45...	Shoreline Investment...		Security/Fire Monitoring	-59.95	7,614.58
Check	03/17/2026	DD45...	Ingram Library Service		Collection development	-91.47	7,523.11
Check	03/18/2026	DD45...	DTE Energy		Utilities	-52.41	7,470.70
Check	03/18/2026	DD45...	DTE Energy		Utilities	-190.65	7,280.05
Check	03/18/2026	DD45...	Prestige Storage		Storage Expense	-205.00	7,075.05
Check	03/18/2026	DD45...	The Library Network		-SPLIT-	-1,699.78	5,375.27
Check	03/18/2026	DD45...	Ingram Library Service		Collection development	-54.29	5,320.98
Transfer	03/18/2026			Funds Transfer	Oxford Savings-1959	20,000.00	25,320.98
Deposit	03/18/2026			Deposit	Collection development	0.09	25,321.07

Addison Township Public Library Transactions by Account

As of March 31, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	03/19/2026	DD45...	Ingram Library Service		Collection development	-32.56	25,288.51
Check	03/20/2026	DD45...	Amazon.com		-SPLIT-	-55.71	25,232.80
Check	03/20/2026	DD45...	Amazon.com		-SPLIT-	-112.43	25,120.37
Check	03/20/2026	DD45...	Ingram Library Service		Collection development	-103.97	25,016.40
Check	03/22/2026	DD45...	Amazon.com		Collection development	-73.63	24,942.77
Check	03/23/2026	DD45...	The Library Network		Technology Services	-1,099.10	23,843.67
Check	03/23/2026	DD45...	Cintas		General Bldg Repairs & Maint	-14.54	23,829.13
Check	03/23/2026	DD45...	Amazon.com		Equipment & Furniture	-127.19	23,701.94
Liability...	03/25/2026		QuickBooks Payroll ...	Created by Payroll ...	Direct Deposit Liabilities	-3,346.36	20,355.58
Check	03/25/2026	DD45...	Amazon.com		Programming	-11.65	20,343.93
Check	03/25/2026	DD45...	Amazon.com		-SPLIT-	-102.57	20,241.36
Check	03/25/2026	DD45...	Ingram Library Service		Collection development	-111.62	20,129.74
Payche...	03/26/2026	DD90...	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	20,129.74
Payche...	03/26/2026	DD90...	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	20,129.74
Payche...	03/26/2026	DD90...	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	20,129.74
Payche...	03/26/2026	DD90...	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	20,129.74
Payche...	03/26/2026	DD90...	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	20,129.74
Payche...	03/26/2026	DD90...	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	20,129.74
Payche...	03/26/2026	DD90...	Laura P Johnson	Direct Deposit	-SPLIT-	0.00	20,129.74
Payche...	03/26/2026	DD90...	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	20,129.74
Payche...	03/26/2026	DD90...	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	20,129.74
Check	03/27/2026	DD45...	Amazon.com		Supplies	-27.50	20,102.24
Check	03/28/2026	13116	Amanda Figurski		General Bldg Repairs & Maint	-100.00	20,002.24
Check	03/30/2026	DD45...	Canva		Dues and Subscriptions	-119.99	19,882.25
Check	03/30/2026	DD45...	Ingram Library Service		Collection development	-36.80	19,845.45
Check	03/30/2026	DD45...	Amazon.com		Collection development	-24.96	19,820.49
Deposit	03/31/2026			Deposit	-SPLIT-	16.25	19,836.74
Deposit	03/31/2026			Deposit	Interest Income	0.85	19,837.59
Check	03/31/2026	DD45...	Ingram Library Service		Collection development	-151.39	19,686.20
Total Oxford Checking-9518						884.20	19,686.20
Oxford Savings-1959							63,405.43
Deposit	03/04/2026			Deposit	-SPLIT-	114,560.74	177,966.17
Transfer	03/16/2026			Funds Transfer	LGIP Fds Allocated New Bldg	-19,000.00	158,966.17
Transfer	03/16/2026			Funds Transfer	Local Gov. Invest. Pool	19,000.00	177,966.17
Transfer	03/16/2026			Funds Transfer	Local Gov. Invest. Pool	72,000.00	249,966.17
Transfer	03/18/2026			Funds Transfer	Local Gov. Invest. Pool	-90,000.00	159,966.17
Transfer	03/18/2026			Funds Transfer	Oxford Checking-9518	-20,000.00	139,966.17
Deposit	03/19/2026			Deposit	-SPLIT-	17,385.33	157,351.50
Transfer	03/24/2026			Funds Transfer	LGIP Fds Allocated New Bldg	-72,000.00	85,351.50
Total Oxford Savings-1959						21,946.07	85,351.50
Paypal Balance							0.00
Deposit	03/09/2026			Deposit	-SPLIT-	128.43	128.43
Transfer	03/09/2026			Funds Transfer	Oxford Checking-9518	-128.43	0.00
Total Paypal Balance						0.00	0.00
Petty Cash 1							297.73
Check	03/03/2026	212	Gerylann McBride2		Programming	-10.60	287.13
Deposit	03/07/2026			Deposit	Oxford Checking-9518	30.00	317.13
Check	03/17/2026	213	Gerylann McBride2		Collection development	-15.60	301.53
Deposit	03/17/2026			Deposit	Oxford Checking-9518	-23.40	278.13
Deposit	03/21/2026			Deposit	-SPLIT-	4.75	282.88
Deposit	03/31/2026			Deposit	-SPLIT-	28.15	311.03
Total Petty Cash 1						13.30	311.03
TOTAL						114,321.31	682,439.48

Addison Township Public Library - New Building Fund Transactions by Account

As of March 31, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
New Building Fund Checking-7232							448.14
Transfer	03/16/2026			Funds Transfer	LGIP Funds Alloc to New Bldg	19,000.00	19,448.14
Transfer	03/24/2026			Funds Transfer	LGIP Funds Alloc to New Bldg	72,000.00	91,448.14
Check	03/24/2026	pymt39	AKA Electric LLC		Electrical	-25,000.00	66,448.14
Check	03/24/2026	pymt40	South East Commercial Inc		-SPLIT-	-27,486.20	38,961.94
Check	03/24/2026	pymt41	True North Asphalt LLC		Concrete Flatwork	-27,379.00	11,582.94
Check	03/24/2026	pymt42	Pearl Glass & Metals LLC		Storefront Glass & Glazing	-11,195.00	387.94
Total New Building Fund Checking-7232						-60.20	387.94
New Building Fund Savings-0180							20,240.16
Deposit	03/09/2026			Deposit	-SPLIT-	132.04	20,372.20
Deposit	03/20/2026			Deposit	Interest Income	4.28	20,376.48
Total New Building Fund Savings-0180						136.32	20,376.48
LGIP Funds Alloc to New Bldg							342,225.06
Gener...	03/01/2026	CPA5		To record allocated interest from LGIP	Interest Income	1,041.40	343,266.46
Transfer	03/16/2026			Funds Transfer	New Building Fund Checking-7232	-19,000.00	324,266.46
Transfer	03/24/2026			Funds Transfer	New Building Fund Checking-7232	-72,000.00	252,266.46
Total LGIP Funds Alloc to New Bldg						-89,958.60	252,266.46
TOTAL						-89,882.48	273,030.88

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

	TOTAL			
	Mar 26	Jan - March 26	Budget	% of Budget
Ordinary Income/Expense				
Income				
Direct Library Income	273.58	544.83	2,000.00	27.24%
Donations	32.35	56.37	500.00	11.27%
Insurance Group Dividend	0.00	0.00	100.00	0.0%
Interest Income	1,478.59	4,655.41	6,000.00	77.59%
Library Millage-Dedicated 1984	95,803.13	253,357.45	266,000.00	95.25%
Library Millage-Addtl 2024-33	36,142.94	95,581.09	100,000.00	95.58%
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)	157.28	2,791.19	2,600.00	107.35%
Total Income	<u>133,887.87</u>	<u>356,986.34</u>	<u>393,200.00</u>	<u>90.79%</u>
Gross Profit	133,887.87	356,986.34	393,200.00	90.79%
Expense				
Advertising/Marketing	0.00	0.00	3,000.00	0.0%
Bank, Paypal & Square Fees	25.54	69.36	300.00	23.12%
Building Repair & Maintenance				
General Bldg Repairs & Maint	329.08	816.32	8,000.00	10.2%
Snow Removal	540.00	6,052.50	10,000.00	60.53%
Total Building Repair & Maintenance	<u>869.08</u>	<u>6,868.82</u>	<u>18,000.00</u>	<u>38.16%</u>
Collection development	1,949.74	5,991.22	23,000.00	26.05%
Dues and Subscriptions	141.18	183.56	800.00	22.95%
Equipment & Furniture	163.51	682.06	26,000.00	2.62%
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	8,737.13	26,890.17	158,000.00	17.02%
Printing and Reproduction	220.06	716.45	2,500.00	28.66%
Professional Fees				
Accountant	900.00	2,700.00	10,800.00	25.0%
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>2,700.00</u>	<u>19,300.00</u>	<u>13.99%</u>
Programming	302.27	903.11	9,500.00	9.51%
Quickbooks Fees	59.36	178.08	3,000.00	5.94%
Rent	1,600.00	4,800.00	19,200.00	25.0%
Security/Fire Monitoring	179.95	299.85	1,000.00	29.99%
Staff development	0.00	421.50	3,000.00	14.05%
Streaming Services	542.66	1,181.10	9,000.00	13.12%
Storage Expense	205.00	617.00	2,200.00	28.05%
Supplies	293.79	890.12	6,000.00	14.84%

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

	TOTAL			
	Mar 26	Jan - March 26	Budget	% of Budget
The Library Network				
Ancestry.com	1,598.00	1,598.00	1,700.00	94.0%
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	1,099.10	2,198.20	7,500.00	29.31%
Voip Telephone	101.78	407.44	1,300.00	31.34%
Total The Library Network	<u>2,798.88</u>	<u>11,196.49</u>	<u>48,000.00</u>	<u>23.33%</u>
Utilities	535.01	1,342.01	8,000.00	16.78%
Website Support Design Develop	250.00	250.00	3,000.00	8.33%
Total Expense	<u>19,773.16</u>	<u>67,051.62</u>	<u>381,800.00</u>	<u>17.56%</u>
Net Ordinary Income	114,114.71	289,934.72	11,400.00	2,543.29%
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>114,114.71</u></u>	<u><u>289,934.72</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 March 2026

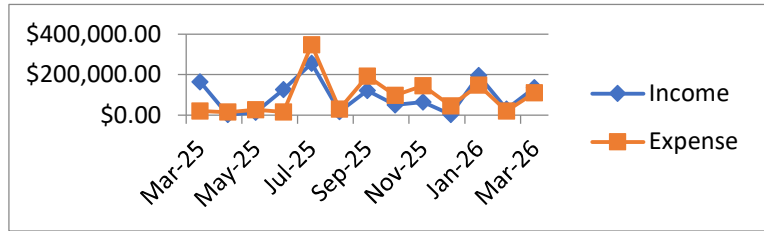
	TOTAL			
	Mar 26	Jan - March 26	Budget	% of Budget
Ordinary Income/Expense				
Income				
Brick Fundraiser	128.04	253.04	0.00	100.0%
Building Fund Donations	4.00	8.00	0.00	100.0%
Interest Income	1,045.68	3,341.69	5,000.00	66.83%
Performance Agreement Refund	0.00	0.00	169,746.00	0.0%
Prior Years Capital for Bldg	0.00	0.00	482,315.72	0.0%
Total Income	1,177.72	3,602.73	657,061.72	0.55%
Expense				
General Project Costs				
Construction Mgmt Fees	4,336.20	11,185.12	0.00	100.0%
Design & Engineering	0.00	0.00	3,885.00	0.0%
Miscellaneous Project Expenses	250.00	1,120.00	0.00	100.0%
Permits & Inspections	0.00	0.00	2,429.60	0.0%
Total General Project Costs	4,586.20	12,305.12	6,314.60	194.87%
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	0.00	40,616.60	264,505.60	15.36%
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	27,379.00	37,379.00	59,670.00	62.64%
Concrete Foundations	0.00	19,870.00	3,749.50	529.94%
Doors/Frames/Hardware	5,240.00	5,240.00	20,000.00	26.2%
Drywall	0.00	0.00	39,000.00	0.0%
Electrical	25,000.00	26,990.00	68,145.95	39.61%
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	17,660.00	17,660.00	41,130.72	42.94%

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

	TOTAL			
	Mar 26	Jan - March 26	Budget	% of Budget
Storefront Glass & Glazing	11,195.00	39,345.00	8,875.00	443.32%
Toilet & Partitions	0.00	0.00	8,800.00	0.0%
Windows	0.00	0.00	17,450.00	0.0%
Total Building Construction	86,474.00	159,965.85	665,273.86	24.05%
Total Expense	91,060.20	212,887.57	936,094.06	22.74%
Net Ordinary Income	-89,882.48	-209,284.84	-279,032.34	75.0%
Net Income	-89,882.48	-209,284.84	-279,032.34	75.0%

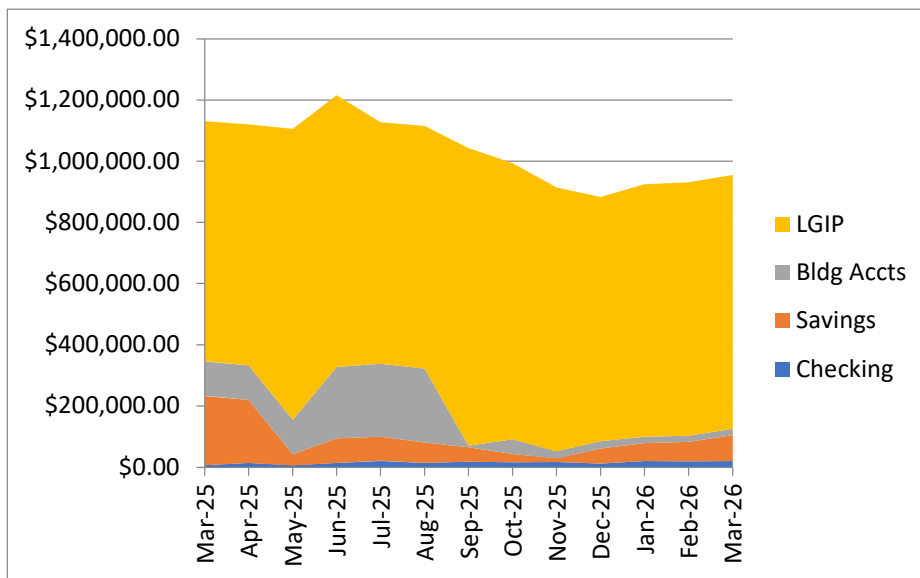
March Income/Expense Snapshot (Operating and New Bldg Fd)

Month	Income	Expense
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
Feb-26	\$29,672.44	\$20,016.73
Mar-26	\$135,065.59	\$110,833.36



Account Balances

Month	Checking	Savings	Bldg Accts	LGIP
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
Feb-26	\$18,802.00	\$63,405.43	\$20,688.30	\$827,838.07
Mar-26	\$19,686.20	\$85,351.50	\$20,764.42	\$829,357.21



Director's Report of March 2026

	2026	2025
Library Use Statistics		
Items Circulated	1,573	1,688
MeLCat Loaned In	21	26
MeLCat Loaned Out	26	56
ILL Loaned In	265	336
ILL Loaned Out	1,127	1,186
Total Patrons	1,504	1,491
New Patrons	16	3
Renewed Patrons	21	16
Door Count	1,246	1,264
New Collection Items	138	138
Collection Total	23,876	25,395
Unique WiFi Users	43	67
Ancestry.com	217	38
Computer Users	28	36
OverDrive Electronic downloads	691	563
Hoopla	233	221
Kanopy Video Plays	4	3
Website Visits	425	156
Google Interactions	232	226
Programs		
Storytime	60	46
Genealogy	6	5
Book Clubs	8	7
Knitting night	n/a	3
Dungeons & Dragons	10	7
Special Programs	21 (stuffy sleepover)	15 (bingo)
Total Participants	105	83

Report:

Completed another University of GA Class course "Library Internal Controls". *see certificate

New Website has been launched! www.atpLibrary.org

Our Stuffy Sleepover was popular! 21 stuffed animals stayed the night at the library.

Had a great turnout for our Ikebana Class!

TLN will be in the week of April 20th to update all our shelved materials to RFID tags. A process that has been in the works for over a year. RFID tags are magnetic strip barcodes that some other libraries use for self-checkout machines.

Received an extension for spending the LTC grant money for our new circulation desk. New deadline is end of August. Gives me more time to make sure we are getting everything we want in a desk without having to rush decisions.

Continuing to make notes for policy changes. When I have a couple more revisions I will meet with the Policy committee.