

ADDISON TOWNSHIP PUBLIC LIBRARY BOARD

MEETING AGENDA Tuesday, February 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 January 20, 2026 meeting minutes
- Approval of January 2026 bills and expenses as paid

Financial Report:

Director's Report:

Committee Reports:

New Building:

- Progress update

Public Information:

Policy:

Finance:

Capital:

Interview Committee:

Communications:

- Trustee trainings available through The Library of Michigan

Old Business:

- Review audit and tax return services

New Business:

- Review directors compensation

Public Forum:

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

Adjournment:

ADDISON TOWNSHIP PUBLIC LIBRARY BOARD

MEETING MINUTES Tuesday, January 20, 2026 @ 7:00 p.m.

Call to Order: The library board president called the meeting to order at 7:01p.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.Newby-2nd. All in favor, none opposed, motion carried.

Call to Audience: no comments

Consent Agenda:

- Approval of November 18, 2025 meeting minutes
- Approval of January 13, 2026 special meeting minutes
- Approval of October 2025 bills and expenses as paid
- Approval of November 2025 bills and expenses as paid
- Approval of December 2025 bills and expenses as paid

J.Elsarelli 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:

- Transfer of account funds for operational expenses. Discussed end of 2025 operational funds and allocation to 2026. J.Elsarelli moved to take \$120,000 from the end of 2025 operational funds and move them to the 2026 operational funds with the remainder going to the new building fund. 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.

Due to the above transfer of funds to the 2026 operational funds, operational expenses for the library are expected to be covered until April, 2026. D.Lamsa predicted that \$157,000 mileage money is expected to be transferred to the library bank account later this month. J.Baldiga moved to allow D.Lamsa to move this \$157,000 mileage money from the bank account to the LGIP account, J.Elsarelli 2nd. Roll call vote-J.Baldiga-yes, J.Elsarelli-yes, C.Meininger-yes, J.Newby-yes, W. Pack-yes. All yes, motion carried.

- Approval to remove Marilyn Szost and add Wesley Pack to the Addison Township Public Library operational and new building bank accounts. J.Elsarelli moved to to remove Marilyn Szost and add Wesley Pack to the Addison Township Public Library operational and new building bank accounts **and LGIP account**, J.Newby-2nd. All in favor, motion carried.

- Approval of signers for audit and tax return documents. W.Pack moved to allow Director to sign audit and tax returns for the 2024 and 2025 years, 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.

J.Baldiga moved to accept and file the financial report as presented, J.Elsarelli 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: J.Baldiga moved to accept the Directors report as given, J.Newby 2nd. All in favor, motion carried.

Committee Reports:

New Building:

- Progress update-progress continues on building. Permits for HeVAC and plumbing provided. Electrical service is wired in basement, but is waiting DTE hook up. Builder to provide projected timeline for completion

Public Information: none

Policy: Director to review policy for recommended updates.

Finance: none

Capital: none

Interview Committee: Purpose of interview committee is now complete. J.Elsarelli moved to dissolve the interview committee, W.Pack-2nd. All in favor, committee dissolved.

Communications:

none

Old Business:

- Review audit and tax return services. J.Baldiga reported that the audit and tax return services have still not been completed. J.Baldiga to follow up again with provider. D.Lamsa to research other auditors.

New Business: none

Public Forum: none

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

Adjournment: J.Elsarelli moved to adjourn the meeting at 8:21p.m., W.Pack 2nd. All in favor, meeting adjourned.

DRAFT

Addison Township Public Library
Expenses by Vendor Summary
 January 2026

	<u>Jan 26</u>	
Accident Fund Insurance	864.00	Insurance (Workers Comp)
Adobe	21.19	Dues & Subscriptions
Amanda Figurski	200.00	Building Repairs & Maintenance
Amazon.com	623.74	Collection Dev/Supplies/Staff Development
Bank Paypal & Square Fees	22.27	Bank Paypal & Square Fees
Cintas	58.16	Building Repairs & Maintenance
Consumers Energy	251.00	Utilities
Dawn Lamsa CPA PLLC	900.00	Accountant
Demco	145.04	Supplies
DTE Energy	278.00	Utilities
Emma Corbeil	-20.57	Reimburse library for supplies
Gerylann McBride	23.81	Programming
Ingram Library Service	1,251.52	Collection Development
Kristen Greve	63.63	Reimburse for supplies
Manny's Mall	1,600.00	Rent
Payroll Expenses	8,615.77	Wages & Payroll Taxes
Prestige Storage	207.00	Storage
QuickBooks Payroll Service	59.36	Payroll Fee
Shoreline Investment Services, Inc	59.95	Security/Fire Monitoring
Sunrise Services	3,412.50	Snow Removal 50% of contract & salt
The Library Network	8,193.90	Voip/Shared Auto/Telecomm
Tropical Smoothie	204.66	Staff Development
U.S. Bank Equipment Finance	220.06	Voip/Shared Auto/Tele/Delivery
U.S. Postmaster	6.72	
TOTAL OPERATIONS	<u>27,261.71</u>	
Addison Disposal	375.00	Dumpster (Misc Project Costs)
Pearl Glass & Metals LLC	28,150.00	Storefront Glass & Glazing
Saradan Construction	58,116.60	Erthwk/Agg Base(Site Work)/Septic/Demo/Concrete Fnd
South East Commercial Inc	20,185.77	Misc/Mgt Fees/Msnry & Siding/Concrete Fnd/Elec (DTE)
Starz Masonry	5,000.00	Masonry & Siding
True North Asphalt LLC	10,000.00	Concrete Flatwork
TOTAL NEW BUILDING FUND	<u>121,827.37</u>	
TOTAL	<u>149,089.08</u>	

Addison Township Public Library

Balance Sheet

02/09/26

As of January 31, 2026

Accrual Basis

	<u>Jan 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Local Gov. Invest. Pool	825,131.53
LGIP Fds Allocated New Bldg	-341,106.19
Oxford Checking-9518	19,423.12
Oxford Savings-1959	59,228.63
Petty Cash 1	272.01
Total Checking/Savings	<u>562,949.10</u>
Total Current Assets	<u>562,949.10</u>
TOTAL ASSETS	<u>562,949.10</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,685.00
Total Accounts Payable	<u>3,685.00</u>
Other Current Liabilities	
Accounts Payable Other	315.00
Payroll Liabilities	2,110.93
Total Other Current Liabilities	<u>2,425.93</u>
Total Current Liabilities	<u>6,110.93</u>
Total Liabilities	6,110.93
Equity	
Restricted Accesibility Grant	10,000.00
Fund Balance Unassigned	379,550.27
Net Income	167,287.90
Total Equity	<u>556,838.17</u>
TOTAL LIABILITIES & EQUITY	<u>562,949.10</u>

Addison Township Public Library - New Building Fund

Balance Sheet

As of January 31, 2026

	<u>Jan 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
New Building Fund Checking-7232	448.14
New Building Fund Savings-0180	20,235.43
LGIP Funds Alloc to New Bldg	341,106.19
Total Checking/Savings	<u>361,789.76</u>
Total Current Assets	<u>361,789.76</u>
TOTAL ASSETS	<u>361,789.76</u>
LIABILITIES & EQUITY	
Equity	
Assigned-New Bldg Fund Balance	648,611.64
Unrestricted Net Assets	-166,295.92
Net Income	-120,525.96
Total Equity	<u>361,789.76</u>
TOTAL LIABILITIES & EQUITY	<u>361,789.76</u>

Addison Township Public Library Transactions by Account As of January 31, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
Local Gov. Invest. Pool							798,382.55
Deposit	01/01/2026			Deposit	-SPLIT-	2,748.98	801,131.53
Transfer	01/20/2026			Funds Transfer	Oxford Savings-1959	-119,000.00	682,131.53
Transfer	01/23/2026			Funds Transfer	Oxford Savings-1959	143,000.00	825,131.53
Total Local Gov. Invest. Pool						26,748.98	825,131.53
LGIP Fds Allocated New Bldg							-458,939.16
Deposit	01/01/2026			Deposit	Local Gov. Invest. Pool	-1,167.03	-460,106.19
Transfer	01/20/2026			Funds Transfer	Oxford Savings-1959	119,000.00	-341,106.19
Total LGIP Fds Allocated New Bldg						117,832.97	-341,106.19
Oxford Checking-9518							11,676.67
Transfer	01/02/2026			Funds Transfer	Paypal Balance	226.52	11,903.19
Check	01/02/2026	DD43...	Dawn Lamsa CPA PLLC		Accountant	-900.00	11,003.19
Transfer	01/02/2026			Funds Transfer	Fund Balance-New Building Fund	-62.50	10,940.69
Check	01/03/2026	13106	Amanda Figurski		General Bldg Repairs & Maint	-100.00	10,840.69
Check	01/04/2026	DD43...	Amazon.com		Collection development	-6.63	10,834.06
Check	01/04/2026	DD43...	Amazon.com		Collection development	-10.39	10,823.67
Check	01/05/2026	DD43...	Sunrise Services		Snow Removal	-900.00	9,923.67
Check	01/06/2026	DD43...	Amazon.com		Supplies	-36.48	9,887.19
Check	01/06/2026	DD43...	Amazon.com		Supplies	-54.38	9,832.81
Check	01/07/2026	DD43...	Ingram Library Service		Collection development	-276.99	9,555.82
Bill Pmt -Ch...	01/09/2026	DD43...	Consumers Energy		Accounts Payable	-230.00	9,325.82
Bill Pmt -Ch...	01/09/2026	DD43...	Consumers Energy		Accounts Payable	-21.00	9,304.82
Check	01/09/2026	DD43...	Manny's Mall		Rent	-1,600.00	7,704.82
Check	01/09/2026	DD43...	Prestige Storage		Storage Expense	-2.00	7,702.82
Bill Pmt -Ch...	01/09/2026	DD43...	Kanopy		Accounts Payable	-18.00	7,684.82
Bill Pmt -Ch...	01/09/2026	DD43...	Midwest Tape LLC (Hoopla)		Accounts Payable	-559.61	7,125.21
Bill Pmt -Ch...	01/09/2026	DD43...	The Library Network		Accounts Payable	-2,762.20	4,363.01
Bill Pmt -Ch...	01/09/2026	DD43...	Culligan of Romeo		Accounts Payable	-32.85	4,330.16
Liability Ch...	01/10/2026	E-pay	Oxford Bank	38-2567933 QB Tracking...	-SPLIT-	-2,569.23	1,760.93
Liability Ch...	01/10/2026	DD43...	State of Michigan	38-2567933	Payroll Liabilities	-1,245.04	515.89
Transfer	01/10/2026			Funds Transfer	Oxford Savings-1959	20,000.00	20,515.89
Deposit	01/12/2026			Deposit	-SPLIT-	55.00	20,570.89
Check	01/12/2026	DD43...	Ingram Library Service		Collection development	-87.96	20,482.93
Liability Ch...	01/14/2026			QuickBooks Payroll Service	Created by Payroll Servic...	-3,235.68	17,247.25
Check	01/14/2026	DD43...	Ingram Library Service		Collection development	-77.99	17,169.26
Check	01/14/2026	DD43...	Amazon.com		-SPLIT-	-47.02	17,122.24
Check	01/14/2026	DD43...	Amazon.com		Staff development	-59.86	17,062.38
Check	01/14/2026	DD43...	Amazon.com		Staff development	-31.98	17,030.40
Check	01/14/2026	DD43...	Amazon.com		Supplies	-11.08	17,019.32
Paycheck	01/15/2026	DD90...	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	17,019.32
Paycheck	01/15/2026	DD90...	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	17,019.32
Paycheck	01/15/2026	DD90...	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	17,019.32
Paycheck	01/15/2026	DD90...	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	17,019.32
Paycheck	01/15/2026	DD90...	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	17,019.32
Paycheck	01/15/2026	DD90...	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	17,019.32
Paycheck	01/15/2026	DD90...	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	17,019.32
Paycheck	01/15/2026	DD90...	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	17,019.32
Check	01/15/2026	DD43...	Adobe		Dues and Subscriptions	-21.19	16,998.13
Check	01/16/2026	DD43...	Ingram Library Service		Collection development	-72.25	16,925.88
Check	01/16/2026	DD43...	QuickBooks Payroll Service		Quickbooks Fees	-59.36	16,866.52
Check	01/18/2026	DD43...	Cintas		General Bldg Repairs & Maint	-43.62	16,822.90
Check	01/18/2026	DD43...	The Library Network		-SPLIT-	-7,094.80	9,728.10
Check	01/18/2026	DD43...	Sunrise Services		Snow Removal	-2,512.50	7,215.60
Check	01/18/2026	DD43...	U.S. Bank Equipment Fina...		Printing and Reproduction	-220.06	6,995.54
Check	01/18/2026	DD43...	Demco		Supplies	-145.04	6,850.50
Check	01/18/2026	DD43...	Ingram Library Service		Collection development	-38.22	6,812.28
Check	01/18/2026	13107	Amanda Figurski		General Bldg Repairs & Maint	-100.00	6,712.28
Check	01/20/2026	DD43...	DTE Energy		Utilities	-65.00	6,647.28
Check	01/20/2026	DD43...	DTE Energy		Utilities	-112.00	6,535.28
Check	01/20/2026	DD43...	DTE Energy		Utilities	-101.00	6,434.28
Check	01/20/2026	DD43...	The Library Network		Telecommunications	-1,099.10	5,335.18
Check	01/20/2026	DD43...	Shoreline Investment Servi...		Security/Fire Monitoring	-59.95	5,275.23
Check	01/21/2026	DD43...	Ingram Library Service		Collection development	-65.60	5,209.63
Check	01/21/2026	DD43...	Ingram Library Service		Collection development	-52.37	5,157.26
Check	01/21/2026	DD43...	Ingram Library Service		Collection development	-71.73	5,085.53
Check	01/21/2026	DD43...	Ingram Library Service		Collection development	-62.90	5,022.63
Check	01/21/2026	DD44...	Ingram Library Service		Collection development	-67.37	4,955.26
Check	01/21/2026	DD44...	Ingram Library Service		Collection development	-15.63	4,939.63
Check	01/21/2026	DD44...	Ingram Library Service		Collection development	-65.61	4,874.02
Check	01/21/2026	DD44...	Amazon.com		Collection development	-42.11	4,831.91
Check	01/22/2026	DD43...	Amazon.com		Collection development	-107.29	4,724.62
Check	01/22/2026	DD43...	Amazon.com		Collection development	-160.72	4,563.90
Check	01/23/2026	DD43...	Amazon.com		Supplies	-10.89	4,553.01
Transfer	01/26/2026			Funds Transfer	Oxford Savings-1959	20,000.00	24,553.01
Check	01/26/2026	DD43...	Ingram Library Service		Collection development	-42.09	24,510.92
Check	01/26/2026	DD43...	Ingram Library Service		Collection development	-55.51	24,455.41
Check	01/26/2026	DD43...	Ingram Library Service		Collection development	-40.08	24,415.33
Check	01/26/2026	DD43...	Ingram Library Service		Collection development	-104.04	24,311.29
Check	01/26/2026	DD43...	Ingram Library Service		Collection development	-55.18	24,256.11
Check	01/26/2026	DD43...	Amazon.com		Collection development	-26.10	24,230.01
Liability Ch...	01/28/2026			QuickBooks Payroll Service	Created by Payroll Servic...	-3,269.16	20,960.85
Paycheck	01/29/2026	DD90...	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	20,960.85
Paycheck	01/29/2026	DD90...	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	20,960.85
Paycheck	01/29/2026	DD90...	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	20,960.85
Paycheck	01/29/2026	DD90...	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	20,960.85
Paycheck	01/29/2026	DD90...	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	20,960.85
Paycheck	01/29/2026	DD90...	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	20,960.85

Addison Township Public Library Transactions by Account As of January 31, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
Paycheck	01/29/2026	DD90...	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	20,960.85
Paycheck	01/29/2026	DD90...	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	20,960.85
Check	01/29/2026	DD43...	Tropical Smoothie		Staff development	-204.66	20,756.19
Check	01/29/2026	DD43...	Amazon.com		Supplies	-18.81	20,737.38
Deposit	01/30/2026			Deposit	Donations	10.05	20,747.43
Deposit	01/30/2026			Deposit	-SPLIT-	10.00	20,757.43
Check	01/31/2026	DD43...	Consumers Energy		Utilities	-21.00	20,736.43
Check	01/31/2026	DD43...	Consumers Energy		Utilities	-230.00	20,506.43
Check	01/31/2026	DD43...	Prestige Storage		Storage Expense	-205.00	20,301.43
Check	01/31/2026	DD43...	Accident Fund Insurance		Insurance	-864.00	19,437.43
Check	01/31/2026	DD43...	Cintas		General Bldg Repairs & Maint	-14.54	19,422.89
Transfer	01/31/2026			Funds Transfer	Paypal Balance	3.43	19,426.32
Transfer	01/31/2026			Funds Transfer	Fund Balance-New Building Fund	-4.00	19,422.32
Deposit	01/31/2026			Deposit	Interest Income	0.80	19,423.12
Total Oxford Checking-9518						7,746.45	19,423.12
Oxford Savings-1959							49,407.12
Deposit	01/02/2026			Deposit	-SPLIT-	30,601.93	80,009.05
Transfer	01/10/2026			Funds Transfer	Oxford Checking-9518	-20,000.00	60,009.05
Transfer	01/20/2026			Funds Transfer	Local Gov. Invest. Pool	119,000.00	179,009.05
Transfer	01/20/2026			Funds Transfer	LGIP Fds Allocated New Bldg	-119,000.00	60,009.05
Deposit	01/22/2026			Deposit	-SPLIT-	143,102.52	203,111.57
Transfer	01/23/2026			Funds Transfer	Local Gov. Invest. Pool	-143,000.00	60,111.57
Transfer	01/26/2026			Funds Transfer	Oxford Checking-9518	-20,000.00	40,111.57
Deposit	01/30/2026			Deposit	-SPLIT-	19,113.89	59,225.46
Deposit	01/31/2026			Deposit	Interest Income	3.17	59,228.63
Total Oxford Savings-1959						9,821.51	59,228.63
Paypal Balance							185.74
Deposit	01/02/2026			Deposit	-SPLIT-	40.78	226.52
Transfer	01/02/2026			Funds Transfer	Oxford Checking-9518	-226.52	0.00
Deposit	01/31/2026			Deposit	-SPLIT-	3.43	3.43
Transfer	01/31/2026			Funds Transfer	Oxford Checking-9518	-3.43	0.00
Total Paypal Balance						-185.74	0.00
Petty Cash 1							275.28
Check	01/09/2026		U.S. Postmaster		Miscellaneous	-6.72	268.56
Deposit	01/12/2026			Deposit	Oxford Checking-9518	15.95	284.51
Deposit	01/16/2026			Deposit	-SPLIT-	10.20	294.71
Check	01/21/2026	207	Gerylann McBride2		Programming	-23.81	270.90
Check	01/21/2026	208	Kristen Greve		Supplies	-63.63	207.27
Deposit	01/30/2026			Deposit	Supplies	20.57	227.84
Deposit	01/30/2026			Deposit	Oxford Checking-9518	43.17	271.01
Deposit	01/30/2026			Deposit	Undeposited Funds	1.00	272.01
Total Petty Cash 1						-3.27	272.01
TOTAL						161,960.90	562,949.10

11:48 PM

Addison Township Public Library - New Building Fund Transactions by Account

01/31/26

Accrual Basis

As of January 31, 2026

Type	Date	Name	Memo	Split	Amount	Balance
New Building Fund Checking-7232						275.51
Transfer	01/22/2026		Funds Transfer	LGIP Funds Alloc to New Bldg	119,000.00	119,275.51
Check	01/22/2026	Starz Masonry		Masonry & Siding	-5,000.00	114,275.51
Check	01/22/2026	True North Asphalt LLC		Concrete Flatwork	-10,000.00	104,275.51
Check	01/22/2026	Pearl Glass & Metals LLC		Storefront Glass & Glazing	-28,150.00	76,125.51
Check	01/22/2026	Saradan Construction		-SPLIT-	-58,116.60	18,008.91
Check	01/22/2026	Addison Disposal		Miscellaneous Project Expenses	-375.00	17,633.91
Check	01/22/2026	South East Commercial Inc		-SPLIT-	-20,185.77	-2,551.86
Transfer	01/22/2026		Funds Transfer	New Building Fund Savings-0180	3,000.00	448.14
Total New Building Fund Checking-7232					172.63	448.14
New Building Fund Savings-0180						23,101.05
Deposit	01/02/2026		Deposit	Brick Fundraiser	62.50	23,163.55
Deposit	01/12/2026		Deposit	Brick Fundraiser	62.50	23,226.05
Transfer	01/22/2026		Funds Transfer	New Building Fund Checking-7232	-3,000.00	20,226.05
Deposit	01/22/2026		Deposit	Interest Income	5.38	20,231.43
Deposit	01/31/2026		Deposit	Building Fund Donations	4.00	20,235.43
Total New Building Fund Savings-0180					-2,865.62	20,235.43
LGIP Funds Alloc to New Bldg						458,939.16
General Jo...	01/01/2026		To record allocated interest from LGIP	Interest Income	1,167.03	460,106.19
Transfer	01/22/2026		Funds Transfer	New Building Fund Checking-7232	-119,000.00	341,106.19
Total LGIP Funds Alloc to New Bldg					-117,832.97	341,106.19
TOTAL					-120,525.96	361,789.76

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

	Jan 26	Budget	% of Budget
Ordinary Income/Expense			
Income			
Direct Library Income	126.75	2,000.00	6.34%
Donations	18.62	500.00	3.72%
Insurance Group Dividend	0.00	100.00	0.0%
Interest Income	1,585.92	6,000.00	26.43%
Library Mileage-Dedicated 1984	140,001.86	266,000.00	52.63%
Library Mileage-Addtl 2024-33	52,816.48	100,000.00	52.82%
Penal fines	0.00	9,300.00	0.0%
State aid	0.00	6,700.00	0.0%
TLN Reimbursement (E-Rate)	0.00	2,600.00	0.0%
Total Income	194,549.63	393,200.00	49.48%
Gross Profit	194,549.63	393,200.00	49.48%
Expense			
Advertising/Marketing	0.00	3,000.00	0.0%
Bank, Paypal & Square Fees	22.29	300.00	7.43%
Building Repair & Maintenance			
General Bldg Repairs & Maint	258.16	8,000.00	3.23%
Snow Removal	3,412.50	10,000.00	34.13%
Total Building Repair & Maintenance	3,670.66	18,000.00	20.39%
Collection development	1,628.50	23,000.00	7.08%
Dues and Subscriptions	21.19	800.00	2.65%
Equipment & Furniture	0.00	26,000.00	0.0%
Insurance	864.00	11,000.00	7.86%
File Digitization	0.00	7,500.00	0.0%
Miscellaneous	6.72	500.00	1.34%
Payroll Expenses	8,615.77	158,000.00	5.45%
Printing and Reproduction	220.06	2,500.00	8.8%
Professional Fees			
Accountant	900.00	10,800.00	8.33%
Audit	0.00	4,000.00	0.0%
Legal Fees	0.00	4,500.00	0.0%
Total Professional Fees	900.00	19,300.00	4.66%
Programming	23.81	9,500.00	0.25%
Quickbooks Fees	59.36	3,000.00	1.98%
Rent	1,600.00	19,200.00	8.33%
Security/Fire Monitoring	59.95	1,000.00	6.0%
Staff development	296.50	3,000.00	9.88%
Streaming Services	0.00	9,000.00	0.0%
Storage Expense	207.00	2,200.00	9.41%
Supplies	343.02	6,000.00	5.72%

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

	<u>Jan 26</u>	<u>Budget</u>	<u>% of Budget</u>
The Library Network			
Ancestry.com	0.00	1,700.00	0.0%
Delivery	0.00	1,500.00	0.0%
Download Destination	0.00	4,000.00	0.0%
Equipment	0.00	3,000.00	0.0%
Miscellaneous	0.00	1,000.00	0.0%
Shared Automation System	6,992.85	27,000.00	25.9%
Technology Services	0.00	1,000.00	0.0%
Telecommunications	1,099.10	7,500.00	14.66%
Voip Telephone	101.95	1,300.00	7.84%
Total The Library Network	<u>8,193.90</u>	<u>48,000.00</u>	<u>17.07%</u>
Utilities	529.00	8,000.00	6.61%
Website Support Design Develop	0.00	3,000.00	0.0%
Total Expense	<u>27,261.73</u>	<u>381,800.00</u>	<u>7.14%</u>
Net Ordinary Income	<u>167,287.90</u>	<u>11,400.00</u>	<u>1,467.44%</u>
Other Income/Expense			
Other Expense			
Contingency	0.00	11,400.00	0.0%
Total Other Expense	<u>0.00</u>	<u>11,400.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>-11,400.00</u>	<u>0.0%</u>
Net Income	<u><u>167,287.90</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 2026

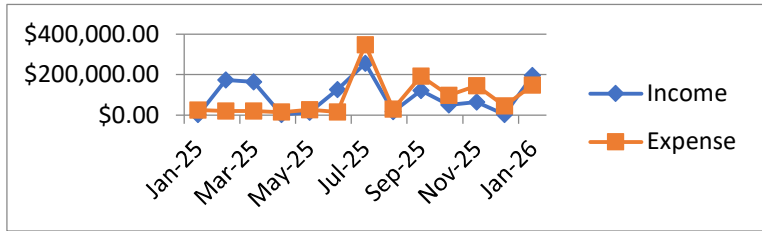
	Jan 26	Budget	% of Budget
Ordinary Income/Expense			
Income			
Brick Fundraiser	125.00	0.00	100.0%
Building Fund Donations	4.00	0.00	100.0%
Interest Income	1,172.41	5,000.00	23.45%
Performance Agreement Refund	0.00	169,746.00	0.0%
Prior Years Capital for Bldg	0.00	482,315.72	0.0%
Total Income	1,301.41	657,061.72	0.2%
Expense			
General Project Costs			
Construction Mgmt Fees	6,848.92	0.00	100.0%
Design & Engineering	0.00	3,885.00	0.0%
Miscellaneous Project Expenses	870.00	0.00	100.0%
Permits & Inspections	0.00	2,429.60	0.0%
Total General Project Costs	7,718.92	6,314.60	122.24%
Site Development			
Earthwork/Agg Base (Site Work)	38,292.60	70,139.10	54.6%
Pavement	0.00	175,000.00	0.0%
Sanitary Sewer (Septic)	1,799.00	1,799.00	100.0%
Demolition/Site Clearing	525.00	980.00	53.57%
Soil Erosion Sediment Ctrl-SESC	0.00	787.50	0.0%
Water Distribution (Well)	0.00	15,800.00	0.0%
Total Site Development	40,616.60	264,505.60	15.36%
Building Construction			
Acoustic Ceiling	0.00	17,900.00	0.0%
Building Insulation	0.00	21,008.00	0.0%
Concrete Flatwork	10,000.00	59,670.00	16.76%
Concrete Foundations	19,870.00	3,749.50	529.94%
Doors/Frames/Hardware	0.00	20,000.00	0.0%
Drywall	0.00	39,000.00	0.0%
Electrical	1,990.00	68,145.95	2.92%
Finish Carpentry	0.00	6,632.32	0.0%
Fire Extinguishers & Cabinets	0.00	300.00	0.0%
Flooring	0.00	24,000.00	0.0%
Hard Tile	0.00	14,000.00	0.0%
HVAC (Heating & Cooling)	0.00	67,950.00	0.0%
Lumber Package	0.00	42,970.73	0.0%
Masonry & Siding	13,481.85	98,113.64	13.74%
Millwork & Cabinets	0.00	15,000.00	0.0%
Painting	0.00	20,000.00	0.0%
Plumbing	0.00	50,900.00	0.0%
Roofing	0.00	19,678.00	0.0%
Rough Framing	0.00	41,130.72	0.0%

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

	<u>Jan 26</u>	<u>Budget</u>	<u>% of Budget</u>
Storefront Glass & Glazing	28,150.00	8,875.00	317.18%
Toilet & Partitions	0.00	8,800.00	0.0%
Windows	0.00	17,450.00	0.0%
Total Building Construction	<u>73,491.85</u>	<u>665,273.86</u>	<u>11.05%</u>
Total Expense	<u>121,827.37</u>	<u>936,094.06</u>	<u>13.01%</u>
Net Ordinary Income	<u>-120,525.96</u>	<u>-279,032.34</u>	<u>43.19%</u>
Net Income	<u><u>-120,525.96</u></u>	<u><u>-279,032.34</u></u>	<u><u>43.19%</u></u>

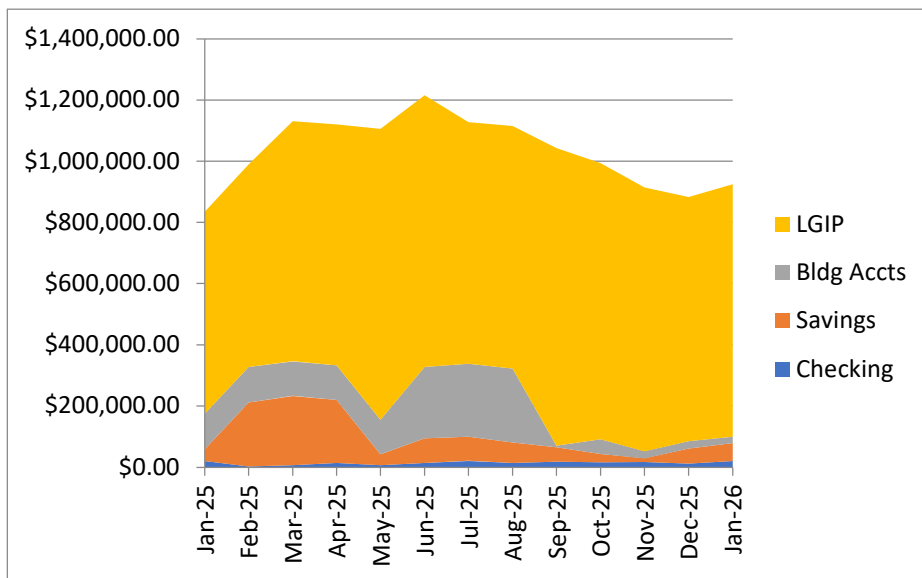
January Income/Expense Snapshot (Operating and New Bldg Fd)

Month	Income	Expense
Jan-25	\$2,422.05	\$25,396.81
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



Account Balances

Month	Checking	Savings	Bldg Accts	LGIP
Jan-25	\$20,135.81	\$38,239.35	\$116,115.00	\$660,363.05
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



Director's Report of January 2026

	2026	2025
Library Use Statistics		
Items Circulated	1,199	1,545
MeLCat Loaned In	27	30
MeLCat Loaned Out	40	42
ILL Loaned In	236	269
ILL Loaned Out	1,174	1,223
Total Patrons	1,512	1,461
New Patrons	15	12
Renewed Patrons	36	23
Door Count	1,032	1,203
New Collection Items	184	149
Collection Total	24,469	25,244
Unique WiFi Users	40	n/a
Ancestry.com	96	45
Computer Users	33	15
OverDrive Electronic downloads	689	614
Hoopla	236	207
Kanopy Video Plays	8	16
Website Visits	154	154
Google Interactions	249	404
Programs		
Storytime	27	39
Genealogy	5	2
Book Clubs	n/a	7
Crafting (knitting night)	n/a	3
Dungeons & Dragons	n/a	7
Special Programs	0	9
Total Participants	32	67

Director Report:

- Staff In-service was held on January 28th.
 - Staff planned some upcoming programs and is also brainstorming new “mission statements” to bring to the board. Staff will vote on them this month.
 - Staff had a tour of the new construction with the assistance of the Board president. Staff is showing a lot of excitement for our new space.
- Currently have “Reading Olympics” challenge for a chance to win a medal!
- February 28th is Pizza and Puzzles event.
- This month we have started 2 new crafting drop in opportunities for the community. Kiki is leading a craft drop in night on Mondays and a craft Wednesday morning. Also, we are providing Take and Make kits.
- A new D&D group is forming for adults only-after hours. We will have our usual kids/family group 1st Saturday of the month and after hours Sunday is the adult group.
- Our first new website design review is on the 25th to see the start of the design progress from our new web host “Streamline”.
- Continuing on with Governmental Accounting for Libraries courses
- LTC Grant update: with the new building progress -now ready to investigate quotes/designs for new service desk with our 10k grant money.
- The TLN Steering committee is in the process of developing a Library Board Trustee only gathering for spring or fall (date TBD)
 - Would any of our board members be interested in attending? There would be speakers and trainers on various library board topics and lunch. The committee is still working out a venue.