ADDISON TOWNSHIP PUBLIC LIBRARY BOARD

MEETING AGENDA Tuesday, October 20, 2026 @ 7:00 p.m.

Call to Order:

Board Members Present:

Pledge of Allegiance

Approval of Agenda:

Call to Audience:

Consent Agenda:

- Approval of September 15, 2026 meeting minutes
- Approval of September 2026 bills and expenses as paid

Financial Report:

- 2024 Tax filing penalty

Director's Report:

Committee Reports:

New Building:

- Progress update
- Approval of Sign Concept
- Approval of Landscaping plan

Policy: Tuition reimbursement for staff

Finance:

Capital:

Director Evaluation:

Communications:

Old Business:

- 2027 Budget Review
- SE Michigan Rural Library Grant Project Status

New Business:

Public Forum:

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

Adjournment:

ADDISON TOWNSHIP PUBLIC LIBRARY BOARD

MEETING MINUTES Tuesday, September 15, 2026 @ 7:00 p.m.

Call to Order: The Library Board President called the meeting to order at 7:0 PM, in the Addison Township Public Library, 1400 Rochester Rd, Leonard, MI 48367

Board Members Present: J. Baldiga - Yes, A. Chindris - Yes, A. Coulombe - Yes, J. Elsarelli - Yes, J. Newby - Yes, W. Pack - No.

Pledge of Allegiance

Approval of Agenda:

MOTION: J. Baldiga moved to accept the agenda as presented. 2nd by A Chindris. All in favor, none opposed, motion carried.

Call to Audience:

Consent Agenda:

- Approval of August 18, 2026 meeting minutes
- Approval of August 2026 bills and expenses as paid

MOTION: J. Elsarelli moved to accept the Consent Agenda with spelling corrections. 2nd by A. Coulombe. Roll call vote: J. Baldiga - Yes, A. Coulombe - Yes, J. Elsarelli - Yes, J. Newby - Yes, A. Chindris - Yes,; All in favor, none opposed, motion carried.

Financial Report:

- 2024 Tax filing penalty

MOTION: J. Baldiga moved to transfer $50k to checking from LGIP to cover October & November expenses. 2nd by J. Newby. Roll call vote: J. Baldiga - Yes, A. Coulombe - Yes, J. Elsarelli - Yes, J. Newby - Yes, A. Chindris - Yes,; All in favor, none opposed, motion carried.

MOTION: J. Elsarelli moved to accept the Financial report as presented. 2nd. By J. Newby. Roll call vote: J. Baldiga - Yes, A. Coulombe - Yes, J. Elsarelli - Yes, J. Newby - Yes, A. Chindris - Yes,; All in favor, none opposed, motion carried.

Director's Report:

Discussion re: *Request for tuition assistance from E. Corbeil. A. Chindris to research*

MOTION: J. Baldiga moved to accept the Director's report. 2nd by A. Coulombe. All in favor, none opposed, motion carried.

Committee Reports:

New Building:

DRAFT

- Progress update

Public Information:

MOTION: J. Elsarelli moved to disband the Public Information Committee. 2nd by J. Baldiga. All in favor, none opposed, motion carried.

Policy:

Finance:

Capital:

Director Evaluation:

Communications:

Old Business:

- 2027 Budget Review
- SE Michigan Rural Library Grant Project Status

Discussion *re: 2027 budget.*

- *Need to break out lawn care as it's own item*
- *Need to fix typo re: Payroll*
- *Need to add 3 months rent, just in case.*

New Business:

Public Forum:

Next Meeting: October 20, 2026 @ 7:00 p.m. (unless otherwise posted)

Adjournment:

MOTION: J. Elsarelli moved to adjourn the meeting at 8:14 PM, 2nd by A. Coulombe. All in favor, none opposed, motion carried.

DRAFT

Addison Township Public Library
Expenses by Vendor Summary
September 2026

	Sep 26	
Addison Township	215.76	Millage Payback
Adobe	21.19	Dues & Subscriptions
Amanda Figurski	200.00	Building Repairs & Maintenance
Amazon.com	357.77	Collection Dev & Supplies & Dues & Subs
Andrea Moon	200.00	Programming
Bank PayPal & Square Fees	1.92	Square Fees
Cintas	14.54	Building Repairs & Maintenance
CivicPlus LLC	250.00	Website Support Design Develop
Consumers Energy	191.22	Utilities
Culligan of Romeo	21.90	Utilities
Dawn Lamsa CPA PLLC	900.00	Accountant
DTE Energy	367.49	Utilities
Freddy Cheeks Productions LLC	510.00	Programming
Gerylann McBride	5.00	Reimburse Programming
Ingram Library Service	1,365.26	Collection Development
Kajawa	116.00	Building Repairs & Maintenance
Kanopy	10.00	Streaming Services
Lorenzo LoPiccolo	250.00	Programming
Manny's Mall	1,600.00	Rent
Midwest Tape LLC (Hoopla)	654.03	Streaming Services
Payroll Expenses	8,480.67	Wages & Payroll Taxes
Prestige Storage	462.40	Rent Storage (Sept & Oct)
QuickBooks Payroll Service	66.78	Payroll Fee
Shoreline Investment Services, Inc	59.95	Security/Fire Monitoring
Suburban Library Cooperative	7.00	Supplies
The Library Network	101.94	Voip
U.S. Bank Equipment Finance	220.06	Printing & Reproduction
TOTAL OPERATIONS	**16,650.88**	
Gypsum Supply (Tamarack Materials)	11,629.72	Drywall
TOTAL NEW BUILDING FUND	**11,629.72**	
TOTAL	**28,280.60**	

Addison Township Public Library
Balance Sheet
As of September 30, 2026

	Sep 30, 26
ASSETS	
Current Assets	
Checking/Savings	
Local Gov. Invest. Pool	603,572.77
LGIP Fds Allocated New Bldg	-150.04
Oxford Checking-9518	39,853.50
Oxford Savings-1959	21,306.13
Petty Cash 1	274.97
Total Checking/Savings	664,857.33
Other Current Assets	
Undeposited Funds	34.40
Total Other Current Assets	34.40
Total Current Assets	664,891.73
TOTAL ASSETS	**664,891.73**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-315.00
Total Accounts Payable	-315.00
Other Current Liabilities	
Accounts Payable Other	315.00
Payroll Liabilities	3,050.91
Total Other Current Liabilities	3,365.91
Total Current Liabilities	3,050.91
Total Liabilities	3,050.91
Equity	
Fund Balance Unassigned	389,550.27
Net Income	272,290.55
Total Equity	661,840.82
TOTAL LIABILITIES & EQUITY	**664,891.73**

Addison Township Public Library - New Building Fund
Balance Sheet
As of September 30, 2026

	Sep 30, 26
ASSETS	
Current Assets	
Checking/Savings	
New Building Fund Checking-7232	198.55
New Building Fund Savings-0180	162,316.82
LGIP Funds Alloc to New Bldg	150.04
Total Checking/Savings	162,665.41
Total Current Assets	162,665.41
TOTAL ASSETS	**162,665.41**
LIABILITIES & EQUITY	
Equity	
Assigned-New Bldg Fund Balance	648,611.64
Unrestricted Net Assets	-166,295.92
Net Income	-319,650.31
Total Equity	162,665.41
TOTAL LIABILITIES & EQUITY	**162,665.41**

Addison Township Public Library
Transactions by Account
As of September 30, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
Local Gov. Invest. Pool							601,346.99
Deposit	09/01/2026			Deposit	-SPLIT-	2,225.78	603,572.77
Total Local Gov. Invest. Pool						2,225.78	603,572.77
LGIP Fds Allocated New Bldg							-149.49
Deposit	09/01/2026			Deposit	Local Gov. Invest. Pool	-0.55	-150.04
Total LGIP Fds Allocated New Bldg						-0.55	-150.04
Oxford Checking-9518							52,508.61
Check	09/01/2026	DD47...	Shoreline Investment Services...		Security/Fire Monitoring	-59.95	52,448.66
Check	09/01/2026	DD48...	Ingram Library Service		Collection development	-244.90	52,203.76
Check	09/02/2026	DD47...	Amazon.com		Supplies	-109.70	52,094.06
Deposit	09/02/2026			Deposit	-SPLIT-	30.00	52,124.06
Check	09/02/2026	DD47...	Addison Township		-SPLIT-	-215.76	51,908.30
Liability...	09/03/2026	E-pay	Oxford Bank	38-2567933 QB Tracking # -867881474	-SPLIT-	-1,694.68	50,213.62
Check	09/03/2026	DD47...	Prestige Storage		Storage Expense	-231.20	49,982.42
Deposit	09/03/2026			Deposit	State aid	3,353.86	53,336.28
Check	09/08/2026	DD48...	Amazon.com		Collection development	-47.60	53,288.68
Check	09/08/2026	DD48...	Amazon.com		Collection development	-21.15	53,267.53
Liability...	09/09/2026		QuickBooks Payroll Service	Created by Payroll Service on 09/03/2026	Direct Deposit Liabilities	-2,806.76	50,460.77
Check	09/09/2026	DD47...	Manny's Mall		Rent	-1,600.00	48,860.77
Check	09/09/2026	DD47...	Dawn Lamsa CPA PLLC		Accountant	-900.00	47,960.77
Check	09/09/2026	DD47...	Kajawa		General Bldg Repairs & Maint	-116.00	47,844.77
Check	09/09/2026	DD47...	Kanopy		Streaming Services	-10.00	47,834.77
Check	09/09/2026	DD47...	U.S. Bank Equipment Finance		Printing and Reproduction	-220.06	47,614.71
Paycheck	09/10/2026	DD91...	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	47,614.71
Paycheck	09/10/2026	DD91...	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	47,614.71
Paycheck	09/10/2026	DD91...	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	47,614.71
Paycheck	09/10/2026	DD91...	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	47,614.71
Paycheck	09/10/2026	DD91...	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	47,614.71
Paycheck	09/10/2026	DD91...	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	47,614.71
Paycheck	09/10/2026	DD91...	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	47,614.71
Check	09/11/2026	DD47...	DTE Energy		Utilities	-70.49	47,544.22
Check	09/11/2026	DD47...	The Library Network		Voip Telephone	-101.94	47,442.28
Check	09/11/2026	DD47...	CivicPlus LLC		Website Support Design De...	-250.00	47,192.28
Check	09/11/2026	13022	Amanda Figurski		General Bldg Repairs & Maint	-100.00	47,092.28
Check	09/11/2026	DD47...	Suburban Library Cooperative	106807	Supplies	-7.00	47,085.28
Check	09/11/2026	DD47...	DTE Energy		Utilities	-123.00	46,962.28
Check	09/11/2026	DD47...	DTE Energy		Utilities	-68.00	46,894.28
Check	09/11/2026	DD47...	DTE Energy		Utilities	-106.00	46,788.28
Check	09/15/2026	13024	Andrea Moon		Programming	-200.00	46,588.28
Check	09/16/2026	13025	Freddy Cheeks Productions L...		Programming	-510.00	46,078.28
Check	09/16/2026	DD47...	Adobe		Dues and Subscriptions	-21.19	46,057.09
Check	09/16/2026	DD48...	Amazon.com		Supplies	-39.20	46,017.89
Check	09/16/2026	DD48...	Ingram Library Service		Collection development	-381.18	45,636.71
Check	09/19/2026	DD47...	QuickBooks Payroll Service		Quickbooks Fees	-66.78	45,569.93
Deposit	09/19/2026			Deposit	Supplies	29.69	45,599.62
Check	09/22/2026	DD48...	Ingram Library Service		Collection development	-451.76	45,147.86
Check	09/22/2026	DD48...	Amazon.com		Collection development	-66.64	45,081.22
Liability...	09/23/2026		QuickBooks Payroll Service	Created by Payroll Service on 09/22/2026	Direct Deposit Liabilities	-3,576.85	41,504.37
Check	09/23/2026	DD47...	Prestige Storage		Storage Expense	-231.20	41,273.17
Check	09/23/2026	DD47...	Cintas		General Bldg Repairs & Maint	-14.54	41,258.63
Deposit	09/23/2026			Deposit	-SPLIT-	54.34	41,312.97
Check	09/23/2026	DD47...	Amazon.com		Supplies	-26.99	41,285.98
Deposit	09/23/2026			Deposit	-SPLIT-	86.00	41,371.98
Paycheck	09/24/2026	DD91...	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	41,371.98
Paycheck	09/24/2026	DD91...	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	41,371.98
Paycheck	09/24/2026	DD91...	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	41,371.98
Paycheck	09/24/2026	DD91...	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	41,371.98
Paycheck	09/24/2026	DD91...	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	41,371.98
Paycheck	09/24/2026	DD91...	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	41,371.98
Paycheck	09/24/2026	DD91...	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	41,371.98
Check	09/24/2026	DD48...	Midwest Tape LLC (Hoopla)		Streaming Services	-654.03	40,717.95
Check	09/24/2026	DD48...	Culligan of Romeo		Utilities	-21.90	40,696.05
Check	09/24/2026	DD48...	Consumers Energy		Utilities	-21.00	40,675.05
Check	09/24/2026	DD48...	Consumers Energy		Utilities	-170.22	40,504.83
Check	09/24/2026	DD48...	Ingram Library Service		Collection development	-237.03	40,267.80
Check	09/24/2026	DD48...	Ingram Library Service		Collection development	-50.39	40,217.41
Check	09/24/2026	DD48...	Amazon.com		Dues and Subscriptions	-14.69	40,202.72
Check	09/26/2026	13026	Amanda Figurski		General Bldg Repairs & Maint	-100.00	40,102.72
Check	09/26/2026	DD48...	Amazon.com		Collection development	-7.44	40,095.28
Check	09/26/2026	DD48...	Amazon.com		Supplies	-13.63	40,081.65
Check	09/26/2026	DD48...	Amazon.com		Collection development	-40.42	40,041.23
Check	09/28/2026	13027	Lorenzo LoPiccolo		Programming	-250.00	39,791.23
Deposit	09/30/2026			Deposit	Interest Income	2.03	39,793.26
Deposit	09/30/2026			Deposit	-SPLIT-	60.24	39,853.50
Total Oxford Checking-9518						-12,655.11	39,853.50
Oxford Savings-1959							21,305.25
Deposit	09/30/2026			Deposit	Interest Income	0.88	21,306.13
Total Oxford Savings-1959						0.88	21,306.13

Addison Township Public Library
Transactions by Account
As of September 30, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
Petty Cash 1							296.87
Deposit	09/02/2026			Deposit	Oxford Checking-9518	-22.85	274.02
Deposit	09/09/2026			Deposit	-SPLIT-	28.70	302.72
Check	09/21/2026	222	Gerylann McBride2		Programming	-5.00	297.72
Deposit	09/23/2026			Deposit	Oxford Checking-9518	-22.75	274.97
Total Petty Cash 1						-21.90	274.97
TOTAL						**-10,450.90**	**664,857.33**

Addison Township Public Library - New Building Fund
Transactions by Account
As of September 30, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
New Building Fund Checking-7232							9,728.27
Transfer	09/08/2026			Funds Transfer	New Building Fund Savings-0180	0.00	9,728.27
Transfer	09/08/2026			Funds Transfer	New Building Fund Savings-0180	2,100.00	11,828.27
Check	09/09/2026	pymt58	Gypsum Supply (Tamarack Materials)		Drywall	-11,629.72	198.55
Total New Building Fund Checking-7232						-9,529.72	198.55
New Building Fund Savings-0180							5,669.07
Transfer	09/08/2026			Funds Transfer	New Building Fund Checking-7232	0.00	5,669.07
Transfer	09/08/2026			Funds Transfer	New Building Fund Checking-7232	-2,100.00	3,569.07
Deposit	09/22/2026			Deposit	Interest Income	0.75	3,569.82
Deposit	09/25/2026			Deposit	Performance Agreement Refund	158,747.00	162,316.82
Total New Building Fund Savings-0180						156,647.75	162,316.82
LGIP Funds Alloc to New Bldg							149.49
General ...	09/01/2026	CPA5		To record allocated interest from LGIP	Interest Income	0.55	150.04
Total LGIP Funds Alloc to New Bldg						0.55	150.04
TOTAL						**147,118.58**	**162,665.41**

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

	TOTAL			
	Sep 26	Jan - Sept 26	Budget	% of Budget
Ordinary Income/Expense				
Income				
Direct Library Income	237.11	1,926.87	2,000.00	96.34%
Donations	12.89	139.90	500.00	27.98%
Donation Mobile Collection	0.00	1,050.00	0.00	100.0%
Grant - Outdoor Learning/Comm	0.00	86,950.00	0.00	100.0%
Insurance Group Dividend	0.00	154.65	100.00	154.65%
Interest Income	2,228.14	17,019.15	6,000.00	283.65%
Library Millage-Dedicated 1984	-156.52	266,072.25	266,000.00	100.03%
Library Millage-Addtl 2024-33	-59.24	99,942.56	100,000.00	99.94%
Penal fines	0.00	9,674.03	9,300.00	104.02%
State aid	3,353.86	3,353.86	6,700.00	50.06%
TLN Reimbursement (E-Rate)	0.00	2,791.19	2,600.00	107.35%
Total Income	5,616.24	489,074.46	393,200.00	124.38%
Gross Profit	5,616.24	489,074.46	393,200.00	124.38%
Expense				
Accesibility Desk Grant Exp	0.00	10,000.00	0.00	100.0%
Advertising/Marketing	0.00	0.00	3,000.00	0.0%
Bank, Paypal & Square Fees	1.92	121.97	300.00	40.66%
Building Repair & Maintenance				
General Bldg Repairs & Maint	330.54	2,916.70	8,000.00	36.46%
Snow Removal	0.00	6,202.50	10,000.00	62.03%
Total Building Repair & Maintenance	330.54	9,119.20	18,000.00	50.66%
Collection development	1,548.51	14,741.92	23,000.00	64.1%
Dues and Subscriptions	35.88	325.39	800.00	40.67%
Equipment & Furniture	0.00	17,955.23	26,000.00	69.06%
Insurance	0.00	882.00	11,000.00	8.02%
File Digitization	0.00	0.00	7,500.00	0.0%
Miscellaneous	0.00	28.82	500.00	5.76%
Payroll Expenses	8,480.67	83,271.91	158,000.00	52.7%
Printing and Reproduction	220.06	2,167.79	2,500.00	86.71%
Professional Fees				
Accountant	900.00	8,100.00	10,800.00	75.0%
Audit	0.00	0.00	4,000.00	0.0%
Legal Fees	0.00	0.00	4,500.00	0.0%
Total Professional Fees	900.00	8,100.00	19,300.00	41.97%
Programming	965.00	5,814.16	9,500.00	61.2%
Quickbooks Fees	66.78	1,432.06	3,000.00	47.74%
Rent	1,600.00	14,400.00	19,200.00	75.0%
Security/Fire Monitoring	59.95	599.60	1,000.00	59.96%
Staff development	0.00	1,801.50	3,000.00	60.05%
Streaming Services	664.03	5,044.05	9,000.00	56.05%
Storage Expense	462.40	1,974.20	2,200.00	89.74%

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

	TOTAL			
	Sep 26	Jan - Sept 26	Budget	% of Budget
Supplies	166.83	2,088.39	6,000.00	34.81%
The Library Network				
Ancestry.com	0.00	1,598.00	1,700.00	94.0%
Delivery	0.00	0.00	1,500.00	0.0%
Download Destination	0.00	3,726.85	4,000.00	93.17%
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	20,978.55	27,000.00	77.7%
Technology Services	0.00	0.00	1,000.00	0.0%
Telecommunications	0.00	3,297.30	7,500.00	43.96%
Voip Telephone	101.94	1,018.26	1,300.00	78.33%
Total The Library Network	101.94	30,618.96	48,000.00	63.79%
Utilities	580.61	4,347.76	8,000.00	54.35%
Website Support Design Develop	250.00	1,949.00	3,000.00	64.97%
Total Expense	16,435.12	216,783.91	381,800.00	56.78%
Net Ordinary Income	-10,818.88	272,290.55	11,400.00	2,388.51%
Other Income/Expense				
Other Expense				
Contingency	0.00	0.00	11,400.00	0.0%
Total Other Expense	0.00	0.00	11,400.00	0.0%
Net Other Income	0.00	0.00	-11,400.00	0.0%
Net Income	**-10,818.88**	**272,290.55**	**0.00**	**100.0%**

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

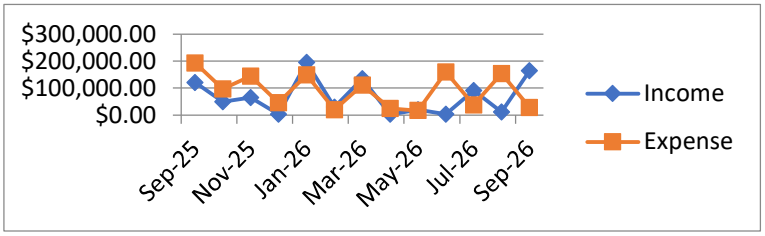
	TOTAL			
	Sep 26	Jan - Sept 26	Budget	% of Budget
Ordinary Income/Expense				
Income				
Brick Fundraiser	0.00	378.04	0.00	100.0%
Building Fund Donations	0.00	8.00	0.00	100.0%
Interest Income	1.30	6,745.19	5,000.00	134.9%
Performance Agreement Refund	158,747.00	158,747.00	169,746.00	93.52%
Prior Years Capital for Bldg	0.00	0.00	482,315.72	0.0%
Total Income	158,748.30	165,878.23	657,061.72	25.25%
Expense				
General Project Costs				
Construction Mgmt Fees	0.00	23,545.99	0.00	100.0%
Design & Engineering	0.00	7,500.00	3,885.00	193.05%
Miscellaneous Project Expenses	0.00	5,495.55	0.00	100.0%
Permits & Inspections	0.00	1,282.83	2,429.60	52.8%
Total General Project Costs	0.00	37,824.37	6,314.60	599.0%
Site Development				
Earthwork/Agg Base (Site Work)	0.00	38,292.60	70,139.10	54.6%
Pavement (Asphalt)	0.00	87,600.00	175,000.00	50.06%
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	14,020.00	15,800.00	88.73%
Total Site Development	0.00	142,236.60	264,505.60	53.78%
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	37,754.00	59,670.00	63.27%
Concrete Foundations	0.00	19,870.00	3,749.50	529.94%
Doors/Frames/Hardware	0.00	5,240.00	20,000.00	26.2%
Drywall	11,629.72	11,629.72	39,000.00	29.82%
Electrical	0.00	36,990.00	68,145.95	54.28%
Egress Solutions	0.00	18,600.00	20,000.00	93.0%
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	77,500.00	67,950.00	114.05%
Lumber Package	0.00	0.00	42,970.73	0.0%
Masonry & Siding	0.00	26,441.85	98,113.64	26.95%
Millwork & Cabinets	0.00	0.00	15,000.00	0.0%
Painting	0.00	0.00	20,000.00	0.0%
Plumbing	0.00	13,500.00	50,900.00	26.52%
Roofing	0.00	937.00	19,678.00	4.76%

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

	TOTAL			
	Sep 26	Jan - Sept 26	Budget	% of Budget
Rough Framing	0.00	17,660.00	41,130.72	42.94%
Storefront Glass & Glazing	0.00	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	11,629.72	305,467.57	685,273.86	44.58%
Total Expense	11,629.72	485,528.54	956,094.06	50.78%
Net Ordinary Income	147,118.58	-319,650.31	-299,032.34	106.9%
Net Income	**147,118.58**	**-319,650.31**	**-299,032.34**	**106.9%**

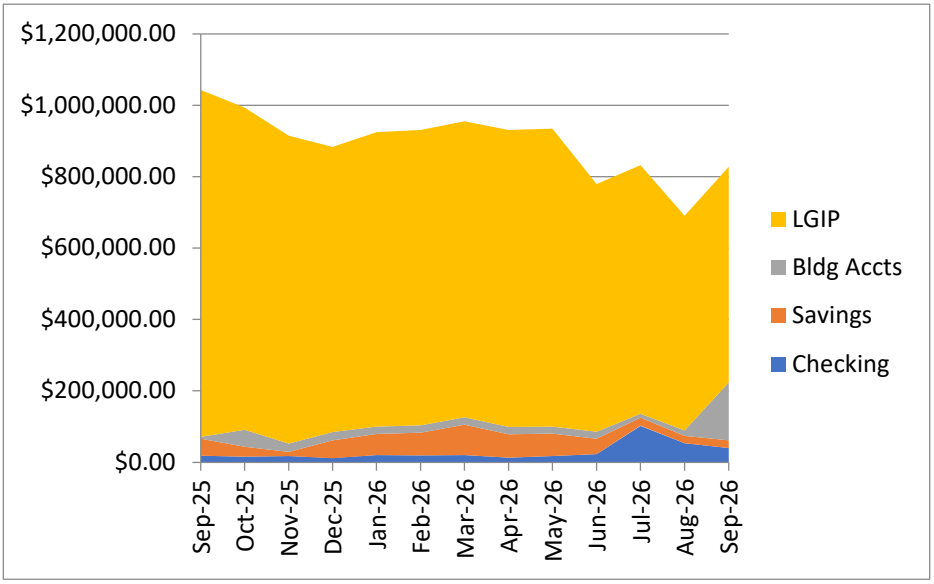
September Income/Expense Snapshot (Operating and New Bldg Fd)

Month	Income	Expense
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
Apr-26	$3,060.38	$25,016.39
May-26	$20,459.36	$17,233.83
Jun-26	$3,334.79	$160,282.59
Jul-26	$90,776.20	$38,299.08
Aug-26	$12,368.35	$153,476.53
Sep-26	**$164,148.78**	**$28,280.60**



Account Balances

Month	Checking	Savings	Bldg Accts	LGIP
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
Apr-26	$12,564.63	$65,359.70	$20,475.43	$832,221.33
May-26	$16,832.20	$62,622.94	$19,910.03	$834,981.30
Jun-26	$22,608.73	$42,627.50	$20,438.68	$693,860.02
Jul-26	$102,172.56	$22,629.09	$10,992.15	$696,436.60
Aug-26	$52,508.61	$21,305.25	$15,397.34	$601,346.99
Sep-26	**$39,853.50**	**$21,306.13**	**$162,515.37**	**$603,572.77**



Director's Report of September 2026

	2026	2025
Library Use Statistics		
Items Circulated	1,508	1,397
MeLCat Loaned In	17	15
MeLCat Loaned Out	13	37
ILL Loaned In	270	287
ILL Loaned Out	1,017	1,083
Total Patrons	1,584	1,551
New Patrons	24	11
Renewed Patrons	18	27
Door Count	1,233	1,111
New Collection Items	124	85
Collection Total	22,837	25,202
Unique WiFi Users	42	38
Ancestry.com		168
Computer Users	n/a	48
OverDrive Electronic downloads	536	608
Hoopla	246	230
Kanopy Video Plays	12	2
Website Visits	169	126
Google Interactions	278	205
Programs		
Storytime	37	21
Genealogy		2
Book Clubs (first Friday & haunted)	8 / 7	8
Knitting night	n/a	2
Dungeons & Dragons	5	6
Special Programs	33	12
Total Participants	90	51

September 2026 Report:

Staff raises were issued

Welcome Scott Nolan to our staff!

OCTV interview is up on you tube

Recent successful programs: Bubble show, Happy Snapper Turtle Rescue, Cryptids decrypted, and Fungi of Michigan.

Coming up: Sat 24th Science Wonders for kids- a presentation of various science/stem experiments

Postponed the new circ. Desk shipping for end of November.

Starting the state aid filing process.

Thumb alarm quotes for new building*

Snow plowing contract for current building*. Sunrise Services will give us a quote for the new building soon. Also, a quote for lawn service for next spring after landscaping is situated. in contact with Kalvin.

ATPL - Continuing Education & Tuition Reimbursement Policy

Overview:

- It appears to be uncommon for a library to have a continuing education policy; instead, it is encouraged for employees to look into the following options:

    - Michigan's "Library Continuing Education Stipend Program"
    - Michigan Library Association "Scholarships & Grants"

- Sample policies:

    - Grand Rapids Public Library (policy manual adopted 2024):
      Policy 20-3 | Tuition Reimbursement Program
      The Board of Library Commissioners (the "Board" herein) encourages employees of the library to seek educational opportunities whenever possible. In furtherance of that goal, the Board has established the Tuition Reimbursement Program. The Program is intended for the reimbursement of tuition expenses incurred by eligible full-time and part-time employees. The funding level for the Program is dependent on the amount allocated for such purpose by the Board for the fiscal year, and may vary from one year to the next. In no event shall any unused fund balance from the Tuition Reimbursement Program be carried over to the subsequent fiscal year. The Library Executive Director shall establish guidelines for the implementation of this Policy. Eligibility for reimbursement shall be at the sole discretion of the Library Executive Director, and in accordance with the guidelines established by the Library Executive Director under authority of this Policy.

    - Genesee District Library (Library of Michigan has GDL's sample employee handbook on their website for other libraries to use as a model):
      "GDL encourages staff to enroll in classes to advance their education, especially those staff members working on their Masters Degree in Library Science. However, according to the collective bargaining agreement, the Library is not required to adjust schedules. We will, whenever possible, try to accommodate with a workable schedule, but our first priority is public service. If any employee receiving educational reimbursement is terminated from Library employment by virtue of discharge, resignation, or voluntary quit prior to the expiration of one (1) year period following the completion of the course(s) for which reimbursement was issued, they shall repay said reimbursement on the basis of 1/12 of the total reimbursement amount for each month they are short of meeting this one (1) year requirement" (Revised March 2008)
      ** Note: Cannot find an updated 2026 manual*

If ATPL chooses to further explore this topic, here are areas of consideration:

1. Legal & Taxpayer Considerations
Under Michigan law, elected or appointed library boards hold corporate powers. These powers grant them the explicit authority to manage library funds, set personnel policies, and determine compensation packages. Offering tuition assistance, professional development tracking, and continuing education benefits falls squarely within these powers as a method to maintain qualified personnel and improve local library services.

2. Service Commitment & Return on Investment (ROI)

- How long must the employee remain employed at the library after completing the degree (e.g., 1, 2, or 3 years) to fully "earn" the investment?
- If they leave early, is repayment prorated? (For example: Leaving within 1 year requires 100% repayment; within 2 years, 50% repayment).
- Is the library required or able to guarantee MLIS position or a pay raise upon graduation, or is advancement subject to open vacancies and budget?

3. Academic & Quality Standards

- Must the degree or coursework be from an ALA-accredited (American Library Association) institution or accredited university?
- What minimum grade must be achieved for reimbursement?
    - Some employers reduce reimbursement at a “C” or do not accept a “C”
- Does the coursework need prior approval by the Library Director/Board demonstrating direct relevance to the employee’s current or anticipated duties?

4. Financial & Budgetary Controls

- Should reimbursement occur at the end of each semester upon proof of passing grades and tuition receipts, or upfront?
- What is the maximum dollar amount or credit-hour cap per employee per fiscal year? What is the lifetime cap per employee?
- Should the board create a designated annual Continuing Education budget line item? What happens if requests exceed the allocated annual budget?

5. Equity & Staff Scope

- Who is eligible? (e.g., Full-time employees only? Employees with tenure?)
- If the policy is opened to all qualifying staff, can the library budget sustain multiple requests at once?
- If funds are limited, how will requests be prioritized?
- Should the policy also cover conferences, certifications, or single courses for staff not pursuing a full degree?

6. Operational Impact

- If an employee drops from full-time to part-time status while studying, how does that affect their eligibility or service commitment?

Addison Township Public Library
Profit & Loss Budget Overview
January through December 2027

	Jan - Dec 27	
Ordinary Income/Expense		
Income		
Direct Library Income		1,500.00
Donations		200.00
Insurance Group Dividend		100.00
Interest Income		6,000.00
Library Millage-Dedicated 1984		280,000.00
Library Millage-Addtl 2024-33		105,000.00
Penal fines		9,300.00
State aid		6,700.00
TLN Reimbursement (E-Rate)		2,600.00
Total Income		411,400.00
Gross Profit		411,400.00
Expense		
Advertising/Marketing		3,000.00
Bank, Paypal & Square Fees		100.00
Building Repair & Maintenance		
General Bldg Repairs & Maint	8,000.00	
Lawn Maintenance	0.00	
Snow Removal	12,000.00	
Total Building Repair & Maintenance		20,000.00
Collection development		23,000.00
Dues and Subscriptions		800.00
Equipment & Furniture		50,000.00
Insurance		20,000.00
File Digitization		1,500.00
Miscellaneous		500.00
Payroll Expenses		162,000.00
Printing and Reproduction		3,500.00
Professional Fees		
Accountant	12,000.00	
Audit	4,000.00	
Legal Fees	4,500.00	
Total Professional Fees		20,500.00
Programming		10,500.00
Quickbooks Fees		3,200.00
Rent		4,800.00
Security/Fire Monitoring		1,500.00
Staff development		3,000.00
Streaming Services		9,000.00
Storage Expense		0.00
Supplies		6,000.00
The Library Network		
Ancestry.com	2,000.00	
Delivery	1,500.00	
Download Destination	4,000.00	
Equipment	3,000.00	
Miscellaneous	1,000.00	
Shared Automation System	30,000.00	
Technology Services	1,000.00	
Telecommunications	7,500.00	
Voip Telephone	1,300.00	
Total The Library Network		51,300.00
Utilities		8,000.00

Addison Township Public Library
Profit & Loss Budget Overview
January through December 2027

	Jan - Dec 27
Website Support Design Develop	4,000.00
Total Expense	406,200.00
Net Ordinary Income	5,200.00
Other Income/Expense	
Other Expense	
Contingency	5,200.00
Total Other Expense	5,200.00
Net Other Income	-5,200.00
Net Income	**0.00**