

ADDISON TOWNSHIP PUBLIC LIBRARY BOARD

MEETING AGENDA Tuesday, January 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 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

Financial Report:

- Transfer of account funds for operational expenses.
- Approval to remove Marilyn Szost and add Wesley Pack to the Addison Township Public Library operational and new building bank accounts.
- Approval of signers for audit and tax return documents.

Director's Report:

Committee Reports:

New Building:

- Progress update

Public Information:

Policy:

Finance:

Capital:

Interview Committee:

Communications:

Old Business:

- Review audit and tax return services

New Business:

Public Forum:

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

Adjournment:

ADDISON TOWNSHIP PUBLIC LIBRARY BOARD
MEETING MINUTES Tuesday, November 18, 2025 @ 7:00 p.m.

Call to Order: The library board president called the meeting to order at 7:00 p.m. in the Addison 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, M.Szost-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 October 21, 2025 meeting minutes
- Approval of October 2025 bills and expenses as paid

J.Elsarelli moved to accept the consent agenda except for the October 2025 bills and expenses paid which will be approved at the Jan, 2026 meeting, J.Baldiga 2nd. Roll call vote- J.Baldiga-yes, J.Elsarelli-yes, C.Meininger-yes, J.Newby-yes, W.Pack-yes, M.Szost-yes. Motion carried.

Financial Report: Operating budget is within estimates. New building accounting still needs to be done; information needed, but has not yet been provided. \$67,000 needs to be moved from the LGIP to the savings account for expected expenses in the next few months.

J. Baldiga moved to approve the financial report as well as moving \$67,000 from the LGIP to the savings account, C.Meininger 2nd. Roll call vote- J.Baldiga-yes, J.Elsarelli-yes, C.Meininger-yes, J.Newby-yes, W.Pack-yes, M.Szost-yes. All yes, motion carried.

Director's Report: Directors report was given. J.Baldiga moved to accept the Director's report as given, M.Szost 2nd. All in favor, none opposed, motion carried.

Committee Reports:

New Building:

- Progress update

Concrete work for approaches are in progress, masonry brick work started, basement will require fire suppression, DTE scheduled to provide main electrical hook up, and interior wall construction has begun.

Public Information: none

Policy: none

Finance: none

Capital: J.Baldiga announced that the \$500,000 HUD donation has been used. We also need to recognize major donors to the library; details to follow.

Directors Evaluation: Since the Director's evaluation has been completed, J.Newby moved to dissolve the Director's Evaluation Committee, J.Baldiga 2nd. All in favor, none opposed, motion carried.

Communications: none

Old Business: none

New Business:

- Review audit and tax return services
Need tax return for 2024 to be filed; J.Baldiga to follow up with auditor. Add item to the Jan, 2026 meeting.
- Acceptance of board member resignation letter
M.Szost submitted her resignation from the board effective Dec 31, 2025. J.Elsarelli moved to accept resignation, J.Baldiga 2nd. Roll call vote-J.Baldiga-yes, J.Elsarelli-yes, C.Meininger-yes, J.Newby-yes, W.Pack-yes, M.Szost-yes. All yes, motion carried.
- Officer Nominations and Elections for President, Vice President, Secretary and Treasurer
J.Newby nominated J.Elsarelli for president.
J.Elsarelli nominated J.Baldiga for vice president.
J.Elsarelli nominated C.Meininger for secretary.
J.Elsarelli nominated W.Pack for treasurer.
M.Szost moved to accept the nominees, J.Elsarelli 2nd. All approved.
- Approval of 2026 regular scheduled meeting dates
The 2026 meeting times at 7:00 p.m. have been proposed for Jan 20, Feb 17, Mar 17, Apr 21, May 19, Jun 16, Aug 18, Sep 15, Oct 20, and Nov 17 at the Addison Township Public Library. J.Elsarelli moved accept the dates and times, J.Baldiga 2nd. All approved.
NOTE-the location of the library is expected to change in 2026.

Public Forum: Linda Hodges thanked the board for their help during the Friends flavorfest. She also noted that the Friends will be making a \$10,000 donation to the library when the new building is completed.

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

Adjournment: J.Elsarelli moved to adjourn the meeting a 8:31 p.m., W.Pack 2nd. All approved.

ADDISON TOWNSHIP PUBLIC LIBRARY BOARD SPECIAL MEETING NOTICE

Tuesday, January 13, 2026 @ 6:00p.m.

Please take notice that a special meeting of the Addison Township Public Library Board as called by the Board President, will be held on January 13, 2026 at 6:00 p.m. The meeting shall take place in the Addison Township Public Library, 1400 Rochester Rd.

The purpose of the special meeting and agenda are as follows:

Call to Order:

Board Members Present:

Approval of Agenda:

Order of Business:

- Applicant appointment to fill vacant Library Board Trustee position.

Next Meeting: January 20, 2026 unless otherwise noticed

Adjournment:

ADDISON TOWNSHIP PUBLIC LIBRARY BOARD SPECIAL
MEETING MINUTES Tuesday, January 13, 2026 @ 6:00p.m.

Call to Order: The library board president called the meeting to order at 6:00 p.m. in the Addison 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.

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

Order of Business:

- Applicant appointment to fill vacant Library Board Trustee position.
J.Newby moved to accept the recommendation by the interview committee to appoint Alex Coulombe to fill the vacant Library board trustee position, J.Elsarelli 2nd. Roll call vote-J.Baldiga-yes, J.Elsarelli-yes, C.Meininger-yes, J.Newby-yes, W.Pack-yes. Motion carried.

Next Meeting: January 20, 2026 unless otherwise posted.

Adjournment: J.Elsarelli moved to adjourn the meeting at 6:24 p.m, J.Baldiga 2nd. All approved: meeting adjourned.

Addison Township Public Library
Expenses by Vendor Summary
 October 2025

	<u>Oct 25</u>
Adobe	21.19 Dues & Subscriptions
Amanda Figurski	200.00 Building Repairs & Maintenance
Amazon.com	2,249.62 Collection Dev/Supplies/Dues & Subscription
Baker and Taylor	357.43 Collection Development
Bank Paypal & Square Fees	26.64 Bank Paypal & Square Fees
Cintas	14.54 Building Repairs & Maintenance
Consumers Energy	460.00 Utilities
Culligan of Romeo	45.80 Utilities
Dawn Lamsa CPA PLLC	800.00 Accountant
Demco	2,105.06 Equipment & Furniture
DTE Energy	278.00 Utilities
Foster Swift PC	1,173.00 Legal Fees
Ingram Library Service	78.12 Collection Development
Kanopy	8.00 Streaming Services
Manny's Mall	1,600.00 Rent
Midwest Tape LLC (Hoopla)	576.83 Streaming Services
Overdrive	144.98 Collection Development
Payroll Expenses	8,033.55 Wages & Payroll Taxes
Prestige Storage	203.00 Storage
QuickBooks Payroll Service	66.78 Payroll Fee
Shoreline Investment Services, Inc	59.95 Security/Fire Monitoring
Sunrise Services	900.00 Snow Removal 50% of contract
The Library Network	1,200.81 Voip/Telecommunications
TOTAL OPERATIONS	<u>20,603.30</u>
DTE Energy	26,854.05 Electrical
Michigan Roof Rescue	22,000.00 Roofing
Pearl Glass & Metals LLC	21,125.00 Storefront Glass & Glazing
TDG Architects	960.00 Architects
TOTAL NEW BUILDING FUND	<u>70,939.05</u>
Michigan Roof Rescue	5,522.00 Roofing - Donated Materials
TOTAL	<u>97,064.35</u>

Addison Township Public Library

Balance Sheet

As of October 31, 2025

	<u>Oct 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Local Gov. Invest. Pool	902,697.76
LGIP Fds Allocated New Bldg	-379,631.45
Oxford Checking-9518	15,413.54
Oxford Savings-1959	27,403.81
Petty Cash 1	307.45
Total Checking/Savings	<u>566,191.11</u>
Total Current Assets	<u>566,191.11</u>
TOTAL ASSETS	<u>566,191.11</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	355.54
Total Other Current Liabilities	<u>670.54</u>
Total Current Liabilities	<u>355.54</u>
Total Liabilities	355.54
Equity	
Fund Balance Unassigned	375,986.45
Net Income	189,849.12
Total Equity	<u>565,835.57</u>
TOTAL LIABILITIES & EQUITY	<u>566,191.11</u>

8:10 PM

Addison Township Public Library - New Building Fund

11/03/25

Balance Sheet

Accrual Basis

As of October 31, 2025

	<u>Oct 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
New Building Fund Checking-7232	43,869.01
New Building Fund Savings-0180	4,238.22
LGIP Funds Alloc to New Bldg	379,631.45
Total Checking/Savings	<u>427,738.68</u>
Total Current Assets	<u>427,738.68</u>
TOTAL ASSETS	<u>427,738.68</u>
LIABILITIES & EQUITY	
Equity	
Assigned-New Bldg Fund Balance	648,611.64
Unrestricted Net Assets	-166,861.71
Net Income	-54,011.25
Total Equity	<u>427,738.68</u>
TOTAL LIABILITIES & EQUITY	<u>427,738.68</u>

10:20 PM

11/03/25

Accrual Basis

Addison Township Public Library Transactions by Account

As of October 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Local Gov. Invest. Pool							972,422.90	
Deposit	10/01/2025			Deposit	-SPLIT-	2,774.86	975,197.76	
Transfer	10/10/2025			Funds Transfer	Oxford Savings-1959	-49,000.00	926,197.76	
Transfer	10/22/2025			Funds Transfer	Oxford Savings-1959	-23,500.00	902,697.76	
Total Local Gov. Invest. Pool							-69,725.14	902,697.76
LGIP Fds Allocated New Bldg							-450,844.94	
Deposit	10/01/2025			Deposit	Local Gov. Invest. Pool	-1,286.51	-452,131.45	
Transfer	10/10/2025			Funds Transfer	Oxford Savings-1959	49,000.00	-403,131.45	
Transfer	10/22/2025			Funds Transfer	Oxford Savings-1959	23,500.00	-379,631.45	
Total LGIP Fds Allocated New Bldg							71,213.49	-379,631.45
Oxford Checking-9518							17,954.28	
Deposit	10/01/2025			Deposit	-SPLIT-	55.00	18,009.28	
Deposit	10/01/2025			Deposit	Library Mileage-Dedicated 1984	221.02	18,230.30	
Liability ...	10/01/2025	E-pay	Oxford Bank	38-2567933 QB Trackin...	-SPLIT-	-1,586.24	16,644.06	
Liability ...	10/01/2025	DD4141	State of Michigan	38-2567933	Payroll Liabilities	-1,174.53	15,469.53	
Check	10/01/2025	DD4142	Culligan of Romeo		Utilities	-25.90	15,443.63	
Check	10/01/2025	DD4143	Consumers Energy		Utilities	-230.00	15,213.63	
Check	10/01/2025	DD4144	Dawn Lamsa CPA PLLC		Accountant	-800.00	14,413.63	
Check	10/01/2025	DD4145	Manny's Mall		Rent	-1,600.00	12,813.63	
Check	10/01/2025	DD4163	Amazon.com		Collection development	-46.18	12,767.45	
Check	10/02/2025	DD4149	Amazon.com		Collection development	-127.40	12,640.05	
Check	10/02/2025	DD4150	Amazon.com		Collection development	-72.12	12,567.93	
Check	10/03/2025	DD4146	Amazon.com		Collection development	-390.64	12,177.29	
Check	10/03/2025	DD4147	Amazon.com		Collection development	-26.99	12,150.30	
Check	10/03/2025	DD4148	Amazon.com		Collection development	-20.09	12,130.21	
Check	10/03/2025	DD4151	Amazon.com		Collection development	-14.67	12,115.54	
Check	10/03/2025	DD4152	Amazon.com		Collection development	-6.98	12,108.56	
Check	10/03/2025	DD4153	Amazon.com		Collection development	-75.74	12,032.82	
Check	10/03/2025	DD4154	Amazon.com		Collection development	-56.53	11,976.29	
Check	10/03/2025	DD4158	Amazon.com		Bank, Paypal & Square Fees	-19.99	11,956.30	
Check	10/03/2025	DD4161	Amazon.com		Collection development	-19.89	11,936.41	
Check	10/03/2025	DD4162	Amazon.com		Collection development	-94.19	11,842.22	
Check	10/05/2025	12478	Amanda Figurski		General Bldg Repairs & Maint	-100.00	11,742.22	
Check	10/06/2025	DD4160	Amazon.com		Supplies	-31.42	11,710.80	
Check	10/06/2025	DD4164	Amazon.com		Collection development	-360.60	11,350.20	
Check	10/06/2025	DD4165	Amazon.com		Collection development	-15.99	11,334.21	
Check	10/06/2025	DD4166	Amazon.com		Supplies	-24.79	11,309.42	
Check	10/06/2025	DD4167	Amazon.com		Supplies	-17.18	11,292.24	
Deposit	10/06/2025			Deposit	-SPLIT-	9.10	11,301.34	
Liability ...	10/08/2025		QuickBooks Payroll Service	Created by Payroll Serv...	Direct Deposit Liabilities	-2,890.24	8,411.10	
Deposit	10/08/2025			Deposit	Collection development	20.96	8,432.06	
Paycheck	10/09/2025	DD2827	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	8,432.06	
Paycheck	10/09/2025	DD2828	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	8,432.06	
Paycheck	10/09/2025	DD2829	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	8,432.06	
Paycheck	10/09/2025	DD2830	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	8,432.06	
Paycheck	10/09/2025	DD2831	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	8,432.06	
Paycheck	10/09/2025	DD2832	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	8,432.06	
Paycheck	10/09/2025	DD2834	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	8,432.06	
Paycheck	10/09/2025	DD2835	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	8,432.06	
Paycheck	10/09/2025	DD2833	Jennie Y Sigelko	Direct Deposit	-SPLIT-	0.00	8,432.06	
Check	10/09/2025	DD4155	Midwest Tape LLC (Hoopla)		Streaming Services	-576.83	7,855.23	
Check	10/09/2025	DD4156	Kanopy		Streaming Services	-4.00	7,851.23	
Check	10/09/2025	DD4157	Cintas		General Bldg Repairs & Maint	-14.54	7,836.69	
Check	10/09/2025	DD4168	Overdrive		Collection development	-144.98	7,691.71	
Check	10/09/2025	DD4170	Kanopy		Streaming Services	-4.00	7,687.71	
Check	10/12/2025	DD4199	Amazon.com		Collection development	-10.99	7,676.72	
Check	10/13/2025	DD4186	Amazon.com		Collection development	-17.63	7,659.09	
Check	10/13/2025	DD4205	Amazon.com		Collection development	-17.99	7,641.10	
Check	10/13/2025	DD4206	Amazon.com		Collection development	-138.03	7,503.07	
Check	10/14/2025	DD4183	Amazon.com		Collection development	-17.99	7,485.08	
Check	10/14/2025	DD4184	Amazon.com		Collection development	-16.99	7,468.09	
Check	10/14/2025	DD4185	Amazon.com		Collection development	-21.95	7,446.14	
Check	10/14/2025	DD4187	Amazon.com		Collection development	-19.99	7,426.15	
Check	10/14/2025	DD4188	Amazon.com		Collection development	-122.92	7,303.23	
Check	10/14/2025	DD4203	Amazon.com		Collection development	-8.99	7,294.24	
Check	10/14/2025	DD4207	Amazon.com		Collection development	-25.32	7,268.92	
Check	10/15/2025	DD4180	QuickBooks Payroll Service		Quickbooks Fees	-66.78	7,202.14	
Check	10/15/2025	DD4195	Adobe		Dues and Subscriptions	-21.19	7,180.95	
Check	10/15/2025	DD4204	Amazon.com		Collection development	-7.33	7,173.62	
Check	10/16/2025	DD4179	Baker and Taylor		Collection development	-357.43	6,816.19	
Check	10/17/2025	DD4181	Amazon.com		Supplies	-10.76	6,805.43	
Check	10/19/2025	12479	Amanda Figurski		General Bldg Repairs & Maint	-100.00	6,705.43	
Check	10/20/2025	DD4200	Amazon.com		Collection development	-29.96	6,675.47	
Deposit	10/20/2025			Deposit	Collection development	25.32	6,700.79	
Transfer	10/21/2025			Funds Transfer	Oxford Savings-1959	20,000.00	26,700.79	
Check	10/21/2025	DD4171	Prestige Storage		Storage Expense	-203.00	26,497.79	
Check	10/21/2025	DD4172	DTE Energy		Utilities	-65.00	26,432.79	
Check	10/21/2025	DD4173	DTE Energy		Utilities	-101.00	26,331.79	
Check	10/21/2025	DD4174	DTE Energy		Utilities	-112.00	26,219.79	
Check	10/21/2025	DD4175	The Library Network		-SPLIT-	-1,200.81	25,018.98	
Check	10/21/2025	DD4176	Shoreline Investment Ser...		Security/Fire Monitoring	-59.95	24,959.03	
Check	10/21/2025	DD4177	Foster Swift PC		Legal Fees	-510.00	24,449.03	
Check	10/21/2025	DD4189	Amazon.com		Collection development	-78.76	24,370.27	
Liability ...	10/22/2025		QuickBooks Payroll Service	Created by Payroll Serv...	Direct Deposit Liabilities	-3,110.51	21,259.76	
Deposit	10/22/2025			Deposit	Direct Library Income	8.36	21,268.12	
Transfer	10/22/2025			Funds Transfer	Paypal Balance	64.20	21,332.32	
Transfer	10/22/2025			Funds Transfer	Fund Balance-New Building Fund	-66.50	21,265.82	

Addison Township Public Library Transactions by Account

As of October 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
Deposit	10/22/2025			Deposit	-SPLIT-	54.64	21,320.46
Check	10/22/2025	DD4193	Demco		Equipment & Furniture	-2,105.06	19,215.40
Paycheck	10/23/2025	DD2836	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	19,215.40
Paycheck	10/23/2025	DD2837	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	19,215.40
Paycheck	10/23/2025	DD2838	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	19,215.40
Paycheck	10/23/2025	DD2839	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	19,215.40
Paycheck	10/23/2025	DD2840	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	19,215.40
Paycheck	10/23/2025	DD2841	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	19,215.40
Paycheck	10/23/2025	DD2842	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	19,215.40
Paycheck	10/23/2025	DD2843	Laura P Johnson	Direct Deposit	-SPLIT-	0.00	19,215.40
Paycheck	10/23/2025	DD2844	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	19,215.40
Check	10/23/2025	DD4196	Amazon.com		Collection development	-12.75	19,202.65
Check	10/23/2025	DD4197	Amazon.com		Collection development	-50.26	19,152.39
Check	10/27/2025	DD4198	Amazon.com		Collection development	-63.06	19,089.33
Check	10/27/2025	DD4201	Amazon.com		Collection development	-23.98	19,065.35
Check	10/27/2025	DD4202	Amazon.com		Collection development	-56.57	19,008.78
Check	10/27/2025	DD4215	Amazon.com		Dues and Subscriptions	-147.34	18,861.44
Check	10/28/2025	DD4213	Ingram Library Service		Collection development	-47.21	18,814.23
Transfer	10/29/2025			Funds Transfer	Paypal Balance	65.93	18,880.16
Transfer	10/29/2025			Funds Transfer	Fund Balance-New Building Fund	-68.27	18,811.89
Deposit	10/29/2025			Deposit	-SPLIT-	100.00	18,911.89
Deposit	10/29/2025			Deposit	Direct Library Income	16.99	18,928.88
Deposit	10/29/2025			Deposit	Collection development	3.70	18,932.58
Deposit	10/29/2025			Deposit	Collection development	1.36	18,933.94
Check	10/30/2025	DD4190	Culligan of Romeo		Utilities	-19.90	18,914.04
Check	10/30/2025	DD4191	Consumers Energy		Utilities	-230.00	18,684.04
Check	10/30/2025	DD4192	Foster Swift PC		Legal Fees	-663.00	18,021.04
Check	10/30/2025	DD4194	Sunrise Services		Snow Removal	-900.00	17,121.04
Liability ...	10/30/2025	E-pay	Oxford Bank	38-2567933 QB Trackin...	-SPLIT-	-1,677.26	15,443.78
Deposit	10/31/2025			Deposit	Interest Income	0.67	15,444.45
Check	10/31/2025	DD4214	Ingram Library Service		Collection development	-30.91	15,413.54
Total Oxford Checking-9518						-2,540.74	15,413.54
Oxford Savings-1959							47,401.82
Transfer	10/10/2025			Funds Transfer	Local Gov. Invest. Pool	49,000.00	96,401.82
Transfer	10/10/2025			Funds Transfer	LGIP Fds Allocated New Bldg	-49,000.00	47,401.82
Transfer	10/21/2025			Funds Transfer	Oxford Checking-9518	-20,000.00	27,401.82
Transfer	10/22/2025			Funds Transfer	Local Gov. Invest. Pool	23,500.00	50,901.82
Transfer	10/22/2025			Funds Transfer	LGIP Fds Allocated New Bldg	-23,500.00	27,401.82
Deposit	10/31/2025			Deposit	Interest Income	1.99	27,403.81
Total Oxford Savings-1959						-19,998.01	27,403.81
Paypal Balance							0.00
Deposit	10/22/2025			Deposit	-SPLIT-	64.20	64.20
Transfer	10/22/2025			Funds Transfer	Oxford Checking-9518	-64.20	0.00
Transfer	10/29/2025			Funds Transfer	Oxford Checking-9518	-65.93	-65.93
Deposit	10/29/2025			Deposit	-SPLIT-	65.93	0.00
Total Paypal Balance						0.00	0.00
Petty Cash 1							252.60
Deposit	10/01/2025			Deposit	Oxford Checking-9518	32.05	284.65
Deposit	10/08/2025			Deposit	-SPLIT-	21.85	306.50
Deposit	10/29/2025			Deposit	Oxford Checking-9518	-18.85	287.65
Deposit	10/31/2025			Deposit	-SPLIT-	19.80	307.45
Total Petty Cash 1						54.85	307.45
TOTAL						-20,995.55	566,191.11

**Addison Township Public Library - New Building Fund
Transactions by Account
As of October 31, 2025**

Type	Date	Name	Memo	Split	Amount	Balance
New Building Fund Checking-7232						107.01
Transfer	10/01/2025		Funds Transfer	New Building Fund Savings-0180	960.00	1,067.01
Check	10/01/2025	TDG Architects		Architects	-960.00	107.01
Check	10/09/2025	DTE Energy		Electrical	-26,854.05	-26,747.04
Transfer	10/10/2025		Funds Transfer	LGIP Funds Alloc to New Bldg	49,000.00	22,252.96
Check	10/12/2025	Michigan Roof Rescue		Roofing	-22,000.00	252.96
Check	10/21/2025	Pearl Glass & Metals L...		Storefront Glass & Glazing	-21,125.00	-20,872.04
Transfer	10/22/2025		Funds Transfer	LGIP Funds Alloc to New Bldg	23,500.00	2,627.96
Deposit	10/24/2025		Deposit	Federal Grant Income (CPF)	21,261.05	23,889.01
Deposit	10/24/2025		Deposit	Federal Grant Income (CPF)	19,980.00	43,869.01
Deposit	10/29/2025		Deposit	-SPLIT-	68.27	43,937.28
Transfer	10/29/2025		Funds Transfer	New Building Fund Savings-0180	-68.27	43,869.01
Total New Building Fund Checking-7232					43,762.00	43,869.01
New Building Fund Savings-0180						5,000.00
Transfer	10/01/2025		Funds Transfer	New Building Fund Checking-7232	-960.00	4,040.00
Deposit	10/22/2025		Deposit	-SPLIT-	66.50	4,106.50
Deposit	10/22/2025		Deposit	Interest Income	0.95	4,107.45
Deposit	10/29/2025		Deposit	Brick Fundraiser	62.50	4,169.95
Transfer	10/29/2025		Funds Transfer	New Building Fund Checking-7232	68.27	4,238.22
Total New Building Fund Savings-0180					-761.78	4,238.22
LGIP Funds Alloc to New Bldg						450,844.94
General Journal	10/01/2025		To record allocated interest from LGIP	Interest Income	1,286.51	452,131.45
Transfer	10/10/2025		Funds Transfer	New Building Fund Checking-7232	-49,000.00	403,131.45
Transfer	10/22/2025		Funds Transfer	New Building Fund Checking-7232	-23,500.00	379,631.45
Total LGIP Funds Alloc to New Bldg					-71,213.49	379,631.45
TOTAL					-28,213.27	427,738.68

Addison Township Public Library
Profit & Loss Budget vs. Actual
 January through October 2025

	TOTAL			
	Oct 25	Jan - Oct 25	Budget	% of Budget
Ordinary Income/Expense				
Income				
Accessibility Grant	0.00	10,000.00	0.00	100.0%
Direct Library Income	210.80	1,618.50	2,000.00	80.93%
Donations	3.10	557.68	1,000.00	55.77%
Insurance Group Dividend	0.00	133.65	200.00	66.83%
Interest Income	1,491.01	14,094.23	6,000.00	234.9%
Library Mileage-Dedicated 1984	221.02	251,530.47	252,783.00	99.51%
Library Mileage-Addtl 2024-33	0.00	94,845.51	95,408.00	99.41%
Penal fines	0.00	9,324.01	8,500.00	109.69%
State aid	0.00	6,796.68	6,300.00	107.88%
TLN Reimbursement (E-Rate)	0.00	174.69	2,800.00	6.24%
Total Income	<u>1,925.93</u>	<u>389,075.42</u>	<u>374,991.00</u>	<u>103.76%</u>
Gross Profit	1,925.93	389,075.42	374,991.00	103.76%
Expense				
Advertising/Marketing	0.00	1,350.81	3,000.00	45.03%
Bank, Paypal & Square Fees	26.64	326.96	300.00	108.99%
Building Repair & Maintenance				
General Bldg Repairs & Maint	214.54	3,055.19	8,000.00	38.19%
Snow Removal	900.00	5,682.98	7,000.00	81.19%
Total Building Repair & Maintenance	<u>1,114.54</u>	<u>8,738.17</u>	<u>15,000.00</u>	<u>58.25%</u>
Collection development	2,598.66	14,057.31	23,000.00	61.12%
Dues and Subscriptions	168.53	519.23	800.00	64.9%
Equipment & Furniture	2,105.06	3,503.57	15,000.00	23.36%
Insurance	0.00	878.00	10,000.00	8.78%
File Digitization	0.00	1,884.49	7,500.00	25.13%
Miscellaneous	0.00	42.15	500.00	8.43%
Payroll Expenses	8,033.55	87,868.98	158,000.00	55.61%
Printing and Reproduction	0.00	1,546.17	2,500.00	61.85%
Professional Fees				
Accountant	800.00	8,000.00	9,600.00	83.33%
Audit	0.00	0.00	4,000.00	0.0%
Legal Fees	1,173.00	1,326.00	4,500.00	29.47%
Total Professional Fees	<u>1,973.00</u>	<u>9,326.00</u>	<u>18,100.00</u>	<u>51.53%</u>
Programming	0.00	3,346.57	9,500.00	35.23%
Property Taxes	0.00	804.07	0.00	100.0%
Quickbooks Fees	66.78	1,402.38	2,400.00	58.43%
Rent	1,600.00	16,000.00	19,200.00	83.33%
Security/Fire Monitoring	59.95	599.50	1,000.00	59.95%
Staff development	0.00	425.16	3,000.00	14.17%
Streaming Services	584.83	4,997.65	4,000.00	124.94%
Storage Expense	203.00	1,850.00	2,200.00	84.09%
Supplies	84.15	2,022.76	6,000.00	33.71%

Addison Township Public Library
Profit & Loss Budget vs. Actual
 January through October 2025

	TOTAL			
	Oct 25	Jan - Oct 25	Budget	% of Budget
The Library Network				
Ancestry.com	0.00	1,543.96	1,600.00	96.5%
Delivery	0.00	0.00	1,500.00	0.0%
Download Destination	0.00	3,821.10	4,000.00	95.53%
Equipment	0.00	1,142.00	3,000.00	38.07%
Miscellaneous	0.00	99.00	1,000.00	9.9%
Shared Automation System	0.00	19,887.75	27,000.00	73.66%
Technology Services	0.00	0.00	1,000.00	0.0%
Telecommunications	1,099.10	4,461.50	7,500.00	59.49%
Voip Telephone	101.71	1,018.08	1,300.00	78.31%
Total The Library Network	<u>1,200.81</u>	<u>31,973.39</u>	<u>47,900.00</u>	<u>66.75%</u>
Utilities	783.80	4,663.69	6,000.00	77.73%
Website Support Design Develop	0.00	1,099.29	2,215.00	49.63%
Total Expense	<u>20,603.30</u>	<u>199,226.30</u>	<u>357,115.00</u>	<u>55.79%</u>
Net Ordinary Income	-18,677.37	189,849.12	17,876.00	1,062.03%
Other Income/Expense				
Other Expense				
Contingency	0.00	0.00	17,876.00	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>17,876.00</u>	<u>0.0%</u>
Net Other Income	0.00	0.00	-17,876.00	0.0%
Net Income	<u><u>-18,677.37</u></u>	<u><u>189,849.12</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 October 2025

	TOTAL			
	Oct 25	Jan - Oct 25	Budget	% of Budget
Ordinary Income/Expense				
Income				
Brick Fundraiser	189.27	6,876.77	0.00	100.0%
Building Fund Donations **	5,530.00	5,812.00	48.00	12,108.33%
Federal Grant Income (CPF)	41,241.05	395,244.29	457,500.00	86.39%
Interest Income	1,287.46	11,974.33	8,000.00	149.68%
Performance Agreement Refund	0.00	0.00	169,746.00	0.0%
Prior Years Capital for Bldg	0.00	0.00	481,750.00	0.0%
Proceeds from Land Sale	0.00	119,156.02	120,000.00	99.3%
Total Income	48,247.78	539,063.41	1,237,044.00	43.58%
Expense				
General Project Costs				
Architects	960.00	3,840.00	0.00	100.0%
Construction Mgmt Fees	0.00	23,900.56	0.00	100.0%
Design & Engineering	0.00	0.00	4,000.00	0.0%
Legal Fees	0.00	3,127.40	0.00	100.0%
Miscellaneous Project Expenses	0.00	858.31	1,000.00	85.83%
New Building Development	0.00	211.41	0.00	100.0%
Permits & Inspections	0.00	5,070.40	7,500.00	67.61%
Surveying	0.00	1,482.50	0.00	100.0%
Total General Project Costs	960.00	38,490.58	12,500.00	307.93%
Site Development				
Earthwork/Agg Base (Site Work)	0.00	96,660.00	179,000.00	54.0%
Pavement	0.00	0.00	175,000.00	0.0%
Sanitary Sewer (Septic)	0.00	0.00	17,990.00	0.0%
Demolition/Site Clearing	0.00	2,520.00	3,500.00	72.0%
Soil Erosion Sediment Ctrl-SESC	0.00	6,412.50	9,600.00	66.8%
Storm Sewer	0.00	0.00	31,000.00	0.0%
Water Distribution (Well)	0.00	0.00	15,800.00	0.0%
Total Site Development	0.00	105,592.50	431,890.00	24.45%
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	56,330.00	118,000.00	47.74%
Concrete Foundations	0.00	92,785.50	102,475.00	90.55%
Doors/Frames/Hardware	0.00	0.00	20,000.00	0.0%
Drywall	0.00	0.00	39,000.00	0.0%
Electrical	26,854.05	26,854.05	100,000.00	26.85%
Finish Carpentry	0.00	0.00	9,000.00	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	68,250.00	0.0%

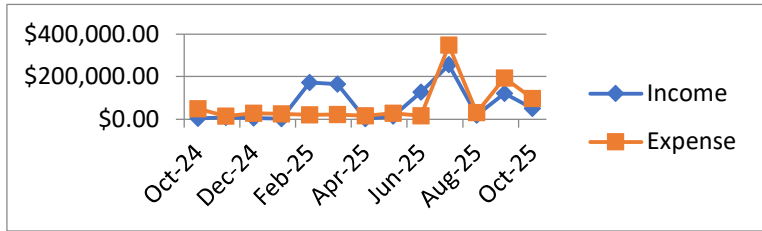
Addison Township Public Library - New Building Fund
Profit & Loss Budget vs. Actual
 January through October 2025

	TOTAL			
	Oct 25	Jan - Oct 25	Budget	% of Budget
Lumber Package	0.00	88,279.27	131,250.00	67.26%
Masonry & Siding	0.00	3,615.29	121,000.00	2.99%
Millwork & Cabinets	0.00	0.00	15,000.00	0.0%
Painting	0.00	0.00	20,000.00	0.0%
Plumbing	0.00	3,600.00	54,500.00	6.61%
Roofing **	27,522.00	27,522.00	47,200.00	58.31%
Rough Framing	0.00	32,765.47	97,300.00	33.68%
Storefront Glass & Glazing	21,125.00	21,125.00	30,000.00	70.42%
Structural Steel	0.00	96,115.00	96,115.00	100.0%
Toilet & Partitions	0.00	0.00	8,800.00	0.0%
Windows	0.00	0.00	17,450.00	0.0%
Total Building Construction	75,501.05	448,991.58	1,172,548.00	38.29%
Total Expense	76,461.05	593,074.66	1,616,938.00	36.68%
Net Ordinary Income	-28,213.27	-54,011.25	-379,894.00	14.22%
Net Income	-28,213.27	-54,011.25	-379,894.00	14.22%

** MI Roofing donated the materials for the roof \$5,522 recorded as donation & expense

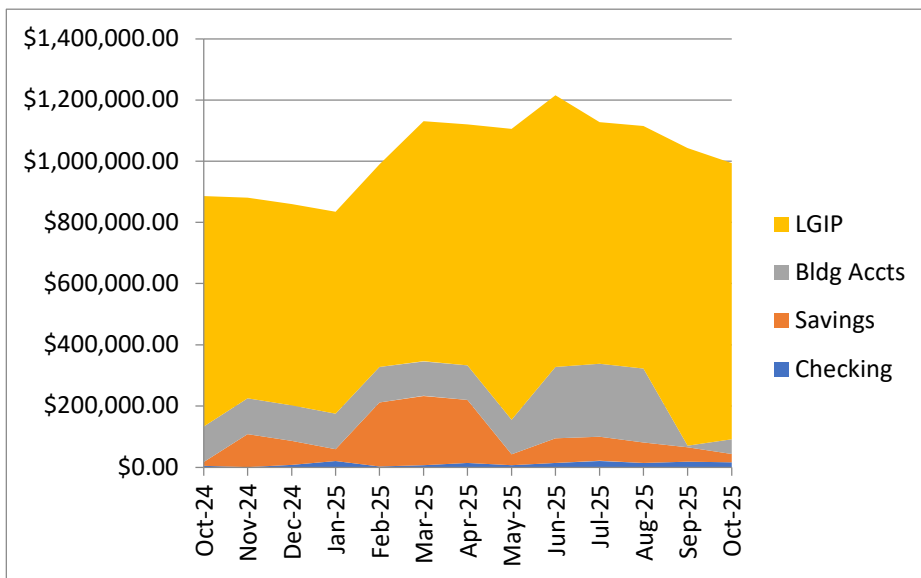
October Income/Expense Snapshot (Operating and New Bldg Fd)

Month	Income	Expense
Oct-24	\$4,063.81	\$49,111.88
Nov-24	\$8,658.44	\$14,245.68
Dec-24	\$5,472.84	\$27,699.25
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



Account Balances

Month	Checking	Savings	Bldg Accts	LGIP
Oct-24	\$4,322.76	\$12,728.23	\$116,079.32	\$752,489.86
Nov-24	\$71.21	\$108,230.70	\$116,165.24	\$655,825.29
Dec-24	\$7,445.54	\$78,235.55	\$116,245.83	\$658,173.92
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



**Addison Township Public Library
Expenses by Vendor Summary
November 2025**

	<u>Nov 25</u>
Adobe	21.19 Dues & Subscriptions
Amanda Figurski	200.00 Building Repairs & Maintenance
Amazon.com	493.43 Collection Dev/Supplies
Baker and Taylor	55.55 Collection Development
Bank Paypal & Square Fees	22.29 Bank Paypal & Square Fees
CertaSite	121.90 Security/Fire Monitoring
Cintas	43.62 Building Repairs & Maintenance
Dawn Lamsa CPA PLLC	800.00 Accountant
DTE Energy	278.00 Utilities
Ingram Library Service	1,261.95 Collection Development
Kajawa	87.00 Building Repairs & Maintenance
Kanopy	4.00 Streaming Services
Manny's Mall	1,600.00 Rent
Midwest Tape LLC (Hoopla)	560.01 Streaming Services
Nicole Beauchamp	525.00 Programming
Payroll Expenses	7,571.15 Wages & Payroll Taxes
Prestige Storage	203.00 Storage
QuickBooks Payroll Service	74.20 Payroll Fee
Shoreline Investment Services, Inc	59.95 Security/Fire Monitoring
U.S. Bank Equipment Finance	317.25 Printing & Reproduction
TOTAL OPERATIONS	<u><u>14,299.49</u></u>
Addison Township	115.00 Site Plan Review - Design & Engineering
AKA Electric LLC	5,000.00 Electrical
Belden Brick Sales Co	19,212.49 Masonry & Siding
Dillman & Upton	3,468.81 Rough Framing
Elder Building Company	19,935.00 Rough Framing
Gypsum Supply (Tamarack Materials)	2,367.68 Finish Carpentry
James Baldiga	58.58 Brick Reimb - Masonry & Siding
Kennedy Surveying Inc	1,587.50 Surveying
Rez-Comm Inc	2,000.00 Concrete Flatwork
Saradan Construction	61,791.90 Erthwk/Agg Base(Site Work)/Storm Sewer/Septic/SESC
South East Commercial Inc	8,962.25 Misc (portable toilet)/HVAC/Mgt Fees
Zeff Concrete Contractors LLC	5,940.00 Concrete Foundation
TOTAL NEW BUILDING FUND	<u><u>130,439.21</u></u>
TOTAL	<u><u>144,738.70</u></u>

Addison Township Public Library

Balance Sheet

12/01/25

As of November 30, 2025

Accrual Basis

	<u>Nov 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Local Gov. Invest. Pool	862,508.12
LGIP Fds Allocated New Bldg	-337,813.35
Oxford Checking-9518	16,715.40
Oxford Savings-1959	12,404.71
Petty Cash 1	311.45
Total Checking/Savings	<u>554,126.33</u>
Other Current Assets	
Undeposited Funds	57.05
Total Other Current Assets	<u>57.05</u>
Total Current Assets	<u>554,183.38</u>
TOTAL ASSETS	<u>554,183.38</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	694.81
Total Other Current Liabilities	<u>1,009.81</u>
Total Current Liabilities	<u>694.81</u>
Total Liabilities	694.81
Equity	
Fund Balance Unassigned	375,986.45
Net Income	177,502.12
Total Equity	<u>553,488.57</u>
TOTAL LIABILITIES & EQUITY	<u>554,183.38</u>

Addison Township Public Library - New Building Fund

Balance Sheet

As of November 30, 2025

	<u>Nov 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
New Building Fund Checking-7232	275.51
New Building Fund Savings-0180	22,650.59
LGIP Funds Alloc to New Bldg	337,813.35
Total Checking/Savings	<u>360,739.45</u>
Total Current Assets	<u>360,739.45</u>
TOTAL ASSETS	<u>360,739.45</u>
LIABILITIES & EQUITY	
Equity	
Assigned-New Bldg Fund Balance	648,611.64
Unrestricted Net Assets	-166,861.71
Net Income	-121,010.48
Total Equity	<u>360,739.45</u>
TOTAL LIABILITIES & EQUITY	<u>360,739.45</u>

Addison Township Public Library
Profit & Loss Budget vs. Actual
 January through November 2025

	TOTAL			
	Nov 25	Jan - Nov 25	Budget	% of Budget
Ordinary Income/Expense				
Income				
Accessibility Grant	0.00	10,000.00	0.00	100.0%
Direct Library Income	183.30	1,801.80	2,000.00	90.09%
Donations	7.50	565.18	1,000.00	56.52%
Insurance Group Dividend	131.70	265.35	200.00	132.68%
Interest Income	1,629.99	15,724.22	6,000.00	262.07%
Library Mileage-Dedicated 1984	0.00	251,530.47	252,783.00	99.51%
Library Mileage-Addtl 2024-33	0.00	94,845.51	95,408.00	99.41%
Penal fines	0.00	9,324.01	8,500.00	109.69%
State aid	0.00	6,796.68	6,300.00	107.88%
TLN Reimbursement (E-Rate)	0.00	174.69	2,800.00	6.24%
Total Income	<u>1,952.49</u>	<u>391,027.91</u>	<u>374,991.00</u>	<u>104.28%</u>
Gross Profit	1,952.49	391,027.91	374,991.00	104.28%
Expense				
Advertising/Marketing	0.00	1,350.81	3,000.00	45.03%
Bank, Paypal & Square Fees	22.29	349.25	300.00	116.42%
Building Repair & Maintenance				
General Bldg Repairs & Maint	330.62	3,385.81	8,000.00	42.32%
Snow Removal	0.00	5,682.98	7,000.00	81.19%
Total Building Repair & Maintenance	330.62	9,068.79	15,000.00	60.46%
Collection development	1,620.84	15,678.15	23,000.00	68.17%
Dues and Subscriptions	21.19	540.42	800.00	67.55%
Equipment & Furniture	0.00	3,503.57	15,000.00	23.36%
Insurance	0.00	878.00	10,000.00	8.78%
File Digitization	0.00	1,884.49	7,500.00	25.13%
Miscellaneous	0.00	42.15	500.00	8.43%
Payroll Expenses	7,571.15	95,440.13	158,000.00	60.41%
Printing and Reproduction	317.25	1,863.42	2,500.00	74.54%
Professional Fees				
Accountant	800.00	8,800.00	9,600.00	91.67%
Audit	0.00	0.00	4,000.00	0.0%
Legal Fees	0.00	1,326.00	4,500.00	29.47%
Total Professional Fees	800.00	10,126.00	18,100.00	55.95%
Programming	525.00	3,871.57	9,500.00	40.75%
Property Taxes	0.00	804.07	0.00	100.0%
Quickbooks Fees	74.20	1,476.58	2,400.00	61.52%
Rent	1,600.00	17,600.00	19,200.00	91.67%
Security/Fire Monitoring	181.85	781.35	1,000.00	78.14%
Staff development	0.00	425.16	3,000.00	14.17%
Streaming Services	564.01	5,561.66	4,000.00	139.04%
Storage Expense	203.00	2,053.00	2,200.00	93.32%
Supplies	190.09	2,212.85	6,000.00	36.88%

Addison Township Public Library
Profit & Loss Budget vs. Actual
 January through November 2025

	TOTAL			
	Nov 25	Jan - Nov 25	Budget	% of Budget
The Library Network				
Ancestry.com	0.00	1,543.96	1,600.00	96.5%
Delivery	0.00	0.00	1,500.00	0.0%
Download Destination	0.00	3,821.10	4,000.00	95.53%
Equipment	0.00	1,142.00	3,000.00	38.07%
Miscellaneous	0.00	99.00	1,000.00	9.9%
Shared Automation System	0.00	19,887.75	27,000.00	73.66%
Technology Services	0.00	0.00	1,000.00	0.0%
Telecommunications	0.00	4,461.50	7,500.00	59.49%
Voip Telephone	0.00	1,018.08	1,300.00	78.31%
Total The Library Network	0.00	31,973.39	47,900.00	66.75%
Utilities	278.00	4,941.69	6,000.00	82.36%
Website Support Design Develop	0.00	1,099.29	2,215.00	49.63%
Total Expense	14,299.49	213,525.79	357,115.00	59.79%
Net Ordinary Income	-12,347.00	177,502.12	17,876.00	992.96%
Other Income/Expense				
Other Expense				
Contingency	0.00	0.00	17,876.00	0.0%
Total Other Expense	0.00	0.00	17,876.00	0.0%
Net Other Income	0.00	0.00	-17,876.00	0.0%
Net Income	-12,347.00	177,502.12	0.00	100.0%

Addison Township Public Library - New Building Fund
Profit & Loss Budget vs. Actual
 January through November 2025

	TOTAL			
	Nov 25	Jan - Nov 25	Budget	% of Budget
Ordinary Income/Expense				
Income				
Brick Fundraiser	0.00	6,876.77	0.00	100.0%
Building Fund Donations	0.00	5,812.00	48.00	12,108.33%
Federal Grant Income (CPF)	62,255.71	457,500.00	457,500.00	100.0%
Interest Income	1,184.27	13,158.60	8,000.00	164.48%
Performance Agreement Refund	0.00	0.00	169,746.00	0.0%
Prior Years Capital for Bldg	0.00	0.00	481,750.00	0.0%
Proceeds from Land Sale	0.00	119,156.02	120,000.00	99.3%
Total Income	63,439.98	602,503.39	1,237,044.00	48.71%
Expense				
General Project Costs				
Architects	0.00	3,840.00	0.00	100.0%
Construction Mgmt Fees	8,412.25	32,312.81	0.00	100.0%
Design & Engineering	115.00	115.00	4,000.00	2.88%
Legal Fees	0.00	3,127.40	0.00	100.0%
Miscellaneous Project Expenses	250.00	1,108.31	1,000.00	110.83%
New Building Development	0.00	211.41	0.00	100.0%
Permits & Inspections	0.00	5,070.40	7,500.00	67.61%
Surveying	1,587.50	3,070.00	0.00	100.0%
Total General Project Costs	10,364.75	48,855.33	12,500.00	390.84%
Site Development				
Earthwork/Agg Base (Site Work)	12,200.90	108,860.90	179,000.00	60.82%
Pavement	0.00	0.00	175,000.00	0.0%
Sanitary Sewer (Septic)	16,191.00	16,191.00	17,990.00	90.0%
Demolition/Site Clearing	0.00	2,520.00	3,500.00	72.0%
Soil Erosion Sediment Ctrl-SESC	2,400.00	8,812.50	9,600.00	91.8%
Storm Sewer	31,000.00	31,000.00	31,000.00	100.0%
Water Distribution (Well)	0.00	0.00	15,800.00	0.0%
Total Site Development	61,791.90	167,384.40	431,890.00	38.76%
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	2,000.00	58,330.00	118,000.00	49.43%
Concrete Foundations	5,940.00	98,725.50	102,475.00	96.34%
Doors/Frames/Hardware	0.00	0.00	20,000.00	0.0%
Drywall	0.00	0.00	39,000.00	0.0%
Electrical	5,000.00	31,854.05	100,000.00	31.85%
Finish Carpentry	2,367.68	2,367.68	9,000.00	26.31%
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)	300.00	300.00	68,250.00	0.44%

Addison Township Public Library - New Building Fund
Profit & Loss Budget vs. Actual
 January through November 2025

	TOTAL			
	Nov 25	Jan - Nov 25	Budget	% of Budget
Lumber Package	0.00	88,279.27	131,250.00	67.26%
Masonry & Siding	19,271.07	22,886.36	121,000.00	18.91%
Millwork & Cabinets	0.00	0.00	15,000.00	0.0%
Painting	0.00	0.00	20,000.00	0.0%
Plumbing	0.00	3,600.00	54,500.00	6.61%
Roofing	0.00	27,522.00	47,200.00	58.31%
Rough Framing	23,403.81	56,169.28	97,300.00	57.73%
Storefront Glass & Glazing	0.00	21,125.00	30,000.00	70.42%
Structural Steel	0.00	96,115.00	96,115.00	100.0%
Toilet & Partitions	0.00	0.00	8,800.00	0.0%
Windows	0.00	0.00	17,450.00	0.0%
Total Building Construction	58,282.56	507,274.14	1,172,548.00	43.26%
Total Expense	130,439.21	723,513.87	1,616,938.00	44.75%
Net Ordinary Income	-66,999.23	-121,010.48	-379,894.00	31.85%
Net Income	-66,999.23	-121,010.48	-379,894.00	31.85%

Addison Township Public Library Transactions by Account

As of November 30, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Local Gov. Invest. Pool							902,697.76	
Deposit	11/01/2025			Deposit	-SPLIT-	2,810.36	905,508.12	
Transfer	11/06/2025			Funds Transfer	Oxford Savings-1959	-43,000.00	862,508.12	
Total Local Gov. Invest. Pool							-40,189.64	862,508.12
LGIP Fds Allocated New Bldg							-379,631.45	
Deposit	11/01/2025			Deposit	Local Gov. Invest. Pool	-1,181.90	-380,813.35	
Transfer	11/06/2025			Funds Transfer	Oxford Savings-1959	43,000.00	-337,813.35	
Total LGIP Fds Allocated New Bldg							41,818.10	-337,813.35
Oxford Checking-9518							15,413.54	
Check	11/02/2025	13100	Amanda Figurski		General Bldg Repairs & Maint	-100.00	15,313.54	
Check	11/02/2025	DD4223	Ingram Library Service		Collection development	-48.14	15,265.40	
Check	11/02/2025	DD4224	Ingram Library Service		Collection development	-65.48	15,199.92	
Check	11/03/2025	DD4222			Bank, Paypal & Square Fees	-19.99	15,179.93	
Check	11/04/2025	DD4217	Cintas		General Bldg Repairs & Maint	-14.54	15,165.39	
Check	11/04/2025	DD4218	Midwest Tape LLC (Hoopla)		Streaming Services	-560.01	14,605.38	
Check	11/04/2025	DD4219	Kajawa		General Bldg Repairs & Maint	-87.00	14,518.38	
Check	11/04/2025	DD4220	Kanopy		Streaming Services	-4.00	14,514.38	
Check	11/04/2025	DD4221	CertaSite		Security/Fire Monitoring	-121.90	14,392.48	
Check	11/04/2025	DD4225	Dawn Lamsa CPA PLLC		Accountant	-800.00	13,592.48	
Check	11/04/2025	DD4226	Manny's Mall		Rent	-1,600.00	11,992.48	
Check	11/04/2025	DD4237	Amazon.com		Supplies	-6.96	11,985.52	
Check	11/04/2025	DD4238	Amazon.com		Collection development	-51.92	11,933.60	
Check	11/04/2025	DD4239	Amazon.com		Collection development	-55.15	11,878.45	
Check	11/04/2025	DD4276	Amazon.com		Collection development	-17.95	11,860.50	
Liability Check	11/05/2025		QuickBooks Payroll Service	Created by Payro...	Direct Deposit Liabilities	-2,460.00	9,400.50	
Paycheck	11/06/2025	DD2846	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	9,400.50	
Paycheck	11/06/2025	DD2847	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	9,400.50	
Paycheck	11/06/2025	DD2848	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	9,400.50	
Paycheck	11/06/2025	DD2849	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	9,400.50	
Paycheck	11/06/2025	DD2850	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	9,400.50	
Paycheck	11/06/2025	DD2851	Jennie Y Sigelko	Direct Deposit	-SPLIT-	0.00	9,400.50	
Paycheck	11/06/2025	DD2852	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	9,400.50	
Paycheck	11/06/2025	DD2853	Laura P Johnson	Direct Deposit	-SPLIT-	0.00	9,400.50	
Paycheck	11/06/2025	DD2854	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	9,400.50	
Paycheck	11/06/2025	DD2845	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	9,400.50	
Check	11/06/2025	DD4235	Amazon.com		Supplies	-72.23	9,328.27	
Check	11/06/2025	DD4264	Ingram Library Service		Collection development	-9,292.99	9,292.99	
Check	11/07/2025	DD4262	Ingram Library Service		Collection development	-32.70	9,260.29	
Check	11/07/2025	DD4263	Ingram Library Service		Collection development	-30.01	9,230.28	
Deposit	11/07/2025			Deposit	-SPLIT-	68.76	9,299.04	
Check	11/10/2025	DD4259	Ingram Library Service		Collection development	-142.10	9,156.94	
Check	11/10/2025	DD4260	Ingram Library Service		Collection development	-54.24	9,102.70	
Check	11/10/2025	DD4261	Ingram Library Service		Collection development	-43.98	9,058.72	
Deposit	11/10/2025			Deposit	-SPLIT-	5.69	9,064.41	
Check	11/11/2025	DD4236	Amazon.com		Collection development	-19.96	9,044.45	
Check	11/12/2025	DD4256	Ingram Library Service		Collection development	-194.45	8,850.00	
Check	11/12/2025	DD4257	Ingram Library Service		Collection development	-68.76	8,781.24	
Check	11/12/2025	DD4258	Ingram Library Service		Collection development	-33.82	8,747.42	
Check	11/13/2025	DD4227	DTE Energy		Utilities	-112.00	8,635.42	
Check	11/13/2025	DD4228	DTE Energy		Utilities	-65.00	8,570.42	
Check	11/13/2025	DD4229	DTE Energy		Utilities	-101.00	8,469.42	
Check	11/13/2025	DD4230	Baker and Taylor		Collection development	-55.55	8,413.87	
Check	11/13/2025	DD4231	Cintas		General Bldg Repairs & Maint	-14.54	8,399.33	
Check	11/13/2025	DD4232	U.S. Bank Equipment Finance		Printing and Reproduction	-317.25	8,082.08	
Check	11/13/2025	DD4233	Ingram Library Service		Collection development	-66.50	8,015.58	
Check	11/13/2025	DD4234	Ingram Library Service		Collection development	-34.86	7,980.72	
Deposit	11/13/2025			Deposit	-SPLIT-	53.00	8,033.72	
Deposit	11/13/2025			Deposit	Insurance Group Dividend	131.70	8,165.42	
Check	11/13/2025	DD4248	Ingram Library Service		Collection development	-30.46	8,134.96	
Check	11/13/2025	DD4250	Ingram Library Service		Collection development	-35.91	8,099.05	
Check	11/15/2025	DD4240	Adobe		Dues and Subscriptions	-21.19	8,077.86	
Check	11/16/2025	12468	Amanda Figurski		General Bldg Repairs & Maint	-100.00	7,977.86	
Check	11/16/2025	DD4245	Ingram Library Service		Collection development	-36.95	7,940.91	
Check	11/17/2025	DD4241	QuickBooks Payroll Service		Quickbooks Fees	-74.20	7,866.71	
Check	11/17/2025	DD4242	Cintas		General Bldg Repairs & Maint	-14.54	7,852.17	
Check	11/17/2025	DD4244	Shoreline Investment Services...		Security/Fire Monitoring	-59.95	7,792.22	
Check	11/17/2025	DD4249	Ingram Library Service		Collection development	-33.20	7,759.02	
Transfer	11/17/2025			Funds Transfer	Fund Balance-New Building Fund	15,000.00	22,759.02	
Check	11/17/2025	13101	Nicole Beauchamp		Programming	-525.00	22,234.02	
Liability Check	11/19/2025		QuickBooks Payroll Service	Created by Payro...	Direct Deposit Liabilities	-3,208.38	19,025.64	
Paycheck	11/20/2025	DD9000	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	19,025.64	
Paycheck	11/20/2025	DD9001	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	19,025.64	
Paycheck	11/20/2025	DD9002	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	19,025.64	
Paycheck	11/20/2025	DD9003	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	19,025.64	
Paycheck	11/20/2025	DD9004	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	19,025.64	
Paycheck	11/20/2025	DD9005	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	19,025.64	
Paycheck	11/20/2025	DD9006	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	19,025.64	
Paycheck	11/20/2025	DD9007	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	19,025.64	
Check	11/20/2025	DD4271	Ingram Library Service		Collection development	-35.91	18,989.73	
Check	11/20/2025	DD4272	Ingram Library Service		Collection development	-117.27	18,872.46	
Check	11/20/2025	DD4273	Ingram Library Service		Collection development	-86.02	18,786.44	
Check	11/20/2025	DD4277	Amazon.com		Supplies	-33.96	18,752.48	
Liability Check	11/24/2025	E-pay	Oxford Bank	38-2567933 QB T...	-SPLIT-	-1,563.50	17,188.98	
Check	11/24/2025	DD4265	Prestige Storage		Storage Expense	-203.00	16,985.98	
Check	11/24/2025	DD4266	Amazon.com		Collection development	-73.14	16,912.84	
Check	11/24/2025	DD4267	Amazon.com		Supplies	-39.93	16,872.91	
Check	11/24/2025	DD4268	Amazon.com		Supplies	-37.01	16,835.90	

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12/01/25

Accrual Basis

Addison Township Public Library Transactions by Account

As of November 30, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	11/26/2025	DD4275	Ingram Library Service		Collection development	-35.91	16,799.99
Deposit	11/28/2025			Deposit	Interest Income	0.63	16,800.62
Check	11/28/2025	DD4274	Amazon.com		Collection development	-85.22	16,715.40
Total Oxford Checking-9518						1,301.86	16,715.40
Oxford Savings-1959							
Transfer	11/06/2025			Funds Transfer	Local Gov. Invest. Pool	43,000.00	27,403.81
Transfer	11/06/2025			Funds Transfer	LGIP Fds Allocated New Bldg	-43,000.00	27,403.81
Transfer	11/06/2025			Funds Transfer	Fund Balance-New Building Fund	-15,000.00	12,403.81
Deposit	11/30/2025			Deposit	Interest Income	0.90	12,404.71
Total Oxford Savings-1959						-14,999.10	12,404.71
Petty Cash 1							
Deposit	11/01/2025			Deposit	Undeposited Funds	3.30	307.45
Deposit	11/13/2025			Deposit	Oxford Checking-9518	-16.65	294.10
Deposit	11/17/2025			Deposit	-SPLIT-	17.35	311.45
Total Petty Cash 1						4.00	311.45
TOTAL						-12,064.78	554,126.33

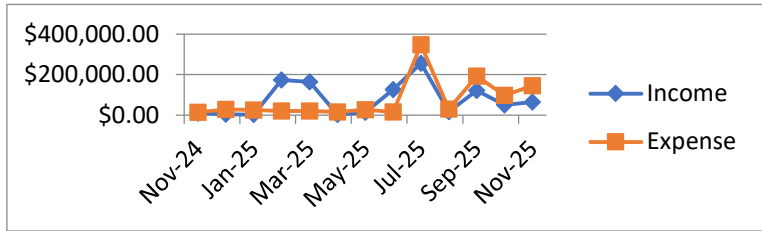
Addison Township Public Library - New Building Fund Transactions by Account

As of November 30, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
New Building Fund Checking-7232							43,869.01
Deposit	11/03/2025			Deposit	Federal Grant Income (CPF)	21,125.00	64,994.01
Deposit	11/03/2025			Deposit	Federal Grant Income (CPF)	22,000.00	86,994.01
Check	11/04/2025	1003	Belden Brick Sales Co		Masonry & Siding	-19,212.49	67,781.52
Check	11/04/2025	pymt22	Addison Township		Design & Engineering	-115.00	67,666.52
Check	11/04/2025	pymt23	Gypsum Supply (Tamarack Materials)		Finish Carpentry	-2,367.68	65,298.84
Check	11/05/2025	pymt24	Dillman & Upton		Rough Framing	-3,468.81	61,830.03
Check	11/05/2025	pymt25	Zeff Concrete Contractors LLC		Concrete Foundations	-5,940.00	55,890.03
Check	11/05/2025	pymt26	Elder Building Company		Rough Framing	-19,935.00	35,955.03
Check	11/05/2025	pymt27	Rez-Comm Inc		Concrete Flatwork	-2,000.00	33,955.03
Check	11/05/2025	pymt28	South East Commercial Inc		-SPLIT-	-8,962.25	24,992.78
Transfer	11/10/2025			Funds Transfer	LGIP Funds Alloc to New Bldg	43,000.00	67,992.78
Check	11/10/2025	pymt29	Saradan Construction		-SPLIT-	-61,791.90	6,200.88
Check	11/13/2025	pymt30	AKA Electric LLC		Electrical	-5,000.00	1,200.88
Deposit	11/13/2025			Deposit	Federal Grant Income (CPF)	19,130.71	20,331.59
Transfer	11/13/2025			Funds Transfer	New Building Fund Savings-0180	-20,000.00	331.59
Check	11/13/2025	pymt31	James Baldiga		Masonry & Siding	-58.58	273.01
Transfer	11/13/2025			Funds Transfer	New Building Fund Savings-0180	1,590.00	1,863.01
Check	11/13/2025	pymt32	Kennedy Surveying Inc		Surveying	-1,587.50	275.51
Transfer	11/17/2025			Funds Transfer	Assigned-New Bldg Fund Balance	15,000.00	15,275.51
Transfer	11/17/2025			Funds Transfer	Assigned-New Bldg Fund Balance	-15,000.00	275.51
Total New Building Fund Checking-7232						-43,593.50	275.51
New Building Fund Savings-0180							4,238.22
Transfer	11/13/2025			Funds Transfer	New Building Fund Checking-7232	20,000.00	24,238.22
Transfer	11/13/2025			Funds Transfer	New Building Fund Checking-7232	-1,590.00	22,648.22
Deposit	11/21/2025			Deposit	Interest Income	2.37	22,650.59
Total New Building Fund Savings-0180						18,412.37	22,650.59
LGIP Funds Alloc to New Bldg							379,631.45
General Journal	11/01/2025	CPA5		To record allocated interest from LGIP	Interest Income	1,181.90	380,813.35
Transfer	11/10/2025			Funds Transfer	New Building Fund Checking-7232	-43,000.00	337,813.35
Total LGIP Funds Alloc to New Bldg						-41,818.10	337,813.35
TOTAL						-66,999.23	360,739.45

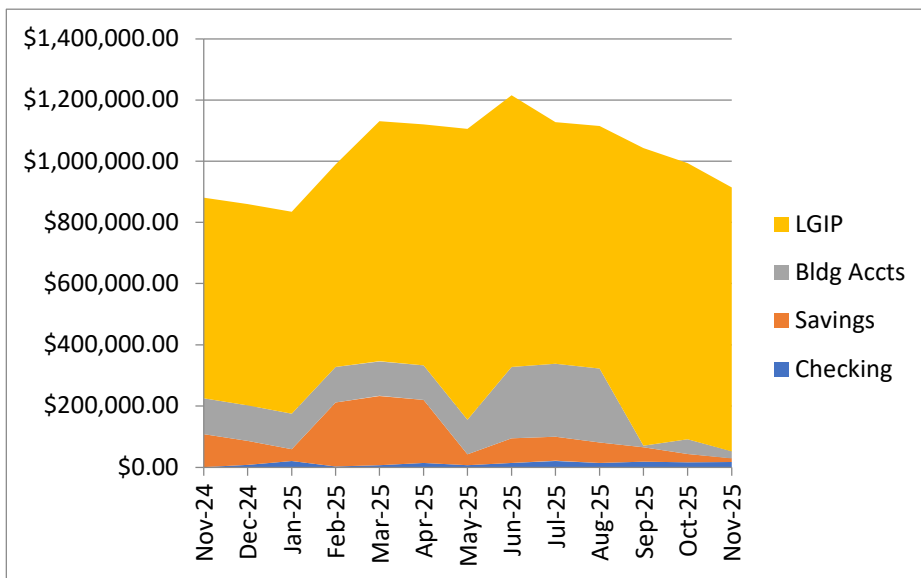
November Income/Expense Snapshot (Operating and New Bldg Fd)

Month	Income	Expense
Nov-24	\$8,658.44	\$14,245.68
Dec-24	\$5,472.84	\$27,699.25
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



Account Balances

Month	Checking	Savings	Bldg Accts	LGIP
Nov-24	\$71.21	\$108,230.70	\$116,165.24	\$655,825.29
Dec-24	\$7,445.54	\$78,235.55	\$116,245.83	\$658,173.92
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



**Addison Township Public Library
Expenses by Vendor Summary
December 2025**

	<u>Dec 25</u>	
Adobe	21.19	Dues & Subscriptions
Amanda Figurski	200.00	Building Repairs & Maintenance
Amazon.com	451.97	Collection Dev/Supplies/Bldg R&M
Applied Innovation	83.66	Printing & Reproduction
Bank Paypal & Square Fees	31.51	Bank Paypal & Square Fees
Chem-Dry Carpet Cleaning	650.00	Building Repairs & Maintenance
Chicago Books & Journal	62.44	Collection Development
Cintas	14.54	Building Repairs & Maintenance
Consumers Energy	500.96	Utilities Nov & Dec
Culligan of Romeo	45.80	Utilities
Dawn Lamsa CPA PLLC	800.00	Accountant
Decker Agency	10,274.00	Insurance
Deluxe Check	202.00	Supplies
DTE Energy	278.00	Utilities
Gerylann McBride2	25.00	Programming
Ingram Library Service	1,180.76	Collection Development
James Elsarelli	13.28	Reimb for Building Repairs & Maint
Kanopy	18.00	Streaming Services
Manny's Mall	1,600.00	Rent
Midwest Tape LLC (Hoopla)	1,127.19	Streaming Services (Nov & Dec)
Payroll Expenses	12,338.02	Wages & Payroll Taxes
Prestige Storage	203.00	Storage
PSLZ LLP Certified Public Accountants	4,000.00	Audit
QuickBooks Payroll Service	74.20	Payroll Fee
Shoreline Investment Services, Inc	59.95	Security/Fire Monitoring
Sunrise Services	150.00	Salt
The Library Network	11,254.99	Voip/Shared Auto/Tele/Delivery
U.S. Bank Equipment Finance	220.06	Printing & Reproduction
TOTAL	<u>45,880.52</u>	

FYI some of the items are exepnses for December but paid in January 2026

Addison Township Public Library

Balance Sheet

As of December 31, 2025

	<u>Dec 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Local Gov. Invest. Pool	798,382.55
LGIP Fds Allocated New Bldg	-338,939.16
Oxford Checking-9518	11,676.67
Oxford Savings-1959	49,407.12
Paypal Balance	185.74
Petty Cash 1	275.28
Total Checking/Savings	<u>520,988.20</u>
Total Current Assets	<u>520,988.20</u>
TOTAL ASSETS	<u>520,988.20</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	7,308.66
Total Accounts Payable	<u>7,308.66</u>
Other Current Liabilities	
Accounts Payable Other	315.00
Payroll Liabilities	3,814.27
Total Other Current Liabilities	<u>4,129.27</u>
Total Current Liabilities	<u>11,437.93</u>
Total Liabilities	11,437.93
Equity	
Fund Balance Unassigned	375,986.45
Net Income	133,563.82
Total Equity	<u>509,550.27</u>
TOTAL LIABILITIES & EQUITY	<u>520,988.20</u>

Addison Township Public Library - New Building Fund

Balance Sheet

As of December 31, 2025

	<u>Dec 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
New Building Fund Checking-7232	275.51
New Building Fund Savings-0180	23,101.05
LGIP Funds Alloc to New Bldg	338,939.16
Total Checking/Savings	<u>362,315.72</u>
Total Current Assets	<u>362,315.72</u>
TOTAL ASSETS	<u>362,315.72</u>
LIABILITIES & EQUITY	
Equity	
Assigned-New Bldg Fund Balance	648,611.64
Unrestricted Net Assets	-166,861.71
Net Income	-119,434.21
Total Equity	<u>362,315.72</u>
TOTAL LIABILITIES & EQUITY	<u>362,315.72</u>

**Addison Township Public Library
Transactions by Account
As of December 31, 2025**

Type	Date	Num	Name	Memo	Split	Amount	Balance
Local Gov. Invest. Pool							862,508.12
Deposit	12/01/2025			Deposit	-SPLIT-	2,874.43	865,382.55
Transfer	12/02/2025			Funds Transfer	Oxford Savings-1959	-67,000.00	798,382.55
Total Local Gov. Invest. Pool						-64,125.57	798,382.55
LGIP Fds Allocated New Bldg							-337,813.35
Deposit	12/01/2025			Deposit	Local Gov. Invest. Pool	-1,125.81	-338,939.16
Total LGIP Fds Allocated New Bldg						-1,125.81	-338,939.16
Oxford Checking-9518							16,715.40
Deposit	12/01/2025			Deposit	-SPLIT-	77.00	16,792.40
Deposit	12/01/2025			Deposit	TLN Reimbursement (E-Rate)	17.99	16,810.39
Check	12/01/2025	DD4318	Amazon.com		Supplies	-29.19	16,781.20
Check	12/01/2025	DD4319	Amazon.com		-SPLIT-	-23.18	16,758.02
Check	12/01/2025	DD4321	Ingram Library Service		Collection development	-33.20	16,724.82
Check	12/01/2025	DD4322	Ingram Library Service		Collection development	-36.99	16,687.83
Check	12/02/2025	DD4278	Consumers Energy		Utilities	-230.00	16,457.83
Check	12/02/2025	DD4279	Consumers Energy		Utilities	-19.96	16,437.87
Check	12/02/2025	DD4280	Cintas		General Bldg Repairs & Maint	-14.54	16,423.33
Check	12/02/2025	DD4281	The Library Network		-SPLIT-	-8,390.85	8,032.48
Check	12/02/2025	DD4282	Dawn Lamsa CPA P...		Accountant	-800.00	7,232.48
Check	12/02/2025	DD4283	Manny's Mall		Rent	-1,600.00	5,632.48
Transfer	12/02/2025			Funds Transfer	Oxford Savings-1959	10,000.00	15,632.48
Check	12/02/2025	DD4284	Culligan of Romeo		Utilities	-12.95	15,619.53
Liability Check	12/03/2025		QuickBooks Payroll ...	Created by Payroll Service o...	Direct Deposit Liabilities	-2,420.29	13,199.24
Check	12/03/2025	DD4285			Bank, Paypal & Square Fees	-19.99	13,179.25
Paycheck	12/04/2025	DD9008	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	13,179.25
Paycheck	12/04/2025	DD9009	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	13,179.25
Paycheck	12/04/2025	DD9010	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	13,179.25
Paycheck	12/04/2025	DD9011	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	13,179.25
Paycheck	12/04/2025	DD9012	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	13,179.25
Paycheck	12/04/2025	DD9013	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	13,179.25
Paycheck	12/04/2025	DD9014	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	13,179.25
Paycheck	12/04/2025	DD9015	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	13,179.25
Check	12/05/2025	13102	Amanda Figurski		General Bldg Repairs & Maint	-100.00	13,079.25
Check	12/08/2025	DD4289	Ingram Library Service		Collection development	-31.58	13,047.67
Check	12/08/2025	DD4290	Amazon.com		Supplies	-39.79	13,007.88
Check	12/08/2025	DD4291	Amazon.com		Supplies	-3.96	13,003.92
Check	12/08/2025	DD4292	Amazon.com		Supplies	-29.63	12,974.29
Check	12/09/2025	DD4287	Ingram Library Service		Collection development	-107.06	12,867.23
Check	12/09/2025	DD4288	Ingram Library Service		Collection development	-97.92	12,769.31
Check	12/09/2025	DD4293	Amazon.com		Supplies	-17.09	12,752.22
Check	12/09/2025	DD4294	Amazon.com		Supplies	-26.18	12,726.04
Check	12/09/2025	DD4295	Amazon.com		General Bldg Repairs & Maint	-31.32	12,694.72
Check	12/10/2025	DD4317	Ingram Library Service		Collection development	-36.95	12,657.77
Check	12/11/2025	DD4296	Midwest Tape LLC (...)		Streaming Services	-567.58	12,090.19
Check	12/11/2025	DD4297	Sunrise Services		Snow Removal	-150.00	11,940.19
Check	12/11/2025	DD4298	U.S. Bank Equipmen...		Printing and Reproduction	-220.06	11,720.13
Check	12/11/2025	DD4299	Applied Innovation		Printing and Reproduction	-83.66	11,636.47
Check	12/11/2025	DD4310	Amazon.com		Supplies	-21.98	11,614.49
Check	12/11/2025	DD4314	Ingram Library Service		Collection development	-30.69	11,583.80
Check	12/11/2025	DD4315	Ingram Library Service		Collection development	-30.46	11,553.34
Check	12/11/2025	DD4316	Ingram Library Service		Collection development	-26.81	11,526.53
Check	12/15/2025	DD4331	Amazon.com		Collection development	-17.95	11,508.58
Check	12/16/2025	DD4312	Adobe		Dues and Subscriptions	-21.19	11,487.39
Check	12/16/2025	DD4313	Amazon.com		Collection development	-32.74	11,454.65
Check	12/16/2025	DD4350	Chicago Books & Jo...		Collection development	-62.44	11,392.21
Liability Check	12/17/2025		QuickBooks Payroll ...	Created by Payroll Service o...	Direct Deposit Liabilities	-3,815.53	7,576.68
Paycheck	12/18/2025	DD9016	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	7,576.68
Paycheck	12/18/2025	DD9017	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	7,576.68
Paycheck	12/18/2025	DD9018	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	7,576.68
Paycheck	12/18/2025	DD9019	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	7,576.68
Paycheck	12/18/2025	DD9020	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	7,576.68
Paycheck	12/18/2025	DD9021	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	7,576.68
Paycheck	12/18/2025	DD9022	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	7,576.68
Paycheck	12/18/2025	DD9023	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	7,576.68
Check	12/18/2025	DD4308	Deluxe Check		Supplies	-202.00	7,374.68
Check	12/18/2025	DD4309	Amazon.com		Collection development	-46.73	7,327.95
Check	12/18/2025	DD4327	Ingram Library Service		Collection development	-70.81	7,257.14
Check	12/19/2025	DD4300	Decker Agency		Insurance	-10,274.00	-3,016.86
Transfer	12/19/2025			Funds Transfer	Oxford Savings-1959	20,000.00	16,983.14
Check	12/19/2025	DD4301	DTE Energy		Utilities	-101.00	16,882.14
Check	12/19/2025	DD4302	DTE Energy		Utilities	-112.00	16,770.14
Check	12/19/2025	DD4303	DTE Energy		Utilities	-65.00	16,705.14
Check	12/19/2025	DD4304	Prestige Storage		Storage Expense	-203.00	16,502.14
Check	12/19/2025	DD4305	The Library Network		Voip Telephone	-101.94	16,400.20
Check	12/19/2025	DD4306	Shoreline Investment...		Security/Fire Monitoring	-59.95	16,340.25
Check	12/19/2025	13103	Amanda Figurski		General Bldg Repairs & Maint	-100.00	16,240.25
Transfer	12/19/2025			Funds Transfer	Paypal Balance	185.74	16,425.99
Check	12/19/2025	DD4311	QuickBooks Payroll ...		Quickbooks Fees	-74.20	16,351.79
Transfer	12/19/2025			Funds Transfer	Fund Balance-New Building Fund	-191.50	16,160.29
Check	12/19/2025	DD4320	Amazon.com		Supplies	-13.99	16,146.30
Check	12/19/2025	DD4323	Ingram Library Service		Collection development	-38.05	16,108.25
Check	12/19/2025	DD4324	Ingram Library Service		Collection development	-35.82	16,072.43
Check	12/19/2025	DD4325	Ingram Library Service		Collection development	-29.87	16,042.56
Check	12/19/2025	DD4326	Ingram Library Service		Collection development	-28.91	16,013.65
Check	12/23/2025	DD4333	Amazon.com		Supplies	-4.37	16,009.28
Check	12/23/2025	DD4334	Amazon.com		Collection development	-21.00	15,988.28
Deposit	12/23/2025			Deposit	Collection development	14.69	16,002.97

Addison Township Public Library

Transactions by Account

As of December 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	12/24/2025	DD4335	Amazon.com		Collection development	-81.68	15,921.29
Check	12/25/2025	DD4341	Chem-Dry Carpet Cl...		General Bldg Repairs & Maint	-650.00	15,271.29
Check	12/26/2025	DD4328	Ingram Library Service		Collection development	-47.49	15,223.80
Check	12/26/2025	DD4329	Ingram Library Service		Collection development	-8.44	15,215.36
Check	12/26/2025	DD4330	Amazon.com		Collection development	-11.19	15,204.17
Check	12/29/2025	DD4352	Amazon.com		Collection development	-14.69	15,189.48
Liability Check	12/30/2025		QuickBooks Payroll ...	Created by Payroll Service o...	Direct Deposit Liabilities	-2,982.74	12,206.74
Check	12/30/2025	DD4351	Ingram Library Service		Collection development	-124.74	12,082.00
Paycheck	12/31/2025	DD9025	Darlene C Embree	Direct Deposit	-SPLIT-	0.00	12,082.00
Paycheck	12/31/2025	DD9026	Dawn B Elsarelli	Direct Deposit	-SPLIT-	0.00	12,082.00
Paycheck	12/31/2025	DD9027	Emma C Corbeil	Direct Deposit	-SPLIT-	0.00	12,082.00
Paycheck	12/31/2025	DD9028	Gerylann McBride	Direct Deposit	-SPLIT-	0.00	12,082.00
Paycheck	12/31/2025	DD9029	Jade Kindermann	Direct Deposit	-SPLIT-	0.00	12,082.00
Paycheck	12/31/2025	DD9030	Kristen M Greve	Direct Deposit	-SPLIT-	0.00	12,082.00
Paycheck	12/31/2025	DD9031	Renee H Nixon	Direct Deposit	-SPLIT-	0.00	12,082.00
Paycheck	12/31/2025	DD9024	Annabelle R Meldrum	Direct Deposit	-SPLIT-	0.00	12,082.00
Deposit	12/31/2025			Deposit	-SPLIT-	150.00	12,232.00
Deposit	12/31/2025			Deposit	Interest Income	1.14	12,233.14
Check	12/31/2025	DD4347	Ingram Library Service		Collection development	-168.36	12,064.78
Check	12/31/2025	DD4348	Ingram Library Service		Collection development	-153.07	11,911.71
Check	12/31/2025	DD4349	Ingram Library Service		Collection development	-43.54	11,868.17
Transfer	12/31/2025			Funds Transfer	Fund Balance-New Building Fund	-191.50	11,676.67
Total Oxford Checking-9518						-5,038.73	11,676.67
Oxford Savings-1959							12,404.71
Transfer	12/02/2025			Funds Transfer	Oxford Checking-9518	-10,000.00	2,404.71
Transfer	12/02/2025			Funds Transfer	Local Gov. Invest. Pool	67,000.00	69,404.71
Transfer	12/19/2025			Funds Transfer	Oxford Checking-9518	-20,000.00	49,404.71
Deposit	12/31/2025			Deposit	Interest Income	2.41	49,407.12
Total Oxford Savings-1959						37,002.41	49,407.12
Paypal Balance							0.00
Deposit	12/19/2025			Deposit	-SPLIT-	185.74	185.74
Transfer	12/19/2025			Funds Transfer	Oxford Checking-9518	-185.74	0.00
Deposit	12/31/2025			Deposit	-SPLIT-	185.74	185.74
Total Paypal Balance						185.74	185.74
Petty Cash 1							311.45
Deposit	12/01/2025			Deposit	Oxford Checking-9518	-19.95	291.50
Deposit	12/11/2025			Deposit	-SPLIT-	98.75	390.25
Check	12/18/2025	205	Gerylann McBride2		Programming	-25.00	365.25
Deposit	12/19/2025			Deposit	-SPLIT-	43.37	408.62
Check	12/30/2025	206	James Elsarelli		General Bldg Repairs & Maint	-13.28	395.34
Deposit	12/31/2025			Deposit	Oxford Checking-9518	-114.26	281.08
General Jour...	12/31/2025	CPA17		To adjust to balance	Direct Library Income	-5.80	275.28
Total Petty Cash 1						-36.17	275.28
TOTAL						-33,138.13	520,988.20

Addison Township Public Library - New Building Fund

01/05/26

Transactions by Account

Accrual Basis

As of December 31, 2025

Type	Date	Num	Memo	Split	Amount
New Building Fund Checking-7232					
Total New Building Fund Checking-7232					
New Building Fund Savings-0180					
Deposit	12/19/2025		Deposit	-SPLIT-	191.50
Deposit	12/22/2025		Deposit	Interest Income	4.96
Deposit	12/31/2025		Deposit	-SPLIT-	191.50
Deposit	12/31/2025		Deposit	Brick Fundraiser	62.50
Total New Building Fund Savings-0180					450.46
LGIP Funds Alloc to New Bldg					
General ...	12/01/2025	CPA5	To record allocated interest from LGIP	Interest Income	1,125.81
Total LGIP Funds Alloc to New Bldg					1,125.81
TOTAL					1,576.27

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Addison Township Public Library - New Building Fund

01/05/26

Transactions by Account

Accrual Basis

As of December 31, 2025

<u>Balance</u>
275.51
275.51
22,650.59
22,842.09
22,847.05
23,038.55
23,101.05
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23,101.05
337,813.35
338,939.16
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338,939.16
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362,315.72
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Addison Township Public Library Profit & Loss Budget vs. Actual January through December 2025

	TOTAL			
	Dec 25	Jan - Dec 25	Budget	% of Budget
Ordinary Income/Expense				
Income				
Accessibility Grant	0.00	10,000.00	0.00	100.0%
Direct Library Income	160.84	1,962.64	2,000.00	98.13%
Donations	11.22	576.40	1,000.00	57.64%
Insurance Group Dividend	0.00	265.35	200.00	132.68%
Interest Income	1,752.17	17,476.39	6,000.00	291.27%
Library Mileage-Dedicated 1984	0.00	251,530.47	252,783.00	99.51%
Library Mileage-Addtl 2024-33	0.00	94,845.51	95,408.00	99.41%
Penal fines	0.00	9,324.01	8,500.00	109.69%
State aid	0.00	6,796.68	6,300.00	107.88%
TLN Reimbursement (E-Rate)	17.99	192.68	2,800.00	6.88%
Total Income	<u>1,942.22</u>	<u>392,970.13</u>	<u>374,991.00</u>	<u>104.8%</u>
Gross Profit	1,942.22	392,970.13	374,991.00	104.8%
Expense				
Advertising/Marketing	0.00	1,350.81	3,000.00	45.03%
Bank, Paypal & Square Fees	31.51	380.76	300.00	126.92%
Building Repair & Maintenance				
General Bldg Repairs & Maint	909.14	4,294.95	8,000.00	53.69%
Snow Removal	150.00	5,832.98	7,000.00	83.33%
Total Building Repair & Maintenance	<u>1,059.14</u>	<u>10,127.93</u>	<u>15,000.00</u>	<u>67.52%</u>
Collection development	1,469.18	17,147.33	23,000.00	74.55%
Dues and Subscriptions	21.19	561.61	800.00	70.2%
Equipment & Furniture	0.00	3,503.57	15,000.00	23.36%
Insurance	10,274.00	11,152.00	10,000.00	111.52%
File Digitization	0.00	1,884.49	7,500.00	25.13%
Miscellaneous	0.00	42.15	500.00	8.43%
Payroll Expenses	12,338.02	107,778.15	158,000.00	68.21%
Printing and Reproduction	303.72	2,167.14	2,500.00	86.69%
Professional Fees				
Accountant	800.00	9,600.00	9,600.00	100.0%
Audit	4,000.00	4,000.00	4,000.00	100.0%
Legal Fees	0.00	1,326.00	4,500.00	29.47%
Total Professional Fees	<u>4,800.00</u>	<u>14,926.00</u>	<u>18,100.00</u>	<u>82.46%</u>
Programming	25.00	3,896.57	9,500.00	41.02%
Property Taxes	0.00	804.07	0.00	100.0%
Quickbooks Fees	74.20	1,550.78	2,400.00	64.62%
Rent	1,600.00	19,200.00	19,200.00	100.0%
Security/Fire Monitoring	59.95	841.30	1,000.00	84.13%
Staff development	0.00	425.16	3,000.00	14.17%
Streaming Services	1,145.19	6,706.85	4,000.00	167.67%
Storage Expense	203.00	2,256.00	2,200.00	102.55%
Supplies	396.67	2,609.52	6,000.00	43.49%

Addison Township Public Library Profit & Loss Budget vs. Actual January through December 2025

	TOTAL			
	Dec 25	Jan - Dec 25	Budget	% of Budget
The Library Network				
Ancestry.com	0.00	1,543.96	1,600.00	96.5%
Delivery	1,398.00	1,398.00	1,500.00	93.2%
Download Destination	0.00	3,821.10	4,000.00	95.53%
Equipment	0.00	1,142.00	3,000.00	38.07%
Miscellaneous	0.00	99.00	1,000.00	9.9%
Shared Automation System	6,992.85	26,880.60	27,000.00	99.56%
Technology Services	0.00	0.00	1,000.00	0.0%
Telecommunications	2,762.20	7,223.70	7,500.00	96.32%
Voip Telephone	101.94	1,120.02	1,300.00	86.16%
Total The Library Network	<u>11,254.99</u>	<u>43,228.38</u>	<u>47,900.00</u>	<u>90.25%</u>
Utilities	824.76	5,766.45	6,000.00	96.11%
Website Support Design Develop	0.00	1,099.29	2,215.00	49.63%
Total Expense	<u>45,880.52</u>	<u>259,406.31</u>	<u>357,115.00</u>	<u>72.64%</u>
Net Ordinary Income	<u>-43,938.30</u>	<u>133,563.82</u>	<u>17,876.00</u>	<u>747.17%</u>
Other Income/Expense				
Other Expense				
Contingency	0.00	0.00	17,876.00	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>17,876.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>-17,876.00</u>	<u>0.0%</u>
Net Income	<u><u>-43,938.30</u></u>	<u><u>133,563.82</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 December 2025

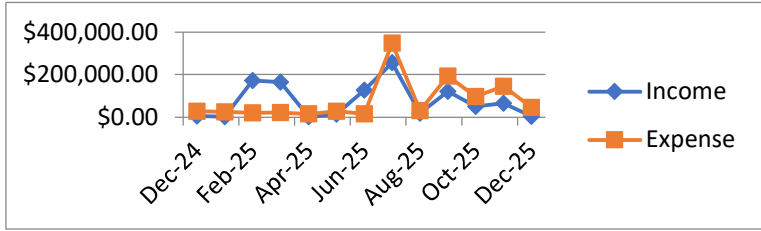
	TOTAL			
	Dec 25	Jan - Dec 25	Budget	% of Budget
Ordinary Income/Expense				
Income				
Brick Fundraiser	437.50	7,314.27	0.00	100.0%
Building Fund Donations	8.00	5,820.00	48.00	12,125.0%
Federal Grant Income (CPF)	0.00	457,500.00	457,500.00	100.0%
Interest Income	1,130.77	14,289.37	8,000.00	178.62%
Performance Agreement Refund	0.00	0.00	169,746.00	0.0%
Prior Years Capital for Bldg	0.00	0.00	481,750.00	0.0%
Proceeds from Land Sale	0.00	119,156.02	120,000.00	99.3%
Total Income	1,576.27	604,079.66	1,237,044.00	48.83%
Expense				
General Project Costs				
Architects	0.00	3,840.00	0.00	100.0%
Construction Mgmt Fees	0.00	32,312.81	0.00	100.0%
Design & Engineering	0.00	115.00	4,000.00	2.88%
Legal Fees	0.00	3,127.40	0.00	100.0%
Miscellaneous Project Expenses	0.00	1,108.31	1,000.00	110.83%
New Building Development	0.00	211.41	0.00	100.0%
Permits & Inspections	0.00	5,070.40	7,500.00	67.61%
Surveying	0.00	3,070.00	0.00	100.0%
Total General Project Costs	0.00	48,855.33	12,500.00	390.84%
Site Development				
Earthwork/Agg Base (Site Work)	0.00	108,860.90	179,000.00	60.82%
Pavement	0.00	0.00	175,000.00	0.0%
Sanitary Sewer (Septic)	0.00	16,191.00	17,990.00	90.0%
Demolition/Site Clearing	0.00	2,520.00	3,500.00	72.0%
Soil Erosion Sediment Ctrl-SESC	0.00	8,812.50	9,600.00	91.8%
Storm Sewer	0.00	31,000.00	31,000.00	100.0%
Water Distribution (Well)	0.00	0.00	15,800.00	0.0%
Total Site Development	0.00	167,384.40	431,890.00	38.76%
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	58,330.00	118,000.00	49.43%
Concrete Foundations	0.00	98,725.50	102,475.00	96.34%
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	31,854.05	100,000.00	31.85%
Finish Carpentry	0.00	2,367.68	9,000.00	26.31%
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	300.00	68,250.00	0.44%

Addison Township Public Library - New Building Fund
Profit & Loss Budget vs. Actual
 January through December 2025

	TOTAL			
	Dec 25	Jan - Dec 25	Budget	% of Budget
Lumber Package	0.00	88,279.27	131,250.00	67.26%
Masonry & Siding	0.00	22,886.36	121,000.00	18.91%
Millwork & Cabinets	0.00	0.00	15,000.00	0.0%
Painting	0.00	0.00	20,000.00	0.0%
Plumbing	0.00	3,600.00	54,500.00	6.61%
Roofing	0.00	27,522.00	47,200.00	58.31%
Rough Framing	0.00	56,169.28	97,300.00	57.73%
Storefront Glass & Glazing	0.00	21,125.00	30,000.00	70.42%
Structural Steel	0.00	96,115.00	96,115.00	100.0%
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	507,274.14	1,172,548.00	43.26%
Total Expense	0.00	723,513.87	1,616,938.00	44.75%
Net Ordinary Income	1,576.27	-119,434.21	-379,894.00	31.44%
Net Income	<u>1,576.27</u>	<u>-119,434.21</u>	<u>-379,894.00</u>	<u>31.44%</u>

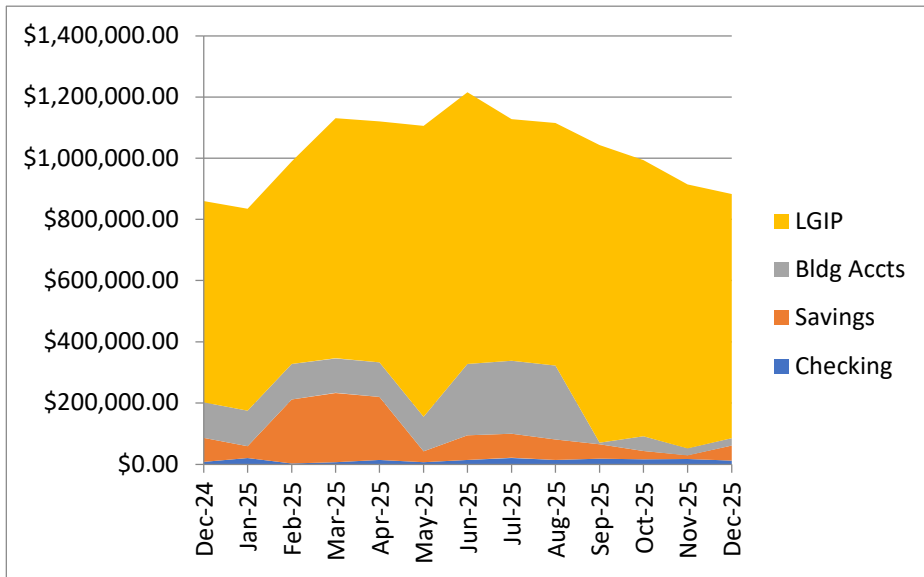
December Income/Expense Snapshot (Operating and New Bldg Fd)

Month	Income	Expense
Dec-24	\$5,472.84	\$27,699.25
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



Account Balances

Month	Checking	Savings	Bldg Accts	LGIP
Dec-24	\$7,445.54	\$78,235.55	\$116,245.83	\$658,173.92
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



Director's Report of November 2025

	2025	2024
Library Use Statistics		
Items Circulated	1,307	1,389
MeLCat Loaned In	28	22
MeLCat Loaned Out	28	34
ILL Loaned In	237	315
ILL Loaned Out	990	879
Total Patrons	1,521	1,510
New Patrons	9	10
Renewed Patrons	18	12
Door Count	963	1,039
New Collection Items	103	108
Collection Total	24,787	25,131
Unique WiFi Users	47	49
Ancestry.com	113	43
Computer Users	40	35
OverDrive Electronic downloads	589	512
Hoopla	220	187
Kanopy Video Plays	6	5
Website Visits	116	120
Google Interactions	198	189
Programs		
Storytime	15	27
Genealogy	6	6
Book Clubs	8	6
Knitting night	2	n/a
Dungeons & Dragons	8	8
Special Programs	11 (haunted MI)	19
Total Participants	50	66

Director's Report of December 2025

	2025	2024
Library Use Statistics		
Items Circulated	1,205	1,389
MeLCat Loaned In	22	22
MeLCat Loaned Out	16	34
ILL Loaned In	225	315
ILL Loaned Out	921	876
Total Patrons	1,518	1,510
New Patrons	8	10
Renewed Patrons	17	12
Door Count	1,212	1,039
New Collection Items	79	108
Collection Total	24,610	25,131
Unique WiFi Users	44	49
Ancestry.com	40	43
Computer Users	22	35
OverDrive Electronic downloads	589	512
Hoopla	218	187
Kanopy Video Plays	13	5
Website Visits	193	120
Google Interactions	343	189
Programs		
Storytime	56 (Santa)	27
Genealogy	4	6
Book Clubs	6	6
Knitting night	n/a	n/a
Dungeons & Dragons	8	8
Special Programs	n/a	19
Total Participants	74	66

Nov/Dec 2025 Library Report:

- Presented at Oxford Community Schools Board Meeting with Emma on Nov 18th, 2025 where we discussed resources and programs we offer at the library. As well as sharing our new building progress.
- Completed Course #2- Purchasing for Libraries
- Staff Raises were implemented in December
- Had carpets cleaned Dec 26th- after the neighboring unit flood of December 16th
- Did some rearranging- extended the Book sale shelf, moved DVDs, and water cooler/coffee
- Planned Staff In-service day on Wednesday January 28th; some activities planned: Staff meeting, revisit mission statement, Visit the new building site, training webinar from the Library of Michigan, team building games and scavenger hunt planned for refreshing our skills
- Began course #3 Government Accounting for Libraries class Jan 12th
- Switching website platform over from Ploud services to Streamline. \$250 a month within Website maintenance budget. Migration will be done throughout February and new site should be up by April 2026