

Albion District Library
Board of Trustees
Public Budget Hearing & Regular Meeting
October 30, 2025
Naomi Lane Room

Call to Order

The meeting was called to order by President Bollman at 6:05 pm.

Roll Call

Present: Laura Bollman, Eric Krause, Kathryn Brautigam, Phillip Kidder,
Alma Morgan, Tiffany Weitzel
Absent: Rebecca Soltis

Public Comment

Syd Dulaney shared her thanks to the library board and staff for their hard work, both personally and in her role as president of Friends of ADL.

Approval of Agenda

Motion by Weitzel to approve the agenda as presented, 2nd by Brautigam. All in favor, motion carried.

Public Hearing for FY 2026 Original Budget

Motion by Krause to open Public Hearing, 2nd by Weitzel. All in favor, motion carried. Public Hearing opened at 6:03pm. No comment from either of the two (2) members of the public present.

Motion to close Public Hearing by Krause, 2nd by Morgan. All in favor, motion carried. Public Hearing closed at 6:08pm.

Old Business

September 25, 2025 Regular Meeting Minutes

Motion to accept the minutes as presented by Krause, 2nd by Morgan. All in favor, motion carried.

Financial Statement Review

Report by Treasurer Brautigam

- Profit & Loss Budget (vs) Actual, Jan-Sept 2025
 - Local Millage/Taxes: \$ 760,722.20 104.7% pg 1
 - Total Income: \$ 819,283.97 91.9% pg 2
 - Personnel: \$ 392,275.31 60.5% pg 3
 - Building/Grounds: \$ 97,469.08 77.4% pg 4
 - Total Expenses: \$ 681,742.23 77.3% pg 5
 - Net Income: \$ 137,541.74 pg 5
- Balance Sheet, September 2025
 - Total Checking/Saving: \$ 822,182.19 -10.2%
 - Total Library Trust: \$ 1,388,739.39 19.7%

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- Total Assets: \$ 2,210,921.58 6.5%
- Total Current Liabilities \$ 139,169.73 3.6%
- Check Detail, September 2025
Nothing of note.

Motion to accept financial report made by Morgan, 2nd by Krause.

Roll call vote: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes, Morgan-yes, Weitzel-yes.

Motion carries.

Committee Reports

- Personnel: Chair Weitzel reported that the committee had met, along with Trustee Soltis and Director Stanczak, to discuss various benefit options for FY2026, including healthcare, short-term disability, vacation accrual, and will discuss in the future the possibility of paid parental leave.
- Facility: Chair Krause reports the committee is waiting on the new (“Option B”) concept designs from Wightman
- Policy: not met
- Finance: Treasurer (Chair) Brautigam reports that the committee met in September and October to continue work on draft FY2026 budget (final draft available in packet).

New Business

Resolution to Adopt FY 2026 Budget Original Budget

Board of Directors reviewed the proposed FY2026 original budget and supplements. Director Stanczak noted reasoning behind budgeting choices in the major revenue and expense cost centers; addressed the uncertainty in budgeting for local millage and government funding streams; and explained the budget cushions included in the larger expense cost centers, specifically Personnel, Contractual Services, and Building & Grounds (i.e, utilities and repairs).

This budget includes interfund transfers from the general fund balance (accumulated budget surplus from previous fiscal years) to roll-over unspent collection development and programming funds, and cover those expense cushions, if needed at the end of FY2026. Director Stanczak provided details from the most recent audit report on the health of the general fund balance (68.6% of the FY2025 original budget, as of 12/31/24), and where the majority of those funds came from (specifically, personnel expenses coming in under budget and LCSA coming in above budget).

Motion to adopt FY2026 Original Budget Resolution by Krause, 2nd by Morgan. Roll call vote: Bollman-yes, Krause-yes, Brautigam-yes, Kidder-yes, Morgan-yes, Weitzel-yes. Resolution and FY2026 Original Budget is adopted.

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Director's Report

This month Director Stanczak learned that the Carnegie Corporation of New York will be gifting each of the 1,280 remaining Carnegie-funded fee public libraries (or their descendant libraries) with \$10,000 in January 2026, in commemoration of the 250th anniversary of the signing of the Declaration of Independence. As this is a gift, and not a grant, we may use the funds as we wish to “celebrate the anniversary, further [our] mission, and benefit [our] community.” Director Stanczak suggested that it be held as a match to any grant funds requested for the 2026 building project, as the majority of the damage and resulting work will take place on the original Carnegie part of our building.

Public Comment (3 mins)

None

Board Comments

President Bollman stated that November 2025 will be her last meeting as a trustee, as her term ends in December and she will be out of state with family.

Motion to Excuse Absent Trustees

Motion to excuse Trustee Soltis due to bereavement by Krause, 2nd by Weitzel. All in favor, motion carries.

Adjournment

President Bollman adjourned the meeting at 7:29 pm.

Next Board Meeting: November 20, 2025