

Albion District Library  
Board of Trustees  
Regular Meeting  
December 16, 2025  
Naomi Lane Room

**Call to Order**

The meeting was called to order by VP Krause at 5:02 pm.

**Roll Call**

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

Absent: Laura Bollman

**Public Comment (3 min)**

None present

**Approval of Agenda**

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

**FY2024 Audit Report Presentation**

*Presentation by Steven Bryer, CPA, of Siegfried Crandall PC*

The independent auditor issued a clean opinion on the audit of our FY2024 financial statements. The Library's total net position increased by 4% (pg 5), the General Fund's unassigned fund balance represented 74% of that fiscal year's total expenditures (within current fund balance policy) (pg 5), and the Trust Fund increased due to interest revenue and transfers from the General Fund (pg 9). Audit report included in meeting packet.

Motion to accept audit report by Weitzel, 2nd by Brautigam. All in favor, motion carried.

**Old Business**

*November 20, 2025 Regular Meeting Minutes*

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

*Financial Statement Review*

Report by Treasurer Brautigam

- Profit & Loss Budget (vs) Actual, Jan-Nov 2025
  - Local Millage/Taxes:           \$ 760,565.98           104.7%           pg 1
  - Total Income:                 \$ 812,899.65           91.1%           pg 3
  - Personnel:                    \$ 505,432.64           88.6%           pg 3
  - Building/Grounds:            \$ 89,299.16            70.9%           pg 5
  - Total Expenses:              \$ 838,463.90           95.0%           pg 6
- Balance Sheet, November 2025
  - Total Checking/Saving:       \$ 658,334.37           -3.0%
  - Total Library Trust:          \$ 1,370,941.56        18.2%
  - Total Assets:                 \$ 2,029,275.93        3.4%
  - Total Current Liabilities     \$ 130,612.77         -1.7%

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*Director Stanczak notes that the increase in Equity under "Unrealized Gain/Loss Securities" is the interest gained on the trust funds held by the Albion Community Foundation.*

- Check Detail, November 2025  
Nothing of note beyond already discussed.

Motion to accept financial reports made by Soltis, 2nd by Morgan. Roll call vote: Krause-yes, Brautigam-yes, Kidder-yes, Soltis-yes, Weitzel-yes, Morgan-yes. Motion carries.

### **Committee Reports**

- Personnel: Chair Weitzel met with Director Stanczak for the final piece of her annual performance evaluation and authorized the 2% merit increase per the benefits package, retroactive to the first pay period after the June meeting.
- Facility: Chair Krause reports the committee is still waiting on the new ("Option B") concept designs from Wightman. Director Stanczak is regularly checking our project status.
- Policy: not met
- Finance: Committee members reviewed the year-end draft budget amendment figures from Director Stanczak, which is included in this meeting under New Business.

### **New Business**

#### *FY2025 Year-end Budget Amendment*

Included in the packet and reviewed by Director Stanczak. Motion to adopt budget amendment by Soltis, 2nd by Morgan. Roll call vote: Krause-yes, Brautigam-yes, Kidder-yes, Soltis-yes, Weitzel-yes, Morgan-yes. Motion carries.

### **Director's Report**

Director Stanczak shared that the shut down of the Institute for Museum & Library Services (IMLS) has been reversed, after a federal judge in Rhode Island permanently blocked the administration's efforts to wind down the agency, and as a federal judge in Washington D.C. hears motions for summary judgment in a parallel case to save the IMLS led by the American Library Association. This is good news for Michigan patrons, as IMLS grant funding to Library of Michigan is the primary funding source for the Michigan Electronic Library Shared Catalog (MeLCat) interlibrary loan system and shared databases, accessible by all Michigan residents.

On the topic of new trustee terms, it was confirmed that Kathryn Brautigam, the current Treasurer, is on the Marshall Public Schools January business agenda for appointment for another 4-year term. Director Stanczak plans to attend.

### **Public Comment (3 mins)**

None

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**Board Comments**

None

**Motion to Excuse Absent Trustees**

Motion to excuse Trustee Bollman made by Kidder, 2nd by Weitzel. All in favor, motion carries.

**Adjournment**

VP Krause adjourned the meeting at 6:01 pm.

Next Board Meeting:  
(Annual Meeting)  
January 22, 2026