

Albion District Library  
Board of Trustees  
Annual Meeting  
January 22, 2026  
Makerspace

### **Call to Order**

VP Krause called the meeting to order at 6:04pm.

### **Roll Call**

Present: Eric Krause, Phillip Kidder, Rebecca Soltis, Tiffany Weitzel, Alma Morgan, Thomas Wilch

Absent: Kathryn Brautigam

### **Public Comment (3 min)**

None present

### **Approval of Agenda**

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

### **Seating of the 2026 Board of Trustees**

*Update of Conflict of Interest Disclosures*

#### *Officer Election*

- Volunteers/Nominations: Eric Krause as President, Tiffany Weitzel as Vice President, Rebecca Soltis as Treasurer, Phil Kidder as Secretary. Motion to elect President, Vice President, and Treasurer made by Wilch, 2nd by Kidder. All those in favor, motion carried.
- As Kidder has served more than two consecutive terms as Secretary, ADL by-laws require a separate, special ballot. Motion to elect Kidder as Secretary for a third consecutive term made by Morgan, 2nd by Soltis. Roll Call Vote: Krause-yes, Weitzel-yes, Soltis-yes, Kidder-yes, Morgan-yes, Wilch-yes. Motion carried.

#### *Committee Appointments*

- Finance: Rebecca Soltis as Chair, with trustee members Krause and Brautigam.
- Facilities: Eric Krause as Chair, with trustee members Kidder and Wilch.
- Personnel: Tiffany Weitzel as Chair, with trustee members Morgan and Soltis.
- Policy: Phillip Kidder as Chair, with trustee members Wilch and Morgan. Former trustee, Laura Bollman, has offered to continue to serve on the Policy Committee as a community member.

Motion to appoint committee chairs and members by Weitzel, 2nd by Wilch. All those in favor, motion carried.

#### *Determination of 2026 Meeting Schedule*

Motion to change monthly Board of Trustees meetings to the third Tuesday of each month, at 1:00 pm, made by Weitzel, 2nd by Soltis. All those in favor, motion carried.

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*Resolution to Appoint Bank Signatories*

With new trustees in key elected officer positions, Director Stanczak requested an updated resolution of the Board to update signatories on the Library's financial accounts at Homestead Savings Bank, and other institutions. Motion to appoint President Eric Krause, Treasurer Rebecca Soltis, and Director Cynthia Stanczak as authorized signatories, made by Wilch, 2nd by Morgan. Roll Call Vote: Krause-yes, Weitzel-yes, Soltis-yes, Kidder-yes, Morgan-yes, Wilch-yes. Motion carried.

**Old Business**

*December 16, 2025 Regular Meeting Minutes*

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

*Financial Statement Review*

Report by Director Stanczak

- Profit & Loss Budget (vs) Actual, Jan-Dec 2025

Director Stanczak noted that this P&L includes the approved December year-end budget amended figures.

○ Local Millage/Taxes:	\$ 760,565.98	100.1%	pg 1
○ Total Income:	\$ 819,669.21	92.5%	pg 3
○ Personnel:	\$ 532,601.85	92.6%	pg 4
○ Building/Grounds:	\$ 115,846.00	96.1%	pg 5
○ Total Expenses:	\$ 901,200.58	92.1%	pg 6

- Balance Sheet, December 2025

○ Total Checking/Saving:	\$ 603,872.68	8.8%
○ Total Library Trust:	\$ 1,370,941.56	-1.3%
○ Total Assets:	\$ 1,975,973.24	-2.0%
○ Total Current Liabilities	\$ 127,276.88	-3.9%

Director Stanczak noted that this includes the Blomquist donation still listed as an Unearned Revenue, which was addressed specifically in the audit as being resolved. She will follow up with the auditor.

- Check Detail, December 2025

- Pg 4, 4198, 12/15/25, Homer Public Library, \$128.95  
3rd Quarter 2025 Penal Fines, 25% of portion from Albion Township, per district library agreement
- Pg 4, 4204, 12/22/25, Acrisure Great Lakes Partners Insurance, LLC, \$17,653.00  
Annual liability and property pool insurance for 2026
- Pg 5, 4209, 12/22/25, Biblionix, \$2,709.00  
Annual cost of our patron- and item-management software
- Pg 5, 4211, Kids N Stuff Children's Museum, \$450.00  
Annual cost for three family passes that we circulate to patrons - very popular!

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- Pg 7, 4227, 12/31/25, Vital Records Control, \$210.00  
Bulk shredding of library papers that either contain patron information or have been released by our records retention schedule. Unexpectedly affordable, we will definitely do this in the future, rather than have staff do our shredding.

Director Stanczak noted that the Board will receive updated FY2025 Profit & Loss and Check Detail reports in the packets over the next two months, as delayed invoices and revenue flow in and are booked in their correct fiscal year. This most commonly includes delayed shipment and billing of materials or equipment purchased in the prior fiscal year, and revenue from penal fines, LCSA, bank interest, and reimbursements by grantors (Friends of ADL, Albion Community Foundation, etc). We close our books in March, after which only the auditor can authorize adjustments.

Motion to accept financial reports made by Kidder, 2nd by Soltis. Roll Call Vote: Krause-yes, Weitzel-yes, Soltis-yes, Kidder-yes, Morgan-yes, Wilch-yes. Motion carried.

### **New Business**

#### *Amendment to 2026 Benefits Package Sick Leave Accrual*

After several months of inquiry into why staff sick leave accruals were not calculating correction, Director Stanczak was notified that due to technical limitations of the software used by the Library's payroll firm, it is not possible to fully implement the approved sick leave accrual policy adopted in June 2025. The correction was highlighted in the draft amendment in the packet. Motion to adopt the draft amendment to the 2026 Staff Benefits Package, by Morgan, 2nd by Soltis. Roll Call Vote: Krause-yes, Weitzel-yes, Soltis-yes, Kidder-yes, Morgan-yes, Wilch-yes. Motion carried.

#### *Request for Additional 2026 Half-Day Staff Training (Date TBD)*

Motion to approve an additional half-day staff training during which the library will close for service to the public, by Weitzel, 2nd by Wilch. Roll Call Vote: Krause-yes, Weitzel-yes, Soltis-yes, Kidder-yes, Morgan-yes, Wilch-yes. Motion carried.

### **Director's Report**

The annual State Aid Report was noted in progress, and expected to be complete and submitted to the Library of Michigan team by month-end. The completed report of statistics from all areas of library operation will be included in the February board packet.

Interviews for the vacant part-time Circulation Assistant position were completed and the newest staffer, Chris Brown, has joined the team.

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President Krause asked for Director Stanczak, or her staff, to investigate the possibility of hosting or sponsoring a community shred event, potentially in conjunction with the county's community clean-up events in April.

**Public Comment (3 mins)**

None

**Board Comments**

None

**Motion to Excuse Absent Trustees**

Motion to excuse Trustee Brautigan made by Kidder, 2nd by Soltis. All in favor, motion carried.

**Adjournment**

President Krause adjourned the meeting at 7:07 pm.

Next Meeting:  
March 17, 2026