

Nottawa Township Library Director's Report - December

Timi Sloat, Director - 685 East Main Street Centreville, MI 49032 – Phone (269)467-6289 timi.sloat@monroe.lib.mi.us – www.nottawatownshiplibrary.com

Circulation by material:		Sales and Service:	
Nottawa	1120	Fax:	84
Lockport	343	Copies:	726
Florence	150	Laminating:	1
Non Resident Full	199	OverDues:	1
Non Resident Physical	509		
Vested Community Partner	60	Facility Usage:	
Total Circulation Count:	2381	Meeting Room:	16
		Children's Classroom:	550
Circulation by patron:		Tutor Room:	46
Nottawa	725	Pavilion Use:	0
Lockport	162	People Count:	1674
Florence	84		
Non Resident Full	101	Ancestry:	0
Non Resident Physical	359	Computer use:	52
Vested Community Partner	68		
Total Circulation Count:	1499	Programs:	
		Adult Classes:	
Circulation Count by Type:		Adult Programs:	
Fiction – Adult:	562		Sturgis Writers Group, Book Clubs and Maj Jong group.
Audiobooks -- Adult:	63	Adult Take-n-Make:	
Nonfiction--Adult:	292	Children's Classes:	
Fiction – Young Adult:	145	Children's Programs:	Children's story time. Holiday take-n-make. Holiday open house and Hometown Christmas Booth
Nonfiction – Children:	201		
Fiction – Children:	1036		
Audiobooks-- Children:	36		
Kits:	51		
DVDs:	180		
Music:	5	Teen Classes:	
Magazines:	43	Teen Programs:	Holiday Take-n-make
OverDrive:	225	Upcoming Programs:	Crochet Club for teens and adults
Hoopla:	243		
Interloan Library loan:	239		
Total Circulation Count:	3321		

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Circulation by material:		Sales and Service:	
Nottawa	1211	Fax:	58
Lockport	399	Copies:	702
Florence	139	Laminating:	3
Non Resident Full	192	OverDues:	1
Non Resident Physical	621		
Vested Community Partner	150	Facility Usage:	
		Meeting Room:	17
Total Circulation Count:	2712	Children's Classroom:	575
		Tutor Room:	51
Circulation by patron:		Pavilion Use:	0
Nottawa	774	People Count:	1236
Lockport	216		
Florence	107		
Non Resident Full	92	Ancestry:	0
Non Resident Physical	427	Computer use:	90
Vested Community Partner	58		
Total Circulation Count:	1674	Programs:	
		Adult Classes:	
Circulation Count by Type:		Adult Programs:	
Fiction – Adult:	600		Sturgis Writers Group, Book Clubs and Maj Jong group. Chunky knit blanket workshop.
Audiobooks -- Adult:	58		
Nonfiction--Adult:	277	Adult Take-n-Make:	
Fiction – Young Adult:	180	Children's Classes:	
Nonfiction – Children:	195	Children's Programs:	Children's story time. Holiday take-n-make
Fiction – Children:	1364		
Audiobooks-- Children:	50		
Kits:	71		
DVDs:	150		
Music:	19	Teen Classes:	
Magazines:	49	Teen Programs:	Holiday Take-n-make
OverDrive:	213	Upcoming Programs:	Christmas Open House and Village Christmas event participation. Holiday take-n-make
Hoopla:	243		
Interloan Library loan:	281		
Total Circulation Count:	3750		

Nottawa Township Library
Statement of Assets, Liabilities, and Equity - Income Tax Basis
As of November 30, 2025

Assets

Current Assets	
Petty Cash	\$ 1
Sturgis Bank and Trust Checking	474,626
Certificate of Deposit	100,000
Tax Holding Account	1,926
Total Current Assets	<u>576,553</u>
Property and Equipment	
Net Property and Equipment	<u>0</u>
Total Assets	<u>\$ 576,553</u>

Liabilities and Net Assets

Current Liabilities	
Accounts Payable	2
Accrued FICA and Federal W/H	1,105
Accrued SUTA	62
Accrued Michigan Withholding	758
Total Current Liabilities	<u>1,927</u>
Long-Term Liabilities	
Total Long-Term Liabilities	<u>0</u>
Total Liabilities	<u>1,927</u>
Net Assets	
Retained Earnings	634,523
Net Income(Loss)	(59,897)
Total Net Assets	<u>574,626</u>
Total Liabilities and Net Assets	<u>\$ 576,553</u>

Nottawa Township Library				
Statement of Revenues and Expenses - Income Tax Basis				
	1 Month Ended	Percent	5 Months Ended	Percent
	November 30, 2025		November 30, 2025	
Sales				
Sales and Service	\$ 883	85 %	\$ 2,646	8 %
Private Donations	25	2	29,668	86
Grant Income	0	0	2,000	6
Miscellaneous Income	125	12	125	0
Total Sales	<u>1,033</u>	<u>100</u>	<u>34,439</u>	<u>100</u>
Gross Profit	<u>1,033</u>	<u>100</u>	<u>34,439</u>	<u>100</u>
Operating Expenses				
Wages - Library Director	3,504	339	17,895	52
Wages - Library Staff	2,098	203	8,603	25
Wages - Part Time	4,242	411	28,946	84
Magazines	0	0	84	0
Recreation Programs	882	85	1,869	5
Supplies	489	47	2,739	8
Contract Membership	410	40	3,321	10
Digital Services	1,080	105	6,925	20
Insurance	0	0	5,529	16
Telephone and Internet	163	16	2,327	7
Utilities	470	45	2,836	8
Repairs and Maintenance	360	35	3,214	9
Books and Videos	1,977	191	7,675	22
Small Equipment	0	0	170	0
Payroll Taxes	753	73	4,241	12
Miscellaneous Expenses	(1)	0	11	0
Bank Service Charges	5	0	5	0
Total Operating Expenses	<u>16,432</u>	<u>1,591</u>	<u>96,390</u>	<u>280</u>
Operating Income (Loss)	<u>(15,399)</u>	<u>(1,491)</u>	<u>(61,951)</u>	<u>(180)</u>
Other Income (Expenses)				
Interest Income	392	38	2,054	6
Total Other Income (Expenses)	<u>392</u>	<u>38</u>	<u>2,054</u>	<u>6</u>
Net Income (Loss) Before Taxes	<u>(15,007)</u>	<u>(1,453)</u>	<u>(59,897)</u>	<u>(174)</u>
Net Income (Loss)	<u>\$ (15,007)</u>	<u>(1,453)%</u>	<u>\$ (59,897)</u>	<u>(174)%</u>

See independent accountant's compilation report.

Nottawa Township Library
Bank Account Reconciliation
SB&T Account #3600002070
General Checking Account
As of November 30, 2025

As of November 30, 2025

Processed	Cleared	Outstanding
Deposits/ Checks	Deposits/ Checks	Deposits/ Checks

\$479,965.85

Bank Balance, 11/30/25

Deposits

Deposit

Deposit

Interest Income

Outstanding Deposits

Checks

#17613

#17614

#17615

#17616

#17617

#17618

#17619

#17620

Outstanding Checks

Electronic Funds Transfers

Comcast

City of Sturgis

ingram

Semco Energy

Cardmember Services

RingCentral Inc

Internal Revenue Service

Internal Revenue Service

Check Imaging Fee

5.00 x

5,278.26

Outstanding Transfers Out

Transfers From Sweep Account

Outstanding Transfers In

General Ledger Balance, 11/30/25

\$474,626.77

163.22

163.22

5,278.26
102.40

102.40

Personal and Confidential
 Ottawa Library November 2025 1-22-26 Bank Reconciliation
 1/26/2026 10:34 AM

**Nottawa Township Library
Statement of Assets, Liabilities, and Equity - Income Tax Basis
As of December 31, 2025**

Assets

Current Assets	
Petty Cash	
Sturgis Bank and Trust Checking	
Certificate of Deposit	
Tax Holding Account	
Total Current Assets	552,105
Property and Equipment	
Net Property and Equipment	0
Total Assets	<u>\$ 552,105</u>

Liabilities and Net Assets

Current Liabilities	
Accrued FICA and Federal W/H	1,347
Accrued Michigan Withholding	1,244
Total Current Liabilities	2,591
Long-Term Liabilities	
Total Long-Term Liabilities	0
Total Liabilities	2,591
Net Assets	
Retained Earnings	634,523
Net Income(Loss)	(85,009)
Total Net Assets	549,514
Total Liabilities and Net Assets	<u>\$ 552,105</u>

Nottawa Township Library Statement of Revenues and Expenses - Income Tax Basis

	1 Month Ended December 31, 2025	Percent	6 Months Ended December 31, 2025	Percent
Sales				
Sales and Service	909	72 %	\$ 3,555	
Private Donations	346		30,014	
Grant Income	0		2,000	
Miscellaneous Income	0		125	
Total Sales	<u>1,255</u>	<u>100</u>	<u>35,694</u>	<u>100</u>
Gross Profit	<u>1,255</u>	<u>100</u>	<u>35,694</u>	<u>100</u>
Operating Expenses				
Wages - Library Director	3,983	317	21,878	61
Wages - Library Staff	1,870	149	10,473	29
Wages - Part Time	5,071	404	34,016	95
Magazines	0	0	84	0
Recreation Programs	330	26	2,199	6
Supplies	1,111	89	3,850	11
Contract Membership	5,354	427	8,676	24
Digital Services	563	45	7,488	21
Insurance	0	0	5,529	15
Telephone and Internet	437	35	2,765	8
Utilities	877	70	3,713	10
Repairs and Maintenance	4,113	328	7,327	21
Books and Videos	2,224	177	9,899	28
Small Equipment	0	0	170	0
Payroll Taxes	836	67	5,077	14
Miscellaneous Expenses	(1)	0	9	0
Bank Service Charges	5	0	10	0
Total Operating Expenses	<u>26,773</u>	<u>2,133</u>	<u>123,163</u>	<u>345</u>
Operating Income (Loss)	<u>(25,518)</u>	<u>(2,033)</u>	<u>(87,469)</u>	<u>(245)</u>
Other Income (Expenses)				
Interest Income	406	32	2,460	7
Total Other Income (Expenses)	<u>406</u>	<u>32</u>	<u>2,460</u>	<u>7</u>
Net Income (Loss) Before Taxes	<u>(25,112)</u>	<u>(2,001)</u>	<u>(85,009)</u>	<u>(238)</u>
Net Income (Loss)	<u>\$ (25,112)</u>	<u>(2,001)%</u>	<u>\$ (85,009)</u>	<u>(238)%</u>

See independent accountant's compilation report.

Nottawa Township Library
Bank Account Reconciliation
SB&T Account #3600002070
General Checking Account
As of December 31, 2025

Bank Balance, 12/31/25			\$457,842.53	
Deposits/ Checks	Processed	Cleared	Deposits/ Checks	Outstanding

Deposits
Deposit 974.49 x
Deposit 470.85 x
Paypal Transfer 14.94 x
Interest Income 126.58 x
Interest Income 279.37 x

Outstanding Deposits

Checks

#17621 137.27 x
#17622 642.41 x
#17623 482.25 x
#17624 521.12 x
#17625 137.27 x
#17626 23.95 x
#17627 5,000.00 x
#17628 119.40
#17629 1,720.00 x
#17630 41.55
#17631 378.00

Outstanding Checks

23.95
119.40
41.55
378.00
562.90

Electronic Funds Transfers

RingCentral Inc 163.22 x
EPS Inc Security 69.51 x
City of Sturgis 322.83 x
Comcast 273.90 x
Cardmember Services 3,440.20 x
Semco Energy 279.77 x
Ingram Book 1,463.96 x
RingCentral Inc 163.22 x
Internal Revenue Service 1,378.37 x
Internal Revenue Service 1,569.92 x
Check Imaging Fee 5.00 x

Transfers From Sweep Account

Outstanding Transfers In 7,886.58
Outstanding Transfers Out 121.58

General Ledger Balance, 12/31/25

\$449,514.63