

HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Agenda for September 9, 2025
Meabon Room, Howell Carnegie District Library
314 West Grand River Ave, Howell, MI 48843
517-546-0720
Enter through Clinton St Doors

- 7:00 Call to Order/Approval of Agenda
(A-September 9, 2025 Agenda)
- 7:03 Attendance
- 7:05 **In-Service Training: Dillon Geshel, Interim Executive Director,
Michigan Library Association
Topic: MI Right to Read**
- 7:30 **Consent Agenda:**
A. Minutes from August 12, 2025
B. Bills & Payrolls
C. Resolutions
 Resolution 25-18 Resolution to Amend 2025-2026 Budget
 Resolution 25-19 Resolution Authorizing Library Director Approve
 Expenditures Up To \$15,000
 Resolution 25-20 Corrected Resolution to Authorize Operating Millage for 2025
D. Use of Library Grounds Request
E. Approval of Policy
F. Update Library Closings 2025
- 7:35 Announcements & Comments from the public
- 7:40 President's Report
- 7:45 Treasurer's Report
- 7:50 Committee Reports - Policy Committee (6:30 pm on Tuesday, September 9, 2025)
- 7:52 Director's Report
- Action Items:**
 Unfinished Business: none
 New Business:
- 8:00 Update on Steps and Ramp Improvement Project and requests for purchase agreement approval
- 8:15 Request for purchase agreement with Dee Cramer - replacement compressor
- 8:20 Request for purchase agreement with Leppek for snow removal
- Discussion Items:**
- 8:25 Livingston County Trustees & Directors Meeting
- 8:30 Service Spotlight
- 8:35 Comments & Concerns of Board Members
- 8:40 Next Board Meeting - Tuesday, October 14, 2025
- 8:41 Adjourn

VISION: Inspire and connect

MISSION: Providing a welcoming hub for resources and experiences

(UNAPPROVED)
HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Minutes of August 12, 2025

President Kathryn Tuck called the regular meeting of the Howell Carnegie District Library to order at 7:00 pm.

Susan Pominville moved to approve the **agenda** as presented. Maria Stuart seconded, and a quorum of the board unanimously approved.

Members present: Jennifer Earl, Susan Pominville, Jacob Schlittler, Maria Stuart, Kathryn Tuck, and Heather White. Library Director Holly Ward Lamb was also present. Three members of the public were in attendance.

Member(s) absent: Bob Ellis

Jacob Schlittler moved to approve the absence of Bob Ellis. Jennifer Earl seconded, and a quorum of the board unanimously approved.

Jacob Schlittler requested that the Minutes of July 8, 2025, be removed from the consent agenda.

Susan Pominville moved to approve the **consent agenda** as presented, including **b) Bills & Payrolls, including the payment register dated 7/01/25 through 7/31/25 for the amount of \$321,084.61; c) Annual Resolution: Resolution 25-17** to authorize operating millage for 2025; **d) Board Training Topics; and e) Board of Trustees Standing Committees.** Jacob Schlittler seconded, and the board was polled. All board members approved.

Jacob Schlittler moved to amend the Minutes of July 8, 2025, to change his comment in the final paragraph of the Director's Report from "an ad hoc" to "a building" committee. Susan Pominville seconded, and a quorum of the board unanimously approved.

There were no comments from the public.

President Kathryn Tuck reported she will meet with Courtney Tarara, current Howell School Board President, about a comment she made during a

school board meeting that the library board was not following the Open Meetings Act. Kathryn Tuck stated that her goal is clarification on this comment. President Tuck also touted the Friends of the Library's Melonfest Book Sale as the "happiest time of the year" and requested that other board members share information about the book sale with people they know because funds raised are used to support the library in various ways, including early literacy and programming.

The treasurer's report is part of the board packet. In Bob Ellis's absence, Director Lamb briefly reviewed it with the board. Since no action is required, the report is filed. President Tuck questioned Director Lamb about our relatively new adoption of Tyler Technologies for bookkeeping and other tasks. Director Lamb noted that she and the staff involved with using it are becoming familiar with the reports it generates and their appearance.

There were no committee meetings in July 2025.

In addition to her written report, Director Holly Ward Lamb stated that the Library of Michigan is rewriting the Trustee Manual and Financial Guide, which is done every couple of years, and she will update links in the notebook. MLA's Annual Conference is Oct. 29-31 in Lansing, and the early bird registration ends September 5. She will send everyone a link so they can review the proposed programs and see if they are interested in attending. She showed the board new shirts with the library's mission statement, paid for with money donated to the library's "Director's Discretion" fund by the Friends of the Library. She will send the necessary information to allow the board to order shirts (paid for by the same fund). Kathryn Tuck requested magnetic name tags for board members.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- Susan Pominville moved to approve the Use of Library Grounds request for Howell Area Parks and Recreation to use a portion of the library's vacant lot August 13-18, 2025. Jennifer Earl seconded, and a quorum of the board unanimously approved.

DISCUSSION ITEMS

- The board discussed its annual review of the bylaws.
- The board discussed its annual review of the Ethics Policy. This policy was previously known as “Conflict of Interest Policy,” but was updated in February of this year.
- The trustee holiday dinner is scheduled for Tuesday, December 9, 2025, immediately following the 6 pm board meeting. There was discussion about the location for this year’s gathering. Maria Stuart suggested using a private room at Diamonds Restaurant.
- The board reviewed the process for the library director’s performance appraisal. Director Lamb noted that wording referencing our old strategic plan has been replaced with the three areas of focus in the recently adopted strategic plan. She also stated that the new action plan would serve as the document outlining her goals.
- This year’s Livingston County Trustees & Directors Meeting is scheduled for Wednesday, October 1, from 6-8 pm at Fowlerville District Library. The speaker for this event is Randy Riley, State Librarian, Library of Michigan.
- Director Lamb provided an update on the Steps and Ramps Improvement Project. At this time, we anticipate the cement work, waterproofing, and snow melt system will be completed by the end of August, and we will reopen the front entrance. Still, we will not be reopening the ramp on the east side of the building until the new handrails are installed, which should be “before the snow flies.” She listed additions to the project, including handicapped door openers on the Clinton Street doors, the cabinet heater removed from the area containing the 24/7 lockers, and soundproofing some of the Administration office, to name a few. Trustee Schlittler asked if the roll-off dumpster related to the project would be removed before Melonfest, and he noted that there was no right-of-way permit pulled for that dumpster. Director Lamb stated she would investigate with personnel from CCI.
- Director Lamb highlighted STEM Kits this month for the board.
- The next policy committee meeting is scheduled for September 9, at 6:30 pm.

IN-SERVICE TRAINING

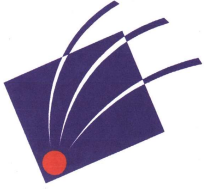
Board orientation part 2.

COMMENTS & CONCERNS OF BOARD MEMBERS

None.

Without objection, President Kathryn Tuck adjourned the meeting at 8:21 pm.

Kathleen Murray, Recording Secretary



| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|-------------------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: Fund 101-General Fund | | | | | | |
| 1194 | HOOPLA-MIDWEST TAPE | 08/13/2025 | EFT | 0.00 | 11,268.14 | 287 |
| 1469 | KANOPY | 08/13/2025 | EFT | 0.00 | 374.00 | 288 |
| 22 | MIDWEST TAPE LLC | 08/13/2025 | EFT | 0.00 | 165.17 | 289 |
| 939 | OVERDRIVE | 08/13/2025 | EFT | 0.00 | 3,546.99 | 290 |
| 750 | ENVISIONWARE INC. | 08/27/2025 | EFT | 0.00 | 228.00 | 291 |
| 22 | MIDWEST TAPE LLC | 08/27/2025 | EFT | 0.00 | 1,721.92 | 292 |
| 1005 | OTIS ELEVATOR COMPANY | 08/27/2025 | EFT | 0.00 | 197.64 | 293 |
| 939 | OVERDRIVE | 08/27/2025 | EFT | 0.00 | 3,738.10 | 294 |
| 8465 | QUILL CORPORATION | 08/27/2025 | EFT | 0.00 | 201.86 | 295 |
| 01135 | JESSICA BYRNS | 08/12/2025 | Regular | 0.00 | -60.00 | 4054 |
| MOS | MICHIGAN OFFICE SOLUTIONS | 08/13/2025 | Regular | 0.00 | 640.70 | 4268 |
| 510 | BAKER & TAYLOR BOOKS | 08/13/2025 | Regular | 0.00 | 820.70 | 4269 |
| 900 | BRODART CO. | 08/13/2025 | Regular | 0.00 | 185.55 | 4270 |
| 1101 | CHRISTMAN CONSTRUCTORS, INC | 08/13/2025 | Regular | 0.00 | 174,698.10 | 4271 |
| 1164 | DEE CRAMER | 08/13/2025 | Regular | 0.00 | 560.00 | 4272 |
| 1549 | DTE ENERGY | 08/13/2025 | Regular | 0.00 | 6,771.33 | 4273 |
| 01159 | ELEMENTONE CONSULTING INC. | 08/13/2025 | Regular | 0.00 | 2,250.00 | 4274 |
| 01034 | EVERGREEN OUTDOOR, INC. | 08/13/2025 | Regular | 0.00 | 1,945.00 | 4275 |
| 2850 | FRIENDS OF THE LIBRARY | 08/13/2025 | Regular | 0.00 | 123.00 | 4276 |
| 493 | HI-TECH SAFE AND LOCK COMPANY | 08/13/2025 | Regular | 0.00 | 332.00 | 4277 |
| 01223 | HSC GROUP | 08/13/2025 | Regular | 0.00 | 600.00 | 4278 |
| 1061 | ICLE | 08/13/2025 | Regular | 0.00 | 178.50 | 4279 |
| 01135 | JESSICA BYRNS | 08/13/2025 | Regular | 0.00 | 60.00 | 4280 |
| 5711 | LIVINGSTON COUNTY TREASURER | 08/13/2025 | Regular | 0.00 | 842.51 | 4281 |
| 1472 | HANNAH MULLINS | 08/13/2025 | Regular | 0.00 | 248.95 | 4282 |
| 01218 | OOMA INC. | 08/13/2025 | Regular | 0.00 | 31.80 | 4283 |
| 503 | QUINN EVANS ARCHITECTS | 08/13/2025 | Regular | 0.00 | 870.00 | 4284 |
| 9390 | SONITROL GREAT LAKES - MICHIGAN | 08/13/2025 | Regular | 0.00 | 290.85 | 4285 |
| 1232 | T-MOBILE | 08/13/2025 | Regular | 0.00 | 587.07 | 4286 |
| WALMART | CAPITAL ONE | 08/13/2025 | Regular | 0.00 | 19.67 | 4287 |
| 01218 | OOMA INC. | 08/19/2025 | Regular | 0.00 | 15.90 | 4288 |
| MOS | MICHIGAN OFFICE SOLUTIONS | 08/27/2025 | Regular | 0.00 | 110.31 | 4289 |
| 330 | SUSAN ALT | 08/27/2025 | Regular | 0.00 | 50.00 | 4290 |
| 1223 | AT&T MOBILITY | 08/27/2025 | Regular | 0.00 | 818.13 | 4291 |
| 510 | BAKER & TAYLOR BOOKS | 08/27/2025 | Regular | 0.00 | 2,336.97 | 4292 |
| 14 | GERALYN BATTLE | 08/27/2025 | Regular | 0.00 | 50.00 | 4293 |
| 900 | BRODART CO. | 08/27/2025 | Regular | 0.00 | 211.56 | 4294 |
| 01186 | BSB COMMUNICATIONS INC | 08/27/2025 | Regular | 0.00 | 19,004.05 | 4295 |
| 1404 | BYRUM ACE HARDWARE - HOWELL | 08/27/2025 | Regular | 0.00 | 21.96 | 4296 |
| 01044 | CARRIE FAIRBANKS | 08/27/2025 | Regular | 0.00 | 25.00 | 4297 |
| 1164 | DEE CRAMER | 08/27/2025 | Regular | 0.00 | 965.00 | 4298 |
| 1143 | DELTA DENTAL | 08/27/2025 | Regular | 0.00 | 37.49 | 4299 |
| 01224 | DETROIT FREE PRESS | 08/27/2025 | Regular | 0.00 | 443.03 | 4300 |
| 01159 | ELEMENTONE CONSULTING INC. | 08/27/2025 | Regular | 0.00 | 3,500.00 | 4301 |
| 01034 | EVERGREEN OUTDOOR, INC. | 08/27/2025 | Regular | 0.00 | 3,365.00 | 4302 |
| 291 | FOSTER, SWIFT, COLLING & SMITH P.C. | 08/27/2025 | Regular | 0.00 | 255.00 | 4303 |
| 3 | LAURA GRABIAS | 08/27/2025 | Regular | 0.00 | 50.00 | 4304 |
| 1141 | K & J ELECTRIC, INC. | 08/27/2025 | Regular | 0.00 | 663.00 | 4305 |
| 01091 | KRISTA SMITH | 08/27/2025 | Regular | 0.00 | 250.00 | 4306 |
| 11001 | HOLLY WARD LAMB | 08/27/2025 | Regular | 0.00 | 89.79 | 4307 |
| 01184 | MICHIGAN COMPANY | 08/27/2025 | Regular | 0.00 | 422.56 | 4308 |
| 807 | PLAYAWAY PRODUCTS, LLC | 08/27/2025 | Regular | 0.00 | 66.92 | 4309 |
| 1215 | RAINMAKER IRRIGATION, LLC | 08/27/2025 | Regular | 0.00 | 182.50 | 4310 |
| 1096 | JENNIFER RYAN | 08/27/2025 | Regular | 0.00 | 50.00 | 4311 |

HCDL Payment Register

Date Range: 08/01/2025 - 08/31/2025

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|-------------------------|--------------|--------------|-----------------|----------------|------------|
| 69 | WORLD BOOK, INC | 08/27/2025 | Regular | 0.00 | 1,546.59 | 4312 |
| 01034 | EVERGREEN OUTDOOR, INC. | 08/30/2025 | Regular | 0.00 | 1,050.00 | 4313 |
| 898 | PRIORITY HEALTH | 08/01/2025 | Bank Draft | 0.00 | 8,233.85 | DFT0000562 |
| 1250 | CONSUMERS ENERGY | 08/14/2025 | Bank Draft | 0.00 | 604.03 | DFT0000563 |
| 1473 | HEALTH EQUITY | 08/06/2025 | Bank Draft | 0.00 | 6.00 | DFT0000567 |
| 1473 | HEALTH EQUITY | 08/13/2025 | Bank Draft | 0.00 | 945.99 | DFT0000568 |
| 19 | MERS | 08/13/2025 | Bank Draft | 0.00 | 2,855.15 | DFT0000569 |
| 19 | MERS | 08/01/2025 | Bank Draft | 0.00 | 12,768.15 | DFT0000570 |
| 19 | MERS | 08/27/2025 | Bank Draft | 0.00 | 3,629.98 | DFT0000572 |
| 19 | MERS | 08/26/2025 | Bank Draft | 0.00 | 8,573.82 | DFT0000573 |

Bank Code Fund 101 Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 62 | 46 | 0.00 | 227,636.49 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 1 | 0.00 | -60.00 |
| Bank Drafts | 8 | 8 | 0.00 | 37,616.97 |
| EFT's | 26 | 9 | 0.00 | 21,441.82 |
| | 96 | 64 | 0.00 | 286,635.28 |

All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|------------------|------------------|----------|------------|
| Regular Checks | 62 | 46 | 0.00 | 227,636.49 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 1 | 0.00 | -60.00 |
| Bank Drafts | 8 | 8 | 0.00 | 37,616.97 |
| EFT's | 26 | 9 | 0.00 | 21,441.82 |
| | 96 | 64 | 0.00 | 286,635.28 |

Fund Summary

| Fund | Name | Period | Amount |
|------|--------------|--------|------------|
| 101 | General Fund | 8/2025 | 286,635.28 |
| | | | 286,635.28 |

Howell Carnegie District Library
314 W. Grand River
Howell, MI 48843

Payroll

Approve Payrolls of:

In the Amounts of:

8/13/2025

\$49,955.78

8/27/2025

\$50,035.16

TOTALS

\$99,990.94

Resolution 25-18

RESOLUTION TO AMEND THE BUDGET FOR THE 2025-2026 FISCAL YEAR FOR
THE HOWELL CARNEGIE DISTRICT LIBRARY

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 9th day of September 2025 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Members: XX

The following resolution was offered by Member XX and seconded by Member XX:

WHEREAS, the Board of Trustees of the Howell Carnegie District Library (the Board) is required by the State of Michigan to balance line items in a budget each fiscal year, and

WHEREAS, the Board practices sound fiscal management,

NOW, THEREFORE BE IT RESOLVED that, the Board hereby adopts the following amended budget for Funds 101 for the fiscal year July 1, 2025 through June 30, 2026:

Increase 101-790-723.010 M.E.R.S. \$102,600
Decrease 101-790-999.000 Contingencies \$102,600

AYES: Members: XX

NAYS: Members: XX

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on September 9, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

Resolution 25-19

RESOLUTION AUTHORIZING THE LIBRARY DIRECTOR TO APPROVE EXPENDITURES TO
BE INVOICED UP TO \$15,000

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 9th day of September 2025 at 7:00pm Eastern Standard time.

PRESENT: Members: XX

ABSENT: Members: XX

The following resolution was offered by Member XX and seconded by Member XX:

WHEREAS, the Library Board of Trustees (Board) adopts an annual budget each year, and

WHEREAS, the library director seeks the best value for products and services available to the library,
and

WHEREAS, The Board of Trustees approves all expenditures per the Bill Payment Policy, and

WHEREAS, It is more expedient and cost effective to delegate the day to day financial expenditures to
the library director,

NOW, THEREFORE BE IT RESOLVED that, the Board does hereby authorize the library director to
approve expenditures up \$15,000 each which will be invoiced for later payment.

AYES: Members: XX

NAYS: Members: XX

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on September 9, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

Resolution 25-20

CORRECTED RESOLUTION TO LEVY 2025 OPERATING MILLAGE

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 9th day of September 2025 at 7:00pm, Eastern Time.

PRESENT: Members:

ABSENT: Member:

The following resolution was offered by Member and supported by Member:

WHEREAS, the electors in the district of the Howell Carnegie District Library on October 4, 1988 authorized one mill in perpetuity and on August 6, 2013 authorized 4/10 of a mill for 20 years for the operation of the library,

NOW, THEREFORE BE IT RESOLVED that the Howell Carnegie District Library Board of Trustees hereby approves and authorizes the maximum millage allowed, following calculations by the Livingston County Equalization Department, are 0.6485 mills reduced by Headlee to 0.6477 mills plus 0.3747 mills reduced by Headlee to 0.3742 mills for a total of 1.0219 mills to be levied against the certified 2025 Total Taxable Value,

BE IT FURTHER RESOLVED that the Secretary and President of this board are authorized to prepare and deliver such notices as are required to accomplish this tax levy.

AYES: Members:

NAYS: Member:

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on September 9, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

Carefully read the instructions on page 2.

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

| | |
|--|---|
| County(ies) Where the Local Government Unit Levies Taxes Livingston | 2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 3,716,407,106 |
| Local Government Unit Requesting Millage Levy Howell Carnegie District Library | For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2025 Current Year "Headlee" Millage Reduction Fraction | (7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|------------------------------|----------------------------|--|--|--|---|---|---|---|---|--|
| millage | operating | 10/88 | 1.0000 | 0.6485 | .9988 | 0.6477 | 1.0000 | 0.6477 | | 0.6477 | N/A |
| millage | operating | 8/13 | 0.4000 | 0.3747 | .9988 | 0.3742 | 1.0000 | 0.3742 | | 0.3742 | 08/32 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

| | | | |
|---------------------------------------|---|--------------------------------------|---------------------------|
| Prepared by Holly Ward Lamb | Telephone Number (517) 546-0720 | Title of Preparer Director | Date 09/09/2025 |
|---------------------------------------|---|--------------------------------------|---------------------------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | | | |
|---|-----------|------------------------------------|---------------------------|
| <input type="checkbox"/> Clerk | Signature | Print Name Jennifer Earl | Date 09/09/2025 |
| <input checked="" type="checkbox"/> Secretary | | | |
| <input type="checkbox"/> Chairperson | Signature | Print Name Kathrn Tuck | Date 09/09/2025 |
| <input checked="" type="checkbox"/> President | | | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| | |
|--|------|
| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section. | |
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

HOWELL CARNEGIE DISTRICT LIBRARY
Use of Library Grounds Application

***Please Read the Library Grounds Use Policy
Before Completing This Form***
(complete one application per activity)

| | |
|--|--|
| Organization <u>Howell Chamber of Commerce</u> | |
| Contact Name <u>Janelle Best</u> | Person Conducting Activity <u>Joe Heslip</u> <i>JAVEL ANONEN</i> |
| Work Phone & Ext <u>248-420-8671</u> | Home Phone _____ |
| Address <u>123 E Washington St.</u> | City & Zip <u>Howell, MI 48843</u> |

DESCRIBE ACTIVITY (include number of people expected to attend activity):


Review Stand IN front AREA 3pm - 8pm
MELBON ROOM Volunteer check-in 2pm - 4:45 *AND SAFETY BRIEF*
VESTIBULE 8pm - 10pm VOLUNTEER CHECK-OUT

DATE AND TIMES OF ACTIVITY:

Date 11/28/2025 Set Up Time begins 2:00 PM Clean Up Time Begins 10:00 PM

***All set ups and necessary equipment are the responsibility of the applicant.
{Please provide diagram of equipment set up}***

NOTE: I have read the accompanying Policy for use of Library Ground as well as this application form and agree as a condition of and in partial consideration for the use of the library grounds that my organization will leave the grounds and equipment in the same condition it was prior to our activity, be responsible for any damage to the facility or damage or loss of equipment and release and hold harmless the Howell Carnegie District Library from any and all claims for personal injury or property damage.

Signed By 
Date 8/28/25 Title FOL COMMITTEE MEMBER

Please return completed application to the Administration Dept. as soon as possible.
Fax 517-546-1494 Phone 517-546-0720 x110

Library Staff Use Only

| | | |
|---|----------------|--------------|
| Library Board Action – Date _____ | Approved _____ | Denied _____ |
| Insurance Liability Policy Provided _____ | | |
| Pre-Event Meeting Date _____ | | |

DRAFT Subscription-Based IT Arrangement (SBITA)

Purpose

This policy states the threshold Howell Carnegie District Library (HCDL) has established for SBITAs and describes the measurement and accounting treatment of SBITAs under GASB Statement No. 96.

Definitions

Subscription-based information technology arrangement (SBITA): A contract that conveys control of the right to use another party's (a SBITA vendor's) IT software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

Short-term SBITA: Subscription-based information technology arrangements that have a maximum possible term of 12 months or less, including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs are recognized as outflows of resources (e.g., expenditures).

Subscription term: The period during which HCDL has a noncancelable right to use the underlying IT assets (referred to as the non-cancelable period), plus the following periods, if applicable:

- Periods covered by HCDL's option to extend the SBITA if it is reasonably certain, based on all relevant factors, that HCDL will exercise that option.
- Periods covered by HCDL's option to terminate the SBITA if it is reasonably certain, based on all relevant factors, that HCDL will not exercise that option.
- Periods covered by a SBITA vendor's option to extend the SBITA if it is reasonably certain, based on all relevant factors, that the SBITA vendor will exercise that option.
- Periods covered by a SBITA vendor's option to terminate the SBITA if it is reasonably certain, based on all relevant factors, that the SBITA vendor will not exercise that option.

Cancelable periods: Periods in which both HCDL and the SBITA vendor have an option to terminate the SBITA without requiring the permission of the other party (or if both parties have to agree to extend).

Noncancelable period: The period of a contract during which the contract cannot be terminated without the consent of the other party.

General Policy

HCDL has established a threshold of \$5,000 for SBITAs (SBITA threshold) that are subject to the requirements of GASB 96.

Qualifying Criteria

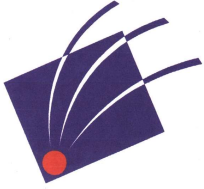
If a contract meets all the following criteria, the contract is subject to the treatment of SBITAs described in GASB 96 and will be accounted for accordingly:

- The contract meets the definition of SBITA as defined in the standard.
- The contract is not a short-term SBITA, as defined.
- The contract is not subject to any exclusions listed in the standard.
- The payments in aggregate called for under the contract meet or exceed the HCDL's SBITA threshold

HOWELL CARNEGIE DISTRICT LIBRARY

LIBRARY CLOSINGS 2025

| | | |
|-------------------------------------|-----------|---|
| December 31, 2024 | Tuesday | New Year's Eve Day |
| January 1, 2025 | Wednesday | New Year's Day |
| February 28, 2025 | Friday | Staff Development/ Training Day |
| April 20 | Sunday | Easter |
| May 24 | Saturday | Memorial Day Long Weekend |
| May 25 | Sunday | Memorial Day Long Weekend |
| May 26 | Monday | Memorial Day Observed |
| May 25– August 31 Sundays in Summer | | |
| July 4 | Friday | Independence Day Observed |
| July 5 | Saturday | Independence Day Long Weekend |
| July 6 | Sunday | Independence Day Long Weekend |
| August 30 | Saturday | Labor Day Long Weekend |
| August 31 | Sunday | Labor Day Long Weekend |
| September 1 | Monday | Labor Day |
| October 3 | Friday | Staff Development/ Training Day |
| November 26 | Wednesday | 5:00 pm Closing Thanksgiving Eve |
| November 27 | Thursday | Thanksgiving |
| December 24 | Wednesday | Day before Christmas |
| December 25 | Thursday | Christmas Holiday |
| December 28 | Sunday | Sunday between Christmas and New Year's |
| December 31 | Wednesday | New Year's Eve Day |
| January 1, 2026 | Thursday | New Year's Day |



HCDL Budget Status Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 08/31/2025

| | | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Used |
|--|-------------------------------|--------------------------|-------------------------|--------------------|--------------------|--|-----------------|
| Fund: 101 - General Fund | | | | | | | |
| Revenue | | | | | | | |
| SubAccount: 010 - TAXES | | | | | | | |
| 101-000-410.000 | CURRENT PROPERTY TAXES | 3,797,796.00 | 3,797,796.00 | 0.00 | 0.00 | -3,797,796.00 | 0.00 % |
| 101-000-412.000 | DELINQUENT PROPERTY TAXES | 0.00 | 0.00 | 47.03 | 4,641.65 | 4,641.65 | 0.00 % |
| SubAccount: 010 - TAXES Total: | | 3,797,796.00 | 3,797,796.00 | 47.03 | 4,641.65 | -3,793,154.35 | 0.12 % |
| SubAccount: 030 - STATE GRANTS | | | | | | | |
| 101-000-540.000 | STATE AID | 59,126.00 | 59,126.00 | 0.00 | 0.00 | -59,126.00 | 0.00 % |
| SubAccount: 030 - STATE GRANTS Total: | | 59,126.00 | 59,126.00 | 0.00 | 0.00 | -59,126.00 | 0.00 % |
| SubAccount: 040 - CHARGES FOR SERVICES | | | | | | | |
| 101-000-628.000 | COPY, PRINTING, FAX | 8,000.00 | 8,000.00 | 1,208.70 | 2,322.25 | -5,677.75 | 29.03 % |
| 101-000-629.000 | OUT OF AREA FEES | 60.00 | 60.00 | 30.00 | 30.00 | -30.00 | 50.00 % |
| 101-000-642.000 | SALES | 150.00 | 150.00 | 25.00 | 135.00 | -15.00 | 90.00 % |
| 101-000-651.000 | MEETING ROOM FEES | 200.00 | 200.00 | 25.00 | 25.00 | -175.00 | 12.50 % |
| SubAccount: 040 - CHARGES FOR SERVICES Total: | | 8,410.00 | 8,410.00 | 1,288.70 | 2,512.25 | -5,897.75 | 29.87 % |
| SubAccount: 050 - FINES & FORFEITS | | | | | | | |
| 101-000-658.000 | OVERDUE FEES | 200.00 | 200.00 | 40.00 | 148.00 | -52.00 | 74.00 % |
| 101-000-658.004 | REPLACEMENT FEES | 2,000.00 | 2,000.00 | 146.98 | 353.98 | -1,646.02 | 17.70 % |
| 101-000-659.000 | PENAL FINES | 75,000.00 | 75,000.00 | 0.00 | 0.00 | -75,000.00 | 0.00 % |
| SubAccount: 050 - FINES & FORFEITS Total: | | 77,200.00 | 77,200.00 | 186.98 | 501.98 | -76,698.02 | 0.65 % |
| SubAccount: 060 - INVESTMENT & INTEREST INCOME | | | | | | | |
| 101-000-665.000 | INTEREST INCOME | 50,000.00 | 50,000.00 | 24,485.09 | 55,695.84 | 5,695.84 | 111.39 % |
| 101-000-669.000 | UNREALIZED INVESTMENT GAIN/L | 0.00 | 0.00 | 0.00 | 0.12 | 0.12 | 0.00 % |
| SubAccount: 060 - INVESTMENT & INTEREST INCOME Total: | | 50,000.00 | 50,000.00 | 24,485.09 | 55,695.96 | 5,695.96 | 111.39 % |
| SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES | | | | | | | |
| 101-000-676.000 | REIMBURSEMENTS | 2,000.00 | 2,000.00 | 0.00 | 0.00 | -2,000.00 | 0.00 % |
| 101-000-689.000 | CASH OVER/SHORT | 0.00 | 0.00 | -0.15 | 3.65 | 3.65 | 0.00 % |
| SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total: | | 2,000.00 | 2,000.00 | -0.15 | 3.65 | -1,996.35 | 0.18 % |
| SubAccount: 080 - OTHER FINANCING SOURCES | | | | | | | |
| 101-000-692.000 | PRIOR YEAR FUND BALANCE | 50,000.00 | 50,000.00 | 0.00 | 0.00 | -50,000.00 | 0.00 % |
| 101-000-692.001 | PRIOR YEAR DESIGNATED FUND BA | 689,425.00 | 689,425.00 | 0.00 | 0.00 | -689,425.00 | 0.00 % |
| SubAccount: 080 - OTHER FINANCING SOURCES Total: | | 739,425.00 | 739,425.00 | 0.00 | 0.00 | -739,425.00 | 0.00 % |
| Revenue Total: | | 4,733,957.00 | 4,733,957.00 | 26,007.65 | 63,355.49 | -4,670,601.51 | 1.34 % |
| Expense | | | | | | | |
| SubAccount: 090 - PERSONNEL SERVICES | | | | | | | |
| 101-790-702.000 | SALARIES | 1,415,000.00 | 1,415,000.00 | 100,938.21 | 194,356.33 | 1,220,643.67 | 13.74 % |
| 101-790-716.000 | HEALTH INSURANCE | 113,440.00 | 113,440.00 | 8,233.85 | 22,651.31 | 90,788.69 | 19.97 % |
| 101-790-717.000 | LIFE INSURANCE | 1,500.00 | 1,500.00 | 0.00 | 1,083.84 | 416.16 | 72.26 % |
| 101-790-718.000 | WORKER'S COMPENSATION | 6,000.00 | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 0.00 % |
| 101-790-719.000 | HEALTH CARE REIMBURSEMENT | 9,875.00 | 9,875.00 | 0.00 | 0.00 | 9,875.00 | 0.00 % |
| 101-790-719.001 | H.S.A. | 17,625.00 | 17,625.00 | 0.00 | 4,962.50 | 12,662.50 | 28.16 % |
| 101-790-719.003 | PEDIATRIC DENTAL | 500.00 | 500.00 | 37.49 | 112.47 | 387.53 | 22.49 % |
| 101-790-721.000 | BONUSES | 11,794.00 | 11,794.00 | 0.00 | 0.00 | 11,794.00 | 0.00 % |
| 101-790-722.000 | FICA | 108,248.00 | 108,248.00 | 7,577.00 | 14,584.72 | 93,663.28 | 13.47 % |
| 101-790-723.000 | SICK, VACATION, RETIREMENT | 20,000.00 | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00 % |
| 101-790-723.010 | M.E.R.S. | 11,400.00 | 11,400.00 | 21,341.97 | 21,341.97 | -9,941.97 | 187.21 % |
| SubAccount: 090 - PERSONNEL SERVICES Total: | | 1,715,382.00 | 1,715,382.00 | 138,128.52 | 259,093.14 | 1,456,288.86 | 15.10 % |
| SubAccount: 100 - LIBRARY SUPPLIES | | | | | | | |
| 101-790-727.000 | SUPPLIES | 35,000.00 | 35,000.00 | 241.65 | 890.70 | 34,109.30 | 2.54 % |

HCDL Budget Status Report

For Fiscal: 2025-2026 Period Ending: 08/31/2025

| | | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Used |
|--|------------------------------|--------------------------|-------------------------|--------------------|--------------------|--|-----------------|
| 101-790-730.000 | POSTAGE | 11,000.00 | 11,000.00 | 0.00 | 0.00 | 11,000.00 | 0.00 % |
| 101-790-745.000 | EQUIPMENT | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 % |
| SubAccount: 100 - LIBRARY SUPPLIES Total: | | 47,000.00 | 47,000.00 | 241.65 | 890.70 | 46,109.30 | 1.90% |
| SubAccount: 120 - OTHER SERVICES & CHARGES | | | | | | | |
| 101-790-860.000 | TRANSPORTATION | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 % |
| 101-790-900.000 | MARKETING & ADVERTISING | 25,000.00 | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 % |
| 101-790-940.000 | EQUIPMENT RENTAL | 100.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 % |
| 101-790-956.001 | MISCELLANEOUS | 50.00 | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 % |
| 101-790-957.000 | EDUCATION: TRUSTEES | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 % |
| 101-790-957.001 | EDUCATION: EMPLOYEES | 35,000.00 | 35,000.00 | 0.00 | 649.10 | 34,350.90 | 1.85 % |
| 101-790-957.002 | MEMBERSHIP BOARD & STAFF | 4,500.00 | 4,500.00 | 0.00 | 0.00 | 4,500.00 | 0.00 % |
| 101-790-960.000 | MEL-CAT REPLACEMENTS | 2,000.00 | 2,000.00 | 0.00 | 18.95 | 1,981.05 | 0.95 % |
| 101-790-963.000 | PROPERTY TAXES | 20,000.00 | 20,000.00 | 0.00 | 15,270.91 | 4,729.09 | 76.35 % |
| 101-790-964.000 | REFUNDS | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 % |
| 101-790-964.001 | CHARGEBACKS | 8,000.00 | 8,000.00 | 842.51 | 842.51 | 7,157.49 | 10.53 % |
| 101-790-965.000 | FEES & ACCOUNT CHARGES | 3,000.00 | 3,000.00 | 22.37 | 440.10 | 2,559.90 | 14.67 % |
| SubAccount: 120 - OTHER SERVICES & CHARGES Total: | | 103,650.00 | 103,650.00 | 864.88 | 17,221.57 | 86,428.43 | 16.62% |
| SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES | | | | | | | |
| 101-790-807.000 | AUDIT | 7,500.00 | 7,500.00 | 0.00 | 0.00 | 7,500.00 | 0.00 % |
| 101-790-818.001 | FINANCIAL ADVISORS | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 % |
| 101-790-818.002 | LEGAL SERVICES | 30,000.00 | 30,000.00 | 255.00 | 255.00 | 29,745.00 | 0.85 % |
| 101-790-818.003 | PERSONNEL SERVICES | 80,000.00 | 80,000.00 | 5,750.00 | 5,750.00 | 74,250.00 | 7.19 % |
| 101-790-819.001 | PAYROLL SERVICES | 10,000.00 | 10,000.00 | 714.06 | 1,807.84 | 8,192.16 | 18.08 % |
| 101-790-820.000 | DELIVERY SERVICES | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 % |
| SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES T | | 133,500.00 | 133,500.00 | 6,719.06 | 7,812.84 | 125,687.16 | 5.85% |
| SubAccount: 140 - BUILDING & MAINTENANCE | | | | | | | |
| 101-790-775.000 | BUILDING & MAINT SUPPLIES | 15,000.00 | 15,000.00 | 422.56 | 472.24 | 14,527.76 | 3.15 % |
| 101-790-808.000 | BUILDING SECURITY SYSTEM | 4,500.00 | 4,500.00 | 290.85 | 581.70 | 3,918.30 | 12.93 % |
| 101-790-819.002 | GROUNDS MAINTENANCE | 55,000.00 | 55,000.00 | 5,220.00 | 6,157.00 | 48,843.00 | 11.19 % |
| 101-790-920.000 | PUBLIC UTILITIES | 90,200.00 | 90,200.00 | 7,227.19 | 8,515.00 | 81,685.00 | 9.44 % |
| 101-790-958.000 | BUILDING MAINTENANCE | 95,000.00 | 95,000.00 | 3,611.19 | 7,101.59 | 87,898.41 | 7.48 % |
| 101-790-969.000 | INSURANCE | 47,974.00 | 47,974.00 | -3,639.00 | -3,639.00 | 51,613.00 | -7.59 % |
| SubAccount: 140 - BUILDING & MAINTENANCE Total: | | 307,674.00 | 307,674.00 | 13,132.79 | 19,188.53 | 288,485.47 | 6.24% |
| SubAccount: 150 - MATERIALS & PROGRAMMING | | | | | | | |
| 101-790-782.000 | PERIODICALS | 15,000.00 | 15,000.00 | 443.03 | 974.88 | 14,025.12 | 6.50 % |
| 101-790-782.001 | ELECTRONIC MEDIA | 196,000.00 | 196,000.00 | 18,927.23 | 70,526.44 | 125,473.56 | 35.98 % |
| 101-790-782.002 | CIRCULATING HOTSPOTS | 17,000.00 | 17,000.00 | 1,159.30 | 1,764.52 | 15,235.48 | 10.38 % |
| 101-790-782.003 | DATABASES | 43,220.00 | 43,220.00 | 0.00 | 0.00 | 43,220.00 | 0.00 % |
| 101-790-782.004 | YS PROGRAMMING | 46,000.00 | 46,000.00 | 748.95 | 3,870.36 | 42,129.64 | 8.41 % |
| 101-790-782.005 | ADULT PROGRAMMING | 23,500.00 | 23,500.00 | 269.67 | 808.56 | 22,691.44 | 3.44 % |
| 101-790-782.006 | YOUTH DATABASES | 16,000.00 | 16,000.00 | 1,546.59 | 5,874.97 | 10,125.03 | 36.72 % |
| 101-790-782.007 | YS E-MEDIA | 12,280.00 | 12,280.00 | 0.00 | 0.00 | 12,280.00 | 0.00 % |
| 101-790-982.001 | ADULT BOOKS - PRINT | 66,500.00 | 66,500.00 | 2,226.29 | 9,851.59 | 56,648.41 | 14.81 % |
| 101-790-982.002 | LIBRARY OF THINGS | 15,000.00 | 15,000.00 | 0.00 | 293.36 | 14,706.64 | 1.96 % |
| 101-790-982.006 | ADULT AV | 14,400.00 | 14,400.00 | 1,536.74 | 1,968.79 | 12,431.21 | 13.67 % |
| 101-790-982.018 | YS BOOKS - PRINT | 33,000.00 | 33,000.00 | 797.74 | 5,651.12 | 27,348.88 | 17.12 % |
| 101-790-982.019 | KITS & LOT - YOUTH | 16,000.00 | 16,000.00 | 0.00 | 307.14 | 15,692.86 | 1.92 % |
| 101-790-982.024 | YS AV | 10,000.00 | 10,000.00 | 405.28 | 475.47 | 9,524.53 | 4.75 % |
| SubAccount: 150 - MATERIALS & PROGRAMMING Total: | | 523,900.00 | 523,900.00 | 28,060.82 | 102,367.20 | 421,532.80 | 19.54% |
| SubAccount: 160 - INFORMATION TECHNOLOGY | | | | | | | |
| 101-790-780.000 | TECH SUPPLIES | 4,500.00 | 4,500.00 | 0.00 | 156.45 | 4,343.55 | 3.48 % |
| 101-790-780.001 | TECHNOLOGY: SOFTWARE | 1,500.00 | 1,500.00 | 0.00 | 299.00 | 1,201.00 | 19.93 % |
| 101-790-781.000 | TECHNOLOGY: HARDWARE/EQUIP | 21,725.00 | 21,725.00 | 0.00 | 774.46 | 20,950.54 | 3.56 % |
| 101-790-830.000 | PROFESSIONAL TECHNOLOGY SERV | 33,000.00 | 33,000.00 | 0.00 | 0.00 | 33,000.00 | 0.00 % |
| 101-790-850.000 | COMMUNICATIONS | 12,500.00 | 12,500.00 | 47.70 | 472.06 | 12,027.94 | 3.78 % |
| 101-790-850.002 | NON CIRCULATING HOTSPOTS | 3,000.00 | 3,000.00 | 98.74 | 94.15 | 2,905.85 | 3.14 % |
| 101-790-932.000 | AUTOMATED SYSTEM MAINT | 161,661.00 | 161,661.00 | 1,035.77 | 69,433.43 | 92,227.57 | 42.95 % |

HCDL Budget Status Report

For Fiscal: 2025-2026 Period Ending: 08/31/2025

| | | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Used |
|---|-------------------------------|--------------------------|-------------------------|--------------------|--------------------|--|-----------------|
| 101-790-934.000 | EQUIPMENT MAINTENANCE | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 % |
| 101-790-972.000 | CAPITAL TECHNOLOGY PURCHASES | 128,700.00 | 128,700.00 | 19,004.05 | 19,004.05 | 109,695.95 | 14.77 % |
| SubAccount: 160 - INFORMATION TECHNOLOGY Total: | | 368,586.00 | 368,586.00 | 20,186.26 | 90,233.60 | 278,352.40 | 24.48% |
| SubAccount: 170 - CAPITAL OUTLAY | | | | | | | |
| 101-790-971.000 | CAPITAL IMPROVEMENT PROJECTS | 500,000.00 | 500,000.00 | 174,698.10 | 174,698.10 | 325,301.90 | 34.94 % |
| SubAccount: 170 - CAPITAL OUTLAY Total: | | 500,000.00 | 500,000.00 | 174,698.10 | 174,698.10 | 325,301.90 | 34.94% |
| SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS | | | | | | | |
| 101-790-995.000 | TRANSFER OUT | 217,150.00 | 217,150.00 | 0.00 | 0.00 | 217,150.00 | 0.00 % |
| 101-790-995.002 | TRANSFER OUT - RESERVE | 200,000.00 | 200,000.00 | 0.00 | 0.00 | 200,000.00 | 0.00 % |
| 101-790-999.000 | CONTINGENCIES | 617,079.00 | 617,079.00 | 0.00 | 0.00 | 617,079.00 | 0.00 % |
| SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS T | | 1,034,229.00 | 1,034,229.00 | 0.00 | 0.00 | 1,034,229.00 | 0.00% |
| Expense Total: | | 4,733,921.00 | 4,733,921.00 | 382,032.08 | 671,505.68 | 4,062,415.32 | 14.18% |
| Total Revenues | | 4,733,957.00 | 4,733,957.00 | 26,007.65 | 63,355.49 | -4,670,601.51 | 1.34% |
| Fund: 101 - General Fund Surplus (Deficit): | | 36.00 | 36.00 | -356,024.43 | -608,150.19 | -608,186.19 | 89,306.08% |
| Fund: 272 - Special Revenue | | | | | | | |
| Revenue | | | | | | | |
| SubAccount: 060 - INVESTMENT & INTEREST INCOME | | | | | | | |
| 272-000-665.000 | INTEREST | 1,000.00 | 1,000.00 | 1,821.15 | 4,798.04 | 3,798.04 | 479.80 % |
| 272-000-665.001 | INTEREST - ARCHIVES | 100.00 | 100.00 | 0.00 | 0.00 | -100.00 | 0.00 % |
| SubAccount: 060 - INVESTMENT & INTEREST INCOME Total: | | 1,100.00 | 1,100.00 | 1,821.15 | 4,798.04 | 3,698.04 | 436.19% |
| SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES | | | | | | | |
| 272-000-674.000 | DONATIONS/FUNDRAISING | 25,000.00 | 25,000.00 | 1,165.00 | 1,256.75 | -23,743.25 | 5.03 % |
| 272-000-674.387 | ARCHIVES DONATIONS | 5,000.00 | 5,000.00 | 0.00 | 0.00 | -5,000.00 | 0.00 % |
| 272-000-675.000 | SPECIAL EVENTS REVENUE | 1,000.00 | 1,000.00 | 0.00 | 0.00 | -1,000.00 | 0.00 % |
| 272-000-675.001 | REIMBURSED MATERIALS | 3,000.00 | 3,000.00 | 0.00 | 0.00 | -3,000.00 | 0.00 % |
| 272-000-675.014 | FAMILY PLACE DONATION | 2,000.00 | 2,000.00 | 0.00 | 0.00 | -2,000.00 | 0.00 % |
| 272-000-675.015 | FRIENDS DONATION | 5,000.00 | 5,000.00 | 0.00 | 0.00 | -5,000.00 | 0.00 % |
| 272-000-675.017 | FRIENDS MERCHANDISE SALES | 2,000.00 | 2,000.00 | 95.75 | 218.75 | -1,781.25 | 10.94 % |
| SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total: | | 43,000.00 | 43,000.00 | 1,260.75 | 1,475.50 | -41,524.50 | 3.43% |
| SubAccount: 080 - OTHER FINANCING SOURCES | | | | | | | |
| 272-000-692.002 | PRIOR YEAR TERRY FUND BALANCE | 2,000.00 | 2,000.00 | 0.00 | 0.00 | -2,000.00 | 0.00 % |
| 272-000-692.387 | PRIOR YEAR ARCHIVES FUND BAL | 15,000.00 | 15,000.00 | 0.00 | 0.00 | -15,000.00 | 0.00 % |
| SubAccount: 080 - OTHER FINANCING SOURCES Total: | | 17,000.00 | 17,000.00 | 0.00 | 0.00 | -17,000.00 | 0.00% |
| Revenue Total: | | 61,100.00 | 61,100.00 | 3,081.90 | 6,273.54 | -54,826.46 | 10.27% |
| Expense | | | | | | | |
| SubAccount: 100 - LIBRARY SUPPLIES | | | | | | | |
| 272-790-760.000 | GENERAL DONATION PURCHASES | 20,000.00 | 20,000.00 | 0.00 | 2,053.00 | 17,947.00 | 10.27 % |
| 272-790-763.000 | ARCHIVES PURCHASES | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 % |
| 272-790-765.000 | TERRY TRUST - MISC | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 % |
| 272-790-766.000 | REIMBURSED MATERIALS | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 % |
| 272-790-767.000 | SPECIAL EVENTS EXPENDITURES | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 % |
| SubAccount: 100 - LIBRARY SUPPLIES Total: | | 36,000.00 | 36,000.00 | 0.00 | 2,053.00 | 33,947.00 | 5.70% |
| SubAccount: 120 - OTHER SERVICES & CHARGES | | | | | | | |
| 272-790-965.000 | FEES & ACCOUNT CHARGES | 100.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 % |
| 272-790-983.000 | PILOT PROJECTS | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 % |
| SubAccount: 120 - OTHER SERVICES & CHARGES Total: | | 2,100.00 | 2,100.00 | 0.00 | 0.00 | 2,100.00 | 0.00% |
| SubAccount: 170 - CAPITAL OUTLAY | | | | | | | |
| 272-790-972.000 | CAPITAL IMPROVEMENT PROJECTS | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 % |
| SubAccount: 170 - CAPITAL OUTLAY Total: | | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00% |
| SubAccount: 190 - FRIENDS OF THE LIBRARY | | | | | | | |
| 272-790-761.000 | FRIENDS DONATIONS-MISC. | 5,000.00 | 5,000.00 | 275.00 | 375.00 | 4,625.00 | 7.50 % |
| 272-790-762.000 | FAMILY PLACE EXPENDITURES | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 % |
| 272-790-955.000 | FRIENDS MDSE/SALES | 0.00 | 0.00 | 123.00 | 123.00 | -123.00 | 0.00 % |

HCDL Budget Status Report

For Fiscal: 2025-2026 Period Ending: 08/31/2025

| | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Used |
|---|--------------------------|-------------------------|--------------------|--------------------|--|-----------------|
| 272-790-980.007 FRIENDS MERCHANDISE SALES | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 % |
| SubAccount: 190 - FRIENDS OF THE LIBRARY Total: | 9,000.00 | 9,000.00 | 398.00 | 498.00 | 8,502.00 | 5.53% |
| Expense Total: | 52,100.00 | 52,100.00 | 398.00 | 2,551.00 | 49,549.00 | 4.90% |
| Total Revenues | 61,100.00 | 61,100.00 | 3,081.90 | 6,273.54 | -54,826.46 | 10.27% |
| Fund: 272 - Special Revenue Surplus (Deficit): | 9,000.00 | 9,000.00 | 2,683.90 | 3,722.54 | -5,277.46 | 41.36% |
| Fund: 371 - Debt Service Fund | | | | | | |
| Revenue | | | | | | |
| SubAccount: 080 - OTHER FINANCING SOURCES | | | | | | |
| 371-000-699.000 TRANSFER IN | 217,150.00 | 217,150.00 | 0.00 | 0.00 | -217,150.00 | 0.00 % |
| SubAccount: 080 - OTHER FINANCING SOURCES Total: | 217,150.00 | 217,150.00 | 0.00 | 0.00 | -217,150.00 | 0.00% |
| Revenue Total: | 217,150.00 | 217,150.00 | 0.00 | 0.00 | -217,150.00 | 0.00% |
| Expense | | | | | | |
| SubAccount: 000 - N/A | | | | | | |
| 371-790-991.000 PRINCIPLE ON BONDS | 170,000.00 | 170,000.00 | 0.00 | 0.00 | 170,000.00 | 0.00 % |
| 371-790-993.000 INTEREST ON BONDS | 46,650.00 | 46,650.00 | 0.00 | 0.00 | 46,650.00 | 0.00 % |
| SubAccount: 000 - N/A Total: | 216,650.00 | 216,650.00 | 0.00 | 0.00 | 216,650.00 | 0.00% |
| SubAccount: 120 - OTHER SERVICES & CHARGES | | | | | | |
| 371-790-801.000 PAYING AGENT FEES | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 % |
| SubAccount: 120 - OTHER SERVICES & CHARGES Total: | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00% |
| Expense Total: | 217,150.00 | 217,150.00 | 0.00 | 0.00 | 217,150.00 | 0.00% |
| Total Revenues | 217,150.00 | 217,150.00 | 0.00 | 0.00 | -217,150.00 | 0.00% |
| Fund: 371 - Debt Service Fund Surplus (Deficit): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Report Surplus (Deficit): | 9,036.00 | 9,036.00 | -353,340.53 | -604,427.65 | -613,463.65 | -6,689.11% |

Group Summary

| SubAccount | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Used |
|---|--------------------------|-------------------------|--------------------|--------------------|--|-------------------|
| Fund: 101 - General Fund | | | | | | |
| Revenue | | | | | | |
| 010 - TAXES | 3,797,796.00 | 3,797,796.00 | 47.03 | 4,641.65 | -3,793,154.35 | 0.12% |
| 030 - STATE GRANTS | 59,126.00 | 59,126.00 | 0.00 | 0.00 | -59,126.00 | 0.00% |
| 040 - CHARGES FOR SERVICES | 8,410.00 | 8,410.00 | 1,288.70 | 2,512.25 | -5,897.75 | 29.87% |
| 050 - FINES & FORFEITS | 77,200.00 | 77,200.00 | 186.98 | 501.98 | -76,698.02 | 0.65% |
| 060 - INVESTMENT & INTEREST INCOME | 50,000.00 | 50,000.00 | 24,485.09 | 55,695.96 | 5,695.96 | 111.39% |
| 070 - OTHER REVENUE & FINANCING SOURCES | 2,000.00 | 2,000.00 | -0.15 | 3.65 | -1,996.35 | 0.18% |
| 080 - OTHER FINANCING SOURCES | 739,425.00 | 739,425.00 | 0.00 | 0.00 | -739,425.00 | 0.00% |
| Revenue Total: | 4,733,957.00 | 4,733,957.00 | 26,007.65 | 63,355.49 | -4,670,601.51 | 1.34% |
| Expense | | | | | | |
| 090 - PERSONNEL SERVICES | 1,715,382.00 | 1,715,382.00 | 138,128.52 | 259,093.14 | 1,456,288.86 | 15.10% |
| 100 - LIBRARY SUPPLIES | 47,000.00 | 47,000.00 | 241.65 | 890.70 | 46,109.30 | 1.90% |
| 120 - OTHER SERVICES & CHARGES | 103,650.00 | 103,650.00 | 864.88 | 17,221.57 | 86,428.43 | 16.62% |
| 130 - PROFESSIONAL AND CONTRACTUAL SERVICES | 133,500.00 | 133,500.00 | 6,719.06 | 7,812.84 | 125,687.16 | 5.85% |
| 140 - BUILDING & MAINTENANCE | 307,674.00 | 307,674.00 | 13,132.79 | 19,188.53 | 288,485.47 | 6.24% |
| 150 - MATERIALS & PROGRAMMING | 523,900.00 | 523,900.00 | 28,060.82 | 102,367.20 | 421,532.80 | 19.54% |
| 160 - INFORMATION TECHNOLOGY | 368,586.00 | 368,586.00 | 20,186.26 | 90,233.60 | 278,352.40 | 24.48% |
| 170 - CAPITAL OUTLAY | 500,000.00 | 500,000.00 | 174,698.10 | 174,698.10 | 325,301.90 | 34.94% |
| 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS | 1,034,229.00 | 1,034,229.00 | 0.00 | 0.00 | 1,034,229.00 | 0.00% |
| Expense Total: | 4,733,921.00 | 4,733,921.00 | 382,032.08 | 671,505.68 | 4,062,415.32 | 14.18% |
| Total Revenues | 4,733,957.00 | 4,733,957.00 | 26,007.65 | 63,355.49 | -4,670,601.51 | 1.34% |
| Total Expenses | 4,733,921.00 | 4,733,921.00 | 382,032.08 | 671,505.68 | 4,062,415.32 | 14.18% |
| Fund: 101 - General Fund Surplus (Deficit): | 36.00 | 36.00 | -356,024.43 | -608,150.19 | -608,186.19 | 89,306.08% |
| Fund: 272 - Special Revenue | | | | | | |
| Revenue | | | | | | |
| 060 - INVESTMENT & INTEREST INCOME | 1,100.00 | 1,100.00 | 1,821.15 | 4,798.04 | 3,698.04 | 436.19% |
| 070 - OTHER REVENUE & FINANCING SOURCES | 43,000.00 | 43,000.00 | 1,260.75 | 1,475.50 | -41,524.50 | 3.43% |
| 080 - OTHER FINANCING SOURCES | 17,000.00 | 17,000.00 | 0.00 | 0.00 | -17,000.00 | 0.00% |
| Revenue Total: | 61,100.00 | 61,100.00 | 3,081.90 | 6,273.54 | -54,826.46 | 10.27% |
| Expense | | | | | | |
| 100 - LIBRARY SUPPLIES | 36,000.00 | 36,000.00 | 0.00 | 2,053.00 | 33,947.00 | 5.70% |
| 120 - OTHER SERVICES & CHARGES | 2,100.00 | 2,100.00 | 0.00 | 0.00 | 2,100.00 | 0.00% |
| 170 - CAPITAL OUTLAY | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00% |
| 190 - FRIENDS OF THE LIBRARY | 9,000.00 | 9,000.00 | 398.00 | 498.00 | 8,502.00 | 5.53% |
| Expense Total: | 52,100.00 | 52,100.00 | 398.00 | 2,551.00 | 49,549.00 | 4.90% |
| Total Revenues | 61,100.00 | 61,100.00 | 3,081.90 | 6,273.54 | -54,826.46 | 10.27% |
| Total Expenses | 52,100.00 | 52,100.00 | 398.00 | 2,551.00 | 49,549.00 | 4.90% |
| Fund: 272 - Special Revenue Surplus (Deficit): | 9,000.00 | 9,000.00 | 2,683.90 | 3,722.54 | -5,277.46 | 41.36% |
| Fund: 371 - Debt Service Fund | | | | | | |
| Revenue | | | | | | |
| 080 - OTHER FINANCING SOURCES | 217,150.00 | 217,150.00 | 0.00 | 0.00 | -217,150.00 | 0.00% |
| Revenue Total: | 217,150.00 | 217,150.00 | 0.00 | 0.00 | -217,150.00 | 0.00% |
| Expense | | | | | | |
| 000 - N/A | 216,650.00 | 216,650.00 | 0.00 | 0.00 | 216,650.00 | 0.00% |
| 120 - OTHER SERVICES & CHARGES | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00% |
| Expense Total: | 217,150.00 | 217,150.00 | 0.00 | 0.00 | 217,150.00 | 0.00% |
| Total Revenues | 217,150.00 | 217,150.00 | 0.00 | 0.00 | -217,150.00 | 0.00% |
| Total Expenses | 217,150.00 | 217,150.00 | 0.00 | 0.00 | 217,150.00 | 0.00% |
| Fund: 371 - Debt Service Fund Surplus (Deficit): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Report Surplus (Deficit): | 9,036.00 | 9,036.00 | -353,340.53 | -604,427.65 | -613,463.65 | -6,689.11% |

Fund Summary

| Fund | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) |
|---------------------------|--------------------------|-------------------------|--------------------|--------------------|--|
| 101 - General Fund | 36.00 | 36.00 | -356,024.43 | -608,150.19 | -608,186.19 |
| 272 - Special Revenue | 9,000.00 | 9,000.00 | 2,683.90 | 3,722.54 | -5,277.46 |
| 371 - Debt Service Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Surplus (Deficit): | 9,036.00 | 9,036.00 | -353,340.53 | -604,427.65 | -613,463.65 |



| Account | Name | Balance |
|---------------------------------|----------------------------------|----------------------------|
| Fund: 101 - General Fund | | |
| Assets | | |
| 101-000-001.000 | CASH - CHECKING. | 211,382.36 |
| 101-000-001.002 | CASH - CREDIT CHECKING | 1,501.12 |
| 101-000-002.000 | BANK OF ANN ARBOR MONEY MARKET | 6,257,198.39 |
| 101-000-002.001 | COMERICA MMKT | 43,104.32 |
| 101-000-002.002 | COMERICA MMKT - CAPITAL RESERVE | 45,961.82 |
| 101-000-002.003 | COMERICA - TECHNOLOGY RESERVE | 10,998.10 |
| 101-000-002.004 | BANK OF ANN ARBOR MMKT-TECHNOLOX | 137,792.77 |
| 101-000-004.000 | PETTY CASH | 225.00 |
| 101-000-004.001 | CASH ON HAND | 0.00 |
| 101-000-007.000 | CASH-PAYROLL CHECKING | 500.00 |
| 101-000-017.000 | MI CLASS - GENERAL | 701,797.52 |
| 101-000-018.000 | MI CLASS - CAPITAL RESERVE | 384,513.06 |
| 101-000-019.000 | MI CLASS - TECHNOLOGY RESERVE | 92,351.46 |
| 101-000-040.000 | ACCOUNTS RECEIVABLE - GENERAL | 0.00 |
| 101-000-056.000 | ACCRUED INTEREST | 0.00 |
| 101-000-073.000 | DUE FROM LIBRARIES | 0.00 |
| 101-000-073.001 | DUE FROM TLN | 0.00 |
| 101-000-078.000 | PENAL FINES RECEIVABLE | 0.00 |
| 101-000-078.001 | STATE AID RECEIVABLE | 0.00 |
| 101-000-078.002 | DUE FROM STATE | 0.00 |
| 101-000-079.000 | DUE FROM FEDERAL GOVERNMENT | 0.00 |
| 101-000-081.730 | DUE FROM POST OFFICE | 138.12 |
| 101-000-084.000 | DUE FROM OTHER FUNDS | 0.00 |
| 101-000-084.155 | DUE FROM ENDOWMENT | 0.00 |
| 101-000-084.272 | DUE FROM 272 SPECIAL REVENUE | 0.00 |
| 101-000-084.371 | DUE FROM 371 DEBT SERVICE | 0.00 |
| 101-000-084.702 | DUE FROM LB TRUST & AGENCY FD | 0.00 |
| 101-000-084.727 | DUE FROM PENSION | 0.00 |
| 101-000-084.900 | DUE FROM CAPITAL ASSET FUND | 0.00 |
| 101-000-084.950 | DUE FROM LONG TERM DEBT | 0.00 |
| 101-000-123.000 | PREPAID EXPENSE | 157,732.22 |
| 101-000-123.001 | PREPAID EXPENSE - CONTROL.NET | 13,839.00 |
| 101-000-184.000 | SUBSCRIPTION ASSETS | 29,606.67 |
| 101-000-185.000 | ACC AMTZ - SUBSCRIPTION ASSETS | -16,844.30 |
| Total Assets: | | 8,071,797.63 |
| | | <u>8,071,797.63</u> |
| Liability | | |
| 101-000-202.000 | ACCOUNTS PAYABLE | 19,893.67 |
| 101-000-209.000 | ACCRUED EXPENSES | 0.00 |
| 101-000-214.000 | DUE TO OTHER FUNDS | 0.00 |
| 101-000-214.272 | DUE TO SPECIAL REVENUE | 0.00 |
| 101-000-214.371 | DUE TO DEBT SERVICE | 0.00 |
| 101-000-214.472 | DUE TO EQUIPMENT AND FURNISHING | 0.00 |
| 101-000-231.001 | AFLAC PAYABLE | 0.00 |
| 101-000-231.002 | EMPLOYEE H.S.A. PAYABLE | -5,128.55 |
| 101-000-231.003 | 457 PAYABLE | 9,413.18 |
| 101-000-257.000 | ACCRUED PAYROLL | 0.00 |
| 101-000-258.000 | ACCRUED PAYROLL TAXES | 0.00 |
| 101-000-260.000 | ACCRUED VACATION PAYABLE | 0.00 |
| 101-000-261.000 | ACCRUED SICK LEAVE PAYABLE | 0.00 |
| 101-000-301.000 | SUBSCRIPTION LIABILITIES | 13,355.23 |
| Total Liability: | | 37,533.53 |

HCDL Balance Sheet

As Of 08/31/2025

| Account | Name | Balance |
|-------------------------------------|---|----------------------------|
| Equity | | |
| 101-000-380.000 | RESERVE - CAPITAL EXPENDITURE | 2,343,475.35 |
| 101-000-381.000 | SICK/VACATION/RETIREMENT RESERVE | 194,798.39 |
| 101-000-382.000 | TECHNOLOGY RESERVE | 182,038.44 |
| 101-000-390.000 | FUND BALANCE | 5,922,694.97 |
| 101-000-390.001 | FUND BALANCE - GASB 34 | -592.86 |
| | Total Beginning Equity: | 8,642,414.29 |
| Total Revenue | | 63,355.49 |
| Total Expense | | 671,505.68 |
| Revenues Over/Under Expenses | | -608,150.19 |
| | Total Equity and Current Surplus (Deficit): | 8,034,264.10 |
| | Total Liabilities, Equity and Current Surplus (Deficit): | <u>8,071,797.63</u> |

HCDL Balance Sheet
As Of 08/31/2025

| Account | Name | Balance | |
|-------------------------------------|---|-------------------|--------------------------|
| Fund: 155 - Endowment | | | |
| Assets | | | |
| 155-000-001.000 | CASH | 0.00 | |
| 155-000-001.002 | ONLINE CASH | 0.00 | |
| 155-000-082.101 | DUE FROM GENERAL FUND | 0.00 | |
| 155-000-082.272 | DUE FROM SPECIAL REVENUE | 0.00 | |
| 155-000-082.371 | DUE FROM DEBT SERVICE | 0.00 | |
| 155-000-082.472 | DUE FROM EQUIPMENT AND FURNISHING | 0.00 | |
| 155-000-084.000 | DUE FROM NON-EXPENDABLE | 0.00 | |
| 155-000-184.000 | BENEFICIAL INT IN ASSETS CFSEM | 607,803.80 | |
| 155-000-184.001 | BEN INT IN ASSETS-SONG LINE | 49,680.43 | |
| 155-000-184.002 | BEN INT IN ASSETS-ROSS | 26,799.11 | |
| | Total Assets: | 684,283.34 | <u>684,283.34</u> |
| Liability | | | |
| 155-000-202.000 | ACCOUNTS PAYABLE | 0.00 | |
| 155-000-214.101 | DUE TO GENERAL FUNDS | 0.00 | |
| 155-000-214.272 | DUE TO SPECIAL REVENUE | 0.00 | |
| | Total Liability: | 0.00 | |
| Equity | | | |
| 155-000-375.000 | FUND BALANCE - SONG LINE ENDOWMENT | 49,680.43 | |
| 155-000-376.000 | FUND BALANCE - J. ROSS | 26,799.11 | |
| 155-000-390.000 | FUND BALANCE | 607,803.80 | |
| 155-000-391.000 | FUND BALANCE - EXPENDABLE | 0.00 | |
| 155-100-391.000 | FUND BALANCE - EXPENDABLE | 0.00 | |
| | Total Beginning Equity: | 684,283.34 | |
| Total Revenue | | 0.00 | |
| Total Expense | | 0.00 | |
| Revenues Over/Under Expenses | | 0.00 | |
| | Total Equity and Current Surplus (Deficit): | 684,283.34 | |
| | Total Liabilities, Equity and Current Surplus (Deficit): | | <u>684,283.34</u> |

HCDL Balance Sheet

As Of 08/31/2025

| Account | Name | Balance |
|---|-----------------------------------|--------------------------|
| Fund: 272 - Special Revenue | | |
| Assets | | |
| 272-000-001.000 | CASH - CHECKING | 46,288.16 |
| 272-000-001.002 | CASH - CREDIT CHECKING | 3,243.97 |
| 272-000-002.000 | BANK OF ANN ARBOR MONEY MARKET | 488,279.04 |
| 272-000-017.000 | MI CLASS ACCOUNT | 338,015.16 |
| 272-000-040.000 | ACCOUNTS RECEIVABLE - GENERAL | 0.00 |
| 272-000-056.000 | ACCRUED INTEREST | 0.00 |
| 272-000-082.000 | DUE FROM FRIENDS OF LIBRARY | 0.00 |
| 272-000-082.101 | DUE FROM GENERAL FUND | 0.00 |
| 272-000-082.155 | DUE FROM ENDOWMENT | 0.00 |
| 272-000-082.371 | DUE FROM DEBT SERVICE | 0.00 |
| 272-000-082.472 | DUE FROM EQUIPMENT AND FURNISHING | 0.00 |
| 272-000-084.000 | DUE FROM OTHER FUNDS | 0.00 |
| Total Assets: | | 875,826.33 |
| | | <u>875,826.33</u> |
| Liability | | |
| 272-000-202.000 | ACCOUNTS PAYABLE | 870.00 |
| 272-000-214.101 | DUE TO GENERAL FUND | 0.00 |
| 272-000-214.371 | DUE TO DEBT SERVICE | 0.00 |
| 272-000-214.472 | DUE TO EQUIPMENT AND FURNISHING | 0.00 |
| Total Liability: | | 870.00 |
| Equity | | |
| 272-000-386.000 | TERRY RESERVE | 549,508.36 |
| 272-000-387.000 | ARCHIVES FUND BALANCE | 41,151.26 |
| 272-000-390.000 | FUND BALANCE | 280,574.17 |
| Total Beginning Equity: | | 871,233.79 |
| Total Revenue | | 6,273.54 |
| Total Expense | | 2,551.00 |
| Revenues Over/Under Expenses | | 3,722.54 |
| Total Equity and Current Surplus (Deficit): | | 874,956.33 |
| Total Liabilities, Equity and Current Surplus (Deficit): | | <u>875,826.33</u> |

HCDL Balance Sheet

As Of 08/31/2025

| Account | Name | Balance |
|---------|------|---------|
|---------|------|---------|

Fund: 371 - Debt Service Fund

Assets

| | | |
|---------------------------------|-----------------------------------|-------------|
| 371-000-001.000 | CASH | 0.00 |
| 371-000-082.101 | DUE FROM GENERAL FUND | 0.00 |
| 371-000-082.155 | DUE FROM ENDOWMENT | 0.00 |
| 371-000-082.272 | DUE FROM SPECIAL REVENUE | 0.00 |
| 371-000-082.472 | DUE FROM EQUIPMENT AND FURNISHING | 0.00 |
| Total Assets: | | 0.00 |
| | | 0.00 |

Liability

| | | |
|---------------------------------|---------------------------------|---------------------|
| 371-000-202.000 | ACCOUNTS PAYABLE | 0.00 |
| 371-000-214.101 | DUE TO GENERAL FUND | 0.00 |
| 371-000-214.272 | DUE TO SPECIAL REVENUE | 0.00 |
| 371-000-214.472 | DUE TO EQUIPMENT AND FURNISHING | 0.00 |
| 371-000-251.000 | ACCRUED INTEREST PAYABLE | 3,887.50 |
| 371-000-300.000 | BONDS PAYABLE | 1,720,000.00 |
| Total Liability: | | 1,723,887.50 |

Equity

| | | |
|---------------------------------|---------------------------|----------------------|
| 371-000-390.000 | FUND BALANCE | 0.00 |
| 371-000-390.001 | FUND BALANCE - EXPENDABLE | -1,723,887.50 |
| Total Beginning Equity: | | -1,723,887.50 |

Total Revenue 0.00

Total Expense 0.00

Revenues Over/Under Expenses 0.00

Total Equity and Current Surplus (Deficit): -1,723,887.50

Total Liabilities, Equity and Current Surplus (Deficit): 0.00



| Account | Name | Beginning Cash Balance | Net Change | Ending Balance |
|--|---------------------------------|---------------------------|---------------------|---------------------|
| 101 - General Fund | | | | |
| 101-000-001.000 | CASH - CHECKING. | 344,148.96 | (132,766.60) | 211,382.36 |
| 101-000-001.002 | CASH -CREDIT CHECKING | 478.91 | 1,022.21 | 1,501.12 |
| 101-000-002.000 | BOA MONEY MARKET | 6,482,624.41 | (225,426.02) | 6,257,198.39 |
| 101-000-002.001 | COMERICA MMKT | 43,104.32 | - | 43,104.32 |
| 101-000-002.002 | COMERICA MMKT - CAPITAL RESERVE | 45,961.82 | - | 45,961.82 |
| 101-000-002.003 | COMERICA - TECHNOLOGY RESERVE | 10,998.10 | - | 10,998.10 |
| 101-000-002.004 | FNB MMKT-TECHNOLOGY | 137,792.77 | - | 137,792.77 |
| 101-000-007.000 | CASH-PAYROLL CHECKING | 552.70 | (52.70) | 500.00 |
| 101-000-017.000 | MI CLASS - GENERAL | 701,797.52 | - | 701,797.52 |
| 101-000-018.000 | MI CLASS - CAPITAL RESERVE | 384,513.06 | - | 384,513.06 |
| 101-000-019.000 | MI CLASS - TECHNOLOGY RESERVE | 92,351.46 | - | 92,351.46 |
| Fund 101 - General Fund Total: | | 8,244,324.03 | (357,223.11) | 7,887,100.92 |
| 155 - Endowment | | | | |
| Beginning Cash Balance | | | | |
| 155-000-001.000 | CASH | | - | - |
| 155-000-001.002 | ONLINE CASH | | - | - |
| Total Beginning Cash Balance: | | - | - | - |
| 272 - Special Revenue | | | | |
| 272-000-001.000 | CASH - CHECKING | 41,182.61 | 5,105.55 | 46,288.16 |
| 272-000-001.002 | CASH - CREDIT CHECKING | 3,205.72 | 38.25 | 3,243.97 |
| 272-000-002.000 | BOA MONEY MARKET | 486,457.89 | 1,821.15 | 488,279.04 |
| 272-000-017.000 | MI CLASS | 338,015.16 | - | 338,015.16 |
| Fund 272 - Special Revenue Total: | | 868,861.38 | 6,964.95 | 875,826.33 |
| 371 - Debt Service Fund | | | | |
| Beginning Cash Balance | | | | |
| 371-000-001.000 | CASH | - | - | - |
| Fund 371 - Debt Service Fund Total: | | - | - | - |
| Grand Total | | 9,113,185.41 | (350,258.16) | 8,762,927.25 |

Howell Carnegie District Library Board of Trustees
Director's Report for September 9, 2025

BOARD MEETING AGENDA
A-Sept 9, 2025 Agenda

CALL TO ORDER/APPROVAL OF AGENDA

ATTENDANCE

IN-SERVICE TRAINING: Dillon Geshel, Interim Executive Director, Michigan Library Association
Topic: MI Right to Read

POTENTIAL MOTIONS FOR ACTION AND DISCUSSION ITEMS

- Potential motions are included in italics for each action item.

CONSENT AGENDA:

I move to accept the consent agenda.

A. Minutes from August 12, 2025

B-Consent Agenda A board_minutes_8-12-25

B. Bills & Payrolls

B-Consent Agenda B-Payment Register

B-Consent Agenda B-Payroll Bill

C. Resolutions:

B-Consent Agenda C-Resolution 25-18 Resolution to Amend 2025-2026 Budget

B-Consent Agenda C-Resolution 25-19 Resolution Authorizing Library Director Approve Expenditures Up To \$15,000

B-Consent Agenda C-Resolution 25-20 Corrected Resolution to Authorize Operating Millage for 2025

B-Consent Agenda C-Resolutions Corrected FormL-4029

D. Use of Library Grounds Request

B-Consent Agenda D-Use of Library Grounds Request-Fantasy of Lights

E. Approval of Policy

B-Consent Agenda E-Approval of Policy- Subscription-Based IT Arrangement (SBITA)

F. Update Library Closings 2025

B-Consent Agenda F-Update Library Closings 2025

Notes relating to Consent Agenda items:

Resolution 25-18: Resolution to Amend 2025-2026 Budget - A typo was identified. This resolution moves funds from the contingency line item (category: Other Library Financing & Special Items) to the M.E.R.S. line item (category: Personnel Services)

Resolution 25-19 Resolution Authorizing Library Director Approve Expenditures up to \$15,000 - I am requesting that the amount I can approve be increased from \$10,000 to \$15,000. My request stems from the increased frequency of repairs on the HVAC system and some items related to the steps and ramp project.

Resolution 25-20 Corrected Resolution to Authorize Operating Millage for 2025 - Another typo. The calculation of the millage was correct, but the amount of the 2024 millage (October 1988 millage) was incorrect on the L-4029 and Resolution 25-17.

The Use of Library Grounds request is an annual request from the Howell Chamber of Commerce for the Fantasy of Lights.

The Subscription-Based IT Arrangement (SBITA) policy is being reviewed by the Policy Committee right before the board meeting. This is a policy that our auditors suggested.

The update to the Library Closings 2025 is the addition of Friday, October 3, 2025, for a day of staff training on the library safety policies.

FINANCE:

1. I have not received the total for August's penal fines.
 2. The monthly budgetary status report and balance sheet are attached.
 3. Treasurer's Report
- C-Financial Information A- Monthly Budgetary Status Report
C-Financial Information B- Balance Sheet
C-Treasurer's Report – August 2025 Monthly Summary

COMMITTEE REPORTS

Policy Committee is scheduled to meet at 6:30 pm on Tuesday, September 9, 2025

ACTION ITEMS

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- Update on Steps and Ramp Improvement Project and requests for purchase agreements approval
- E-Retaining wall repairs
- F-Additional handrail expenses

I move to approve a purchase agreement with CCI for \$102,870.25 for retaining wall repairs, additional handrail expenses, and temporary handrails.

Purchase agreement with CCI for \$102,870.25

CCI - Industrial Services Inc \$10,870.00 + \$815.25 (fee on subcontracts) - repairs to front retaining wall

CCI - Additional Handrail Expenses \$76,185

CCI - Temporary Handrails - time and material not to exceed \$15,000

I will provide an update at the meeting and additional details about the requested purchase agreement.

- Request for purchase agreement with Dee Cramer - replacement compressor
G-Dee Cramer- compressor replacement quote# TT 5205

I move to approve a purchase agreement with Dee Cramer for \$13,241.82 for a replacement compressor.

There are three compressor units, each with two compressors, located on the east side of the Carnegie Building. These control the heating and cooling mainly in the Carnegie Building.

- Request for purchase agreement with Leppek for snow removal
H- Snow removal- Leppek

I move to approve a purchase agreement with Leppek for snow removal services, commencing on November 1, 2025, and continuing through October 31, 2028.

I recommend continuing with Leppek for the library's snow removal. We have an excellent working relationship, and they understand the needs of our patrons.

DISCUSSION ITEMS:

- Livingston County Trustees & Directors Meeting

Wednesday, October 1, 2025

6-8 pm

Fowlerville District Library

Speaker: Randy Riley, State Librarian, Library of Michigan

- Service Spotlight

A new monthly feature based on a suggestion from the Board Assessment. I will highlight a library service, resource, or collection.

MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- CCI was able to remove the dumpster from Center Street for Melon Festival weekend. They even swept the street in the area where the dumpster was located.
- The annual audit is scheduled for the week of September 22, 2025.
- The new phone system is scheduled to be installed on Tuesday, September 16, 2025. There will be a 10-30 minute timeframe when the phones are being switched from one system to another, during which the phones may be down/a lull may occur. The anticipated time for this is between 12:00 p.m. and 1:00 p.m. We will convey this information to the public on the day of the switch-over.
- Many months ago, Diane McKee, Business Office Administrator, followed up on an opportunity related to brownfield redevelopment and the library lot. She was connected with [TAB](#) Technical Assistance to Brownfields. I am excited to announce that we are starting to work with [PLY+](#), an architecture firm in Ann Arbor, on a conceptual design. There is no cost to the library for this design service. The result will help us determine options and costs moving forward.
 - Diane and I met with the team and Adam Patton of Pinchin. Adam Patton did the 2006 environmental study for the library. The 2006 study was produced by PM Environmental, Inc. PM was acquired by Pinchin. We are awaiting a recommendation from Adam regarding a current environmental study.

PERSONNEL:

- Nothing to report.

LIBRARY EVENTS:

- Youth Services (family, children, and teens) [calendar of events](#).

Youth Services returns to their “regular line up” of programs for the preschool-elementary age crowd and their families:

Weekly:

[Parent Child Workshop](#) (ages 0-3 with parents/caregiver)- Mondays 9:15-10:15am
(September 8-October 6)

Read, Music, Play (ages 0-3 with parents/caregivers) -

[Mondays 11-11:20am](#)

[Tuesdays 9:30-9:50am](#)

[Tuesdays 11:15-11:35am](#) @ 242 Church

Family Early Literacy Class (ages 3-5 with parents/caregivers)

[Wednesdays 11-11:30am](#)

[Thursday 9:30-10am](#)

[Homeschool Creators](#) (grades k-5) Thursdays 11-11:30am

Monthly:

STEAM Club (grades 3-6) September program [The Great Pumpkin Lab](#) Monday, September 8 6-6:45pm

Tail Waggin' Tutors (grades k-6) Wednesday [September 10](#) 5:45-6:45pm

STEAM Club Jr. (grades k-2) September program [Apple Architects](#) Monday, September 15 6-6:30pm

Little Explorers (ages 2-6 with parents/caregivers) Tuesday [September 23](#) 6-6:30pm

LEGO Club (grades k-5) September program Monday [Zipline Builders](#) September 29 6-6:45pm

Happy Little Painting: Kids Edition (grades 1-5) [October program](#) Monday, October 7 6-6:45pm



- Reference or Adult Programming [calendar of events](#).





COMMUNITY ENGAGEMENT:

- The library will have a booth at the Howell Farmers Market on Sunday, September 7, 2025.
- [View](#) the student artwork and the featured artists of the Livingston Fine Arts Association.

TRUSTEE NOTEBOOK:

Annual updates after the August board meeting are complete.
Here's the link to the Google Site - Board of Trustees Notebook

Holly Ward Lamb 9/5/25

COST ESTIMATE //

Howell Carnegie RFI 11

August 26, 2025



**INDUSTRIAL
SERVICES INC.**

IndustrialServices1.com

COST ESTIMATE // 24-0360 – REV01

DATE // August 26, 2025
 TO // Phil Oquist
 FROM // Dan Creger
 RE // Howell Carnegie – RFI 11

Industrial Services Inc. [ISI] is pleased to provide the following cost estimate. ISI will provide project safety provisions, supervision, labor, materials, and equipment, for the above-named project, as outlined below:

| Work | Qty | Units | Total |
|---|-----|-------|--------------|
| GENERAL REQUIREMENTS & EQUIPMENT | | | |
| Submittals, GC & Safety | --- | -- | \$ 1,175.00 |
| 040100 Maintenance of Masonry | | | |
| Provide labor, material & equipment to remove existing failing material where the 4 caps were previously removed. Scarify the top of existing wall, then set dowels in concrete and place Sikacrete 211 SCC Plus with fiber mesh reinforcement to align height to adjacement stone caps. Then complete flashing and resetting stones as originally planned. Also includes additional skid steer rental to complete scope. | - | - | \$ 9,695.00 |
| | | | |
| | | | \$ 10,870.00 |

Exclusions/Clarifications:

Based on using Sikacrete 211 SCC Plus in lieu of Sikacrete 360 SCC.

Waste containers & proper disposal by others.

Weather protection not included.

Site conditions or change in scope, other than specified herein, are subject to additional charges.

Unless otherwise specified, installation of our materials to be performed at ambient temperatures of 40 degrees & rising.

Unless identified otherwise, bonds are not included.

Warranty EXCLUDES responsibility for removal and replacement of other work that conceals our work unless otherwise specified in our proposal.

All work is quoted first shift, straight time unless noted otherwise herein.

Testing is excluded unless noted otherwise herein.

Provisions for liquidated damages are not included.

Provisions for material escalation are not included.

Proposal is valid for 20 days.

ISI Project Fees:

\$ 10,870.00

It is our goal to provide estimates that are complete & inclusive of all items required to complete the scope.

Questions? Please contact me directly at 734.761.8370.

Industrial Services Inc.

Dan Creger

| | | | | | | | | | | | | | |
|---|--|------------|-------------|--------------|-----------------|------------------|-------------|--------------|-----------------|------------------|--------------------|------------------------------|------------|
| Project Name: Howell Carnegie Library | | | | | | | | | | | | RFI# | 006 |
| CCI Job # 249-118 | | | | | | | | | | | | Cost Code # : | 000 |
| PO# | | | | | | | | | | | | Christman Constructors C/ff: | 004 |
| Date: | 8/21/2025 | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | |
| Alternate LED Handrail System Including Alternate - Front Main LED Decorative Handrail | | | | <i>Labor</i> | <i>Material</i> | <i>Equipment</i> | <i>Sub.</i> | <i>Total</i> | <i>Total</i> | <i>Total</i> | <i>Total</i> | | |
| <i>Date/Ticket#:</i> | <i>Description</i> | <i>Qty</i> | <i>Unit</i> | <i>Unit</i> | <i>Unit</i> | <i>Unit</i> | <i>Unit</i> | <i>Labor</i> | <i>Material</i> | <i>Equipment</i> | <i>Subcontract</i> | TOTAL | |
| | Pricing summary and cost detail for the alternate handrail system that was accepted. | | - | - | - | - | - | - | - | - | - | - | - |
| | Cost break down shows the base bid contract value being increased for the new handrail direction. Includes: New Handrail @ Ramps/Stairs, Including the Alternate | | - | - | - | - | - | - | - | - | - | - | - |
| | Includes the front main decorative handrail and infills. Also includes overall labor for handrail installation (All Areas) | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | Subcontractor | | - | - | - | - | - | - | - | - | - | - | - |
| | Original LED Handrail System (Including All Electrical & Handrail Scope Of Work) | 1.00 | ls | - | - | - | 298,150.00 | - | - | - | 298,150.00 | 298,150.00 | 298,150.00 |
| | Alternate LED Handrail System (PRO-Tech/ETI-K&J) *Including Alternate Area* | 1.00 | ls | - | - | - | 283,601.00 | - | - | - | 283,601.00 | 283,601.00 | 283,601.00 |
| | Main Front LED Bronze Decorative Handrail (Gasser-Cole Lighting) | 1.00 | ls | | - | - | 46,614.00 | - | - | - | 46,614.00 | 46,614.00 | 46,614.00 |
| | Handrail Installation (All Areas) | 1.00 | ls | | - | - | 16,500.00 | - | - | - | 16,500.00 | 16,500.00 | 16,500.00 |
| | Main Front Decretive Handrail - Bronze Infills / Vertical Uprights (Install / Fabricate) | 1.00 | ls | | - | - | 22,305.00 | - | - | - | 22,305.00 | 22,305.00 | 22,305.00 |
| | | | | | | | | | | | | | |
| | Delta / Difference between Original & Alternate (Cost Increase) | 1.00 | ls | | | | 70,870.00 | - | | | | | 70,870.00 |
| | (Org. \$298,150) - (Alt. + Labor + Fabrication + Front Rail \$369,020) = \$70,870 + | | | - | - | - | - | - | - | - | - | - | - |
| | Subtotal Direct Cost (In Unit Prices) | | | | | | | - | - | - | 70,870.00 | 70,870.00 | 70,870.00 |
| | Sales Tax on Materials @ 6% | 6.00% | | - | - | | | | - | | | | - |
| | Yard Deliveries | 0 | trps | 85.00 | | 100.00 | - | - | - | - | - | - | - |
| | Dumpster, By CM | 0 | ea | - | 350.00 | | - | - | - | - | - | - | - |
| | Insurances | 0.50% | | | | | | | | | | | - |
| | Safety/ Incidentals (4%) | 4.00% | | | | | | - | | | | | - |
| | Small Tools (4%) | 4.00% | | | | | | - | | | | | - |
| | General Superintendent | 2.00% | | | | | | - | | | | | - |
| | Subtotal | | | | | | | - | - | - | 70,870.00 | \$ 70,870 | |
| | Labor Fee | 15.0% | | | | | | - | | | | | - |
| | Material/Equipment | 15.0% | | | | | | | - | - | | | - |
| | Fee on Subcontracts | 7.5% | | | | | | | | | 5,315.25 | 5,315 | |
| | Total this Change: | | | | | | | | | | | \$ 76,185 | |

CHRISTMAN CONSTRUCTORS, INC.

Howell Library Entry Steps/Ramp - GC

Howell, Michigan

K & J Electric, Inc.

Christman Constructors, Inc. Job No. 249118-

Phase: 16 -001 Electrical Subcontractor #1

❖❖❖ Subcontract Agreement ❖❖❖

Christman Constructors, Inc.

THIS AGREEMENT, initiated this day, January 27, 2025, and as executed herein, is by and between, **Christman Constructors, Inc.**, a Michigan corporation with its principal place of business located at: 324 E. South Street Lansing MI 48910 (hereinafter called the Contractor) and **K & J Electric, Inc.**, with its principal place of business located at: 7219 E. Highland Rd. Howell, MI 48843 (hereinafter called the Subcontractor).

WITNESSETH:

That Christman Constructors, Inc. and this Subcontractor, for the consideration identified herein, do by agree to the following:

ARTICLE I - PROJECT:

The Subcontractor agrees to perform and pay for all of the work, as described in Article IV, for the following project: Howell Library Entry Steps/Ramp - GC ; located at: 314 W Grand River Avenue Howell MI for the Owner: Quinn Evans as set forth herein.

ARTICLE II - CONTRACT DOCUMENTS:

The Contract Documents consist of this Agreement and attached exhibits, the scope of work identified herein, and shall be in accordance with the following bid documents prepared by: located at: (herein called the Architect and/or Engineer), including all precontract addenda and subsequent modifications, which documents are hereby a part of this Agreement as if repeated herein and which the Subcontractor acknowledges receipt and understanding of the following:

DRAWINGS:

The drawings that are the basis of this contract are listed in Title Sheet dated July 19, 2024, or as modified by Addendum.

SPECIFICATIONS:

The specification that are the basis of the contract are included in the Project Manual titled, "Howell Carnegie District Library Ramp + Steps, dated 7/19/2024" or as modified by addendum.

ADDENDA:

N/A

ARTICLE III - CONTRACT SUM:

In consideration for the performance of the work identified herein, Christman Constructors, Inc. shall pay the Subcontractor, in current funds, the following firm contract sum, subject to additions or deletions by Change Order, as provided in the Contract Documents, totaling the sum of:

***** TWO HUNDRED NINETY-EIGHT THOUSAND ONE HUNDRED FIFTY AND XX / 100 DOLLARS *****

| | | |
|---|-----------|-------------------|
| I Base Bid | \$ | 298,150.00 |
| Total For Subcontract 249118-16A | \$ | 298,150.00 |

K & J Electric, Inc.

7219 East Highland Rd., Howell, MI, 48843-9081

Ph. 517-546-6245, Fax 517-548-7810

CHANGE ORDER

Ordered By: Christman Constructors, Inc.

324 E. South Street

Lansing, MI 48910

Change # 25-002

Date 20-Aug-25

Job: Howell Library Entry Steps & Ramp

Location: 314 W. Grand River Ave., Howell, MI 48843

We hereby agree to make the change(s) specified below:

Base Bid

Cost of \$298,150.00

Christman Constructors, Inc. Change Order #001

\$1,440.00

Total of 6-12-2025

\$299,590.00

Alternate Bid with Protech Lighting Hand Rail

\$232,470.00

Adder for electrical for front main stair decorative railing

\$2,500.00

Total for Alternate Bid

\$234,970.00

Cost Summary:

Handrail Base Bid - \$299,590.00

Gasser/Cole Drw Deposit - \$ 14,549.00

Revised Base Cost - \$283,601.00

Revised Base Cost \$283,601 (-) Alt. Handrail Cost \$234,970 = (\$50,071) CREDIT

Need to add labor install cost (IronWorx)

*NOTE: This Change Order becomes part of and in conformance with existing contract and will be a charged extra.

WE AGREE:

hereby to make the change(s) specified above at this price:

~~(\$64,620.00)~~

Previous Contract Amount:

\$299,590.00

Revised Contract Total:

\$234,970.00

Signature:



Date:

8/20/2025



Quote

Job Name: Howell Library Entry Steps and Ramp
Quote # : 24-32165-10
Quote Label: 7-10-25
Job Location: Howell, Michigan
Issue Date: 7/10/2025
Good Through: 9/12/2024
Quoted By: Josefosky, Tom

GASSER BUSH ASSOCIATES
30984 INDUSTRIAL
LIVONIA, MI 48150
(Phn) 734-266-6705 EXT:
(Fax) (734) 266-6732

Quoted To: Christman
The Fisher Building
3011 West Grand Blvd.
Suite 2600
Detroit, MI 448202

FRONT MAIN BRONZE HANDRAIL

| Type | Qty | Manufacturer / Brand | Catalog # | UPC | Line Comment | Unit \$ | Ext \$ |
|------|-----|--|-----------|-----|--|---------|--------|
| | | | | | SUBJECT TO APPROVAL | | |
| | | | | | PLUS SALES TAX | | |
| | | | | | 50% DUE WITH ORDER /BALANCE DUE PRIOR TO SHIP DATE CANCELLATION CHARGES WILL APPLY ANY TIME AFTER ORDER ENTRY PRICING DOES NOT INCLUDE POTENTIAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT; THESE CAN BE ADDED ANY TIME BEFORE FINAL BILLING AND/OR INVOICING. | | |
| | | | | | QUOTING HANDRIAL AND SUPPORTS FOR HANDRAIL ONLY. GUARD RAILS, FENCING , STRUCTURAL BY OTHERS. LOT OF HANDRAIL, PER BELOW | | |
| L3/4 | 32 | C.W. Cole & Company Assembled From COE: | | | LINEAL FEET OF #LR7P- LED-BRZ-REM-LT-CL-35K | | |
| | | | | | 2 runs at 16' each.: 32' overall | | |



Quote

Job Name: Howell Library Entry Steps and Ramp
Quote # : 24-32165-10
Quote Label: 7-10-25
Job Location: Howell, Michigan
Issue Date: 7/10/2025
Good Through: 9/12/2024
Quoted By: Josefosky, Tom

| Type | Qty | Manufacturer / Brand | Catalog # | UPC | Line Comment | Unit \$ | Ext \$ |
|------|-----|----------------------|--|-----|--------------|---------|--------|
| FRT | 1 | Assembled From COE: | ESTIMATED FREIGHT | | | | |
| | | | <ul style="list-style-type: none">•DIRECT BURIAL/POST MOUNTED RUNS (6" DEPTH)•JULIUS BLUM BRONZE CAP-RAIL (JB # 4530)•REMOTE DRIVER W/ENCLOSURE•LAMBS TONGUE END TREATMENTS (JB # S)•CLEAR LENS (STANDARD)•3500K LED•BRONZE INTERMEDIATE SUPPORT POSTS (1.5" SQUARE)•SYMMETRIC BEAM DISTRIBUTION (STANDARD 90°)•RAIL DESIGN TO MEET ALL ADA REQUIREMENTS•NON-CURVED RUNS•SATIN # 4 FINISH (LINEAR), CLEAR COAT | | | | |

Grand Total: \$46,613.90

Notes

* All lead times are estimated due to world wide supply chain issues and can change without notice at any time. Changes in quantities may affect pricing, regardless of product line.
* All lead times are estimated due to world wide supply chain issues and can change without notice at any time. Changes in quantities may affect pricing, regardless of product line.



Quote

Job Name: Howell Library Entry Steps and Ramp
Quote # : 24-32165-10
Quote Label: 7-10-25
Job Location: Howell, Michigan
Issue Date: 7/10/2025
Good Through: 9/12/2024
Quoted By: Josefosky, Tom

Notes

* All lead times are estimated due to world wide supply chain issues and can change without notice at any time.
Changes in quantities may affect pricing, regardless of product line.

Freight/Order Terms

| | | | | |
|----------------------|--------------|------------------|---------------|---------------|
| C.W. Cole & Company: | Plus Freight | Freight Minimum: | Always Charge | Qualifies: No |
|----------------------|--------------|------------------|---------------|---------------|

ESTIMATE

Ironworx, LLC
10360 Territorial Rd
Munith, MI 49259

cressel.ironworx.llc@gmail.com
+1 (219) 608-4164



Bill to
Phil Oquist
Christman Construction

Ship to
Phil Oquist
Christman Construction

Estimate details
Estimate no.: 1725
Estimate date: 07/24/2025

| # | Date | Product or service | Description | Qty | Rate | Amount |
|----|------|--------------------|--|-----|-------------|-------------|
| 1. | | Custom Metal | Howell Library: Add mid and bottom rail to bronze railing 1x1 square. Add 3/4" Round vertical spindles per plan spacing. Railing on both sides of stairs will require railing system provided to be totally cleaned and smoothed from fabrication process. Delivery included. | 1 | \$19,910.25 | \$19,910.25 |
| 2. | | installation | Installing railing in place | 1 | \$1,200.00 | \$1,200.00 |
| | | | | | Subtotal | \$21,110.25 |
| | | | | | Sales tax | \$1,194.62 |
| | | | | | Total | \$22,304.87 |

Accepted date

Accepted by

ESTIMATE

Ironworx, LLC
10360 Territorial Rd
Munith, MI 49259

cressel.ironworx.llc@gmail.com
+1 (219) 608-4164



Bill to
Phil Oquist
Christman Construction

Ship to
Phil Oquist
Christman Construction

Estimate details
Estimate no.: 1728
Estimate date: 07/31/2025

| # | Date | Product or service | Description | Qty | Rate | Amount |
|-------|------|--------------------|--|-----|-------------|-------------|
| 1. | | installation | Howell Library Time and Material to install handrails for ramps including working along w/ electricians on lighted railing. Does not include any modification needed to railing to make anything fit properly. This is to install and epoxy railing in only. Planning for 2 days. | 1 | \$16,500.00 | \$16,500.00 |
| Total | | | | | | \$16,500.00 |

Accepted date

Accepted by



8/26/2025

Howell Carnegie Library
Attn: Holly Ward
314 W. Grand River
Howell, MI 48843

Quote #: TT 5205

Dear Holly,

During our last service visit, under work order# 270759, our technician noted the following items that are required to repair Unit: **Model# REMQ96PBTJ, Serial# A002387:**

- Repair Replace compressor, contactor, and line drier inserts on 1C VRV
- Includes labor, taxes, start up and miscellaneous materials.

Repair Amount: \$13,241.82

We at Dee Cramer appreciate your business and stand ready to quickly and efficiently take care of the above recommendation upon your approval. ***Due to fluctuating prices on parts and materials quote will be valid for 21 days.***

Respectfully Submitted,

Chelsea Dick

810-579-5000 or servicegroup@deecramer.com
Dee Cramer

Approved By

Date

Print Name

P.O. Number

No additional or extra work will be done unless agreed in writing. Payment for the work is due Net 30 days after invoice unless otherwise agreed. Customer agrees to pay all costs of collection, including attorney fees. A finance charge of 1 ½%/month will be charged on the balance after 30 days from the invoice date. The annual percentage rate is 18%. All material is guaranteed to be as specified. All work to be completed in substantial workmanlike manner according to specifications submitted, per standard practices. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.



4640 W. Grand River Avenue, Howell, Michigan 48855 Phone (810) 227-2566

SNOW PLOWING PROPOSAL

Client; Howell Carnegie District Library

Date: __8-9-25__

Job Location: 314 West Grand River

City Howell

MI

48843

Phone 517-546-0720

Location Downtown

Contact Diane McKee

Individual "Push" Rates; Snow plowing services for the 2025-2028 winter seasons are as follows:

2"-4" Depth @ \$40 per push

5"-7" Depth @ \$70 per push__

8"-10" Depth @_ \$100 per push

Optional Services: Ice conditions may cause pedestrian slippage, for which this contractor disclaims responsibility. Leppek Nursery is not responsible for thawing and refreezing piles of snow. Clients should notify Leppek Nursery if such conditions, or any potentially dangerous conditions exist. Safety conditions can be improved greatly with the addition of deicing materials and services, as listed below: Leppeks is not responsible for snow/ice melt off the rooftops or gutters onto the sidewalks or parking areas/drives.

- * Salt spreading @ \$75 per application on the parking area
- * Potassium Chloride Blend @ \$100 per application
- * Sidewalk shoveling @ \$100 per occurrence
- * Unseen obstructions and special instructions:

Insurance: Our firm is insured against liability and property damage.

Terms: Billing on 15th and 30th of each month. Net 10 days. A monthly rate of 3% interest will be applied on all balances over 30 days (18% annually). Salt prices will be increased to market value if a salt shortage occurs.

Please fill in the following service requests:

| | | |
|---------------------|-----------|----------|
| Snowplowing? | Yes _____ | No _____ |
| Salt Application? | Yes _____ | No _____ |
| Calcium Chloride? | Yes _____ | No _____ |
| Sidewalk Shoveling? | Yes _____ | No _____ |

Leppek Nursery Inc.

Date

Client

Date