HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Agenda for October 14, 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
7:03 Attendance
7:05 **In-Service Training: Clare Membiela, Library of Michigan, Library Law Consultant**
Topic: Open Meetings Act
7:30 **Consent Agenda:**
A. Minutes from September 9, 2025
B. Bills & Payrolls
7:35 Announcements & Comments from the public
7:40 President's Report
7:45 Treasurer's Report
7:50 Committee Reports - none
7:52 Director's Report

Action Items:

Unfinished Business: none

New Business:

8:00 Request for purchase agreements with EnvisionWare: replacement self-checks, replacement of security gates, and purchase of additional security gates

Discussion Items:

8:10 Update on Steps and Ramp Improvement Project
8:20 Review Livingston County Trustees & Directors Meeting
8:25 Quarterly report on strategic plan action plan
8:35 Service Spotlight
8:40 Comments & Concerns of Board Members
8:45 Next Board Meeting - Tuesday, November 11, 2025
8:46 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 September 9, 2025

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

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

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

Member(s) absent: None.

IN-SERVICE TRAINING
Interim Executive Director of Michigan Library Association, Dillon Geshel, discussed MI Right to Read, an initiative of MLA.

Bob Ellis moved to accept the consent agenda as presented, including **a) Minutes of August 12, 2025; b) Bills & Payrolls, including the payment register dated 8/01/25 through 8/31/25 for the amount of $286,635.28; c) Resolutions: 25-18** to amend 2025-2026 budget; **25-19** authorizing library director approve expenditures up to $15,000; **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.** Jacob Schlittler seconded, and the board was polled. All board members approved.

Comments from the Public: None.

President Kathryn Tuck reported on her meeting with the president of the Howell Public Schools Board of Education. Ideas and suggestions were proposed, and we will implement those that are relevant and good for the library. She also shared her attendance at a recent library program and the several compliments she has received regarding the library.

The treasurer's report is part of the library board packet. Treasurer Bob Ellis briefly reviewed the report with the board. Since no action is required, the report is filed.

Holly Ward Lamb presented an oral report from the **policy committee** meeting on September 9, 2025, during her report. The policy was approved by the board with changes made during the committee meeting.

In addition to her written report, Director Holly Ward Lamb stated that an opportunity has presented itself to sit on a panel for discussion at next year's PLA conference in Minneapolis.

ACTION ITEMS

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Director Lamb provided an update on the Steps and Ramp Improvement Project and requested approval of several purchase agreements.
- Bob Ellis moved to approve a purchase agreement with CCI up to $102,870.25 for retaining wall repairs, additional handrail expenses, and temporary handrails, with the proviso that if the library director can negotiate a lower cost, she is authorized to do so. Jen Earl seconded, and a quorum of the board unanimously approved.
- Jacob Schlittler moved to approve a purchase agreement with Dee Cramer for $13,241.81 for the replacement of a compressor. Jen Earl seconded, and a quorum of the board unanimously approved.
- Bob Ellis moved to approve a purchase agreement with Leppek for snow removal services, commencing on November 1, 2025, and continuing through October 31, 2028. Susan Pominville seconded, and a quorum of the board unanimously approved.

DISCUSSION

- The Livingston County Trustees & Directors Meeting is on Wednesday, October 1, 2025, 6-8 pm at the Fowlerville District Library. The availability of State Librarian Randy Riley to present at the meeting is questionable. Director Lamb will keep the board apprised of developments.
- Director Lamb spotlighted our puzzle and game collection for the benefit of library trustees.

COMMENTS & CONCERNS OF BOARD MEMBERS

Jacob Schlittler commented positively on the Friends of the Library distributing free books at the Howell Farmers Market last Sunday. Also, he advised that there is a Q&A on Brownfield Redevelopment of contaminated and obsolete sites at 2:00 pm at City Hall if anyone is interested in attending. He also mentioned that a large amount of concrete had been dumped on the library's vacant property, and made suggestions for having it removed.

Bob Ellis noted the Rotary Spelling Bee next Thursday and suggested the library form a three-person team.

Without objection, President Kathryn Tuck adjourned the meeting at 8:19 pm.

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Kathleen Murray, Recording Secretary

HCDL Payment Register

By Check Number

Date Range: 09/01/2025 - 09/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Fund 101-General Fund						
1074	EBSCO	09/17/2025	EFT	0.00	8,408.72	296
1194	HOOPLA-MIDWEST TAPE	09/17/2025	EFT	0.00	11,024.70	297
1469	KANOPY	09/17/2025	EFT	0.00	369.75	298
22	MIDWEST TAPE LLC	09/17/2025	EFT	0.00	502.29	299
939	OVERDRIVE	09/17/2025	EFT	0.00	3,369.12	300
8465	QUILL CORPORATION	09/17/2025	EFT	0.00	273.40	301
TLN	THE LIBRARY NETWORK	09/17/2025	EFT	0.00	2,251.23	302
MOS	MICHIGAN OFFICE SOLUTIONS	09/17/2025	Regular	0.00	1,035.77	4314
01077	2/42 COMMUNITY CHURCH	09/17/2025	Regular	0.00	450.00	4315
495	ALLDATA	09/17/2025	Regular	0.00	1,500.00	4316
510	BAKER & TAYLOR BOOKS	09/17/2025	Regular	0.00	805.06	4317
900	BRODART CO.	09/17/2025	Regular	0.00	1,006.53	4318
WALMART	CAPITAL ONE	09/17/2025	Regular	0.00	136.76	4319
1056	CAVENDISH SQUARE	09/17/2025	Regular	0.00	186.03	4320
01193	CHERRY LAKE PUBLISHING	09/17/2025	Regular	0.00	266.09	4321
1101	CHRISTMAN CONSTRUCTORS, INC	09/17/2025	Regular	0.00	148,511.51	4322
1225	CITY OF HOWELL	09/17/2025	Regular	0.00	993.46	4323
1164	DEE CRAMER	09/17/2025	Regular	0.00	3,324.86	4324
1600	DEMCO	09/17/2025	Regular	0.00	249.43	4325
1549	DTE ENERGY	09/17/2025	Regular	0.00	6,083.18	4326
01034	EVERGREEN OUTDOOR, INC.	09/17/2025	Regular	0.00	1,360.00	4327
291	FOSTER, SWIFT, COLLING & SMITH P.C.	09/17/2025	Regular	0.00	1,020.00	4328
01228	GENPRO	09/17/2025	Regular	0.00	402.50	4329
01223	HSC GROUP	09/17/2025	Regular	0.00	600.00	4330
91289	JANWAY COMPANY USA, INC.	09/17/2025	Regular	0.00	550.00	4331
01225	KATHIE JAISSLE	09/17/2025	Regular	0.00	25.00	4332
11001	HOLLY WARD LAMB	09/17/2025	Regular	0.00	216.28	4333
5711	LIVINGSTON COUNTY TREASURER	09/17/2025	Regular	0.00	274.71	4334
MCLS	MIDWEST COLLABORATIVE FOR LIBRARY SERVI	09/17/2025	Regular	0.00	2,202.90	4335
141	MICHIGAN DEPT OF LICENSING	09/17/2025	Regular	0.00	293.55	4336
01227	MICHIGAN NOTARY ASSOCIATION	09/17/2025	Regular	0.00	329.96	4337
01218	OOMA INC.	09/17/2025	Regular	0.00	15.90	4338
807	PLAYAWAY PRODUCTS, LLC	09/17/2025	Regular	0.00	115.98	4339
503	QUINN EVANS ARCHITECTS	09/17/2025	Regular	0.00	10,355.00	4340
01226	ROBERT ELLIS	09/17/2025	Regular	0.00	28.17	4341
9390	SONITROL GREAT LAKES - MICHIGAN	09/17/2025	Regular	0.00	290.85	4342
01198	THE CREATIVE COMPANY	09/17/2025	Regular	0.00	659.89	4343
1232	T-MOBILE	09/17/2025	Regular	0.00	580.12	4344
1101	CHRISTMAN CONSTRUCTORS, INC	09/23/2025	Regular	0.00	105,306.95	4345
1250	CONSUMERS ENERGY	09/12/2025	Bank Draft	0.00	455.86	DFT0000571
898	PRIORITY HEALTH	09/01/2025	Bank Draft	0.00	8,233.85	DFT0000574
1378	BANK OF ANN ARBOR - VISA	09/10/2025	Bank Draft	0.00	7,522.99	DFT0000575
1378	BANK OF ANN ARBOR - VISA	09/23/2025	Bank Draft	0.00	5,660.23	DFT0000576
1473	HEALTH EQUITY	09/09/2025	Bank Draft	0.00	945.99	DFT0000578
1473	HEALTH EQUITY	09/05/2025	Bank Draft	0.00	6.00	DFT0000579
19	MERS	09/11/2025	Bank Draft	0.00	3,701.31	DFT0000580
852	COMCAST	09/26/2025	Bank Draft	0.00	425.12	DFT0000582
1197	AMAZON	09/29/2025	Bank Draft	0.00	1,480.50	DFT0000583
19	MERS	09/24/2025	Bank Draft	0.00	3,212.69	DFT0000585

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
19	MERS	09/22/2025	Bank Draft	0.00	8,698.94	DFT0000586

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	45	32	0.00	289,176.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	11	11	0.00	40,343.48
EFT's	17	7	0.00	26,199.21
	73	**50**	**0.00**	**355,719.13**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	45	32	0.00	289,176.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	11	11	0.00	40,343.48
EFT's	17	7	0.00	26,199.21
	73	**50**	**0.00**	**355,719.13**

Fund Summary

Fund	Name	Period	Amount
101	General Fund	9/2025	355,719.13
			355,719.13

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

Payroll

Approve Payrolls of:	In the Amounts of:
9/10/2025	$48,090.63
9/24/2025	$51,501.32
10/8/2025	$51,626.70
TOTALS	**$99,591.95**

Howell Carnegie District Library

HCDL Budget Status Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

		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	3,428.01	3,428.01	-3,794,367.99	0.09 %
101-000-412.000	DELINQUENT PROPERTY TAXES	0.00	0.00	554.65	5,196.30	5,196.30	0.00 %
	SubAccount: 010 - TAXES Total:	**3,797,796.00**	**3,797,796.00**	**3,982.66**	**8,624.31**	**-3,789,171.69**	**0.23%**
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 %
101-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	5,656.64	5,656.64	5,656.64	0.00 %
	SubAccount: 030 - STATE GRANTS Total:	**59,126.00**	**59,126.00**	**5,656.64**	**5,656.64**	**-53,469.36**	**9.57%**
SubAccount: 040 - CHARGES FOR SERVICES							
101-000-628.000	COPY, PRINTING, FAX	8,000.00	8,000.00	725.35	3,209.70	-4,790.30	40.12 %
101-000-629.000	OUT OF AREA FEES	60.00	60.00	0.00	30.00	-30.00	50.00 %
101-000-642.000	SALES	150.00	150.00	30.00	175.00	25.00	116.67 %
101-000-651.000	MEETING ROOM FEES	200.00	200.00	50.00	75.00	-125.00	37.50 %
	SubAccount: 040 - CHARGES FOR SERVICES Total:	**8,410.00**	**8,410.00**	**805.35**	**3,489.70**	**-4,920.30**	**41.49%**
SubAccount: 050 - FINES & FORFEITS							
101-000-658.000	OVERDUE FEES	200.00	200.00	57.25	225.25	25.25	112.63 %
101-000-658.004	REPLACEMENT FEES	2,000.00	2,000.00	351.00	704.98	-1,295.02	35.25 %
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**	**408.25**	**930.23**	**-76,269.77**	**1.20%**
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
101-000-665.000	INTEREST INCOME	50,000.00	50,000.00	27,958.82	89,115.82	39,115.82	178.23 %
101-000-669.000	UNREALIZED INVESTMENT GAIN/L	0.00	0.00	0.00	150.12	150.12	0.00 %
	SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:	**50,000.00**	**50,000.00**	**27,958.82**	**89,265.94**	**39,265.94**	**178.53%**
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
101-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	3.00	3.00	0.00 %
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	7.47	11.12	11.12	0.00 %
	SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:	**2,000.00**	**2,000.00**	**7.47**	**14.12**	**-1,985.88**	**0.71%**
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**	**38,819.19**	**107,980.94**	**-4,625,976.06**	**2.28%**
Expense							
SubAccount: 090 - PERSONNEL SERVICES							
101-790-702.000	SALARIES	1,415,000.00	1,415,000.00	100,948.92	295,305.25	1,119,694.75	20.87 %
101-790-716.000	HEALTH INSURANCE	113,440.00	113,440.00	8,233.85	30,885.16	82,554.84	27.23 %
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	149.96	350.04	29.99 %
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	7,579.10	22,163.82	86,084.18	20.48 %
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	114,000.00	8,698.94	30,040.91	83,959.09	26.35 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used

Budget Adjustments

Number	Date	Description	Adjustment
RES 25-18	09/09/2025	AMEND MERS AND CONTINGIES	102,600.00

Account	Description	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 090 - PERSONNEL SERVICES Total:		**1,715,382.00**	**1,817,982.00**	**125,498.30**	**384,591.44**	**1,433,390.56**	**21.15%**
SubAccount: 100 - LIBRARY SUPPLIES							
101-790-727.000	SUPPLIES	35,000.00	35,000.00	925.56	3,636.31	31,363.69	10.39 %
101-790-730.000	POSTAGE	11,000.00	11,000.00	-40.42	-25.23	11,025.23	-0.23 %
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**	**885.14**	**3,611.08**	**43,388.92**	**7.68%**
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	191.52	741.52	24,258.48	2.97 %
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	325.00	325.00	4,675.00	6.50 %
101-790-957.001	EDUCATION: EMPLOYEES	35,000.00	35,000.00	205.10	1,634.16	33,365.84	4.67 %
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	18.95	37.90	1,962.10	1.90 %
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	274.71	1,117.22	6,882.78	13.97 %
101-790-965.000	FEES & ACCOUNT CHARGES	3,000.00	3,000.00	312.53	1,104.66	1,895.34	36.82 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		**103,650.00**	**103,650.00**	**1,327.81**	**20,231.37**	**83,418.63**	**19.52%**
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	1,020.00	1,275.00	28,725.00	4.25 %
101-790-818.003	PERSONNEL SERVICES	80,000.00	80,000.00	0.00	5,750.00	74,250.00	7.19 %
101-790-819.001	PAYROLL SERVICES	10,000.00	10,000.00	733.64	2,541.48	7,458.52	25.41 %
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**	**1,753.64**	**9,566.48**	**123,933.52**	**7.17%**
SubAccount: 140 - BUILDING & MAINTENANCE							
101-790-775.000	BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	302.86	1,579.50	13,420.50	10.53 %
101-790-808.000	BUILDING SECURITY SYSTEM	4,500.00	4,500.00	290.85	872.55	3,627.45	19.39 %
101-790-819.002	GROUNDS MAINTENANCE	55,000.00	55,000.00	0.00	7,517.00	47,483.00	13.67 %
101-790-920.000	PUBLIC UTILITIES	90,200.00	90,200.00	7,651.06	16,591.00	73,609.00	18.39 %
101-790-958.000	BUILDING MAINTENANCE	95,000.00	95,000.00	2,586.87	14,015.82	80,984.18	14.75 %
101-790-969.000	INSURANCE	47,974.00	47,974.00	0.00	-3,639.00	51,613.00	-7.59 %
SubAccount: 140 - BUILDING & MAINTENANCE Total:		**307,674.00**	**307,674.00**	**10,831.64**	**36,936.87**	**270,737.13**	**12.01%**
SubAccount: 150 - MATERIALS & PROGRAMMING							
101-790-782.000	PERIODICALS	15,000.00	15,000.00	8,789.69	10,160.47	4,839.53	67.74 %
101-790-782.001	ELECTRONIC MEDIA	196,000.00	196,000.00	7,177.00	90,853.43	105,146.57	46.35 %
101-790-782.002	CIRCULATING HOTSPOTS	17,000.00	17,000.00	601.98	2,916.87	14,083.13	17.16 %
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	960.12	6,050.31	39,949.69	13.15 %
101-790-782.005	ADULT PROGRAMMING	23,500.00	23,500.00	1,884.80	3,648.47	19,851.53	15.53 %
101-790-782.006	YOUTH DATABASES	16,000.00	16,000.00	0.00	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	2,056.52	12,518.19	53,981.81	18.82 %
101-790-982.002	LIBRARY OF THINGS	15,000.00	15,000.00	58.88	619.99	14,380.01	4.13 %
101-790-982.006	ADULT AV	14,400.00	14,400.00	123.46	2,440.98	11,959.02	16.95 %
101-790-982.018	YS BOOKS - PRINT	33,000.00	33,000.00	2,417.17	8,396.50	24,603.50	25.44 %
101-790-982.019	KITS & LOT - YOUTH	16,000.00	16,000.00	100.23	2,771.60	13,228.40	17.32 %
101-790-982.024	YS AV	10,000.00	10,000.00	127.22	690.29	9,309.71	6.90 %
SubAccount: 150 - MATERIALS & PROGRAMMING Total:		**523,900.00**	**523,900.00**	**24,297.07**	**146,942.07**	**376,957.93**	**28.05%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 160 - INFORMATION TECHNOLOGY							
101-790-780.000	TECH SUPPLIES	4,500.00	4,500.00	151.00	342.54	4,157.46	7.61 %
101-790-780.001	TECHNOLOGY: SOFTWARE	1,500.00	1,500.00	0.00	1,163.00	337.00	77.53 %
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	669.02	2,985.85	9,514.15	23.89 %
101-790-850.002	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	68.99	192.89	2,807.11	6.43 %
101-790-932.000	AUTOMATED SYSTEM MAINT	161,661.00	161,661.00	979.01	70,818.90	90,842.10	43.81 %
101-790-934.000	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	420.00	420.00	1,580.00	21.00 %
101-790-972.000	CAPITAL TECHNOLOGY PURCHASES	128,700.00	128,700.00	0.00	19,004.05	109,695.95	14.77 %
SubAccount: 160 - INFORMATION TECHNOLOGY Total:		**368,586.00**	**368,586.00**	**2,288.02**	**95,701.69**	**272,884.31**	**25.96%**
SubAccount: 170 - CAPITAL OUTLAY							
101-790-971.000	CAPITAL IMPROVEMENT PROJECTS	500,000.00	500,000.00	273,806.58	448,504.68	51,495.32	89.70 %
SubAccount: 170 - CAPITAL OUTLAY Total:		**500,000.00**	**500,000.00**	**273,806.58**	**448,504.68**	**51,495.32**	**89.70%**
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	515,079.00	0.00	0.00	515,079.00	0.00 %

Budget Adjustments

Number	Date	Description	Adjustment
RES 25-18	09/09/2025	AMEND MERS AND CONTINGIES	-102,000.00

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS T		**1,034,229.00**	**932,229.00**	**0.00**	**0.00**	**932,229.00**	**0.00%**
Expense Total:		**4,733,921.00**	**4,734,521.00**	**440,688.20**	**1,146,085.68**	**3,588,435.32**	**24.21%**
Total Revenues		**4,733,957.00**	**4,733,957.00**	**38,819.19**	**107,980.94**	**-4,625,976.06**	**2.28%**
Fund: 101 - General Fund Surplus (Deficit):		**36.00**	**-564.00**	**-401,869.01**	**-1,038,104.74**	**-1,037,540.74**	**84,061.12%**
Fund: 272 - Special Revenue							
Revenue							
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
272-000-665.000	INTEREST	1,000.00	1,000.00	2,965.20	9,014.58	8,014.58	901.46 %
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**	**2,965.20**	**9,014.58**	**7,914.58**	**819.51%**
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	25,000.00	700.00	1,956.75	-23,043.25	7.83 %
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	80.50	323.00	-1,677.00	16.15 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		**43,000.00**	**43,000.00**	**780.50**	**2,279.75**	**-40,720.25**	**5.30%**
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**	**3,745.70**	**11,294.33**	**-49,805.67**	**18.48%**
Expense							
SubAccount: 100 - LIBRARY SUPPLIES							
272-790-760.000	GENERAL DONATION PURCHASES	20,000.00	20,000.00	171.16	2,224.16	17,775.84	11.12 %
272-790-763.000	ARCHIVES PURCHASES	10,000.00	10,000.00	0.00	119.88	9,880.12	1.20 %
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**	**171.16**	**2,344.04**	**33,655.96**	**6.51%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
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	296.12	1,688.28	3,311.72	33.77 %
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	119.50	242.50	-242.50	0.00 %
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**	**415.62**	**1,930.78**	**7,069.22**	**21.45%**
	Expense Total:	**52,100.00**	**52,100.00**	**586.78**	**4,274.82**	**47,825.18**	**8.21%**
	Total Revenues	**61,100.00**	**61,100.00**	**3,745.70**	**11,294.33**	**-49,805.67**	**18.48%**
	Fund: 272 - Special Revenue Surplus (Deficit):	**9,000.00**	**9,000.00**	**3,158.92**	**7,019.51**	**-1,980.49**	**77.99%**
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**	**8,436.00**	**-398,710.09**	**-1,031,085.23**	**-1,039,521.23**	**12,222.44%**

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	3,982.66	8,624.31	-3,789,171.69	0.23%
030 - STATE GRANTS	59,126.00	59,126.00	5,656.64	5,656.64	-53,469.36	9.57%
040 - CHARGES FOR SERVICES	8,410.00	8,410.00	805.35	3,489.70	-4,920.30	41.49%
050 - FINES & FORFEITS	77,200.00	77,200.00	408.25	930.23	-76,269.77	1.20%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	27,958.82	89,265.94	39,265.94	178.53%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	7.47	14.12	-1,985.88	0.71%
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**	**38,819.19**	**107,980.94**	**-4,625,976.06**	**2.28%**
Expense						
090 - PERSONNEL SERVICES	1,715,382.00	1,817,982.00	125,498.30	384,591.44	1,433,390.56	21.15%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	885.14	3,611.08	43,388.92	7.68%
120 - OTHER SERVICES & CHARGES	103,650.00	103,650.00	1,327.81	20,231.37	83,418.63	19.52%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	133,500.00	133,500.00	1,753.64	9,566.48	123,933.52	7.17%
140 - BUILDING & MAINTENANCE	307,674.00	307,674.00	10,831.64	36,936.87	270,737.13	12.01%
150 - MATERIALS & PROGRAMMING	523,900.00	523,900.00	24,297.07	146,942.07	376,957.93	28.05%
160 - INFORMATION TECHNOLOGY	368,586.00	368,586.00	2,288.02	95,701.69	272,884.31	25.96%
170 - CAPITAL OUTLAY	500,000.00	500,000.00	273,806.58	448,504.68	51,495.32	89.70%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	1,034,229.00	932,229.00	0.00	0.00	932,229.00	0.00%
Expense Total:	**4,733,921.00**	**4,734,521.00**	**440,688.20**	**1,146,085.68**	**3,588,435.32**	**24.21%**
Total Revenues	**4,733,957.00**	**4,733,957.00**	**38,819.19**	**107,980.94**	**-4,625,976.06**	**2.28%**
Total Expenses	**4,733,921.00**	**4,734,521.00**	**440,688.20**	**1,146,085.68**	**3,588,435.32**	**24.21%**
Fund: 101 - General Fund Surplus (Deficit):	**36.00**	**-564.00**	**-401,869.01**	**-1,038,104.74**	**-1,037,540.74**	**84,061.12%**
Fund: 272 - Special Revenue						
Revenue						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	2,965.20	9,014.58	7,914.58	819.51%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	780.50	2,279.75	-40,720.25	5.30%
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**	**3,745.70**	**11,294.33**	**-49,805.67**	**18.48%**
Expense						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	171.16	2,344.04	33,655.96	6.51%
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	415.62	1,930.78	7,069.22	21.45%
Expense Total:	**52,100.00**	**52,100.00**	**586.78**	**4,274.82**	**47,825.18**	**8.21%**
Total Revenues	**61,100.00**	**61,100.00**	**3,745.70**	**11,294.33**	**-49,805.67**	**18.48%**
Total Expenses	**52,100.00**	**52,100.00**	**586.78**	**4,274.82**	**47,825.18**	**8.21%**
Fund: 272 - Special Revenue Surplus (Deficit):	**9,000.00**	**9,000.00**	**3,158.92**	**7,019.51**	**-1,980.49**	**77.99%**
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**	**8,436.00**	**-398,710.09**	**-1,031,085.23**	**-1,039,521.23**	**12,222.44%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	36.00	-564.00	-401,869.01	-1,038,104.74	-1,037,540.74
272 - Special Revenue	9,000.00	9,000.00	3,158.92	7,019.51	-1,980.49
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	**9,036.00**	**8,436.00**	**-398,710.09**	**-1,031,085.23**	**-1,039,521.23**

Howell Carnegie District Library

HCDL Balance Sheet

Account Summary

As Of 09/30/2025

Account	Name	Balance	
Fund: 101 - General Fund			
Assets			
101-000-001.000	CASH - CHECKING.	153,354.94	
101-000-001.002	CASH -CREDIT CHECKING	1,780.09	
101-000-002.000	BANK OF ANN ARBOR MONEY MARKET	5,891,358.90	
101-000-002.001	COMERICA MMKT	43,168.98	
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	46,030.77	
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	11,014.60	
101-000-002.004	BANK OF ANN ARBOR MMKT-TECHNOLO(	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	500.05	
101-000-017.000	MI CLASS - GENERAL	706,869.11	
101-000-018.000	MI CLASS - CAPITAL RESERVE	387,307.77	
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	93,020.19	
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	0.50	
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	162,433.14	
101-000-123.001	PREPAID EXPENSE - CONTROL.NET	13,419.00	
101-000-184.000	SUBSCRIPTION ASSETS	29,606.67	
101-000-185.000	ACC AMTZ - SUBSCRIPTION ASSETS	-16,844.30	
	Total Assets:	**7,661,176.30**	**7,661,176.30**
Liability			
101-000-202.000	ACCOUNTS PAYABLE	41,495.35	
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	-6,074.53	
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:	**58,189.23**	

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	5,921,372.49	
101-000-390.001	FUND BALANCE - GASB 34	-592.86	
	Total Beginning Equity:	**8,641,091.81**	
Total Revenue		107,980.94	
Total Expense		1,146,085.68	
Revenues Over/Under Expenses		**-1,038,104.74**	
	Total Equity and Current Surplus (Deficit):	**7,602,987.07**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**7,661,176.30**

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 FURNISHIN(	0.00	
155-000-084.000	DUE FROM NON-EXPENDABLE	0.00	
155-000-184.000	BENEFICIAL INT IN ASSETS CFSEM	672,492.97	
155-000-184.001	BEN INT IN ASSETS-SONG LINE	54,967.93	
155-000-184.002	BEN INT IN ASSETS-ROSS	29,651.42	
	Total Assets:	**757,112.32**	**757,112.32**
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 ENDOWMEN	54,967.93	
155-000-376.000	FUND BALANCE - J. ROSS	29,651.42	
155-000-390.000	FUND BALANCE	672,492.97	
155-000-391.000	FUND BALANCE - EXPENDABLE	0.00	
155-100-391.000	FUND BALANCE - EXPENDABLE	0.00	
	Total Beginning Equity:	**757,112.32**	
Total Revenue		0.00	
Total Expense		0.00	
Revenues Over/Under Expenses		**0.00**	
	Total Equity and Current Surplus (Deficit):	**757,112.32**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**757,112.32**

Account	Name	Balance	
Fund: 272 - Special Revenue			
Assets			
272-000-001.000	CASH - CHECKING	46,267.59	
272-000-001.002	CASH - CREDIT CHECKING	3,244.97	
272-000-002.000	BANK OF ANN ARBOR MONEY MARKET	490,047.91	
272-000-017.000	MI CLASS ACCOUNT	340,462.83	
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	-900.00	
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 FURNISHIN(	0.00	
272-000-084.000	DUE FROM OTHER FUNDS	0.00	
	Total Assets:	**879,123.30**	**879,123.30**
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		11,294.33	
Total Expense		4,274.82	
Revenues Over/Under Expenses		**7,019.51**	
	Total Equity and Current Surplus (Deficit):	**878,253.30**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**879,123.30**

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 FURNISHIN(	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**

SEPTEMBER 2025 Treasurer's Report

Howell Carnegie District Library

Detail

Date Range: 09/01/2025 - 09/30/2025

Account	Name	Beginning Cash Balance	Net Change	Ending Balance
101 - General Fund				
101-000-001.000	CASH - CHECKING.	208,856.69	(55,501.75)	153,354.94
101-000-001.002	CASH -CREDIT CHECKING	1,264.32	515.77	1,780.09
101-000-002.000	BOA MONEY MARKET	6,257,198.39	(365,839.49)	5,891,358.90
101-000-002.001	COMERICA MMKT	43,168.98	-	43,168.98
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	46,030.77	-	46,030.77
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	11,014.60	-	11,014.60
101-000-002.004	FNB MMKT-TECHNOLOGY	137,792.77	-	137,792.77
101-000-007.000	CASH-PAYROLL CHECKING	500.05	-	500.05
101-000-017.000	MI CLASS - GENERAL	704,390.30	2,478.81	706,869.11
101-000-018.000	MI CLASS - CAPITAL RESERVE	385,941.81	1,365.96	387,307.77
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	92,693.34	326.85	93,020.19
Fund 101 - General Fund Total:		**7,888,852.02**	**(416,653.85)**	**7,472,198.17**
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	46,311.91	(44.32)	46,267.59
272-000-001.002	CASH - CREDIT CHECKING	3,243.97	1.00	3,244.97
272-000-002.000	BOA MONEY MARKET	488,279.04	1,768.87	490,047.91
272-000-017.000	MI CLASS	339,266.50	1,196.33	340,462.83
Fund 272 - Special Revenue Total:		**877,101.42**	**2,921.88**	**880,023.30**
371 - Debt Service Fund				
Beginning Cash Balance				
371-000-001.000	CASH	-	-	-
Fund 371 - Debt Service Fund Total:		**-**	**-**	**-**
Grand Total		**8,765,953.44**	**(413,731.97)**	**8,352,221.47**

Howell Carnegie District Library Board of Trustees
Director's Report for October 14, 2025

BOARD MEETING AGENDA
A-Oct 14, 2025 Agenda

CALL TO ORDER/APPROVAL OF AGENDA

ATTENDANCE

IN-SERVICE TRAINING: Clare Membiela, Library of Michigan, Library Law Consultant
Topic: Open Meetings Act

POTENTIAL MOTIONS FOR ACTION AND DISCUSSION ITEMS

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

CONSENT AGENDA:
I move to approve the consent agenda.

A. Minutes from September 9, 2025
B-Consent Agenda A board_minutes_9-9-25

B. Bills & Payrolls
B-Consent Agenda B-Payment Register
B-Consent Agenda B-Payroll Bill

FINANCE:
1. September's penal fines totaled $43,166.74. The year-to-date total is $109,596, which is 6% more than this time last year.
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 – September 2025 Monthly Summary

COMMITTEE REPORTS - none

ACTION ITEMS

UNFINISHED BUSINESS:
None

NEW BUSINESS:

- Request for purchase agreements with EnvisionWare: replacement self-checks, replacement of security gates, and purchase of additional security gates

E-EnvisionWareSelf-Checks
F-EnvisionWareGates

I move to approve a purchase agreement with EnvisionWare for $16,516.50 for three new self-checks.

I move to approve a purchase agreement with EnvisionWare not to exceed $24,233.00 for new security (RFID) gates.

Both the self-checks and security (RFID) gates are at the end of their life and need to be replaced. The total for the security (RFID) gates includes replacing the current gates and installing a new set in the back hallway. Self-checks and security gates were included in the FY 2025-2026 budget. I recommend approval of both purchase agreements.

DISCUSSION ITEMS:

- Update on Steps and Ramp Improvement Project

  I will provide an update at the meeting.

- Review Livingston County Trustees & Directors Meeting

  Thank you to those who attended the meeting—time on the agenda for any discussion you might want to have.

- Quarterly report on strategic plan action plan
  G-Qrtly Update Action Plan (Oct 25)

  Please review and let me know if you have any questions—time on the agenda for any discussion you might want to have.

- Service Spotlight

  I will highlight a library service, resource, or collection.

MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- The Emergency Procedure and Building Information Binder was rewritten. Staff training on emergency procedures and building information was conducted on Friday, Oct 3, from 8:30 - 11:30 am. There was a delayed opening to the public, and the library was open from noon to 4 pm.

- The auditor was at the library during the week of September 22, 2025. The audit will be presented to the board at the November meeting.

- The new phone system was installed in September. There are still a few issues on the list to address.

- Tom Dillion, the attorney handling the MTT Appeal, put together the prehearing statement for the library's exemption case regarding the vacant lot. Foster Swift will file the prehearing statement upon the close of discovery, and then they will be able to file our motion for summary judgment. Kathleen Murray, Communications Coordinator, and I were listed as potential witnesses who may testify at a hearing.

- Whenever possible, the library outsources the physical processing of books and AV. Our primary source for books is Baker & Taylor. On October 7, 2025, Baker & Taylor announced that it will wind down its business by January. (Publishers Weekly article and American Libraries article) The library is working to expand our purchasing from Brodart, Ingram, and The Book Farm. We are not the only library in this position, and we anticipate it will be 9-12 months before another supplier offers to process the books. Plans are underway to handle the processing in-house. We will monitor the workflow and pivot as needed.

  Baker & Taylor was founded in 1828 as a bindery and later a book publisher. The shift to focusing entirely on wholesale distribution occurred in 1912. Their closing is a seismic shift in our industry and for the Howell library.

- We are still waiting for Pinchin's recommendation on a current level two environmental study. We have also reached out to the State of Michigan to see whether our project falls under their brownfield services.

- We added another vendor to the ACH Vendor List - Pronunciator. The full list is here.

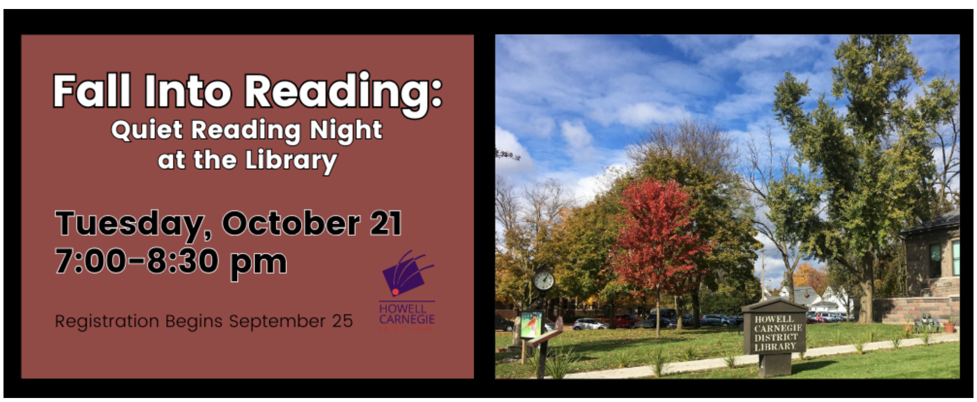
PERSONNEL:

- Nothing to report.

LIBRARY EVENTS:

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

- Reference or Adult Programming calendar of events.



COMMUNITY ENGAGEMENT:

- The library will have a table at the Small Business Quickstart on Thursday, October 9th, from 8:30 AM–12:30 PM at the Livingston Business HUB (Howell Area Chamber of Commerce).
- View the student artwork and the featured artists of the Livingston Fine Arts Association.

TRUSTEE NOTEBOOK:

Added:
SBITA policy
Resolution 25-19 Resolution Authorizing the Library Director to Approve Expenditures to be Invoiced Up To $15,000

Here's the link to the Google Site - Board of Trustees Notebook

Holly Ward Lamb 10/10/25

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3820 Mansell Road, Suite 350, Alpharetta, GA 30022
Toll Free 800.216.8370 International+1 678.382.6500

Quotation

US-96920

9/27/2025

Bill To

Diane McKee
Howell Carnegie District Library
314 West Grand River
Howell MI 48843
United States

TOTAL

$16,516.50

Quote Expires: 10/22/2025

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Marciniak, Michael

Quotation Title	Memo
X25 - X11 EOL Extension	

Qty	Item / Description	Ship To	Unit Price	Amount
	Description *X25 countertops to replace existing X11 countertops*			
3	**SSC-X25-CP-BK** *X25 Countertop - Portrait Display Black Unit* *--Display: 21.5-inch capacitive touch screen* *--Operating System: Windows 10 IoT Enterprise LTSC 2021 (version 21H2)* *--Processor: Intel N5095 Quad-core, 8G DDR3L RAM* *--Drive: 128G mSATA Solid State Drive* *--Barcode Scanner: 1D/2D Platform Barcode Scanner with Smartphone Detection* *--RFID Pad: ProLine™ RFID Reader and Antenna* *--Spool of Receipt Paper: 80mm Industrial Std Spool Receipt Printer* *--Ethernet/Wi-Fi: RJ-45 Ethernet & WiFi* *--Includes credit card terminal mount*	Main	$4,995.00	$14,985.00
3	**WM-SSC-X25-CP-BK** *1 YR MAINTENANCE: EnvisionWare Self Service X25 Countertop*	Main	$599.40	$1,798.20
	Z-Discount: 1st Year Maintenance *Discount for first year of maintenance included with purchase.*		($1,798.20)	($1,798.20)
	SUBTOTAL Hardware *SUBTOTAL for Hardware*			$14,985.00
	Discount: *EnvisionWare Hardware *DISCOUNT for EnvisionWare Hardware*		-10%	($1,498.50)
	SUBTOTAL Hardware *SUBTOTAL for Hardware*			$13,486.50

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Quotation

US-96920

9/27/2025

Qty	Item / Description	Ship To	Unit Price	Amount
1	**PS-FR-U Flat Rate Project** *ENVISIONWARE FLAT RATE PROFESSIONAL SERVICES* *EnvisionWare Flat Rate Professional Services offer a comprehensive package including consultation, planning, installation, training, and post-installation review at a fixed price. A dedicated consultant will manage the project from start to finish, with detailed progress reports. The package includes a clear Scope of Work, a structured payment schedule based on project milestones, and a change management process to handle unforeseen changes or requirements effectively.* *Scope - Remote assistance to work with library staff to install X25 and replace existing X11* *** This quote is based on a flat rate of $$1,575.00 dollars, inclusive of up to 7 hours of Professional Services. Any services requested beyond 7 hours will require a Change Order. *** *++ Travel Costs: The fixed project price excludes travel costs for onsite services, which will be billed separately. ++*		$1,575.00	$1,575.00

Subtotal	$15,061.50
Discount	
Freight	$1,455.00
Tax	$0.00
PST-CA	
Total	**$16,516.50**

Freight charges are estimated; actual charges will be billed.

This quotation excludes any tariffs and/or import duties unless otherwise specified.

Send your purchase order or email confirmation to:
EMAIL : orders@envisionware.com | **FAX** : +1 678.382.6501

Use of EnvisionWare, Inc. Products is subject to the terms and conditions in the end user license agreement found at: http://system.envisionware.com/terms. By signing this quote or issuing a purchase order, you indicate your approval of EnvisionWare's terms and conditions.

Signature: ______________________________ Date: _______________

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Quotation

US-97295

10/7/2025

Bill To

Diane McKee
Howell Carnegie District Library
314 West Grand River
Howell MI 48843
United States

TOTAL

$24,233.00

Quote Expires: 1/5/2026

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Marciniak, Michael

Quotation Title	Memo
RFID Gates X25 Budgetary	

Qty	Item / Description	Ship To	Unit Price	Amount
	Description *Budget to replace existing EOL gates and add additional gates to back entrance*			
	020-CONTRACT1-US *US CUSTOMER SUPPLEMENTAL CONTRACT INFORMATION* **This quotation/order confirmation/invoice is an exhibit of Contract # [**CONTRACTING/SALES: OBTAIN FROM EW CONTRACT ADMINISTRATOR**]* **The contract service level is: [***INSERT: Platinum***]* **Quoted rates for Professional Services time for future projects or cost overruns is $225 per hour for customers under maintenance.* **Quoted rates for Professional Services travel time is $900 per onsite trip* **Quoted rates for Time and Materials support or Professional Services is $250 per hour for customers not under Gold, Platinum or PlatinumPLUS maintenance.* **Quoted rate for Expense day rates are: $1,250 for the first day of any week and $400 for additional days. These rates may apply to requests for extension of days onsite for any project and provide flat fees for travel and related expenses.* **** Above prices do not include any applicable taxes ****	Main		

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Quotation

US-97295

10/7/2025

Qty	Item / Description	Ship To	Unit Price	Amount
1	**RFID-GATE 3D-WA-U 1-Wide Aisle (C)** *TRANSPARENT RFID GATE WITH RADAR PEOPLE COUNTER - EXTRA WIDE AISLE WIDTH* *-Version C* *Two pedestals support a single aisle width of 63 inches/1600mm.* *-High accuracy, multi-dimension detection* *-Transparent Acrylic blends with every decor* *-Auto-tuning* *-Visual and Audible alarms plus Ethernet integration to Branch Manager software.* *-Internal radar technology people counter for directional accuracy.* *-New LRM5400 reader* *Lead time: 6 weeks*	Main	$8,525.00	$8,525.00
1	**WM-RFID-GATE 3D-WA-U 1-Wide Aisle (C)** *1 YR MAINTENANCE: Transparent RFID Gate with radar people Counter - EXTRA WIDE AISLE WIDTH Version C* *Two pedestals support a single aisle width of 63 inches/1600mm.*	Main	$1,023.00	$1,023.00
	Z-Discount: 1st Year Maintenance *Discount for first year of maintenance included with purchase.*		($1,023.00)	($1,023.00)
1	**RFID-GATE 3D-R-U 2-Aisle (E)** *TRANSPARENT 3D RFID GATES WITH RADAR PEOPLE COUNTER- 2-Aisle (3-Pedestals), Version E Wave Gate* *- 3D, high accuracy, multi-dimension detection* *-Transparent Acrylic blends with every decor* *-Auto-tuning; 40-item/second* *- Visual and Audible alarms plus Ethernet integration to Branch Manager software.* *-Internal radar technology people counter for directional accuracy and auto-gate wake-up.* *-New LRM5400 reader* *+ OPTION: EnvisionWare Branch Manager*	Main	$8,400.00	$8,400.00
1	**WM-RFID-GATE 3D-R-U 2-Aisle (E)** *1 YR MAINTENANCE: EnvisionWare MASTERSERIES ULTRA TRANSPARENT RFID Gates (2-Aisle), Version E Wave Gate*	Main	$1,008.00	$1,008.00
	Z-Discount: 1st Year Maintenance *Discount for first year of maintenance included with purchase.*		($1,008.00)	($1,008.00)

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US-97295

10/7/2025

Qty	Item / Description	Ship To	Unit Price	Amount
1	**PS-FR-U Flat Rate Project** *ENVISIONWARE FLAT RATE PROFESSIONAL SERVICES* *EnvisionWare Flat Rate Professional Services offer a comprehensive package including consultation, planning, installation, training, and post-installation review at a fixed price. A dedicated consultant will manage the project from start to finish, with detailed progress reports. The package includes a clear Scope of Work, a structured payment schedule based on project milestones, and a change management process to handle unforeseen changes or requirements effectively.* *** This quote is based on a flat rate of $4,950.00 dollars, inclusive of up to 18 hours of Professional Services. Any services requested beyond 18 hours will require a Change Order. *** *++ Travel Costs: The fixed project price excludes travel costs for onsite services, which will be billed separately. ++*		$4,950.00	$4,950.00
1	**PS-EXPFF-U 1st Day** *ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.*		$1,250.00	$1,250.00
1	**PS-EXPFF-U Additional Day** *ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - Additional Days After First. Maximum (4) additional days before an additional First day is required.*		$400.00	$400.00

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Quotation

US-97295

10/7/2025

Subtotal	$23,525.00
Discount	
Freight	$708.00
Tax	$0.00
PST-CA	
Total	**$24,233.00**

Freight charges are estimated; actual charges will be billed.

This quotation excludes any tariffs and/or import duties unless otherwise specified.

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Signature: ________________________________ Date: _______________

October 2025 updates in bold including changes in timelines

ACTION PLAN July 2025 - December 2026

Community Connection

Goal 1.1 Strengthen community outreach and communication to build connections.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Create a Partnership Plan	Janice/Leadership Team		
Create an outreach calendar	Amy /Leadership Team		
Investigate patron engagement systems	Jeremy/ Leadership Team		**3-year contract signed with Spring Share for Patron Point engagement product (Oct 25 update)**
Patron Point - patron engagement system (added Oct 25)	Jeremy/ Leadership Team	**Gradual Implemen-tation starting in Nov. 25**	
Follow up with those interested in serving on library board	Holly/Kathleen		

Ongoing activities include: e-newsletter, Facebook, Instagram, website, outreach via book deliveries to preschools and senior centers, two Farmers Markets per season, YS collaboration with Great Start, Salvation Army/Summer Lunch Bunch, Howell Public Schools, and adult partnership with Livingston County Veteran Services.

Goal 1.2 Provide programming for entertainment and lifelong learning.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Create an evaluation plan for programming	Leadership Team		
Investigate permanent outdoor speaker system	Janice		

Ongoing activities include: adult and youth programming.

Goal 1.3 Offer collections to meet diverse community needs.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Word of Mouth Marketing Plan/calendar and evaluation plan	Leadership Team		
Leverage collectionHQ	Janice and Jessica	**Oct 25-Mar 26**	**Reference will focus on overstocked nonfiction. Youth Services will focus on additional training on system enhancements for weeding (Oct. 25).**

Ongoing activities include: adult and youth collection development.

Goal 1.4 Increase access to the Howell Carnegie Library Archives.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Evaluate appointment system	Jessica/Jeremy/ Holly	~~**Sept**~~ **Nov 2025**	
Collection Development Policy for Archives	Jessica/Jeremy/ Holly	July-Dec 2025	
Identify other policies and forms needed	Jessica/Jeremy	FY 25-26	
Create to-do list and prioritize	Jeremy/Jessica	July-Dec 2025	
Recruit and Train Volunteers	Jessica/Jeremy	ongoing	

Ongoing activities include: assistance to individuals and digitization/metadata projects.

Optimizing Library Spaces

Goal 2.1 Ensure all library spaces are accessible, optimally utilized, and relevant to meet community needs.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Steps and Ramp project	Holly	in progress	
Space usage study	Holly	**RFP by end of**	**Samples of RFPs and list of consultants requested**

		~~Sept~~ Nov	**from other library directors. (Oct 25)**
Options for library lot – staff parking and garden space	Holly/Diane	in progress	**See below**
next level environmental study	Holly/Diane	in progress	**Chasing down the consultant for level 2 environmental study for the lot. Investigating possibility of State of MI assistance with level 2 study. (Oct 25)**
Facilities Maintenance Plan	Holly/Diane	**April ~~Sept~~ Nov 2025**	
Air Duct Cleaning	Holly/Diane	FY 25-26	
Evaluate bulletin boards - what, where, etc	Holly/Kathleen/ Janice	**Complete by ~~9/30/25~~ 12/31/25**	
Signage	Holly/Diane	Complete by 12/31/25	
Update electrical - inverter/emergency lighting	Holly/Diane	FY 25-26	
Update plumbing - back hall, new toilets in restrooms in back hall, staff lounge, and restroom	Holly/Diane	FY 25-26	

Evolve Capacity

Goal 3.1 Prioritize staff development for connection.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Establish quarterly staff development requirements	Holly/Diane	FY 25-26	**Via Google Classroom: Technology Training in Aug-Sept 25 Cyber Security Training in Oct. In person: Emergency Procedures on 10/3 (Oct 25)**
Create and implement Customer Service Philosophy/Expectations and training plan	Element One /Holly/Diane	July-Dec 2025	

Goal 3.2 Build operational structure.			
Activity	Person/Group Responsible	Timeline	Update
Develop Performance Development System	Holly/Diane	July- Dec 2025	**Adding wording to job descriptions related to development appraisal and determining format for development appraisal (Oct 25)**
Values in Action (added Sept 25)	Holly/Diane	Sept - Dec 2025	**Contract signed with ElementOne, background work with Leadership Team, staff meeting to launch project scheduled for Nov (Oct 25)**
Update Orientation Process (including utilizing Niche Academy and Google Classroom)	Diane/Holly		
Continue review and update of policies and procedures	Holly	ongoing	**Emergency procedures and building information binder rewritten. Staff training conducted on Oct 3 (Oct 25)**
Evaluation plan - what stats to keep, switch to Gimlet at all service desks, etc.	Leadership Team	**by ~~10/31/25~~ 12/31/25**	
New phone system	Jeremy	**Summer - Fall 2025**	**The phone system switched in Sept, working through final steps. (Oct 25)**
Implementation of updated job classification and pay structure	Holly/Diane	FY 25-26 - FY 27-28	
Implement Performance Development System	Leadership Team	Jan-June 2026	

Vendors Paid via EFT

Vendor Name	Method
Agilebits (Password1)	ACH
Amazon	ACH Debit
BOAA Visa	ACH Debit
Cengage	ACH
Comcast	ACH Debit
Consumers	ACH Debit
Dell Marketing	ACH
Fire Pros	ACH
Ebsco	ACH
Envisionware	ACH
Health Equity	ACH Debit
Hoopla	ACH
Huntington Nat'l Bank	ACH
Innovative	ACH
Kanopy	ACH
MERS	ACH Debit
Midwest Tape	ACH
MML Workers Comp Fund	ACH
MML Liability & Property	ACH
OCLC	ACH
Otis Elevator	ACH
OverDrive	ACH
PBC Guru	ACH
PFM Financial Advisors	ACH
Pronunciator	ACH
Quill	ACH
The Library Network	ACH