HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Agenda for January 13, 2026
Meabon Room, Howell Carnegie District Library
314 West Grand River Ave, Howell, MI 48843
517-546-0720
Enter through Clinton St Doors
(Google Drive references)

7:00 Call to Order/Approval of Agenda
7:03 Attendance
7:05 In-Service Training Topic:
Dana Wnuk, Executive Director, Livingston Arts Council | Howell Opera House
7:25 **Consent Agenda:**
A. Minutes from Dec 9, 2025
B. Bills & Payrolls
C. Resolution 26-01 to Set Aside Money For Maintenance and Capital Improvements
7:30 Announcements & Comments from the public
7:35 President's Report
7:40 Treasurer's Report
7:45 Committee Reports - none
7:46 Director's Report

Action Items:

Unfinished Business:

7:50 None

New Business:

7:51 Request for approval to with ThermalNetics to replace the 3 compressor units for a cost not to exceed $150,000

Discussion Items:

8:00 Quarterly Strategic Plan Update
8:10 Library Trustee Term Ending June 30, 2026
8:15 Annual Fundraising Appeal Update
8:20 Board and Administrator Retreat
8:25 Service Spotlight
8:30 Comments & Concerns of Board Members
8:35 Next Board Meeting - Tuesday, February 10, 2026
8:36 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 December 9, 2025

President Kathryn Tuck called the regular meeting of the Howell Carnegie District Library to order at 6:00 pm.

Bob Ellis moved to approve the agenda as presented. Jacob Schlittler seconded, and a quorum of the board unanimously approved.

Members present: Jennifer Earl, Bob Ellis, Susan Pominville, Jacob Schlittler, Kathryn Tuck, and Heather White. Library Director Holly Ward Lamb was also present. One member of the public also attended the meeting.

Members absent: Maria Stuart

Jennifer Earl moved to excuse Maria Stuart's absence. Bob Ellis seconded, and a quorum of the board unanimously approved.

Susan Pominville moved to approve the consent agenda as presented, including **a) Minutes of November 11, 2025; b) Bills & Payroll, including the payment register dated 11/01/25 through 11/30/25 for the amount of $177,576.08; c) Resolution 25-21 to approve minimum wage change on pay structure; d) Resolution 25-22 to authorize change in library fees to fax;** and **e) board meeting dates for 2026, including request for December 2026 meeting to start at 6:00 pm.** Bob Ellis seconded, and the board was polled. All board members approved.

Comments from the Public: None

President Kathryn Tuck reported that she met with the school board president, Courtney Tarara, and it was a "really nice conversation." She noted that Courtney has vowed to return to see us.

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.

There were no **committee reports** in November.

In addition to her written report, Director Holly Ward Lamb stated that she would email all trustees two end-of-year reports: one concerning pension requirements and one concerning the bond. They should receive the emails during the following week.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None.

DISCUSSION ITEMS:

Service Spotlight: Staff Choice

IN-SERVICE TRAINING TOPIC:

None.

COMMENTS & CONCERNS OF BOARD MEMBERS

Kathryn Tuck wished all a happy holiday season.

Without objection, President Kathryn Tuck adjourned the meeting at 6:14 pm.

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Kathleen Murray, Recording Secretary

HCDL Payment Register

Howell Carnegie District Library

By Check Number

Date Range: 12/01/2025 - 12/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Fund 101-General Fund						
3010	CENGAGE GROUP	12/10/2025	EFT	0.00	1,411.31	334
750	ENVISIONWARE INC.	12/10/2025	EFT	0.00	14,073.11	335
1194	HOOPLA-MIDWEST TAPE	12/10/2025	EFT	0.00	10,555.52	336
1469	KANOPY	12/10/2025	EFT	0.00	474.30	337
22	MIDWEST TAPE LLC	12/10/2025	EFT	0.00	987.32	338
01218	OOMA INC.	12/10/2025	EFT	0.00	289.07	339
939	OVERDRIVE	12/10/2025	EFT	0.00	3,255.02	340
1238	PFM FINANCIAL ADVISORS LLC	12/10/2025	EFT	0.00	1,000.00	341
1317	SPRINGSHARE LLC	12/10/2025	EFT	0.00	958.00	342
TLN	THE LIBRARY NETWORK	12/10/2025	EFT	0.00	2,097.00	343
22	MIDWEST TAPE LLC	12/22/2025	EFT	0.00	544.32	344
8465	QUILL CORPORATION	12/22/2025	EFT	0.00	292.42	345
01240	TREVIPAY	12/22/2025	EFT	0.00	35.35	346
01204	KRISTIN HOYES	12/10/2025	Regular	0.00	-25.00	4176
990	MARGARET BIGHAM	12/01/2025	Regular	0.00	50.00	4462
1345	PATRICIA FLEET	12/01/2025	Regular	0.00	25.00	4463
01216	JENNY MCKALKO	12/01/2025	Regular	0.00	25.00	4464
01135	JESSICA BYRNS	12/01/2025	Regular	0.00	25.00	4465
MOS	MICHIGAN OFFICE SOLUTIONS	12/10/2025	Regular	0.00	1,314.38	4466
1083	ALEX THOMAS & FRIENDS	12/10/2025	Regular	0.00	1,125.00	4467
880	BREDERNITZ, WAGNER & CO., P.C.	12/10/2025	Regular	0.00	7,200.00	4468
900	BRODART CO.	12/10/2025	Regular	0.00	798.16	4469
01235	CRAYOLOA IMAGINE ARTS ACADEMY	12/10/2025	Regular	0.00	350.00	4470
1549	DTE ENERGY	12/10/2025	Regular	0.00	4,038.09	4471
01159	ELEMENTONE CONSULTING INC.	12/10/2025	Regular	0.00	2,250.00	4472
291	FOSTER, SWIFT, COLLING & SMITH P.C.	12/10/2025	Regular	0.00	584.50	4473
01228	GENPRO	12/10/2025	Regular	0.00	432.75	4474
01019	HAMBURG SENIOR CENTER	12/10/2025	Regular	0.00	150.00	4475
411	JANICE HEILMAN	12/10/2025	Regular	0.00	51.40	4476
493	HI-TECH SAFE AND LOCK COMPANY	12/10/2025	Regular	0.00	14.00	4477
01223	HSC GROUP	12/10/2025	Regular	0.00	495.00	4478
01236	INGRAM LIBRARY SERVICES	12/10/2025	Regular	0.00	23.56	4479
01209	JENNY RASMUSSEN	12/10/2025	Regular	0.00	53.58	4480
01135	JESSICA BYRNS	12/10/2025	Regular	0.00	222.00	4481
1091	JUNIOR LIBRARY GUILD	12/10/2025	Regular	0.00	40.00	4482
1141	K & J ELECTRIC, INC.	12/10/2025	Regular	0.00	125.00	4483
01204	KRISTIN HOYES	12/10/2025	Regular	0.00	25.00	4484
5711	LIVINGSTON COUNTY TREASURER	12/10/2025	Regular	0.00	553.17	4485
484	LOWE'S	12/10/2025	Regular	0.00	55.37	4486
588	KATHLEEN MURRAY	12/10/2025	Regular	0.00	116.70	4487
1425	NICHE ACADEMY	12/10/2025	Regular	0.00	2,646.00	4488
503	QUINN EVANS ARCHITECTS	12/10/2025	Regular	0.00	10,000.00	4489
1096	JENNIFER RYAN	12/10/2025	Regular	0.00	63.73	4490
1162	SANTA'S LIGHT CREW	12/10/2025	Regular	0.00	3,810.00	4491
1325	SHOUTBOMB LLC	12/10/2025	Regular	0.00	2,766.00	4492
9390	SONITROL GREAT LAKES - MICHIGAN	12/10/2025	Regular	0.00	290.85	4493
1232	T-MOBILE	12/10/2025	Regular	0.00	582.96	4494
900	BRODART CO.	12/22/2025	Regular	0.00	464.79	4495
01044	CARRIE FAIRBANKS	12/22/2025	Regular	0.00	301.70	4496
1143	DELTA DENTAL	12/22/2025	Regular	0.00	37.49	4497
1307	ELECTRO-CYCLE	12/22/2025	Regular	0.00	95.00	4498
01034	EVERGREEN OUTDOOR, INC.	12/22/2025	Regular	0.00	1,275.00	4499
2850	FRIENDS OF THE LIBRARY	12/22/2025	Regular	0.00	161.50	4500
01236	INGRAM LIBRARY SERVICES	12/22/2025	Regular	0.00	499.81	4501

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
563	LEPPEK LANDSCAPES INC	12/22/2025	Regular	0.00	3,115.00	4502
848	LIVINGSTON DIVERSITY COUNCIL	12/22/2025	Regular	0.00	250.00	4503
1472	HANNAH MULLINS	12/22/2025	Regular	0.00	15.87	4504
9390	SONITROL GREAT LAKES - MICHIGAN	12/22/2025	Regular	0.00	661.17	4505
01244	VISIBLY CLEAN	12/22/2025	Regular	0.00	2,075.00	4506
898	PRIORITY HEALTH	12/01/2025	Bank Draft	0.00	8,233.85	DFT0000609
1473	HEALTH EQUITY	12/08/2025	Bank Draft	0.00	6.00	DFT0000610
1473	HEALTH EQUITY	12/03/2025	Bank Draft	0.00	426.92	DFT0000611
19	MERS	12/03/2025	Bank Draft	0.00	4,187.08	DFT0000612
1250	CONSUMERS ENERGY	12/15/2025	Bank Draft	0.00	798.84	DFT0000613
1197	AMAZON	12/19/2025	Bank Draft	0.00	3,559.60	DFT0000614
1473	HEALTH EQUITY	12/17/2025	Bank Draft	0.00	276.96	DFT0000615
19	MERS	12/17/2025	Bank Draft	0.00	4,034.55	DFT0000616
1378	BANK OF ANN ARBOR - VISA	12/22/2025	Bank Draft	0.00	3,511.37	DFT0000617
1473	HEALTH EQUITY	12/31/2025	Bank Draft	0.00	276.96	DFT0000618
19	MERS	12/31/2025	Bank Draft	0.00	3,478.41	DFT0000619
19	MERS	12/31/2025	Bank Draft	0.00	13,337.75	DFT0000620

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	61	45	0.00	49,254.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-25.00
Bank Drafts	12	12	0.00	42,128.29
EFT's	32	13	0.00	35,972.74
	105	**71**	**0.00**	**127,330.56**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	61	45	0.00	49,254.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-25.00
Bank Drafts	12	12	0.00	42,128.29
EFT's	32	13	0.00	35,972.74
	105	**71**	**0.00**	**127,330.56**

Fund Summary

Fund	Name	Period	Amount
101	General Fund	12/2025	127,330.56
			127,330.56

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

Payroll

Approve	Payrolls of:	In the Amounts of:	
	12/10/2025	$7,723.88	(Bonus)
	12/17/2025	$49,269.57	
	12/31/2025	$49,845.76	
	TOTALS	**$56,993.45**	

Resolution 26-01
RESOLUTION TO SET ASIDE MONEY FOR MAJOR MAINTENANCE AND CAPITAL IMPROVEMENTS

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 13th day of January at 7:00pm, Eastern Standard Time.

PRESENT:

ABSENT:

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

WHEREAS, the Howell Carnegie District Library wishes to maintain the library facilities in a safe and attractive manner, and

WHEREAS, the cost of doing this can necessitate a large expenditure of funds and place an undue burden on a single year's budget, and

WHEREAS, a resolution of the library board will be required in order to transfer monies from this reserve to the General Fund budget to spend any of it, and

NOW, THEREFORE BE IT RESOLVED that $852,000 be transferred from the General Revenue Fund 101 Balance to the Capital Improvement Reserve this fiscal year 2025-26.

AYES: Members:

NAYS: Members:

RESOLUTION DECLARED ADOPTED.

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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 January 13, 2026 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.

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Secretary, Board of Trustees

Howell Carnegie District Library

HCDL Budget Status Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		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	78,511.28	81,939.29	-3,715,856.71	2.16 %
101-000-412.000	DELINQUENT PROPERTY TAXES	0.00	0.00	0.00	5,210.89	5,210.89	0.00 %
	SubAccount: 010 - TAXES Total:	**3,797,796.00**	**3,797,796.00**	**78,511.28**	**87,150.18**	**-3,710,645.82**	**2.29%**
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	0.00	5,656.64	5,656.64	0.00 %
	SubAccount: 030 - STATE GRANTS Total:	**59,126.00**	**59,126.00**	**0.00**	**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	1,186.40	7,181.95	-818.05	89.77 %
101-000-629.000	OUT OF AREA FEES	60.00	60.00	0.00	60.00	0.00	100.00 %
101-000-642.000	SALES	150.00	150.00	108.00	460.00	310.00	306.67 %
101-000-651.000	MEETING ROOM FEES	200.00	200.00	25.00	125.00	-75.00	62.50 %
	SubAccount: 040 - CHARGES FOR SERVICES Total:	**8,410.00**	**8,410.00**	**1,319.40**	**7,826.95**	**-583.05**	**93.07%**
SubAccount: 050 - FINES & FORFEITS							
101-000-658.000	OVERDUE FEES	200.00	200.00	20.00	365.25	165.25	182.63 %
101-000-658.004	REPLACEMENT FEES	2,000.00	2,000.00	245.18	1,385.63	-614.37	69.28 %
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**	**265.18**	**1,750.88**	**-75,449.12**	**2.27%**
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
101-000-665.000	INTEREST INCOME	50,000.00	50,000.00	23,659.96	163,291.50	113,291.50	326.58 %
101-000-669.000	UNREALIZED INVESTMENT GAIN/LO...	0.00	0.00	0.00	761.12	761.12	0.00 %
	SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:	**50,000.00**	**50,000.00**	**23,659.96**	**164,052.62**	**114,052.62**	**328.11%**
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
101-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	6.00	6.00	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	-0.27	-521.75	-521.75	0.00 %
	SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:	**2,000.00**	**2,000.00**	**-0.27**	**-515.75**	**-2,515.75**	**25.79%**
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 BAL	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**	**103,755.55**	**265,921.52**	**-4,468,035.48**	**5.62%**
Expense							
SubAccount: 090 - PERSONNEL SERVICES							
101-790-702.000	SALARIES	1,415,000.00	1,415,000.00	151,978.75	655,374.50	759,625.50	46.32 %
101-790-716.000	HEALTH INSURANCE	113,440.00	113,440.00	7,817.65	57,220.75	56,219.25	50.44 %
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	276.96	9,126.96	8,498.04	51.78 %
101-790-719.003	PEDIATRIC DENTAL	500.00	500.00	37.49	262.43	237.57	52.49 %
101-790-721.000	BONUSES	11,794.00	11,794.00	7,175.00	7,175.00	4,619.00	60.84 %
101-790-722.000	FICA	108,248.00	108,248.00	12,100.18	50,052.24	58,195.76	46.24 %
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	13,337.75	60,818.77	53,181.23	53.35 %

		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					
	SubAccount: 090 - PERSONNEL SERVICES Total:	**1,715,382.00**	**1,817,982.00**	**192,723.78**	**841,114.49**	**976,867.51**	**46.27%**
SubAccount: 100 - LIBRARY SUPPLIES							
101-790-727.000	SUPPLIES	35,000.00	35,000.00	1,595.55	9,716.93	25,283.07	27.76 %
101-790-730.000	POSTAGE	11,000.00	11,000.00	315.92	360.89	10,639.11	3.28 %
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**	**1,911.47**	**10,077.82**	**36,922.18**	**21.44%**
SubAccount: 120 - OTHER SERVICES & CHARGES							
101-790-860.000	TRANSPORTATION	500.00	500.00	0.00	170.66	329.34	34.13 %
101-790-900.000	MARKETING & ADVERTISING	25,000.00	25,000.00	0.00	2,631.86	22,368.14	10.53 %
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	34.10	15.90	68.20 %
101-790-957.000	EDUCATION: TRUSTEES	5,000.00	5,000.00	0.00	465.00	4,535.00	9.30 %
101-790-957.001	EDUCATION: EMPLOYEES	35,000.00	35,000.00	219.02	9,944.27	25,055.73	28.41 %
101-790-957.002	MEMBERSHIP BOARD & STAFF	4,500.00	4,500.00	387.50	3,135.82	1,364.18	69.68 %
101-790-960.000	MEL-CAT REPLACEMENTS	2,000.00	2,000.00	0.00	92.90	1,907.10	4.65 %
101-790-963.000	PROPERTY TAXES	20,000.00	20,000.00	2,132.88	17,403.79	2,596.21	87.02 %
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	553.17	2,259.41	5,740.59	28.24 %
101-790-965.000	FEES & ACCOUNT CHARGES	3,000.00	3,000.00	439.68	2,075.52	924.48	69.18 %
	SubAccount: 120 - OTHER SERVICES & CHARGES Total:	**103,650.00**	**103,650.00**	**3,732.25**	**38,213.33**	**65,436.67**	**36.87%**
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES							
101-790-807.000	AUDIT	7,500.00	7,500.00	7,200.00	7,200.00	300.00	96.00 %
101-790-818.001	FINANCIAL ADVISORS	1,000.00	1,000.00	1,000.00	1,000.00	0.00	100.00 %
101-790-818.002	LEGAL SERVICES	30,000.00	30,000.00	584.50	10,861.00	19,139.00	36.20 %
101-790-818.003	PERSONNEL SERVICES	80,000.00	80,000.00	2,250.00	8,000.00	72,000.00	10.00 %
101-790-819.001	PAYROLL SERVICES	10,000.00	10,000.00	1,487.32	5,529.18	4,470.82	55.29 %
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 To..	**133,500.00**	**133,500.00**	**12,521.82**	**32,590.18**	**100,909.82**	**24.41%**
SubAccount: 140 - BUILDING & MAINTENANCE							
101-790-775.000	BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	393.75	2,964.99	12,035.01	19.77 %
101-790-808.000	BUILDING SECURITY SYSTEM	4,500.00	4,500.00	291.65	2,402.60	2,097.40	53.39 %
101-790-819.002	GROUNDS MAINTENANCE	55,000.00	55,000.00	8,200.00	18,913.00	36,087.00	34.39 %
101-790-920.000	PUBLIC UTILITIES	90,200.00	90,200.00	6,168.21	34,263.80	55,936.20	37.99 %
101-790-958.000	BUILDING MAINTENANCE	95,000.00	95,000.00	4,957.75	29,067.95	65,932.05	30.60 %
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**	**20,011.36**	**83,973.34**	**223,700.66**	**27.29%**
SubAccount: 150 - MATERIALS & PROGRAMMING							
101-790-782.000	PERIODICALS	15,000.00	15,000.00	308.72	11,155.79	3,844.21	74.37 %
101-790-782.001	ELECTRONIC MEDIA	196,000.00	196,000.00	15,225.85	153,433.13	42,566.87	78.28 %
101-790-782.002	CIRCULATING HOTSPOTS	17,000.00	17,000.00	1,730.68	6,979.08	10,020.92	41.05 %
101-790-782.003	DATABASES	43,220.00	43,220.00	190.63	7,342.31	35,877.69	16.99 %
101-790-782.004	YS PROGRAMMING	46,000.00	46,000.00	270.55	15,351.58	30,648.42	33.37 %
101-790-782.005	ADULT PROGRAMMING	23,500.00	23,500.00	2,550.73	9,342.80	14,157.20	39.76 %
101-790-782.006	YOUTH DATABASES	16,000.00	16,000.00	0.00	6,147.67	9,852.33	38.42 %
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	3,873.64	26,232.25	40,267.75	39.45 %
101-790-982.002	LIBRARY OF THINGS	15,000.00	15,000.00	992.76	2,266.10	12,733.90	15.11 %
101-790-982.006	ADULT AV	14,400.00	14,400.00	2,079.09	6,985.47	7,414.53	48.51 %
101-790-982.018	YS BOOKS - PRINT	33,000.00	33,000.00	823.96	10,380.68	22,619.32	31.46 %
101-790-982.019	KITS & LOT - YOUTH	16,000.00	16,000.00	578.48	3,896.32	12,103.68	24.35 %
101-790-982.024	YS AV	10,000.00	10,000.00	53.98	1,191.76	8,808.24	11.92 %
	SubAccount: 150 - MATERIALS & PROGRAMMING Total:	**523,900.00**	**523,900.00**	**28,679.07**	**260,704.94**	**263,195.06**	**49.76%**

		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	13.97	331.51	4,168.49	7.37 %
101-790-780.001	TECHNOLOGY: SOFTWARE	1,500.00	1,500.00	649.80	2,288.80	-788.80	152.59 %
101-790-781.000	TECHNOLOGY: HARDWARE/EQUIP…	21,725.00	21,725.00	0.00	869.16	20,855.84	4.00 %
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	127.03	3,253.36	9,246.64	26.03 %
101-790-850.002	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	57.41	447.78	2,552.22	14.93 %
101-790-932.000	AUTOMATED SYSTEM MAINT	161,661.00	161,661.00	2,942.87	86,814.46	74,846.54	53.70 %
101-790-934.000	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	0.00	551.76	1,448.24	27.59 %
101-790-972.000	CAPITAL TECHNOLOGY PURCHASES	128,700.00	128,700.00	0.00	72,328.44	56,371.56	56.20 %
	SubAccount: 160 - INFORMATION TECHNOLOGY Total:	**368,586.00**	**368,586.00**	**3,791.08**	**166,885.27**	**201,700.73**	**45.28%**
SubAccount: 170 - CAPITAL OUTLAY							
101-790-971.000	CAPITAL IMPROVEMENT PROJECTS	500,000.00	500,000.00	10,000.00	572,268.40	-72,268.40	114.45 %
	SubAccount: 170 - CAPITAL OUTLAY Total:	**500,000.00**	**500,000.00**	**10,000.00**	**572,268.40**	**-72,268.40**	**114.45%**
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	23,825.00	176,175.00	11.91 %
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 To..	**1,034,229.00**	**932,229.00**	**0.00**	**23,825.00**	**908,404.00**	**2.56%**
Expense Total:	**4,733,921.00**	**4,734,521.00**	**273,370.83**	**2,029,652.77**	**2,704,868.23**	**42.87%**
Total Revenues	**4,733,957.00**	**4,733,957.00**	**103,755.55**	**265,921.52**	**-4,468,035.48**	**5.62%**
Fund: 101 - General Fund Surplus (Deficit):	**36.00**	**-564.00**	**-169,615.28**	**-1,763,731.25**	**-1,763,167.25**	**12,718.31%**

Fund: 272 - Special Revenue

Revenue

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
272-000-665.000	INTEREST	1,000.00	1,000.00	2,956.03	17,861.76	16,861.76	1,786.18 %
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**	**2,956.03**	**17,861.76**	**16,761.76**	**1,623.80%**
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	25,000.00	8,625.97	13,649.72	-11,350.28	54.60 %
272-000-674.387	ARCHIVES DONATIONS	5,000.00	5,000.00	0.00	1,100.00	-3,900.00	22.00 %
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	716.70	-1,283.30	35.84 %
272-000-675.015	FRIENDS DONATION	5,000.00	5,000.00	0.00	900.00	-4,100.00	18.00 %
272-000-675.017	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	184.16	818.51	-1,181.49	40.93 %
	SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:	**43,000.00**	**43,000.00**	**8,810.13**	**17,184.93**	**-25,815.07**	**39.96%**
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**	**11,766.16**	**35,046.69**	**-26,053.31**	**57.36%**

Expense

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 100 - LIBRARY SUPPLIES							
272-790-760.000	GENERAL DONATION PURCHASES	20,000.00	20,000.00	0.00	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**	**0.00**	**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	200.00	3,451.63	1,548.37	69.03 %
272-790-762.000	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	144.72	861.42	1,138.58	43.07 %
272-790-955.000	FRIENDS MDSE/SALES	0.00	0.00	161.50	634.35	-634.35	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**	**506.22**	**4,947.40**	**4,052.60**	**54.97%**
	Expense Total:	**52,100.00**	**52,100.00**	**506.22**	**7,291.44**	**44,808.56**	**14.00%**
	Total Revenues	**61,100.00**	**61,100.00**	**11,766.16**	**35,046.69**	**-26,053.31**	**57.36%**
	Fund: 272 - Special Revenue Surplus (Deficit):	**9,000.00**	**9,000.00**	**11,259.94**	**27,755.25**	**18,755.25**	**308.39%**
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	23,825.00	-193,325.00	10.97 %
	SubAccount: 080 - OTHER FINANCING SOURCES Total:	**217,150.00**	**217,150.00**	**0.00**	**23,825.00**	**-193,325.00**	**10.97%**
	Revenue Total:	**217,150.00**	**217,150.00**	**0.00**	**23,825.00**	**-193,325.00**	**10.97%**
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	23,325.00	23,325.00	50.00 %
	SubAccount: 000 - N/A Total:	**216,650.00**	**216,650.00**	**0.00**	**23,325.00**	**193,325.00**	**10.77%**
SubAccount: 120 - OTHER SERVICES & CHARGES							
371-790-801.000	PAYING AGENT FEES	500.00	500.00	0.00	500.00	0.00	100.00 %
	SubAccount: 120 - OTHER SERVICES & CHARGES Total:	**500.00**	**500.00**	**0.00**	**500.00**	**0.00**	**100.00%**
	Expense Total:	**217,150.00**	**217,150.00**	**0.00**	**23,825.00**	**193,325.00**	**10.97%**
	Total Revenues	**217,150.00**	**217,150.00**	**0.00**	**23,825.00**	**-193,325.00**	**10.97%**
	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**	**-158,355.34**	**-1,735,976.00**	**-1,744,412.00**	**20,578.19%**

Group Summary

SubAccoun…	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	78,511.28	87,150.18	-3,710,645.82	2.29%
030 - STATE GRANTS	59,126.00	59,126.00	0.00	5,656.64	-53,469.36	9.57%
040 - CHARGES FOR SERVICES	8,410.00	8,410.00	1,319.40	7,826.95	-583.05	93.07%
050 - FINES & FORFEITS	77,200.00	77,200.00	265.18	1,750.88	-75,449.12	2.27%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	23,659.96	164,052.62	114,052.62	328.11%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	-0.27	-515.75	-2,515.75	25.79%
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**	**103,755.55**	**265,921.52**	**-4,468,035.48**	**5.62%**
Expense						
090 - PERSONNEL SERVICES	1,715,382.00	1,817,982.00	192,723.78	841,114.49	976,867.51	46.27%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	1,911.47	10,077.82	36,922.18	21.44%
120 - OTHER SERVICES & CHARGES	103,650.00	103,650.00	3,732.25	38,213.33	65,436.67	36.87%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	133,500.00	133,500.00	12,521.82	32,590.18	100,909.82	24.41%
140 - BUILDING & MAINTENANCE	307,674.00	307,674.00	20,011.36	83,973.34	223,700.66	27.29%
150 - MATERIALS & PROGRAMMING	523,900.00	523,900.00	28,679.07	260,704.94	263,195.06	49.76%
160 - INFORMATION TECHNOLOGY	368,586.00	368,586.00	3,791.08	166,885.27	201,700.73	45.28%
170 - CAPITAL OUTLAY	500,000.00	500,000.00	10,000.00	572,268.40	-72,268.40	114.45%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	1,034,229.00	932,229.00	0.00	23,825.00	908,404.00	2.56%
Expense Total:	**4,733,921.00**	**4,734,521.00**	**273,370.83**	**2,029,652.77**	**2,704,868.23**	**42.87%**
Total Revenues	**4,733,957.00**	**4,733,957.00**	**103,755.55**	**265,921.52**	**-4,468,035.48**	**5.62%**
Total Expenses	**4,733,921.00**	**4,734,521.00**	**273,370.83**	**2,029,652.77**	**2,704,868.23**	**42.87%**
Fund: 101 - General Fund Surplus (Deficit):	**36.00**	**-564.00**	**-169,615.28**	**-1,763,731.25**	**-1,763,167.25**	**12,718.31%**
Fund: 272 - Special Revenue						
Revenue						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	2,956.03	17,861.76	16,761.76	1,623.80%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	8,810.13	17,184.93	-25,815.07	39.96%
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**	**11,766.16**	**35,046.69**	**-26,053.31**	**57.36%**
Expense						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	0.00	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	506.22	4,947.40	4,052.60	54.97%
Expense Total:	**52,100.00**	**52,100.00**	**506.22**	**7,291.44**	**44,808.56**	**14.00%**
Total Revenues	**61,100.00**	**61,100.00**	**11,766.16**	**35,046.69**	**-26,053.31**	**57.36%**
Total Expenses	**52,100.00**	**52,100.00**	**506.22**	**7,291.44**	**44,808.56**	**14.00%**
Fund: 272 - Special Revenue Surplus (Deficit):	**9,000.00**	**9,000.00**	**11,259.94**	**27,755.25**	**18,755.25**	**308.39%**
Fund: 371 - Debt Service Fund						
Revenue						
080 - OTHER FINANCING SOURCES	217,150.00	217,150.00	0.00	23,825.00	-193,325.00	10.97%
Revenue Total:	**217,150.00**	**217,150.00**	**0.00**	**23,825.00**	**-193,325.00**	**10.97%**
Expense						
000 - N/A	216,650.00	216,650.00	0.00	23,325.00	193,325.00	10.77%
120 - OTHER SERVICES & CHARGES	500.00	500.00	0.00	500.00	0.00	100.00%
Expense Total:	**217,150.00**	**217,150.00**	**0.00**	**23,825.00**	**193,325.00**	**10.97%**
Total Revenues	**217,150.00**	**217,150.00**	**0.00**	**23,825.00**	**-193,325.00**	**10.97%**
Total Expenses	**217,150.00**	**217,150.00**	**0.00**	**23,825.00**	**193,325.00**	**10.97%**
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**	**-158,355.34**	**-1,735,976.00**	**-1,744,412.00**	**20,578.19%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	36.00	-564.00	-169,615.28	-1,763,731.25	-1,763,167.25
272 - Special Revenue	9,000.00	9,000.00	11,259.94	27,755.25	18,755.25
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	**9,036.00**	**8,436.00**	**-158,355.34**	**-1,735,976.00**	**-1,744,412.00**

Howell Carnegie District Library

HCDL Balance Sheet
Account Summary
As Of 12/31/2025

Account	Name	Balance	
Fund: 101 - General Fund			
Assets			
101-000-001.000	CASH - CHECKING.	132,374.03	
101-000-001.002	CASH -CREDIT CHECKING	4,107.82	
101-000-002.000	BANK OF ANN ARBOR MONEY MARKET	5,154,649.99	
101-000-002.001	COMERICA MMKT	43,432.29	
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	46,311.52	
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	11,081.79	
101-000-002.004	BANK OF ANN ARBOR MMKT-TECHNOLOG	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	714,147.61	
101-000-018.000	MI CLASS - CAPITAL RESERVE	391,318.61	
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	93,979.94	
101-000-040.000	ACCOUNTS RECEIVABLE - GENERAL	-130.63	
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	46.73	
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	-729.04	
101-000-084.950	DUE FROM LONG TERM DEBT	0.00	
101-000-123.000	PREPAID EXPENSE	189,357.63	
101-000-123.001	PREPAID EXPENSE - CONTROL.NET	13,209.00	
101-000-184.000	SUBSCRIPTION ASSETS	273,324.74	
101-000-185.000	ACC AMTZ - SUBSCRIPTION ASSETS	-92,037.45	
	Total Assets:	**7,112,962.40**	**7,112,962.40**
Liability			
101-000-202.000	ACCOUNTS PAYABLE	39,302.21	
101-000-209.000	ACCRUED EXPENSES	25,558.80	
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	
101-000-231.001	AFLAC PAYABLE	0.00	
101-000-231.002	EMPLOYEE H.S.A. PAYABLE	276.97	
101-000-231.003	457 PAYABLE	-0.01	
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	181,151.11	
	Total Liability:	**246,289.08**	

Equity

Account	Name	Balance	
101-000-380.000	RESERVE - CAPITAL EXPENDITURE	2,317,917.35	
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	5,936,243.25	
101-000-390.001	FUND BALANCE - GASB 34	-592.86	
	Total Beginning Equity:	**8,630,404.57**	
Total Revenue		265,921.52	
Total Expense		2,029,652.77	
Revenues Over/Under Expenses		**-1,763,731.25**	
	Total Equity and Current Surplus (Deficit):	**6,866,673.32**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**7,112,962.40**

HCDL Balance Sheet **As Of 12/31/2025**

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 FURNISHINC	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	37,345.86	
272-000-001.001	BANK OF ANN ARBOR CHECKING	5,000.00	
272-000-001.002	CASH - CREDIT CHECKING	5,197.85	
272-000-002.000	BANK OF ANN ARBOR MONEY MARKET	510,382.32	
272-000-017.000	MI CLASS ACCOUNT	343,975.60	
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:	**901,901.63**	**901,901.63**
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	42,251.26	
272-000-390.000	FUND BALANCE	281,516.76	
	Total Beginning Equity:	**873,276.38**	
Total Revenue		35,046.69	
Total Expense		7,291.44	
Revenues Over/Under Expenses		**27,755.25**	
	Total Equity and Current Surplus (Deficit):	**901,031.63**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**901,901.63**

HCDL Balance Sheet **As Of 12/31/2025**

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	0.00	
371-000-300.000	BONDS PAYABLE	1,555,000.00	
	Total Liability:	**1,555,000.00**	
Equity			
371-000-390.000	FUND BALANCE	0.00	
371-000-390.001	FUND BALANCE - EXPENDABLE	-1,555,000.00	
	Total Beginning Equity:	**-1,555,000.00**	
Total Revenue		23,825.00	
Total Expense		23,825.00	
Revenues Over/Under Expenses		**0.00**	
	Total Equity and Current Surplus (Deficit):	**-1,555,000.00**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**0.00**

Howell Carnegie District Library

DECEMBER 2025 Treasurer's Report

Detail

Date Range: 12/01/2025 - 12/31/2025

Account	Name	Beginning Cash Balance	Net Change	Ending Balance
101 - General Fund				
101-000-001.000	CASH - CHECKING.	151,799.89	(19,425.86)	132,374.03
101-000-001.002	CASH -CREDIT CHECKING	3,353.83	753.99	4,107.82
101-000-002.000	BOAA MONEY MARKET	5,322,712.90	(168,062.91)	5,154,649.99
101-000-002.001	COMERICA MMKT	43,432.29	-	43,432.29
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	46,311.52	-	46,311.52
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	11,081.79	-	11,081.79
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	711,762.36	2,385.25	714,147.61
101-000-018.000	MI CLASS - CAPITAL RESERVE	390,004.22	1,314.39	391,318.61
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	93,665.43	314.51	93,979.94
Fund 101 - General Fund Total:		**6,912,417.05**	**(182,720.63)**	**6,729,696.42**
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	29,951.13	7,394.73	37,345.86
272-000-001.001	BOAA CHECKING	5,000.00	-	5,000.00
272-000-001.002	CASH - CREDIT CHECKING	3,793.97	1,403.88	5,197.85
272-000-002.000	BOAA MONEY MARKET	508,577.47	1,804.85	510,382.32
272-000-017.000	MI CLASS	342,824.42	1,151.18	343,975.60
Fund 272 - Special Revenue Total:		**890,146.99**	**11,754.64**	**901,901.63**
371 - Debt Service Fund				
Beginning Cash Balance				
371-000-001.000	CASH	-	-	-
Fund 371 - Debt Service Fund Total:		**-**	**-**	**-**
Grand Total		**7,802,564.04**	**(170,965.99)**	**7,631,598.05**

Howell Carnegie District Library Board of Trustees
Director's Report for January 13, 2026

BOARD MEETING AGENDA
A-Jan 13, 2026 Agenda

CALL TO ORDER/APPROVAL OF AGENDA

ATTENDANCE

IN-SERVICE TRAINING TOPIC:
Dana Wnuk, Executive Director, Livingston Arts Council | Howell Opera House

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 Dec 9, 2025
B-Consent Agenda A board_minutes_12-09-25

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

C. Resolution 26-01 to Set Aside Money For Maintenance and Capital Improvements
B-Consent Agenda C-Resolution 26-01 to Set Aside Money For Maintenance and Capital Improvements

The General Fund Undesignated Fund Balance increased $851,734 per the Fiscal Year 2024-2025 Audit.

FINANCE:
1. I do not have December's penal fines to report. The year-to-date total, through November, is $185,788. This is up 6% from the previous 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 – December 2025 Monthly Summary

COMMITTEE REPORTS - none

ACTION ITEMS

UNFINISHED BUSINESS: None

NEW BUSINESS: None

- Request for approval to with ThermalNetics to replace the 3 compressor units for a cost not to exceed $150,000

  I met with Dee Cramer and ThermalNetics on Friday morning to discuss the compressor/VRV system that covers most of the Carnegie building. ThermalNetics is the Daikin manufacturer representative, they sell the product and provide maintenance and repair services. Dee Cramer suggested bringing in ThermalNetics as the problems with the 3 compressor units continue. Currently the 3 compressor units are not functioning at all.

  The option that makes the most sense is to completely replace the 3 compressor units, the entire units, not just internal compressor motors. Because of the timing of our meeting on Friday, Jan 9 and the board meeting on Tuesday, Jan 13, and the fact that there is no heat in most of the Carnegie building, I am requesting approval to work with ThermalNetics on this repair at a cost not to exceed $150,000. Normally, I would present a formal quote. Funds are available in the Capital Expenditures Reserve.

DISCUSSION ITEMS:

- Quarterly Strategic Plan Update
  E-QuarterlyStrategicPlanUpdateJan2026

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

  I will provide additional information on the step and ramps project and the space assessment at the meeting.

- Library Trustee Term Ending June 30, 2026

  Maria Stuart's second term ends on June 30, 2026. She was appointed by the Howell Public Schools Board of Education. Trustees' terms are listed on the website, as is information about the appointing bodies.

- Annual Fundraising Appeal Update

  I will have information at the meeting.

- Board and Administrator Retreat

  I will provide the history, then discuss timing for the next retreat.

- Service Spotlight

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

MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- It was announced on Monday, January 5, that Randy Riley, State Librarian, passed away over the weekend, as stated in the following email.

  Dear Michigan Library Community,

  We are greatly saddened to share that we received news over the weekend of the passing of State Librarian Randy Riley. Randy was well-known and respected around the state for his advocacy for libraries, books and reading. He became state librarian in 2014 and was a Library of Michigan staff member since 1989.

  Before being named state librarian, he was a key member of the team responsible for oversight of the Michigan eLibrary (MeL) and promoting its resources to school and public libraries and government agencies statewide. He helped coordinate outreach to educators, state employees, and librarians to ensure that they have easy access to information. Under his leadership the Library of Michigan redesigned the MeL website and installed discovery search capabilities for MeL. He oversaw statewide database contracts and vendor relations, coordinated the Michigan Notable Books program. He was integral in creation of the SeekingMichigan website and was the editor of the Michigan Genealogist e-newsletter. Randy worked as a reference librarian, Michigan Selector, Michigan, and Genealogy Special Collections coordinator and as Special Collections supervisor at the Library of Michigan. He was an influential leader in statewide and national library organizations, including Chief Officers of State Library Agencies.

  Randy earned a bachelor's degree in education from Central Michigan University with a dual major in history and political science and a master's degree of Information and Library Studies in the Archives and Records Management Program at the University of Michigan.

  We will share the obituary and information about any funeral arrangements as they become available.

  Randy is survived by his wife, Lori, a son, Sam, a daughter, Madeline, and his dog, Louie. Randy will truly be missed. Please keep his family, friends, and Library of Michigan staff in your thoughts.

  Michelle Bradley

  Library Development Manager

  Randy's obituary

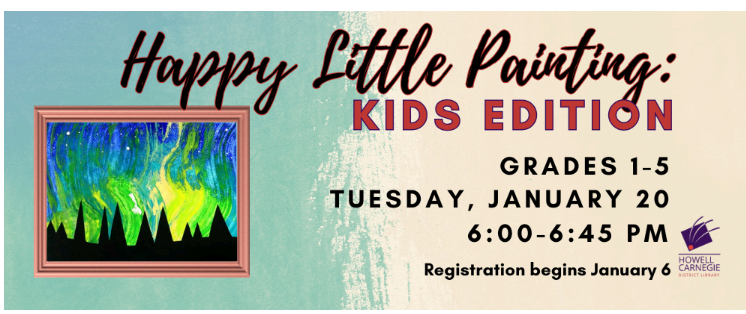
- Starting around 8 am on January 15th, the network switches in the IT Office and the WiFi Access Points (APs) throughout the building will be replaced. There will be downtime for all computers and wireless devices at some time. We will try to minimize as much as possible. This could continue into January 16th, since they have to physically install all the APs and switches and test to make sure all our devices are working properly. The staff network is the number one priority, then the public network, then the WiFi.

PERSONNEL:

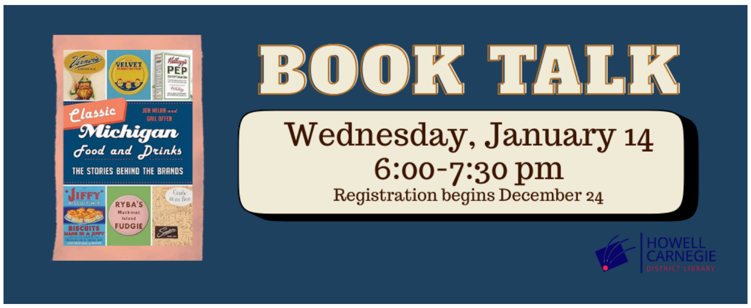
- Nothing to report.

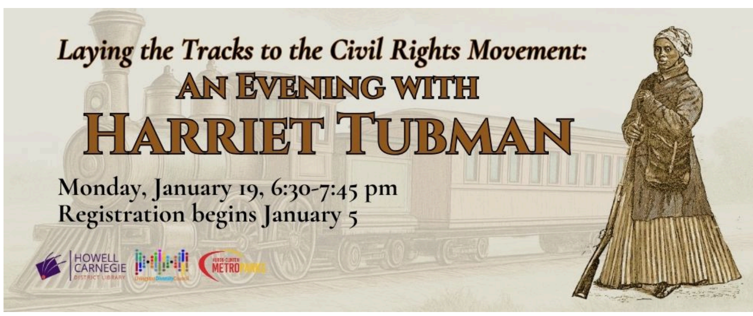
LIBRARY EVENTS:

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



- **Reference or Adult Programming** calendar of events.





Tax Assistance with the Accounting Aid Society
The Accounting Aid Society will provide free tax assistance in the library's Meabon Room on Saturdays beginning January 24, 2026, and continuing through April 11, 2026, 10:00 am – 2:00 pm.

Eligibility for free assistance is based on an annual household income of less than $67,000.

Appointments are required and must be made by calling the Accounting Aid Society at 810-447-0868 for Livingston County.

COMMUNITY ENGAGEMENT:

- View the student artwork and the featured artists of the Livingston Fine Arts Association.

TRUSTEE NOTEBOOK:

Pension and OPEB Reporting/Public Act 202 Pension Report for fiscal year 2024-2025 was added. You also received this via an email in December and it is on the Board of Trustees's page on the website.

The FY24-25 audit dated June 30, 2025 was added. This is also on the Board of Trustees's page on the website.

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

Holly Ward Lamb 1/9/26

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	Completed	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	**Implementation started, currently working on circulation notices (Jan 26 update)**
Follow up with those interested in serving on the 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 a 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**~~ **Mar 26**	
Collection Development Policy for Archives	Jessica/Jeremy/ Holly	~~July-Dec 2025~~ **Mar 26**	
Identify other policies and forms needed	Jessica/Jeremy	FY 25-26	
Create a to-do list and prioritize	Jeremy/Jessica	~~July-Dec 2025~~ **June 26**	
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**	**RFP sent Jan 7, 2026**

		end of ~~Sept~~ Nov	**Target date to award - March 2026 board meeting (Jan 26 update)** Samples of RFPs and list of consultants requested 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	**Based on a conversation with the State of MI, a detailed design is needed before it can be determined which areas of the lot need a level 2 environmental study.** **The library lot is included in the space assessment RFP (Jan 26 update)** 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~~ Mar 26**	
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~~ 3/31/26**	
Signage	Holly/Diane	Complete by ~~12/31/25~~ 3/31/26	
Update electrical - inverter/emergency lighting	Holly/Diane	FY 25-26	
Update plumbing - back hall, new toilets in restrooms in back hall, staff lounge, and	Holly/Diane	FY 25-26	

restroom			

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	**Google Classroom Emergency Procedures training created (Jan 26 update)** 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~~ **Jan-June 2026**	

Goal 3.2 Build operational structure.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Develop Performance Development System	Holly/Diane	~~July- Dec 2025~~ **By 2/28/26**	**Adding wording to job descriptions related to development appraisal and determining format for development appraisal (Oct 25 and Jan 26 updates)**
Values in Action (added Sept 25)	Holly/Diane	~~Sept - Dec 2025~~ Mar 26	**Second draft ready to review with Leadership, then ElementOne will offer a focus group for staff (Jan 26 update)** 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~~ 6/30/26**	
New phone system	Jeremy	~~Summer-Fall 2025~~ **3/31/26**	**Working through a few remaining punchlist items (Jan 26 update)** 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	