

HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Agenda for February 10, 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:

Kristin Angel, Senior Director, Investment Services - Team Lead, Michigan CLASS

7:25 **Consent Agenda:**

A. Minutes from January 13, 2026

B. Bills & Payrolls

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:

7:50 Bequest from the Jennifer Browning Trust

Discussion Items:

8:00 Update on Request for Proposal for Space Needs Assessment and Pre-design Services

8:10 Update on Replacement of 3 Compressor Units - Project with ThermalNetics

8:15 Service Spotlight

8:20 Comments & Concerns of Board Members

8:25 Next Board Meeting - Tuesday, March 10, 2026

8:26 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 January 13, 2026

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

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

Members present: Jennifer Earl, Bob Ellis, Jacob Schlittler, Maria Stuart, Kathryn Tuck, and Heather White. Library Director Holly Ward Lamb was present. Two members of the public also attended the meeting.

Member absent: Susan Pominville.

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

IN-SERVICE TRAINING TOPIC

Dana Wnuk, Executive Director of the Livingston Arts Council | Howell Opera House, provided an overview of the latest developments for those organizations.

Bob Ellis moved to approve the consent agenda as presented, including **a) Minutes of December 9, 2025; b) Bills & Payrolls, including the payment register dated 12/01/25 through 12/31/25 for the amount of \$127,330.56; and c) Resolution 26-01 to Set Aside Money for Maintenance and Capital Improvements.** Jacob Schlitter seconded, and the board was polled. All board members approved.

Comments from the Public: None.

President Kathryn Tuck welcomed 2026 and expressed excitement to have everyone back.

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 December.

In addition to her written report, Director Holly Ward Lamb stated that next Monday is Martin Luther King, Jr. Day, and invited the trustees to attend two special events at the library honoring his memory.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- Bob Ellis moved to authorize Director Lamb to work with ThermalNetics to replace the three compressor units for a cost not to exceed \$150,000.00. Jennifer Earl seconded, and a quorum of the board unanimously approved.

DISCUSSION

- The board reviewed and discussed the quarterly strategic plan update, and Director Lamb provided additional information on the steps and ramps project and the upcoming space assessment.
- Trustee Maria Stuart's term will end on June 30, 2026. Holly Ward Lamb noted that information for applying to be a library trustee is on our website, and we will promote it on our Facebook page. She also noted that the next appointment will be made by the Howell Public Schools Board of Education.
- Director Lamb provided an update on the library's annual appeal.
- Holly Ward Lamb provided the history of the board and administrator's retreat, and there was a brief discussion of the timing and potential agenda for the retreat.
- Service Spotlight: Director Lamb reviewed outreach opportunities in which the library participates.

COMMENTS & CONCERNS OF BOARD MEMBERS

Bob Ellis stated he will not be present at the February 10 meeting due to his commitment to the Howell Community Theater that week.

Without objection, Kathryn Tuck adjourned the meeting at 8:29 pm.

Kathleen Murray, Recording Secretary



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Fund 101-General Fund						
22	MIDWEST TAPE LLC	01/07/2026	EFT	0.00	637.04	347
939	OVERDRIVE	01/07/2026	EFT	0.00	1,526.57	348
8465	QUILL CORPORATION	01/07/2026	EFT	0.00	179.53	349
TLN	THE LIBRARY NETWORK	01/07/2026	EFT	0.00	1,960.78	350
1194	HOOPLA-MIDWEST TAPE	01/21/2026	EFT	0.00	11,258.45	351
1469	KANOPI	01/21/2026	EFT	0.00	403.75	352
22	MIDWEST TAPE LLC	01/21/2026	EFT	0.00	663.25	353
939	OVERDRIVE	01/21/2026	EFT	0.00	3,213.12	354
8465	QUILL CORPORATION	01/21/2026	EFT	0.00	153.22	355
TLN	THE LIBRARY NETWORK	01/21/2026	EFT	0.00	6,884.70	356
MOS	XBS	01/07/2026	Regular	0.00	640.70	4507
1223	AT&T MOBILITY	01/07/2026	Regular	0.00	830.87	4508
01245	CHRISTINE PERUSKI	01/07/2026	Regular	0.00	25.00	4509
01245	CHRISTINE PERUSKI	01/21/2026	Regular	0.00	-25.00	4509
01246	FOLLETT CONTENT SOLUTIONS LLC	01/07/2026	Regular	0.00	177.70	4510
411	JANICE HEILMAN	01/07/2026	Regular	0.00	50.00	4511
01223	HSC GROUP	01/07/2026	Regular	0.00	1,200.00	4512
01236	INGRAM LIBRARY SERVICES	01/07/2026	Regular	0.00	606.20	4513
01247	JON MILAN	01/07/2026	Regular	0.00	200.00	4514
1091	JUNIOR LIBRARY GUILD	01/07/2026	Regular	0.00	16.00	4515
563	LEPPEK LANDSCAPES INC	01/07/2026	Regular	0.00	1,505.00	4516
01243	MILLICENT R SPARKS	01/07/2026	Regular	0.00	1,500.00	4517
791	RECYCLE LIVINGSTON, INC.	01/07/2026	Regular	0.00	100.00	4518
1232	T-MOBILE	01/07/2026	Regular	0.00	595.00	4519
01244	VISIBLY CLEAN	01/07/2026	Regular	0.00	630.00	4520
01064	WM CORPORATE SERVICES INC	01/07/2026	Regular	0.00	110.40	4521
01064	WM CORPORATE SERVICES INC	01/21/2026	Regular	0.00	-110.40	4521
MOS	XBS	01/21/2026	Regular	0.00	485.38	4522
01132	AMY WRIGHT	01/21/2026	Regular	0.00	50.00	4523
1223	AT&T MOBILITY	01/21/2026	Regular	0.00	830.87	4524
1225	CITY OF HOWELL	01/21/2026	Regular	0.00	2,747.42	4525
1225	CITY OF HOWELL	01/21/2026	Regular	0.00	-2,747.42	4525
1143	DELTA DENTAL	01/21/2026	Regular	0.00	37.49	4526
1600	DEMCO	01/21/2026	Regular	0.00	84.83	4527
1549	DTE ENERGY	01/21/2026	Regular	0.00	4,072.84	4528
01246	FOLLETT CONTENT SOLUTIONS LLC	01/21/2026	Regular	0.00	19.18	4529
2850	FRIENDS OF THE LIBRARY	01/21/2026	Regular	0.00	184.16	4530
01236	INGRAM LIBRARY SERVICES	01/21/2026	Regular	0.00	71.24	4531
1141	K & J ELECTRIC, INC.	01/21/2026	Regular	0.00	905.00	4532
01200	KAYLA COMIS	01/21/2026	Regular	0.00	25.00	4533
5711	LIVINGSTON COUNTY TREASURER	01/21/2026	Regular	0.00	149.90	4534
6060	DIANE MCKEE	01/21/2026	Regular	0.00	137.75	4535
503	QUINN EVANS ARCHITECTS	01/21/2026	Regular	0.00	800.00	4536
9390	SONITROL GREAT LAKES - MICHIGAN	01/21/2026	Regular	0.00	292.97	4537
1225	CITY OF HOWELL	01/22/2026	Regular	0.00	2,132.88	4538
1225	CITY OF HOWELL	01/22/2026	Regular	0.00	614.54	4539
898	PRIORITY HEALTH	01/01/2026	Bank Draft	0.00	7,817.65	DFT0000621
1250	CONSUMERS ENERGY	01/12/2026	Bank Draft	0.00	1,120.88	DFT0000622
1473	HEALTH EQUITY	01/06/2026	Bank Draft	0.00	6.00	DFT0000623
1473	HEALTH EQUITY	01/09/2026	Bank Draft	0.00	2,569.24	DFT0000624
19	MERS	01/13/2026	Bank Draft	0.00	3,738.45	DFT0000625
1197	AMAZON	01/20/2026	Bank Draft	0.00	1,724.77	DFT0000626
1378	BANK OF ANN ARBOR - VISA	01/26/2026	Bank Draft	0.00	2,847.97	DFT0000627
1473	HEALTH EQUITY	01/27/2026	Bank Draft	0.00	419.24	DFT0000629

HCDL Payment Register

Date Range: 01/01/2026 - 01/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
19	MERS	01/26/2026	Bank Draft	0.00	13,337.75	DFT0000630
19	MERS	01/28/2026	Bank Draft	0.00	3,740.38	DFT0000631
19	MERS	01/30/2026	Bank Draft	0.00	8,698.82	DFT0000632

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	44	33	0.00	21,828.32
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-2,882.82
Bank Drafts	11	11	0.00	46,021.15
EFT's	24	10	0.00	26,880.41
	79	57	0.00	91,847.06

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	44	33	0.00	21,828.32
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-2,882.82
Bank Drafts	11	11	0.00	46,021.15
EFT's	24	10	0.00	26,880.41
	79	57	0.00	91,847.06

Fund Summary

Fund	Name	Period	Amount
101	General Fund	1/2026	91,847.06
			91,847.06

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

Payroll

Approve Payrolls of:	In the Amounts of:
1/14/2026	\$50,197.18
1/28/2026	\$50,543.57
TOTALS	\$100,740.75



		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	1,983,666.95	2,065,606.24	-1,732,189.76	54.39 %
101-000-412.000	DELINQUENT PROPERTY TAXES	0.00	0.00	1,166.52	6,377.41	6,377.41	0.00 %
	SubAccount: 010 - TAXES Total:	3,797,796.00	3,797,796.00	1,984,833.47	2,071,983.65	-1,725,812.35	54.56%
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	1,038.30	8,220.25	220.25	102.75 %
101-000-629.000	OUT OF AREA FEES	60.00	60.00	90.00	150.00	90.00	250.00 %
101-000-642.000	SALES	150.00	150.00	56.00	516.00	366.00	344.00 %
101-000-651.000	MEETING ROOM FEES	200.00	200.00	75.00	200.00	0.00	100.00 %
	SubAccount: 040 - CHARGES FOR SERVICES Total:	8,410.00	8,410.00	1,259.30	9,086.25	676.25	108.04%
SubAccount: 050 - FINES & FORFEITS							
101-000-658.000	OVERDUE FEES	200.00	200.00	57.00	422.25	222.25	211.13 %
101-000-658.004	REPLACEMENT FEES	2,000.00	2,000.00	261.82	1,647.45	-352.55	82.37 %
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	318.82	2,069.70	-75,130.30	2.68%
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
101-000-665.000	INTEREST INCOME	50,000.00	50,000.00	26,478.09	190,311.49	140,311.49	380.62 %
101-000-669.000	UNREALIZED INVESTMENT GAIN/L	0.00	0.00	0.00	843.11	843.11	0.00 %
	SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:	50,000.00	50,000.00	26,478.09	191,154.60	141,154.60	382.31%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
101-000-675.000	MISCELLANEOUS	0.00	0.00	2,000.00	2,006.00	2,006.00	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	6.94	-514.81	-514.81	0.00 %
	SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:	2,000.00	2,000.00	2,006.94	1,491.19	-508.81	74.56%
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	2,014,896.62	2,281,442.03	-2,452,514.97	48.19%
Expense							
SubAccount: 090 - PERSONNEL SERVICES							
101-790-702.000	SALARIES	1,415,000.00	1,415,000.00	101,504.30	756,878.80	658,121.20	53.49 %
101-790-716.000	HEALTH INSURANCE	113,440.00	113,440.00	7,817.65	65,038.40	48,401.60	57.33 %
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	2,655.00	2,655.00	3,345.00	44.25 %
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	2,150.00	11,276.96	6,348.04	63.98 %
101-790-719.003	PEDIATRIC DENTAL	500.00	500.00	37.49	299.92	200.08	59.98 %
101-790-721.000	BONUSES	11,794.00	11,794.00	450.00	7,625.00	4,169.00	64.65 %
101-790-722.000	FICA	108,248.00	108,248.00	7,700.92	57,753.16	50,494.84	53.35 %
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	22,036.57	82,855.34	31,144.66	72.68 %

HCDL Budget Status Report

For Fiscal: 2025-2026 Period Ending: 01/31/2026

			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	144,351.93	985,466.42	832,515.58	54.21%
SubAccount: 100 - LIBRARY SUPPLIES								
101-790-727.000		SUPPLIES	35,000.00	35,000.00	1,240.81	11,110.96	23,889.04	31.75 %
101-790-730.000		POSTAGE	11,000.00	11,000.00	0.00	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	1,240.81	11,471.85	35,528.15	24.41%
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	0.00	9,944.27	25,055.73	28.41 %
101-790-957.002		MEMBERSHIP BOARD & STAFF	4,500.00	4,500.00	210.00	3,345.82	1,154.18	74.35 %
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	0.00	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	149.90	2,409.31	5,590.69	30.12 %
101-790-965.000		FEES & ACCOUNT CHARGES	3,000.00	3,000.00	294.99	1,910.15	1,089.85	63.67 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:			103,650.00	103,650.00	654.89	38,407.86	65,242.14	37.06%
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES								
101-790-807.000		AUDIT	7,500.00	7,500.00	0.00	7,200.00	300.00	96.00 %
101-790-818.001		FINANCIAL ADVISORS	1,000.00	1,000.00	0.00	1,000.00	0.00	100.00 %
101-790-818.002		LEGAL SERVICES	30,000.00	30,000.00	0.00	10,861.00	19,139.00	36.20 %
101-790-818.003		PERSONNEL SERVICES	80,000.00	80,000.00	0.00	8,000.00	72,000.00	10.00 %
101-790-819.001		PAYROLL SERVICES	10,000.00	10,000.00	1,424.74	6,953.92	3,046.08	69.54 %
101-790-820.000		DELIVERY SERVICES	5,000.00	5,000.00	524.25	524.25	4,475.75	10.49 %
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES T			133,500.00	133,500.00	1,948.99	34,539.17	98,960.83	25.87%
SubAccount: 140 - BUILDING & MAINTENANCE								
101-790-775.000		BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	655.32	3,620.31	11,379.69	24.14 %
101-790-808.000		BUILDING SECURITY SYSTEM	4,500.00	4,500.00	953.34	3,355.94	1,144.06	74.58 %
101-790-819.002		GROUNDS MAINTENANCE	55,000.00	55,000.00	1,505.00	20,418.00	34,582.00	37.12 %
101-790-920.000		PUBLIC UTILITIES	90,200.00	90,200.00	5,930.14	40,193.94	50,006.06	44.56 %
101-790-958.000		BUILDING MAINTENANCE	95,000.00	95,000.00	2,069.50	31,137.45	63,862.55	32.78 %
101-790-969.000		INSURANCE	47,974.00	47,974.00	46,882.00	43,243.00	4,731.00	90.14 %
SubAccount: 140 - BUILDING & MAINTENANCE Total:			307,674.00	307,674.00	57,995.30	141,968.64	165,705.36	46.14%
SubAccount: 150 - MATERIALS & PROGRAMMING								
101-790-782.000		PERIODICALS	15,000.00	15,000.00	480.40	11,636.19	3,363.81	77.57 %
101-790-782.001		ELECTRONIC MEDIA	196,000.00	196,000.00	19,970.62	173,403.75	22,596.25	88.47 %
101-790-782.002		CIRCULATING HOTSPOTS	17,000.00	17,000.00	1,166.69	8,145.77	8,854.23	47.92 %
101-790-782.003		DATABASES	43,220.00	43,220.00	5,114.33	12,456.64	30,763.36	28.82 %
101-790-782.004		YS PROGRAMMING	46,000.00	46,000.00	576.74	15,928.32	30,071.68	34.63 %
101-790-782.005		ADULT PROGRAMMING	23,500.00	23,500.00	1,206.47	10,549.27	12,950.73	44.89 %
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	2,968.29	29,200.54	37,299.46	43.91 %
101-790-982.002		LIBRARY OF THINGS	15,000.00	15,000.00	528.07	2,794.17	12,205.83	18.63 %
101-790-982.006		ADULT AV	14,400.00	14,400.00	1,934.39	8,919.86	5,480.14	61.94 %
101-790-982.018		YS BOOKS - PRINT	33,000.00	33,000.00	3,661.55	14,042.23	18,957.77	42.55 %
101-790-982.019		KITS & LOT - YOUTH	16,000.00	16,000.00	88.08	3,984.40	12,015.60	24.90 %
101-790-982.024		YS AV	10,000.00	10,000.00	0.00	1,191.76	8,808.24	11.92 %
SubAccount: 150 - MATERIALS & PROGRAMMING Total:			523,900.00	523,900.00	37,695.63	298,400.57	225,499.43	56.96%

		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	0.00	331.51	4,168.49	7.37 %
101-790-780.001	TECHNOLOGY: SOFTWARE	1,500.00	1,500.00	2,992.50	5,281.30	-3,781.30	352.09 %
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	2,096.30	5,349.66	7,150.34	42.80 %
101-790-850.002	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	101.24	549.02	2,450.98	18.30 %
101-790-932.000	AUTOMATED SYSTEM MAINT	161,661.00	161,661.00	19,670.32	106,484.78	55,176.22	65.87 %
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	24,860.36	191,745.63	176,840.37	52.02%
SubAccount: 170 - CAPITAL OUTLAY							
101-790-971.000	CAPITAL IMPROVEMENT PROJECTS	500,000.00	500,000.00	10,230.00	582,498.40	-82,498.40	116.50 %
SubAccount: 170 - CAPITAL OUTLAY Total:		500,000.00	500,000.00	10,230.00	582,498.40	-82,498.40	116.50%
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				
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS T		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	278,977.91	2,308,323.54	2,426,197.46	48.76%
Total Revenues		4,733,957.00	4,733,957.00	2,014,896.62	2,281,442.03	-2,452,514.97	48.19%
Fund: 101 - General Fund Surplus (Deficit):		36.00	-564.00	1,735,918.71	-26,881.51	-26,317.51	4,766.23%
Fund: 272 - Special Revenue							
Revenue							
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
272-000-665.000	INTEREST	1,000.00	1,000.00	2,934.83	20,796.59	19,796.59	2,079.66 %
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	2,934.83	20,796.59	19,696.59	1,890.60%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	25,000.00	1,502.00	15,151.72	-9,848.28	60.61 %
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	5,437.75	6,256.26	4,256.26	312.81 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		43,000.00	43,000.00	6,939.75	24,124.68	-18,875.32	56.10%
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	9,874.58	44,921.27	-16,178.73	73.52%
Expense							
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	8,709.23	8,829.11	1,170.89	88.29 %
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	8,709.23	11,053.27	24,946.73	30.70%

HCDL Budget Status Report

For Fiscal: 2025-2026 Period Ending: 01/31/2026

		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	3,276.21	6,727.84	-1,727.84	134.56 %
272-790-762.000	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	0.00	861.42	1,138.58	43.07 %
272-790-955.000	FRIENDS MDSE/SALES	0.00	0.00	184.16	818.51	-818.51	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	3,460.37	8,407.77	592.23	93.42%
Expense Total:		52,100.00	52,100.00	12,169.60	19,461.04	32,638.96	37.35%
Total Revenues		61,100.00	61,100.00	9,874.58	44,921.27	-16,178.73	73.52%
Fund: 272 - Special Revenue Surplus (Deficit):		9,000.00	9,000.00	-2,295.02	25,460.23	16,460.23	282.89%
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	1,733,623.69	-1,421.28	-9,857.28	-16.85%

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	1,984,833.47	2,071,983.65	-1,725,812.35	54.56%
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	1,259.30	9,086.25	676.25	108.04%
050 - FINES & FORFEITS	77,200.00	77,200.00	318.82	2,069.70	-75,130.30	2.68%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	26,478.09	191,154.60	141,154.60	382.31%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	2,006.94	1,491.19	-508.81	74.56%
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	2,014,896.62	2,281,442.03	-2,452,514.97	48.19%
Expense						
090 - PERSONNEL SERVICES	1,715,382.00	1,817,982.00	144,351.93	985,466.42	832,515.58	54.21%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	1,240.81	11,471.85	35,528.15	24.41%
120 - OTHER SERVICES & CHARGES	103,650.00	103,650.00	654.89	38,407.86	65,242.14	37.06%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	133,500.00	133,500.00	1,948.99	34,539.17	98,960.83	25.87%
140 - BUILDING & MAINTENANCE	307,674.00	307,674.00	57,995.30	141,968.64	165,705.36	46.14%
150 - MATERIALS & PROGRAMMING	523,900.00	523,900.00	37,695.63	298,400.57	225,499.43	56.96%
160 - INFORMATION TECHNOLOGY	368,586.00	368,586.00	24,860.36	191,745.63	176,840.37	52.02%
170 - CAPITAL OUTLAY	500,000.00	500,000.00	10,230.00	582,498.40	-82,498.40	116.50%
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	278,977.91	2,308,323.54	2,426,197.46	48.76%
Total Revenues	4,733,957.00	4,733,957.00	2,014,896.62	2,281,442.03	-2,452,514.97	48.19%
Total Expenses	4,733,921.00	4,734,521.00	278,977.91	2,308,323.54	2,426,197.46	48.76%
Fund: 101 - General Fund Surplus (Deficit):	36.00	-564.00	1,735,918.71	-26,881.51	-26,317.51	4,766.23%
Fund: 272 - Special Revenue						
Revenue						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	2,934.83	20,796.59	19,696.59	1,890.60%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	6,939.75	24,124.68	-18,875.32	56.10%
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	9,874.58	44,921.27	-16,178.73	73.52%
Expense						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	8,709.23	11,053.27	24,946.73	30.70%
120 - OTHER SERVICES & CHARGES	2,100.00	2,100.00	0.00	0.00	2,100.00	0.00%
170 - CAPITAL OUTLAY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00%
190 - FRIENDS OF THE LIBRARY	9,000.00	9,000.00	3,460.37	8,407.77	592.23	93.42%
Expense Total:	52,100.00	52,100.00	12,169.60	19,461.04	32,638.96	37.35%
Total Revenues	61,100.00	61,100.00	9,874.58	44,921.27	-16,178.73	73.52%
Total Expenses	52,100.00	52,100.00	12,169.60	19,461.04	32,638.96	37.35%
Fund: 272 - Special Revenue Surplus (Deficit):	9,000.00	9,000.00	-2,295.02	25,460.23	16,460.23	282.89%
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	1,733,623.69	-1,421.28	-9,857.28	-16.85%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	36.00	-564.00	1,735,918.71	-26,881.51	-26,317.51
272 - Special Revenue	9,000.00	9,000.00	-2,295.02	25,460.23	16,460.23
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	9,036.00	8,436.00	1,733,623.69	-1,421.28	-9,857.28



Account	Name	Balance
Fund: 101 - General Fund		
Assets		
101-000-001.000	CASH - CHECKING.	136,174.84
101-000-001.002	CASH -CREDIT CHECKING	4,415.99
101-000-002.000	BANK OF ANN ARBOR MONEY MARKET	6,979,530.59
101-000-002.001	COMERICA MMKT	43,899.35
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	46,809.54
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	11,200.96
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	716,476.85
101-000-018.000	MI CLASS - CAPITAL RESERVE	392,602.14
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	94,287.07
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	119,065.41
101-000-123.001	PREPAID EXPENSE - CONTROL.NET	12,474.00
101-000-184.000	SUBSCRIPTION ASSETS	273,324.74
101-000-185.000	ACC AMTZ - SUBSCRIPTION ASSETS	-92,037.45
	Total Assets:	8,875,928.91
		<u>8,875,928.91</u>
Liability		
101-000-202.000	ACCOUNTS PAYABLE	65,418.98
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:	272,405.85
Equity		

HCDL Balance Sheet

As Of 01/31/2026

Account	Name	Balance
101-000-380.000	RESERVE - CAPITAL EXPENDITURE	3,169,917.35
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	5,084,243.25
101-000-390.001	FUND BALANCE - GASB 34	-592.86
	Total Beginning Equity:	8,630,404.57
Total Revenue		2,281,442.03
Total Expense		2,308,323.54
Revenues Over/Under Expenses		-26,881.51
	Total Equity and Current Surplus (Deficit):	8,603,523.06
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>8,875,928.91</u></u>

HCDL Balance Sheet

As Of 01/31/2026

Account	Name	Balance
Fund: 155 - Endowment		
Assets		
155-000-001.000	CASH	0.00
155-000-001.002	ONLINE CASH	0.00
155-000-082.101	DUE FROM GENERAL FUND	0.00
155-000-082.272	DUE FROM SPECIAL REVENUE	0.00
155-000-082.371	DUE FROM DEBT SERVICE	0.00
155-000-082.472	DUE FROM EQUIPMENT AND FURNISHING	0.00
155-000-084.000	DUE FROM NON-EXPENDABLE	0.00
155-000-184.000	BENEFICIAL INT IN ASSETS CFSEM	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
		<u>757,112.32</u>
Liability		
155-000-202.000	ACCOUNTS PAYABLE	0.00
155-000-214.101	DUE TO GENERAL FUNDS	0.00
155-000-214.272	DUE TO SPECIAL REVENUE	0.00
	Total Liability:	0.00
Equity		
155-000-375.000	FUND BALANCE - SONG LINE ENDOWMENT	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):	<u>757,112.32</u>

HCDL Balance Sheet

As Of 01/31/2026

Account	Name	Balance
Fund: 272 - Special Revenue		
Assets		
272-000-001.000	CASH	31,843.76
272-000-001.001	BANK OF ANN ARBOR CHECKING	4,999.32
272-000-001.002	CASH - CREDIT CHECKING	5,325.10
272-000-002.000	BANK OF ANN ARBOR MONEY MARKET	512,193.68
272-000-017.000	MI CLASS ACCOUNT	345,099.75
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	145.00
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:	899,606.61
		<u>899,606.61</u>
Liability		
272-000-202.000	ACCOUNTS PAYABLE	870.00
272-000-214.101	DUE TO GENERAL FUND	0.00
272-000-214.371	DUE TO DEBT SERVICE	0.00
272-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00
	Total Liability:	870.00
Equity		
272-000-386.000	TERRY RESERVE	549,508.36
272-000-387.000	ARCHIVES FUND BALANCE	42,251.26
272-000-390.000	FUND BALANCE	281,516.76
	Total Beginning Equity:	873,276.38
Total Revenue		44,921.27
Total Expense		19,461.04
Revenues Over/Under Expenses		25,460.23
	Total Equity and Current Surplus (Deficit):	898,736.61
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>899,606.61</u>

HCDL Balance Sheet

As Of 01/31/2026

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



Account	Name	Beginning Cash Balance	Net Change	Ending Balance
101 - General Fund				
101-000-001.000	CASH - CHECKING.	132,374.03	3,800.81	136,174.84
101-000-001.002	CASH -CREDIT CHECKING	4,107.82	308.17	4,415.99
101-000-002.000	BOAA MONEY MARKET	5,154,649.99	1,824,880.60	6,979,530.59
101-000-002.001	COMERICA MMKT	43,899.35	-	43,899.35
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	46,809.54	-	46,809.54
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	11,200.96	-	11,200.96
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	714,147.61	2,329.24	716,476.85
101-000-018.000	MI CLASS - CAPITAL RESERVE	391,318.61	1,283.53	392,602.14
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	93,979.94	307.13	94,287.07
Fund 101 - General Fund Total:		6,730,780.67	1,832,909.48	8,563,690.15
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	37,345.86	(5,502.10)	31,843.76
272-000-001.001	BOAA CHECKING	5,000.00	(0.68)	4,999.32
272-000-001.002	CASH - CREDIT CHECKING	5,197.85	127.25	5,325.10
272-000-002.000	BOAA MONEY MARKET	510,382.32	1,811.36	512,193.68
272-000-017.000	MI CLASS	343,975.60	1,124.15	345,099.75
Fund 272 - Special Revenue Total:		901,901.63	(2,440.02)	899,461.61
371 - Debt Service Fund				
Beginning Cash Balance				
371-000-001.000	CASH	-	-	-
Fund 371 - Debt Service Fund Total:		-	-	-
Grand Total		7,632,682.30	1,830,469.46	9,463,151.76

HCDL Banking & Investment Summary

12/31/2025

Bank	Account Type	Description	Current Balance*	Fiscal YTD Interest	Interest Rate	APY	Maturity Date
BOAA	Checking	General Checking	200,000.00	4,974.84	3.840%	3.91%	n/a
BOAA	Checking	Payroll Checking	2,265.30	-	0.000%	0.00%	n/a
BOAA	Checking	Credit Processing	9,273.27	14.55	0.550%	0.55%	n/a
BOAA	Checking	272 Fund	5,000.00	1.49	0.550%	0.55%	n/a
BOAA	ICS	General Savings	5,298,019.48	133,089.84	4.170%	4.26%	n/a
BOAA	ICS	272 Savings	510,382.32	10,647.64	4.170%	4.26%	n/a
MI Class	Investment	Investment	1,543,421.76	33,366.11	3.840%	3.89%	n/a
Comerica	Brokerage	Money Market	101,909.85	150.61	0.050%	0.05%	n/a
Comerica	Brokerage	Government Bond FHLB		1,000.00			
			7,670,271.98	183,245.08			
Overall Return					4.032%	4.11%	

*Current balance is per bank statement.

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
708.03	639.26	692.69						
-	-	-						
2.49	2.71	3.99						
0.23	0.58	0.68						
21,750.01	19,178.03	18,949.13						
1,800.79	1,728.54	1,804.27						
5,464.48	6,132.05	5,165.33						
0.09	0.05	2.25						
		1,000.00						

Howell Carnegie District Library Board of Trustees
Director's Report for February 10, 2026

BOARD MEETING AGENDA

[A-February 10, 2026 Agenda](#)

CALL TO ORDER/APPROVAL OF AGENDA

ATTENDANCE

IN-SERVICE TRAINING TOPIC:

Kristin Angel, Senior Director, Investment Services - Team Lead, Michigan CLASS

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 January 13, 2026

[B-Consent Agenda A board_minutes_1-13-26](#)

B. Bills & Payrolls

[B-Consent Agenda B-Payment Register](#)

[B-Consent Agenda B-Payroll Bill](#)

FINANCE:

1. The year-to-date total, through December 2025, is \$227,210. This is up 9% from December 2024.
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 – January 2026 Monthly Summary](#)

[C-Treasurer's Report - Banking and Investment Summary December 31, 2025](#)

The Banking and Investment Summary December 31, 2025, is the report that Bob referenced at the January 13, 2026 meeting. It was not available until after I sent the board packet for the January meeting, so I've included it this month.

COMMITTEE REPORTS - none

ACTION ITEMS

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Bequest from the Jennifer Browning Trust

The Jennifer Browning Trust calls for 15 items to be sent to the library. Those items include antique furniture, sterling silver pieces, an oil portrait of Mary McPherson Browning and a three-foot-tall Edward Berge statue entitled “Wildflower.” All of these items come from the McPherson Browning family which lived in Howell in the late 1800s through at least the 1980s.

Discussion at the meeting about next steps.

DISCUSSION ITEMS:

- Update on Request for Proposal for Space Needs Assessment and Pre-design Services
[E-Addendum to Request for Proposal for Space Needs Assessment and Pre-design Services](#)
[E-Request for Proposal for Space Needs Assessment and Pre-design Services](#)

The request for proposal was sent to 9 architecture firms and one library planner. In alphabetical order:

C2AE
Daniels & Zermack Architects
Fishbeck
Kingscott Architects
KrM Architecture
Library Planning Associates, Inc (library planner)
MCD Architects
Ply+
QuinnEvans
YellowStone

Seven of the architects scheduled a tour: C2AE, Daniels & Zermack Architects, Kingscott Architects, KrM Architecture, MCD Architects, Ply+, and QuinnEvans

Fishbeck and YellowStone did not schedule a tour.

Library Planning Associates, Inc (library planner) is working with Daniels & Zermack Architects.

Based on conversations with the firms, an addendum was issued to address common questions, provide clarification, and request additional information in the proposal.

Each firm was interested in the areas that we consider “pressure points” - storage, study rooms (not enough and how they are mostly used by one or two people at a time), the size

of the current computer lab, the Local History Room, additional meeting and programming space, the Archives, and the Friends Room.

It was stressed that this is a blank slate; there isn't an outcome or design we are looking for. I stressed that I feel the library building, library grounds, and the lot have to be looked at as a whole. I also pointed out that some board members were concerned that listing parking on the lot was limiting.

I was surprised by the number of firms that came for a tour. If we receive seven strong proposals, I may need to adjust the recommendation to the board from the March meeting to the April meeting to allow for complete reviews and interviews.

- Update on Replacement of 3 Compressor Units - Project with ThermalNetics

The units are scheduled to ship in the middle of the week of February 9th and arrive at ThermalNetics the week of February 16. Once ThermalNetics has the units, they will verify their condition and then schedule the installation.

- Service Spotlight

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

MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- MDE announces Interim State Librarian at the Library of Michigan
The following email is from Glenn Maleyko, Ph.D., State Superintendent, Michigan Department of Education

Please join me in welcoming Michelle Bradley to the position of Interim State Librarian. Michelle has been the Manager of Library Development at the Library of Michigan since 2024, overseeing statewide services such as the Michigan ELibrary, public library state aid, public library certification, LSTA federal funding programs, continuing education for library staff, statewide digitization initiatives, library law, technology, and youth services. Prior to her time at the Library of Michigan, Michelle spent 10 years working for statewide library services organizations, including the Midwest Collaborative for Library Services, serving Michigan and Indiana libraries, and OhioNet. Before that she spent over 20 years in public library management and administration. In addition to her work in libraries, Michelle is an appreciative inquiry practitioner, trainer, facilitator, and coach, as well as a certified forest bathing guide. Michelle enjoys spending time with her husband Morgan, chocolate lab Coco, and Itty Bitty Kitty. She enjoys nature, travel, and reading. She has a bachelor's degree from Purdue University, a master's degree in library science from (the new national champions) Indiana University, and a graduate certificate in public management from Indiana University.

Michelle will serve in the Interim role until July 4. At that time David Votta will start his term as Interim State Librarian. We will introduce David as we get closer to that date. Our goal is to have the State Librarian position filled permanently by the end of 2026.

*Thank you. Welcome Michelle!
Glenn*

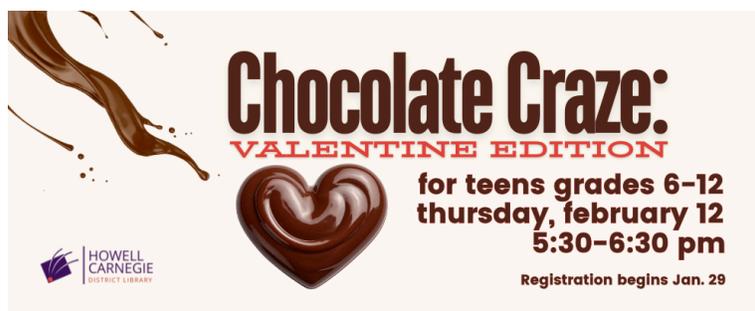
- Maria Stuart's term on the board ends on June 30, 2026. The terms of all board members are listed on the Board of Trustees page on the website, along with information on who to contact if interested in an open position. The library will include this information in the first e-newsletter sent in April and also post it on Facebook. I've emailed Christy Conn, School Board President; Erin MacGregor, Superintendent, and Sharin Smith, Executive Secretary, with this information.

PERSONNEL:

- Nothing to report.

LIBRARY EVENTS:

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



Preschool STEAM Time
 Ages 0-5 with Parents/Caregivers

Monday, February 16
 10:15 - 11:00 am
 No registration required

EUREIKA!
 FROM MICHIGAN Science CENTER

MONDAY FEBRUARY SIXTEEN
 2:30-3:15 PM
 AGES 5-12 WITH PARENTS/CAREGIVERS
 NO REGISTRATION REQUIRED

WIND TURBINES

GRADES 3-8
 MONDAY, FEB. 16
 2:30-3:15
 REGISTRATION BEGINS FEB. 2

STEAM CLUB JR.: FIZZY ART

GRADES K-2
 Monday, February 16, 6-6:30 pm
 Registration begins February 2

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

The Best Exotic Marigold Hotel
 FREE AT THE HISTORIC HOWELL THEATER

SUNDAY, FEBRUARY 15
 DOORS OPEN AT 1 PM. FILM STARTS AT 2 PM
 NO REGISTRATION REQUIRED



COMMUNITY ENGAGEMENT:

- I attended the 5th Annual Livingston County Rosa Parks Transit Equity Day Breakfast and Community Conversation on Wednesday, February 4, 2026.
- The library will be represented with the other Livingston County Libraries at Community Connect on Saturday, February 7, 2026.
- I will be attending the inaugural Trinity Health Academy: Business Partners Edition on February 20, 2026.
- I was invited to present an update on the library to the Howell Board of Education on Monday, March 9, and Monday, September 14, 2026, at their regularly scheduled meetings.
- [View](#) the student artwork and the featured artists of the Livingston Fine Arts Association.

TRUSTEE NOTEBOOK:

The [State Report 2025-2026](#) was added under Statistical Reports.

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

Holly Ward Lamb 2/6/26



314 W Grand River Ave | Howell, MI 48843
517-546-0720 | www.howelllibrary.org

REQUEST FOR PROPOSAL

Howell Carnegie District Library
Space Needs Assessment and Pre-Design Services

Addendum

The Howell Carnegie Library's Space Needs Assessment and Pre-Design project is a blank slate. We hope the library, surrounding grounds and library lot will be looked at in their entirety.

Some board members felt that the RFP was too limiting when parking was mentioned on the library lot.

Additional Information

There was an expansion feasibility study in Jan 2006. Print plans are available.

Available electronically:

- Previous blueprints (including the 2014-15 project)
- Learning report from strategic planning, 2024-25, Fast Forward Libraries
- Level one environment study, by PM Environmental in 2006

After a conversation with EGLE related to the library lot/brownfield - whether we need an additional study depends on *what* we may put *where* on the property.

While there isn't a hard timeline, we are thinking:

- 2026 complete the study
- 2027 start working on improvements for which we have funding
- 2028 and beyond would focus on a millage request for additional improvements

Please include in your proposal:

- cost estimates / conceptual budgets
- hourly rate

Please contact Holly Ward Lamb, Director, at 5417-546-0720 ext 112 or ward@howelllibrary.org.

Key Dates

- RFP Released: January 8, 2026
- Questions due: January 23, 2026
- Question responses provided: January 30, 2026
- RFP responses due: February 19, 2026

To be considered for selection, you must submit the proposal electronically to ward@howelllibrary.org with "Proposal for Space Needs Assessment Services" in the subject line. Proposals must be received by 5 pm on Thursday, February 19, 2026.

Award

The Howell Carnegie District Library intends to award a contract to an individual or firm that will provide the best services based upon experience, overall capability, and value. Once all factors have been evaluated, a recommendation will be made to the Library Board of Trustees at their regular meeting on Tuesday, March 10, 2026. The successful proposer will be notified on Wednesday, March 11, 2026.



314 W Grand River Ave | Howell, MI 48843
517-546-0720 | www.howelllibrary.org

REQUEST FOR PROPOSAL

Howell Carnegie District Library
Space Needs Assessment and Pre-Design Services

Introduction

The Howell Carnegie District Library invites proposals to conduct a space needs assessment and pre-design services to develop long-range scenarios for the library building and the nearby vacant lot.

Designers and library consultants with demonstrated experience, knowledge, and expertise in library planning, library analysis, design, and architecture are preferred.

We are seeking efficient, functional, attractive, and, most importantly, flexible arrangements for many areas of the library's public spaces, collections, and staff work areas that will meet our needs and the community's well into the future.

Community Information

The library's service area is approximately 195 square miles with roughly the same boundaries as the Howell Public School District. The library is located in the City of Howell, the county seat of Livingston County. The library serves parts of nine townships. The total service population is 58,718 (2020 Census).

Building History

The library opened on Nov 19, 1906. A renovation and expansion project was completed in 1991. The Youth Services area was redesigned in 2004. The building underwent a renovation and improvement project in 2014/2015, focusing on HVAC replacement, carpeting, reorganizing the reference area (main level in the addition), and creating a computer lab. During the 2020 pandemic, drive-up curbside service was implemented (not a drive-up window). The library has no dedicated parking. In 2006, a vacant lot kitty-corner from the library was purchased with the intent to develop a parking lot. The lot remains vacant. Through the KSU Tab program, a very preliminary design discussion for the development of the vacant lot began in late fall 2024.

Strategic Plan

The library adopted a new strategic plan in early 2025. A community survey and focus groups were conducted in the fall of 2024.

Vision - Inspire and connect

Mission - Providing a welcoming hub for resources and experiences

Focus Areas:

- Community Connection
- Optimizing Library Spaces
 - Goal 2.1 under Optimizing Library Spaces - Ensure all library spaces are accessible, optimally utilized, and relevant to meet community needs
- Evolve Capacity
- [Link to the Strategic Plan](#)

Scope of Proposal

The firm and/or consultant selected will work with the director and leadership team to assess the existing library facility, grounds, and vacant lot in terms of staff and public needs, functional layout, collection size, flexibility for future needs, ADA compliance, accessibility/inclusive design, and related criteria.

Project Description

Specific needs include:

- A comprehensive analysis of how space is used throughout the library
- An analysis of our physical collections and a determination of space and size needs for those collections
 - including the growing Library of Things collection (with its attendant storage needs), and the addition of a tool library in collaboration with the Howell Rotary Club
 - Stem kits, games, puzzles, and other “kits” in both adult and children’s areas
- A determination of how to meet the library’s current and future space needs for:
 - programming space
 - meeting space for the community
 - more and/or reconfigured study rooms
 - quiet area
 - wellness room(s)
 - technology
 - local history/archives
- A determination of staff space needs, specifically storage and staff workspaces
- Development of the vacant lot, including dedicated staff parking
- Conceptual designs

Proposal Requirements

- Cover letter describing firm and/or individual, providing name, address, phone, and email of contact person
- Summary of the consultant’s and/or architect’s experience and qualifications. Recent experience (within the last 5 years) in libraries is preferred
- References from at least three previous clients
- Examples of past projects, assessment report, and completed interior work
- A brief narrative about your understanding of the project and how you are qualified to satisfy the project requirement best
- Quote of costs for providing services listed under the Scope of Proposal
- Description of your process, methodology, and timeline for the project
- Any additional information that you might deem helpful in the selection process

Walk-Through

Proposers are welcome to schedule an appointment to visit the Library for a walk-through. Please contact Holly Ward Lamb, Director, at 5417-546-0720 ext 112 or ward@howelllibrary.org.

Questions can be submitted to Holly Ward Lamb, Director, at ward@howelllibrary.org

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