

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.

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Kathleen Murray, Recording Secretary



# HCDL Payment Register

By Check Number

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

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Fund 101-General Fund</b>						
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	MILICENT 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
	<b>79</b>	<b>57</b>	<b>0.00</b>	<b>91,847.06</b>

## 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
	<b>79</b>	<b>57</b>	<b>0.00</b>	<b>91,847.06</b>

## Fund Summary

Fund	Name	Period	Amount
101	General Fund	1/2026	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
<b>TOTALS</b>	<b>\$100,740.75</b>

**HCDL Budget Status Report****Account Summary**

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

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 101 - General Fund</b>							
<b>Revenue</b>							
<b>SubAccount: 010 - TAXES</b>							
<a href="#">101-000-410.000</a>	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 %
<a href="#">101-000-412.000</a>	DELINQUENT PROPERTY TAXES	0.00	0.00	1,166.52	6,377.41	6,377.41	0.00 %
	<b>SubAccount: 010 - TAXES Total:</b>	<b>3,797,796.00</b>	<b>3,797,796.00</b>	<b>1,984,833.47</b>	<b>2,071,983.65</b>	<b>-1,725,812.35</b>	<b>54.56%</b>
<b>SubAccount: 030 - STATE GRANTS</b>							
<a href="#">101-000-540.000</a>	STATE AID	59,126.00	59,126.00	0.00	0.00	-59,126.00	0.00 %
<a href="#">101-000-573.000</a>	LOCAL COMMUNITY STABILIZATION	0.00	0.00	0.00	5,656.64	5,656.64	0.00 %
	<b>SubAccount: 030 - STATE GRANTS Total:</b>	<b>59,126.00</b>	<b>59,126.00</b>	<b>0.00</b>	<b>5,656.64</b>	<b>-53,469.36</b>	<b>9.57%</b>
<b>SubAccount: 040 - CHARGES FOR SERVICES</b>							
<a href="#">101-000-628.000</a>	COPY, PRINTING, FAX	8,000.00	8,000.00	1,038.30	8,220.25	220.25	102.75 %
<a href="#">101-000-629.000</a>	OUT OF AREA FEES	60.00	60.00	90.00	150.00	90.00	250.00 %
<a href="#">101-000-642.000</a>	SALES	150.00	150.00	56.00	516.00	366.00	344.00 %
<a href="#">101-000-651.000</a>	MEETING ROOM FEES	200.00	200.00	75.00	200.00	0.00	100.00 %
	<b>SubAccount: 040 - CHARGES FOR SERVICES Total:</b>	<b>8,410.00</b>	<b>8,410.00</b>	<b>1,259.30</b>	<b>9,086.25</b>	<b>676.25</b>	<b>108.04%</b>
<b>SubAccount: 050 - FINES &amp; FORFEITS</b>							
<a href="#">101-000-658.000</a>	OVERDUE FEES	200.00	200.00	57.00	422.25	222.25	211.13 %
<a href="#">101-000-658.004</a>	REPLACEMENT FEES	2,000.00	2,000.00	261.82	1,647.45	-352.55	82.37 %
<a href="#">101-000-659.000</a>	PENAL FINES	75,000.00	75,000.00	0.00	0.00	-75,000.00	0.00 %
	<b>SubAccount: 050 - FINES &amp; FORFEITS Total:</b>	<b>77,200.00</b>	<b>77,200.00</b>	<b>318.82</b>	<b>2,069.70</b>	<b>-75,130.30</b>	<b>2.68%</b>
<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME</b>							
<a href="#">101-000-665.000</a>	INTEREST INCOME	50,000.00	50,000.00	26,478.09	190,311.49	140,311.49	380.62 %
<a href="#">101-000-669.000</a>	UNREALIZED INVESTMENT GAIN/L	0.00	0.00	0.00	843.11	843.11	0.00 %
	<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME Total:</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>26,478.09</b>	<b>191,154.60</b>	<b>141,154.60</b>	<b>382.31%</b>
<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES</b>							
<a href="#">101-000-675.000</a>	MISCELLANEOUS	0.00	0.00	2,000.00	2,006.00	2,006.00	0.00 %
<a href="#">101-000-676.000</a>	REIMBURSEMENTS	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
<a href="#">101-000-689.000</a>	CASH OVER/SHORT	0.00	0.00	6.94	-514.81	-514.81	0.00 %
	<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES Total:</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,006.94</b>	<b>1,491.19</b>	<b>-508.81</b>	<b>74.56%</b>
<b>SubAccount: 080 - OTHER FINANCING SOURCES</b>							
<a href="#">101-000-692.000</a>	PRIOR YEAR FUND BALANCE	50,000.00	50,000.00	0.00	0.00	-50,000.00	0.00 %
<a href="#">101-000-692.001</a>	PRIOR YEAR DESIGNATED FUND BA	689,425.00	689,425.00	0.00	0.00	-689,425.00	0.00 %
	<b>SubAccount: 080 - OTHER FINANCING SOURCES Total:</b>	<b>739,425.00</b>	<b>739,425.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-739,425.00</b>	<b>0.00%</b>
	<b>Revenue Total:</b>	<b>4,733,957.00</b>	<b>4,733,957.00</b>	<b>2,014,896.62</b>	<b>2,281,442.03</b>	<b>-2,452,514.97</b>	<b>48.19%</b>
<b>Expense</b>							
<b>SubAccount: 090 - PERSONNEL SERVICES</b>							
<a href="#">101-790-702.000</a>	SALARIES	1,415,000.00	1,415,000.00	101,504.30	756,878.80	658,121.20	53.49 %
<a href="#">101-790-716.000</a>	HEALTH INSURANCE	113,440.00	113,440.00	7,817.65	65,038.40	48,401.60	57.33 %
<a href="#">101-790-717.000</a>	LIFE INSURANCE	1,500.00	1,500.00	0.00	1,083.84	416.16	72.26 %
<a href="#">101-790-718.000</a>	WORKER'S COMPENSATION	6,000.00	6,000.00	2,655.00	2,655.00	3,345.00	44.25 %
<a href="#">101-790-719.000</a>	HEALTH CARE REIMBURSEMENT	9,875.00	9,875.00	0.00	0.00	9,875.00	0.00 %
<a href="#">101-790-719.001</a>	H.S.A.	17,625.00	17,625.00	2,150.00	11,276.96	6,348.04	63.98 %
<a href="#">101-790-719.003</a>	PEDIATRIC DENTAL	500.00	500.00	37.49	299.92	200.08	59.98 %
<a href="#">101-790-721.000</a>	BONUSES	11,794.00	11,794.00	450.00	7,625.00	4,169.00	64.65 %
<a href="#">101-790-722.000</a>	FICA	108,248.00	108,248.00	7,700.92	57,753.16	50,494.84	53.35 %
<a href="#">101-790-723.000</a>	SICK, VACATION, RETIREMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<a href="#">101-790-723.010</a>	M.E.R.S.	11,400.00	114,000.00	22,036.57	82,855.34	31,144.66	72.68 %

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Budget Adjustments</b>								
<b>Number</b>	<b>Date</b>	<b>Description</b>		<b>Adjustment</b>				
RES 25-18	09/09/2025	AMEND MERS AND CONTINGIES		102,600.00				
		<b>SubAccount: 090 - PERSONNEL SERVICES Total:</b>	<b>1,715,382.00</b>	<b>1,817,982.00</b>	<b>144,351.93</b>	<b>985,466.42</b>	<b>832,515.58</b>	<b>54.21%</b>
		<b>SubAccount: 100 - LIBRARY SUPPLIES</b>						
<a href="#">101-790-727.000</a>		SUPPLIES	35,000.00	35,000.00	1,240.81	11,110.96	23,889.04	31.75 %
<a href="#">101-790-730.000</a>		POSTAGE	11,000.00	11,000.00	0.00	360.89	10,639.11	3.28 %
<a href="#">101-790-745.000</a>		EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
		<b>SubAccount: 100 - LIBRARY SUPPLIES Total:</b>	<b>47,000.00</b>	<b>47,000.00</b>	<b>1,240.81</b>	<b>11,471.85</b>	<b>35,528.15</b>	<b>24.41%</b>
		<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES</b>						
<a href="#">101-790-860.000</a>		TRANSPORTATION	500.00	500.00	0.00	170.66	329.34	34.13 %
<a href="#">101-790-900.000</a>		MARKETING & ADVERTISING	25,000.00	25,000.00	0.00	2,631.86	22,368.14	10.53 %
<a href="#">101-790-940.000</a>		EQUIPMENT RENTAL	100.00	100.00	0.00	0.00	100.00	0.00 %
<a href="#">101-790-956.001</a>		MISCELLANEOUS	50.00	50.00	0.00	34.10	15.90	68.20 %
<a href="#">101-790-957.000</a>		EDUCATION: TRUSTEES	5,000.00	5,000.00	0.00	465.00	4,535.00	9.30 %
<a href="#">101-790-957.001</a>		EDUCATION: EMPLOYEES	35,000.00	35,000.00	0.00	9,944.27	25,055.73	28.41 %
<a href="#">101-790-957.002</a>		MEMBERSHIP BOARD & STAFF	4,500.00	4,500.00	210.00	3,345.82	1,154.18	74.35 %
<a href="#">101-790-960.000</a>		MEL-CAT REPLACEMENTS	2,000.00	2,000.00	0.00	92.90	1,907.10	4.65 %
<a href="#">101-790-963.000</a>		PROPERTY TAXES	20,000.00	20,000.00	0.00	17,403.79	2,596.21	87.02 %
<a href="#">101-790-964.000</a>		REFUNDS	500.00	500.00	0.00	0.00	500.00	0.00 %
<a href="#">101-790-964.001</a>		CHARGEBACKS	8,000.00	8,000.00	149.90	2,409.31	5,590.69	30.12 %
<a href="#">101-790-965.000</a>		FEES & ACCOUNT CHARGES	3,000.00	3,000.00	294.99	1,910.15	1,089.85	63.67 %
		<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES Total:</b>	<b>103,650.00</b>	<b>103,650.00</b>	<b>654.89</b>	<b>38,407.86</b>	<b>65,242.14</b>	<b>37.06%</b>
		<b>SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES</b>						
<a href="#">101-790-807.000</a>		AUDIT	7,500.00	7,500.00	0.00	7,200.00	300.00	96.00 %
<a href="#">101-790-818.001</a>		FINANCIAL ADVISORS	1,000.00	1,000.00	0.00	1,000.00	0.00	100.00 %
<a href="#">101-790-818.002</a>		LEGAL SERVICES	30,000.00	30,000.00	0.00	10,861.00	19,139.00	36.20 %
<a href="#">101-790-818.003</a>		PERSONNEL SERVICES	80,000.00	80,000.00	0.00	8,000.00	72,000.00	10.00 %
<a href="#">101-790-819.001</a>		PAYROLL SERVICES	10,000.00	10,000.00	1,424.74	6,953.92	3,046.08	69.54 %
<a href="#">101-790-820.000</a>		DELIVERY SERVICES	5,000.00	5,000.00	524.25	524.25	4,475.75	10.49 %
		<b>SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES Total:</b>	<b>133,500.00</b>	<b>133,500.00</b>	<b>1,948.99</b>	<b>34,539.17</b>	<b>98,960.83</b>	<b>25.87%</b>
		<b>SubAccount: 140 - BUILDING &amp; MAINTENANCE</b>						
<a href="#">101-790-775.000</a>		BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	655.32	3,620.31	11,379.69	24.14 %
<a href="#">101-790-808.000</a>		BUILDING SECURITY SYSTEM	4,500.00	4,500.00	953.34	3,355.94	1,144.06	74.58 %
<a href="#">101-790-819.002</a>		GROUNDS MAINTENANCE	55,000.00	55,000.00	1,505.00	20,418.00	34,582.00	37.12 %
<a href="#">101-790-920.000</a>		PUBLIC UTILITIES	90,200.00	90,200.00	5,930.14	40,193.94	50,006.06	44.56 %
<a href="#">101-790-958.000</a>		BUILDING MAINTENANCE	95,000.00	95,000.00	2,069.50	31,137.45	63,862.55	32.78 %
<a href="#">101-790-969.000</a>		INSURANCE	47,974.00	47,974.00	46,882.00	43,243.00	4,731.00	90.14 %
		<b>SubAccount: 140 - BUILDING &amp; MAINTENANCE Total:</b>	<b>307,674.00</b>	<b>307,674.00</b>	<b>57,995.30</b>	<b>141,968.64</b>	<b>165,705.36</b>	<b>46.14%</b>
		<b>SubAccount: 150 - MATERIALS &amp; PROGRAMMING</b>						
<a href="#">101-790-782.000</a>		PERIODICALS	15,000.00	15,000.00	480.40	11,636.19	3,363.81	77.57 %
<a href="#">101-790-782.001</a>		ELECTRONIC MEDIA	196,000.00	196,000.00	19,970.62	173,403.75	22,596.25	88.47 %
<a href="#">101-790-782.002</a>		CIRCULATING HOTSPOTS	17,000.00	17,000.00	1,166.69	8,145.77	8,854.23	47.92 %
<a href="#">101-790-782.003</a>		DATABASES	43,220.00	43,220.00	5,114.33	12,456.64	30,763.36	28.82 %
<a href="#">101-790-782.004</a>		YS PROGRAMMING	46,000.00	46,000.00	576.74	15,928.32	30,071.68	34.63 %
<a href="#">101-790-782.005</a>		ADULT PROGRAMMING	23,500.00	23,500.00	1,206.47	10,549.27	12,950.73	44.89 %
<a href="#">101-790-782.006</a>		YOUTH DATABASES	16,000.00	16,000.00	0.00	6,147.67	9,852.33	38.42 %
<a href="#">101-790-782.007</a>		YS E-MEDIA	12,280.00	12,280.00	0.00	0.00	12,280.00	0.00 %
<a href="#">101-790-982.001</a>		ADULT BOOKS - PRINT	66,500.00	66,500.00	2,968.29	29,200.54	37,299.46	43.91 %
<a href="#">101-790-982.002</a>		LIBRARY OF THINGS	15,000.00	15,000.00	528.07	2,794.17	12,205.83	18.63 %
<a href="#">101-790-982.006</a>		ADULT AV	14,400.00	14,400.00	1,934.39	8,919.86	5,480.14	61.94 %
<a href="#">101-790-982.018</a>		YS BOOKS - PRINT	33,000.00	33,000.00	3,661.55	14,042.23	18,957.77	42.55 %
<a href="#">101-790-982.019</a>		KITS & LOT - YOUTH	16,000.00	16,000.00	88.08	3,984.40	12,015.60	24.90 %
<a href="#">101-790-982.024</a>		YS AV	10,000.00	10,000.00	0.00	1,191.76	8,808.24	11.92 %
		<b>SubAccount: 150 - MATERIALS &amp; PROGRAMMING Total:</b>	<b>523,900.00</b>	<b>523,900.00</b>	<b>37,695.63</b>	<b>298,400.57</b>	<b>225,499.43</b>	<b>56.96%</b>

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used	
<b>SubAccount: 160 - INFORMATION TECHNOLOGY</b>								
<a href="#">101-790-780.000</a>	TECH SUPPLIES	4,500.00	4,500.00	0.00	331.51	4,168.49	7.37 %	
<a href="#">101-790-780.001</a>	TECHNOLOGY: SOFTWARE	1,500.00	1,500.00	2,992.50	5,281.30	-3,781.30	352.09 %	
<a href="#">101-790-781.000</a>	TECHNOLOGY: HARDWARE/EQUIP	21,725.00	21,725.00	0.00	869.16	20,855.84	4.00 %	
<a href="#">101-790-830.000</a>	PROFESSIONAL TECHNOLOGY SERV	33,000.00	33,000.00	0.00	0.00	33,000.00	0.00 %	
<a href="#">101-790-850.000</a>	COMMUNICATIONS	12,500.00	12,500.00	2,096.30	5,349.66	7,150.34	42.80 %	
<a href="#">101-790-850.002</a>	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	101.24	549.02	2,450.98	18.30 %	
<a href="#">101-790-932.000</a>	AUTOMATED SYSTEM MAINT	161,661.00	161,661.00	19,670.32	106,484.78	55,176.22	65.87 %	
<a href="#">101-790-934.000</a>	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	0.00	551.76	1,448.24	27.59 %	
<a href="#">101-790-972.000</a>	CAPITAL TECHNOLOGY PURCHASES	128,700.00	128,700.00	0.00	72,328.44	56,371.56	56.20 %	
<b>SubAccount: 160 - INFORMATION TECHNOLOGY Total:</b>		<b>368,586.00</b>	<b>368,586.00</b>	<b>24,860.36</b>	<b>191,745.63</b>	<b>176,840.37</b>	<b>52.02%</b>	
<b>SubAccount: 170 - CAPITAL OUTLAY</b>								
<a href="#">101-790-971.000</a>	CAPITAL IMPROVEMENT PROJECTS	500,000.00	500,000.00	10,230.00	582,498.40	-82,498.40	116.50 %	
<b>SubAccount: 170 - CAPITAL OUTLAY Total:</b>		<b>500,000.00</b>	<b>500,000.00</b>	<b>10,230.00</b>	<b>582,498.40</b>	<b>-82,498.40</b>	<b>116.50%</b>	
<b>SubAccount: 180 - OTHER LIBRARY FINANCING &amp; SPECIAL ITEMS</b>								
<a href="#">101-790-995.000</a>	TRANSFER OUT	217,150.00	217,150.00	0.00	0.00	217,150.00	0.00 %	
<a href="#">101-790-995.002</a>	TRANSFER OUT - RESERVE	200,000.00	200,000.00	0.00	23,825.00	176,175.00	11.91 %	
<a href="#">101-790-999.000</a>	CONTINGENCIES	617,079.00	515,079.00	0.00	0.00	515,079.00	0.00 %	
<b>Budget Adjustments</b>								
<b>Number</b>	<b>Date</b>	<b>Description</b>		<b>Adjustment</b>				
RES 25-18	09/09/2025	AMEND MERS AND CONTINGIES		-102,000.00				
<b>SubAccount: 180 - OTHER LIBRARY FINANCING &amp; SPECIAL ITEMS T</b>		<b>1,034,229.00</b>	<b>932,229.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>908,404.00</b>	<b>2.56%</b>	
		<b>Expense Total:</b>	<b>4,733,921.00</b>	<b>4,734,521.00</b>	<b>278,977.91</b>	<b>2,308,323.54</b>	<b>2,426,197.46</b>	<b>48.76%</b>
		<b>Total Revenues</b>	<b>4,733,957.00</b>	<b>4,733,957.00</b>	<b>2,014,896.62</b>	<b>2,281,442.03</b>	<b>-2,452,514.97</b>	<b>48.19%</b>
<b>Fund: 101 - General Fund Surplus (Deficit):</b>		<b>36.00</b>	<b>-564.00</b>	<b>1,735,918.71</b>	<b>-26,881.51</b>	<b>-26,317.51</b>	<b>4,766.23%</b>	
<b>Fund: 272 - Special Revenue</b>								
<b>Revenue</b>								
<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME</b>								
<a href="#">272-000-665.000</a>	INTEREST	1,000.00	1,000.00	2,934.83	20,796.59	19,796.59	2,079.66 %	
<a href="#">272-000-665.001</a>	INTEREST - ARCHIVES	100.00	100.00	0.00	0.00	-100.00	0.00 %	
<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME Total:</b>		<b>1,100.00</b>	<b>1,100.00</b>	<b>2,934.83</b>	<b>20,796.59</b>	<b>19,696.59</b>	<b>1,890.60%</b>	
<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES</b>								
<a href="#">272-000-674.000</a>	DONATIONS/FUNDRAISING	25,000.00	25,000.00	1,502.00	15,151.72	-9,848.28	60.61 %	
<a href="#">272-000-674.387</a>	ARCHIVES DONATIONS	5,000.00	5,000.00	0.00	1,100.00	-3,900.00	22.00 %	
<a href="#">272-000-675.000</a>	SPECIAL EVENTS REVENUE	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %	
<a href="#">272-000-675.001</a>	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %	
<a href="#">272-000-675.014</a>	FAMILY PLACE DONATION	2,000.00	2,000.00	0.00	716.70	-1,283.30	35.84 %	
<a href="#">272-000-675.015</a>	FRIENDS DONATION	5,000.00	5,000.00	0.00	900.00	-4,100.00	18.00 %	
<a href="#">272-000-675.017</a>	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	5,437.75	6,256.26	4,256.26	312.81 %	
<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES Total:</b>		<b>43,000.00</b>	<b>43,000.00</b>	<b>6,939.75</b>	<b>24,124.68</b>	<b>-18,875.32</b>	<b>56.10%</b>	
<b>SubAccount: 080 - OTHER FINANCING SOURCES</b>								
<a href="#">272-000-692.002</a>	PRIOR YEAR TERRY FUND BALANCE	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %	
<a href="#">272-000-692.387</a>	PRIOR YEAR ARCHIVES FUND BAL	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %	
<b>SubAccount: 080 - OTHER FINANCING SOURCES Total:</b>		<b>17,000.00</b>	<b>17,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-17,000.00</b>	<b>0.00%</b>	
		<b>Revenue Total:</b>	<b>61,100.00</b>	<b>61,100.00</b>	<b>9,874.58</b>	<b>44,921.27</b>	<b>-16,178.73</b>	<b>73.52%</b>
<b>Expense</b>								
<b>SubAccount: 100 - LIBRARY SUPPLIES</b>								
<a href="#">272-790-760.000</a>	GENERAL DONATION PURCHASES	20,000.00	20,000.00	0.00	2,224.16	17,775.84	11.12 %	
<a href="#">272-790-763.000</a>	ARCHIVES PURCHASES	10,000.00	10,000.00	8,709.23	8,829.11	1,170.89	88.29 %	
<a href="#">272-790-765.000</a>	TERRY TRUST - MISC	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %	
<a href="#">272-790-766.000</a>	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %	
<a href="#">272-790-767.000</a>	SPECIAL EVENTS EXPENDITURES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %	
<b>SubAccount: 100 - LIBRARY SUPPLIES Total:</b>		<b>36,000.00</b>	<b>36,000.00</b>	<b>8,709.23</b>	<b>11,053.27</b>	<b>24,946.73</b>	<b>30.70%</b>	

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES</b>							
<a href="#">272-790-965.000</a>	FEES & ACCOUNT CHARGES	100.00	100.00	0.00	0.00	100.00	0.00 %
<a href="#">272-790-983.000</a>	PILOT PROJECTS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES Total:</b>		<b>2,100.00</b>	<b>2,100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,100.00</b>	<b>0.00%</b>
<b>SubAccount: 170 - CAPITAL OUTLAY</b>							
<a href="#">272-790-972.000</a>	CAPITAL IMPROVEMENT PROJECTS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<b>SubAccount: 170 - CAPITAL OUTLAY Total:</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00%</b>
<b>SubAccount: 190 - FRIENDS OF THE LIBRARY</b>							
<a href="#">272-790-761.000</a>	FRIENDS DONATIONS-MISC.	5,000.00	5,000.00	3,276.21	6,727.84	-1,727.84	134.56 %
<a href="#">272-790-762.000</a>	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	0.00	861.42	1,138.58	43.07 %
<a href="#">272-790-955.000</a>	FRIENDS MDSE/SALES	0.00	0.00	184.16	818.51	-818.51	0.00 %
<a href="#">272-790-980.007</a>	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<b>SubAccount: 190 - FRIENDS OF THE LIBRARY Total:</b>		<b>9,000.00</b>	<b>9,000.00</b>	<b>3,460.37</b>	<b>8,407.77</b>	<b>592.23</b>	<b>93.42%</b>
<b>Expense Total:</b>		<b>52,100.00</b>	<b>52,100.00</b>	<b>12,169.60</b>	<b>19,461.04</b>	<b>32,638.96</b>	<b>37.35%</b>
<b>Total Revenues</b>		<b>61,100.00</b>	<b>61,100.00</b>	<b>9,874.58</b>	<b>44,921.27</b>	<b>-16,178.73</b>	<b>73.52%</b>
<b>Fund: 272 - Special Revenue Surplus (Deficit):</b>		<b>9,000.00</b>	<b>9,000.00</b>	<b>-2,295.02</b>	<b>25,460.23</b>	<b>16,460.23</b>	<b>282.89%</b>
<b>Fund: 371 - Debt Service Fund</b>							
<b>Revenue</b>							
<b>SubAccount: 080 - OTHER FINANCING SOURCES</b>							
<a href="#">371-000-699.000</a>	TRANSFER IN	217,150.00	217,150.00	0.00	23,825.00	-193,325.00	10.97 %
<b>SubAccount: 080 - OTHER FINANCING SOURCES Total:</b>		<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>-193,325.00</b>	<b>10.97%</b>
<b>Revenue Total:</b>		<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>-193,325.00</b>	<b>10.97%</b>
<b>Expense</b>							
<b>SubAccount: 000 - N/A</b>							
<a href="#">371-790-991.000</a>	PRINCIPLE ON BONDS	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00 %
<a href="#">371-790-993.000</a>	INTEREST ON BONDS	46,650.00	46,650.00	0.00	23,325.00	23,325.00	50.00 %
<b>SubAccount: 000 - N/A Total:</b>		<b>216,650.00</b>	<b>216,650.00</b>	<b>0.00</b>	<b>23,325.00</b>	<b>193,325.00</b>	<b>10.77%</b>
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES</b>							
<a href="#">371-790-801.000</a>	PAYING AGENT FEES	500.00	500.00	0.00	500.00	0.00	100.00 %
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES Total:</b>		<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Expense Total:</b>		<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>193,325.00</b>	<b>10.97%</b>
<b>Total Revenues</b>		<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>-193,325.00</b>	<b>10.97%</b>
<b>Fund: 371 - Debt Service Fund Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>		<b>9,036.00</b>	<b>8,436.00</b>	<b>1,733,623.69</b>	<b>-1,421.28</b>	<b>-9,857.28</b>	<b>-16.85%</b>

## Group Summary

SubAccount	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 101 - General Fund</b>						
<b>Revenue</b>						
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%
<b>Revenue Total:</b>	<b>4,733,957.00</b>	<b>4,733,957.00</b>	<b>2,014,896.62</b>	<b>2,281,442.03</b>	<b>-2,452,514.97</b>	<b>48.19%</b>
<b>Expense</b>						
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%
<b>Expense Total:</b>	<b>4,733,921.00</b>	<b>4,734,521.00</b>	<b>278,977.91</b>	<b>2,308,323.54</b>	<b>2,426,197.46</b>	<b>48.76%</b>
<b>Total Revenues</b>	<b>4,733,957.00</b>	<b>4,733,957.00</b>	<b>2,014,896.62</b>	<b>2,281,442.03</b>	<b>-2,452,514.97</b>	<b>48.19%</b>
<b>Total Expenses</b>	<b>4,733,921.00</b>	<b>4,734,521.00</b>	<b>278,977.91</b>	<b>2,308,323.54</b>	<b>2,426,197.46</b>	<b>48.76%</b>
<b>Fund: 101 - General Fund Surplus (Deficit):</b>	<b>36.00</b>	<b>-564.00</b>	<b>1,735,918.71</b>	<b>-26,881.51</b>	<b>-26,317.51</b>	<b>4,766.23%</b>
<b>Fund: 272 - Special Revenue</b>						
<b>Revenue</b>						
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%
<b>Revenue Total:</b>	<b>61,100.00</b>	<b>61,100.00</b>	<b>9,874.58</b>	<b>44,921.27</b>	<b>-16,178.73</b>	<b>73.52%</b>
<b>Expense</b>						
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%
<b>Expense Total:</b>	<b>52,100.00</b>	<b>52,100.00</b>	<b>12,169.60</b>	<b>19,461.04</b>	<b>32,638.96</b>	<b>37.35%</b>
<b>Total Revenues</b>	<b>61,100.00</b>	<b>61,100.00</b>	<b>9,874.58</b>	<b>44,921.27</b>	<b>-16,178.73</b>	<b>73.52%</b>
<b>Total Expenses</b>	<b>52,100.00</b>	<b>52,100.00</b>	<b>12,169.60</b>	<b>19,461.04</b>	<b>32,638.96</b>	<b>37.35%</b>
<b>Fund: 272 - Special Revenue Surplus (Deficit):</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>-2,295.02</b>	<b>25,460.23</b>	<b>16,460.23</b>	<b>282.89%</b>
<b>Fund: 371 - Debt Service Fund</b>						
<b>Revenue</b>						
080 - OTHER FINANCING SOURCES	217,150.00	217,150.00	0.00	23,825.00	-193,325.00	10.97%
<b>Revenue Total:</b>	<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>-193,325.00</b>	<b>10.97%</b>
<b>Expense</b>						
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%
<b>Expense Total:</b>	<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>193,325.00</b>	<b>10.97%</b>
<b>Total Revenues</b>	<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>-193,325.00</b>	<b>10.97%</b>
<b>Total Expenses</b>	<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>193,325.00</b>	<b>10.97%</b>
<b>Fund: 371 - Debt Service Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>9,036.00</b>	<b>8,436.00</b>	<b>1,733,623.69</b>	<b>-1,421.28</b>	<b>-9,857.28</b>	<b>-16.85%</b>

**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
<b>Report Surplus (Deficit):</b>	<b>9,036.00</b>	<b>8,436.00</b>	<b>1,733,623.69</b>	<b>-1,421.28</b>	<b>-9,857.28</b>



Account	Name	Balance
<b>Fund: 101 - General Fund</b>		
<b>Assets</b>		
<a href="#">101-000-001.000</a>	CASH - CHECKING.	136,174.84
<a href="#">101-000-001.002</a>	CASH -CREDIT CHECKING	4,415.99
<a href="#">101-000-002.000</a>	BANK OF ANN ARBOR MONEY MARKET	6,979,530.59
<a href="#">101-000-002.001</a>	COMERICA MMKT	43,899.35
<a href="#">101-000-002.002</a>	COMERICA MMKT - CAPITAL RESERVE	46,809.54
<a href="#">101-000-002.003</a>	COMERICA - TECHNOLOGY RESERVE	11,200.96
<a href="#">101-000-002.004</a>	BANK OF ANN ARBOR MMKT-TECHNOLO	137,792.77
<a href="#">101-000-004.000</a>	PETTY CASH	225.00
<a href="#">101-000-004.001</a>	CASH ON HAND	0.00
<a href="#">101-000-007.000</a>	CASH-PAYROLL CHECKING	500.05
<a href="#">101-000-017.000</a>	MI CLASS - GENERAL	716,476.85
<a href="#">101-000-018.000</a>	MI CLASS - CAPITAL RESERVE	392,602.14
<a href="#">101-000-019.000</a>	MI CLASS - TECHNOLOGY RESERVE	94,287.07
<a href="#">101-000-040.000</a>	ACCOUNTS RECEIVABLE - GENERAL	-130.63
<a href="#">101-000-056.000</a>	ACCRUED INTEREST	0.00
<a href="#">101-000-073.000</a>	DUE FROM LIBRARIES	0.00
<a href="#">101-000-073.001</a>	DUE FROM TLN	0.00
<a href="#">101-000-078.000</a>	PENAL FINES RECEIVABLE	0.00
<a href="#">101-000-078.001</a>	STATE AID RECEIVABLE	0.00
<a href="#">101-000-078.002</a>	DUE FROM STATE	0.00
<a href="#">101-000-079.000</a>	DUE FROM FEDERAL GOVERNMENT	0.00
<a href="#">101-000-081.730</a>	DUE FROM POST OFFICE	46.73
<a href="#">101-000-084.000</a>	DUE FROM OTHER FUNDS	0.00
<a href="#">101-000-084.155</a>	DUE FROM ENDOWMENT	0.00
<a href="#">101-000-084.272</a>	DUE FROM 272 SPECIAL REVENUE	0.00
<a href="#">101-000-084.371</a>	DUE FROM 371 DEBT SERVICE	0.00
<a href="#">101-000-084.702</a>	DUE FROM LB TRUST & AGENCY FD	0.00
<a href="#">101-000-084.727</a>	DUE FROM PENSION	0.00
<a href="#">101-000-084.900</a>	DUE FROM CAPITAL ASSET FUND	-729.04
<a href="#">101-000-084.950</a>	DUE FROM LONG TERM DEBT	0.00
<a href="#">101-000-123.000</a>	PREPAID EXPENSE	119,065.41
<a href="#">101-000-123.001</a>	PREPAID EXPENSE - CONTROL.NET	12,474.00
<a href="#">101-000-184.000</a>	SUBSCRIPTION ASSETS	273,324.74
<a href="#">101-000-185.000</a>	ACC AMTZ - SUBSCRIPTION ASSETS	-92,037.45
<b>Total Assets:</b>		<b><u>8,875,928.91</u></b>
<b>Liability</b>		
<a href="#">101-000-202.000</a>	ACCOUNTS PAYABLE	65,418.98
<a href="#">101-000-209.000</a>	ACCRUED EXPENSES	25,558.80
<a href="#">101-000-214.000</a>	DUE TO OTHER FUNDS	0.00
<a href="#">101-000-214.272</a>	DUE TO SPECIAL REVENUE	0.00
<a href="#">101-000-214.371</a>	DUE TO DEBT SERVICE	0.00
<a href="#">101-000-231.001</a>	AFLAC PAYABLE	0.00
<a href="#">101-000-231.002</a>	EMPLOYEE H.S.A. PAYABLE	276.97
<a href="#">101-000-231.003</a>	457 PAYABLE	-0.01
<a href="#">101-000-257.000</a>	ACCRUED PAYROLL	0.00
<a href="#">101-000-258.000</a>	ACCRUED PAYROLL TAXES	0.00
<a href="#">101-000-260.000</a>	ACCRUED VACATION PAYABLE	0.00
<a href="#">101-000-261.000</a>	ACCRUED SICK LEAVE PAYABLE	0.00
<a href="#">101-000-301.000</a>	SUBSCRIPTION LIABILITIES	181,151.11
<b>Total Liability:</b>		<b><u>272,405.85</u></b>
<b>Equity</b>		

**HCDL Balance Sheet****As Of 01/31/2026**

Account	Name	Balance
<a href="#"><u>101-000-380.000</u></a>	RESERVE - CAPITAL EXPENDITURE	3,169,917.35
<a href="#"><u>101-000-381.000</u></a>	SICK/VACATION/RETIREMENT RESERVE	194,798.39
<a href="#"><u>101-000-382.000</u></a>	TECHNOLOGY RESERVE	182,038.44
<a href="#"><u>101-000-390.000</u></a>	FUND BALANCE	5,084,243.25
<a href="#"><u>101-000-390.001</u></a>	FUND BALANCE - GASB 34	-592.86
	<b>Total Beginning Equity:</b>	<b>8,630,404.57</b>
Total Revenue		2,281,442.03
Total Expense		2,308,323.54
<b>Revenues Over/Under Expenses</b>		<b>-26,881.51</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>8,603,523.06</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>8,875,928.91</u></b>

## HCDL Balance Sheet

As Of 01/31/2026

Account	Name	Balance
<b>Fund: 155 - Endowment</b>		
<b>Assets</b>		
<a href="#">155-000-001.000</a>	CASH	0.00
<a href="#">155-000-001.002</a>	ONLINE CASH	0.00
<a href="#">155-000-082.101</a>	DUE FROM GENERAL FUND	0.00
<a href="#">155-000-082.272</a>	DUE FROM SPECIAL REVENUE	0.00
<a href="#">155-000-082.371</a>	DUE FROM DEBT SERVICE	0.00
<a href="#">155-000-082.472</a>	DUE FROM EQUIPMENT AND FURNISHING	0.00
<a href="#">155-000-084.000</a>	DUE FROM NON-EXPENDABLE	0.00
<a href="#">155-000-184.000</a>	BENEFICIAL INT IN ASSETS CFSEM	672,492.97
<a href="#">155-000-184.001</a>	BEN INT IN ASSETS-SONG LINE	54,967.93
<a href="#">155-000-184.002</a>	BEN INT IN ASSETS-ROSS	29,651.42
<b>Total Assets:</b>		<b>757,112.32</b>
		<b><u>757,112.32</u></b>
<b>Liability</b>		
<a href="#">155-000-202.000</a>	ACCOUNTS PAYABLE	0.00
<a href="#">155-000-214.101</a>	DUE TO GENERAL FUNDS	0.00
<a href="#">155-000-214.272</a>	DUE TO SPECIAL REVENUE	0.00
<b>Total Liability:</b>		<b>0.00</b>
		<b><u>0.00</u></b>
<b>Equity</b>		
<a href="#">155-000-375.000</a>	FUND BALANCE - SONG LINE ENDOWMENT	54,967.93
<a href="#">155-000-376.000</a>	FUND BALANCE - J. ROSS	29,651.42
<a href="#">155-000-390.000</a>	FUND BALANCE	672,492.97
<a href="#">155-000-391.000</a>	FUND BALANCE - EXPENDABLE	0.00
<a href="#">155-100-391.000</a>	FUND BALANCE - EXPENDABLE	0.00
<b>Total Beginning Equity:</b>		<b>757,112.32</b>
		<b><u>757,112.32</u></b>
Total Revenue		0.00
Total Expense		0.00
<b>Revenues Over/Under Expenses</b>		<b>0.00</b>
<b>Total Equity and Current Surplus (Deficit):</b>		<b>757,112.32</b>
		<b><u>757,112.32</u></b>

## HCDL Balance Sheet

As Of 01/31/2026

Account	Name	Balance
<b>Fund: 272 - Special Revenue</b>		
<b>Assets</b>		
<a href="#">272-000-001.000</a>	CASH	31,843.76
<a href="#">272-000-001.001</a>	BANK OF ANN ARBOR CHECKING	4,999.32
<a href="#">272-000-001.002</a>	CASH - CREDIT CHECKING	5,325.10
<a href="#">272-000-002.000</a>	BANK OF ANN ARBOR MONEY MARKET	512,193.68
<a href="#">272-000-017.000</a>	MI CLASS ACCOUNT	345,099.75
<a href="#">272-000-040.000</a>	ACCOUNTS RECEIVABLE - GENERAL	0.00
<a href="#">272-000-056.000</a>	ACCRUED INTEREST	0.00
<a href="#">272-000-082.000</a>	DUE FROM FRIENDS OF LIBRARY	145.00
<a href="#">272-000-082.101</a>	DUE FROM GENERAL FUND	0.00
<a href="#">272-000-082.155</a>	DUE FROM ENDOWMENT	0.00
<a href="#">272-000-082.371</a>	DUE FROM DEBT SERVICE	0.00
<a href="#">272-000-082.472</a>	DUE FROM EQUIPMENT AND FURNISHING	0.00
<a href="#">272-000-084.000</a>	DUE FROM OTHER FUNDS	0.00
<b>Total Assets:</b>		<b>899,606.61</b>
		<b><u>899,606.61</u></b>
<b>Liability</b>		
<a href="#">272-000-202.000</a>	ACCOUNTS PAYABLE	870.00
<a href="#">272-000-214.101</a>	DUE TO GENERAL FUND	0.00
<a href="#">272-000-214.371</a>	DUE TO DEBT SERVICE	0.00
<a href="#">272-000-214.472</a>	DUE TO EQUIPMENT AND FURNISHING	0.00
<b>Total Liability:</b>		<b>870.00</b>
		<b><u>870.00</u></b>
<b>Equity</b>		
<a href="#">272-000-386.000</a>	TERRY RESERVE	549,508.36
<a href="#">272-000-387.000</a>	ARCHIVES FUND BALANCE	42,251.26
<a href="#">272-000-390.000</a>	FUND BALANCE	281,516.76
<b>Total Beginning Equity:</b>		<b>873,276.38</b>
Total Revenue		44,921.27
Total Expense		19,461.04
<b>Revenues Over/Under Expenses</b>		<b>25,460.23</b>
<b>Total Equity and Current Surplus (Deficit):</b>		<b>898,736.61</b>
		<b><u>898,736.61</u></b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b><u>899,606.61</u></b>
		<b><u>899,606.61</u></b>

**HCDL Balance Sheet****As Of 01/31/2026**

Account	Name	Balance
<b>Fund: 371 - Debt Service Fund</b>		
<b>Assets</b>		
<u>371-000-001.000</u> CASH 0.00		
<u>371-000-082.101</u> DUE FROM GENERAL FUND 0.00		
<u>371-000-082.155</u> DUE FROM ENDOWMENT 0.00		
<u>371-000-082.272</u> DUE FROM SPECIAL REVENUE 0.00		
<u>371-000-082.472</u> DUE FROM EQUIPMENT AND FURNISHING 0.00		
<b>Total Assets:</b>		<b>0.00</b> <u>0.00</u>
<b>Liability</b>		
<u>371-000-202.000</u> ACCOUNTS PAYABLE 0.00		
<u>371-000-214.101</u> DUE TO GENERAL FUND 0.00		
<u>371-000-214.272</u> DUE TO SPECIAL REVENUE 0.00		
<u>371-000-214.472</u> DUE TO EQUIPMENT AND FURNISHING 0.00		
<u>371-000-251.000</u> ACCRUED INTEREST PAYABLE 0.00		
<u>371-000-300.000</u> BONDS PAYABLE		<u>1,555,000.00</u>
<b>Total Liability:</b>		<b>1,555,000.00</b>
<b>Equity</b>		
<u>371-000-390.000</u> FUND BALANCE 0.00		
<u>371-000-390.001</u> FUND BALANCE - EXPENDABLE -1,555,000.00		
<b>Total Beginning Equity:</b>		<b>-1,555,000.00</b>
Total Revenue 23,825.00		
Total Expense 23,825.00		
<b>Revenues Over/Under Expenses</b> 0.00		
<b>Total Equity and Current Surplus (Deficit):</b> -1,555,000.00		
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b> <u>0.00</u>		



Account	Name	Beginning Cash Balance	Net Change	Ending Balance
<b>101 - General Fund</b>				
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
<b>Fund 101 - General Fund Total:</b>		<b>6,730,780.67</b>	<b>1,832,909.48</b>	<b>8,563,690.15</b>
<b>155 - Endowment</b>				
<b>Beginning Cash Balance</b>				
155-000-001.000	CASH	-	-	-
155-000-001.002	ONLINE CASH	-	-	-
<b>Total Beginning Cash Balance:</b>		-	-	-
<b>272 - Special Revenue</b>				
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
<b>Fund 272 - Special Revenue Total:</b>		<b>901,901.63</b>	<b>(2,440.02)</b>	<b>899,461.61</b>
<b>371 - Debt Service Fund</b>				
<b>Beginning Cash Balance</b>				
371-000-001.000	CASH	-	-	-
<b>Fund 371 - Debt Service Fund Total:</b>		-	-	-
<b>Grand Total</b>		<b>7,632,682.30</b>	<b>1,830,469.46</b>	<b>9,463,151.76</b>

## HCDL Banking & Investment Summary

12/31/2025

Bank	Account Type	Description	Current Balance*	Fiscal YTD		Interest		Maturity Date
				Interest	Rate	APY	Rate	
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.

<b>Calculations</b>	
7,680.00	7,820.00
-	-
51.00	51.00
27.50	27.50
220,927.41	225,695.63
21,282.94	21,742.29
59,267.40	60,039.11
50.95	50.95
-	-
309,287.21	315,426.48

YTD Interest	JUL	AUG	SEP
4,974.84	898.44	1,095.91	940.51
-	-	-	-
14.55	1.45	1.73	2.18
1.49			
133,089.84	25,794.18	24,573.98	22,844.51
10,647.64	1,724.02	1,821.15	1,768.87
33,366.11	5,621.55	5,614.75	5,367.95
150.61	148.00	0.11	0.11
<u>1,000.00</u>		-	
<u>183,245.08</u>			

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*

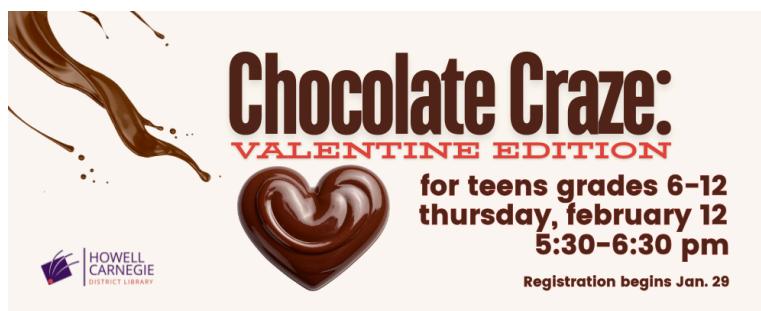
- Maria Stuart's term on the board ends on June 30, 2026. The terms of all board members are listed on the Board of Trustees page on the website, along with information on who to contact if interested in an open position. The library will include this information in the first e-newsletter sent in April 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.

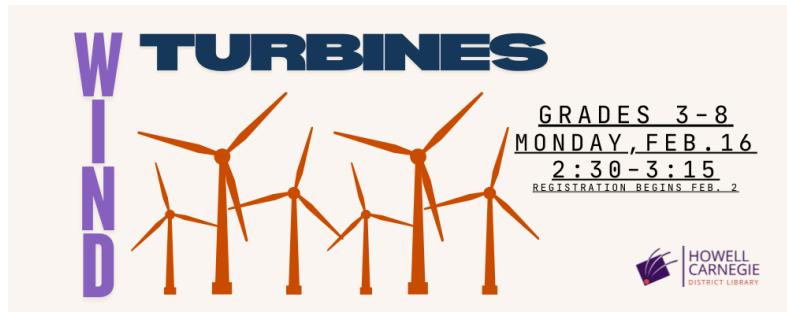
PERSONNEL:

- Nothing to report.

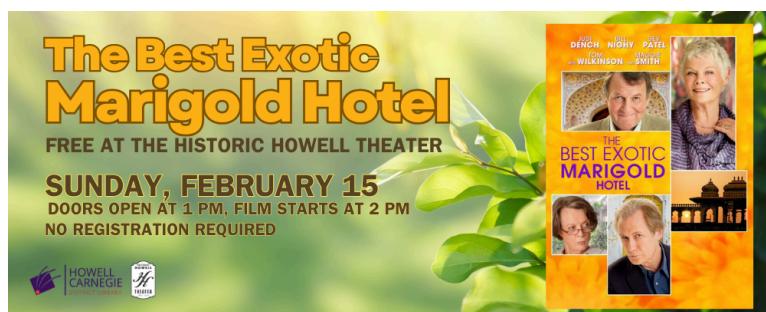
LIBRARY EVENTS:

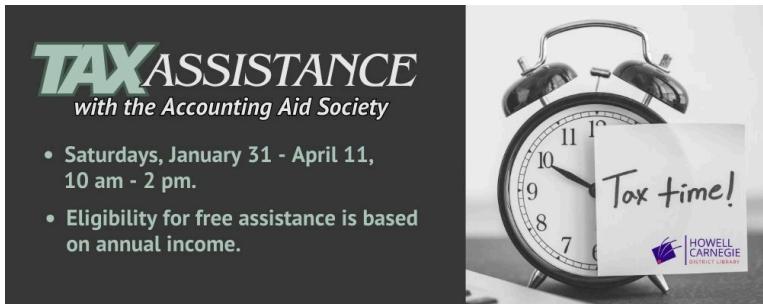
- **Youth Services (family, children, and teens)** [calendar of events](#).





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





## 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



# HOWELL CARNEGIE

DISTRICT LIBRARY

314 W Grand River Ave | Howell, MI 48843  
517-546-0720 | [www.howelllibrary.org](http://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](mailto: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](mailto: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.



## 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](mailto:ward@howelllibrary.org).

Questions can be submitted to Holly Ward Lamb, Director, at [ward@howelllibrary.org](mailto:ward@howelllibrary.org)

## **Key Dates**

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## **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.

**PART I: ADMINISTRATIVE ENTITY INFORMATION**

1.Report Start Period	07/01/2024
2.Report End Period	06/30/2025
3.FSCS	MI0160
4.Federal Employer Identification Number (FEIN)	521642160
5.UEI Number	saewn4up4213
6.Current Legal Name of Main Library	Howell Carnegie District Library
7.Legal Name of Main Library at Reporting Year End	Howell Carnegie District Library
8.Street Address	314 West Grand River Avenue
9.City	Howell
10.Zip	48843
11.Mailing Address	314 W Grand River
12.Mailing City	Howell
13.Mailing ZIP Code	48843
14.County	Livingston
15.Township	City of Howell
16.Cooperative	The Library Network
17.Phone Number	5175460720
18.TDD Number	
19.Current Director's Name	Holly Ward Lamb
20.Email Address of Library Director	ward@howelllibrary.org
21.Fax	5175461494
22.Web Address	www.howelllibrary.org
23.Has Friends Group?	Yes
24.Library Class	Class 6: Serve 50,000+
25.Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
26.Library Establishment Type	District 1989 PA 24
26b.ReEstablishDate	
27.ReEstablishStatute	none
28.Local Governance	Special Library District
29.Type	District

### Public Library Definition

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following listed criteria. Check all that apply based on the federal definition of a public library.

Library has organized collection of printed or other library materials	Yes
Library has paid staff	Yes
Library has an established schedule in which services of the staff are available to the public	Yes
Library facilities necessary to support collection, staff, and schedule	Yes
Library is supported in whole or part with public funds	Yes
Geographic Code	SD1
Was there a legal service area boundary change during the reporting period?	No

### Library Fines

Does your library collect fines for overdue materials? This does not include replacement fees for damaged or lost materials.

As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
Currently Collecting overdue fines on non-print materials. (e.g. DVDs, Audiobooks, Library of things materials) <sup>1</sup>	We do not collect fines for overdue materials .

## PUBLIC LIBRARY SURVEY

### PART II: OUTLETS

**Outlet Name**

Location		State assigned identification number	Library System ID	Outlet Name
Howell Carnegie District Library		MI0160-002		Howell Carnegie District Library

**Outlet Address**

Location		Physical Street Address	City	ZIP Code	County
Howell Carnegie District Library		314 West Grand River Avenue	Howell	48843	Livingston

**Outlet Phone & Codes**

Location		Phone	Outlet Type Code	Metropolitan Status Code
Howell Carnegie District Library		5175460720	Central Library	

**Outlet Counts**

Location		Area in Square Feet of outlet	Number of Bookmobiles	Public Service Hours Per Year	Number of Weeks Open
Howell Carnegie District Library		30,100	0	2,952	52

**Contact**

Location		Fax	Email	URL
Howell Carnegie District Library		5175461494	administrator@howelllibrary.org	howelllibrary.org

**Contact Name**

Location		Director Name	Title
Howell Carnegie District Library			

**Current Library Schedule**

Location		Open Time Monday	Closed Time Monday	Open Time Tuesday	Closed Time Tuesday	Open Time Wednesday	Closed Time Wednesday	Open Time Thursday	Closed Time Thursday	Open Time Friday	Closed Time Friday	Open Time Saturday	Closed Time Saturday	Open Time Sunday	Closed Time Sunday
Howell Carnegie District Library		9:00	7:00	9:00	7:00	9:00	7:00	9:00	7:00	9:00	4:00	9:00	7:00	12:00	4:00

**Alternate Dates**

Location		Alternate Start Date	Alternate End Date
Howell Carnegie District Library		05/25/25	09/07/25

**Alternate Library Schedule**

Location		Open Time Monday	Closed Time Monday	Open Time Tuesday	Closed Time Tuesday	Open Time Wednesday	Closed Time Wednesday	Open Time Thursday	Closed Time Thursday	Open Time Friday	Closed Time Friday	Open Time Saturday	Closed Time Saturday	Open Time Sunday	Closed Time Sunday
Howell Carnegie District Library		9:00	7:00	9:00	7:00	9:00	7:00	9:00	7:00	9:00	4:00	9:00	4:00		

**PART III: OPEN HOURS AND SQUARE FOOTAGE SUMMARY**

The information provided here is used to verify, for State Aid purposes, that the library (or the main library and its branches) met the minimum scheduled hours during the reporting year.

1.Number of Central Libraries	1
2.Average Hours per Week, Central(s)	57
3.Annual Scheduled Public Service Hours, Central(s)	2,952
4.Actual Annual Public Service Hours, Central(s)	2,952
5.Central Library(ies) Weeks Open	52
6.Number of Branch Libraries	0
7.Unduplicated Average Hours per Week, Branch(es)	0
8.Annual Scheduled Public Service Hours, Branch(es)	0
9.Actual Annual Public Service Hours, Branch(es)	0
10.Branch(es) Weeks Open	0
11.Number of Bookmobiles	0
12.Annual Scheduled Public Service Hours, Bookmobile(s)	0
13.Actual Annual Public Service Hours, Bookmobile(s)	0
14.Bookmobile(s) Weeks Open	0
15.Total Number of Outlets	1
16.Total Unduplicated Average Hours per Week	57
17.Total Annual Scheduled Public Service Hours	2,952
18.Total Annual Public Service Hours	2,952
19.Total Outlet Weeks Open	52
20.Central Library(ies) Square Feet	30,100
21.Branch(es) Square Feet	0
22.Total Square Feet	30,100

**Legislative Districts**

	District #	Name
MI Representative	50	Jason Woollford
MI Senate	22	Sen. Lana Theis
US Representative	7	Tom Barrett

**PART IV: PAID STAFF**

Report figures as of the last day of the reporting year. Include all employees paid with library funds to do library work or to maintain the library building for the main library, all branches, bookmobiles, and other service outlets. All employees, whether or not they are certified by the Library of Michigan, are included. This should not include volunteers, since these figures may be used to determine average staff expenditures. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. The Full Time Equivalent (FTE) staff is automatically figured by adding the total number of hours worked by all employees in each category, then dividing the total staff hours by 40 and rounding to two decimal places.

1.Number of ALA-MLS Librarians	6
2.Total Hours per Week worked by ALA-MLS Librarians	190.00
3.ALA-MLS FTE (40 Hours/wk)	4.75
4.Number of Other Librarians	0
5.Total Hours per Week worked by Other Librarians	0.00
6.Other Librarians FTE (40 Hours/wk)	0.00
7.Number of Total Librarians	6
8.Total Hours per Week worked by Total Librarians	190.00
9.Total Librarians FTE (40 Hours/wk)	4.75
10.Number of All Other Paid Staff	40
11.Total Hours per Week worked by All Other Paid Staff	715.25
12.All Other Paid Staff FTE (40 Hours/wk)	17.88
13.Number of Total Paid Employees	46
14.Total Hours per Week worked by Total Paid Employees	905.25
15.Total Paid Employees FTE (40 Hours/wk)	22.63

**PART V: OPERATING INCOME**

Report income used for operating expenditures as defined below. DO NOT include capital income, contributions to endowments, income passed through to another agency, or funds unspent in the previous fiscal year. This section provides detail of local, state and federal income for your library's reporting year. Include federal, state, or other grants, except for grants for capital expenditures. It is important to keep accurate financial records for each reporting year and to be able to track local, state, and federal funds separately. Although there must be a realistic relationship between total operating income and total operating expenditures, the figures will probably not balance exactly. It is important to report accurately, since the library must be able to verify any financial information with audited figures. For purposes of this report, INCOME is defined as actual cash or a documented monetary transfer to the library fund. Do not include in-kind services, pledges and grants not received. Total Local Operating Income is used to meet the 3/10 mill match requirement for State Aid. If your library's total service area does not meet this state aid standard, revenues from the total legal service area and the individual contracted municipalities will be reviewed. For this reason, the Operating Income section provides entry for each municipality served by your library. When completing the form: - If your legal service area is comprised of more than one municipality (for example, a whole county, a school district of two or more municipalities), the legal area income can be reported with the first service area data. - If you cannot break down miscellaneous "other public local income" by municipality, report it all in the first Legal Service Area listed. - Only local income needs to be broken down by municipality.

**A. Legal Service Area**

LSA Municipality	LSA Local Penal Fine Revenues	LSA Income from Voted Millage	LSA Appropriated Tax Income	LSA Other Local Gov Income	LSA Total Local Gov Income	LSA Fines, Fees, Donations	LSA Verified Info	LSA Municipality ID	LSA Municipality County	LSA Population Served	LSA Population Percent	LSA Service Area ID
Brighton Township	\$127,988	\$3,567,902		\$423,633			935	Livingston	2,016	10.53%	766	
Cohoctah Township							1143	Livingston	1,496	46.07%	765	
Deerfield Township							934	Livingston	1,000	24.00%	764	
Genoa Township							933	Livingston	12,421	60.03%	763	
Handy Township							1139	Livingston	23	0.40%	789	
Howell City							932	Livingston	10,068	100.00%	760	
Howell Township							1138	Livingston	7,559	95.77%	759	

Iosco Township	1137	Livingston	759	19.60%	758
Marion Township	931	Livingston	11,154	99.19%	757
Oceola Township	930	Livingston	12,222	83.58%	756

**Subtotals**

1. Subtotal Legal Service Area Population Served	58,718
2. Subtotal Local Penal Fine Revenues	\$127,988
3. Subtotal Income From Voted Millage	\$3,567,902
4. Subtotal Appropriated Tax Income	\$0
5. Subtotal Other Local Government Income	\$423,633
6. Subtotal Total Local Government Income	\$4,119,523
7. Subtotal Other Local Operating Income	\$0

**B. Contracted Municipality**

Contracted Municipality	Contracted Local Penal Fine Revenues	Contracted Income From Voted Millage	Contracted Appropriated Tax Income	Contracted Municipal Income	Contracted Total Local Gov Income	Contracted Local Government Income	Contracted Other Local Operating Income	Contracted Local Population	Contracted Local County Population	Contracted Local County Population Served	Contracted Local County Population Percent	Service Area ID

**Subtotals**

1. Contracted Municipality Population Served	0
2. CM Penal Fine Revenues	\$0
3. CM Income From Voted Millage	\$0
4. CM Appropriated Tax Income	\$0
5. Contract Fee Income	\$0
6. CM Total Local Government Income	\$0
7. CM Other Local Operating Income	\$0

**C. Operating Income Summary**

1. Total Local Government Income	\$4,119,523
2. Total Other Local Operating Income	\$0
3. Total Local Operating Income	\$4,119,523
4. State Government Operating Income	\$117,475
5. Federal Government Operating Income	\$0
6. Total Operating Income	\$4,236,998

**PART VI: CAPITAL INCOME**

1. Federal Capital Income	\$0
2. State Capital Income	\$0
3. Local Capital Income	\$0
4. Private Capital Income	\$0
5. Total Capital Income	\$0
6. Total Population Served	58,718

**PART VII: OPERATING EXPENDITURES**

Operating expenditures are the costs necessary to support the provision of library services. List only expenditures paid from library operating budgets for the fiscal year.

**A. Staff Expenditures**

1. Salaries and Wages	\$1,180,729
2. Employee Benefits	\$407,675
3. Total Staff Expenditures	\$1,588,404

**B. Collection Expenditures**

4. Print Materials Expenditure <sup>2</sup>	\$110,869
5. Other Physical Materials Expenditure	\$114,520
6. Electronic Content Expenditures	\$263,798
7. Total Collection Expenditures	\$489,187

**C. Other Operating Expenditures**

8. Other Operating Expenditures	\$571,422
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**D. Total Operating Expenditures**

9. Total Operating Expenditures	\$2,649,013
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#### PART VIII: CAPITAL OUTLAY

Include expenditures paid from your library capital budget for the acquisition of or additions to fixed assets such as building sites, new building additions, equipment, initial book stock, furnishings for new or expanded buildings, or vehicles, and other onetime, extraordinary projects. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

1. Capital Expenditures for Electronic Access	\$0
2. Furnishings and Equipment Expenditures	\$0
3. Building Expenditures	\$468,974
4. Other Capital Expenditures	\$0
5. Total Capital Expenditures	\$468,974

#### PART IX: LIBRARY COLLECTION

For each category, report the number of units (items) owned at the end of the reporting year. Items which are packaged together as a unit, e.g. two compact disks, two films, or two videocassettes, and which are generally checked out as a unit, should be counted as one physical unit. Subscriptions should be counted by number of subscriptions and not the number of issues.

1. Number of Print Materials	112,063
2. Audio (Physical Units)	9,226
3. Video (Physical Units)	19,852
4. Subscriptions (Non-electronic)	117
5. Other Circulating Physical Items	1,166

#### New Library Collection Data Elements

### Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

1.Did the administrative entity provide access to e-books purchased solely by the administrative entity?	Yes
2.Did the administrative entity provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
3.Did the administrative entity provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Yes

### Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

1.Did the administrative entity provide access to e-serials purchased solely by the administrative entity?	Yes
2.Did the administrative entity provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
3.Did the administrative entity provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Yes

### Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions

1.Did the administrative entity provide access to e-audio purchased solely by the administrative entity?	Yes
2.Did the administrative entity provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
3.Did the administrative entity provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Yes

### Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

1.Did the administrative entity provide access to e-video purchased solely by the administrative entity?	Yes
2.Did the administrative entity provide access to e-video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
3.Did the administrative entity provide access to e-video provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Yes

### Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

1.Did the administrative entity provide access to research databases purchased solely by the administrative entity?	Yes
2.Did the admin entity provide access to research databases purchased via a consortium, coop, or other similar group at the local, regional, or state level?	Yes
3.Did the admin entity provide access to research databases provided by the state library agency or another state agency at no or minimal cost to the admin entity?	Yes

### Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

1.Did the admin entity provide access to online learning platforms purchased solely by the admin entity?	Yes
2.Did the admin entity provide access to online learning platforms purchased via a consortium, coop, or other similar group at the local, regional, or state level?	Yes
3.Did the admin entity provide access to online learning platforms provided by the state library agency or another state agency at no or minimal cost to the admin entity?	Yes

## PART X: LIBRARY SERVICES

If exact amount is unknown, enter an estimate. If an actual count of the data element is unavailable, determine an annual estimate by an actual count during a typical week in October and multiplying the count by 52. A "Typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open). This technique can be used to estimate library visits, circulation transactions, reference transactions, interlibrary loans and number of users of electronic resources.

### A. Library Visits

1.Library Visits	150,635
Are physical visits counted or estimated?	Counted

### B. Summer Reading Participation

1.Do You Offer a Structured Summer Education and Enrichment Program for Children?	Yes
2.How Many Children Signed Up For This Program	912
3.How Many Children Completed This Program	229
4.Do You Offer a Structured Summer Education and Enrichment Program for Teens?	Yes
5.How Many Teens Signed Up For This Program?	209
6.How Many Teens Completed This Program	39
Total Participation	1,121

**C(a). Summer Reading Events**

Count all summer reading programs targeted at audiences from 0-18, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

	Total	Onsite	Offsite	Virtual
Number of Summer Reading Events For Children Ages 0-5	11	8	3	0
Attendance at (Live: In Person or Virtual) Summer Reading Events For Children Ages 0-5	1,416	904	512	0
Number of (Live: In Person or Virtual) Summer Reading Events For Children Ages 6-11	24	22	2	0
Attendance at (Live: In Person or Virtual) Summer Reading Events For Children Ages 6-11	1,479	1,416	63	0
Number of (Live: In Person or Virtual) Summer Reading Events For Teens Ages 12-18	16	16	0	0
Attendance at (Live: In Person or Virtual) Summer Reading Events For Teens Ages 12-18	110	110	0	0

**-C(b). Programming (non summer reading)**

A program is any library planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

Do not count Summer Reading Events again here.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume

writing assistance, homework assistance, and mentoring activities.

	Total	Onsite	Offsite	Virtual
Number of (Live: In Person or Virtual) Program Sessions For Children Ages 0-5	185	156	29	0
Attendance at (Live: In Person or Virtual) Programs For Children Ages 0-5	6,683	4,844	1,839	0
Number of (Live: In Person or Virtual) Program Sessions For Children Ages 6-11	139	111	28	0
Attendance at (Live: In Person or Virtual) Programs For Children Ages 6-11	4,982	2,891	2,091	0
Teen Programs (Live: In Person or Virtual) Ages 12-18	69	69	0	0
Teen Program Attendance (Live: In Person or Virtual) Ages 12-18	319	319	0	0
Adult Programs (Live: In Person or Virtual)	291	205	2	84
Adult Program Attendance (Live: In Person or Virtual)	2,888	2,024	211	653
General Programs (Live: In Person or Virtual)	0	0	0	0
General Program Attendance (Live: In Person or Virtual)	0	0	0	0

**C(c). Alternate Activities and Early Literacy**

The number of Library Created Virtual Recorded On Demand Content	0
Total Views of Recorded Library Created Virtual On Demand Content (within 30 days of release date)	0
The number of self directed activities (also known as passive programming) provided	27
The Total Usage of Self Directed Activity Opportunities	2,088
Do any of your programs focus on early literacy for ages 0-5?	Yes
How many of the Children's Programs reported in the sections above were focused on Early Literacy?	167
Report Total Early Literacy Program Attendance for the programs reported in the sections above.	6,423

**Program Totals (All)**

This section consists entirely of automatically calculated fields. If totals do not appear to be correct, refresh your report using CTRL + F5 or your browser's refresh button.

Total Number of In-Person Onsite Program Sessions (A total of the programs reported above that were held at the library)	587
Total Attendance at In-Person Onsite Programs	12,508
Total Number of In-Person Offsite Program Sessions (A total of the programs reported above that were held Offsite)	64
Total Attendance at In-Person Offsite Programs	4,716
Total Number of Live Virtual Program Sessions (A total of the programs reported above that were held Live virtually)	84
Attendance at Live Virtual Program Sessions	653
Total Number of Live Program Sessions For Children Ages 0-5	196
Attendance at Live Programs For Children Ages 0-5	8,099
Total Number of Live Program Sessions For Children Ages 6-11	163
Attendance at Live Programs For Children Ages 6-11	6,461
Total Children's Programs	359
Total Children's Program Attendance	14,560
Total Teen Programs	85
Total Teen Program Attendance	429
Total Number of Live Program Sessions	735
Total Attendance at Live (Virtual or In Person) Programs	17,877

**D. Circulation Transactions**

Does The Library Provide "Outside Services" for the Circulation of Physical Materials at any Outlet?	Yes
Does your library circulate electronic devices capable of providing remote internet access (Hotspots, laptops with mobile broadband, etc)	Yes
Circulation of Internet Devices	548
Did your library offer automatic renewal for any physical materials during the reporting period?	Yes
1.Circulation of Physical Children's Materials	189,303
2.Circulation of Physical Non-Children's Materials	138,318
3.Circulation of Other Physical Items	6,899
4.E-Book Circulation	79,829
5.E-serial Circulation	18,369
6.E-audio Circulation	111,885
7.E-video Circulation	5,266
Total Physical Circulation	334,520

**E. Reference Transactions**

8.Reference Transactions	43,030
Are Reference transactions Counted or Estimated?	Estimated

**F. Interlibrary Loans**

9.Number of items loaned to other libraries	7,042
10.Number of items borrowed from other libraries	8,746
Does your library participate in MeLCAT?	Yes
Does your library offer AV borrowing through MeLCat?	Yes
Does your library participate in MeL's Visiting Patrons services?	Yes

**G. Uses (Sessions) of Public Internet Computers Per Year**

11.Uses (Sessions) of Public Internet Computers Per Year	8,705
Reporting Method for Number of Uses of Public Internet Computers Per Year	Annual Count

**H. Uses of Wireless Logins Per Year**

12.Uses of Wireless Logins Per Year	62,597
Reporting Method for Wireless Sessions	Annual Count
Does the Library Intentionally Provide WI-FI Internet Access to Users Outside The Building at One or More Outlet After Normal Operating Hours?	Yes

**I. Number of active registered borrowers**

13.Number of active registered borrowers	25,807
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**J. Internet Terminals**

Click on Outlet's name to enter internet information for each outlet. Do not include service outlets that are not administered by the library system. Use a Speed Test ( Ookla <https://www.speedtest.net/> Google Fiber Speedtest <http://speedtest.googlefiber.net/> etc... ) to complete the connection speeds portion using current data.

Library Name	Connection Download Speed	Connection Upload Speed	Connection Type	Public Terminals	Staff Terminals
Howell Carnegie District Library	300.1-400 Mbps (Broadband Speed)	50.1 Mbps or Greater		51	39

**Total**

14.Total Staff Terminals	39
15.Total Public Terminals	51

**PART XI: CERTIFICATION OF PUBLIC LIBRARY PERSONNEL**

This section verifies that appropriate numbers and levels of staff worked at the library during the reporting year to meet the minimum standards for State Aid. Only staff that are CERTIFIED by the Library of Michigan and worked during the REPORTING YEAR need to be listed on this page. If a new CERTIFIED staff member was hired during the reporting year, please provide a hire date. If a certified staff member (including the director) left during the reporting year, please provide a departure date. For example, if the directorship changed during the reporting year, list the previous director with his or her departure date and the current director immediately below with his or her date of hire.

**A. Director Certification Information**

Please enter the information for your current director.

1. Director's Name	Holly Ward Lamb
2. Title	Director
3. Director's SSN (last 4 digits)	9910
4. Director's Avg Hrs Worked/Week	42
5. Director's Certification Level (I, II, III, or IV)	I
6. Director's Hire Date	01/01/2018
7. Director's Departure Date	

**B. Library Personnel Certification Information**

Title	Name	Last 4 Digits Social Security Number	Avg. Hours Worked Per Week	Certification Level RECEIVED from Library of Michigan	Hire Date if New in Reporting Year	Departure Date in Reporting Year	Head of Entity	Verified Information?	Certification Expiration Date
	Janice Heilman	2961	40	I				FALSE	TRUE
	Holly Marie- Ward Lamb	9910	42	I				TRUE	TRUE
	Hannah Mullins	7351	25	II				FALSE	TRUE
	Amber Carnahan	5548	21	II				FALSE	TRUE
	Jessica Byrns	0649	40	II	2023-12-11			FALSE	TRUE
	Carrie	0174	24	II				FALSE	TRUE

Fairbanks

0

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#### PART XII: CURRENT NONRESIDENT FEES INFORMATION

1. Non-Resident Fee	Yes
2. NR Fee Annual or One Time	Annual
3. Fee schedule or non-resident rate (Example: \$35/family; \$25/individual)	\$30 individual \$90 Family
4. Full Library Service for Contracted Municipalities	NA

#### PART XIII: TECHNOLOGY

1. Total number of computers that the library provides for use by staff only	39
2. Total number of computers that the library provides for public use	51
3. Is your library circulation system automated?	Yes
4. Total income budgeted for the library's Integrated Library System	\$161,661
5. Circulation System Vendor Name	Innovaive Interfaces
6. Is your card catalog automated?	Yes
7. Card Catalog Vendor Name	Bywater Solutions
8. Patron Initiated ILL	Yes
9. Do you offer a Remote Catalog?	Yes
10. Do you provide Self Checkout?	Yes
11. Is your Circulation System Shared?	No
12. Do you provide Wireless Internet Access to Patrons?	Yes

**PART XIV: SALARY AND BENEFIT INFORMATION**

Using the library's CURRENT pay scale for each position, indicate the average hours worked per week, the minimum and maximum salary range and the minimum and maximum hourly rate earned for one year for the classifications listed for the main library. Report salary information for filled and vacant positions. Position titles may not reflect exact titles used at your library; use the closest match.

**MLS Librarians Salary Information**

Please complete this section for all library employees under the categories listed if the staff members hold accredited masters degrees in library science

1.MLS Director Average Hrs/Wk	42
2.MLS Director Minimum Salary	\$90,100
3.MLS Director Maximum Salary	\$117,211
4.MLS Director Minimum Hourly Wage	43.32
5.MLS Director Maximum Hourly Wage	56.35
6.MLS Assistant Director Average Hrs/Wk	0
7.MLS Assistant Director Minimum Salary	\$0
8.MLS Assistant Director Maximum Salary	\$0.00
9.MLS Assistant Director Minimum Hourly Wage	0.00
10.MLS Assistant Director Maximum Hourly Wage	0.00
11.MLS Department/Branch Head Average Hrs/Wk	41
12.MLS Department/Branch Head Minimum Salary	\$70,100
13.MLS Department/Branch Head Maximum Salary	\$87,600
14.MLS Department/Branch Head Minimum Hourly Wage	33.70
15.MLS Department/Branch Head Maximum Hourly Wage	42.12
16.MLS Senior Level Librarian Average Hrs/Wk	0
17.MLS Senior Level Librarian Minimum Salary	\$0
18.MLS Senior Level Librarian Maximum Salary	\$0
19.MLS Senior Level Librarian Minimum Hourly Wage	0.00
20.MLS Senior Level Librarian Maximum Hourly Wage	0.00
21.MLS Mid Level Librarian Average Hrs/Wk	0
22.MLS Mid Level Librarian Minimum Salary	\$0
23.MLS Mid Level Librarian Maximum Salary	\$0
24.MLS Mid Level Librarian Minimum Hourly Wage	0.00
25.MLS Mid Level Librarian Maximum Hourly Wage	0.00
26.MLS Entry Level Librarian Average Hrs/Wk	40
27.MLS Entry Level Librarian Minimum Salary	\$53,498
28.MLS Entry Level Librarian Maximum Salary	\$66,102
29.MLS Entry Level Librarian Minimum Hourly Wage	25.72
30.MLS Entry Level Librarian Maximum Hourly Wage	31.78

**Non MLS Librarians Salary Information**

Please complete this section for all library employees under the categories listed if staff members DO NOT hold accredited masters degrees in library science

1.Non MLS Director Average Hrs/Wk	0
2.Non MLS Director Minimum Salary	\$0
3.Non MLS Director Maximum Salary	\$0
4.Non MLS Director Minimum Hourly Wage	0.00
5.Non MLS Director Maximum Hourly Wage	0.00
6.Non MLS Assistant Director Average Hrs/Wk	0
7.Non MLS Assistant Director Minimum Salary	\$0
8.Non MLS Assistant Director Maximum Salary	\$0
9.Non MLS Assistant Director Minimum Hourly Wage	0.00
10.Non MLS Assistant Director Maximum Hourly Wage	0.00
11.Non MLS Department/Branch Head Average Hrs/Wk	41
12.Non MLS Department/Branch Head Minimum Salary	\$62,600
13.Non MLS Department/Branch Head Maximum Salary	\$78,300
14.Non MLS Department/Branch Head Minimum Hourly Wage	30.10
15.Non MLS Department/Branch Head Maximum Hourly Wage	37.64
16.Non MLS Senior Level Librarian Average Hrs/Wk	0
17.Non MLS Senior Level Librarian Minimum Salary	\$0
18.Non MLS Senior Level Librarian Maximum Salary	\$0
19.Non MLS Senior Level Librarian Minimum Hourly Wage	0.00
20.Non MLS Senior Level Librarian Maximum Hourly Wage	0.00
21.Non MLS Mid Level Librarian Average Hrs/Wk	0
22.Non MLS Mid Level Librarian Minimum Salary	\$0
23.Non MLS Mid Level Librarian Maximum Salary	\$0
24.Non MLS Mid Level Librarian Minimum Hourly Wage	0.00
25.Non MLS Mid Level Librarian Maximum Hourly Wage	0.00
26.Non MLS Entry Level Librarian Average Hrs/Wk	0
27.Non MLS Entry Level Librarian Minimum Salary	\$0
28.Non MLS Entry Level Librarian Maximum Salary	\$0
29.Non MLS Entry Level Librarian Minimum Hourly Wage	0.00
30.Non MLS Entry Level Librarian Maximum Hourly Wage	0.00

### Library Support Staff Salary Information

Please complete this section for all library support staff not listed in the sections above regardless of MLS/Non MLS designation.

1.Computer/Technology Specialist Average Hrs/Wk	40
2.Computer/Technology Specialist Minimum Salary	\$66,200
3.Computer/Technology Specialist Maximum Salary	\$82,800
4.Computer/Technology Specialist Minimum Hourly Wage	31.83
5.Computer/Technology Specialist Maximum Hourly Wage	39.80
6.Library Clerk Average Hrs/Wk	22
7.Library Clerk Minimum Salary	\$22,816
8.Library Clerk Maximum Salary	\$29,595
9.Library Clerk Minimum Hourly Wage	18.65
10.Library Clerk Maximum Hourly Wage	25.87
11.Library Page Average Hrs/Wk	10
12.Library Page Minimum Salary	\$7,140
13.Library Page Maximum Salary	\$8,778
14.Library Page Minimum Hourly Wage	13.73
15.Library Page Maximum Hourly Wage	16.88

### Director Benefit Information

22.Director Health Insurance	Yes
23.Director Dental Insurance	No
24.Director Life Insurance	Yes
25.Director Pension	Yes
26.Director Vision Insurance	No
27.Director Paid Sick Leave	Yes
28.Director Paid Vacation	Yes
29.Director Paid Holidays	Yes
30.Director Deferred Compensation	Yes
31.Director Disability	No
32.Director Paid Personal Days	No
33.Director Longevity	No
34.Director Other Benefits	

**Full Time Employee Benefits**

35.FT Health Insurance	Yes
36.FT Dental Insurance	No
37.FT Life Insurance	Yes
38.FT Pension	Yes
39.FT Vision Insurance	No
40.FT Paid Sick Leave	Yes
41.FT Paid Vacation	Yes
42.FT Paid Holidays	Yes
43.FT Deferred Compensation	Yes
44.FT Disability	No
45.FT Paid Personal Days	No
46.FT Longevity	No
47.FT Other Benefits	

**Part Time Employee Benefits**

48.PT Health Insurance	No
49.PT Dental Insurance	No
50.PT Life Insurance	No
51.PT Pension	No
52.PT Vision Insurance	No
53.PT Paid Sick Leave	Yes
54.PT Paid Vacation	Yes
55.PT Paid Holidays	Yes
56.PT Deferred Compensation	Yes
57.PT Disability	No
58.PT Paid Personal Days	No
59.PT Longevity	No
60.PT Other Benefits	

**PART XV: CURRENT MILLAGE INFORMATION**

Provide current millage information as of the date you are filing out the survey rather than by fiscal year reporting period.

1.Millage Rate	1.0000
2.Millage Authorization Date	Oct 1988
3.Millage Rate Levied	0.6477
4.Millage Expiration Date	
5.Millage Voted in Perpetuity	Yes
6.Millage is for Operating, Debt, or Both?	Operating
7.Millage Rate (2)	0.4000
8.Millage Authorization Date (2)	August 2013
9.Millage Rate Levied (2)	0.3742
10.Millage Expiration Date (2)	August 2032
11.Millage Voted in Perpetuity (2)	No
12.Millage is for Operating, Debt, or Both? (2)	Operating
13.Millage Rate (3)	
14.Millage Authorization Date (3)	
15.Millage Rate Levied (3)	
16.Millage Expiration Date (3)	
17.Millage Voted in Perpetuity (3)	No
18.Millage is for Operating, Debt, or Both? (3)	

**PART XVI: TRUSTEES REPORT**

List the names of the Trustees who are serving at the time this report is filed. Be sure to complete the "Term Expires" column. DO NOT LIST TRUSTEES WHOSE TERMS HAVE EXPIRED AT THE TIME OF FILING THIS REPORT. Library Staff Members may not be voting members of the Board of Trustees. School District Libraries organized under Public Act 451, 1976, must report both their legal School Board and their Library Advisory Board. If a Board position is vacant at the time of filing, make an entry for the vacant position to verify that your Board will have the appropriate number of Trustees. When the position is filled, contact Joseph Hamlin to report the new Board member and term at hamlinj2@michigan.gov or (517) 335-1501.

Trustee Title	Trustee Name	Trustee Email	Trustee Voting Member?	Trustee Address 1	Trustee Address 2	Trustee City	Trustee State	Trustee Zip Code	Trustee Phone	Trustee Term Expires	Trustee Verified Info
President	Kathryn	tuck@howell	Yes	703 W		Howell	MI	48843	5175180586	062027	Yes

	Tuck	library.org	Grand River Ave 5075 N. Burkhardt Rd	Howell	MI	48855	5175455000	06/30/2028	Yes
Vice President	Susan Pominville	pominville@ howelllibrary.org	Yes						
Secretary	Jennifer Earl	earl@howelllibrary.org	Yes	3025 Oak Grive Rd	Howell	MI	48855	5173045000	06/30/2027 Yes
Treasurer	Bob Ellis	REllis@cityo fhowell.org	Yes	1121 Bower St	Howell	MI	48843	5143768486	06/30/2024 Yes
Trustee	Maria Stuart	stuart@howelllibrary.org	Yes	133 Isbell	Howell	MI	48843	8106239858	06/30/2026 Yes
Trustee	Heather White	white@howelllibrary.org	Yes	4858 N. Latson	Howell	MI	48855	8109652193	063029 Yes
Trustee	Jacob Schlittler	schlittler@howelllibrary.org	Yes	332 Riddle	Howell	MI	48843	5175416240	063029 Yes

Select the option which describes how your library Board members are designated

The Library Trustees are:	Appointed
Is this a governing or advisory library board?	Governing

**PART XVII: CERTIFICATION OF INFORMATION**

Please complete the fields below

1.Authorized Official Name	Holly Ward Lamb
2.Authorized Official Title	Director
3.Authorized Official Phone Number	5175460720
4.Authorized Official Email	ward@howelllibrary.org
5.Authorized Official Sign Date	1-26-26
6.Contact Person Name	Diane McKee
7.Contact Person Title	Business Office Administrator
8.Contact Person Phone Number	5175460720
9.Contact Person Email	mckee@howelllibrary.org
10.Contact Person Sign Date	1-26-26
11.Director Name	Holly Ward Lamb
12.Director Phone Number	5275460720
13.Director Email	ward@howelllibrary.org
14.Director Sign Date	1-26-26
I certify that the information provided on this application truly represents the library's activities, that the financial information can be verified by audit and the reported information is made available to the library board.	Yes
I certify that state aid funds were used for expenses that are consistent with at LEAST ONE of the purposes AND ONE of the priorities of the Library Services & Technology Act (20 USC Chapter 72 Subchapter II). Click on this text to see the full list	Yes

<sup>1</sup>, we only collect fines on hotspots(0-2025-12-30)

<sup>2</sup>, 4. spending shifting from print to digital, as well as Library of Things(0-2026-01-26)