

HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Agenda for May 12, 2026
Meabon Room, Howell Carnegie District Library
314 West Grand River Ave, Howell, MI 48843
517-546-0720
Enter through Clinton St Doors

7:00 Call to Order/Approval of Agenda

7:03 Attendance

7:05 **Consent Agenda:**

A. Minutes from April 14, 2026

B. Bills & Payrolls

7:07 Announcements & Comments from the public

7:12 President's Report

7:15 Treasurer's Report

7:18 Committee Reports - None

7:20 Director's Report

Action Items:

Unfinished Business:

7:24 None

New Business:

7:25 Requesting a Purchase Agreement for an outdoor speaker system with Metro Detroit Integrated Systems (MDIS) for \$31,688.76

7:30 Use of Library Grounds Request from Howell Recreation related to Melon Festival

Discussion Items:

7:35 Review Draft Budget Fiscal Year 2026-2027

7:40 Proposed Pay Structure

7:45 Reminder - Trustee Assessment

7:50 Conduct Annual Performance Appraisal of the Director

8:10 Comments & Concerns of Board Members

8:15 Next Board Meeting - Tuesday, June 9, 2026

6:45 pm Public Hearing for Review of the Proposed 2026-2027 Budget

7:00 pm Board Meeting

8:16 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 April 14, 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, Susan Pominville, Jacob Schlittler, Maria Stuart, Kathryn Tuck, and Heather White. Library Director Holly Ward Lamb and Shannon Coker, Parks & Programs Coordinator for the City of Howell, were present. Three members of the public also attended the meeting.

Member(s) Absent: None.

IN-SERVICE TRAINING TOPIC

Shannon Coker, Parks & Programs Coordinator for the City of Howell, updated the board on the city's Fire and Ice Project, potential programs associated with it, and her new position in general.

Maria Stuart moved to approve the consent agenda as presented, including **a) Minutes of March 10, 2026; b) Bills & Payrolls, including the payment register dated 03/01/2026 through 03/31/2026 for the amount of \$158, 555.13; c) Updating Permissions Policy; and d) Resolution 26-02 to Honor the Volunteer Service of Fred Woodhams.** Susan Pominville seconded, and the board was polled. All board members approved.

Comments from the public: None.

President Kathryn Tuck thanked the board for completing the annual director evaluation. She stated that next month, the board will review the responses as a team, and she will then circle back to discuss the evaluation with Director Lamb. She also thanked board members who attended the recent Women United "Power of the Purse" event, which will support literacy programs in the county.

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.

Committee Reports: The Nominating & Recruiting Committee met at 6:30 pm on Tuesday, April 14, 2026. Holly Lamb reported that the committee discussed the slate of officers for FY 2026-27.

Director Holly Ward Lamb reported that the library received a very kind donation from a homebound patron. The \$1,000 donation was made in honor of the staff. Trustee Jennifer Earl agreed to call and thank the patron who made the donation.

Holly Lamb explained the “Library Hop” program, which encourages people to visit other libraries in addition to their home library. The library is participating in the Hop until April 30.

Director Lamb notified the board that the Michigan Tax Tribunal hearing is scheduled for August 18 and 19 (if necessary) in Lansing.

Director Lamb shared quotes from Equal Justice Initiative Attorney and Author Brian Stevenson, whom she heard speak at the PLA conference in Minneapolis. Mr. Stevenson’s address was connected to a series of programs we are hosting at the library entitled “Let’s Talk About Race.” She extended an invitation to the trustees for that series.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None.

DISCUSSION

- Director Lamb provided the board with an update on the replacement of three compressor units (project with ThermaNetics).
- Director Lamb provided the board with an update on new handrails for the front entrance. She reported that the final drawings have been signed off and are in the production line for both manufacturers; the estimated installation date is mid-August.
- Director Lamb updated the board on the bequest from the Jennifer Browning Trust.
- Board members reviewed the process and wording for the trustee assessment.
- Board members reviewed and discussed the quarterly update of the library’s Strategic Plan. The kickoff meeting for the library’s space

assessment is scheduled for the last week of April. She will provide more information at the May board meeting.

- Service Spotlight: Recite Me.

COMMENTS & CONCERNS OF BOARD MEMBERS

Maria Stuart reported that she has just hired two part-time writers for The Livingston Post, and that her digital-only publication is doing quite well.

Without objection, President Kathryn Tuck adjourned the meeting at 8:02 pm.

Kathleen Murray, Recording Secretary



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Fund 101-General Fund						
1032	FIRE PROS INC.	04/08/2026	EFT	0.00	427.00	394
01246	FOLLETT CONTENT SOLUTIONS LLC	04/08/2026	EFT	0.00	400.23	395
1194	HOOPLA-MIDWEST TAPE	04/08/2026	EFT	0.00	12,899.51	396
01236	INGRAM LIBRARY SERVICES	04/08/2026	EFT	0.00	810.41	397
22	MIDWEST TAPE LLC	04/08/2026	EFT	0.00	472.60	398
01218	OOMA INC.	04/08/2026	EFT	0.00	577.41	399
939	OVERDRIVE	04/08/2026	EFT	0.00	1,615.95	400
8465	QUILL CORPORATION	04/08/2026	EFT	0.00	270.83	401
TLN	THE LIBRARY NETWORK	04/08/2026	EFT	0.00	2,096.30	402
01240	TREVIPIY	04/08/2026	EFT	0.00	175.16	403
01246	FOLLETT CONTENT SOLUTIONS LLC	04/22/2026	EFT	0.00	567.23	404
01236	INGRAM LIBRARY SERVICES	04/22/2026	EFT	0.00	2,269.74	405
1469	KANOPY	04/22/2026	EFT	0.00	448.80	406
22	MIDWEST TAPE LLC	04/22/2026	EFT	0.00	150.73	407
939	OVERDRIVE	04/22/2026	EFT	0.00	4,357.92	408
8465	QUILL CORPORATION	04/22/2026	EFT	0.00	114.92	409
01089	LORI E. FITHIAN	04/01/2026	Regular	0.00	675.00	4644
XBS	XEROX CORP	04/08/2026	Regular	0.00	1,251.13	4645
1222	CINDY ALESSO	04/08/2026	Regular	0.00	50.00	4646
900	BRODART CO.	04/08/2026	Regular	0.00	406.36	4647
58	CEI MICHIGAN, INC	04/08/2026	Regular	0.00	1,285.00	4648
01259	CENTER POINT LARGE PRINT	04/08/2026	Regular	0.00	150.00	4649
01193	CHERRY LAKE PUBLISHING	04/08/2026	Regular	0.00	264.94	4650
01221	CRABTREE PUBLISHING COMPANY	04/08/2026	Regular	0.00	370.30	4651
1208	DATA PARTNER INC.	04/08/2026	Regular	0.00	6,400.00	4652
1164	DEE CRAMER	04/08/2026	Regular	0.00	4,798.75	4653
1600	DEMCO	04/08/2026	Regular	0.00	583.49	4654
01183	EDUCATE STATION LLC	04/08/2026	Regular	0.00	500.00	4655
01159	ELEMENTONE CONSULTING INC.	04/08/2026	Regular	0.00	2,000.00	4656
210	HAMBURG TOWNSHIP LIBRARY	04/08/2026	Regular	0.00	7.34	4657
01223	HSC GROUP	04/08/2026	Regular	0.00	600.00	4658
01204	KRISTIN HOYES	04/08/2026	Regular	0.00	25.00	4659
563	LEPPEK LANDSCAPES INC	04/08/2026	Regular	0.00	865.00	4660
232	LERNER PUBLISHING GROUP	04/08/2026	Regular	0.00	24.99	4661
5711	LIVINGSTON COUNTY TREASURER	04/08/2026	Regular	0.00	116.86	4662
01194	ROSEN PUBLISHING	04/08/2026	Regular	0.00	21.20	4663
1232	T-MOBILE	04/08/2026	Regular	0.00	550.38	4664
01179	TRELLIS	04/08/2026	Regular	0.00	9,663.42	4665
01203	VIVIAN DONET	04/08/2026	Regular	0.00	25.00	4666
1404	BYRUM ACE HARDWARE - HOWELL	04/14/2026	Regular	0.00	64.11	4667
900	BRODART CO.	04/22/2026	Regular	0.00	177.10	4668
1056	CAVENDISH SQUARE	04/22/2026	Regular	0.00	186.03	4669
01264	CHAMBERLIN PONY RIDES	04/22/2026	Regular	0.00	260.00	4670
01266	CONVERSATIONS ON RACE	04/22/2026	Regular	0.00	3,500.00	4671
1164	DEE CRAMER	04/22/2026	Regular	0.00	17,922.39	4672
1143	DELTA DENTAL	04/22/2026	Regular	0.00	37.49	4673
1600	DEMCO	04/22/2026	Regular	0.00	792.24	4674
2760	FIRST IMPRESSIONS PRINT & MARKETING	04/22/2026	Regular	0.00	170.00	4675
01192	FLUTTERBEE EDUCATION GROUP	04/22/2026	Regular	0.00	1,008.91	4676
291	FOSTER, SWIFT, COLLING & SMITH P.C.	04/22/2026	Regular	0.00	1,174.80	4677
2850	FRIENDS OF THE LIBRARY	04/22/2026	Regular	0.00	162.75	4678
1141	K & J ELECTRIC, INC.	04/22/2026	Regular	0.00	1,939.00	4679
11001	HOLLY WARD LAMB	04/22/2026	Regular	0.00	60.76	4680
01255	MAGGIE MURPHY	04/22/2026	Regular	0.00	175.00	4681

HCDL Payment Register

Date Range: 04/01/2026 - 04/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01184	MICHIGAN COMPANY	04/22/2026	Regular	0.00	533.94	4682
503	QUINN EVANS ARCHITECTS	04/22/2026	Regular	0.00	1,300.00	4683
1096	JENNIFER RYAN	04/22/2026	Regular	0.00	146.05	4684
9390	SONITROL GREAT LAKES - MICHIGAN	04/22/2026	Regular	0.00	293.67	4685
01260	THERMALNETICS	04/22/2026	Regular	0.00	150,000.00	4686
01244	VISIBLY CLEAN	04/22/2026	Regular	0.00	1,483.00	4687
1199	W4 SIGNS	04/22/2026	Regular	0.00	340.00	4688
01027	WEST ACADEMIC	04/22/2026	Regular	0.00	62.00	4689
1223	AT&T MOBILITY	04/22/2026	Regular	0.00	783.40	4690
898	PRIORITY HEALTH	04/01/2026	Bank Draft	0.00	13,333.76	DFT0000650
1250	CONSUMERS ENERGY	04/14/2026	Bank Draft	0.00	935.65	DFT0000653
1473	HEALTH EQUITY	04/02/2026	Bank Draft	0.00	6,700.00	DFT0000654
19	MERS	04/01/2026	Bank Draft	0.00	1.52	DFT0000655
19	MERS	04/01/2026	Bank Draft	0.00	3,768.45	DFT0000656
19	MERS	04/01/2026	Bank Draft	0.00	4,064.71	DFT0000657
1473	HEALTH EQUITY	04/07/2026	Bank Draft	0.00	419.24	DFT0000658
1197	AMAZON	04/08/2026	Bank Draft	0.00	3,006.07	DFT0000659
1378	BANK OF ANN ARBOR - VISA	04/20/2026	Bank Draft	0.00	5,807.00	DFT0000660
1473	HEALTH EQUITY	04/14/2026	Bank Draft	0.00	9.00	DFT0000661
19	MERS	04/20/2026	Bank Draft	0.00	4,041.42	DFT0000662
1473	HEALTH EQUITY	04/21/2026	Bank Draft	0.00	302.94	DFT0000663
19	MERS	04/20/2026	Bank Draft	0.00	8,667.66	DFT0000664
898	PRIORITY HEALTH	04/01/2026	Bank Draft	0.00	9,849.90	DFT0000665

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	60	47	0.00	213,206.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	60,907.32
EFT's	63	16	0.00	27,654.74
	137	77	0.00	301,768.86

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	60	47	0.00	213,206.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	60,907.32
EFT's	63	16	0.00	27,654.74
	137	77	0.00	301,768.86

Fund Summary

Fund	Name	Period	Amount
101	General Fund	4/2026	301,768.86
			301,768.86

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

Payroll

Approve Payrolls of:	In the Amounts of:
4/22/2026	\$49,939.02
5/6/2026	\$51,233.85
TOTALS	\$101,172.87



HCDL Budget Status Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 04/30/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Used
Fund: 101 - General Fund							
Revenue							
SubAccount: 010 - TAXES							
101-000-410.000	CURRENT PROPERTY TAXES	3,797,796.00	3,797,796.00	6,251.54	3,606,645.99	-191,150.01	94.97 %
101-000-412.000	DELINQUENT PROPERTY TAXES	0.00	0.00	928.56	7,305.97	7,305.97	0.00 %
	SubAccount: 010 - TAXES Total:	3,797,796.00	3,797,796.00	7,180.10	3,613,951.96	-183,844.04	95.16%
SubAccount: 030 - STATE GRANTS							
101-000-540.000	STATE AID	59,126.00	59,126.00	31,479.06	31,479.06	-27,646.94	53.24 %
101-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	0.00	61,469.98	61,469.98	0.00 %
	SubAccount: 030 - STATE GRANTS Total:	59,126.00	59,126.00	31,479.06	92,949.04	33,823.04	157.21%
SubAccount: 040 - CHARGES FOR SERVICES							
101-000-628.000	COPY, PRINTING, FAX	8,000.00	8,000.00	1,379.40	12,253.75	4,253.75	153.17 %
101-000-629.000	OUT OF AREA FEES	60.00	60.00	30.00	270.00	210.00	450.00 %
101-000-642.000	SALES	150.00	150.00	47.00	724.00	574.00	482.67 %
101-000-651.000	MEETING ROOM FEES	200.00	200.00	50.00	475.00	275.00	237.50 %
	SubAccount: 040 - CHARGES FOR SERVICES Total:	8,410.00	8,410.00	1,506.40	13,722.75	5,312.75	163.17%
SubAccount: 050 - FINES & FORFEITS							
101-000-658.000	OVERDUE FEES	200.00	200.00	50.00	562.25	362.25	281.13 %
101-000-658.004	REPLACEMENT FEES	2,000.00	2,000.00	512.05	2,905.50	905.50	145.28 %
101-000-659.000	PENAL FINES	75,000.00	75,000.00	0.00	0.00	-75,000.00	0.00 %
	SubAccount: 050 - FINES & FORFEITS Total:	77,200.00	77,200.00	562.05	3,467.75	-73,732.25	4.49%
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
101-000-665.000	INTEREST INCOME	50,000.00	50,000.00	31,574.47	281,623.47	231,623.47	563.25 %
101-000-669.000	UNREALIZED INVESTMENT GAIN/LO...	0.00	0.00	0.00	843.11	843.11	0.00 %
	SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:	50,000.00	50,000.00	31,574.47	282,466.58	232,466.58	564.93%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
101-000-675.000	MISCELLANEOUS	0.00	0.00	8.50	2,019.00	2,019.00	0.00 %
101-000-676.000	REIMBURSEMENTS	2,000.00	2,000.00	0.00	3,436.27	1,436.27	171.81 %
101-000-689.000	CASH OVER/SHORT	0.00	0.00	2.00	-354.48	-354.48	0.00 %
	SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:	2,000.00	2,000.00	10.50	5,100.79	3,100.79	255.04%
SubAccount: 080 - OTHER FINANCING SOURCES							
101-000-692.000	PRIOR YEAR FUND BALANCE	50,000.00	50,000.00	0.00	0.00	-50,000.00	0.00 %
101-000-692.001	PRIOR YEAR DESIGNATED FUND BAL	689,425.00	689,425.00	0.00	0.00	-689,425.00	0.00 %
	SubAccount: 080 - OTHER FINANCING SOURCES Total:	739,425.00	739,425.00	0.00	0.00	-739,425.00	0.00%
	Revenue Total:	4,733,957.00	4,733,957.00	72,312.58	4,011,658.87	-722,298.13	84.74%
Expense							
SubAccount: 090 - PERSONNEL SERVICES							
101-790-702.000	SALARIES	1,415,000.00	1,415,000.00	102,441.28	1,063,218.96	351,781.04	75.14 %
101-790-716.000	HEALTH INSURANCE	113,440.00	113,440.00	9,849.90	96,039.71	17,400.29	84.66 %
101-790-717.000	LIFE INSURANCE	1,500.00	1,500.00	0.00	1,083.84	416.16	72.26 %
101-790-718.000	WORKER'S COMPENSATION	6,000.00	6,000.00	-84.00	2,571.00	3,429.00	42.85 %
101-790-719.000	HEALTH CARE REIMBURSEMENT	9,875.00	9,875.00	1,613.30	2,645.05	7,229.95	26.79 %
101-790-719.001	H.S.A.	17,625.00	17,625.00	6,700.00	18,119.24	-494.24	102.80 %
101-790-719.003	PEDIATRIC DENTAL	500.00	500.00	0.00	374.90	125.10	74.98 %
101-790-721.000	BONUSES	11,794.00	11,794.00	0.00	7,625.00	4,169.00	64.65 %
101-790-722.000	FICA	108,248.00	108,248.00	7,781.54	81,035.33	27,212.67	74.86 %
101-790-723.000	SICK, VACATION, RETIREMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
101-790-723.010	M.E.R.S.	11,400.00	114,000.00	8,667.66	95,582.89	18,417.11	83.84 %

HCDL Budget Status Report

For Fiscal: 2025-2026 Period Ending: 04/30/2026

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Budget Adjustments								
Number	Date	Description	Adjustment					
RES 25-18	09/09/2025	AMEND MERS AND CONTINGIES	102,600.00					
SubAccount: 090 - PERSONNEL SERVICES Total:			1,715,382.00	1,817,982.00	136,969.68	1,368,295.92	449,686.08	75.26%
SubAccount: 100 - LIBRARY SUPPLIES								
101-790-727.000	SUPPLIES		35,000.00	35,000.00	3,496.61	21,705.36	13,294.64	62.02 %
101-790-730.000	POSTAGE		11,000.00	11,000.00	0.00	652.80	10,347.20	5.93 %
101-790-745.000	EQUIPMENT		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
SubAccount: 100 - LIBRARY SUPPLIES Total:			47,000.00	47,000.00	3,496.61	22,358.16	24,641.84	47.57%
SubAccount: 120 - OTHER SERVICES & CHARGES								
101-790-860.000	TRANSPORTATION		500.00	500.00	0.00	308.70	191.30	61.74 %
101-790-900.000	MARKETING & ADVERTISING		25,000.00	25,000.00	0.00	2,871.02	22,128.98	11.48 %
101-790-940.000	EQUIPMENT RENTAL		100.00	100.00	0.00	0.00	100.00	0.00 %
101-790-956.001	MISCELLANEOUS		50.00	50.00	0.00	34.10	15.90	68.20 %
101-790-957.000	EDUCATION: TRUSTEES		5,000.00	5,000.00	0.00	515.00	4,485.00	10.30 %
101-790-957.001	EDUCATION: EMPLOYEES		35,000.00	35,000.00	2,513.83	17,184.13	17,815.87	49.10 %
101-790-957.002	MEMBERSHIP BOARD & STAFF		4,500.00	4,500.00	0.00	3,412.82	1,087.18	75.84 %
101-790-960.000	MEL-CAT REPLACEMENTS		2,000.00	2,000.00	7.55	118.40	1,881.60	5.92 %
101-790-963.000	PROPERTY TAXES		20,000.00	20,000.00	0.00	17,403.79	2,596.21	87.02 %
101-790-964.000	REFUNDS		500.00	500.00	0.00	0.00	500.00	0.00 %
101-790-964.001	CHARGEBACKS		8,000.00	8,000.00	0.00	2,736.91	5,263.09	34.21 %
101-790-965.000	FEES & ACCOUNT CHARGES		3,000.00	3,000.00	21.39	2,464.70	535.30	82.16 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:			103,650.00	103,650.00	2,542.77	47,049.57	56,600.43	45.39%
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES								
101-790-807.000	AUDIT		7,500.00	7,500.00	0.00	7,200.00	300.00	96.00 %
101-790-818.001	FINANCIAL ADVISORS		1,000.00	1,000.00	0.00	1,000.00	0.00	100.00 %
101-790-818.002	LEGAL SERVICES		30,000.00	30,000.00	1,174.80	13,157.20	16,842.80	43.86 %
101-790-818.003	PERSONNEL SERVICES		80,000.00	80,000.00	1,052.93	11,052.93	68,947.07	13.82 %
101-790-819.000	ACCOUNTING SERVICES		0.00	0.00	0.00	365.00	-365.00	0.00 %
101-790-819.001	PAYROLL SERVICES		10,000.00	10,000.00	778.60	9,199.74	800.26	92.00 %
101-790-820.000	DELIVERY SERVICES		5,000.00	5,000.00	0.00	524.25	4,475.75	10.49 %
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES To..			133,500.00	133,500.00	3,006.33	42,499.12	91,000.88	31.83%
SubAccount: 140 - BUILDING & MAINTENANCE								
101-790-775.000	BUILDING & MAINT SUPPLIES		15,000.00	15,000.00	100.50	6,480.97	8,519.03	43.21 %
101-790-808.000	BUILDING SECURITY SYSTEM		4,500.00	4,500.00	293.67	4,234.85	265.15	94.11 %
101-790-819.002	GROUNDS MAINTENANCE		55,000.00	55,000.00	2,000.00	30,673.60	24,326.40	55.77 %
101-790-920.000	PUBLIC UTILITIES		90,200.00	90,200.00	814.32	61,459.94	28,740.06	68.14 %
101-790-958.000	BUILDING MAINTENANCE		95,000.00	95,000.00	4,122.00	51,192.16	43,807.84	53.89 %
101-790-969.000	INSURANCE		47,974.00	47,974.00	0.00	43,243.00	4,731.00	90.14 %
SubAccount: 140 - BUILDING & MAINTENANCE Total:			307,674.00	307,674.00	7,330.49	197,284.52	110,389.48	64.12%
SubAccount: 150 - MATERIALS & PROGRAMMING								
101-790-782.000	PERIODICALS		15,000.00	15,000.00	563.42	14,081.25	918.75	93.88 %
101-790-782.001	ELECTRONIC MEDIA		196,000.00	196,000.00	18,159.74	250,206.37	-54,206.37	127.66 %
101-790-782.002	CIRCULATING HOTSPOTS		17,000.00	17,000.00	608.48	10,524.56	6,475.44	61.91 %
101-790-782.003	DATABASES		43,220.00	43,220.00	5,337.15	19,865.47	23,354.53	45.96 %
101-790-782.004	YS PROGRAMMING		46,000.00	46,000.00	829.02	22,476.76	23,523.24	48.86 %
101-790-782.005	ADULT PROGRAMMING		23,500.00	23,500.00	5,500.23	18,822.16	4,677.84	80.09 %
101-790-782.006	YOUTH DATABASES		16,000.00	16,000.00	-795.00	7,368.75	8,631.25	46.05 %
101-790-782.007	YS E-MEDIA		12,280.00	12,280.00	0.00	0.00	12,280.00	0.00 %
101-790-982.001	ADULT BOOKS - PRINT		66,500.00	66,500.00	6,611.71	45,586.19	20,913.81	68.55 %
101-790-982.002	LIBRARY OF THINGS		15,000.00	15,000.00	942.34	4,367.34	10,632.66	29.12 %
101-790-982.006	ADULT AV		14,400.00	14,400.00	2,159.76	14,246.27	153.73	98.93 %
101-790-982.018	YS BOOKS - PRINT		33,000.00	33,000.00	2,465.63	23,845.73	9,154.27	72.26 %
101-790-982.019	KITS & LOT - YOUTH		16,000.00	16,000.00	911.85	5,772.22	10,227.78	36.08 %
101-790-982.024	YS AV		10,000.00	10,000.00	171.19	5,623.84	4,376.16	56.24 %
SubAccount: 150 - MATERIALS & PROGRAMMING Total:			523,900.00	523,900.00	43,465.52	442,786.91	81,113.09	84.52%

HCDL Budget Status Report

For Fiscal: 2025-2026 Period Ending: 04/30/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 160 - INFORMATION TECHNOLOGY							
101-790-780.000	TECH SUPPLIES	4,500.00	4,500.00	43.74	903.45	3,596.55	20.08 %
101-790-780.001	TECHNOLOGY: SOFTWARE	1,500.00	1,500.00	-5,889.22	0.00	1,500.00	0.00 %
101-790-781.000	TECHNOLOGY: HARDWARE/EQUIP...	21,725.00	21,725.00	267.14	1,136.30	20,588.70	5.23 %
101-790-830.000	PROFESSIONAL TECHNOLOGY SERV...	33,000.00	33,000.00	0.00	0.00	33,000.00	0.00 %
101-790-850.000	COMMUNICATIONS	12,500.00	12,500.00	1,142.66	8,877.45	3,622.55	71.02 %
101-790-850.002	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	67.66	819.16	2,180.84	27.31 %
101-790-932.000	AUTOMATED SYSTEM MAINT	161,661.00	161,661.00	26,583.79	154,215.59	7,445.41	95.39 %
101-790-934.000	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	0.00	551.76	1,448.24	27.59 %
101-790-972.000	CAPITAL TECHNOLOGY PURCHASES	128,700.00	128,700.00	0.00	80,473.03	48,226.97	62.53 %
SubAccount: 160 - INFORMATION TECHNOLOGY Total:		368,586.00	368,586.00	22,215.77	246,976.74	121,609.26	67.01%
SubAccount: 170 - CAPITAL OUTLAY							
101-790-971.000	CAPITAL IMPROVEMENT PROJECTS	500,000.00	500,000.00	1,300.00	966,672.29	-466,672.29	193.33 %
SubAccount: 170 - CAPITAL OUTLAY Total:		500,000.00	500,000.00	1,300.00	966,672.29	-466,672.29	193.33%
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS							
101-790-995.000	TRANSFER OUT	217,150.00	217,150.00	217,150.00	217,150.00	0.00	100.00 %
101-790-995.002	TRANSFER OUT - RESERVE	200,000.00	200,000.00	-23,825.00	0.00	200,000.00	0.00 %
101-790-999.000	CONTINGENCIES	617,079.00	515,079.00	0.00	0.00	515,079.00	0.00 %
Budget Adjustments							
Number	Date	Description	Adjustment				
RES 25-18	09/09/2025	AMEND MERS AND CONTINGIES	-102,000.00				
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS To..		1,034,229.00	932,229.00	193,325.00	217,150.00	715,079.00	23.29%
Expense Total:		4,733,921.00	4,734,521.00	413,652.17	3,551,073.23	1,183,447.77	75.00%
Total Revenues		4,733,957.00	4,733,957.00	72,312.58	4,011,658.87	-722,298.13	84.74%
Fund: 101 - General Fund Surplus (Deficit):		36.00	-564.00	-341,339.59	460,585.64	461,149.64	81,664.12%
Fund: 272 - Special Revenue							
Revenue							
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
272-000-665.000	INTEREST	1,000.00	1,000.00	2,910.77	29,311.64	28,311.64	2,931.16 %
272-000-665.001	INTEREST - ARCHIVES	100.00	100.00	0.00	0.00	-100.00	0.00 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:		1,100.00	1,100.00	2,910.77	29,311.64	28,211.64	2,664.69%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	25,000.00	1,001.50	27,505.72	2,505.72	110.02 %
272-000-674.387	ARCHIVES DONATIONS	5,000.00	5,000.00	1,700.00	2,800.00	-2,200.00	56.00 %
272-000-675.000	SPECIAL EVENTS REVENUE	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
272-000-675.001	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
272-000-675.014	FAMILY PLACE DONATION	2,000.00	2,000.00	0.00	861.42	-1,138.58	43.07 %
272-000-675.015	FRIENDS DONATION	5,000.00	5,000.00	0.00	6,100.00	1,100.00	122.00 %
272-000-675.017	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	144.65	1,530.91	-469.09	76.55 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		43,000.00	43,000.00	2,846.15	38,798.05	-4,201.95	90.23%
SubAccount: 080 - OTHER FINANCING SOURCES							
272-000-692.002	PRIOR YEAR TERRY FUND BALANCE	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
272-000-692.387	PRIOR YEAR ARCHIVES FUND BAL	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		17,000.00	17,000.00	0.00	0.00	-17,000.00	0.00%
Revenue Total:		61,100.00	61,100.00	5,756.92	68,109.69	7,009.69	111.47%
Expense							
SubAccount: 100 - LIBRARY SUPPLIES							
272-790-760.000	GENERAL DONATION PURCHASES	20,000.00	20,000.00	2,910.00	5,134.16	14,865.84	25.67 %
272-790-763.000	ARCHIVES PURCHASES	10,000.00	10,000.00	0.00	8,829.11	1,170.89	88.29 %
272-790-765.000	TERRY TRUST - MISC	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
272-790-766.000	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
272-790-767.000	SPECIAL EVENTS EXPENDITURES	1,000.00	1,000.00	-1,485.00	0.00	1,000.00	0.00 %
SubAccount: 100 - LIBRARY SUPPLIES Total:		36,000.00	36,000.00	1,425.00	13,963.27	22,036.73	38.79%

HCDL Budget Status Report

For Fiscal: 2025-2026 Period Ending: 04/30/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 120 - OTHER SERVICES & CHARGES							
272-790-965.000	FEES & ACCOUNT CHARGES	100.00	100.00	0.00	0.00	100.00	0.00 %
272-790-983.000	PILOT PROJECTS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		2,100.00	2,100.00	0.00	0.00	2,100.00	0.00%
SubAccount: 170 - CAPITAL OUTLAY							
272-790-972.000	CAPITAL IMPROVEMENT PROJECTS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
SubAccount: 170 - CAPITAL OUTLAY Total:		5,000.00	5,000.00	0.00	0.00	5,000.00	0.00%
SubAccount: 190 - FRIENDS OF THE LIBRARY							
272-790-761.000	FRIENDS DONATIONS-MISC.	5,000.00	5,000.00	1,910.00	9,703.21	-4,703.21	194.06 %
272-790-762.000	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	0.00	861.42	1,138.58	43.07 %
272-790-980.007	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	162.75	1,386.26	613.74	69.31 %
SubAccount: 190 - FRIENDS OF THE LIBRARY Total:		9,000.00	9,000.00	2,072.75	11,950.89	-2,950.89	132.79%
Expense Total:		52,100.00	52,100.00	3,497.75	25,914.16	26,185.84	49.74%
Total Revenues		61,100.00	61,100.00	5,756.92	68,109.69	7,009.69	111.47%
Fund: 272 - Special Revenue Surplus (Deficit):		9,000.00	9,000.00	2,259.17	42,195.53	33,195.53	468.84%
Fund: 371 - Debt Service Fund							
Revenue							
SubAccount: 080 - OTHER FINANCING SOURCES							
371-000-699.000	TRANSFER IN	217,150.00	217,150.00	-193,325.00	-169,500.00	-386,650.00	78.06 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		217,150.00	217,150.00	-193,325.00	-169,500.00	-386,650.00	78.06%
Revenue Total:		217,150.00	217,150.00	-193,325.00	-169,500.00	-386,650.00	78.06%
Expense							
SubAccount: 000 - N/A							
371-790-991.000	PRINCIPLE ON BONDS	170,000.00	170,000.00	170,000.00	170,000.00	0.00	100.00 %
371-790-993.000	INTEREST ON BONDS	46,650.00	46,650.00	23,325.00	46,650.00	0.00	100.00 %
SubAccount: 000 - N/A Total:		216,650.00	216,650.00	193,325.00	216,650.00	0.00	100.00%
SubAccount: 120 - OTHER SERVICES & CHARGES							
371-790-801.000	PAYING AGENT FEES	500.00	500.00	0.00	500.00	0.00	100.00 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		500.00	500.00	0.00	500.00	0.00	100.00%
Expense Total:		217,150.00	217,150.00	193,325.00	217,150.00	0.00	100.00%
Total Revenues		217,150.00	217,150.00	-193,325.00	-169,500.00	-386,650.00	78.06%
Fund: 371 - Debt Service Fund Surplus (Deficit):		0.00	0.00	-386,650.00	-386,650.00	-386,650.00	0.00%
Report Surplus (Deficit):		9,036.00	8,436.00	-725,730.42	116,131.17	107,695.17	1,376.61%

Group Summary

SubAccount...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 101 - General Fund						
Revenue						
010 - TAXES	3,797,796.00	3,797,796.00	7,180.10	3,613,951.96	-183,844.04	95.16%
030 - STATE GRANTS	59,126.00	59,126.00	31,479.06	92,949.04	33,823.04	157.21%
040 - CHARGES FOR SERVICES	8,410.00	8,410.00	1,506.40	13,722.75	5,312.75	163.17%
050 - FINES & FORFEITS	77,200.00	77,200.00	562.05	3,467.75	-73,732.25	4.49%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	31,574.47	282,466.58	232,466.58	564.93%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	10.50	5,100.79	3,100.79	255.04%
080 - OTHER FINANCING SOURCES	739,425.00	739,425.00	0.00	0.00	-739,425.00	0.00%
Revenue Total:	4,733,957.00	4,733,957.00	72,312.58	4,011,658.87	-722,298.13	84.74%
Expense						
090 - PERSONNEL SERVICES	1,715,382.00	1,817,982.00	136,969.68	1,368,295.92	449,686.08	75.26%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	3,496.61	22,358.16	24,641.84	47.57%
120 - OTHER SERVICES & CHARGES	103,650.00	103,650.00	2,542.77	47,049.57	56,600.43	45.39%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	133,500.00	133,500.00	3,006.33	42,499.12	91,000.88	31.83%
140 - BUILDING & MAINTENANCE	307,674.00	307,674.00	7,330.49	197,284.52	110,389.48	64.12%
150 - MATERIALS & PROGRAMMING	523,900.00	523,900.00	43,465.52	442,786.91	81,113.09	84.52%
160 - INFORMATION TECHNOLOGY	368,586.00	368,586.00	22,215.77	246,976.74	121,609.26	67.01%
170 - CAPITAL OUTLAY	500,000.00	500,000.00	1,300.00	966,672.29	-466,672.29	193.33%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	1,034,229.00	932,229.00	193,325.00	217,150.00	715,079.00	23.29%
Expense Total:	4,733,921.00	4,734,521.00	413,652.17	3,551,073.23	1,183,447.77	75.00%
Total Revenues	4,733,957.00	4,733,957.00	72,312.58	4,011,658.87	-722,298.13	84.74%
Total Expenses	4,733,921.00	4,734,521.00	413,652.17	3,551,073.23	1,183,447.77	75.00%
Fund: 101 - General Fund Surplus (Deficit):	36.00	-564.00	-341,339.59	460,585.64	461,149.64	81,664.12%
Fund: 272 - Special Revenue						
Revenue						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	2,910.77	29,311.64	28,211.64	2,664.69%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	2,846.15	38,798.05	-4,201.95	90.23%
080 - OTHER FINANCING SOURCES	17,000.00	17,000.00	0.00	0.00	-17,000.00	0.00%
Revenue Total:	61,100.00	61,100.00	5,756.92	68,109.69	7,009.69	111.47%
Expense						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	1,425.00	13,963.27	22,036.73	38.79%
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	2,072.75	11,950.89	-2,950.89	132.79%
Expense Total:	52,100.00	52,100.00	3,497.75	25,914.16	26,185.84	49.74%
Total Revenues	61,100.00	61,100.00	5,756.92	68,109.69	7,009.69	111.47%
Total Expenses	52,100.00	52,100.00	3,497.75	25,914.16	26,185.84	49.74%
Fund: 272 - Special Revenue Surplus (Deficit):	9,000.00	9,000.00	2,259.17	42,195.53	33,195.53	468.84%
Fund: 371 - Debt Service Fund						
Revenue						
080 - OTHER FINANCING SOURCES	217,150.00	217,150.00	-193,325.00	-169,500.00	-386,650.00	78.06%
Revenue Total:	217,150.00	217,150.00	-193,325.00	-169,500.00	-386,650.00	78.06%
Expense						
000 - N/A	216,650.00	216,650.00	193,325.00	216,650.00	0.00	100.00%
120 - OTHER SERVICES & CHARGES	500.00	500.00	0.00	500.00	0.00	100.00%
Expense Total:	217,150.00	217,150.00	193,325.00	217,150.00	0.00	100.00%
Total Revenues	217,150.00	217,150.00	-193,325.00	-169,500.00	-386,650.00	78.06%
Total Expenses	217,150.00	217,150.00	193,325.00	217,150.00	0.00	100.00%
Fund: 371 - Debt Service Fund Surplus (Deficit):	0.00	0.00	-386,650.00	-386,650.00	-386,650.00	0.00%
Report Surplus (Deficit):	9,036.00	8,436.00	-725,730.42	116,131.17	107,695.17	1,376.61%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	36.00	-564.00	-341,339.59	460,585.64	461,149.64
272 - Special Revenue	9,000.00	9,000.00	2,259.17	42,195.53	33,195.53
371 - Debt Service Fund	0.00	0.00	-386,650.00	-386,650.00	-386,650.00
Report Surplus (Deficit):	9,036.00	8,436.00	-725,730.42	116,131.17	107,695.17



Account	Name	Balance
Fund: 101 - General Fund		
Assets		
101-000-001.000	CASH - CHECKING.	4,734.10
101-000-001.002	CASH -CREDIT CHECKING	8,002.30
101-000-002.000	BANK OF ANN ARBOR MONEY MARKET	7,804,245.06
101-000-002.001	COMERICA MMKT	0.00
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	0.00
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	0.00
101-000-002.004	BANK OF ANN ARBOR MMKT-TECHNOLOC	137,792.77
101-000-004.000	PETTY CASH	225.00
101-000-004.001	CASH ON HAND	0.00
101-000-007.000	CASH-PAYROLL CHECKING	500.05
101-000-017.000	MI CLASS - GENERAL	767,370.33
101-000-018.000	MI CLASS - CAPITAL RESERVE	443,432.17
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	106,450.10
101-000-040.000	ACCOUNTS RECEIVABLE - GENERAL	0.00
101-000-056.000	ACCRUED INTEREST	0.00
101-000-073.000	DUE FROM LIBRARIES	0.00
101-000-073.001	DUE FROM TLN	0.00
101-000-078.000	PENAL FINES RECEIVABLE	0.00
101-000-078.001	STATE AID RECEIVABLE	0.00
101-000-078.002	DUE FROM STATE	0.00
101-000-079.000	DUE FROM FEDERAL GOVERNMENT	0.00
101-000-081.730	DUE FROM POST OFFICE	46.73
101-000-084.000	DUE FROM OTHER FUNDS	0.00
101-000-084.155	DUE FROM ENDOWMENT	0.00
101-000-084.272	DUE FROM 272 SPECIAL REVENUE	-247.62
101-000-084.371	DUE FROM 371 DEBT SERVICE	0.00
101-000-084.702	DUE FROM LB TRUST & AGENCY FD	0.00
101-000-084.727	DUE FROM PENSION	0.00
101-000-084.900	DUE FROM CAPITAL ASSET FUND	0.00
101-000-084.950	DUE FROM LONG TERM DEBT	0.00
101-000-123.000	PREPAID EXPENSE	113,564.16
101-000-123.001	PREPAID EXPENSE - CONTROL.NET	12,149.00
101-000-159.000	SUBSCRIPTION ASSETS	273,324.74
101-000-160.000	ACC AMTZ - SUBSCRIPTION ASSETS	-92,037.45
	Total Assets:	9,579,551.44
		<u>9,579,551.44</u>
Liability		
101-000-202.000	ACCOUNTS PAYABLE	276,443.88
101-000-209.000	ACCRUED EXPENSES	25,558.80
101-000-214.000	DUE TO OTHER FUNDS	0.00
101-000-214.272	DUE TO SPECIAL REVENUE	0.00
101-000-214.371	DUE TO DEBT SERVICE	0.00
101-000-231.001	AFLAC PAYABLE	0.00
101-000-231.002	EMPLOYEE H.S.A. PAYABLE	419.25
101-000-231.003	457 PAYABLE	4,259.15
101-000-257.000	ACCRUED PAYROLL	0.00
101-000-258.000	ACCRUED PAYROLL TAXES	0.00
101-000-260.000	ACCRUED VACATION PAYABLE	0.00
101-000-261.000	ACCRUED SICK LEAVE PAYABLE	0.00
101-000-301.000	SUBSCRIPTION LIABILITIES	181,151.11
	Total Liability:	487,832.19

Equity

HCDL Balance Sheet

As Of 04/30/2026

Account	Name	Balance
101-000-380.000	RESERVE - CAPITAL EXPENDITURE	3,169,917.35
101-000-381.000	SICK/VACATION/RETIREMENT RESERVE	194,798.39
101-000-382.000	TECHNOLOGY RESERVE	182,038.44
101-000-390.000	FUND BALANCE	5,084,972.29
101-000-390.001	FUND BALANCE - GASB 34	-592.86
	Total Beginning Equity:	8,631,133.61
Total Revenue		4,011,658.87
Total Expense		3,551,073.23
Revenues Over/Under Expenses		460,585.64
	Total Equity and Current Surplus (Deficit):	9,091,719.25
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>9,579,551.44</u>

HCDL Balance Sheet

As Of 04/30/2026

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

HCDL Balance Sheet

As Of 04/30/2026

Account	Name	Balance
Fund: 272 - Special Revenue		
Assets		
272-000-001.000	CASH	26,952.01
272-000-001.001	BANK OF ANN ARBOR CHECKING	5,000.00
272-000-001.002	CASH - CREDIT CHECKING	379.85
272-000-002.000	BANK OF ANN ARBOR MONEY MARKET	537,531.05
272-000-017.000	MI CLASS ACCOUNT	348,276.75
272-000-040.000	ACCOUNTS RECEIVABLE - GENERAL	0.00
272-000-056.000	ACCRUED INTEREST	0.00
272-000-082.000	DUE FROM FRIENDS OF LIBRARY	-2,045.37
272-000-082.101	DUE FROM GENERAL FUND	0.00
272-000-082.155	DUE FROM ENDOWMENT	0.00
272-000-082.371	DUE FROM DEBT SERVICE	0.00
272-000-082.472	DUE FROM EQUIPMENT AND FURNISHING	0.00
272-000-084.000	DUE FROM OTHER FUNDS	0.00
	Total Assets:	916,094.29
		<u>916,094.29</u>
Liability		
272-000-202.000	ACCOUNTS PAYABLE	870.00
272-000-214.101	DUE TO GENERAL FUND	-247.62
272-000-214.371	DUE TO DEBT SERVICE	0.00
272-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00
	Total Liability:	622.38
Equity		
272-000-386.000	TERRY RESERVE	549,508.36
272-000-387.000	ARCHIVES FUND BALANCE	42,251.26
272-000-390.000	FUND BALANCE	281,516.76
	Total Beginning Equity:	873,276.38
Total Revenue		68,109.69
Total Expense		25,914.16
Revenues Over/Under Expenses		42,195.53
	Total Equity and Current Surplus (Deficit):	915,471.91
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>916,094.29</u>

HCDL Balance Sheet

As Of 04/30/2026

Account	Name	Balance
Fund: 371 - Debt Service Fund		
Assets		
371-000-001.000	CASH	0.00
371-000-082.101	DUE FROM GENERAL FUND	0.00
371-000-082.155	DUE FROM ENDOWMENT	0.00
371-000-082.272	DUE FROM SPECIAL REVENUE	0.00
371-000-082.472	DUE FROM EQUIPMENT AND FURNISHING	0.00
	Total Assets:	0.00
		0.00
Liability		
371-000-202.000	ACCOUNTS PAYABLE	0.00
371-000-214.101	DUE TO GENERAL FUND	386,650.00
371-000-214.272	DUE TO SPECIAL REVENUE	0.00
371-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00
371-000-251.000	ACCRUED INTEREST PAYABLE	0.00
371-000-300.000	BONDS PAYABLE	1,555,000.00
	Total Liability:	1,941,650.00
Equity		
371-000-390.000	FUND BALANCE	0.00
371-000-390.001	FUND BALANCE - EXPENDABLE	-1,555,000.00
	Total Beginning Equity:	-1,555,000.00
Total Revenue		-169,500.00
Total Expense		217,150.00
Revenues Over/Under Expenses		-386,650.00
	Total Equity and Current Surplus (Deficit):	-1,941,650.00
	Total Liabilities, Equity and Current Surplus (Deficit):	0.00

HCDL Banking & Investment Summary

3/31/2026

Bank	Account Type	Description	Current Balance*	Fiscal YTD Interest	Interest Rate	APY	Maturity Date	Maturity Amount	Accrued Interest
BOAA	Checking	General Checking	200,000.00	6,701.12	3.840%	3.91%	n/a		
BOAA	Checking	Payroll Checking	908.25	-	0.000%	0.00%	n/a		
BOAA	Checking	Credit Processing	7,050.18	27.53	0.550%	0.55%	n/a		
BOAA	Checking	272 Fund	5,000.00	3.41	0.150%	0.15%	n/a		
BOAA	ICS	General Savings	8,191,311.56	206,299.99	4.170%	4.26%	n/a		
BOAA	ICS	272 Savings	535,690.72	15,954.16	4.170%	4.26%	n/a		
MI Class	Investment	Investment	1,660,407.17	48,438.86	3.744%	3.89%	n/a		
Comerica	Brokerage	Money Market	-	153.82	0.050%	0.05%	n/a		
Comerica	Brokerage	Government Bond FHLB	-	1,000.00					
			10,600,367.88	278,578.89					
Overall Return					4.092%	4.19%			



Account	Name	Beginning Cash Balance	Net Change	Ending Balance
101 - General Fund				
101-000-001.000	CASH - CHECKING.	87,137.82	(82,403.72)	4,734.10
101-000-001.002	CASH -CREDIT CHECKING	6,734.34	1,267.96	8,002.30
101-000-002.000	BOAA MONEY MARKET	8,046,632.74	(242,387.68)	7,804,245.06
101-000-002.001	COMERICA MMKT	-	-	-
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	-	-	-
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	-	-	-
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	765,014.75	2,355.58	767,370.33
101-000-018.000	MI CLASS - CAPITAL RESERVE	442,064.06	1,368.11	443,432.17
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	106,122.71	327.39	106,450.10
Fund 101 - General Fund Total:		\$ 9,591,999.24	\$ (319,472.36)	\$ 9,272,526.88
155 - Endowment				
Beginning Cash Balance				
155-000-001.000	CASH	-	-	-
155-000-001.002	ONLINE CASH	-	-	-
Total Beginning Cash Balance:		-	-	-
272 - Special Revenue				
272-000-001.000	CASH	25,816.86	1,135.15	26,952.01
272-000-001.001	BOAA CHECKING	5,000.00	-	5,000.00
272-000-001.002	CASH - CREDIT CHECKING	368.85	11.00	379.85
272-000-002.000	BOAA MONEY MARKET	535,691.38	1,839.67	537,531.05
272-000-017.000	MI CLASS	347,205.65	1,071.10	348,276.75
Fund 272 - Special Revenue Total:		\$ 914,082.74	\$ 4,056.92	\$ 918,139.66
371 - Debt Service Fund				
Beginning Cash Balance				
371-000-001.000	CASH	-	-	-
Fund 371 - Debt Service Fund Total:		-	-	-
Grand Total		10,506,081.98	(315,415.44)	10,190,666.54

Howell Carnegie District Library Board of Trustees
Director's Report for May 12, 2026

BOARD MEETING AGENDA

[A-May 12, 2026 Agenda](#)

CALL TO ORDER/APPROVAL OF AGENDA

ATTENDANCE

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 April 14, 2026

[B-Consent Agenda A-board_minutes_4-14-26](#)

B. Bills & Payrolls

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

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

FINANCE:

1. The year-to-date total for penal fines through April 2026 is \$417,578, a 20% increase from April 2025.
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 – April 2026 Monthly Summary](#)

[C-Treasurer's Report - Banking and Investment Summary March 31, 2026](#)

COMMITTEE REPORTS - None

ACTION ITEMS

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Requesting a Purchase Agreement for an outdoor speaker system with Metro Detroit Integrated Systems (MDIS) for \$31,688.76

[E-MDIS-HighEndOutsideVenueAudioSystemSolution](#)

[F-MDIS-Howell Library Exterior Audio Solution Rendering v1](#)

I move to approve a purchase agreement with MDIS for an outdoor speaker system for \$31,688.76

Janice Heilman, Head of Youth Services, recommends purchasing a permanent outdoor speaker system to be installed outside the Youth Services Department. Currently, a portable speaker is used for outdoor programs, which is proving insufficient for the sizable attendance at summer programs. The library has worked with MDIS for audio/video solutions for both the Colbert and Meabon Rooms.

Note: there is one change that is not reflected in the rendering: the box labeled A will be on the opposite wall, outside the Meabon Room.

As this was not included in the fiscal year 2025-26 budget, if approved, a budget amendment at the June meeting will be required to reallocate additional funds from the Capital Reserve. There are sufficient funds in the Capital Reserve.

Approving this purchase agreement at this meeting should allow MDIS to install the system in early June, just in time for most outdoor youth programs this summer.

I recommend approval of the purchase agreement with MDIS.

- Use of Library Grounds Request from Howell Recreation related to the Melon Festival
[G-UseOfLibraryGroundsApplicationHowellRecreation](#)
[H-LetterFromHowellRecreation](#)
[I-MapShowingRequestedAreas](#)

I move to approve the library grounds use request from Howell Recreation, August 10-17, 2026.

Howell Recreation is again requesting to place two 30-yard roll-off dumpsters on the library lot the week of the Melon Festival. 30 Curb Carts will be dropped off on the library lot and then distributed on Thursday, Friday, Saturday, and Sunday. This is the same plan as last year, and everything went smoothly.

As mentioned earlier, Jordan Hilbrecht, Howell Recreation, and I have been working out the details for the library to serve as an emergency shelter in the case of severe weather on Saturday, Aug 15, from 9 am-8 pm and on Sunday, Aug 16, from 9 am-5pm. The times correspond to when there are events on the west end of town. Use of the library as an emergency shelter is included in the request.

I recommend that the Use of Library Grounds request be approved.

DISCUSSION ITEMS:

- Review Draft Budget Fiscal Year 2026-2027
[J- Director's Notes- Review Draft Budget Fiscal Year 2026-2027](#)
[K- Budget worksheets FY 25-26 and FY 26-27](#)

I will review the FY 25-26 estimate and the draft budget for 26-27 at the meeting. The Budget Hearing will be held on Tuesday, June 9, 2026, at 6:45pm. The budget will be on the agenda for the June 10, 2025, board meeting for approval.

- Proposed Pay Structure
[L-ProposedJuly2026PayStructure](#)

Last year, the library contracted ElementOne to review the pay structure, which was adopted at the June 2025 board meeting. The new pay structure has four levels per grade:

- Entry - Minimum (new to the job and the industry)
- Entry - Developing A
- Mastery - Developing B
- Mastery (doing the job the way the library expects it to be done)

The structure is not designed as an automatic step system. Other than the entry level, the values per grade/level are target amounts, not absolutes.

This year, ElementOne reviewed the labor market and recommended adjustments to the pay structure. The updated structure was used in determining the overall Salaries line item for the draft fiscal year 2026-2027 budget. ElementOne recommends that anyone at or above 110% mastery with a positive development appraisal receive a one-time bonus instead of a pay increase.

Working with ElementOne, a development appraisal system was created. The results of individual development appraisals and the availability of funds in the budget will determine any pay increases.

A recommendation to approve the new structure will be on the agenda for the June 9, 2026, meeting.

- Reminder - Trustee Assessment

I will email the link to the Google Form after our meeting. I will compile the results, which the full board will discuss at the June meeting.

- Conduct an Annual Performance Appraisal of the Director

I will request a closed session for this portion of the agenda. The board will discuss the results of the director's Annual Performance Appraisal at the May meeting, and the board president will review the results with the director between the May and June meetings.

MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- Tax assistance provided by the Accounting Aid Society at the library this tax season:
Number of returns prepared - 124

Refund amount for those returns - \$222,464
Savings over using a commercial preparer - \$37,200

- The Fallen Comrade Table is on display in the East window galley. This display was previously called the Missing Man table. Last year, we received feedback that Missing Man was not inclusive of all genders that serve in our armed forces. Thank you to the patron who pointed this out to us so we could do better.



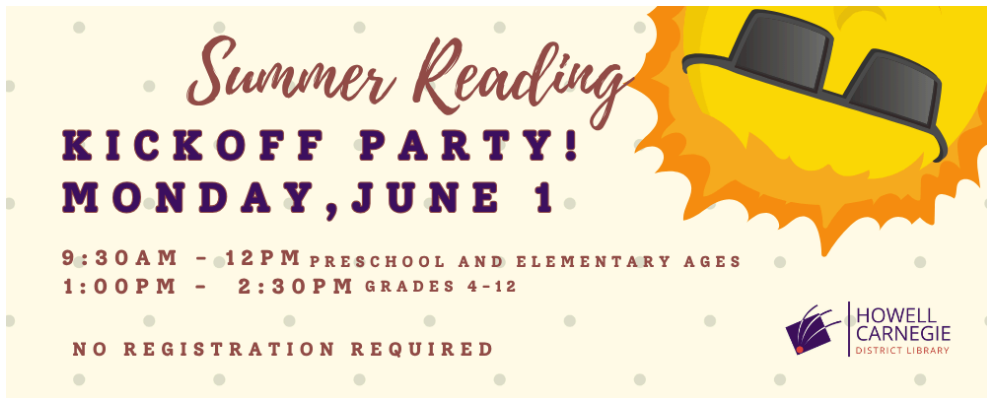
PERSONNEL:

- Nothing to report.

LIBRARY EVENTS:

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

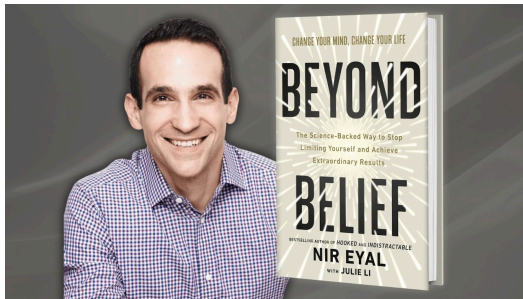




[Summer Reading Kickoff Party - preschool and elementary ages with parents/caregivers](#)
[Monday, June 1](#)
[9:30am-12:00pm](#)

[Summer Reading Kickoff Party - grades 4-5 with parents/caregivers and grades 6-12](#)
[Monday, June 1](#)
[1:00-2:30pm](#)

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



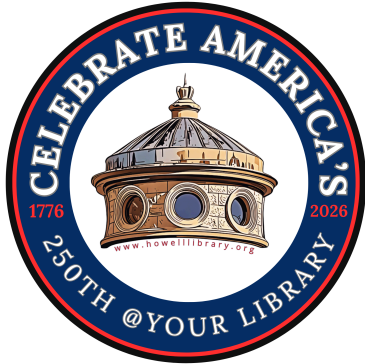
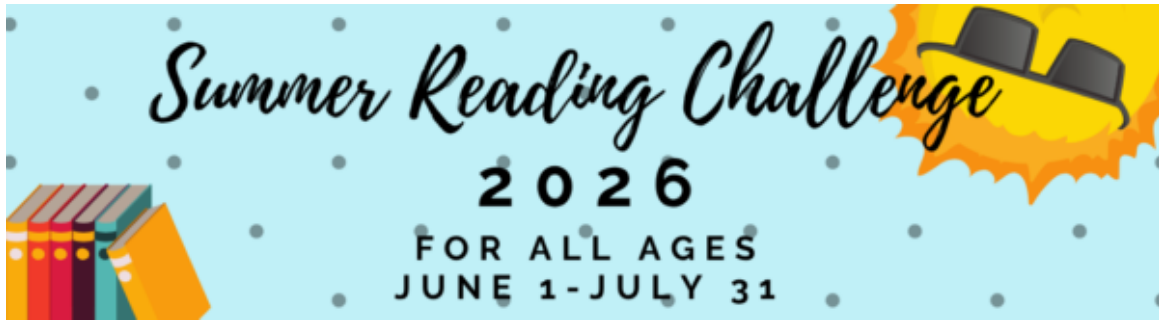
[Virtual Author Talk: Reshape Your Beliefs and Unlock](#)

[Your True Potential with Nir Eyal.](#)
[Tuesday, May 19](#)
[2:00-3:00pm with recording available afterwards](#)

[Upcoming and Past Speakers](#)


[Reading with Fireflies: Quiet Reading Night at the Library](#)
[Monday, June 1](#)
[7:00-8:30pm](#)

- **Something for Everyone**



Celebrates America's 250th anniversary at the Howell Carnegie Library. A gift from the Carnegie Corporation of New York partially funds it. Part of the "Carnegie Libraries 250" initiative, these funds honor the 250th anniversary of the United States and libraries' role as "cradles of democracy." Events take place the week of Monday, June 15 - Saturday, June 20.







We the People
insure domestic Tranquillity, provide for the
and our Safety, the common and establish

All legislative
Shall be
Section 2. The
in each State shall have
No Person shall
and he shall not, when elected,
Representatives and a
shall be determined by

Copy the Constitution
 Activism for Introverts

Monday, June 15, 6:30-8:30 pm
 Registration begins June 1

RED, WHITE & BLUE TIE DYE FOR ALL AGES

Tuesday, June 16
 11:00 am - 6:15 pm

Registration begins June 2




FAMILY PATRIOTIC CRAFTS

Wednesday, June 17
 10:30-11:00 am
 Ages 3-5 with parents/caregivers
 No Registration Required






WORDS THAT MATTER

WEDNESDAY
 JUNE 17, 2026
 4:00-5:30 PM
 REGISTRATION BEGINS MAY 27

The Greatest Sentence Ever Written
 Walter Isaacson
New York Times bestselling author of Benjamin Franklin

A DIFFERENT KIND OF BOOK DISCUSSION
 TO CELEBRATE AMERICA'S 250TH ANNIVERSARY







COMMUNITY ENGAGEMENT:

- Christine Peruski represented the library at the City of Howell's Arbor Day festivities on April 24.
- First Grade visits started on Monday, May 4, and should run through May 20.
- The library will be participating in (517) Day, giving away buttons that say "517 Reads." The buttons will be available on Sunday, May 17, between 12 noon and 4 pm (our open hours) at all of our public service desks, including curbside pickup.
- Diane McKee represented the library at the regional Community Tourism Action Plan work session on May 4.
- [View](#) the student artwork and the featured artists of the Livingston Fine Arts Association.

TRUSTEE NOTEBOOK:

Nothing added this month.

Holly Ward Lamb 5/8/26

We have prepared a quote for you



Howell Library: High End Outside Venue Audio System Solution

Quote # BDP003768 Version 1

Prepared for:

Howell Library



P: (248) 289-8500 E: bpowell@mdisnow.com W: www.mdisnow.com

Monday, May 04, 2026

Howell Library
Janice Heilman
314 W. Grand River
Howell, MI 48843
heilman@howelllibrary.org

Dear Janice,

MDIS is pleased to present this proposal for the installation of a high-performance audio reinforcement system with integrated automation for the exterior presentation space at the Howell Public Library. The intent of this project is to provide a premium, fully integrated sound system that ensures exceptional speech intelligibility, flexible audio control, and a superior user experience for outdoor events, presentations, and community gatherings.

This solution represents a high-end design built around a fully integrated QSC ecosystem. The system incorporates QSC-branded core components, including a digital signal processor, networked amplifier, and a 7-inch touchscreen control interface mounted in the library near the presentation area. These elements work together to provide advanced processing capabilities, seamless system integration, and a refined, user-friendly control environment.

In addition to the fixed touchscreen interface, this system includes an iPad-based mobile control platform, fully programmed and configured by MDIS. This allows staff to wirelessly control system functions in real time, offering maximum flexibility during events. Users can easily manage audio levels, switch sources, and recall presets from anywhere within the presentation space, significantly enhancing operational convenience and control.

The system is further enhanced with the inclusion of an RDL Bluetooth receiver installed within a newly added heated, lockable outdoor-rated enclosure. This design ensures reliable wireless audio connectivity in all weather conditions while protecting critical equipment from environmental exposure and unauthorized access. An RDL XLR wall plate input is also provided, offering a convenient local connection point for additional audio sources and expanding system versatility.

Audio coverage is delivered through outdoor-rated JBL column array loudspeakers, strategically positioned to provide even, consistent sound distribution across the exterior space. These speakers are carefully selected to maintain clarity and intelligibility in an open-air environment, ensuring a high-quality listening experience for all attendees.

At the core of this QSC-based design is a powerful and flexible processing platform that manages audio routing, equalization, and system optimization with a high degree of precision. Compared to more basic systems, this solution offers significantly enhanced processing capability, advanced network control, and scalability for future expansion, making it a long-term investment in performance and functionality.

Upon completion of this installation, the Howell Public Library will have a state-of-the-art, fully integrated audio reinforcement system designed specifically for its exterior presentation space. This solution delivers exceptional audio quality, advanced control capabilities, and a premium user experience that will elevate the quality and professionalism of all hosted events.

We appreciate the opportunity to work with the Howell Public Library on this project and look forward to delivering a system that exceeds expectations. Please feel free to reach out with any questions or to discuss the next steps.



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Bret D. Powell
Account Manager
Metro Detroit Integrated Systems



P: (248) 289-8500 E: bpowell@mdisnow.com W: www.mdisnow.com

QSC EQUIPMENT

Part Number	Product Description	Unit Price	Quantity	Amount	Is Taxable
EXTERIOR EQUIPMENT					
QB-TSC70G3	QSC TSC-70-G3 HD Touch Screen Controller, Black	\$1,428.28	1	\$1,428.28	False
RL-DRN22	RDL D-RN22 Wall-Mounted Bi-Directional Mic / Line Dante Interface 2x2	\$673.42	1	\$673.42	False
RL-DBTN21	RDL D-BTN21 Bluetooth Audio Dante Network Interface	\$403.00	1	\$403.00	False
ME-ATM75CW	Audio-Technica ATM75CW Cardioid Condenser Headworn Microphone for A-T Wireless System	\$116.76	3	\$350.28	False
JF-CBT70J1	JBL Professional CBT 70J-1 Constant Bandwidth Technology 2-Way Line Array Column Speaker with Asymmetrical Vertical Cove, Black	\$1,362.07	2	\$2,724.14	False
JF-MTCPC2	JBL Professional MTC-PC2 Weather Resistant Panel Cover for Control and CBT Series, Rear Wire Exit, Pair	\$30.84	2	\$61.68	False
6578268	Apple - 11-inch iPad A16 chip with Wi-Fi - 128GB - Blue	\$328.90	1	\$328.90	False
KX-UAPACPROU	Ubiquiti UAP-AC-PRO-US UniFi AC Pro, Wi-Fi 5, Ceiling -Mount, US, White	\$160.70	1	\$160.70	False
SF-7520HTR	STI 7520-HTR Heated NEMA 4X Protective Cabinet with Backplate and Key Lock, Clear	\$191.71	1	\$191.71	False
12250	1-Gang Metal Weatherproof Electrical Outlet Box with (3) 1/2 inch Holes, Gray	\$6.22	1	\$6.22	False
WCW1PC	1-Gang Extra Duty Horizontal/Vertical Non-Metallic Weatherproof In-Use Cover (16-in-1-Configurations), Clear	\$11.47	1	\$11.47	False
RACK AND RACK EQUIPMENT					
TO-SRWMS12U	Strong SR-WMS-12U Wall Mount Rack System, 12U, Steel, Black	\$617.83	1	\$617.83	False
QB-CORE8FLEX	QSC CORE FLEX Q-SYS Network Analog I/OProcessor, 8x AEC Processors, 64 64 Networked Audio Channels QLAN AES67	\$2,405.89	1	\$2,405.89	False
QB-CXQ4K4	QSC CXQ4K4 Q-SYS CX-Q Series Network Processing Amplifiers, 4-Channel, up to 8000W	\$3,047.33	1	\$3,047.33	False



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QSC EQUIPMENT

Part Number	Product Description	Unit Price	Quantity	Amount	Is Taxable
W9-GSM4210PD	Netgear GSM4210PD M4250-9G1F-PoE+ AV Line 8x1G PoE+ 110W 1x1G and 1xSFP Managed Desktop Switch	\$608.21	1	\$608.21	False
WT-820CH1U8	WattBox 1U Integrated Faceplate IP Power Conditioner, 8-Individually Metered and Controlled Outlets	\$815.17	1	\$815.17	False
ME-ATW1421	Audio-Technica ATW-1421 System 20 PRO Line Series Dual Body-Pack System	\$881.16	2	\$1,762.32	False
ME-ATWT1401	Audio-Technica ATW-T1401 System 20 PRO Body-Pack Transmitter	\$225.96	1	\$225.96	False
ME-ATWCHG3AA	Audio-Technica ATW-CHG3AAD Two-Bay Charging Station with AC Adapter	\$249.60	1	\$249.60	False
ME-ATWCHG3AE	Audio-Technica ATW-CHG3AEXP 3000 Series Two-Bay Charging Station with Link Kit	\$221.16	1	\$221.16	False
CABLING/OTHER					
RH-XLRPXLRJ7	Comprehensive XLRP-XLRJ-6ST Standard Series XLR Plug to Jack Audio Cable, 6'	\$12.28	1	\$12.28	False
WG-63611101	Genesis 63611101 23/4-Pair Cat 6 Unshielded (U/UTP) Networking Cable, Plenum, CMP, FT6, 1000' (304.8 m) Pull Box, White	\$342.42	1	\$342.42	False
W1-SP12250WH	Wirepath SP-122-500-WH 12/2 Speaker Wire, 500' Spool, White	\$352.79	1	\$352.79	False
MISCELLANEOUS	MISCELLANEOUS (Power Supply for Enclosure, etc.)	\$0.00	1	\$0.00	False

Subtotal: **\$17,000.76**



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INSTALLATION

Category	Installation Description	Amount	Is Taxable
Pre-wiring	<p>MDIS will install all necessary cabling to support the new exterior audio system. New Saddle Rings and Beam Clamps will be installed above the drop ceiling to create new, professional cabling pathways from the Main Equipment, over to the new speakers for the exterior presentation area.</p> <p>MDIS will run new 12/2 speaker cabling from the equipment rack location to each outdoor JBL speaker.</p> <p>MDIS will run new Category 6 cabling between the rack equipment (processor, switch, controller), Touch Panel Controller, Bluetooth Wall Plate, and the Remote XLR input plate.</p> <p>All exterior penetrations will be properly sealed and weatherproofed. Cabling will be routed through conduit where required for protection and code compliance. Labeling will be applied at both ends of all cabling for serviceability.</p> <p>*MDIS is assuming that all electrical needs will be in place upon the start of this project. Any electrical needs found to be required will need to be handled by the preferred electrician for the Howell Public Library, at NO cost to MDIS*</p>	\$3,672.00	False



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INSTALLATION

Category	Installation Description	Amount	Is Taxable
Installation	<p>On the Exterior Side Wall Pillars in the presentation zone of the library, MDIS will install (2) JBL CBT 70J-1 speakers at designated mounting locations to optimize audience coverage. MDIS will attach weather-resistant rear covers for long-term durability for each speaker. MDIS will ensure all exterior devices are securely mounted and sealed against environmental exposure.</p> <p>MDIS will install (1) QSC 7 inch Touch Panel on the interior of the building to act as main control for this system. This location will be determined before installation. MDIS will also provide and configure a new Apple iPad to allow for a mobile controller for the system that can be used outside during presentations for easy "on the fly" adjustments.</p> <p>MDIS will install a new RDL Bluetooth Receiver and new RDL XLR Input Wall Plate on the exterior wall of the facility. This will allow for Bluetooth connections, as well as providing a physical input for people who may bring their own audio equipment.</p> <p>Inside the Storage Room Closet, MDIS will install a 12U wall-mounted rack in the designated interior space.</p> <p>Inside the newly installed Rack, MDIS will install the new QSC Core 8 Flex Processor, the new QSC Amplifier, the new A/V Network switch, the new Wireless microphone receiver, and the new Power Conditioner.</p> <p>MDIS will install a new protective cover for the XLR Wall Plate to protect the device during inclement weather. MDIS will also install a new heated, lockable, weather proof box to protect the new Bluetooth Wall Plate.</p>	\$8,262.00	False



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INSTALLATION

Category	Installation Description	Amount	Is Taxable
Configuration	<p>MDIS will configure and program the system for ease of use and automation. This work includes:</p> <ul style="list-style-type: none"> • Configure QSC DSP: <ul style="list-style-type: none"> ○ Input routing (Bluetooth, XLR, wireless mics) ○ Output tuning (EQ, delay, limiting) ○ Zone control for exterior speakers • Program QSC touchscreen: <ul style="list-style-type: none"> ○ Simple user interface for: <ul style="list-style-type: none"> ▪ Volume control ▪ Source selection (Bluetooth, wireless mic, wired mic) ▪ Preset recall (e.g., speech mode, music mode) ▪ Program and Configure new iPad to act as Secondary Mobile Control of the system • Configure QSC amplifier: <ul style="list-style-type: none"> ○ Set appropriate power levels and protection settings • Setup network switch for AV traffic and control communication • Pair and test wireless microphone system • Perform full system testing including: <ul style="list-style-type: none"> ○ Audio clarity and coverage verification ○ Wireless microphone performance testing ○ Bluetooth connectivity testing ○ Input plate functionality • Tune system for optimal speech intelligibility in outdoor environment • Verify system automation and preset functionality • Provide on-site training for library staff covering: <ul style="list-style-type: none"> ○ Basic system operation ○ Connecting devices via Bluetooth or XLR ○ Using wireless microphones ○ Adjusting volume and presets • Deliver as-built documentation and system overview <p>*MDIS provides a 1-Year Installation Warranty upon the completion of this project*</p>	\$2,754.00	False

Subtotal: **\$14,688.00**



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Howell Library: High End Outside Venue Audio System Solution



Prepared by:
Metro Detroit Integrated Systems

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bpowell@mdisnow.com

Prepared for:
Howell Library

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Howell, MI 48843
Janice Heilman
(517) 546-0720 x121
heilman@howelllibrary.org

Quote Information:
Quote #: BDP003768

Version: 1
Delivery Date: 05/04/2026
Expiration Date: 05/08/2026


Quote Summary

Description	Amount
QSC EQUIPMENT	\$17,000.76
INSTALLATION	\$14,688.00
Total:	\$31,688.76

Interest at 1.25% per month will be charged on overdue balances
25% restock fee
No returns on special order items
Additional add-ons will be billed as parts & labor @ \$150.00/hr

Metro Detroit Integrated Systems

Howell Library

Signature: 

Name: Bret Powell

Title: Account Manager

Date: 05/04/2026

Signature: _____

Name: Janice Heilman

Date: _____



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Appendix

Terms & Conditions

MDIS STANDARD TERMS, CONDITIONS & CAVEATS

1. PAYMENT SCHEDULE – 50 / 50

50% Deposit due upon acceptance (prior to ordering materials).

50% Final Balance due upon substantial completion.

2. CYBERSECURITY DISCLAIMER

MDIS is not responsible for cybersecurity breaches, vulnerabilities, or failures involving any customer-provided network equipment (firewalls, switches, routers, access points, or internet service).

All connections are made with the assumption that the customer's network is properly secured and maintained by others.

3. LIMITATION OF LIABILITY

MDIS's total liability is limited to the total dollar value of sales provided to the customer within the preceding 12 months.

MDIS is not liable for incidental, indirect, or consequential damages, including lost revenue, data, or use.

4. ELECTRICAL POWER BY OTHERS

All required electrical outlets, circuits, and power infrastructure must be provided and energized by others before MDIS installation.

MDIS does not perform electrical work (conduit, breakers, junction boxes, or terminations).

5. CONDUIT & PATHWAYS BY OTHERS

Customer or their electrical contractor must provide all required conduit, sweeps, floor boxes, and pathways prior to MDIS installation.

MDIS assumes clear and pullable pathways to all locations.

6. BONDS EXCLUDED

No bid, performance, or payment bonds are included.

If required, bonds may be added at 3% of the contract value.

7. EQUIPMENT SECTION GOVERNS

If discrepancies occur between installation descriptions and the equipment list:

The Equipment Section controls for quantities, models, and pricing.

All procurement and installation is based solely on the equipment list.

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GENERAL TERMS

Interest: 1.25% per month on overdue balances

Restock Fee: Up to 25%

Special Orders: No returns

Additional Work: Billed at \$150/hour (parts extra)

Quote components are interdependent; items cannot be separated without MDIS approval

Mail payments to:
4921 Leafdale Blvd., Royal Oak, MI 48073

Credit Card Payments: Add 3.5% processing fee

CBT SERIES

CONSTANT BEAMWIDTH TECHNOLOGY™

Key Features:

- ▶ Asymmetrical vertical coverage sends more sound toward far area of room to make front-to-back sound levels more consistent.
- ▶ Components: Sixteen 25 mm (1 in) soft dome tweeters and four 125 mm (5 in) high-power LF drivers, arranged coaxially.
- ▶ Patent-pending Constant Beamwidth Technology™ provides constant directivity up to the highest frequencies and reduces out-of-coverage lobing.
- ▶ Vertical pattern coverage switchable between 45° for medium-throw coverage and 25° for long-throw applications.
- ▶ Switchable voicing provides flat response in music mode or mid-range presence peak in speech mode.
- ▶ Dynamic SonicGuard™ overload protection of HF devices
- ▶ Swivel (pan) / tilt wall bracket included.

Overview:

The CBT 70J-1, with Constant Beamwidth Technology™, represents a breakthrough in pattern control consistency, utilizing complex analog delay beam-forming and amplitude tapering to accomplish superior, consistent vertical coverage without the narrow vertical beaming and out-of-coverage lobing that are typical of straight form-factor column speakers.

The CBT 70J-1 combines Constant Beamwidth Technology with a physical J-shaped curving, resulting in a very well controlled progressive line array with asymmetrical vertical coverage. The asymmetrical coverage produces a higher concentration of sound with a tighter pattern from the upper half of the array and a lower concentration of sound with a broader vertical pattern from the lower half of the array. This sends more sound toward the far area of the room than to the near area of the room, resulting in more even front-to-back SPL levels than would be the case from a traditional speaker or column that projects symmetrically in the vertical plane.

The two-way coaxial design provides a wide 60 Hz – 20 kHz bandwidth. The low-diffraction baffle eliminates frequency response irregularities that could otherwise occur due to baffle discontinuities. The thick, heavy-duty aluminum grille stands up to portable/event applications while allowing for rust-free installation outdoors.

The slim, compact design fits well into virtually any architectural decor. The 70 cm (27.6 in) tall line array height provides consistent pattern control throughout the intelligibility band, making the CBT 70J-1 work well in difficult acoustic environments.

Applications

The combination of superior sound quality, excellent pattern control, asymmetrical vertical coverage and compact design makes CBT 70J-1 extremely versatile. It is ideal for applications such as performance auditoriums, lecture halls, classrooms, A/V, transit centers, school stadiums,



multipurpose spaces, racetracks, theme parks, and fill applications, among many others.

Adjustable Coverage to Fit the Application

The innovative coverage adjustability allows switching between broad and narrow vertical coverage settings to allow matching the coverage and throw requirements of the application. Coverage can be easily switched in-venue with the speaker already installed. This innovation allows a single loudspeaker model to excel in an extremely wide variety of project types.

User Variable Voicing

The voicing can be set to match the application through a Music/Speech switch. The Music setting provides flat frequency response, while the Speech setting produces a mid-range presence boost to provide clear, intelligible speech even at the longest throw distances, along with increased midrange sensitivity for higher midrange maximum output capability.

Drivers

The low frequency drivers are lightweight dual magnet neodymium motors with 38 mm (1.5 in) diameter voice coils. The dual magnet system provides maximum flux in a compact package. The magnet structure is magnetically shielded and the pole tips are magnetically saturated for lower flux modulation and minimum distortion. The 16 mm (0.63 in) long coil provides high linear drive and high power handling in a compact driver. The LF drivers feature damped blended textile surrounds and coated sealed paper cones found in high performance large format drivers.

The high frequency driver features a dual magnet neodymium structure for maximum sensitivity. The tweeter is encased for weather resistance. The drivers are magnetically shielded to allow close placement CRT monitors.

Both drivers feature coated diaphragm materials to provide moisture, UV and salt resistance for outdoor capability.

SonicGuard™

Dynamic SonicGuard™ protection on the high frequency section minimizes distortion at high drive levels by limiting driver excursion dynamically. This maximizes music clarity and speech intelligibility at high drive levels while protecting the drivers from damage due to occasional overpowering.

Bracketry

A swivel (pan) / tilt wall-mount bracket is included, plus ten M6 inserts on the back panel fit the spacing of common third-party mounting brackets, or can be utilized to suspend the speaker using forged shoulder steel eyebolts or swivel mounting rings, providing installation versatility.

CBT 70J-1 can be installed either indoors or outdoors. The drivers are weather-treated, the fiberglass reinforced ABS cabinet is excellent for outdoor applications, external screws are stainless steel and the painted aluminum grille resists rusting in the harshest conditions. Available in black or white (-WH).

ATM75

Cardioid Condenser Headworn Microphone



Features

- Ideal for drummers, keyboard players, guitarists or anyone requiring hands-free operation
- Low-visibility headband provides stable, comfortable fit
- Pivot-mounted flexible mic boom descends from left or right side
- Belt-mounted power module operates on battery or phantom power
- Cardioid polar pattern reduces pickup of sounds from the sides and rear, improving isolation of desired sound source
- Rugged design and construction for reliable performance
- Switchable 80 Hz high-pass filter minimizes pickup of undesired low-frequency sounds
- Also available in two additional versions (without power module)
ATM75cW — cable terminated for A-T UniPak® wireless systems
ATM75c — unterminated cable

ATM75 Description

The ATM75 is a headworn condenser microphone with a cardioid polar pattern. It is designed for use by performing musicians and others who require professional-quality vocal pickup with hands-free operation.

The microphone requires 11V to 52V phantom power or a 1.5V AA battery for operation. A battery need not be in place for phantom power operation.

The microphone's cardioid polar pattern provides a 120° angle of acceptance.

The microphone includes a 1.4 m (4.6') permanently attached miniature cable. Its free end connects to the provided AT8531 power module via a TA3F-type connector. The output of the power module is a 3-pin XLRM-type connector.

A 3-position switch in the power module permits choice of off, on/flat response or on/low-roll-off (via integral 80 Hz high-pass filter). The roll-off position reduces the pickup of low-frequency ambient noise.

The microphone comes equipped with a power module, a cable clip, a large windscreen, a small windscreen and a battery.

ATM75cW Description

The microphone is also available in a wireless model, the ATM75cW. The ATM75cW includes a 1.4 m (55") permanently attached miniature cable terminated with a locking 4-pin connector for use with Audio-Technica UniPak® body-pack transmitters. No power module or battery is included (or required) with the ATM75cW. The ATM75cW dimensions, polar pattern, and included accessories are otherwise identical to those of the ATM75.

The ATM75cW is also available with a 2.2 m (7.2') unterminated cable as the ATM75c.

Operation and Maintenance

The ATM75 requires 11V to 52V phantom power or a 1.5V AA battery for operation. A battery need not be in place for phantom power operation.

To install the battery, remove the cap from the top of the power module. Insert a fresh 1.5V AA battery ("+" end toward the cap release button), then reassemble the power module. For longest battery life, the switch should remain off except when the microphone is in use. Alkaline batteries are recommended for longest life. Remove the battery during long-term storage.

Output is low impedance (Lo-Z) balanced. The signal appears across Pins 2 and 3; Pin 1 is ground (shield). Output phase is "Pin 2 hot" — positive acoustic pressure produces positive voltage at Pin 2.

A 3-position switch in the power module permits choice of off, on/flat response, or on/low-roll-off (via integral 80 Hz high-pass filter). The roll-off position reduces the pickup of low-frequency ambient noise (such as traffic, air-handling systems, etc.), room reverberation and mechanically coupled vibrations. To engage the high-pass filter, slide the switch toward the "bent" line. To turn the microphone on without engaging the high-pass filter, slide the switch toward the flat line.

For maximum stability and minimum visibility, the headband should be worn around the back of the head, with each cushioned support pad resting on the temple in front of the ear. The cable should remain clipped to the headband, with some slack at the boom connection. The headset is designed so the microphone descends from the left or right side.

After use in high-moisture applications, such as aerobics instruction, on-stage performing, etc., remove the foam screen, wipe off the headset with a towel and permit them to air-dry. (Do not store in a closed space, such as a plastic bag, until all moisture has evaporated.)

Avoid leaving the microphone in the open sun or in areas where temperatures exceed 110° F (43° C) for extended periods. Extremely high humidity should also be avoided.

To reduce the environmental impact of a multi-language printed document, product information is available online at www.audio-technica.com in a selection of languages.

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Specifications

Element	Fixed-charge back plate, permanently polarized condenser
Polar pattern	Cardioid
Frequency response	100-13,000 Hz
Low frequency roll-off	80 Hz, 18 dB/octave
Open circuit sensitivity	Phantom: -51 dB (2.8 mV) re 1V at 1 Pa Battery: -53 dB (2.2 mV) re 1V at 1 Pa
Impedance	Phantom: 200 ohms Battery: 270 ohms
Maximum input sound level	Phantom: 132 dB SPL, 1 kHz at 1% T.H.D. Battery: 121 dB SPL, 1 kHz at 1% T.H.D.
Dynamic range (typical)	Phantom: 96 dB, 1 kHz at Max SPL Battery: 85 dB, 1 kHz at Max SPL
Signal-to-noise ratio¹	58 dB, 1 kHz at 1 Pa
Phantom power requirements	11-52V DC, 2 mA typical
Battery type	1.5V AA/UM3
Battery current / life	0.4 mA / 2000 hours typical (alkaline)
Switch	Off, on-flat, on-roll-off
Weight	Microphone: 60 g (2.1 oz) Power module: 139 g (4.9 oz)
Dimensions	Microphone: 20.4 mm (0.80") diameter Power module: 84.0 mm (3.31") H x 63.0 mm (2.48") W x 22.0 mm (0.87") D Headset: 120.0 mm (4.72") nominal at widest point, 80.5 mm (3.17") flexible boom
Output connector	Power module: Integral 3-pin XLRM-type
Cable	1.4 m (4.6') long (permanently attached to microphone), 2.8 mm (0.11") diameter, 2-conductor shielded cable with TA3F-type connector
Audio-Technica case style	M19
Accessories furnished	AT8531 power module; AT8439 cable clip; AT8139L large windscreen; AT8139S small windscreen; battery

In the interest of standards development, A.T.U.S. offers full details on its test methods to other industry professionals on request.

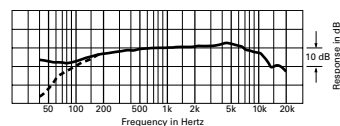
1 Pascal = 10 dynes/cm² = 10 microbars = 94 dB SPL

¹ Typical, A-weighted, using Audio Precision System One.

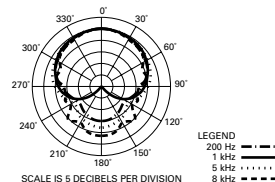
Specifications are subject to change without notice.



frequency response: 100–13,000 Hz



polar pattern



 **audio-technica**

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P#1423-11150C P52572

System 20 PRO

Digital Wireless System



Overview

The System 20 PRO offers a self-managing, plug-and-play 2.4 GHz system that is scalable to 20 channels and delivers the same dependable, high-quality audio in any environment.

The system has been designed to overcome many challenges of conventional wireless microphones, such as frequency coordination, complex intermodulation calculations, and remote antenna cabling.

Capable of receiving up to four transmitters, receiver units can remain docked in the half-rack chassis or be mounted remotely (up to 100m) via Ethernet cable. Up to five chassis can be linked via an RJ12 cable, creating a stable, multichannel system providing simultaneous use of up to 20 channels. System 20 PRO allows the user to choose between two modes: Standard mode (10 channels) to minimise latency or HD mode (20 channels) to maximise channel count.

Setup and management are controlled via Audio-Technica's Wireless Manager software, and AES128 encryption provides security and reliable operation. The transmitters included in each system are paired and ready to use out of the box, and offer all-day operation on a full charge.

Overall System Specifications

Specification	Details
Operating frequencies	2402 - 2480MHz
Dynamic range	120dB (A-weighted) typical
Total harmonic distortion	< 0.05% typical
Operating range	60m (Open environment with no interfering signals)
System Frequency Response	20 to 20000Hz (Varies depending on the microphone to be installed)
Delay	Standard: 2.8ms, HD mode: 6.7ms
Audio sampling frequency	Standard: 24bit/48kHz, HD mode: 24bit/48kHz
Encryption method	AES128
Max. simultaneous use	Standard: 10 channels, HD mode: 20 channels (Depends on the region and environment)

ATW-T1401

Specification	Details
Modulation mode	GFSK
RF output	10mW EIRP
RF sensitivity	-90dBm typical
Whip antenna	True diversity
Input connection	Four pin locking connector: Pin 1: GND, Pin 2: INST INPUT, Pin 3: MIC INPUT, Pin 4: DC BIAS +10V
Battery	DC3V (2 AA batteries)
Operating temperature	5°C to +40°C
Battery Life	AA alkaline batteries: Approx. 15 hours, AA nickel-hydrogen batteries: Approx. 14 hours and 30 minutes, AA lithium batteries: Approx. 29 hours (Varies depending on usage conditions)
Dimensions	63.7mm x 22.7mm x 107.4mm (W x D x H)
Weight	80g (without batteries)

System 20 PRO

Digital Wireless System



ATW-T1402

Specification	Details
Modulation mode	GFSK
RF output	10mW EIRP
RF sensitivity	-90dBm typical
Whip antenna	True diversity
Microphone type	Dynamic type
Microphone Directional Characteristics	Hypercardioid
Battery	DC3V (2 AA batteries)
Operating temperature	5°C to +40°C
Battery Life	AA alkaline batteries: Approx. 18 hours, AA nickel-hydrogen batteries: Approx. 16 hours and 30 minutes, AA lithium batteries: Approx. 35 hours (Varies depending on usage conditions)
Dimensions	265.0mm x 53.7mm
Weight	300g
Included accessory	Microphone holder AT8456a, Conversion screw adapter (3/8 - 5/8)

ATW-T1406

Specification	Details
Modulation mode	GFSK
RF output	10mW EIRP
RF sensitivity	-90dBm typical
Whip antenna	True diversity
Maximum input sound pressure level	139dB SPL
Microphone type	Capacitor type
Microphone Directional Characteristics	Cardioid
Operating temperature	5°C to +40°C
Built-in battery	3.7V lithium-ion battery (5.5Wh 1460mAh)
Battery Life	Approx. 12 hours (Varies depending on usage conditions)
Charging time	Approx. 3 hours and 10 minutes (Varies depending on usage conditions)
USB Charging Port	USB Type-C (USB 2.0)
Dimensions	90.5mm x 129.4mm x 31.9mm (W x D x H)
Weight	510g (including battery)
Included accessory	USB power adapter, Blade tip for USB power adapter, USB cable (1.5 m)

ATW-T1407

Specification	Details
Modulation mode	GFSK
RF output	10mW EIRP
RF sensitivity	-90dBm typical
Whip antenna	True diversity
Microphone	Gooseneck microphone support
Phantom power supply	DC24V
Operating temperature	5°C to +40°C
Built-in battery	3.7V lithium-ion battery (5.5Wh 1460mAh)
Battery Life	Without LED: Approx. 12 hours, With LED: Approx. 8 hours (Varies depending on usage conditions)
Charging time	Approx. 3 hours and 10 minutes (Varies depending on usage conditions)
USB Charging Port	USB Type-C (USB 2.0)
Dimensions	90.5mm x 129.4mm x 47.6mm (W x D x H)
Weight	490g (including battery)
Included accessory	USB power adapter, Blade tip for USB power adapter, USB cable (1.5 m)

ATW-R1440

Specification	Details
Receiver unit external connection port	RJ45
NETWORK Port	RJ45: RJ45 Fast Ethernet
LINK IN/OUT port	RJ12
Output Level	LINE max: +22dBu (+20dBV), LINE Unity: -20dBu (-22dBV), MIC max: -12dBu (-10dBV), MIC Unity: -50dBu (-52dBV)
Power consumption	3.7W
Power supply	DC12V 0.5A (AC adapter)
Operating temperature	0°C to +40°C
Dimensions	209.8mm x 165.6mm x 42.5mm (W x D x H)
Weight	740g
Included accessory	Blade tip for AC adapter and AC adapter, Rack mount adapter (short), Rack mount adapter (long), Fixing screws x 5, Connecting cable (30cm), Rubber feet x 4

ATW-RU14

Specification	Details
Modulation mode	GFSK
RF output	10mW EIRP
RF sensitivity	-90dBm typical
Whip antenna	1/2 Dipole Antenna Diversity
External connection port	RJ45
Power supply	DC12V (RC14)
Operating temperature	0°C to +40°C
Dimensions	86.0mm x 70.2mm x 18.7mm (W x D x H)
Weight	77g

TSC-50-G3
TSC-70-G3
TSC-101-G3

KEY FEATURES

- High performance network touch screen controllers for Q-SYS
- Enhanced onboard processor with increased resolution and significantly improved screen transitions on all models
- Customizable RGB LED status indicators (7-inch and 10 in models only)
- Integrated proximity sensor wakes the screen on approach while an ambient light sensor adjusts screen brightness
- Build intuitive and scalable UCIs in the same software program as your DSP and control programming for a streamlined design and deployment process
- Supports CSS-based styling letting users build more dynamic UCI themes and apply global styles across multiple UCIs
- UCI Controller (in Beta) is an alternative method of building UCIs from a template of control types to simplify deployment and scalability of multiple UCIs
- Supports Power over Ethernet to allow for power and data on a single cable for simple, single-cable installation
- All models support landscape/portrait orientation when wall-mounted
- Optional table top mount accessory available (5-inch model supports landscape/portrait mounting)
- Universal mounting options: Included accessories for mounting to US standard and European wall and junction boxes
- Available in three sizes (5-inch, 7-inch, 10.1-inch)



Q-SYS TSC-G3 Series

Network touch screen controllers for Q-SYS

The Q-SYS TSC Series Gen 3 are high-performance network touch screen controllers native to Q-SYS. Available in three sizes (5-inch, 7-inch, 10-inch), these PoE-capable (power over Ethernet) devices support a wide range of applications needing a fully-customizable user control interface (UCI).

Like all Q-SYS products, the TSC Series Gen 3 integrate seamlessly into a system design and take full advantage of drag-and-drop integration and robust control engine within Q-SYS to provide users with intuitive AV controls for any space.

The Next Generation of Q-SYS Touch

Screens – The TSC Series Gen 3 network touch screen controllers offer a complete redesign, built for higher performance and modern aesthetics. This series offers increased resolutions with significantly improved screen transitions on all models. Furthermore, the enhanced onboard video processor makes these screens future-ready for upcoming Q-SYS video features.

The 7-inch and 10-inch models also feature RGB LED status indicators on the side of the touchscreen that can be fully customizable to signify anything from call/mute status, room-in-use, and beyond.

Lastly, each model supports vertical and horizontal orientation, and allows for wall-mounting in a single-gang wall box (TSC-50-G3), dual-gang wall box (TSC-70-G3 & TSC-101-G3), or table-top mounting with optional accessory (not included).

Fully Customizable User Control Interface –

Q-SYS offers a unique drag-and-drop UCI creation utility within Q-SYS Designer Software for building intuitive and scalable interfaces without the need for any programming. Each TSC Series Gen 3 network touchscreen can display anything from a few simple controls on single page GUIs to comprehensive GUI's with reactive controls that change based on system status. It's also simple to import corporate logos and other graphical elements to enable UCIs tailored to each customer's unique requirements.

Additionally, Q-SYS supports CSS-based styling, which allows integrators to build more dynamic UCI themes and apply global styles across multiple UCIs (or system designs). Q-SYS also offers the new UCI Controller feature (in Beta) that make it much simpler to copy, reuse, and modify UCIs to allow for easier deployment and scalability of multiple UCIs.

Designed for Q-SYS –

TSC Series Gen 3 network touch screen controllers are high-performance devices native to Q-SYS, a cloud-manageable audio, video, and control platform, built to deliver scalable, flexible AV solutions well into the future. At its foundation, the **Q-SYS OS** serves as the software foundation that manages your TSC Series devices along with a multitude of other native **Q-SYS Products**. Additionally, the modern IT architecture and development tools of the Q-SYS Platform enable an entire Ecosystem of third-party devices developed by approved **Q-SYS Partners**, as well as a worldwide community of Q-SYS developers using the available tools found in **Q-SYS Open**.

SR-WMS Wall Mount Series Fully Assembled Rack with Swing & Door

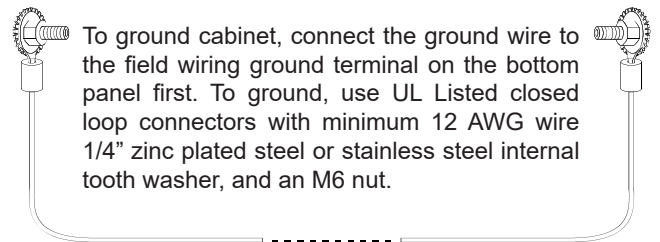
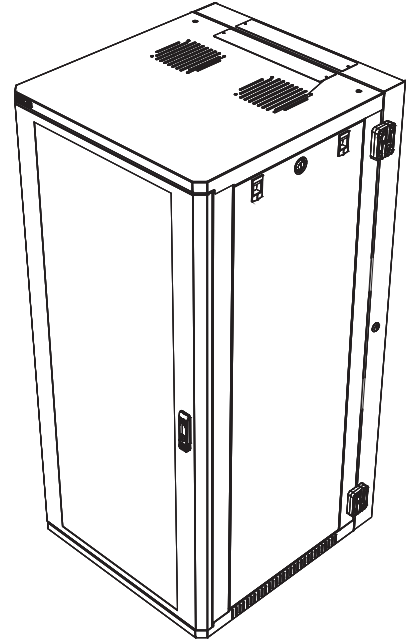


Package Contents

- A. Fully Assembled Rack (1)
- B. 5/16" Lag Bolts and Washers (4)
- C. Mounting Template (1)
- D. Keys - Front Door (2) & Swing/Side Panel (2)
- E. #10-32 Rack Screws (40)
- F. Door Shim Washers (3)
- G. Punch-Out Slotted Grommet Edging

Key Features

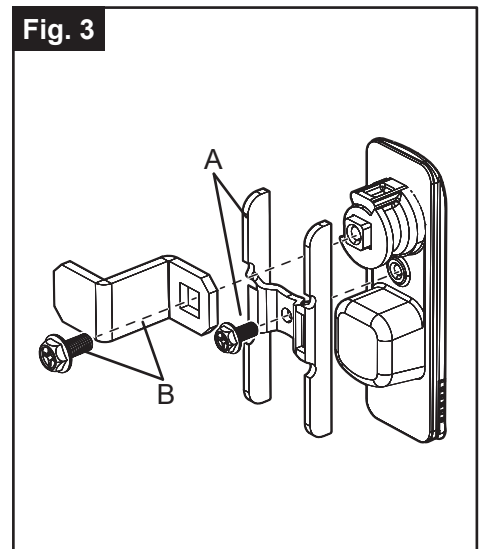
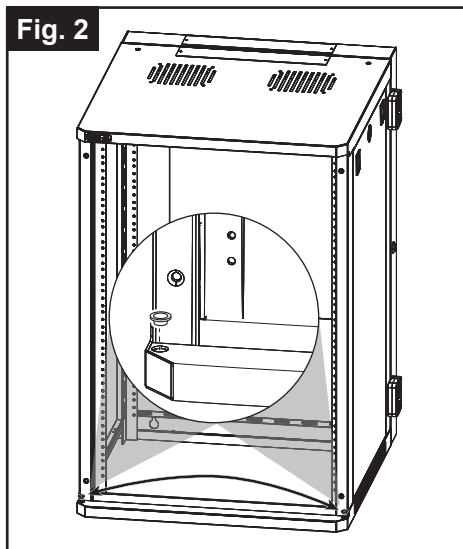
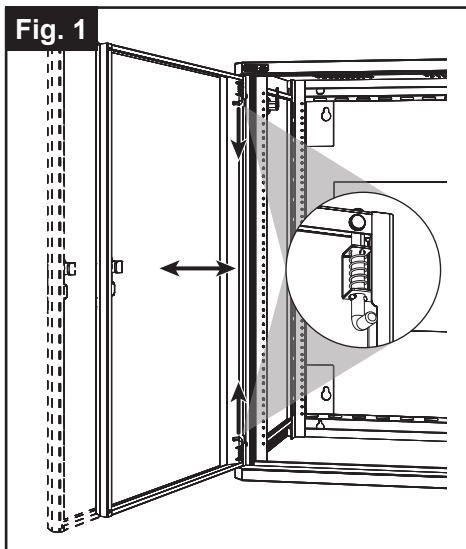
- Full kit (rack swing and glass door included)
- Arrives fully assembled
- Universal hinges (number of hinges may vary by rack height)
- Wire management (knock out on top of rack and swing allows for ample room to manage cable)
- Front door, side panels, and swing are lockable
- Rails are labeled with U units for ease of arrangement
- EIA 310-D hole pattern
- Easily add fans for additional cooling (not included)
- Reversible door and swing



Reversing Front Door Swing

Tools required: #2 Phillips Screwdriver

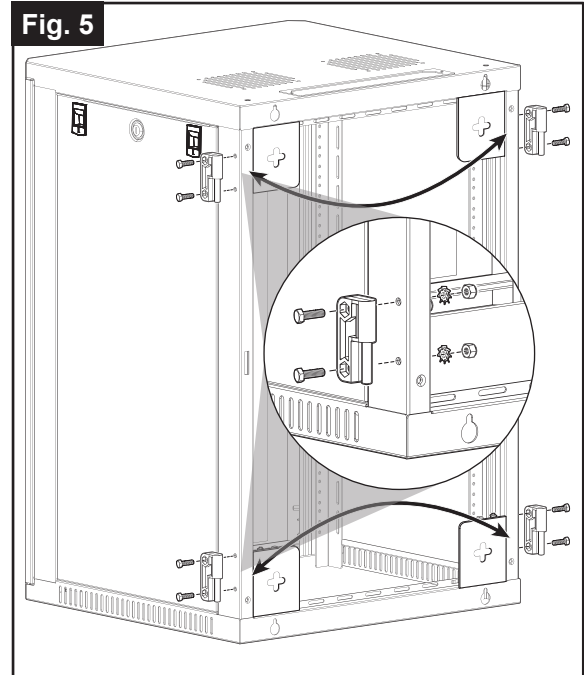
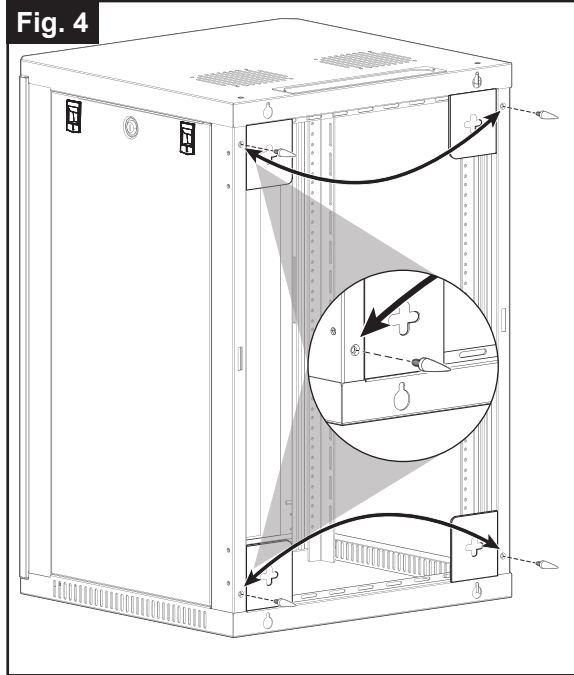
1. Open the door and pull the hinge pins free, then slide the door out of the rack. (Fig. 1)
2. Move the grommet in the bottom hinge hole to the opposite side. (Fig. 2)
3. Flip the door and attach it to the opposite side of the rack (latch will be upside down). (Fig. 1)
4. Remove the door latch screw and bracket, rotate the outer handle 180°, then reassemble. (Fig. 3A)
5. Remove the locking latch screw and rotate the latch 180°, then reassemble. (Fig. 3B)



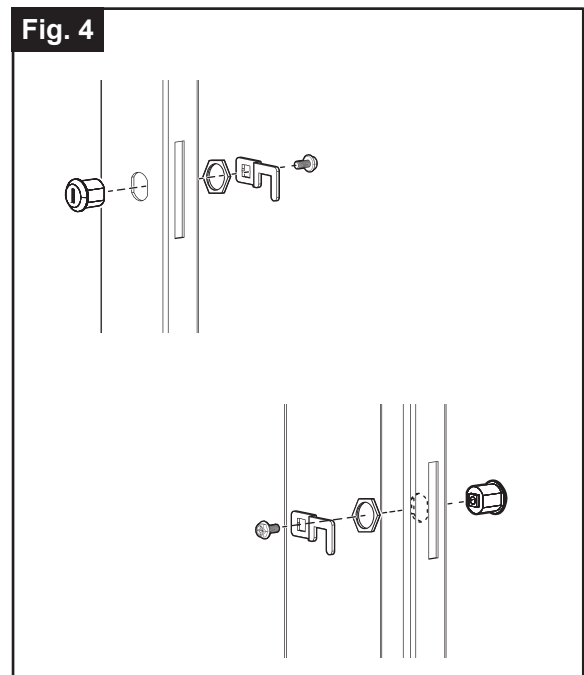
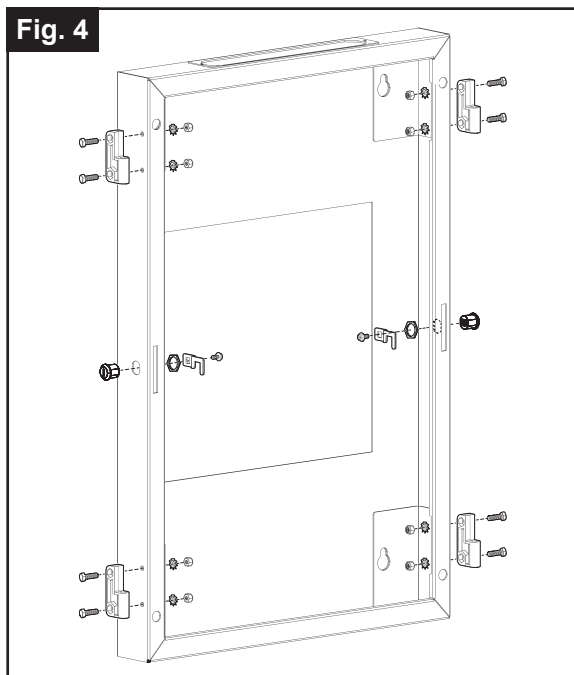
Reversing Rear Swing Direction

Tools required: #2 Phillips Screwdriver, 1/4" drive ratchet wrench with 3" extension, 10mm standard depth socket, 10mm open-ended wrench, adjustable wrench or pliers

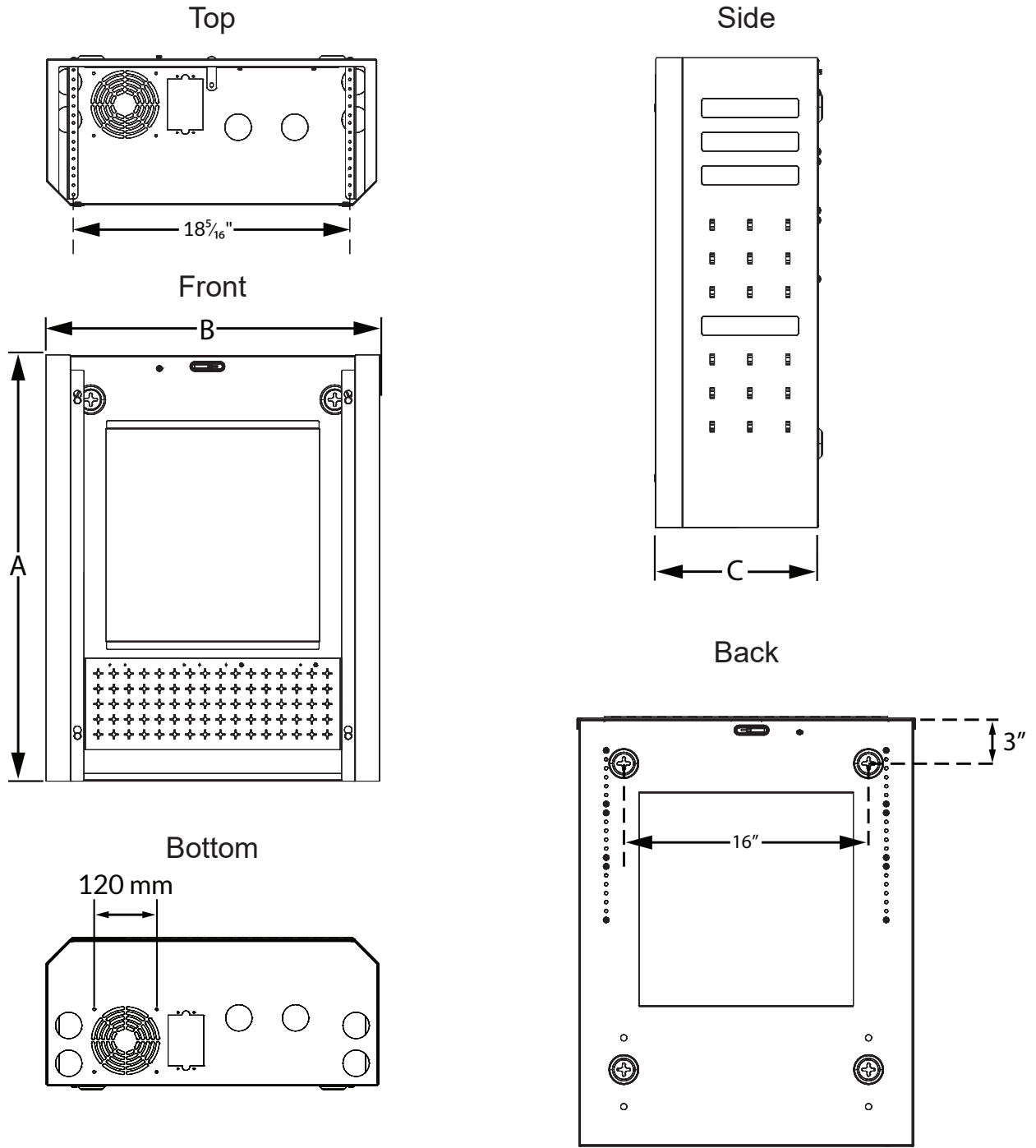
1. Using the included key, unlock the latch on the rear swing frame and remove the frame from the rack.
2. Using a 10mm wrench, loosen the alignment spikes from one side of the rack and move them to the corresponding holes on the opposite side. (Fig. 4)
3. Using a 10mm socket wrench with a 3" extension, loosen the hinge nuts from the inside of the rack, taking care not to lose the lock washers behind the nuts. (Fig. 5)
4. Reattach the hinges to the opposite side, making sure to keep the pins pointed down.



5. Move on to the rear swing frame. Move the hinges to the opposite side (same steps as rack).
6. Using a #2 Phillips screwdriver, remove the arm from the latch, then remove the lock ring, using pliers or an adjustable wrench as needed.
7. Install the latch into the opposite mounting hole. Note the latching arm orientation in the figure. The latch rotates up or down depending on which side it is installed in.



Dimensions



Product	Max Load Weight with Swing Kit	A - Height	B - Width	C - Depth	D - Rail-to-rail Mounting Depth
SR-WMS-6U	150 lb	14.29"	21.75"	22.91"	14"
SR-WMS-10U		21.29"			
SR-WMS-12U		24.79"			
SR-WMS-16U		31.79"			
SR-WMS-18U	300 lb	35.29"			
SR-WMS-21U		40.54"			
SR-WMS-24U		45.79"			

Note: Welded steel construction with deep black powder coat and tinted, tempered glass door.

Lifetime Limited Warranty

All Strong™ products have a Lifetime Limited Warranty. This warranty includes parts and labor repairs on all components found to be defective in material or workmanship under normal conditions of use. This warranty shall not apply to products that have been abused, modified, or disassembled. Products to be repaired under this warranty must be returned to Strong or a designated service center with prior notification and an assigned return authorization number (RA).

For Technical Support: 1.866.838.5052



Q-SYS Core 8 Flex

KEY FEATURES

- 64 x 64 networked audio channels (Q-LAN / AES67)
- Eight on-board Flex channels and GPIO
- 8 x AEC (acoustic echo cancellation) processors
- up to 32 x 32 Dante audio channels (8 x 8 included)
- Supports up to three (3) Q-SYS NM-T1 tabletop microphones (up to six (6) with the Collaboration Bundle scaling license)
- USB AV bridging (8 x 8 audio + Q-SYS camera support)
- External USB audio device host
- Supports up to 2 VoIP softphone instances
- Full featured Q-SYS Control engine
- Dual gigabit ethernet ports with assignable application resources offering any combination of VoIP, Q-LAN Control, Q-LAN audio or network redundancy
- Internal power supply
- 1U half-width, includes mounting hardware



Q-SYS Core 8 Flex

Analog + Network I/O Processor

Introducing the Q-SYS Core 8 Flex audio, video and control (AV&C) processor, which extends the applications of the Q-SYS Ecosystem into a wider range of smaller-scale installations across corporate, higher education, healthcare and beyond. Built on the same foundational technology as the rest of the Q-SYS processor portfolio, including the best-in-class Q-SYS Core 110f, the Core 8 Flex is designed for applications with lower network channel capacity and/or targeted processing requirements.

Core 8 Flex offers onboard analog audio I/O and GPIO plus network AV&C processing, and like all Q-SYS Core processors, the Core 8 Flex delivers features and functionality at the software level, including acoustic echo cancellation (AEC), wide-area paging, video routing, and a full featured control engine without the need for dedicated control processors.

ONBOARD ANALOG I/O PLUS NETWORK I/O

In addition to its 64 x 64 network audio I/O capacity, the Core 8 Flex offers eight on-board Flex channels and eight GPIO on-ramps to integrate analog audio and control devices into the Q-SYS Ecosystem

RIGHTSIZED. UNCOMPROMISED.

Rather than deploying an AV&C processor with unused analog I/O that occupies a full rack space, Core 8 Flex offers a smaller, space-efficient solution with the right amount of analog I/O. However, it does not compromise on functionality; instead it delivers a fully-integrated and customized Q-SYS experience, from paging and background music distribution to control, automation and beyond (the same feature set as the larger Cores in the processor portfolio).

OPTIMIZED FOR THE MEETING SPACE

While it can be used across multiple installation types, Core 8 Flex provides the AV infrastructure to enable full room web conference integration, particularly for larger, more challenging spaces. It features USB integration with all major web conferencing applications, eight channels of acoustic echo cancellation (AEC), two VoIP softphones, Software-based Dante to enable modern microphones, and a full-featured control engine for third-party device integration.

REDUCE COMPLEXITY AND IMPROVE SCALABILITY WITH THE Q-SYS ECOSYSTEM

The Q-SYS Core 8 Flex joins a growing Ecosystem of AV&C processors built on a flexible software foundation that deliver features and functionality without relying on dedicated, single-purpose hardware. Like all Q-SYS Cores, the Core 8 Flex lets integrators take full advantage of the same Q-SYS software suite to design and configure systems, and end users can benefit from a more holistic user experience as a result of all native Q-SYS peripherals, and the system's ability to scale your system without having to rip-and-replace your configuration file.



CX-Q 8K4 | CX-Q 4K4 CX-Q 2K4

KEY FEATURES

- Seamless Q-SYS integration with audio transport and control via standard gigabit Ethernet protocols and hardware
- Capable of providing up to 8,000 W of power
- Low-Z, 70 V and 100 V direct drive available on all channels
- Hybrid circuit topology mixing the robustness of the PL380 PowerLight™ amplifier platform with new high-voltage, high-current output devices
- FlexAmp™ allows for asymmetric power distribution across amplifier channels
- Flexible Amplifier Summing Technology™ optimizes for either higher voltage loads (up to 200 Vrms output) or high current loads (up to 35 A)
- PowerLight universal switchmode power supply with PFC for highest efficiency; improved audio performance, and low weight
- Routable mic/line inputs provide additional on-ramps into Q-SYS
- Eight configurable, bi-directional GPIO connections
- Automatic energy saving modes ensure that the amplifier will draw the minimum amount of AC power while still providing outstanding audio quality



CX-Q Series (4 channel)

Four-channel network processing amplifiers for Q-SYS

CX-Q Series network amplifiers combine a legacy of robust power amplifiers, advancements in high-efficiency output devices and native network transport, control and monitoring capabilities of Q-SYS.

NATIVE Q-SYS INTEGRATION

CX-Q Series amplifiers are fully native components of Q-SYS, offering simple drag-and-drop integration into your Q-SYS design, enabling network routing, advanced processing (including Intrinsic Correction™ custom loudspeaker voicings) and control. This expedites the installation process and provides superior system performance far beyond that of third-party amplifier solutions.

It also means that Q-SYS can manage the fault protection and notification for these amplifiers. If for any reason an amplifier goes offline or has a fault, the Q-SYS system can alert the operator and ensure the system retains its integrity.

LEGACY OF POWER REDEFINED

CX-Q Series network amplifiers use a 5th generation high-efficiency, Class-D hybrid powertrain design built upon the dependable PL380 PowerLight™ amplifier platform. The new design offers both high-voltage and high-current operation with excellent audio quality and thermal performance.

CHANNEL POWER FLEXIBILITY

CX-Q Series network amplifiers combine two technologies that provide extreme flexibility in output deployment. FlexAmp™ allows for asymmetric output channel loading by drawing from large power reserves and distributing customized output power levels per channel. FAST (Flexible Summing Amplifier Technology™) allows channels to be combined in bridge mode, parallel mode or bridge/parallel mode to deliver either higher voltage loads (up to 200 Vrms output) or higher current loads (up to 35 A).

Collectively, these technologies decrease system cost by reducing wasted power and channels, while ultimately removing the need to specify multiple amplifiers with different power ratings in a multi-zone installation.

Each model supports a wide variety of loudspeaker systems by featuring Low-Z, 70 V and 100 V direct drive on all channels.

I/O FEATURES

Each amplifier also offers four channels of mic/line inputs (with +12 V phantom power) directly on the back of the amplifier that act as Q-SYS on-ramps in addition to its amplification duties. Additionally, eight bi-directional GPIO ports allow for further control and integration of other third-party peripherals within Q-SYS.

POWER & SPACE EFFICIENCY

CX-Q Series also features fully active Power Factor Correction (PFC) which aligns the supply current waveform with the AC mains voltage waveform. PFC enables these amplifiers to draw current from the wall in a more efficient and controlled manner.

This series also incorporates several energy conservation and efficiency strategies, including a unique multi-stage sleep mode that saves energy when possible without sacrificing performance.

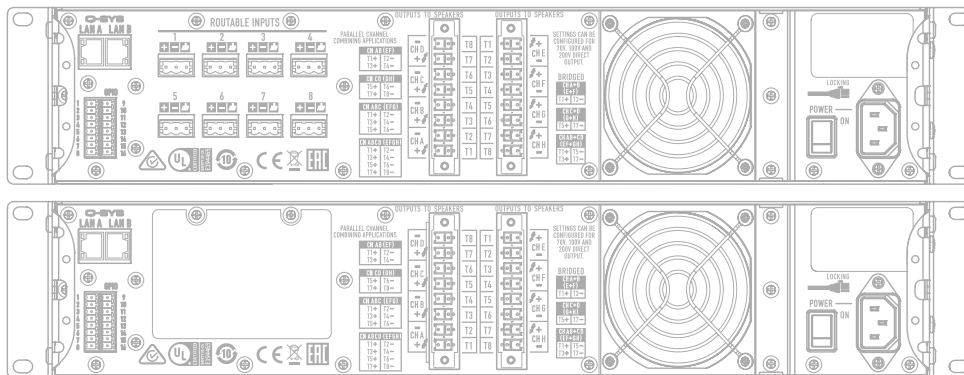
With four channels of amplification addressable from the network in just 2RU and four channels of mic/line inputs, the CX-Q Series network amplifiers replace equipment taking up as much as four times the rack space.

CX-Q Series (4-channel Specifications)

	CX-Q 2K4		CX-Q 4K4	
	Max Power	Continuous Power	Max Power	Continuous Power
4 independent channels A, B, C, D	70 V	700 W	400 W	1000 W
	100 V	700 W	350 W	1000 W
	16 Ω	350 W	200 W	500 W
	8 Ω	700 W	400 W	1000 W
	4 Ω	800 W	400 W	1500 W
	2 Ω	600 W	300 W	500 W
2 CH combined in BTL bridge A+B or C+D Doubles voltage <small>(Do not use for 70 Vrms / 100 Vrms systems; can be used for 140 Vrms / 200 Vrms systems)</small>	140 V	1500 W	700 W	2000 W
	200 V	1500 W	700 W	2000 W
	8 Ω	1500 W	700 W	3000 W
	4 Ω	1400 W	600 W	1700 W
	2 Ω	NR	NR	NR
	70 V	1400 W	750 W	2000 W
2 CH combined in parallel AB or CD Doubles current <small>(Best for 70 Vrms / 100 Vrms systems)</small>	100 V	1400 W	700 W	2000 W
	8 Ω	800 W	400 W	1000 W
	4 Ω	1250 W	750 W	2000 W
	2 Ω	1500 W	650 W	2500 W
	8 Ω	800 W	400 W	1000 W
	4 Ω	1250 W	800 W	2000 W
3 CH combined in parallel ABC Triples current	2 Ω	1500 W	1100 W	3000 W
	8 Ω	2500 W	1500 W	3500 W
	4 Ω	3000 W	1600 W	4000 W
4 CH combined in bridged/parallel AB+CD Doubles current and voltage	2 Ω	NR	NR	NR
	8 Ω	800 W	400 W	1000 W
	4 Ω	1250 W	800 W	2000 W
4 CH combined in parallel ABCD Quadruples current	2 Ω	1700 W	1600 W	4000 W
	1 Ω	2500 W	1500 W	4000 W

NR* = Not Recommended due to excessive current draw.
 Max Power - 20 ms, 1 kHz sine wave burst, single channel driven; this data is most useful for asymmetrical loading of amplifier channel and maximizing power utilization of the amplifier. When utilizing FlexAmp™, the power capabilities of the channel AND the power supply must be considered.
 Continuous power = 20 Hz - 20 kHz bandwidth; all channels driven with same load.

CX-Q 2K4 | CX-Q 4K4



CX-Q Series (4-channel Specifications)

CX-Q 8K4

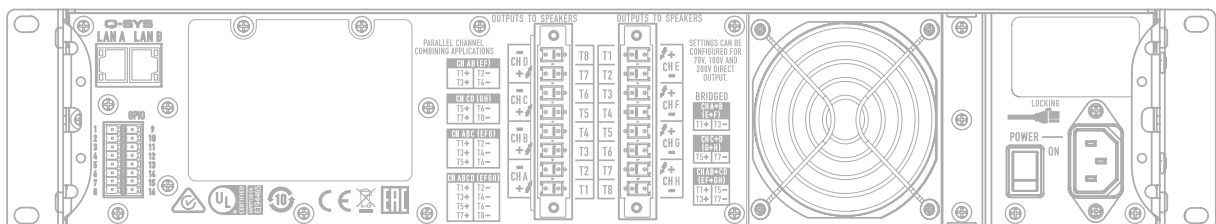
	Max Power	Continuous Power
4 independent channels A, B, C, D	70 V	1250 W
	100 V	1250 W
	16 Ω	625 W
	8 Ω	1250 W
	4 Ω	2400 W
	2 Ω	2750 W
	140 V	2400 W
	200 V	2400 W
	8 Ω	4000 W
	4 Ω	5000 W
2 CH combined in BTL bridge A+B or C+D Doubles voltage <small>(Do not use for 70 Vrms / 100 Vrms systems; can be used for 140 Vrms / 200 Vrms systems)</small>	2 Ω	3000 W
	70 V	2400 W
	100 V	2400 W
	8 Ω	1250 W
	4 Ω	2400 W
	2 Ω	4000 W
	8 Ω	1250 W
	4 Ω	2400 W
	2 Ω	4500 W
	8 Ω	4200 W
2 CH combined in parallel AB or CD Doubles current <small>(Best for 70 Vrms / 100 Vrms systems)</small>	8 Ω	1250 W
	4 Ω	2400 W
	2 Ω	4000 W
	8 Ω	1250 W
	4 Ω	2400 W
	2 Ω	4500 W
	8 Ω	4200 W
	4 Ω	7000 W
	2 Ω	8000 W
	8 Ω	1250 W
3 CH combined in parallel ABC Triples current	4 Ω	2400 W
	2 Ω	4500 W
	8 Ω	4200 W
	4 Ω	7000 W
	2 Ω	8000 W
	8 Ω	1250 W
	4 Ω	2400 W
	2 Ω	4500 W
	1 Ω	7000 W
	4 Ω	2500 W
4 CH combined in bridged/parallel AB+CD Doubles current and voltage	4 Ω	2500 W
	2 Ω	5000 W
	1 Ω	7000 W
	4 Ω	2500 W
	2 Ω	5000 W
	1 Ω	7000 W
	4 Ω	2500 W
	2 Ω	5000 W
	1 Ω	7000 W
	4 Ω	2500 W
4 CH combined in parallel ABCD Quadruples current	4 Ω	2500 W
	2 Ω	5000 W
	1 Ω	7000 W
	4 Ω	2500 W
	2 Ω	5000 W
	1 Ω	7000 W
	4 Ω	2500 W
	2 Ω	5000 W
	1 Ω	7000 W
	4 Ω	2500 W

NR* = Not Recommended due to excessive current draw.

Max Power - 20 ms, 1 kHz sine wave burst, single channel driven; this data is most useful for asymmetrical loading of amplifier channel and maximizing power utilization of the amplifier. When utilizing FlexAmp™, the power capabilities of the channel AND the power supply must be considered.

Continuous power = 20 Hz - 20 kHz bandwidth; all channels driven with same load.

CX-Q 8K4



CX-Q Series (4-channel Specifications)

	CX-Q 2K4	CX-Q 4K4	CX-Q 8K4
Power Supply - Maximum Power Output	2,000 W	4,000 W	8,000 W
Typical Distortion			
8 Ω	0.02 - 0.05%	0.02 - 0.05%	0.02 - 0.05%
4 Ω	0.04 - 0.1%	0.04 - 0.1%	0.04 - 0.1%
Maximum Distortion			
4 Ω - 8 Ω	1.0%	1.0%	1.0%
Frequency Response (8 Ω)	20 Hz - 20 kHz, +0.2 dB / -0.7 dB	20 Hz - 20 kHz, +0.2 dB / -0.7 dB	20 Hz - 20 kHz, +0.2 dB / -0.7 dB
Noise			
Unweighted output unmut	>102 dB	>102 dB	>102 dB
Weighted output muted	>106 dB	>106 dB	>106 dB
Gain (1.2 V setting)	33 dB	35 dB	38 dB
Damping factor	>100	>100	>150
Input impedance	>8k balanced and >4k unbalanced	>8k balanced and >4k unbalanced	>8k balanced and >4k unbalanced
Input Sensitivity			
Continuously variable:	Vrms 1.23 mV to 17.35 V dBu -56 to 27 dBv -58.2 to 24.8	Vrms 1.23 mV to 17.35 V dBu -56 to 27 dBv -58.2 to 24.8	Vrms 1.23 mV to 17.35 V dBu -56 to 27 dBv -58.2 to 24.8
Controls and indicators (front)	Power • Channel MUTE buttons • Channel SELECT buttons • Channel Input Signal and CLIP LED Indicators Channel Output and LIMIT LED meters • NEXT, PREV, ID buttons • Control knob		
Controls and indicators (rear)	AC Power Disconnect (IEC C-14)		
Input connectors	CX-Q 2K4, CX-Q 4K4, CX-Q 8K4 3-pin Euro (green) and Q-LAN Network connectivity		
Output connectors	8-pin Euro (green)		
Amplifier and load protection	Short circuit, open circuit, over current, over voltage, thermal, RF, DC fault shutdown, active inrush limiting, on/off muting		
AC power input	Universal power supply 100 - 240 VAC, 50 - 60 Hz with active PFC		
Dimensions (HWD)	3.5 x 19 x 16 in (89 x 482 x 406 mm)	3.5 x 19 x 16 in (89 x 482 x 406 mm)	3.5 x 19 x 16 in (89 x 482 x 406 mm)
Weight, Net / Shipping	23 lb (10.4 kg) / 27 (12.2 kg)	25 lb (11.3 kg) / 29 lb (13.2 kg)	26 lb (11.8 kg) / 30 lb (13.6 kg)
Agency approvals	UL, CE, RoHS/WEEE compliant, FCC Class B (conducted and radiated emissions)		
Carton contents	IEC power cord (locking), Euro (green) connectors, quick start guide		



Switching Engineered for AV over IP

Introducing the NETGEAR AV Line of M4250 Switches, developed and engineered for audio/video professionals with dedicated service and support. M4250 has been built from the ground up for the growing AV over IP market, combining years of networking expertise in AV with M4300 and M4500 series with best practices from leading experts in the professional AV market. AV codecs

generally use 1Gbps or 10Gbps per stream and the AV Line of M4250 targets the widespread 1Gbps codecs.

PoE+, Ultra90 PoE++ and rear-facing ports ensure a clean integration in AV racks. M4250 switches come pre-configured for standard audio and video signals. When requirements are more specific, an AV user interface offers customization with port-based profiles. For audio Dante,

Q-SYS and AES67 profiles are available, as well as an AVB profile requiring an AVB license sold separately. For video the M4250 offers profiles for NVX, AMX, Q-SYS, NDI, Dante etc. as well as audio/video/control mixed profiles. When multiple switches are used, NETGEAR IGMP Plus™ brings automation for you to just connect them together, or with M4300 and M4500 switches.

Highlights

Extended AV features

- Dedicated AV web-based GUI interface for more specific AV installations
- Color-based AV profiles can be applied to the different ports
- Dante, Q-SYS, AES67 and AVB audio profiles
- AVB requires a license (sold separately)
- NVX, SVSI, Q-SYS, NDI and Dante video profiles
- Audio / video / control mixed profiles
- Automatic switch interconnect with NETGEAR Auto-Trunk, Auto-LAG and IGMP Plus
- Common Layer 2 and Layer 3 switching engine across all M4250 models

- Built-in IT web GUI, console, telnet and SSH consistent with other NETGEAR M4300 and M4500 series
- Feature set includes static, RIP and PIM routing, DHCP Server and PTPv2

Audio Video Bridging (AVB) services

- AVB is one of the many features designed into the M4250 product line
- AVB is an industry standard for transporting content over a network
- AVB is used most often when very low latency is required such as in live performances when lip sync is critical
- All of the AV Line M4250 switches can be optionally licensed for AVB support

Other IT use cases

- Standard or recessed mounting with all ports in the back, or all ports in the front

- Fully featured L2/L3/L4 platform for midsize Enterprise campus networks, IoT and IPTV

Industry standard management

- Industry standard command line interface (CLI), main NETGEAR IT web interface (GUI), SNMP, sFlow and RSPAN
- Single-pane-of-glass NMS300 management platform with centralized firmware updates and mass-configuration support

Industry leading warranty

- NETGEAR M4250 series is covered under NETGEAR ProSAFE Limited Lifetime Hardware Warranty*
- 90 days of Technical Support via phone and email, Lifetime Technical Support through online chat and Lifetime Next Business Day hardware replacement



WattBox 820 Series 20A IP Power Conditioner 8 Individually Metered and Controlled Outlets

The WattBox 820 Series 8-Outlet PDU brings the professional-grade benefits of the 800 Series in a 20-amp 1U form factor. This power conditioner features an integrated faceplate with LED indicators and local reset for the entire unit or individual outlets. The 1U rack-mountable chassis helps maximize your rack space, while LED indicators on the integrated faceplate tell you if the device is connected to the internet, properly grounded, its safe voltage status, and surge protection status. The faceplate also provides both voltage and current readings and two buttons for local reset of either individual outlets or the entire unit. Like all 820 Series WattBox models, the 8-outlet form factor offers individually controlled and metered outlets, surge protection, safe voltage, self-healing, optional UPS battery add-on, control system integration, and built-in remote management with OvrC®.



1U Rack Mountable

The 8-outlet 820 Series delivers 20-amp power condition and surge protection in a 1U chassis model. In addition to 8 individually metered and controlled outlets, the device features a convenient accessory outlet and (1) USB-A and (1) USB-C ports, making it easy to plug in an additional device without disrupting the back of the rack.

OvrC Remote Management

Through an easy-to-use desktop or mobile app, you can reboot devices, modify configurations, update firmware and more – all from anywhere in the world. Plus, if a WattBox falls offline, OvrC provides you with a detailed notification so you can address the issue before your customer even notices.



Ultimate Troubleshooting & Control

WattBox is synonymous with individual outlet control. The 820 Series goes above and beyond, allowing you to monitor each outlet's current and voltage in real time for more advanced troubleshooting. With individual outlet metering, you can remotely solve simple issues and further enhance WattBox's three lines of defense: Self-Healing Auto Reboot, OvrC Client-Facing App, and OvrC Remote Management, thereby reducing or eliminating service calls.

WattBox 820 Series 20A IP Power Conditioner 8 Individually Metered and Controlled Outlets

WB-820CH1U-IPVM-8

EMI/RFI Filtration	# of Filters = 2 for 8 outlets
Outlets	(3) NEMA 5-20 Outlets, Right Justified (5) NEMA 5-15 Outlets, Left Justified
Peak Impulse Current	135,000A
Safe Voltage	Yes, (90V ~ 136V)
Certifications	UL 62368-1, UL 1449, UL 1283, FCC 47 CFR Part 15 Subpart B-Class B
Dimensions	Unit: 17.33" x 1.74" x 12.29" With Feet Installed: 17.33" x 2.31" x 12.29"
Features	Protection Modes: L-N, L-G, N-G Locking and Detachable Power Cord
Inputs	AC Input Connection: IEC C-22
Operating Temperature	14°F - 104°F
Power Cord Length	6 ft. with IEC C-21 Connection
Line Voltage	120V, 50/60 Hz
Circuit Breaker Rating	20A
UL Current Rating	16A
UL Power Rating	1920W
Voltage Protection Rating	L-N-700V, L-G-600V, N-G-700V
Joule Rating	3240J
Rack Spacing	1U
Fuse Type	Thermal Fuse
IP Controllable Outlets	8
API	Yes
Power Metering	Individual Outlets: Yes Whole Device: Yes
Surge Protection	Yes, MOV Type with AC Disconnect Thermal Fuse



RDL®

High Performance Audio Products. Made in America.

Model D SERIES-RN22 Wall-Mounted Bi-Directional Mic/Line Dante Interface 2 x 2



- Single-Gang Dante or AES67 Network Interface for Two Audio Inputs and Two Audio Outputs
- Two Front-Panel Mic/Line Inputs on Balanced XLR Jacks
- Two Balanced Rear-Panel Outputs on Detachable Wiring Block
- Software-Selected Input Gain; Mic: 35 dB, 42 dB or 59 dB; Line: Unity or 12 dB
- P48 Mic Phantom Selected by Software for Mic Inputs
- Outputs Equipped with Software-Controlled Attenuator in 1 dB Steps
- Module is Configured and Adjusted Using RDL CONSOLE or Other Network Control Software
- Compatible with RDL Network Remote Controls
- High Resolution 24 Bit Analog to Digital and Digital to Analog Conversion
- Legendary RDL Studio Quality, Low-Noise Performance

APPLICATION: The D-RN22 is a complete wall-mounted Dante or AES67 audio network interface. It features two XLR mic or line inputs on the front panel and two balanced line outputs on a rear-panel detachable wiring block. The module is configured and adjusted using RDL CONSOLE or other network control software. The D-RN22 fits a standard US single-gang electrical box or an RDL WB-1U back box for installations in European or similar thinner walls. The D-RN22 is PoE powered and is available in multiple finishes with optional customized graphics.

Mic/Line to Network Section

The two XLR inputs are each converted to a separate Dante network transmit channel. Five gain settings are software-selectable for XLR inputs. Three gain settings are provided to match condenser or dynamic microphones. Two gain settings are provided to match standard line levels. P48 phantom voltage may be software enabled when an input is set for mic level.

Network to Line Section

Two Dante audio channels are converted to balanced line level feeding a rear-panel detachable wiring block. Each output provides +4 dBu balanced for a network digital audio level of -18 dBFS. Each output is equipped with a software-controlled attenuator adjustable in 1 dB steps to a maximum attenuation of 63 dB then OFF. The outputs may drive local power amplifiers or may feed additional XLR jacks mounted adjacent to the D-RN22 in a dual-gang box. Two XLR mic or line outputs may be provided using an RDL D-D2 equipped with two AMS-XLRMA jacks, available separately.

Valid PoE power and synchronization to the Dante network are indicated by green LEDs visible from the front of the unit.

The D-RN22 is a professional grade product with RDL mic preamplifiers for studio quality fidelity and low noise performance, coupled through XLR jacks housed in a steel chassis with a powder-coated or stainless-steel Decora front plate.

The D-RN22's superior performance specifications make it ideally suited to installations requiring network control and exceptional value in commercial networked audio systems. This full-featured product is engineered and manufactured in the U.S.A. for continuous duty in demanding installations. Designed to outperform. Built to last.

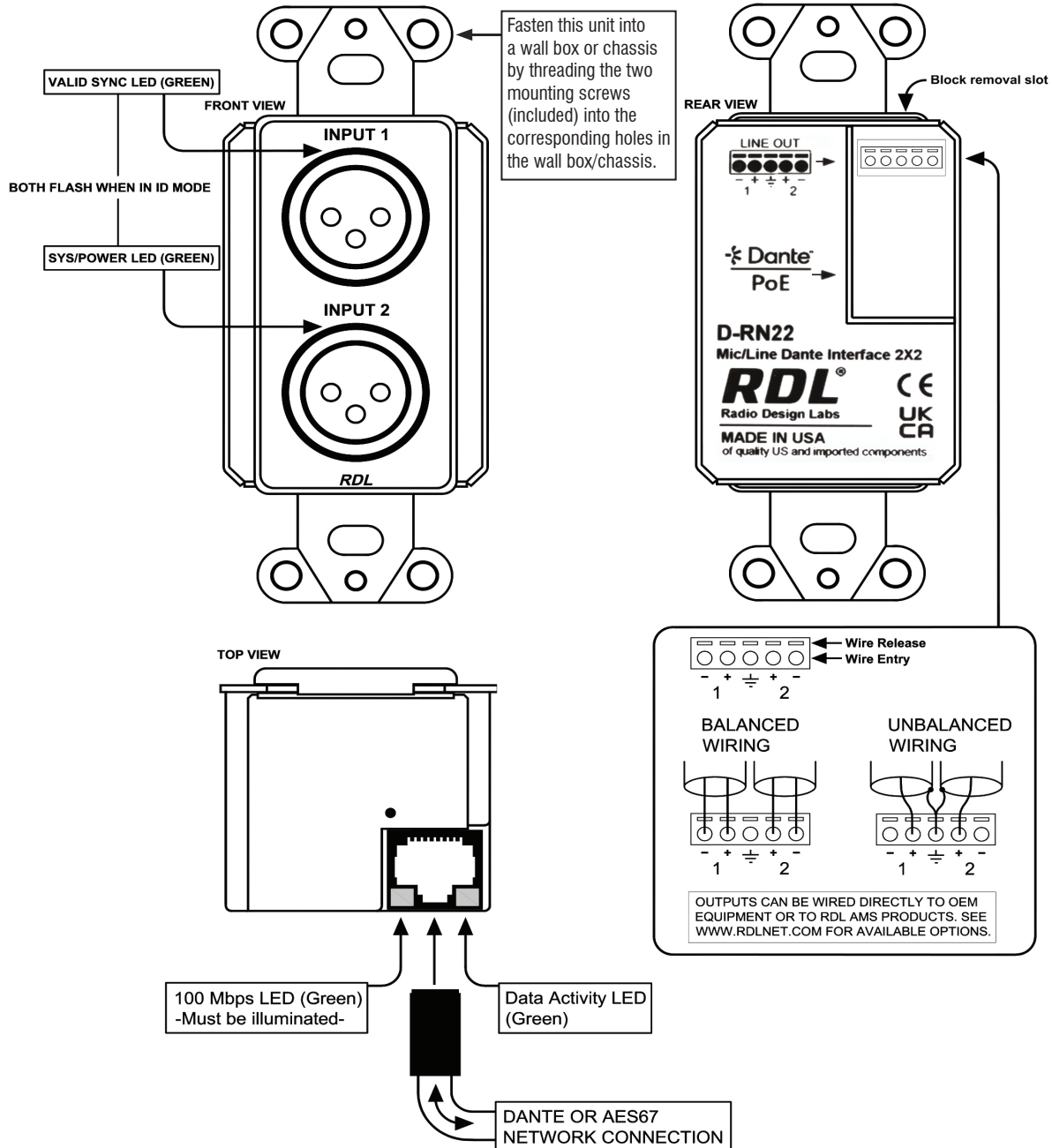


RDL®

High Performance Audio Products. Made in America.

Model D SERIES-RN22 Wall-Mounted Bi-Directional Mic/Line Dante Interface 2 x 2

This product is not specified to provide basic insulation from network cabling not installed wholly within the same building structure or terminated on equipment earthed to a different earthing network.



This product is not specified to provide basic insulation from network cabling not installed wholly within the same building structure or terminated on equipment earthed to a different earthing network.



RDDL®

High Performance Audio Products. Made in America.

Model D SERIES-RN22 Wall-Mounted Bi-Directional Mic/Line Dante Interface 2 x 2

Installation/Operation

CE Declaration of Conformity available from rdlnet.com.
Sole EMC specifications provided on product package.
Specifications are subject to change without notice.

TYPICAL PERFORMANCE

Network Connector:	RJ45 with Link and Speed indicators
Digital Audio Ethernet Protocol:	Dante or AES67
Transmission Rate:	100 Mbps
Sample Rates Supported:	44.1 kHz, 48 kHz (default), 88.2 kHz, 96 kHz
Bit Depth Supported:	24 bits
Audio Operating Level:	-18 dBFS = +4 dBu
Reference Level:	0 dBFS = +22 dBu

Mic/Line Inputs to Network Section

Inputs (2):	XLR (female)
Gain:	Mic: 35 dB (LOW), 42 dB (MED), 59 dB (HIGH); Line: Unity (NORM), 12 dB (HIGH)
Input Level (for +4 dBu/-18 dBFS):	Mic: -31 dBu (LOW), -38 dBu (MED), -55 dBu (HIGH); Line: +4 dBu (LOW), -8 dBu (HIGH)
Input Level (maximum):	Mic: -14 dBu (LOW), -21 dBu (MED), -38 dBu (HIGH); Line: +23 dBu (LOW), +10 dBu (HIGH)
Input Impedance:	> 1.2 kΩ
Phantom Power:	P48, software-selectable
Standard for Phantom:	IEC 61938: 2013
Selectors per input (2):	Phantom, Gain, software-selectable
Frequency Response:	20 Hz to 20 kHz (± 0.5 dB)
Equivalent Input Noise:	< -128 dBu (59 dB gain); < -130 dBu A-Weighted
Noise below -18 dBFS (20 to 20 kHz):	Mic: < -88 dB (LOW), < -82 dB (MED), < -68 dB (HIGH); Line: < -88 dB (NORM), < -88 dB (HIGH)
THD + N:	< 0.1% (20 Hz to 20 kHz, +4 dBu/-18 dBFS)
CMRR:	> 65 dB (50 Hz to 120 Hz)
Crosstalk:	Below Noise Floor (20 Hz to 20 kHz at operating level, input to input, max. mic gain)

Network to Line Outputs Section

Outputs (2):	Balanced, detachable wiring block
Output Level (operating):	+4 dBu (nominal) balanced
Output Level (maximum):	+22 dBu balanced
Output Attenuator:	Software-controlled, 0 to -63 dB and OFF (analog output per received network channel)
Output Impedance:	150 Ω balanced
Frequency Response:	20 Hz to 20 kHz (± 0.5 dB)
THD + N:	< 0.1%
THD:	< 0.01% (1 kHz)
Noise:	< -80 dB (below +4 dBu); < -100 dB (below +22 dBu)
Crosstalk:	Below Noise Floor (20 Hz to 20 kHz at operating level, output to output)
Headroom above +4 dBu:	> 18 dB
Indicators (4):	Ethernet Link and Speed (2, rear panel); Sync and Power (2, front panel)
Ambient Operating Environment:	0° C to 50° C
Power Requirement:	PoE Class 0, IEEE 802.3af
Specification Conditions:	Gain/Level: ± 1 dB; Source termination: 150 Ω; A to D values measured in digital domain
Dimensions:	1.80" (4.57 cm) W; 4.11" (10.44 cm) H; 2.09" (5.31 cm) D
Package Type:	Cardboard Box
Package Dimensions:	2.75" (6.99 cm) x 6.7" (17.02 cm) x 6.25" (15.88 cm)
Shipping Weight:	0.7 lbs. (0.32 kg)
WEEE weight:	0.44 lbs. (0.2 kg)

Safety Instructions/Consignes de sécurité/
Instrucciones de seguridad/Sicherheitshinweise:



EU Importer:
Importateur de l'UE:
Importador de la UE:
EU-Importeur:

RDL Europe B.V.
Joan Muyskenweg 124
1114 AN Amsterdam



RDL®

High Performance Audio Products. Made in America.

Model D SERIES-BTN21 Bluetooth® Audio Dante Network Interface



- Bluetooth Audio Input for Dante or AES67 Networked System
- Bluetooth Stereo or Mono Sum Feeds Two Network Channels
- Return Audio Talk Channel from Dante Network to Bluetooth Connected Device
- Intuitive Single Button Bluetooth Pairing with LED Status Indication
- Bluetooth Functions are Controllable in RDL CONSOLE Software
- Bluetooth Functions are Controllable using Compatible RDL Remote Controls
- Controllable Functions Include Pairing/Un-pairing, Media Source Track Selection and Level
- Bluetooth Track Title and Artist Data are Multicast on the Network to Compatible Devices
- Customize the Module ID Name, Settings and Mono/Stereo Mode using RDL CONSOLE Software
- Module is PoE Powered

APPLICATION: The D SERIES-BTN21 modules are Dante or AES67 networked, wall-mounted audio interfaces that provide bidirectional Bluetooth audio. The modules are configurable using RDL CONSOLE software and are controllable by compatible remote controls or software. The module multicasts Bluetooth media data and module function status for use with RDL CONSOLE software, compatible RDL remote controls and other compatible software. Stereo or summed mono audio is available to users through two Dante network channels. Stereo or mono audio may be selected using RDL CONSOLE software or by remote control commands. One Dante channel may be routed back to a connected device through the Bluetooth interface enabling full duplex communication.

Compatible RDL remote controls may be configured to control from one to eight D SERIES-BTN21 modules. Controllable Bluetooth functions include pairing or un-pairing, media source track selection (play, pause, next track, last track) and level adjustment from the originating Bluetooth device. Remote controls equipped with a screen may display the track title and artist.

The installer can customize the module Bluetooth name using RDL CONSOLE software. Additional settings include the LED dim intensity and the timeout to dim the LEDs. The default timeout is 30 seconds.

The D SERIES-BTN21 modules are PoE-powered.

High performance, simplicity of operation and efficiency of installation make RDL the best value in professional Bluetooth interfaces.



RDL®

High Performance Audio Products. Made in America.

Model D SERIES-BTN21 Bluetooth® Audio Dante Network Interface

This product is not specified to provide basic insulation from network cabling not installed wholly within the same building structure or terminated on equipment earthed to a different earthing network.

Instructions for Bluetooth pairing

These instructions are based on the default RDL unit identification as RDL_BTN21_G2. If the RDL unit has been renamed by the installer, substitute the new name for RDL_BTN_G2 in the following steps.

PAIRING FROM DEVICE

1] Press and hold the PAIR button until the blue LED on the RDL unit illuminates, then release.

Note: The blue LED flashes as long as the unit is available for pairing. If the blue LED stops flashing before the pairing process is completed, restart these steps.

2] While the blue LED is flashing, locate RDL_BTN21_G2 on your device's Bluetooth settings and click PAIR DEVICE, following screen prompts to complete the pairing process.

Note: The blue LED glows steady while the RDL unit is paired.

PAIRING FROM RDL CONSOLE 2.0

1] Open RDL Console 2.0 and find the unit you want to pair to and click the gear icon.

2] In the new window click on the MEDIA tab.

3] Click CONNECT.

Note: The blue LED flashes as long as the unit is available for pairing. If the blue LED stops flashing before the pairing process is completed, restart these steps.

4] While the blue LED is flashing, locate RDL_BTN21_G2 on your device's Bluetooth settings and click PAIR DEVICE, following screen prompts to complete the pairing process.

Note: The blue LED glows steady while the RDL unit is paired.

UN-PAIRING

The RDL unit will unpair automatically 30 seconds after the user device leaves the area. The user device may be manually disconnected by pressing and holding the PAIR button on the RDL unit or Pressing the DISCONNECT button in RDL Console 2.0.

RE-PAIRING

1] Press and hold the PAIR button until the blue LED on the RDL unit illuminates, then release.

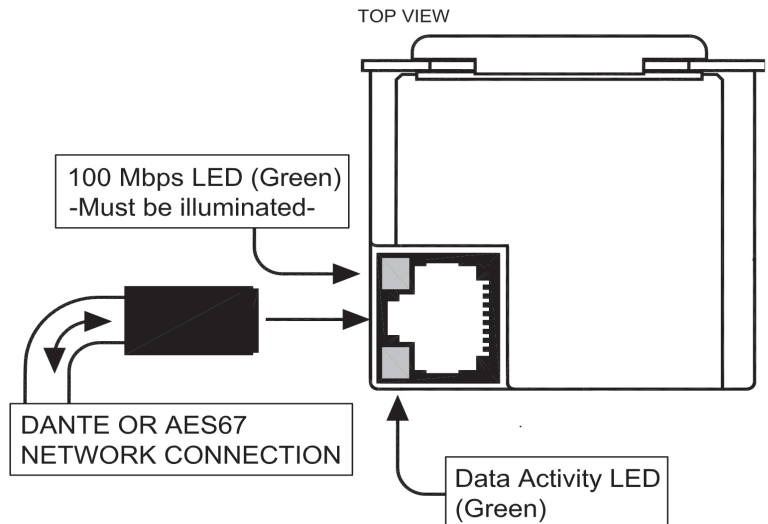
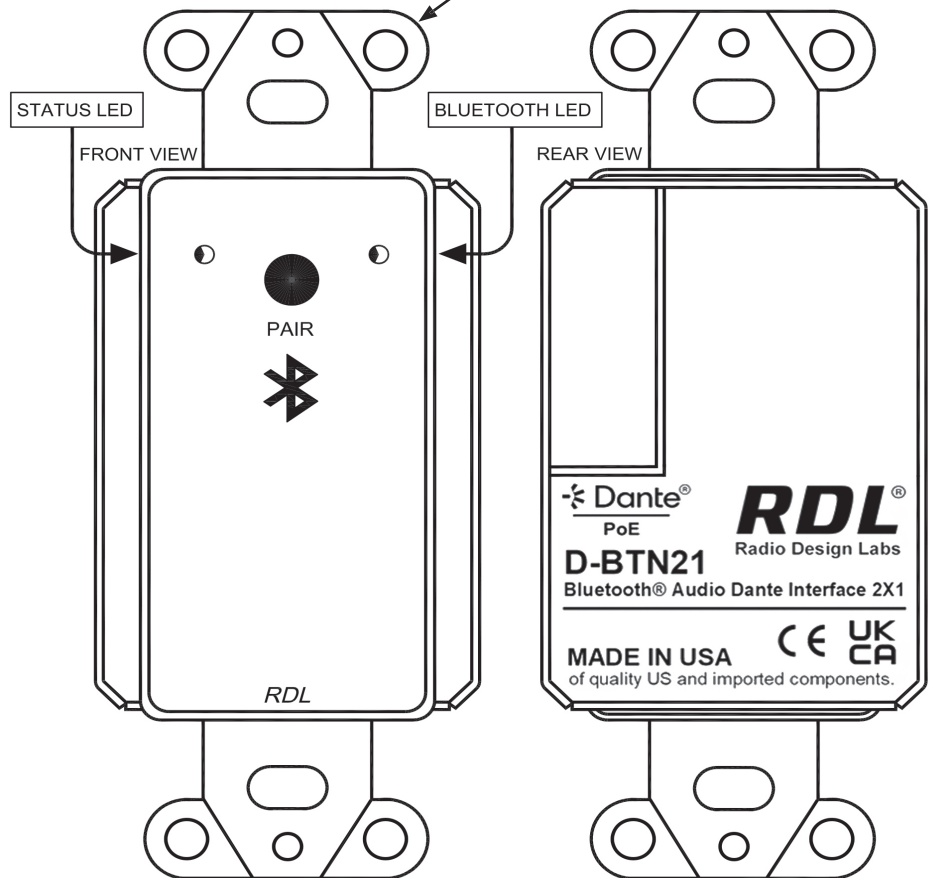
2] While the blue LED is flashing, locate RDL_BTN21_G2 under Previously Connected Devices on your device's Bluetooth settings and click RDL_BTN21_G2, following screen prompts to complete the re-pairing process.

Note: If the re-pairing fails, click Forget Device on the user device and pair the RDL unit as a new device.

Upon successful pairing, the user device applications for audio playback through a Bluetooth interface may be used.

See the D SERIES-BTN21 page at rdlnet.com to download the latest RDL Console.

Fasten this unit into a wall box or chassis by threading the two mounting screws (included) into the corresponding holes in the wall box/chassis.






RDL[®]

High Performance Audio Products. Made in America.

Model D SERIES-BTN21 Bluetooth[®] Audio Dante Network Interface

Installation/Operation

 Declaration of Conformity available from rdlnet.com.
Sole EMC specifications provided on product package.
Specifications are subject to change without notice.

TYPICAL PERFORMANCE

Network Connector:	RJ45 with Link and Speed indicators
Digital Audio Ethernet Protocol:	Dante or AES67
Transmission Rate:	100 Mbps
Sample Rates Supported:	48 kHz
Bit Depth Supported:	24 bits
Audio Operating Levels:	-20 dBFS = +4 dBu (balanced); -20 dBFS = -10 dBV (unbalanced), nominal

Common

Indicators (Front Panel):	Bluetooth [®] , Network Sync
Power Connection:	PoE (RJ45)
Ambient Operating Environment:	0° C to 40° C
Power Requirement:	PoE
PoE:	Class 0, IEEE 802.3af
Dimensions:	1.71" (4.34 cm) W; 4.11" (10.44 cm) H; 2.09" (5.31 cm) D
Package Type:	Cardboard Box
Package Dimensions:	2.75 x 6.7 x 6.25 in.
Shipping Weight:	0.625 lb.
WEEE weight:	0.367 lbs.

Safety Instructions/Consignes de sécurité/
Instrucciones de seguridad/Sicherheitshinweise:



EU Importer:
Importateur de l'UE:
Importador de la UE:
EU-Importeur:

RDL Europe B.V.
Joan Muyskenweg 124
1114 AN Amsterdam

Metro Detroit Integrated Systems LLC.

4921 Leafdale Blvd
 Royal Oak, MI 48073
 P: (248) 289-8500

Key	
Type	Description:
A	XLR and Bluetooth Wall Plate Location
B	JBL Speaker Locations

CLIENT
Howell Carnegie District Library
 314 W Grand River Ave, Howell, MI 48843

PROJECT
Exterior Audio Solution
 QSC Solution

ADDITIONAL NOTES:

DRAWN BY
Bret Powell
 ORIGINAL REVISION DATE
 4/27/2026

PAGE NAME
**Equipment Location
 Rendering**

PAGE
1 OF 1



**HOWELL CARNEGIE DISTRICT LIBRARY
Use of Library Grounds Application**

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

Organization	Howell Area Parks and Recreation Authority		
Contact Name	Jordan Hilbrecht & Jen Baca	Person Conducting Activity	Jen Baca
Work Phone & Ext	517-579-2867	Home Phone	517-579-2866
Address	1661 N Latson Rd	City & Zip	Howell 48843

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

We would like to place two 30 yard dumpsters and ~ 30 curb carts on the cement across Clinton St.

We would also like to request use of the library lower level as an emergency shelter during designated times. Please see cover letter and map for more information.

DATE AND TIMES OF ACTIVITY:

Date 8/10-8/17 Set Up Time begins 8am Clean Up Time Begins 8am

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

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

Signed By Jordan Hilbrecht

Date 05/05/2026 Title Recreation Manager - Special Events

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

Library Staff Use Only

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



Dear Members of the Board,

I am writing on behalf of Howell Recreation to formally request the use of the Library grounds off Clinton and the lower level of the library for logistical support during the Howell Melon Festival. Specifically, we would like to place dumpsters and curb carts on the designated area of the grounds, as marked on the attached map. The lower level would be used as an emergency shelter during designated times. We have been working with Director Ward Lamb on the specific practices and procedures that will be in place. I have included that portion of the Emergency Action Plan below. On the attached map blue boxes are the roll-off dumpster, and the green box is where the curb carts would be dropped.

Our plan is as follows:

- Two 30-yard roll-off dumpsters will be placed the week of the festival
- 30 Curb Carts will be dropped at that location the week of the festival
 - Some of these will go out Thursday, some Friday, all Saturday and Sunday
- Emergency Action Plan: Severe Weather Policy

A. Severe Weather

- a. Weather Forecasts and current conditions will be monitored through National Weather Service's website at <https://www.weather.gov/> and utilize public safety officers notifications.
- b. Before the event – If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or their designee will be identified as such and will be responsible for monitoring the weather conditions before and during the event.
- c. During the event – If severe weather occurs during the event, the local PD officers on scene or their designee will notify the EAP Representative that a hazardous weather condition exists. The EAP Rep will then initiate the shelter order. Event staff will use bull horns and will walk the festival foot print directing participants to the nearest shelter, listed below. The EAP Rep will also designate a HAPRA staff member to send out a severe weather and shelter notice through the Mobile Text Alert service. The all

clear alert will be given to the EAP Rep from local PD. The EAP Rep and event staff will then send out a All Clear Mobile Text Alert as well as designate staff to notify shelter spaces of the all clear.

- d. There are very limited provisions for sheltering participants in the events of severe weather. If a weather evacuation is required, event organizers, and public safety officials will direct all people to the lowest interior level of a secure structure until the warning has been lifted or until it is safe to do so. Find an interior hallway away from windows. Avoid shelter areas with wide, free-span roofs. Storm shelter can be located at the following:
 - i. Thursday August 13th 2026
 1. Local businesses offering voluntary shelter
 - ii. Friday August 14th 2026
 1. Local businesses offering voluntary shelter
 2. Livingston County Annex Building
 - iii. Saturday August 15th 2026
 1. East of Michigan Ave.
 - a. Livingston County Annex Building
 - b. Local businesses offering voluntary shelter
 2. West of Michigan Ave.
 - a. First Presbyterian Church of Howell (9am – 8pm)
 - b. Howell Carnegie Library (9am – 8pm)
 - i. 4-8pm *Clinton St doors only*
 - c. Local businesses offering voluntary shelter
 - iv. Sunday August 16th 2026
 1. East of Michigan Ave.
 - a. Livingston County Annex Building
 - b. Local businesses offering voluntary shelter
 2. West of Michigan Ave.
 - a. First Presbyterian Church of Howell (9am – 5pm)
 - b. Howell Carnegie Library (9am – 5pm)
 - i. *Clinton St. Doors only*
 - c. Local businesses offering voluntary shelter
- e. As a matter of safety and precaution, all activities must stop if thunder is heard, or lightning is seen. All people in attendance must return to their vehicles or shelters. Wait 30 minutes from the last sound of thunder or sight of lightning. If the weather clears after 30 minutes after the last thunder sound or lightning sighting, the activity can resume. If conditions persist, the activity will be cancelled. Do not seek shelter from lightning under a temporary canopy, metal stadium seating, or under trees as these do not afford protection from lightning.
- f. The EAP Rep, event staff and public safety officials will utilize Mobile Text Alerts to notify participating businesses and shelters that shelter in place is needed and the all clear when the warning has been lifted or until it is safe to do so.

Please note that the Library will not be held responsible for any damage, loss, or other issues related to the dumpsters. We are happy to create signage to indicate event-related information as well as no parking or blocking the dumpsters. Howell Recreation will also assist in clearing any buildings after the all clear is given and it is after the designated times.

This arrangement provides tremendous relief for our planning team. The opportunity to utilize this space lifts a significant burden.

Thank you very much for your time and consideration. Please don't hesitate to reach out with any questions or further requirements.

Jordan Hilbrecht (She/Her)
Howell Recreation
Recreation Manager - Special Events
517-579-2867

Library Grounds Use Request



Director's Notes
Review Draft Budget Fiscal Year 2026-2027

Reminder: The draft budget is presented at the line-item level, while the budget the board will approve is at the category level.

Account 101

I have highlighted the line items on the budget worksheet referenced in my notes.

Account 101 – Revenue

Continuing to follow the previous practice of underestimating revenue and overestimating expenditures in the budget process.

Fiscal Year 25-26

- Taxes
 - Delinquent Taxes- We have not received the 2025 delinquent tax payout. Previous year's delinquent tax payout for reference:
 - 2025 - \$128,630.10
 - 2024 - \$95,165.20
 - 2023 - \$98,734.94
 - 2022 - \$94,357.01
 - 2021 - \$87,558.04
 - 2020 - \$92,489.57
 - 2019 - \$93,067.84
- Fines and Fees
 - Penal Fines are budgeted at \$75,000. I am anticipating at least \$100,000. Previous year's penal fines:
 - 2025 - \$127,988.57
 - 2024 - \$121,353.99
 - 2023 - \$110,400.90
 - 2022 - \$113,523.00
 - 2021 - \$128,778.00
- Investment & Interest Income
 - Interest income is up. I budgeted \$50,000, and as of April 29, we had received \$250,049.00.
- Prior Year Designated Fund Balance
 - Budget amendment of \$512,672.29 - Capital Reserves to balance the budget
 - Anticipated Resolution from Reserves to Revenue:
 - Technology \$82,150
 - Capital \$1,012,672.29

Fiscal Year 26-27

- Equalization reports available, L-4029 for 2026, calculated for a millage rate of 1.0187, resulting in property tax revenue of \$3,974,085. This is a 4.6% increase over fiscal year 25-26.
- Prior Year Fund Balance
 - \$50,000 placeholder
- Prior Year Designated Fund Balance
 - \$149,600 placeholder for technology reserve; \$500,000 for capital, including \$140,000 for completion of handrails.

Account 101 – Expenditures - Personnel Services

Fiscal Year 25-26

- Salaries – Recorded expenditures are through April 29 or 21 payrolls, leaving five payrolls. Used \$50,630 per payroll to determine the final estimate.

Fiscal Year 26-27 - we will discuss at the meeting.

Account 101 – Expenditures – Library Supplies

Fiscal Year 25-26 - nothing unusual.

Fiscal Year 26-27 - nothing unusual, budgeting similar to FY 25-26

Account 101 - Expenditures- Other Services & Charges

Fiscal Year 25-26 - nothing unusual.

Fiscal Year 26-27 - nothing unusual, budgeting similar to FY 25-26.

Account 101 – Expenditures - Professional & Contractual Services

Fiscal Year 25-26 - added line item - Accounting Services - this relates to additional services for 1099s that the library sends out.

Fiscal Year 26-27 - increasing audit to reflect increased cost, decreasing personnel services to \$60,000, anticipating additional training for the leadership team, and increasing additional services amount as the number of 1099s keeps increasing.

Account 101 – Expenditures - Bldg & Maintenance

Fiscal Year 25-26 - Building Security was over budgeted, two door sensors were added.

Fiscal Year 26-27: insurance premium \$49,222 plus \$225 membership fee; this is a premium increase of \$2,540. The library’s property value increased \$954,482 due to a 4% inflation factor applied by the underwriter, and there was a slight increase in the property and liability rates.

Account 101 – Expenditures - Materials/Programs

Fiscal Year 25-26 – anticipate the full budgeted amount will be spent.

Fiscal Year 26-27 – increased by 10%.

Account 101 - Information Technology

Fiscal Year 25-26 - nothing noteworthy, did not spend the budgeted amount.

Fiscal Year 26-27 - budgeting for four new servers and potentially replacing all staff computers (capital technology purchases \$132,000)

Note - Technology Reserve Fund Balance

3/31/25 Balance Sheet - Technology Reserve Fund Balance	182,038.44
Anticipated transfer from Technology Reserve Fund Balance to FY 25-26 Budget	- 82,150.00
Anticipated Technology Reserve Fund Balance at 6/30/25	99,888.44
Draft 26-27 amount from Technology Reserve Fund Balance	149,600.00

Remember:

- Expenditures are always estimated high
- Amount in Tech Hardware for FY 26-27 includes all potential, not definite, purchases
- Only the actual amount spent is transferred from the fund balance into the budget as revenue
- Anticipating the FY 25-26 audit to show an addition to the undesignated fund balance, from which a transfer to the Technology Reserve Fund Balance can be made
- The draft FY 26-27 budget currently shows a contingency
- Bottom line, there are numerous options available

Account 101 – Expenditures – Capital Outlay

Fiscal Year 25-26 - anticipating \$1,012,672.29 total spend, this includes:

New lockers	\$9,430
Dee Cramer (HVAC capital expenditures)	\$13,241.82
Steps & Ramp project*	\$778,591.33
New shelving for Library of Things	\$15,409.14
ThermalNetics (3 new compressor units)	\$150,000
Total spent	\$966,672.29
Anticipated - space study	\$14,000
Anticipated - outdoor sound system	\$32,000

* includes new steps, new ramps, snowmelt system, ADA openers for Clinton St doors, new emergency exit door (northside of building), soundproofing to Colbert Room, small interior fixes (floor near security gates in Circulation, doorframe to build it room in Youth Services)

Fiscal Year 26-27 - budgeting \$500,000 placeholder, includes anticipated \$140,000 for completion of handrails.

Account 101 – Expenditures – Other Financing

Fiscal Year 25-26 - nothing unusual.

Fiscal Year 26-27

- Transfer Out - \$222,050 for Bond Payments

Account 272

Budget amendment to reflect additional Friends Donations:

Increase Friends Donations (revenue) \$5,000

Increase Friends Donations - Misc (expenditure) \$5000

Minor changes for FY 26-27.

Account 371

This account is very straightforward. It shows the bond interest and principal payments (per the bond payment schedule) and the \$500 fee paid to Huntington Bank.

Timeline:

Requested Resolutions – June Board Meeting

- Budget Amendments FY 2025-26
- Authorize transfers of funds from one fund to another fund to balance all funds (from 101 to 371) related to bond payments
- Authorize transfers of funds from the fund balance into the 2025-26 budget as revenues (remember we only transfer what is actually spent)
- Adopt budget for FY 2026-27

Requested Resolutions – July Board Meeting

Requested Resolutions – August Board Meeting

- Authorize Operating Millage (L-4029)

Requested Resolutions – after the audit is completed

- Transfer out reserves – budgeted savings for capital expenses
- Fund balance transfers based on the new Fund Balance Policy, anticipating moving funds to the technology reserve and capital expenditures.

Howell Carnegie Library - Budget Worksheets - DRAFT

<u>Account Number</u>	<u>Account Name</u>	<u>25-26 Budget</u>	<u>Amendments</u>	<u>25-26 Estimate</u>	<u>26-27 Request</u>
101 - General Fund					
Revenue					
TAXES					
101-000-410.000	CURRENT PROPERTY TAXES	3,797,796.00		3,606,645.99	3,974,085.00
101-000-412.000	DELINQUENT PROPERTY TAXES	0.00		7,305.97	0.00
	010 - TAXES Totals:	3,797,796.00		3,613,951.96	3,974,085.00
STATE GRANTS					
101-000-540.000	STATE AID	59,126.00		62,958.12	62,958.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00		61,469.98	0.00
	030 - STATE GRANTS Totals:	59,126.00		124,428.10	62,958.00
CHARGES FOR SERVICES					
101-000-628.000	COPY, PRINTING, FAX	8,000.00		12,000.00	9,000.00
101-000-629.000	OUT OF AREA FEES	60.00		240.00	60.00
101-000-642.000	SALES	150.00		718.00	300.00
101-000-651.000	MEETING ROOM FEES	200.00		450.00	200.00
	040 - CHARGES FOR SERVICES Totals:	8,410.00		13,408.00	9,560.00
FINES & FORFEITS					
101-000-658.000	OVERDUE FEES	200.00		535.00	200.00
101-000-658.004	REPLACEMENT FEES	2,000.00		2,650.00	2,000.00
101-000-659.000	PENAL FINES	75,000.00		100,000.00	75,000.00
	050 - FINES & FORFEITS Totals:	77,200.00		103,185.00	77,200.00
INVESTMENT & INTEREST INCOME					
101-000-665.000	INTEREST INCOME	50,000.00		260,000.00	50,000.00
101-000-669.000	UNREALIZED INVESTMENT GAIN/LOSS	0.00		0.00	0.00
	060 - INVESTMENT & INTEREST INCOME Totals:	50,000.00		260,000.00	50,000.00
OTHER REVENUE & FINANCING SOURCES					
101-000-675.000	MISCELLANEOUS	0.00		2,015.00	0.00
101-000-676.000	REIMBURSEMENTS	2,000.00		3,436.00	2,000.00
101-000-689.000	CASH OVER/SHORT	0.00		-355.00	0.00
	070 - OTHER REVENUE & FINANCING SOURCES Totals:	2,000.00		5,096.00	2,000.00
OTHER FINANCING SOURCES					
101-000-692.000	PRIOR YEAR FUND BALANCE	50,000.00		0.00	50,000.00
101-000-692.001	PRIOR YEAR DESIGNATED FUND BAL	689,425.00	512,672.29	1,202,097.29	649,600.00
	080 - OTHER FINANCING SOURCES Totals:	739,425.00		1,202,097.29	699,600.00
Revenue Total		4,733,957.00		5,322,166.35	4,875,403.00
	Revenue minus fund balance			4,120,069.06	4,175,803.00
Expense					
PERSONNEL SERVICES					
101-790-702.000	SALARIES	1,415,000.00		1,316,368.96	1,527,204.00
101-790-716.000	HEALTH INSURANCE	113,440.00		108,890.00	133,815.00
101-790-717.000	LIFE INSURANCE	1,500.00		1,090.00	1,500.00
101-790-718.000	WORKER'S COMPENSATION	6,000.00		2,575.00	6,000.00
101-790-719.000	HEALTH CARE REIMBURSEMENT	9,875.00		9,875.00	10,100.00
101-790-719.001	H.S.A.	17,625.00		18,119.24	20,300.00
101-790-719.003	PEDIATRIC DENTAL	500.00		500.00	500.00
101-790-721.000	BONUSES	11,794.00		7,625.00	11,794.00
101-790-722.000	FICA	108,248.00		100,702.23	116,832.00
101-790-723.000	SICK, VACATION, RETIREMENT	20,000.00		20,000.00	20,000.00
101-790-723.010	M.E.R.S.	114,000.00		114,000.00	139,180.00
	090 - PERSONNEL SERVICES Totals:	1,817,982.00		1,699,745.43	1,987,225.00
LIBRARY SUPPLIES					
101-790-727.000	SUPPLIES	35,000.00		30,000.00	35,000.00
101-790-730.000	POSTAGE	11,000.00		5,000.00	11,000.00
101-790-745.000	EQUIPMENT	1,000.00		1,000.00	1,000.00
	100 - LIBRARY SUPPLIES Totals:	47,000.00		36,000.00	47,000.00
OTHER SERVICES & CHARGES					
101-790-860.000	TRANSPORTATION	500.00		500.00	500.00
101-790-900.000	MARKETING & ADVERTISING	25,000.00		7,500.00	25,000.00
101-790-940.000	EQUIPMENT RENTAL	100.00		100.00	100.00
101-790-956.001	MISCELLANEOUS	50.00		50.00	50.00
101-790-957.000	EDUCATION: TRUSTEES	5,000.00		750.00	5,000.00
101-790-957.001	EDUCATION: EMPLOYEES	35,000.00		20,000.00	35,000.00
101-790-957.002	MEMBERSHIP BOARD & STAFF	4,500.00		3,600.00	4,500.00
101-790-960.000	MEL-CAT REPLACEMENTS	2,000.00		400.00	2,000.00
101-790-963.000	PROPERTY TAXES	20,000.00		17,404.00	20,000.00
101-790-964.000	REFUNDS	500.00		500.00	500.00
101-790-964.001	CHARGEBACKS	8,000.00		3,000.00	8,000.00
101-790-965.000	FEES & ACCOUNT CHARGES	3,000.00		3,000.00	3,000.00
	120 - OTHER SERVICES & CHARGES Totals:	103,650.00		56,804.00	103,650.00
PROFESSIONAL AND CONTRACTUAL SERVICES					
101-790-807.000	AUDIT	7,500.00		7,200.00	7,450.00
101-790-818.001	FINANCIAL ADVISORS	1,000.00		1,000.00	1,000.00
101-790-818.002	LEGAL SERVICES	30,000.00		20,000.00	30,000.00
101-790-818.003	PERSONNEL SERVICES	80,000.00		15,000.00	60,000.00
101-790-819.000	ACCOUNTING SERVICES	0.00		365.00	1,000.00

101-790-819.001	PAYROLL SERVICES	10,000.00	10,000.00	10,000.00
101-790-820.000	DELIVERY SERVICES	5,000.00	5,000.00	5,000.00
	130 - PROFESSIONAL AND CONTRACTUAL SERVICES Totals:	133,500.00	58,565.00	114,450.00

BUILDING & MAINTENANCE

101-790-775.000	BUILDING & MAINT SUPPLIES	15,000.00	10,000.00	15,000.00
101-790-808.000	BUILDING SECURITY SYSTEM	4,500.00	4,850.00	4,500.00
101-790-819.002	GROUNDS MAINTENANCE	55,000.00	45,000.00	55,000.00
101-790-920.000	PUBLIC UTILITIES	90,200.00	80,000.00	90,200.00
101-790-958.000	BUILDING MAINTENANCE	95,000.00	60,000.00	95,000.00
101-790-969.000	INSURANCE	47,974.00	43,243.00	49,447.00
	140 - BUILDING & MAINTENANCE Totals:	307,674.00	243,093.00	309,147.00

MATERIALS & PROGRAMMING

101-790-782.000	PERIODICALS	15,000.00		
101-790-782.001	ELECTRONIC MEDIA	196,000.00		
101-790-782.002	CIRCULATING HOTSPOTS	17,000.00		
101-790-782.003	DATABASES	43,220.00		
101-790-782.004	YS PROGRAMMING	46,000.00		
101-790-782.005	ADULT PROGRAMMING	23,500.00		
101-790-782.006	YOUTH DATABASES	16,000.00		
101-790-782.007	YS E-MEDIA	12,280.00		
101-790-982.001	ADULT BOOKS - PRINT	66,500.00		
101-790-982.002	LIBRARY OF THINGS	15,000.00		
101-790-982.006	ADULT AV	14,400.00		
101-790-982.018	YS BOOKS - PRINT	33,000.00		
101-790-982.019	KITS & LOT - YOUTH	16,000.00		
101-790-982.024	YS AV	10,000.00		
	150 - MATERIALS & PROGRAMMING Totals:	523,900.00	523,900.00	576,920.00

INFORMATION TECHNOLOGY

101-790-780.000	TECH SUPPLIES	4,500.00	1,000.00	4,500.00
101-790-780.001	TECHNOLOGY: SOFTWARE	1,500.00	0.00	0.00
101-790-781.000	TECHNOLOGY: HARDWARE/EQUIPMENT	21,725.00	1,150.00	17,600.00
101-790-830.000	PROFESSIONAL TECHNOLOGY SERVICES	33,000.00	0.00	0.00
101-790-850.000	COMMUNICATIONS	12,500.00	8,350.00	12,700.00
101-790-850.002	NON CIRCULATING HOTSPOTS	3,000.00	1,200.00	3,000.00
101-790-932.000	AUTOMATED SYSTEM MAINT	161,661.00	161,661.00	187,171.00
101-790-934.000	EQUIPMENT MAINTENANCE	2,000.00	750.00	2,000.00
101-790-972.000	CAPITAL TECHNOLOGY PURCHASES	128,700.00	81,000.00	132,000.00
	160 - INFORMATION TECHNOLOGY Totals:	368,586.00	255,111.00	358,971.00

CAPITAL OUTLAY

101-790-971.000	CAPITAL IMPROVEMENT PROJECTS	500,000.00	512,672.29	1,012,672.29
	170 - CAPITAL OUTLAY Totals:	500,000.00		500,000.00

OTHER LIBRARY FINANCING & SPECIAL ITEMS

101-790-995.000	TRANSFER OUT	217,150.00	217,150.00	222,050.00
101-790-995.002	TRANSFER OUT - RESERVE	200,000.00	200,000.00	200,000.00
101-790-999.000	CONTINGENCIES	515,079.00	1,019,125.63	455,990.00
	180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS Totals:	932,229.00	1,436,275.63	878,040.00

Expense Totals:

4,734,521.00	5,322,166.35	4,875,403.00
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272 - Special Revenue

Revenue

INVESTMENT & INTEREST INCOME

272-000-665.000	INTEREST	1,000.00	26,400.87	1,000.00
272-000-665.001	INTEREST - ARCHIVES	100.00	0.00	100.00
	060 - INVESTMENT & INTEREST INCOME Totals:	1,100.00	26,400.87	1,100.00

OTHER REVENUE & FINANCING SOURCES

272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	27,505.72	25,000.00
272-000-674.387	ARCHIVES DONATIONS	5,000.00	2,800.00	2,500.00
272-000-675.000	SPECIAL EVENTS REVENUE	1,000.00	0.00	1,000.00
272-000-675.001	REIMBURSED MATERIALS	3,000.00	0.00	3,000.00
272-000-675.014	FAMILY PLACE DONATION	2,000.00	1,000.00	2,000.00
272-000-675.015	FRIENDS DONATION	5,000.00	5,000.00	8,500.00
272-000-675.017	FRIENDS MERCHANDISE SALES	2,000.00	1,510.26	2,000.00
	070 - OTHER REVENUE & FINANCING SOURCES Totals:	43,000.00	42,815.98	44,000.00

OTHER FINANCING SOURCES

272-000-692.002	PRIOR YEAR TERRY FUND BALANCE	2,000.00	0.00	2,000.00
272-000-692.387	PRIOR YEAR ARCHIVES FUND BAL	15,000.00	0.00	15,000.00
	080 - OTHER FINANCING SOURCES Totals:	17,000.00	0.00	17,000.00

Revenue Total

61,100.00	69,216.85	62,100.00
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Expense

LIBRARY SUPPLIES

272-790-760.000	GENERAL DONATION PURCHASES	20,000.00	5,200.00	20,000.00
272-790-763.000	ARCHIVES PURCHASES	10,000.00	9,000.00	10,000.00
272-790-765.000	TERRY TRUST - MISC	2,000.00	0.00	2,000.00
272-790-766.000	REIMBURSED MATERIALS	3,000.00	0.00	3,000.00
272-790-767.000	SPECIAL EVENTS EXPENDITURES	1,000.00	0.00	1,000.00
	100 - LIBRARY SUPPLIES Totals:	36,000.00	14,200.00	36,000.00

OTHER SERVICES & CHARGES

272-790-965.000	FEES & ACCOUNT CHARGES	100.00	0.00	100.00
272-790-983.000	PILOT PROJECTS	2,000.00	0.00	2,000.00

		120 - OTHER SERVICES & CHARGES Totals:	2,100.00		0.00	2,100.00
CAPITAL OUTLAY						
272-790-972.000	CAPITAL IMPROVEMENT PROJECTS		5,000.00		0.00	5,000.00
		170 - CAPITAL OUTLAY Totals:	5,000.00		0.00	5,000.00
FRIENDS OF THE LIBRARY						
272-790-761.000	FRIENDS DONATIONS-MISC.		5,000.00	5,000.00	10,000.00	8,500.00
272-790-762.000	FAMILY PLACE EXPENDITURES		2,000.00		1,000.00	2,000.00
272-790-980.007	FRIENDS MERCHANDISE SALES		2,000.00		2,000.00	2,000.00
		190 - FRIENDS OF THE LIBRARY Totals:	9,000.00		13,000.00	12,500.00
			52,100.00		27,200.00	55,600.00
371 - Debt Service Fund						
Revenue						
OTHER FINANCING SOURCES						
371-000-699.000	TRANSFER IN		217,150.00		217,150.00	222,050.00
		080 - OTHER FINANCING SOURCES Totals:	217,150.00		217,150.00	222,050.00
	Revenue Total		217,150.00		217,150.00	222,050.00
Expense						
N/A						
371-790-991.000	PRINCIPLE ON BONDS		170,000.00		170,000.00	180,000.00
371-790-993.000	INTEREST ON BONDS		46,650.00		46,650.00	41,550.00
		000 - N/A Totals:	216,650.00		216,650.00	221,550.00
OTHER SERVICES & CHARGES						
371-790-801.000	PAYING AGENT FEES		500.00		500.00	500.00
		120 - OTHER SERVICES & CHARGES Totals:	500.00		500.00	500.00
			217,150.00		217,150.00	222,050.00

Howell Carnegie District Library
 Pay Structure
Proposed July 2026 update

Grade	Job Title	Entry			Mastery			
		Minimum		Developing A		Developing B		Mastery
23	Director	93,000		102,300		111,600		116,200
20	Head of Adult & Technical Services	72,200		79,400		86,600		90,200
	Head of Youth Services							
19	Information Technology Manager	68,200		75,000		81,800		85,300
18	Patron Services Supervisor	64,500		71,000		77,400		80,600
16	Business Office Administrator	27.93		30.63		33.32		34.66
	Communications Coordinator							
15	Librarian	26.49		28.99		31.49		32.74
12	Library Asst - Adult Services	22.21		24.18		26.11		27.12
	Library Asst - Youth Services							
10	Bookkeeper	20.63		22.36		24.09		24.95
8	Library Asst - Patron Services	19.42		20.96		22.55		23.32
	Library Asst - Tech Services							
	Maintenance Tech							
	Sub Library Asst - Adult and Youth							
6	Sub Library Asst - Patron Services	18.37		19.76		21.15		21.83
4	Administrative Clerk	17.26		18.51		19.76		20.38
3	Custodian	16.78		17.93		19.13		19.71
2	Page/Shelver B	15.91		17.02		18.13		18.70
1	Page/Shelver A	15.00		16.06		17.12		17.64