

HOWELL CARNEGIE DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

Agenda for October 13, 2026

Meabon Room, Howell Carnegie District Library

314 West Grand River Ave, Howell, MI 48843

517-546-0720

Enter through Clinton St. Doors

(Google Drive references)

7:00 Call To Order and Approval of Agenda

7:03 Attendance

7:05 In-Service Training

Amy Bush, Director of Planned Giving
Leader Dogs for the Blind
Topic: Wills and Trusts

7:30 Consent Agenda:

1. Board of Trustees Meeting and Closed Session Minutes from Sept 22, 2026
(closed session minutes will be provided at the board meeting)
2. Bills & Payrolls
3. Use of Library Grounds Application

7:35 Announcements & Comments from the public - Please state your name and address

7:40 President's Report

7:45 Treasurer's Report

7:50 Committee Reports - None

7:51 Director's Report

Action Items:

Unfinished Business: None

New Business

7:55 Change time of December meeting from 6pm to 7pm

8:00 Request to allow wine at Trustee Holiday Gathering on Dec 8, 2026

Discussion Items:

8:05 Space Utilization Study, Conceptual Design and Master Plan discussion

8:25 Strategic Plan Quarterly Update

8:30 Service Spotlight

8:35 Comments & Concerns of Board Members

8:40 Next Meeting - Tuesday, Nov 10, 2026 at 7:00 pm in the Meabon Room

Adjourn

VISION: Inspire and connect

MISSION: Providing a welcoming hub for resources and experiences

UNAPPROVED
BOARD OF TRUSTEES SPECIAL MEETING
Minutes of September 22, 2026

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

Jennifer Earl 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, Kathryn Tuck, Lauren Weber, and Heather White.

Members absent: None

Library Director Holly Ward Lamb, Steven Schneemann, Principal Architect, and Leah Popyk, Interior Designer, of MCD Architects, were present. Seven members of the public were also present. Attorney Thomas K. Dillon of Foster Swift Collins & Smith PC arrived at approximately 7:05 pm.

Bob Ellis moved to approve the consent agenda, which included Board of Trustees Meeting Minutes of September 8, 2026. Lauren Weber seconded, and a quorum of the board unanimously approved.

Comments from Public: Trevor J. Gronseth thanked the board for removing the “volcano mulching” around the trees on library property.

Stephanie Booth shared her experiences at the Friends of the Library Book Sales. She noted the Friends “shake you down” to purchase a Friends bag and make it “intimidating” to come in and look at books during the Melonfest Book Sale. She also said the space for regular book sales is very small and would like the library to make it easier to get around in that space.

DISCUSSION

- Principal Architect Steven Schneemann and interior designer Leah Popyk reviewed progress on the space utilization study and the master plan and presented a conceptual design.

- At 7:17 pm, Bob Ellis moved that the board enter a closed session to discuss pending litigation in *Howell Carnegie District Library v. City of Howell, Michigan, Tax Tribunal Docket Number: 24-003163*. Heather White seconded, and the board was polled. All board members, except Jacob Schlittler, who abstained, approved.
- Jacob Schlittler recused himself from the closed session because he is a current member of the City of Howell's council.
- Kathryn Tuck reconvened the open session at 7:41 pm.
- Bob Ellis moved to approve the agreed settlement of *Howell Carnegie District Library v. City of Howell, Michigan, Tax Tribunal Docket Number: 24-003163*, as discussed in the closed session of this meeting. Susan Pominville seconded, and the board was polled. All board members, except Jacob Schlittler, who abstained, approved.

COMMENTS & CONCERNS OF BOARD MEMBERS: Jacob Schlittler requested the library share information from Livingston County's MMPC (Materials Management Planning Committee) to assist with public engagement surveys.

Without objection, President Kathryn Tuck adjourned the meeting at 7:44 pm.

Kathleen Murray, Recording Secretary



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Fund 101-General Fund						
187	DELL MARKETING L.P.	09/09/2026	EFT	0.00	33,504.12	491
1074	EBSCO	09/09/2026	EFT	0.00	3,318.26	492
750	ENVISIONWARE INC.	09/09/2026	EFT	0.00	37.00	493
01246	FOLLETT CONTENT SOLUTIONS LLC	09/09/2026	EFT	0.00	180.00	494
01236	INGRAM LIBRARY SERVICES	09/09/2026	EFT	0.00	779.98	495
22	MIDWEST TAPE LLC	09/09/2026	EFT	0.00	874.49	496
01218	OOMA INC.	09/09/2026	EFT	0.00	289.78	497
939	OVERDRIVE	09/09/2026	EFT	0.00	1,061.36	498
8465	QUILL CORPORATION	09/09/2026	EFT	0.00	381.87	499
01240	TREVIPLAY	09/09/2026	EFT	0.00	168.97	500
01246	FOLLETT CONTENT SOLUTIONS LLC	09/23/2026	EFT	0.00	146.04	501
01236	INGRAM LIBRARY SERVICES	09/23/2026	EFT	0.00	652.15	502
1469	KANOPY	09/23/2026	EFT	0.00	428.40	503
22	MIDWEST TAPE LLC	09/23/2026	EFT	0.00	377.73	504
1005	OTIS ELEVATOR COMPANY	09/23/2026	EFT	0.00	203.58	505
939	OVERDRIVE	09/23/2026	EFT	0.00	3,422.23	506
8465	QUILL CORPORATION	09/23/2026	EFT	0.00	119.11	507
01240	TREVIPLAY	09/23/2026	EFT	0.00	205.68	508
411	JANICE HEILMAN	09/21/2026	Regular	0.00	-50.00	4511
XBS	XEROX CORP	09/09/2026	Regular	0.00	1,443.16	4899
01032	AGE OF LEARNING, INC.	09/09/2026	Regular	0.00	10,388.11	4900
1404	BYRUM ACE HARDWARE - HOWELL	09/09/2026	Regular	0.00	55.43	4901
1056	CAVENDISH SQUARE	09/09/2026	Regular	0.00	204.44	4902
1225	CITY OF HOWELL	09/09/2026	Regular	0.00	1,166.72	4903
1164	DEE CRAMER	09/09/2026	Regular	0.00	5,951.25	4904
1549	DTE ENERGY	09/09/2026	Regular	0.00	6,440.40	4905
01034	FOXSCAPES	09/09/2026	Regular	0.00	1,020.00	4906
01228	GENPRO	09/09/2026	Regular	0.00	455.00	4907
407	THE HARTFORD - PRIORITY ACCOUNTS	09/09/2026	Regular	0.00	171.28	4908
01223	HSC GROUP	09/09/2026	Regular	0.00	600.00	4909
11001	HOLLY WARD LAMB	09/09/2026	Regular	0.00	75.65	4910
01285	LIBRARY FREEDOM PROJECT	09/09/2026	Regular	0.00	1,000.00	4911
484	LOWE'S	09/09/2026	Regular	0.00	22.81	4912
1232	T-MOBILE	09/09/2026	Regular	0.00	569.21	4913
1083	ALEX THOMAS & FRIENDS	09/23/2026	Regular	0.00	630.00	4914
521	ANN ARBOR DISTRICT LIBRARY	09/23/2026	Regular	0.00	5.99	4915
01070	ANNA HOFFMAN	09/23/2026	Regular	0.00	67.64	4916
900	BRODART CO.	09/23/2026	Regular	0.00	454.39	4917
58	CEI MICHIGAN, INC	09/23/2026	Regular	0.00	694.00	4918
1164	DEE CRAMER	09/23/2026	Regular	0.00	5,812.10	4919
1143	DELTA DENTAL	09/23/2026	Regular	0.00	38.92	4920
291	FOSTER, SWIFT, COLLING & SMITH P.C.	09/23/2026	Regular	0.00	6,951.10	4921
411	JANICE HEILMAN	09/23/2026	Regular	0.00	50.00	4922
5711	LIVINGSTON COUNTY TREASURER	09/23/2026	Regular	0.00	332.74	4923
01272	MCD ARCHITECTS	09/23/2026	Regular	0.00	2,400.00	4924
6060	DIANE MCKEE	09/23/2026	Regular	0.00	98.23	4925
1417	MODERN LAWN, TREE AND SHRUB	09/23/2026	Regular	0.00	326.00	4926
807	PLAYAWAY PRODUCTS, LLC	09/23/2026	Regular	0.00	1,621.40	4927
9390	SONITROL GREAT LAKES - MICHIGAN	09/23/2026	Regular	0.00	292.97	4928
01260	THERMALNETICS	09/23/2026	Regular	0.00	1,481.34	4929
01039	WILLIAM LUKE	09/23/2026	Regular	0.00	559.60	4930
898	PRIORITY HEALTH	09/01/2026	Bank Draft	0.00	9,007.35	DFT0000712
1250	CONSUMERS ENERGY	09/11/2026	Bank Draft	0.00	620.41	DFT0000713
01274	EMPOWER	09/05/2026	Bank Draft	0.00	3,532.00	DFT0000716

HCDL Payment Register

Date Range: 09/01/2026 - 09/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1473	HEALTH EQUITY	09/08/2026	Bank Draft	0.00	303.44	DFT0000717
19	MERS	09/03/2026	Bank Draft	0.00	10,919.12	DFT0000718
1378	BANK OF ANN ARBOR - VISA	09/25/2026	Bank Draft	0.00	3,901.13	DFT0000719
01274	EMPOWER	09/22/2026	Bank Draft	0.00	3,166.42	DFT0000720
1473	HEALTH EQUITY	09/05/2026	Bank Draft	0.00	9.00	DFT0000721
1473	HEALTH EQUITY	09/23/2026	Bank Draft	0.00	303.44	DFT0000722
19	MERS	09/24/2026	Bank Draft	0.00	10,627.13	DFT0000723
898	PRIORITY HEALTH	09/24/2026	Bank Draft	0.00	10,357.98	DFT0000724
1378	BANK OF ANN ARBOR - VISA	09/23/2026	Bank Draft	0.00	3,895.79	DFT0000725
1197	AMAZON	09/25/2026	Bank Draft	0.00	1,810.42	DFT0000726

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	45	32	0.00	51,379.88
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-50.00
Bank Drafts	47	13	0.00	58,453.63
EFT's	74	18	0.00	46,150.75
	166	64	0.00	155,934.26

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	45	32	0.00	51,379.88
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-50.00
Bank Drafts	47	13	0.00	58,453.63
EFT's	74	18	0.00	46,150.75
	166	64	0.00	155,934.26

Fund Summary

Fund	Name	Period	Amount
101	General Fund	9/2026	155,934.26
			155,934.26

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

Payroll

Approve Payrolls of:

In the Amounts of:

9/9/26

53,292.23

9/23/26

53,527.44

10/7/2026

\$55,079.68

TOTALS

\$161,899.35

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 Chamber of Commerce Foundation, Fantasy of Lights		
Contact Name	Dianne Samples	Person Conducting Activity	Jake Andrews/Joe Heslip
Work Phone & Ext	517-672-6205	Home Phone	
Address	123 E Washington St	City & Zip	Howell, 48843

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

Review stand in front lawn 3pm-8pm

Meabon Room for Volunteer Check-in and safety briefing, 2pm-4:45pm

Vestibule for volunteer check out, 8pm-10pm

DATE AND TIMES OF ACTIVITY:

Date 11/27/2026 Set Up Time begins 2:00pm Clean Up Time Begins 10:00pm

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 Dianne Samples

Date 8/25/26 Title Director of Programs & Engagement, Howell Area Chamber

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		



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 101 - General Fund							
Revenue							
SubAccount: 010 - TAXES							
<u>101-000-410.000</u>	CURRENT PROPERTY TAXES	3,974,085.00	3,974,085.00	0.00	3,445.82	-3,970,639.18	0.09 %
<u>101-000-412.000</u>	DELINQUENT PROPERTY TAXES	0.00	0.00	0.00	1,594.03	1,594.03	0.00 %
SubAccount: 010 - TAXES Total:		3,974,085.00	3,974,085.00	0.00	5,039.85	-3,969,045.15	0.13 %
SubAccount: 030 - STATE GRANTS							
<u>101-000-540.000</u>	STATE AID	62,958.00	62,958.00	0.00	0.00	-62,958.00	0.00 %
SubAccount: 030 - STATE GRANTS Total:		62,958.00	62,958.00	0.00	0.00	-62,958.00	0.00 %
SubAccount: 040 - CHARGES FOR SERVICES							
<u>101-000-628.000</u>	COPY, PRINTING, FAX	9,000.00	9,000.00	1,191.80	3,115.60	-5,884.40	34.62 %
<u>101-000-629.000</u>	OUT OF AREA FEES	60.00	60.00	30.00	90.00	30.00	150.00 %
<u>101-000-642.000</u>	SALES	300.00	300.00	32.00	82.00	-218.00	27.33 %
<u>101-000-651.000</u>	MEETING ROOM FEES	200.00	200.00	25.00	25.00	-175.00	12.50 %
SubAccount: 040 - CHARGES FOR SERVICES Total:		9,560.00	9,560.00	1,278.80	3,312.60	-6,247.40	34.65 %
SubAccount: 050 - FINES & FORFEITS							
<u>101-000-658.000</u>	OVERDUE FEES	200.00	200.00	30.00	193.00	-7.00	96.50 %
<u>101-000-658.004</u>	REPLACEMENT FEES	2,000.00	2,000.00	498.00	1,180.00	-820.00	59.00 %
<u>101-000-659.000</u>	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	528.00	1,373.00	-75,827.00	1.78 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
<u>101-000-665.000</u>	INTEREST INCOME	50,000.00	50,000.00	28,064.00	88,081.83	38,081.83	176.16 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:		50,000.00	50,000.00	28,064.00	88,081.83	38,081.83	176.16 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
<u>101-000-675.000</u>	MISCELLANEOUS	0.00	0.00	132.89	135.39	135.39	0.00 %
<u>101-000-676.000</u>	REIMBURSEMENTS	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
<u>101-000-689.000</u>	CASH OVER/SHORT	0.00	0.00	-5.10	-2.00	-2.00	0.00 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		2,000.00	2,000.00	127.79	133.39	-1,866.61	6.67 %
SubAccount: 080 - OTHER FINANCING SOURCES							
<u>101-000-692.000</u>	PRIOR YEAR FUND BALANCE	50,000.00	50,000.00	0.00	0.00	-50,000.00	0.00 %
<u>101-000-692.001</u>	PRIOR YEAR DESIGNATED FUND BAL	649,600.00	649,600.00	0.00	0.00	-649,600.00	0.00 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		699,600.00	699,600.00	0.00	0.00	-699,600.00	0.00 %
Revenue Total:		4,875,403.00	4,875,403.00	29,998.59	97,940.67	-4,777,462.33	2.01 %
Expense							
SubAccount: 090 - PERSONNEL SERVICES							
<u>101-790-702.000</u>	SALARIES	1,527,204.00	1,527,204.00	106,160.15	311,408.68	1,215,795.32	20.39 %
<u>101-790-716.000</u>	HEALTH INSURANCE	133,815.00	133,815.00	10,529.26	42,863.93	90,951.07	32.03 %
<u>101-790-717.000</u>	LIFE INSURANCE	1,500.00	1,500.00	0.00	57.52	1,442.48	3.83 %
<u>101-790-718.000</u>	WORKER'S COMPENSATION	6,000.00	6,000.00	-1,540.00	-1,540.00	7,540.00	-25.67 %
<u>101-790-719.000</u>	HEALTH CARE REIMBURSEMENT	10,100.00	10,100.00	770.54	1,346.54	8,753.46	13.33 %
<u>101-790-719.001</u>	H.S.A.	20,300.00	20,300.00	0.00	1,281.88	19,018.12	6.31 %
<u>101-790-719.003</u>	PEDIATRIC DENTAL	500.00	500.00	38.92	155.68	344.32	31.14 %
<u>101-790-721.000</u>	BONUSES	11,794.00	11,794.00	0.00	0.00	11,794.00	0.00 %
<u>101-790-722.000</u>	FICA	116,832.00	116,832.00	8,074.84	23,687.49	93,144.51	20.27 %
<u>101-790-723.000</u>	SICK, VACATION, RETIREMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<u>101-790-723.010</u>	M.E.R.S.	139,180.00	139,180.00	21,546.25	37,001.34	102,178.66	26.59 %
SubAccount: 090 - PERSONNEL SERVICES Total:		1,987,225.00	1,987,225.00	145,579.96	416,263.06	1,570,961.94	20.95 %
SubAccount: 100 - LIBRARY SUPPLIES							
<u>101-790-727.000</u>	SUPPLIES	35,000.00	35,000.00	1,366.45	7,275.89	27,724.11	20.79 %

HCDL Budget Status Report

For Fiscal: 2026-2027 Period Ending: 09/30/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>101-790-730.000</u>	POSTAGE	11,000.00	11,000.00	-59.28	-54.16	11,054.16	-0.49 %
<u>101-790-745.000</u>	EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
SubAccount: 100 - LIBRARY SUPPLIES Total:		47,000.00	47,000.00	1,307.17	7,221.73	39,778.27	15.37%
SubAccount: 120 - OTHER SERVICES & CHARGES							
<u>101-790-860.000</u>	TRANSPORTATION	500.00	500.00	0.00	0.00	500.00	0.00 %
<u>101-790-900.000</u>	MARKETING & ADVERTISING	25,000.00	25,000.00	19.19	19.19	24,980.81	0.08 %
<u>101-790-940.000</u>	EQUIPMENT RENTAL	100.00	100.00	0.00	0.00	100.00	0.00 %
<u>101-790-956.001</u>	MISCELLANEOUS	50.00	50.00	0.00	0.00	50.00	0.00 %
<u>101-790-957.000</u>	EDUCATION: TRUSTEES	5,000.00	5,000.00	530.00	530.00	4,470.00	10.60 %
<u>101-790-957.001</u>	EDUCATION: EMPLOYEES	35,000.00	35,000.00	220.00	1,085.00	33,915.00	3.10 %
<u>101-790-957.002</u>	MEMBERSHIP BOARD & STAFF	4,500.00	4,500.00	2,360.49	3,135.49	1,364.51	69.68 %
<u>101-790-960.000</u>	MEL-CAT REPLACEMENTS	2,000.00	2,000.00	5.99	5.99	1,994.01	0.30 %
<u>101-790-963.000</u>	PROPERTY TAXES	20,000.00	20,000.00	0.00	15,872.64	4,127.36	79.36 %
<u>101-790-964.000</u>	REFUNDS	500.00	500.00	0.00	0.00	500.00	0.00 %
<u>101-790-964.001</u>	CHARGEBACKS	8,000.00	8,000.00	332.74	889.28	7,110.72	11.12 %
<u>101-790-965.000</u>	FEES & ACCOUNT CHARGES	3,000.00	3,000.00	253.76	1,024.21	1,975.79	34.14 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		103,650.00	103,650.00	3,722.17	22,561.80	81,088.20	21.77%
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES							
<u>101-790-807.000</u>	AUDIT	7,450.00	7,450.00	0.00	0.00	7,450.00	0.00 %
<u>101-790-818.001</u>	FINANCIAL ADVISORS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<u>101-790-818.002</u>	LEGAL SERVICES	30,000.00	30,000.00	6,951.10	14,160.10	15,839.90	47.20 %
<u>101-790-818.003</u>	PERSONNEL SERVICES	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00 %
<u>101-790-819.000</u>	ACCOUNTING SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<u>101-790-819.001</u>	PAYROLL SERVICES	10,000.00	10,000.00	777.88	2,650.75	7,349.25	26.51 %
<u>101-790-820.000</u>	DELIVERY SERVICES	5,000.00	5,000.00	67.64	67.64	4,932.36	1.35 %
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES To..		114,450.00	114,450.00	7,796.62	16,878.49	97,571.51	14.75%
SubAccount: 140 - BUILDING & MAINTENANCE							
<u>101-790-775.000</u>	BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	0.00	882.65	14,117.35	5.88 %
<u>101-790-808.000</u>	BUILDING SECURITY SYSTEM	4,500.00	4,500.00	292.97	878.91	3,621.09	19.53 %
<u>101-790-819.002</u>	GROUNDS MAINTENANCE	55,000.00	55,000.00	1,404.00	3,459.00	51,541.00	6.29 %
<u>101-790-920.000</u>	PUBLIC UTILITIES	90,200.00	90,200.00	8,120.51	24,173.75	66,026.25	26.80 %
<u>101-790-958.000</u>	BUILDING MAINTENANCE	95,000.00	95,000.00	18,976.91	30,913.82	64,086.18	32.54 %
<u>101-790-969.000</u>	INSURANCE	49,447.00	49,447.00	0.00	49,447.00	0.00	100.00 %
SubAccount: 140 - BUILDING & MAINTENANCE Total:		309,147.00	309,147.00	28,794.39	109,755.13	199,391.87	35.50%
SubAccount: 150 - MATERIALS & PROGRAMMING							
<u>101-790-782.000</u>	PERIODICALS	15,000.00	15,000.00	3,880.61	4,995.71	10,004.29	33.30 %
<u>101-790-782.001</u>	ELECTRONIC MEDIA	270,920.00	270,920.00	6,373.95	86,733.60	184,186.40	32.01 %
<u>101-790-782.002</u>	CIRCULATING HOTSPOTS	12,000.00	12,000.00	950.52	3,490.13	8,509.87	29.08 %
<u>101-790-782.003</u>	DATABASES	40,000.00	40,000.00	1,191.67	3,452.11	36,547.89	8.63 %
<u>101-790-782.004</u>	YS PROGRAMMING	46,000.00	46,000.00	3,913.51	8,898.64	37,101.36	19.34 %
<u>101-790-782.005</u>	ADULT PROGRAMMING	25,000.00	25,000.00	2,089.80	3,915.17	21,084.83	15.66 %
<u>101-790-782.006</u>	YOUTH DATABASES	22,000.00	22,000.00	0.00	0.00	22,000.00	0.00 %
<u>101-790-782.007</u>	YS E-MEDIA	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
<u>101-790-982.001</u>	ADULT BOOKS - PRINT	58,000.00	58,000.00	4,175.99	15,989.20	42,010.80	27.57 %
<u>101-790-982.002</u>	LIBRARY OF THINGS	7,000.00	7,000.00	134.12	1,367.82	5,632.18	19.54 %
<u>101-790-982.006</u>	ADULT AV	15,000.00	15,000.00	1,676.86	5,134.08	9,865.92	34.23 %
<u>101-790-982.018</u>	YS BOOKS - PRINT	33,000.00	33,000.00	1,112.16	6,856.94	26,143.06	20.78 %
<u>101-790-982.019</u>	KITS & LOT - YOUTH	17,000.00	17,000.00	360.29	563.35	16,436.65	3.31 %
<u>101-790-982.024</u>	YS AV	8,000.00	8,000.00	2,050.65	5,277.08	2,722.92	65.96 %
SubAccount: 150 - MATERIALS & PROGRAMMING Total:		576,920.00	576,920.00	27,910.13	146,673.83	430,246.17	25.42%
SubAccount: 160 - INFORMATION TECHNOLOGY							
<u>101-790-780.000</u>	TECH SUPPLIES	4,500.00	4,500.00	121.18	515.16	3,984.84	11.45 %
<u>101-790-780.001</u>	TECHNOLOGY: SOFTWARE	0.00	0.00	0.00	6,000.00	-6,000.00	0.00 %
<u>101-790-781.000</u>	TECHNOLOGY: HARDWARE/EQUIP...	17,600.00	17,600.00	0.00	0.00	17,600.00	0.00 %
<u>101-790-850.000</u>	COMMUNICATIONS	12,700.00	12,700.00	2,096.30	2,675.89	10,024.11	21.07 %
<u>101-790-850.002</u>	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	29.06	252.02	2,747.98	8.40 %
<u>101-790-932.000</u>	AUTOMATED SYSTEM MAINT	187,171.00	187,171.00	4,554.31	19,636.00	167,535.00	10.49 %

HCDL Budget Status Report

For Fiscal: 2026-2027 Period Ending: 09/30/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>101-790-934.000</u>	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<u>101-790-972.000</u>	CAPITAL TECHNOLOGY PURCHASES	132,000.00	132,000.00	0.00	15,844.38	116,155.62	12.00 %
SubAccount: 160 - INFORMATION TECHNOLOGY Total:		358,971.00	358,971.00	6,800.85	44,923.45	314,047.55	12.51%
SubAccount: 170 - CAPITAL OUTLAY							
<u>101-790-971.000</u>	CAPITAL IMPROVEMENT PROJECTS	500,000.00	500,000.00	26,519.65	40,954.12	459,045.88	8.19 %
SubAccount: 170 - CAPITAL OUTLAY Total:		500,000.00	500,000.00	26,519.65	40,954.12	459,045.88	8.19%
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS							
<u>101-790-995.000</u>	TRANSFER OUT	222,050.00	222,050.00	0.00	0.00	222,050.00	0.00 %
<u>101-790-995.002</u>	TRANSFER OUT - RESERVE	200,000.00	200,000.00	500.00	500.00	199,500.00	0.25 %
<u>101-790-999.000</u>	CONTINGENCIES	455,990.00	455,990.00	0.00	0.00	455,990.00	0.00 %
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS To..		878,040.00	878,040.00	500.00	500.00	877,540.00	0.06%
Expense Total:		4,875,403.00	4,875,403.00	248,930.94	805,731.61	4,069,671.39	16.53%
Total Revenues		4,875,403.00	4,875,403.00	29,998.59	97,940.67	-4,777,462.33	2.01%
Fund: 101 - General Fund Surplus (Deficit):		0.00	0.00	-218,932.35	-707,790.94	-707,790.94	0.00%
Fund: 272 - Special Revenue							
Revenue							
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
<u>272-000-665.000</u>	INTEREST	1,000.00	1,000.00	3,239.90	9,785.93	8,785.93	978.59 %
<u>272-000-665.001</u>	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	3,239.90	9,785.93	8,685.93	889.63%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
<u>272-000-674.000</u>	DONATIONS/FUNDRAISING	25,000.00	25,000.00	330.50	1,526.85	-23,473.15	6.11 %
<u>272-000-674.387</u>	ARCHIVES DONATIONS	2,500.00	2,500.00	0.00	0.00	-2,500.00	0.00 %
<u>272-000-675.000</u>	SPECIAL EVENTS REVENUE	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
<u>272-000-675.001</u>	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
<u>272-000-675.014</u>	FAMILY PLACE DONATION	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
<u>272-000-675.015</u>	FRIENDS DONATION	8,500.00	8,500.00	9,384.47	9,384.47	884.47	110.41 %
<u>272-000-675.017</u>	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	128.25	708.08	-1,291.92	35.40 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		44,000.00	44,000.00	9,843.22	11,619.40	-32,380.60	26.41%
SubAccount: 080 - OTHER FINANCING SOURCES							
<u>272-000-692.002</u>	PRIOR YEAR TERRY FUND BALANCE	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
<u>272-000-692.387</u>	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:		62,100.00	62,100.00	13,083.12	21,405.33	-40,694.67	34.47%
Expense							
SubAccount: 100 - LIBRARY SUPPLIES							
<u>272-790-760.000</u>	GENERAL DONATION PURCHASES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<u>272-790-763.000</u>	ARCHIVES PURCHASES	10,000.00	10,000.00	0.00	59.90	9,940.10	0.60 %
<u>272-790-765.000</u>	TERRY TRUST - MISC	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<u>272-790-766.000</u>	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
<u>272-790-767.000</u>	SPECIAL EVENTS EXPENDITURES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
SubAccount: 100 - LIBRARY SUPPLIES Total:		36,000.00	36,000.00	0.00	59.90	35,940.10	0.17%
SubAccount: 120 - OTHER SERVICES & CHARGES							
<u>272-790-965.000</u>	FEES & ACCOUNT CHARGES	100.00	100.00	0.00	0.00	100.00	0.00 %
<u>272-790-983.000</u>	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							
<u>272-790-972.000</u>	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							
<u>272-790-761.000</u>	FRIENDS DONATIONS-MISC.	8,500.00	8,500.00	9,384.47	9,794.22	-1,294.22	115.23 %
<u>272-790-762.000</u>	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %

HCDL Budget Status Report

For Fiscal: 2026-2027 Period Ending: 09/30/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>272-790-980.007</u>	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	0.00	161.14	1,838.86	8.06 %
	SubAccount: 190 - FRIENDS OF THE LIBRARY Total:	12,500.00	12,500.00	9,384.47	9,955.36	2,544.64	79.64%
	Expense Total:	55,600.00	55,600.00	9,384.47	10,015.26	45,584.74	18.01%
	Total Revenues	62,100.00	62,100.00	13,083.12	21,405.33	-40,694.67	34.47%
	Fund: 272 - Special Revenue Surplus (Deficit):	6,500.00	6,500.00	3,698.65	11,390.07	4,890.07	175.23%
Fund: 371 - Debt Service Fund							
Revenue							
	SubAccount: 080 - OTHER FINANCING SOURCES						
<u>371-000-699.000</u>	TRANSFER IN	222,050.00	222,050.00	500.00	500.00	-221,550.00	0.23 %
	SubAccount: 080 - OTHER FINANCING SOURCES Total:	222,050.00	222,050.00	500.00	500.00	-221,550.00	0.23%
	Revenue Total:	222,050.00	222,050.00	500.00	500.00	-221,550.00	0.23%
Expense							
	SubAccount: 000 - N/A						
<u>371-790-991.000</u>	PRINCIPLE ON BONDS	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00 %
<u>371-790-993.000</u>	INTEREST ON BONDS	41,550.00	41,550.00	0.00	0.00	41,550.00	0.00 %
	SubAccount: 000 - N/A Total:	221,550.00	221,550.00	0.00	0.00	221,550.00	0.00%
	SubAccount: 120 - OTHER SERVICES & CHARGES						
<u>371-790-801.000</u>	PAYING AGENT FEES	500.00	500.00	500.00	500.00	0.00	100.00 %
	SubAccount: 120 - OTHER SERVICES & CHARGES Total:	500.00	500.00	500.00	500.00	0.00	100.00%
	Expense Total:	222,050.00	222,050.00	500.00	500.00	221,550.00	0.23%
	Total Revenues	222,050.00	222,050.00	500.00	500.00	-221,550.00	0.23%
	Fund: 371 - Debt Service Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
	Report Surplus (Deficit):	6,500.00	6,500.00	-215,233.70	-696,400.87	-702,900.87	10,713.86%

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	3,974,085.00	3,974,085.00	0.00	5,039.85	-3,969,045.15	0.13%
030 - STATE GRANTS	62,958.00	62,958.00	0.00	0.00	-62,958.00	0.00%
040 - CHARGES FOR SERVICES	9,560.00	9,560.00	1,278.80	3,312.60	-6,247.40	34.65%
050 - FINES & FORFEITS	77,200.00	77,200.00	528.00	1,373.00	-75,827.00	1.78%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	28,064.00	88,081.83	38,081.83	176.16%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	127.79	133.39	-1,866.61	6.67%
080 - OTHER FINANCING SOURCES	699,600.00	699,600.00	0.00	0.00	-699,600.00	0.00%
Revenue Total:	4,875,403.00	4,875,403.00	29,998.59	97,940.67	-4,777,462.33	2.01%
Expense						
090 - PERSONNEL SERVICES	1,987,225.00	1,987,225.00	145,579.96	416,263.06	1,570,961.94	20.95%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	1,307.17	7,221.73	39,778.27	15.37%
120 - OTHER SERVICES & CHARGES	103,650.00	103,650.00	3,722.17	22,561.80	81,088.20	21.77%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	114,450.00	114,450.00	7,796.62	16,878.49	97,571.51	14.75%
140 - BUILDING & MAINTENANCE	309,147.00	309,147.00	28,794.39	109,755.13	199,391.87	35.50%
150 - MATERIALS & PROGRAMMING	576,920.00	576,920.00	27,910.13	146,673.83	430,246.17	25.42%
160 - INFORMATION TECHNOLOGY	358,971.00	358,971.00	6,800.85	44,923.45	314,047.55	12.51%
170 - CAPITAL OUTLAY	500,000.00	500,000.00	26,519.65	40,954.12	459,045.88	8.19%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	878,040.00	878,040.00	500.00	500.00	877,540.00	0.06%
Expense Total:	4,875,403.00	4,875,403.00	248,930.94	805,731.61	4,069,671.39	16.53%
Total Revenues	4,875,403.00	4,875,403.00	29,998.59	97,940.67	-4,777,462.33	2.01%
Total Expenses	4,875,403.00	4,875,403.00	248,930.94	805,731.61	4,069,671.39	16.53%
Fund: 101 - General Fund Surplus (Deficit):	0.00	0.00	-218,932.35	-707,790.94	-707,790.94	0.00%
Fund: 272 - Special Revenue						
Revenue						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	3,239.90	9,785.93	8,685.93	889.63%
070 - OTHER REVENUE & FINANCING SOURCES	44,000.00	44,000.00	9,843.22	11,619.40	-32,380.60	26.41%
080 - OTHER FINANCING SOURCES	17,000.00	17,000.00	0.00	0.00	-17,000.00	0.00%
Revenue Total:	62,100.00	62,100.00	13,083.12	21,405.33	-40,694.67	34.47%
Expense						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	0.00	59.90	35,940.10	0.17%
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	12,500.00	12,500.00	9,384.47	9,955.36	2,544.64	79.64%
Expense Total:	55,600.00	55,600.00	9,384.47	10,015.26	45,584.74	18.01%
Total Revenues	62,100.00	62,100.00	13,083.12	21,405.33	-40,694.67	34.47%
Total Expenses	55,600.00	55,600.00	9,384.47	10,015.26	45,584.74	18.01%
Fund: 272 - Special Revenue Surplus (Deficit):	6,500.00	6,500.00	3,698.65	11,390.07	4,890.07	175.23%
Fund: 371 - Debt Service Fund						
Revenue						
080 - OTHER FINANCING SOURCES	222,050.00	222,050.00	500.00	500.00	-221,550.00	0.23%
Revenue Total:	222,050.00	222,050.00	500.00	500.00	-221,550.00	0.23%
Expense						
000 - N/A	221,550.00	221,550.00	0.00	0.00	221,550.00	0.00%
120 - OTHER SERVICES & CHARGES	500.00	500.00	500.00	500.00	0.00	100.00%
Expense Total:	222,050.00	222,050.00	500.00	500.00	221,550.00	0.23%
Total Revenues	222,050.00	222,050.00	500.00	500.00	-221,550.00	0.23%
Total Expenses	222,050.00	222,050.00	500.00	500.00	221,550.00	0.23%
Fund: 371 - Debt Service Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):	6,500.00	6,500.00	-215,233.70	-696,400.87	-702,900.87	10,713.86%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	0.00	0.00	-218,932.35	-707,790.94	-707,790.94
272 - Special Revenue	6,500.00	6,500.00	3,698.65	11,390.07	4,890.07
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	6,500.00	6,500.00	-215,233.70	-696,400.87	-702,900.87



Account	Name	Balance
Fund: 101 - General Fund		
Assets		
101-000-001.000	CASH - CHECKING.	163,808.27
101-000-001.002	CASH -CREDIT CHECKING	4,728.22
101-000-002.000	BANK OF ANN ARBOR MONEY MARKET	6,490,845.48
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-TECHNOLOG	160,967.72
101-000-004.000	PETTY CASH	225.00
101-000-004.001	CASH ON HAND	0.00
101-000-007.000	CASH-PAYROLL CHECKING	510.00
101-000-017.000	MI CLASS - GENERAL	780,970.41
101-000-018.000	MI CLASS - CAPITAL RESERVE	449,157.79
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	108,149.21
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	971.16
101-000-084.000	DUE FROM OTHER FUNDS	0.00
101-000-084.155	DUE FROM ENDOWMENT	0.00
101-000-084.272	DUE FROM 272 SPECIAL REVENUE	0.00
101-000-084.371	DUE FROM 371 DEBT SERVICE	0.00
101-000-084.702	DUE FROM LB TRUST & AGENCY FD	0.00
101-000-084.727	DUE FROM PENSION	0.00
101-000-084.900	DUE FROM CAPITAL ASSET FUND	0.00
101-000-084.950	DUE FROM LONG TERM DEBT	0.00
101-000-123.000	PREPAID EXPENSE	171,950.96
101-000-123.001	PREPAID EXPENSE - CONTROL.NET	11,309.00
101-000-159.000	SUBSCRIPTION ASSETS	277,017.73
101-000-160.000	ACC AMTZ - SUBSCRIPTION ASSETS	-147,868.01
Total Assets:		8,472,742.94
		<u>8,472,742.94</u>
Liability		
101-000-202.000	ACCOUNTS PAYABLE	41,938.12
101-000-209.000	ACCRUED EXPENSES	90,565.42
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	606.88
101-000-231.003	457 PAYABLE	0.00
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:		314,261.53
Equity		

HCDL Balance Sheet

As Of 09/30/2026

Account	Name	Balance
<u>101-000-380.000</u>	RESERVE - CAPITAL EXPENDITURE	2,128,638.44
<u>101-000-381.000</u>	SICK/VACATION/RETIREMENT RESERVE	214,798.39
<u>101-000-382.000</u>	TECHNOLOGY RESERVE	84,584.73
<u>101-000-390.000</u>	FUND BALANCE	6,490,981.22
<u>101-000-390.001</u>	FUND BALANCE - GASB 34	-52,730.43
Total Beginning Equity:		8,866,272.35
Total Revenue		97,940.67
Total Expense		805,731.61
Revenues Over/Under Expenses		-707,790.94
Total Equity and Current Surplus (Deficit):		8,158,481.41
Total Liabilities, Equity and Current Surplus (Deficit):		<u><u>8,472,742.94</u></u>

HCDL Balance Sheet

As Of 09/30/2026

Account	Name	Balance	
Fund: 155 - Endowment			
Assets			
<u>155-000-001.000</u>	CASH	0.00	
<u>155-000-001.002</u>	ONLINE CASH	0.00	
<u>155-000-082.101</u>	DUE FROM GENERAL FUND	0.00	
<u>155-000-082.272</u>	DUE FROM SPECIAL REVENUE	0.00	
<u>155-000-082.371</u>	DUE FROM DEBT SERVICE	0.00	
<u>155-000-082.472</u>	DUE FROM EQUIPMENT AND FURNISHING	0.00	
<u>155-000-084.000</u>	DUE FROM NON-EXPENDABLE	0.00	
<u>155-000-184.000</u>	BENEFICIAL INT IN ASSETS CFSEM	771,208.86	
<u>155-000-184.001</u>	BEN INT IN ASSETS-SONG LINE	63,036.53	
<u>155-000-184.002</u>	BEN INT IN ASSETS-ROSS	34,004.11	
	Total Assets:	868,249.50	<u>868,249.50</u>
Liability			
<u>155-000-202.000</u>	ACCOUNTS PAYABLE	0.00	
<u>155-000-214.101</u>	DUE TO GENERAL FUNDS	0.00	
<u>155-000-214.272</u>	DUE TO SPECIAL REVENUE	0.00	
	Total Liability:	0.00	
Equity			
<u>155-000-375.000</u>	FUND BALANCE - SONG LINE ENDOWMEN	63,036.53	
<u>155-000-376.000</u>	FUND BALANCE - J. ROSS	34,004.11	
<u>155-000-390.000</u>	FUND BALANCE	771,208.86	
<u>155-000-391.000</u>	FUND BALANCE - EXPENDABLE	0.00	
<u>155-100-391.000</u>	FUND BALANCE - EXPENDABLE	0.00	
	Total Beginning Equity:	868,249.50	
Total Revenue		0.00	
Total Expense		0.00	
Revenues Over/Under Expenses		0.00	
	Total Equity and Current Surplus (Deficit):	868,249.50	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>868,249.50</u>

HCDL Balance Sheet

As Of 09/30/2026

Account	Name	Balance
Fund: 272 - Special Revenue		
Assets		
<u>272-000-001.000</u>	CASH	15,408.92
<u>272-000-001.001</u>	BANK OF ANN ARBOR CHECKING	5,000.00
<u>272-000-001.002</u>	CASH - CREDIT CHECKING	471.19
<u>272-000-002.000</u>	BANK OF ANN ARBOR MONEY MARKET	617,694.97
<u>272-000-017.000</u>	MI CLASS ACCOUNT	353,835.65
<u>272-000-040.000</u>	ACCOUNTS RECEIVABLE - GENERAL	0.00
<u>272-000-056.000</u>	ACCRUED INTEREST	0.00
<u>272-000-082.000</u>	DUE FROM FRIENDS OF LIBRARY	9,384.47
<u>272-000-082.101</u>	DUE FROM GENERAL FUND	0.00
<u>272-000-082.155</u>	DUE FROM ENDOWMENT	0.00
<u>272-000-082.371</u>	DUE FROM DEBT SERVICE	0.00
<u>272-000-082.472</u>	DUE FROM EQUIPMENT AND FURNISHING	0.00
<u>272-000-084.000</u>	DUE FROM OTHER FUNDS	0.00
Total Assets:		1,001,795.20
		<u>1,001,795.20</u>
Liability		
<u>272-000-202.000</u>	ACCOUNTS PAYABLE	870.00
<u>272-000-214.101</u>	DUE TO GENERAL FUND	0.00
<u>272-000-214.371</u>	DUE TO DEBT SERVICE	0.00
<u>272-000-214.472</u>	DUE TO EQUIPMENT AND FURNISHING	0.00
Total Liability:		870.00
Equity		
<u>272-000-386.000</u>	TERRY RESERVE	549,508.36
<u>272-000-387.000</u>	ARCHIVES FUND BALANCE	102,955.79
<u>272-000-390.000</u>	FUND BALANCE	337,070.98
Total Beginning Equity:		989,535.13
Total Revenue		21,405.33
Total Expense		10,015.26
Revenues Over/Under Expenses		11,390.07
Total Equity and Current Surplus (Deficit):		1,000,925.20
Total Liabilities, Equity and Current Surplus (Deficit):		<u>1,001,795.20</u>

HCDL Balance Sheet

As Of 09/30/2026

Account	Name	Balance
Fund: 371 - Debt Service Fund		
Assets		
<u>371-000-001.000</u>	CASH	0.00
<u>371-000-082.101</u>	DUE FROM GENERAL FUND	0.00
<u>371-000-082.155</u>	DUE FROM ENDOWMENT	0.00
<u>371-000-082.272</u>	DUE FROM SPECIAL REVENUE	0.00
<u>371-000-082.472</u>	DUE FROM EQUIPMENT AND FURNISHING	0.00
Total Assets:		0.00
		0.00
Liability		
<u>371-000-202.000</u>	ACCOUNTS PAYABLE	0.00
<u>371-000-214.101</u>	DUE TO GENERAL FUND	0.00
<u>371-000-214.272</u>	DUE TO SPECIAL REVENUE	0.00
<u>371-000-214.472</u>	DUE TO EQUIPMENT AND FURNISHING	0.00
<u>371-000-251.000</u>	ACCRUED INTEREST PAYABLE	3,462.50
<u>371-000-300.000</u>	BONDS PAYABLE	1,385,000.00
Total Liability:		1,388,462.50
Equity		
<u>371-000-390.000</u>	FUND BALANCE	0.00
<u>371-000-390.001</u>	FUND BALANCE - EXPENDABLE	-1,388,462.50
Total Beginning Equity:		-1,388,462.50
Total Revenue		500.00
Total Expense		500.00
Revenues Over/Under Expenses		0.00
Total Equity and Current Surplus (Deficit):		-1,388,462.50
Total Liabilities, Equity and Current Surplus (Deficit):		0.00

HCDL Banking & Investment Summary

9/30/2026

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	1,911.78	3.840%	3.91%	n/a		
BOAA	Checking	Payroll Checking	520.00	-	0.000%	0.00%	n/a		
BOAA	Checking	Credit Processing	5,074.51	4.87	0.550%	0.55%	n/a		
BOAA	Checking	272 Fund	5,000.00	1.90	0.150%	0.15%	n/a		
BOAA	ICS	General Savings	6,658,783.32	73,373.64	4.170%	4.26%	n/a		
BOAA	ICS	272 Savings	541,290.45	6,401.96	4.170%	4.26%	n/a		
MI Class	Investment	Investment	1,692,113.06	16,173.61	3.877%	3.75%	n/a		
									-
			9,102,781.34	97,867.76					
		Overall Return			4.104%	4.15%			

Calculations	
7,680.00	7,820.00
-	-
27.91	27.91
7.50	7.50
277,671.26	283,664.17
22,571.81	23,058.97
65,601.53	63,437.32
-	-
-	-
373,560.02	378,015.87

*Current balance is per bank statement.



September 2026 Treasurer's Report

Detail

Date Range: 09/01/2026 - 09/30/2026

Account	Name	Beginning Cash Balance	Net Change	Ending Balance
101 - General Fund				
101-000-001.000	CASH - CHECKING.	170,826.77	(7,018.50)	163,808.27
101-000-001.002	CASH -CREDIT CHECKING	3,766.36	961.86	4,728.22
101-000-002.000	BOAA MONEY MARKET	6,734,994.63	(244,149.15)	6,490,845.48
101-000-002.004	FNB MMKT-TECHNOLOGY	137,792.77	23,174.95	160,967.72
101-000-007.000	CASH-PAYROLL CHECKING	510.00	-	510.00
101-000-017.000	MI CLASS - GENERAL	778,495.64	2,474.77	780,970.41
101-000-018.000	MI CLASS - CAPITAL RESERVE	447,720.44	1,437.35	449,157.79
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	107,805.24	343.97	108,149.21
Fund 101 - General Fund Total:		\$ 8,381,911.85	\$ (222,774.75)	\$ 8,159,137.10
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	24,341.64	(8,932.72)	15,408.92
272-000-001.001	BOAA CHECKING	5,000.00	-	5,000.00
272-000-001.002	CASH - CREDIT CHECKING	464.19	7.00	471.19
272-000-002.000	BOAA MONEY MARKET	615,580.39	2,114.58	617,694.97
272-000-017.000	MI CLASS	352,710.38	1,125.32	353,835.65
Fund 272 - Special Revenue Total:		\$ 998,096.60	\$ (5,685.82)	\$ 992,410.73
371 - Debt Service Fund				
Beginning Cash Balance				
371-000-001.000	CASH	-	-	-
Fund 371 - Debt Service Fund Total:		-	-	-
Grand Total		9,380,008.45	(228,460.57)	9,151,547.83

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

Board Meeting Agenda

Call To Order and Approval of Agenda

Attendance

In-Service Training

Amy Bush, Director of Planned Giving
Leader Dogs for the Blind
Topic: Wills and Trusts

Amy Bush is a fundraising professional with more than a decade of experience helping donors create meaningful charitable legacies through strategic gift planning. She currently serves as Director of Planned Giving at Leader Dogs for the Blind, where she leads efforts to build lasting philanthropic partnerships and advance the organization's mission. Before joining Leader Dogs, Amy worked with several leading institutions, including Children's National Hospital Foundation, the University of Colorado, the United States Holocaust Memorial Museum, and the National Academies of Sciences, Engineering, and Medicine.

She earned a Master's degree in Marketing from the University of Colorado Denver and a Bachelor's degree in International Relations and Affairs from Grand Valley State University. Amy lives in Howell, Michigan, with her husband and two daughters.

Potential Motions for Action Items

Potential motions are included in italics for each action item.

Consent Agenda:

I move to approve the consent agenda.

- A. Board of Trustees Meeting and Closed Session Minutes from Sept 22, 2026
(closed session minutes will be provided at the board meeting)
- B. Bills & Payrolls
- C. Use of Library Grounds Application

Announcements & Comments from the public

Public comments shall be limited to no more than three minutes per individual and at the times designated in the agenda, except where extended privileges are granted by the president. Any individual desiring to speak shall give his/her name, address (city or township only), and group represented, if any.

President's Report

Treasurer's Report

Additional financial information:

- The September 2026 penal fines totaled \$50,127.72. The year-to-date total is \$162,071, which is 48% higher than last year at this time.
- The monthly budgetary status report and balance sheet are attached.

Committee Reports

There are no committee reports this month.

Action Items Unfinished Business

There is no unfinished business.

Action Item New Business

- Change time of December meeting from 6pm to 7pm
I move to change the time of the December meeting from 6 pm to 7pm

The December meeting was scheduled for 6pm in anticipation of an offsite Trustee Holiday Gathering at 7pm. Because the gathering will be at the library, the meeting time needs to be changed back to the normal 7pm start.

- Request to allow wine at the Trustee Holiday Gathering on Dec 8, 2026
I move to allow wine at the Trustee Holiday Gathering on Dec 8, 2026

Because the library is alcohol-free, the board must approve any exceptions. A donation of wine has been offered for the Trustee Holiday Gathering on Dec 8, 2026. This is an after-hours event. We do not need an alcohol license because we will not sell the wine.

Discussion Items

- Space Utilization Study, Conceptual Design and Master Plan

Time for additional discussion following the presentation by MCD at the Sept 22, 2026 meeting.

- Discussion Item: Strategic Plan Quarterly Update

The quarterly update is attached. Time for discussion if needed.

- Service Spotlight

I will highlight a library offering or service at the meeting.

- Comments and Concerns of Board Members
- Next Meeting is Tuesday, Nov 10, 2026, at 7pm in the Meabon Room

Additional Information

Miscellaneous Follow-Ups and Updates

- I signed the Settlement Agreement and returned it to Tom Dillion, the library's attorney. He will send it to the City of Howell. The MI Tax Tribunal case will be dismissed.

Library Events

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



Tail Waggin' Tutors
GRADES K-6
WEDNESDAY, OCT. 14
5:45-6:45 PM
15-MINUTE TIME SLOTS
REGISTRATION BEGINS SEPT. 30



Little Explorers
for ages 0-6 and parent/caregiver
Tuesday, October 20, 6-6:30 pm



No registration required

**SPOOKIFIED PAINTINGS
FOR TEENS GRADES 6-12**

**THURSDAY, OCTOBER 22
5:30-6:30 PM**

REGISTRATION BEGINS OCTOBER 8



HOWELL
CARNEGIE
DISTRICT LIBRARY



STEAM CLUB:
ART WITH EDISON ROBOTS

GRADES 3-6
MONDAY, OCTOBER 26
6:00-6:45 PM

REGISTRATION BEGINS OCTOBER 12



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

Recordings of the League of Women Voters Candidate Forum are available on the library's YouTube channel:

- [View Cromaie District Library Board Candidate Forum](#)
- [View 49th District State Representative Candidate Forum](#)
- [View Brighton Area School Board Candidate Forum](#)
- [View Howell Public School Board Candidate Forum](#)

ALL ABILITIES:

CAT
SQUEEGEE
CRAFT



THURSDAY
OCTOBER 15
1:00-2:00 PM

REGISTRATION BEGINS SEPT. 24



Mental Health Matters:

SUICIDE PREVENTION TRAINING

THURSDAY, OCTOBER 15
6:00-7:30 PM
REGISTRATION BEGINS SEPTEMBER 24




ADULTS ONLY

Library's Got Game Night!

SATURDAY, OCTOBER 24
5:30-8:00 PM
REGISTRATION BEGINS OCT. 3




Community Engagement

- The library participated in the Aging Parents Resource Fair and spoke with 137 people about county library services.
- The Night at the Museum event was a successful partnership with the Secunda Museum/Cleary University, with about 70 people attending.

Trustee Notebook:

- The Library of Michigan published the 2nd edition of the Public Library Financial Management Guide. The link has been updated.

Holly Ward Lamb 10/8/26

Oct 2026 updates in bold, including changes in timelines

ACTION PLAN July 2025 - December 2026

Community Connection**Goal 1.1 Strengthen community outreach and communication to build connections.**

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Create a Partnership Plan	Janice/Leadership Team		
Create an outreach calendar	Amy /Leadership Team		
Investigate patron engagement systems	Jeremy/ Leadership Team	Completed ✓	3-year contract signed with Spring Share for Patron Point engagement product (Oct 25 update)
Patron Point - patron engagement system (added Oct 25)	Jeremy/ Leadership Team	In progress	Implementation started, currently working on circulation notices (Jan 26 update) Work continues on implementation (April 26 update) Patron email notices and enewsletter sent using Patron Point/ LibConnectPro. The Welcome Journey and Care Renewal Journey have been enabled. (July 26 update)
Follow up with those interested in serving on the library board	Holly/Kathleen		

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

Goal 1.2 Provide programming for entertainment and lifelong learning.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Create an evaluation plan for programming	Leadership Team		
Investigate a permanent outdoor speaker system	Janice	Completed ✓	Janice is investigating potential sources. (April 26 update) New system installed in June (July 26 update)

Ongoing activities include: adult and youth programming.

Goal 1.3 Offer collections to meet diverse community needs.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Word of Mouth Marketing Plan/calendar and evaluation plan	Leadership Team		
Leverage collectionHQ	Janice and Jessica	Completed ✓	Reference will focus on overstocked nonfiction. Youth Services will focus on additional training on system enhancements for weeding (Oct. 25). Collections divided amongst staff for ongoing weeding in Reference. YS completed additional training. Our collectionHQ rep is readily available for any additional training as needed. Focus completed while use of collectionHQ continues as part of normal workflow. (April 26 update)

Ongoing activities include: adult and youth collection development.

Goal 1.4 Increase access to the Howell Carnegie Library Archives.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Evaluate appointment system	Jessica/Jeremy /Holly	Completed ✓	April 2025, when the appointment system started, through Mar 13, 2026, there were 19 appointments. June 2025 was the only month with no appointments. Completed (April 26 update)
Collection Development Policy for Archives	Jessica/Jeremy /Holly	July-Dec 2025 Mar-26 Sept-26 Dec 26	
Identify other policies and forms needed	Jessica/Jeremy	FY 25-26	
Create a to-do list and prioritize	Jeremy/Jessica	July-Dec 2025 June-26 Dec 26	
Recruit and Train Volunteers	Jessica/Jeremy	ongoing	

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

Optimizing Library Spaces

Goal 2.1 Ensure all library spaces are accessible, optimally utilized, and relevant to meet community needs.			
<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Steps and Ramp project	Holly	in progress	
Space usage study	Holly	RFP by end of Sept Nov In progress	Samples of RFPs and list of consultants requested from other library directors. (Oct 25) RFP sent Jan 7, 2026 Target date to award - March 2026 board meeting (Jan 26 update) Consultant selected at March board meeting. Kickoff meeting scheduled

			for April 28, 2026 (Apr 26 update) Space Utilization Study completed. Work on Master Plan has started (July 26 update)
Options for library lot – staff parking and garden space	Holly/Diane	in progress	See below
			Chasing down the consultant for level 2 environmental study for the lot. Investigating possibility of State of MI assistance with level 2 study. (Oct 25) Based on a conversation with the State of MI, we need a detailed design before we can determine which areas of the lot need a level 2 environmental study. The library lot is included in the space assessment RFP (Jan 26 update)
Next level environmental study	Holly/Diane	in progress	
Facilities Maintenance Plan	Holly/Diane	April-Sept Nov 2025 Mar 26 July 26 Dec 26	
Air Duct Cleaning	Holly/Diane	FY 25-26	
Evaluate bulletin boards - what, where, etc	Holly/Kathleen/Janice	Completed ✓	Evaluation and reorganization completed (April 26 update)
Signage	Holly/Diane	Completed ✓	Emergency exits, Friends Bookroom, YS restroom, Meabon Room, YS end caps all updated. (April 26 update)
Update electrical - inverter/emergency lighting	Holly/Diane	FY 25-26	
Update plumbing - back hall, new toilets in restrooms in back hall, staff lounge, and	Holly/Diane	FY 25-26	

restroom			
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Evolve Capacity

Goal 3.1 Prioritize staff development for connection.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Establish quarterly staff development requirements	Holly/Diane	FY 25-26	Via Google Classroom: Technology Training in Aug-Sept 25 Cybersecurity Training in Oct. In person: Emergency Procedures on 10/3 (Oct 25) Google Classroom Emergency Procedures training created (Jan 26 update)
Create and implement Customer Service Philosophy/Expectations and training plan	Holly/Diane with consultant	July-Dec 2025 Jan-June 2026 July-Dec 26 Jan-July 27	

Goal 3.2 Build operational structure.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Develop Performance Development System	Holly/Diane	Completed ✓	Adding wording to job descriptions related to development appraisal and determining format for development appraisal (Oct 25, Jan 26 and April 26 updates) Job descriptions updated and format for annual development review selected (July 26 update)
Values in Action (added Sept 25)	Holly/Diane	Sept-Dec	Contract signed with

		2025 Mar 26 July 26 Mar 27	ElementOne, background work with Leadership Team, staff meeting to launch project scheduled for Nov (Oct 25 update) Second draft ready to review with Leadership, then ElementOne will offer a focus group for staff (Jan 26 update) Staff focus group conducted; Leadership will review and finalize. ElementOne will “train the trainer” to implement. (April 26 update)
Update Orientation Process (including utilizing Niche Academy and Google Classroom)	Diane/ Holly Jeremy, Janice, Jessica, Amy	Mar 27	Work started (Oct 26 update)
Continue review and update of policies and procedures	Holly	ongoing	Emergency procedures and building information binder rewritten. Staff training conducted on Oct 3 (Oct 25)
Evaluation plan - what stats to keep, switch to Gimlet at all service desks, etc.	Leadership Team	by 10/31/25 12/31/25 6/30/26 9/30/26 Mar 27	
New phone system	Jeremy	Completed 	The phone system switched in Sept, working through final steps. (Oct 25) Working through a few remaining punch list items (Jan 26 update) Completed (April update)
Implementation of updated job classification and pay structure	Holly/Diane	FY 25-26 - FY 27-28	
Implement Performance Development System	Leadership Team	Completed 	Development Reviews process started in June 26, continuing into July 26