

HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Agenda for June 11, 2024

7:00 Call to Order/Approval of Agenda
(AA-June 11, 2024 Agenda)

7:03 Attendance

7:05 **In-service Training Topic:**
Presentation by Quinn Evans - Front ramps and Staircase Project

7:25 **Consent Agenda:**

1. Minutes from May 14, 2024

2. Bills & Payrolls

3. Annual Resolutions

Resolution 24-03 to authorize transfer of funds from one fund to another fund

Resolution 24-04 to authorize transfer of funds from reserve to revenue

Resolution 24-05 to amend the budget for fiscal year 2023-2024

Resolution 24-06 to adopt a budget for fiscal year 2024-2025

Resolution 24-07 to authorize a wage adjustment for library staff

7:35 Announcements & Comments from the public

7:45 President's Report

7:50 Treasurer's Report

7:55 Committee Reports
None

7:57 Director's Report

Action Items:

Unfinished Business: None

New Business:

8:10 Request for Purchase Agreement for Strategic Planning Consultant - Fast Forward Libraries

8:20 Elect Board Officers 2024-2025

8:25 Approve Appointment of Board Secretary and Treasurer for 2024-2025

Discussion Items:

8:30 Review annual performance appraisal with Director

8:40 Review Director Evaluation Form

8:45 Review Trustee Assessment Summary

8:55 Discuss Annual Board Commitment to Excellence

9:00 Comments & Concerns of Board Members

9:05 Next Meeting - Tuesday, July 9, 2024 at 7:00pm
Adjourn

VISION: Inspiration through knowledge

MISSION: To create opportunities that transform lives through knowledge

(UNAPPROVED)
HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Minutes of May 14, 2024

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

Susan Pominville moved to approve the agenda as presented. Maria Stuart supported, and a quorum of the board unanimously approved.

Members present: Jennifer Earl, Bob Ellis, Tony Kandt, Susan Pominville, Maria Stuart, and Kathryn Tuck. Library Director Holly Ward Lamb, Head of Youth Services Janice Heilman, Head of Reference Jessica Byrns, and Circulation Supervisor Amy Wright were also present, as were three members of the public.

Member(s) absent: Lyn Hewitt.

Maria Stuart moved to approve the absence of Lyn Hewitt. Bob Ellis supported, and a quorum of the board unanimously approved.

IN-SERVICE TRAINING

Holly Ward Lamb led the board through a review of the drafted budget for the fiscal year 2024-2025. Janice Heilman, Jessica Byrns, and Amy Wright departed the meeting at 7:23 pm.

Bob Ellis moved to approve the consent agenda as presented, including A, Minutes from April 9, 2024, and B, Bills and Payrolls. Susan Pominville supported, and a quorum of the board unanimously approved.

Comment from the Public: Jacob Schlittler noted that, based on the librarian's report in the packet, Director Holly Ward Lamb is attending the Planning Commission meeting on Wednesday, May 15. He wondered if she would be appearing in her official capacity with the library or as a citizen of the City of Howell.

President Kathryn Tuck reported that she participated in MLA day and enjoyed good conversations all day, including one with team members for Representative Bob Bezotte. They indicated they are confident we can move along with plans to allow remote access for board members and trustees.

The treasurer's report is included as part of the board packet. Treasurer Bob Ellis briefly reviewed the report with the board. Susan Pominville moved to accept the Treasurer's Report as presented. Bob Ellis supported, and a quorum of the board unanimously approved.

The Nominating and Recruiting Committee met in April and discussed the slate of officers for FY 2024-2025:

- President, Lyn Hewitt
- Vice President, Susan Pominville (pending reappointment by the Howell Board of Education)
- Secretary, Jen Earl
- Treasurer, Bob Ellis

Holly Ward Lamb recounted the discussion at the committee meeting about how to make openings on our board more widely known and what it means to be a library trustee. She reminded the board that the Howell Public School Board is responsible for appointing four library trustees, and she read the statement about applying to become a library trustee that was included in Superintendent Erin MacGregor's weekly email message for Howell Public Schools. She stated we will not know whether or not Susan Pominville will be reappointed to the library board until the June school board meeting.

Holly Ward Lamb reminded the board that library trustees have a duty of loyalty to the library. She will contact library attorney Anne Seurnyck and attempt to arrange a presentation on district library law, loyalty of duty, and how district libraries are formed for our July board meeting. She stated her intention to invite members of the Howell City Council, the City Manager, the Howell Public School Board, and the superintendent to attend that presentation at our July meeting.

In addition to her written report, **Director Holly Ward Lamb** provided updates on selecting a strategic planning consultant and noted that we are on track with her timeline for this process. She stated she is still working with the library attorneys to appeal the library lot's tax status. As noted in her written report, she reminded the trustees she is attending the Planning Commission Meeting as library director and shared her proposed comments to the commission with the library trustees.

The board president recognized Jacob Schlittler outside of the time for public comment. Mr. Schlittler stated that Bob Ellis has a conflict with voting on this issue since he also sits on the planning commission. When advised that no vote was taking place, Mr. Schlittler stated that Bob Ellis should not be allowed to discuss this topic.

Director Lamb asked the board to comment on the statement she planned to make to the Planning Commission, and a discussion ensued.

Jennifer Earl wondered if the library should reconsider how we use the lot. Director Lamb reminded the board that the City refrained from responding to our lease proposal. If a dialogue existed, we would participate, putting what is best for the library and the community at the forefront. She gave a short historical perspective about the fiscal conservativeness of prior library trustees, placing the library in its enviable financial position. She stated that completing the strategic planning process will provide a better idea of the best usage of the library lot as part of a larger plan going forward. Bob Ellis suggested one of the strategic plan's goals should be what to do with that lot.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

None.

DISCUSSION

- The board reviewed the form and process for its self-evaluation.
- Director Lamb and the library trustees reviewed her goals for May 2024 through April 2025.

Holly Ward Lamb requested a closed session to discuss her annual performance evaluation. Tony Kandt moved the board to enter a closed session to discuss the review of Library Director Holly Ward Lamb. Jennifer Earl supported, and a roll call vote was conducted. Tony Kandt, yes. Bob Ellis, yes. Susan Pominville, yes. Maria Stuart, yes. Jennifer Earl, yes. Kathryn Tuck, yes. Motion carried.

Bob Ellis moved to reopen the regular meeting of the Howell Carnegie District Library board of trustees. Susan Pominville supported, and a quorum of the board unanimously approved.

Bob Ellis moved to accept Director Holly Ward Lamb's performance evaluation for 2023-2024. Jennifer Earl supported, and a quorum of the board unanimously approved.

COMMENTS & CONCERNS OF BOARD MEMBERS

Board members Tony Kandt, Maria Stuart, and Jennifer Earl shared positive events happening in their lives, as did Library Director Holly Ward Lamb.

Bob Ellis moved to adjourn the meeting at 8:39 pm. Susan Pominville supported, and a quorum of the board unanimously approved.

Kathleen Murray, Recording Secretary



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Fund 101-General Fund						
3010	CENGAGE LEARNING INC/GALE	05/08/2024	EFT	0.00	61.74	112
22	MIDWEST TAPE LLC	05/08/2024	EFT	0.00	483.57	113
939	OVERDRIVE	05/08/2024	EFT	0.00	2,847.02	114
8465	QUILL CORPORATION	05/08/2024	EFT	0.00	304.09	115
3010	CENGAGE LEARNING INC/GALE	05/28/2024	EFT	0.00	20.15	116
750	ENVISIONWARE INC.	05/28/2024	EFT	0.00	228.00	117
1194	HOOPLA-MIDWEST TAPE	05/28/2024	EFT	0.00	7,288.97	118
1469	KANOPY	05/28/2024	EFT	0.00	275.40	119
22	MIDWEST TAPE LLC	05/28/2024	EFT	0.00	1,119.26	120
1005	OTIS ELEVATOR COMPANY	05/28/2024	EFT	0.00	191.88	121
939	OVERDRIVE	05/28/2024	EFT	0.00	4,842.60	122
MOS	MICHIGAN OFFICE SOLUTIONS	05/08/2024	Regular	0.00	557.83	3581
01132	AMY WRIGHT	05/08/2024	Regular	0.00	87.94	3582
510	BAKER & TAYLOR BOOKS	05/08/2024	Regular	0.00	2,082.18	3583
900	BRODART CO.	05/08/2024	Regular	0.00	21.45	3584
1404	BYRUM ACE HARDWARE - HOWELL	05/08/2024	Regular	0.00	85.79	3585
1056	CAVENDISH SQUARE	05/08/2024	Regular	0.00	204.44	3586
1225	CITY OF HOWELL	05/08/2024	Regular	0.00	524.50	3587
1164	DEE CRAMER	05/08/2024	Regular	0.00	417.50	3588
1549	DTE ENERGY	05/08/2024	Regular	0.00	4,455.03	3589
2850	FRIENDS OF THE LIBRARY	05/08/2024	Regular	0.00	181.50	3590
11001	HOLLY WARD LAMB	05/08/2024	Regular	0.00	36.28	3591
MCLS	MIDWEST COLLABORATIVE FOR LIBRARY SERVI	05/08/2024	Regular	0.00	5,337.15	3592
6255	MICHIGAN COMPANY, INC.	05/08/2024	Regular	0.00	392.29	3593
MLA	MICHIGAN LIBRARY ASSC., THE	05/08/2024	Regular	0.00	170.00	3594
MLA	MICHIGAN LIBRARY ASSC., THE	05/08/2024	Regular	0.00	-170.00	3594
01133	MODERN MARKETING	05/08/2024	Regular	0.00	722.87	3595
503	QUINN EVANS ARCHITECTS	05/08/2024	Regular	0.00	290.00	3596
1096	JENNIFER RYAN	05/08/2024	Regular	0.00	29.52	3597
01127	SOURCE GRAPHICS	05/08/2024	Regular	0.00	775.00	3598
1232	T-MOBILE	05/08/2024	Regular	0.00	503.76	3599
WALMART	CAPITAL ONE	05/08/2024	Regular	0.00	322.66	3600
MOS	MICHIGAN OFFICE SOLUTIONS	05/28/2024	Regular	0.00	94.99	3601
01092	ABLE EYES	05/28/2024	Regular	0.00	99.00	3602
1223	AT&T MOBILITY	05/28/2024	Regular	0.00	691.38	3603
510	BAKER & TAYLOR BOOKS	05/28/2024	Regular	0.00	1,831.38	3604
900	BRODART CO.	05/28/2024	Regular	0.00	170.41	3605
1418	CAMERON ZVARA	05/28/2024	Regular	0.00	600.00	3606
01135	JESSICA BYRNS	05/28/2024	Regular	0.00	138.06	3607
1443	KATIE WELTY	05/28/2024	Regular	0.00	250.00	3608
11001	HOLLY WARD LAMB	05/28/2024	Regular	0.00	80.00	3609
871	LEPPEK LANDSCAPE & NURSERY	05/28/2024	Regular	0.00	2,825.00	3610
5711	LIVINGSTON COUNTY TREASURER	05/28/2024	Regular	0.00	791.85	3611
848	LIVINGSTON DIVERSITY COUNCIL	05/28/2024	Regular	0.00	25.00	3612
01028	MARK MEYER	05/28/2024	Regular	0.00	600.00	3613
01035	MINIATURE MOTORWAYS	05/28/2024	Regular	0.00	525.00	3614
MLA	MICHIGAN LIBRARY ASSC., THE	05/28/2024	Regular	0.00	1,638.00	3615
1472	HANNAH MULLINS	05/28/2024	Regular	0.00	41.46	3616
1474	PETE BLACK PLUMBING	05/28/2024	Regular	0.00	2,016.00	3617
503	QUINN EVANS ARCHITECTS	05/28/2024	Regular	0.00	7,401.59	3618
1215	RAINMAKER IRRIGATION, LLC	05/28/2024	Regular	0.00	764.50	3619
9390	SONITROL TRI-COUNTY	05/28/2024	Regular	0.00	824.85	3620
898	PRIORITY HEALTH	05/01/2024	Bank Draft	0.00	7,673.20	DFT0000374
1138	AFLAC	05/01/2024	Bank Draft	0.00	20.04	DFT0000378

HCDL Payment Register

Date Range: 05/01/2024 - 05/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1250	CONSUMERS ENERGY	05/14/2024	Bank Draft	0.00	813.98	DFT0000379
852	COMCAST	05/26/2024	Bank Draft	0.00	415.44	DFT0000380
1473	HEALTH EQUITY	05/07/2024	Bank Draft	0.00	611.55	DFT0000381
19	MERS	05/08/2024	Bank Draft	0.00	3,030.94	DFT0000382
1473	HEALTH EQUITY	05/14/2024	Bank Draft	0.00	9.00	DFT0000383
1197	AMAZON	05/09/2024	Bank Draft	0.00	3,910.81	DFT0000384
1197	AMAZON	05/09/2024	Bank Draft	0.00	-182.79	DFT0000385
1473	HEALTH EQUITY	05/21/2024	Bank Draft	0.00	611.55	DFT0000386
19	MERS	05/22/2024	Bank Draft	0.00	2,954.19	DFT0000387
19	MERS	05/22/2024	Bank Draft	0.00	6,742.40	DFT0000388
1378	BANK OF ANN ARBOR - VISA	05/30/2024	Bank Draft	0.00	9,339.91	DFT0000389

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	68	40	0.00	38,606.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-170.00
Bank Drafts	13	13	0.00	35,950.22
EFT's	33	11	0.00	17,662.68
	114	65	0.00	92,049.06

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	68	40	0.00	38,606.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-170.00
Bank Drafts	13	13	0.00	35,950.22
EFT's	33	11	0.00	17,662.68
	114	65	0.00	92,049.06

Fund Summary

Fund	Name	Period	Amount
101	General Fund	5/2024	92,049.06
			92,049.06

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

Payroll

Approve Payrolls of:

In the Amounts of:

5/22/2024

\$41,539.53

6/5/2024

\$40,999.16

TOTALS

\$82,538.69



		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	3,367,179.00	3,367,179.00	95,165.20	3,332,536.74	-34,642.26	98.97 %
101-000-412.000	DELINQUENT PROPERTY TAXES	0.00	0.00	13.60	4,220.04	4,220.04	0.00 %
SubAccount: 010 - TAXES Total:		3,367,179.00	3,367,179.00	95,178.80	3,336,756.78	-30,422.22	99.10%
SubAccount: 030 - STATE GRANTS							
101-000-540.000	STATE AID	59,126.00	59,126.00	0.00	29,563.22	-29,562.78	50.00 %
101-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	0.00	58,913.34	58,913.34	0.00 %
SubAccount: 030 - STATE GRANTS Total:		59,126.00	59,126.00	0.00	88,476.56	29,350.56	149.64%
SubAccount: 040 - CHARGES FOR SERVICES							
101-000-628.000	COPY, PRINTING, FAX	8,000.00	8,000.00	1,196.05	11,269.35	3,269.35	140.87 %
101-000-629.000	OUT OF AREA FEES	60.00	60.00	30.00	450.00	390.00	750.00 %
101-000-642.000	SALES	150.00	150.00	34.00	470.00	320.00	313.33 %
101-000-651.000	MEETING ROOM FEES	200.00	200.00	25.00	485.51	285.51	242.76 %
SubAccount: 040 - CHARGES FOR SERVICES Total:		8,410.00	8,410.00	1,285.05	12,674.86	4,264.86	150.71%
SubAccount: 050 - FINES & FORFEITS							
101-000-658.000	OVERDUE FEES	200.00	200.00	55.00	389.00	189.00	194.50 %
101-000-658.004	REPLACEMENT FEES	2,000.00	2,000.00	656.00	4,720.44	2,720.44	236.02 %
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	711.00	5,109.44	-72,090.56	6.62%
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
101-000-665.000	INTEREST INCOME	23,500.00	23,500.00	29,471.79	290,197.36	266,697.36	1,234.88 %
101-000-669.000	UNREALIZED INVESTMENT GAIN/LO...	0.00	0.00	0.00	3,066.52	3,066.52	0.00 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:		23,500.00	23,500.00	29,471.79	293,263.88	269,763.88	1,247.93%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
101-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	296.92	296.92	0.00 %
101-000-676.000	REIMBURSEMENTS	2,000.00	2,000.00	0.00	486.15	-1,513.85	24.31 %
101-000-689.000	CASH OVER/SHORT	0.00	0.00	26.25	65.47	65.47	0.00 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		2,000.00	2,000.00	26.25	848.54	-1,151.46	42.43%
SubAccount: 080 - OTHER FINANCING SOURCES							
101-000-692.001	PRIOR YEAR DESIGNATED FUND BAL	81,600.00	81,600.00	0.00	0.00	-81,600.00	0.00 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		81,600.00	81,600.00	0.00	0.00	-81,600.00	0.00%
Revenue Total:		3,619,015.00	3,619,015.00	126,672.89	3,737,130.06	118,115.06	103.26%
Expense							
SubAccount: 090 - PERSONNEL SERVICES							
101-790-702.000	SALARIES	1,301,379.00	1,301,379.00	85,480.98	1,006,154.05	295,224.95	77.31 %
101-790-716.000	HEALTH INSURANCE	154,012.00	154,012.00	0.00	91,857.14	62,154.86	59.64 %
101-790-717.000	LIFE INSURANCE	1,500.00	1,500.00	0.00	1,196.16	303.84	79.74 %
101-790-718.000	WORKER'S COMPENSATION	6,000.00	6,000.00	0.00	2,612.00	3,388.00	43.53 %
101-790-719.000	HEALTH CARE REIMBURSEMENT	7,625.00	7,625.00	0.00	1,454.32	6,170.68	19.07 %
101-790-719.001	H.S.A.	27,500.00	27,500.00	0.00	18,875.00	8,625.00	68.64 %
101-790-719.003	PEDIATRIC DENTAL	1,500.00	1,500.00	0.00	369.38	1,130.62	24.63 %
101-790-721.000	BONUSES	8,000.00	8,000.00	0.04	6,525.04	1,474.96	81.56 %
101-790-722.000	FICA	100,000.00	100,000.00	6,444.19	79,178.89	20,821.11	79.18 %
101-790-723.000	SICK, VACATION, RETIREMENT	20,000.00	20,000.00	0.00	36,426.60	-16,426.60	182.13 %
101-790-723.010	M.E.R.S.	100,000.00	100,000.00	6,742.40	83,432.18	16,567.82	83.43 %
101-790-723.012	MERS SURPLUS	0.00	0.00	0.00	100,000.00	-100,000.00	0.00 %
SubAccount: 090 - PERSONNEL SERVICES Total:		1,727,516.00	1,727,516.00	98,667.61	1,428,080.76	299,435.24	82.67%

HCDL Budget Status Report

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 100 - LIBRARY SUPPLIES							
101-790-727.000	SUPPLIES	35,100.00	35,100.00	880.11	17,720.49	17,379.51	50.49 %
101-790-730.000	POSTAGE	11,000.00	11,000.00	29.70	901.47	10,098.53	8.20 %
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:		47,100.00	47,100.00	909.81	18,621.96	28,478.04	39.54%
SubAccount: 120 - OTHER SERVICES & CHARGES							
101-790-860.000	TRANSPORTATION	500.00	500.00	0.00	362.38	137.62	72.48 %
101-790-900.000	MARKETING & ADVERTISING	25,000.00	25,000.00	552.39	4,371.02	20,628.98	17.48 %
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	-2.00	52.00	-4.00 %
101-790-957.000	EDUCATION: TRUSTEES	5,000.00	5,000.00	0.00	225.75	4,774.25	4.52 %
101-790-957.001	EDUCATION: EMPLOYEES	30,000.00	30,000.00	2,032.47	15,210.92	14,789.08	50.70 %
101-790-957.002	MEMBERSHIP BOARD & STAFF	4,000.00	4,000.00	0.00	1,808.00	2,192.00	45.20 %
101-790-960.000	MEL-CAT REPLACEMENTS	2,000.00	2,000.00	0.00	237.42	1,762.58	11.87 %
101-790-964.000	REFUNDS	500.00	500.00	0.00	0.00	500.00	0.00 %
101-790-964.001	CHARGEBACKS	6,000.00	6,000.00	791.85	4,457.39	1,542.61	74.29 %
101-790-965.000	FEES & ACCOUNT CHARGES	2,550.00	2,550.00	276.49	2,914.18	-364.18	114.28 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		75,700.00	75,700.00	3,653.20	29,585.06	46,114.94	39.08%
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES							
101-790-807.000	AUDIT	5,950.00	5,950.00	0.00	5,950.00	0.00	100.00 %
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	10,000.00	10,000.00	0.00	16,776.00	-6,776.00	167.76 %
101-790-818.003	PERSONNEL SERVICES	20,000.00	20,000.00	0.00	700.00	19,300.00	3.50 %
101-790-819.000	ACCOUNTING SERVICES	5,000.00	5,000.00	0.00	2,657.80	2,342.20	53.16 %
101-790-819.001	PAYROLL SERVICES	10,000.00	10,000.00	655.60	8,228.21	1,771.79	82.28 %
101-790-820.000	DELIVERY SERVICES	5,000.00	5,000.00	0.00	2,097.00	2,903.00	41.94 %
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES To..		56,950.00	56,950.00	655.60	37,409.01	19,540.99	65.69%
SubAccount: 140 - BUILDING & MAINTENANCE							
101-790-775.000	BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	102.94	5,014.12	9,985.88	33.43 %
101-790-808.000	BUILDING SECURITY SYSTEM	3,600.00	3,600.00	824.85	3,439.40	160.60	95.54 %
101-790-819.002	GROUNDS MAINTENANCE	45,000.00	45,000.00	2,825.00	33,437.64	11,562.36	74.31 %
101-790-920.000	PUBLIC UTILITIES	90,200.00	90,200.00	5,793.51	65,893.76	24,306.24	73.05 %
101-790-958.000	BUILDING MAINTENANCE	75,600.00	75,600.00	2,497.46	67,808.04	7,791.96	89.69 %
101-790-969.000	INSURANCE	39,179.00	39,179.00	-45,184.50	36,042.50	3,136.50	91.99 %
SubAccount: 140 - BUILDING & MAINTENANCE Total:		268,579.00	268,579.00	-33,140.74	211,635.46	56,943.54	78.80%
SubAccount: 150 - MATERIALS & PROGRAMMING							
101-790-782.000	PERIODICALS	15,000.00	15,000.00	0.00	14,887.61	112.39	99.25 %
101-790-782.001	ELECTRONIC MEDIA	165,000.00	165,000.00	15,253.99	155,186.98	9,813.02	94.05 %
101-790-782.002	CIRCULATING HOTSPOTS	17,000.00	17,000.00	949.24	9,579.71	7,420.29	56.35 %
101-790-782.003	DATABASES	33,000.00	33,000.00	9,181.48	27,293.80	5,706.20	82.71 %
101-790-782.004	YS PROGRAMMING	45,000.00	45,000.00	4,311.12	21,331.88	23,668.12	47.40 %
101-790-782.005	ADULT PROGRAMMING	23,000.00	23,000.00	836.53	12,833.94	10,166.06	55.80 %
101-790-782.006	YOUTH DATABASES	12,000.00	12,000.00	477.93	7,068.76	4,931.24	58.91 %
101-790-782.007	YS E-MEDIA	10,280.00	10,280.00	0.00	0.00	10,280.00	0.00 %
101-790-982.001	ADULT BOOKS - PRINT	65,000.00	65,000.00	3,006.43	66,185.21	-1,185.21	101.82 %
101-790-982.002	LIBRARY OF THINGS	14,000.00	14,000.00	183.65	3,037.20	10,962.80	21.69 %
101-790-982.006	ADULT AV	20,000.00	20,000.00	1,138.15	16,888.87	3,111.13	84.44 %
101-790-982.018	YS BOOKS - PRINT	30,000.00	30,000.00	764.12	21,664.00	8,336.00	72.21 %
101-790-982.019	KITS & LOT - YOUTH	10,000.00	10,000.00	638.62	4,064.44	5,935.56	40.64 %
101-790-982.024	YS AV	5,000.00	5,000.00	105.70	5,215.68	-215.68	104.31 %
SubAccount: 150 - MATERIALS & PROGRAMMING Total:		464,280.00	464,280.00	36,846.96	365,238.08	99,041.92	78.67%
SubAccount: 160 - INFORMATION TECHNOLOGY							
101-790-780.000	TECH SUPPLIES	4,500.00	4,500.00	545.41	644.29	3,855.71	14.32 %
101-790-780.001	TECHNOLOGY: SOFTWARE	27,000.00	27,000.00	5,918.64	8,846.39	18,153.61	32.76 %
101-790-781.000	TECHNOLOGY: HARDWARE/EQUIP...	18,100.00	18,100.00	277.93	541.08	17,558.92	2.99 %
101-790-830.000	PROFESSIONAL TECHNOLOGY SERV...	7,000.00	7,000.00	0.00	4,488.75	2,511.25	64.13 %
101-790-850.000	COMMUNICATIONS	18,000.00	18,000.00	415.44	6,643.25	11,356.75	36.91 %

HCDL Budget Status Report

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101-790-850.002	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	138.64	1,322.70	1,677.30	44.09 %
101-790-932.000	AUTOMATED SYSTEM MAINT	113,295.00	113,295.00	14,618.30	107,977.51	5,317.49	95.31 %
101-790-934.000	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	0.00	324.00	1,676.00	16.20 %
101-790-972.000	CAPITAL TECHNOLOGY PURCHASES	25,000.00	25,000.00	0.00	30,069.18	-5,069.18	120.28 %
SubAccount: 160 - INFORMATION TECHNOLOGY Total:		217,895.00	217,895.00	21,914.36	160,857.15	57,037.85	73.82%
SubAccount: 170 - CAPITAL OUTLAY							
101-790-971.000	CAPITAL IMPROVEMENT PROJECTS	50,000.00	50,000.00	7,691.59	22,971.59	27,028.41	45.94 %
SubAccount: 170 - CAPITAL OUTLAY Total:		50,000.00	50,000.00	7,691.59	22,971.59	27,028.41	45.94%
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS							
101-790-995.000	TRANSFER OUT	216,900.00	216,900.00	188,200.00	216,900.00	0.00	100.00 %
101-790-995.002	TRANSFER OUT - RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
101-790-999.000	CONTINGENCIES	292,095.00	292,095.00	0.00	0.00	292,095.00	0.00 %
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS To..		708,995.00	708,995.00	188,200.00	216,900.00	492,095.00	30.59%
Expense Total:		3,617,015.00	3,617,015.00	325,398.39	2,491,299.07	1,125,715.93	68.88%
Total Revenues		3,619,015.00	3,619,015.00	126,672.89	3,737,130.06	118,115.06	103.26%
Fund: 101 - General Fund Surplus (Deficit):		2,000.00	2,000.00	-198,725.50	1,245,830.99	1,243,830.99	62,291.55%
Fund: 272 - Special Revenue							
Revenue							
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
272-000-665.000	INTEREST	1,000.00	1,000.00	1,797.07	18,365.36	17,365.36	1,836.54 %
272-000-665.001	INTEREST - ARCHIVES	100.00	100.00	0.00	0.00	-100.00	0.00 %
272-000-669.000	UNREALIZED GAIN/LOSS IN INVEST	0.00	0.00	0.00	-88.75	-88.75	0.00 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:		1,100.00	1,100.00	1,797.07	18,276.61	17,176.61	1,661.51%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	25,000.00	1,285.00	11,104.14	-13,895.86	44.42 %
272-000-674.387	ARCHIVES DONATIONS	5,000.00	5,000.00	0.00	8,700.00	3,700.00	174.00 %
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 %
272-000-675.005	MISCELLANEOUS	0.00	0.00	0.00	27.53	27.53	0.00 %
272-000-675.014	FAMILY PLACE DONATION	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
272-000-675.015	FRIENDS DONATION	5,000.00	5,000.00	0.00	8,944.80	3,944.80	178.90 %
272-000-675.017	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	194.75	1,814.85	-185.15	90.74 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		43,000.00	43,000.00	1,479.75	30,591.32	-12,408.68	71.14%
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	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		12,000.00	12,000.00	0.00	0.00	-12,000.00	0.00%
Revenue Total:		56,100.00	56,100.00	3,276.82	48,867.93	-7,232.07	87.11%
Expense							
SubAccount: 100 - LIBRARY SUPPLIES							
272-790-760.000	GENERAL DONATION PURCHASES	20,000.00	20,000.00	0.00	280.40	19,719.60	1.40 %
272-790-763.000	ARCHIVES PURCHASES	10,000.00	10,000.00	0.00	74.90	9,925.10	0.75 %
272-790-765.000	TERRY TRUST - MISC	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
272-790-766.000	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
272-790-767.000	SPECIAL EVENTS EXPENDITURES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
SubAccount: 100 - LIBRARY SUPPLIES Total:		36,000.00	36,000.00	0.00	355.30	35,644.70	0.99%
SubAccount: 120 - OTHER SERVICES & CHARGES							
272-790-720.000	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	0.00	0.00	775.00	11,460.70	-11,460.70	0.00 %
SubAccount: 170 - CAPITAL OUTLAY Total:		0.00	0.00	775.00	11,460.70	-11,460.70	0.00%

HC DL Budget Status Report

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 190 - FRIENDS OF THE LIBRARY							
272-790-761.000	FRIENDS DONATIONS-MISC.	5,000.00	5,000.00	87.94	6,795.91	-1,795.91	135.92 %
272-790-762.000	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
272-790-955.000	FRIENDS MDSE/SALES	2,000.00	2,000.00	181.50	1,560.60	439.40	78.03 %
SubAccount: 190 - FRIENDS OF THE LIBRARY Total:		9,000.00	9,000.00	269.44	8,356.51	643.49	92.85%
Expense Total:		47,100.00	47,100.00	1,044.44	20,172.51	26,927.49	42.83%
Total Revenues		56,100.00	56,100.00	3,276.82	48,867.93	-7,232.07	87.11%
Fund: 272 - Special Revenue Surplus (Deficit):		9,000.00	9,000.00	2,232.38	28,695.42	19,695.42	318.84%
Fund: 371 - Debt Service Fund							
Revenue							
SubAccount: 080 - OTHER FINANCING SOURCES							
371-000-699.000	TRANSFER IN	216,900.00	216,900.00	188,200.00	216,900.00	0.00	100.00 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		216,900.00	216,900.00	188,200.00	216,900.00	0.00	100.00%
Revenue Total:		216,900.00	216,900.00	188,200.00	216,900.00	0.00	100.00%
Expense							
SubAccount: 000 - N/A							
371-790-991.000	PRINCIPLE ON BONDS	160,000.00	160,000.00	160,000.00	160,000.00	0.00	100.00 %
371-790-993.000	INTEREST ON BONDS	56,400.00	56,400.00	28,200.00	56,400.00	0.00	100.00 %
SubAccount: 000 - N/A Total:		216,400.00	216,400.00	188,200.00	216,400.00	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:		216,900.00	216,900.00	188,200.00	216,900.00	0.00	100.00%
Total Revenues		216,900.00	216,900.00	188,200.00	216,900.00	0.00	100.00%
Fund: 371 - Debt Service Fund Surplus (Deficit):		0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):		11,000.00	11,000.00	-196,493.12	1,274,526.41	1,263,526.41	11,586.60%

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	3,367,179.00	3,367,179.00	95,178.80	3,336,756.78	-30,422.22	99.10%
030 - STATE GRANTS	59,126.00	59,126.00	0.00	88,476.56	29,350.56	149.64%
040 - CHARGES FOR SERVICES	8,410.00	8,410.00	1,285.05	12,674.86	4,264.86	150.71%
050 - FINES & FORFEITS	77,200.00	77,200.00	711.00	5,109.44	-72,090.56	6.62%
060 - INVESTMENT & INTEREST INCOME	23,500.00	23,500.00	29,471.79	293,263.88	269,763.88	1,247.93%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	26.25	848.54	-1,151.46	42.43%
080 - OTHER FINANCING SOURCES	81,600.00	81,600.00	0.00	0.00	-81,600.00	0.00%
Revenue Total:	3,619,015.00	3,619,015.00	126,672.89	3,737,130.06	118,115.06	103.26%
Expense						
090 - PERSONNEL SERVICES	1,727,516.00	1,727,516.00	98,667.61	1,428,080.76	299,435.24	82.67%
100 - LIBRARY SUPPLIES	47,100.00	47,100.00	909.81	18,621.96	28,478.04	39.54%
120 - OTHER SERVICES & CHARGES	75,700.00	75,700.00	3,653.20	29,585.06	46,114.94	39.08%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	56,950.00	56,950.00	655.60	37,409.01	19,540.99	65.69%
140 - BUILDING & MAINTENANCE	268,579.00	268,579.00	-33,140.74	211,635.46	56,943.54	78.80%
150 - MATERIALS & PROGRAMMING	464,280.00	464,280.00	36,846.96	365,238.08	99,041.92	78.67%
160 - INFORMATION TECHNOLOGY	217,895.00	217,895.00	21,914.36	160,857.15	57,037.85	73.82%
170 - CAPITAL OUTLAY	50,000.00	50,000.00	7,691.59	22,971.59	27,028.41	45.94%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	708,995.00	708,995.00	188,200.00	216,900.00	492,095.00	30.59%
Expense Total:	3,617,015.00	3,617,015.00	325,398.39	2,491,299.07	1,125,715.93	68.88%
Total Revenues	3,619,015.00	3,619,015.00	126,672.89	3,737,130.06	118,115.06	103.26%
Total Expenses	3,617,015.00	3,617,015.00	325,398.39	2,491,299.07	1,125,715.93	68.88%
Fund: 101 - General Fund Surplus (Deficit):	2,000.00	2,000.00	-198,725.50	1,245,830.99	1,243,830.99	62,291.55%
Fund: 272 - Special Revenue						
Revenue						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	1,797.07	18,276.61	17,176.61	1,661.51%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	1,479.75	30,591.32	-12,408.68	71.14%
080 - OTHER FINANCING SOURCES	12,000.00	12,000.00	0.00	0.00	-12,000.00	0.00%
Revenue Total:	56,100.00	56,100.00	3,276.82	48,867.93	-7,232.07	87.11%
Expense						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	0.00	355.30	35,644.70	0.99%
120 - OTHER SERVICES & CHARGES	2,100.00	2,100.00	0.00	0.00	2,100.00	0.00%
170 - CAPITAL OUTLAY	0.00	0.00	775.00	11,460.70	-11,460.70	0.00%
190 - FRIENDS OF THE LIBRARY	9,000.00	9,000.00	269.44	8,356.51	643.49	92.85%
Expense Total:	47,100.00	47,100.00	1,044.44	20,172.51	26,927.49	42.83%
Total Revenues	56,100.00	56,100.00	3,276.82	48,867.93	-7,232.07	87.11%
Total Expenses	47,100.00	47,100.00	1,044.44	20,172.51	26,927.49	42.83%
Fund: 272 - Special Revenue Surplus (Deficit):	9,000.00	9,000.00	2,232.38	28,695.42	19,695.42	318.84%
Fund: 371 - Debt Service Fund						
Revenue						
080 - OTHER FINANCING SOURCES	216,900.00	216,900.00	188,200.00	216,900.00	0.00	100.00%
Revenue Total:	216,900.00	216,900.00	188,200.00	216,900.00	0.00	100.00%
Expense						
000 - N/A	216,400.00	216,400.00	188,200.00	216,400.00	0.00	100.00%
120 - OTHER SERVICES & CHARGES	500.00	500.00	0.00	500.00	0.00	100.00%
Expense Total:	216,900.00	216,900.00	188,200.00	216,900.00	0.00	100.00%
Total Revenues	216,900.00	216,900.00	188,200.00	216,900.00	0.00	100.00%
Total Expenses	216,900.00	216,900.00	188,200.00	216,900.00	0.00	100.00%
Fund: 371 - Debt Service Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):	11,000.00	11,000.00	-196,493.12	1,274,526.41	1,263,526.41	11,586.60%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	2,000.00	2,000.00	-198,725.50	1,245,830.99	1,243,830.99
272 - Special Revenue	9,000.00	9,000.00	2,232.38	28,695.42	19,695.42
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	11,000.00	11,000.00	-196,493.12	1,274,526.41	1,263,526.41



Account	Name	Balance
Fund: 101 - General Fund		
Assets		
101-000-001.000	CASH - CHECKING.	217,452.90
101-000-001.002	CASH -CREDIT CHECKING	8,857.99
101-000-002.000	BANK OF ANN ARBOR MONEY MARKET	6,154,782.52
101-000-002.001	COMERICA MMKT	395,474.27
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	421,691.62
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	100,905.54
101-000-002.004	BANK OF ANN ARBOR MMKT-TECHNOLOG	160,330.09
101-000-004.000	PETTY CASH	225.00
101-000-004.001	CASH ON HAND	0.00
101-000-007.000	CASH-PAYROLL CHECKING	0.00
101-000-017.000	PNC BROKERAGE	319,976.15
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	192.03
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	144,463.05
101-000-123.001	PREPAID EXPENSE - CONTROL.NET	1,974.00
101-000-184.000	SUBSCRIPTION ASSETS	1,008.64
101-000-185.000	ACC AMTZ - SUBSCRIPTION ASSETS	-1,008.64
	Total Assets:	7,926,325.16
		<u>7,926,325.16</u>
Liability		
101-000-202.000	ACCOUNTS PAYABLE	50,352.85
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
101-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00
101-000-231.001	AFLAC PAYABLE	0.00
101-000-231.002	EMPLOYEE H.S.A. PAYABLE	-0.01
101-000-231.003	457 PAYABLE	-0.01
101-000-257.000	ACCRUED PAYROLL	0.00
101-000-258.000	ACCRUED PAYROLL TAXES	0.00
101-000-260.000	ACCRUED VACATION PAYABLE	0.00
101-000-261.000	ACCRUED SICK LEAVE PAYABLE	0.00
	Total Liability:	50,352.83
Equity		
101-000-380.000	RESERVE - CAPITAL EXPENDITURE	1,650,537.90
101-000-381.000	SICK/VACATION/RETIREMENT RESERVE	174,798.39
101-000-382.000	TECHNOLOGY RESERVE	246,603.78

HCDL Balance Sheet

As Of 05/31/2024

Account	Name	Balance
101-000-390.000	FUND BALANCE	4,558,201.27
	Total Beginning Equity:	6,630,141.34
Total Revenue		3,737,130.06
Total Expense		2,491,299.07
Revenues Over/Under Expenses		1,245,830.99
	Total Equity and Current Surplus (Deficit):	7,875,972.33
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>7,926,325.16</u>

HCDL Balance Sheet

As Of 05/31/2024

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	540,184.61	
155-000-184.001	BEN INT IN ASSETS-SONG LINE	44,153.44	
155-000-184.002	BEN INT IN ASSETS-ROSS	23,817.69	
	Total Assets:	608,155.74	<u>608,155.74</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	44,153.44	
155-000-376.000	FUND BALANCE - J. ROSS	23,817.69	
155-000-390.000	FUND BALANCE	540,184.61	
155-000-391.000	FUND BALANCE - EXPENDABLE	0.00	
155-100-391.000	FUND BALANCE - EXPENDABLE	0.00	
	Total Beginning Equity:	608,155.74	
Total Revenue		0.00	
Total Expense		0.00	
Revenues Over/Under Expenses		0.00	
	Total Equity and Current Surplus (Deficit):	608,155.74	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>608,155.74</u>

HCDL Balance Sheet

As Of 05/31/2024

Account	Name	Balance
Fund: 272 - Special Revenue		
Assets		
272-000-001.000	CASH - CHECKING	76,839.49
272-000-001.002	CASH - CREDIT CHECKING	551.67
272-000-002.000	BANK OF ANN ARBOR MONEY MARKET	413,389.90
272-000-017.000	PNC BROKERAGE	319,976.12
272-000-040.000	ACCOUNTS RECEIVABLE - GENERAL	0.00
272-000-056.000	ACCRUED INTEREST	0.00
272-000-082.000	DUE FROM FRIENDS OF LIBRARY	0.00
272-000-082.101	DUE FROM GENERAL FUND	0.00
272-000-082.155	DUE FROM ENDOWMENT	0.00
272-000-082.371	DUE FROM DEBT SERVICE	0.00
272-000-082.472	DUE FROM EQUIPMENT AND FURNISHING	0.00
272-000-084.000	DUE FROM OTHER FUNDS	0.00
	Total Assets:	810,757.18
		<u>810,757.18</u>
Liability		
272-000-202.000	ACCOUNTS PAYABLE	0.00
272-000-214.101	DUE TO GENERAL FUND	0.00
272-000-214.371	DUE TO DEBT SERVICE	0.00
272-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00
	Total Liability:	0.00
Equity		
272-000-386.000	TERRY RESERVE	549,508.36
272-000-387.000	ARCHIVES FUND BALANCE	33,639.85
272-000-390.000	FUND BALANCE	198,913.55
	Total Beginning Equity:	782,061.76
Total Revenue		48,867.93
Total Expense		20,172.51
Revenues Over/Under Expenses		28,695.42
	Total Equity and Current Surplus (Deficit):	810,757.18
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>810,757.18</u>

HCDL Balance Sheet

As Of 05/31/2024

Account	Name	Balance
Fund: 371 - Debt Service Fund		
Assets		
371-000-001.000	CASH	0.00
371-000-082.101	DUE FROM GENERAL FUND	0.00
371-000-082.155	DUE FROM ENDOWMENT	0.00
371-000-082.272	DUE FROM SPECIAL REVENUE	0.00
371-000-082.472	DUE FROM EQUIPMENT AND FURNISHING	0.00
	Total Assets:	0.00
		0.00
Liability		
371-000-202.000	ACCOUNTS PAYABLE	0.00
371-000-214.101	DUE TO GENERAL FUND	0.00
371-000-214.272	DUE TO SPECIAL REVENUE	0.00
371-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00
371-000-251.000	ACCRUED INTEREST PAYABLE	0.00
371-000-300.000	BONDS PAYABLE	1,880,000.00
	Total Liability:	1,880,000.00
Equity		
371-000-390.000	FUND BALANCE	0.00
371-000-390.001	FUND BALANCE - EXPENDABLE	-1,880,000.00
	Total Beginning Equity:	-1,880,000.00
Total Revenue		216,900.00
Total Expense		216,900.00
Revenues Over/Under Expenses		0.00
	Total Equity and Current Surplus (Deficit):	-1,880,000.00
	Total Liabilities, Equity and Current Surplus (Deficit):	0.00



Account	Name	Beginning Cash Balance	Net Change	Ending Balance
101 - General Fund				
101-000-001.000	CASH - CHECKING.	84,750.79	132,702.11	217,452.90
101-000-001.002	CASH -CREDIT CHECKING	7,735.09	1,122.90	8,857.99
101-000-002.000	BOA MONEY MARKET	6,526,572.20	(371,789.68)	6,154,782.52
101-000-002.001	COMERICA MMKT	395,474.27	-	395,474.27
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	421,691.62	-	421,691.62
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	100,905.54	-	100,905.54
101-000-002.004	FNB MMKT-TECHNOLOGY	160,330.09	-	160,330.09
101-000-007.000	CASH-PAYROLL CHECKING	41.33	(41.33)	-
101-000-017.000	PNC BROKERAGE	319,976.15	-	319,976.15
Fund 101 - General Fund Total:		8,017,477.08	(238,006.00)	7,779,471.08
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 - CHECKING	76,428.18	411.31	76,839.49
272-000-001.002	CASH - CREDIT CHECKING	527.67	24.00	551.67
272-000-002.000	BOA MONEY MARKET	411,592.83	1,797.07	413,389.90
272-000-017.000	PNC BROKERAGE	319,976.12	-	319,976.12
Fund 272 - Special Revenue Total:		808,524.80	2,232.38	810,757.18
371 - Debt Service Fund				
Beginning Cash Balance				
371-000-001.000	CASH	-	-	-
Fund 371 - Debt Service Fund Total:		-	-	-
Grand Total		8,826,001.88	(235,773.62)	8,590,228.26

Howell Carnegie District Library Board of Trustees
Director's Report for June 11, 2024

BUDGET HEARING AGENDA

Reminder! The budget hearing starts at 6:45pm.

BOARD MEETING AGENDA

Call to Order/Approval of Agenda

Attendance

IN-SERVICE TRAINING TOPIC:

Presentation by Quinn Evans - Front Ramps and Staircase Project

Staff from Quinn Evans, the library's architects, will provide an overview of the Front Ramps and Staircase Project.

CONSENT AGENDA:

1. Minutes from May 14, 2024
2. Bills & Payrolls

3. Annual Resolutions

Resolution 24-03 to authorize transfer of funds from one fund to another fund

This is the acknowledgement/paper trail moving funds from 101 to 371 to pay the bond.

Resolution 24-04 to authorize transfer of funds from reserve to revenue

This is the acknowledgement/paper trail moving funds from reserves for technology purchases, sick/vacation/retirement payout, and capital expenditures.

Resolution 24-05 to amend the budget for fiscal year 2023-2024

Budget amendments for the 2023-2024 Budget.

Resolution 24-06 to adopt a budget for fiscal year 2024-2025

Adopts the 2024-2025 FY Budget.

Resolution 24-07 to authorize a wage adjustment for library staff

Wage adjustments were presented during the budget review at the May board meeting.

If anyone is uncomfortable with these resolutions being included in the Consent Agenda, we can quickly amend the agenda at the start of the meeting. Remember, we can also discuss items in the Consent Agenda before a vote.

FINANCE:

1. May penal fines \$31,246.00, bringing the year-to-date total to \$393,781, which is 8% higher than last year.
2. The monthly budgetary status report and balance sheet are attached.
3. Treasurer's Report

COMMITTEE REPORTS

None

POTENTIAL MOTIONS FOR ACTION AND DISCUSSION ITEMS

- Potential motions are included in italics for each action item.

ACTION ITEMS

OLD BUSINESS:

None

NEW BUSINESS:

- Request for Purchase Agreement for Strategic Planning Consultant - Fast Forward Libraries

I move to approve a purchase agreement with Fast Forward Libraries for strategic planning services not to exceed \$29,500.

The library received five responses to the Request for Proposal for Strategic Planning. The costs ranged from a low of \$23,243.96 to a high of \$64,740. Michigan libraries listed as clients for all five firms were emailed and asked about their expenses. The field was narrowed to two firms. Zoom calls were conducted, and references were checked.

I recommend that the library work with Fast Forward Libraries. Key factors in their approach:

- strong community feedback via community needs assessment focus groups and interviews, and a community survey
 - internal feedback from trustees and staff related to the library's capacity for strategic impact on four key areas
 - environment in which the library operates
 - core operations of the library
 - strengths and opportunities for strategic impact
 - organizational culture and team dynamics
 - board retreat session
 - staff retreat sessions
 - implementation guide
 - assistance in operationalizing the plan
- Elect Board Officers 2024-2025

I move to elect Lyn Hewitt as President for the 2024-2025 fiscal year.

The Nominating Committee recommends the slate of President - Lyn Hewitt and Vice President- Susan Pominville. Due to the timing of when the Howell Public Schools Board of Education will make an appointment (June 24), I recommend that we only elect the President at this meeting. Pending the reappointment of Susan Pominville, her election as Vice President can take place at the July meeting after she takes the Oath of Office.

- Approve Appointment of Board Secretary and Treasurer for 2024-2025

I move to appoint Jen Earl as Secretary and Bob Ellis as Treasurer.

The Nominating Committee recommends the appointment of Jen Earl as Secretary and Bob Ellis as Treasurer.

DISCUSSION ITEMS:

- Review annual performance appraisal with the Director

Kathryn Tuck and I met to review the results. Thank you to the board for your continued support. I will provide additional information on some of the comments at the meeting.

- Review Director Evaluation Form

Discussion at the meeting about potential changes to the form for next year.

- Review Trustee Assessment Summary

Thank you for completing the Trustee Assessment for 2024. The results are attached—discussion at the meeting.

- Discuss Annual Board Commitment to Excellence

Each July, the board signs the Annual Board Commitment to Excellence. Please review the document and bring any comments, concerns, or questions to the meeting for discussion.

MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- Proposed Bylaw Changes

The library's bylaws were adopted in 1989 after the District Library Establishment Act (DLEA) was passed. Over time, case law clarified the application of DLEA, and it has been amended. I do not know the last time the library's attorney reviewed the bylaws. I should have done this during my first year as director. Working with Anne Seuryneck, multiple changes need to be made. I need a few additional clarifications and some additional draft wording. Some items currently in the bylaws should either be policy or procedure. I will send the draft by June 18 and ask that you send any questions to me by July 2. This will be a discussion item at the July meeting.

- The State of Michigan Office of the Governor denied Howell City Council's request to remove Anthony Kandt from the library board. The letter is attached.

PERSONNEL:

- Nothing to report this month.

LIBRARY EVENTS:

- Youth Services (family, children, and teens) [calendar of events](#).
- Reference or Adult Programming [calendar of events](#).
- The [Summer Reading Challenge](#) kicked off on June 3.

COMMUNITY ENGAGEMENT:

- The library will participate at the Farmers Market on June 23, 2024, and will have a table at the 4th Annual Pride Parade on Saturday, June 15, 2024, on the Historic Courthouse Lawn from 12:00 to 3:30 p.m.
- [View](#) the student artwork and the Livingston Fins Arts Association featured artists.

TRUSTEE NOTEBOOK:

Nothing was added this month.

Holly Ward Lamb 6/7/24

Resolution 24-03

RESOLUTION TO AUTHORIZE
THE TRANSFER OF FUNDS from ONE FUND to another FUND
To BALANCE ALL FUNDS in the 2023-2024 BUDGET

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 11th day of June 2024 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Member: XX

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

WHEREAS, there are fund balances in the various library Funds, and

WHEREAS, the Howell Carnegie District Library budgeted some of these fund balances to be spent in 2023-2024, and

WHEREAS, the total revenues in the funds must meet or exceed the expenditures to satisfy the audit and sound fiscal management,

NOW, THEREFORE BE IT RESOLVED that, the attached transfers from the fund Balances of one Fund to Another Fund be approved.

AYES: Members: XX

NAYS: Member: XX

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 11, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

HOWELL CARNEGIE DISTRICT LIBRARY

TRANSFERS from One Fund to another Fund 2023-2024

June 11, 2024

In order to balance our budget line items, matching revenue with expenditures, the following transfers between funds are proposed for the 2023-2024 budget:

FUND 101 GENERAL FUND

FUND 101 General Fund to Fund 371 Debt Service

1. Transfer \$216,900 from Fund 101 790-995.000 Transfer Out to Fund 371 000-699.000 Transfer In to cover the Debt Service to make the Bond Payments

Resolution 24-04

RESOLUTION TO TRANSFER FUNDS FROM THE FUND BALANCE INTO THE
2023-2024 BUDGET AS REVENUES

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 11th day of June 2024 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Members: XX

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

WHEREAS, there are fund balances in the various library Funds, and

WHEREAS, the Howell Carnegie District Library budgeted some of these fund balances to be spent in 2023-2024, and

WHEREAS, the total revenues in the funds must meet or exceed the expenditures to satisfy the audit and sound fiscal management,

NOW, THEREFORE BE IT RESOLVED that, the attached transfers from the fund balances be approved.

AYES: Members: XX

NAYS:Members: XX

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 11, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

HOWELL CARNEGIE DISTRICT LIBRARY

FUND TRANSFERS from Reserves to Budget Revenues: 2023-2024

June 11, 2024

In order to balance our budget line items, matching revenue with expenditures, the following transfers are proposed from the fund balance into the 2023-2024 budget as revenues:

FUND 101 GENERAL FUND

REVENUES:

1. Transfer \$81,600 from 101 000-382.000 Technology Reserve (Designated Fund Balance) into the 2023-2024 budget line item 101 000-692.001 Prior Year Designated Fund Balance to show as Revenue
2. Transfer \$16,426.60 from 101 000-381.000 Sick/Vacation/Retirement Reserve (Designated Fund Balance) into the 2023-2024 budget line item 101-000-692.001 Prior Year Designated Fund Balance to show as Revenue.
3. Transfer \$100,000 from 101 000-390.000 Fund Balance into the 2023-2024 budget line item 101 000-692.000 Prior Year Fund Balance to show as Revenue.
4. Transfer \$72,5000 from 101 000-380.000 Reserve-Capital Expenditure (Designated Fund Balance) into the 2023-2024 budget line item 101 000-692.001 Prior Year Designated Fund Balance to show as Revenue.

FUND 272 SPECIAL REVENUE

REVENUES:

1. Transfer \$1,600 from 272 000-387.000 Archives Fund Balance (Designated Fund Balance) into the 2023-2024 budget line item 272 000-692.012 Prior Year Archives Fund Balance as Revenue.

Resolution 24-05

RESOLUTION TO AMEND THE BUDGET FOR THE 2023-2024 FISCAL YEAR FOR
THE HOWELL CARNEGIE DISTRICT LIBRARY

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 11th day of June 2024 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Members: XX

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

WHEREAS, the Board of Trustees of the Howell Carnegie District Library (the Board) is required by the State of Michigan to balance line items in a budget each fiscal year, and

WHEREAS, the Board practices sound fiscal management,

NOW, THEREFORE BE IT RESOLVED that, the Board hereby adopts the attached amended budget for Funds 101 and 272 for the fiscal year July 1, 2023 through June 30, 2024.

AYES: Members: XX

NAYS: Members: XX

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 11, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

HOWELL CARNEGIE DISTRICT LIBRARY
 BUDGET 2023-2024
 AMENDMENTS
 June 11, 2024

FUND 101

Increase revenues

101 000.692.000	Prior Yr Fund Balance	100,000.00
101 000.692.001	Prior Yr Des. Fund Balance	88,926.60
	(total 188,926.60)	

Increase expenditures

101 790-723.000	SVR	16,426.60
101 790-723.012	MERS Surplus	100,000.00
101 790-971.000	Cap Improv	72,500.00
	(total 188,926.60)	

FUND 272

Increase revenues

272 000-692.012	Prior Yr. Fund Balance Archives	1,600.00
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Decrease expenditures

272 790-763.000	Archives	9,800.00
	(Total – 11,400)	

Increase expenditures

272 790-972.000	Capital Improvement Projects	11,400.00
	(Total – 11,400)	

Resolution 24-06

RESOLUTION TO ADOPT A BUDGET FOR THE 2023-2024 FISCAL YEAR FOR
THE HOWELL CARNEGIE DISTRICT LIBRARY

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 11th day of June 2024 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Members: XX

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

WHEREAS, the Board of Trustees of the Howell Carnegie District Library (the Board) is required by the State of Michigan to adopt a budget each fiscal year, and

WHEREAS, the Board practices sound fiscal management,

NOW, THEREFORE BE IT RESOLVED that, the Board hereby adopts the attached budget for the fiscal year July 1, 2024 through June 30, 2025.

AYES: Members: XX

NAYS: Members: XX

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 11, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

Howell Carnegie District Library Budget

2024-25

	2024-25 Budget		2024-25 Received		2024-25 Uncollected	% Received
Revenues 101						
Taxes	3,610,271.00		0.00		3,610,271.00	0.00%
Federal Grants	0.00		0.00		0.00	0.00%
State Grants	59,126.00		0.00		59,126.00	0.00%
Charges for Services	8,410.00		0.00		8,410.00	0.00%
Fines & Forfeits	77,200.00		0.00		77,200.00	0.00%
Investment & Interest Income	50,000.00		0.00		50,000.00	0.00%
Other Revenue	388,400.00		0.00		388,400.00	0.00%

	4,193,407.0		0.00		4,193,407.00	0.00%
GRAND TOTAL	0		0.00		4,193,407.00	0.00%

	2024-25 Budget		2024-25 Spent		2024-25 Remaining	%Spent
Expenditures 101						
Personnel Services	1,739,405.00		0.00		1,739,405.00	0.00%
Materials/Programs	494,280.00		0.00		494,280.00	0.00%
Bldg & Maintenance	294,447.00		0.00		294,447.00	0.00%
Information Technology	225,703.00		0.00		225,703.00	0.00%
Library Supplies	47,000.00		0.00		47,000.00	0.00%
Professional & Contractual Services	144,100.00		0.00		144,100.00	0.00%
Other Services & Charges	98,150.00		0.00		98,150.00	0.00%
Capital Outlay	332,500.00		0.00		332,500.00	0.00%
Other Financing	817,822.00		0.00		564,474.00	0.00%
GRAND TOTAL	4,193,407.0	0	0.00		(4,193,407.00)	0.00%

	2024-25 Budget		2024-25 Received		2024-25 Uncollected	% Received
Revenues 272						
Donations & Other Revenue	43,000.00		0.00		43,000.00	0.00%
Investment & Interest Income	1,100.00		0.00		1,100.00	0.00%
Other Financing Sources	12,000.00		0.00		12,000.00	0.00%

GRAND TOTAL	56,100.00		0.00		56,100.00	0.00%
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	2024-25 Budget		2024-25 Spent		2024-25 Remaining	%Spent
Expenditures 272						

Capital Outlay	0.00		0.00		0.00	0.00%
Friends of the Library	9,000.00		0.00		9,000.00	0.00%
Supplies	36,000.00		0.00		36,000.00	0.00%
Other Services & Charges	2,100.00		0.00		2,100.00	0.00%

GRAND TOTAL **47,100.00** **0.00** **(47,100.00)** **0.00%**

	2024-25	2024-25	2024-25	%
Debt Service	Budget	Received	Uncollected	Received

Revenues 371

Investment & Interest Income	0.00		0.00		0.00	0.00%
Other Financing	217,100.00		0.00		217,100.00	0.00%

GRAND TOTAL **217,100.00** **0.00** **217,100.00** **0.00%**

	2024-25	2024-25	2024-25	%Spent
	Budget	Spent	Remaining	

Expenditures 371

Debt Service	216,600.00		0.00		216,600.00	0.00%
Other Services & Charges	500.00		0.00		500.00	0.00%
Other Financing	0.00		0.00		0.00	0.00%

GRAND TOTAL **217,100.00** **0.00** **(217,100.00)** **0.00%**

Resolution 24-07

RESOLUTION TO APPROVE WAGE ADJUSTMENTS AS RECOMMENDED BY
THE LIBRARY DIRECTOR

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 11th day of June 2024 at 7:00pm Eastern Daylight time.

PRESENT: Members: XX

ABSENT: Members: XX

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

WHEREAS, the Library Board of Trustees (Board) has approved the budget including the Total amount for staff salaries & wages, and

WHEREAS, the Board Finance Committee will continue to review the benchmarks established to provide better than competitive staff compensation, and

WHEREAS, it is the responsibility of the director to recommend appropriate adjustments to the pay ranges and merit increases and changes to the Pay Rate Structure, and

WHEREAS, the director of the library has recommended that all staff who receive good performance appraisals and who have completed their probation period receive a 4% increase in wages if they are currently above the midpoint for their position or a 5% increase in wages if they are currently under the midpoint for their position in July 2024, and

WHEREAS, the recommended wages are consistent with the economic and financial position of the library and competitive with the current labor market,

NOW, THEREFORE BE IT RESOLVED that, the Board does hereby approve the wage adjustments as recommended by the library director to take effect on July 1, 2024.

AYES: Members: XX

NAYS: Members: XX

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 11, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

Strategic Planning Proposal for the Howell Carnegie District Library

April 17, 2024



Proposal submitted by:



Amanda E. Standerfer, Founder and Lead Consultant
Fast Forward Libraries LLC
712 Arlington Ct.
Champaign, IL 61820
217-821-2880
amanda@standerferconsulting.com
fastforwardlibraries.com

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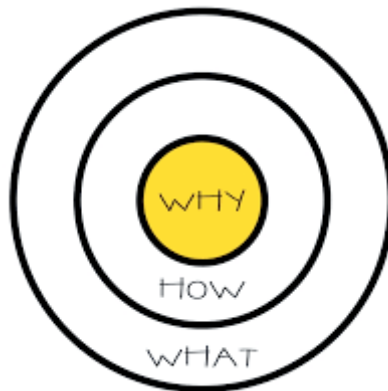
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Cover Letter

I am pleased to submit this proposal to Howell Carnegie District Library (HCDL) for strategic planning process facilitation and consulting. I am the Founder and Lead Consultant for [Fast Forward Libraries LLC](#), a small consulting group specializing in assisting libraries and nonprofits over the past 22 years with focused, flexible planning processes to increase their performance and impact. Besides strategic planning, we assist organizations with fundraising and development planning, capacity building/organizational development, staff training and team building, data collection and analysis, and grant writing.

This proposal details a grounded research planning process that will result in a focused, actionable 5-year strategic plan for HCDL (to start July 1, 2025) with long-term 10-year goals to strive towards. The Fast Forward Libraries team has extensive experience working with public libraries and strives to be a neutral process facilitator and partner to maximize community and stakeholder input, reflection, learning, and plan operationalization so the resulting strategic plan is compelling, responsive, and focused. We are steeped in organizational development methods and group dynamics, both essential elements of the strategic planning process. We specialize in processes leading to a graphical one-page strategic plan (see example provided), which is vital for community and stakeholder communication and a visual reminder of the strategic direction during the life of the plan.

The graphical one-page plan is supported by an annual activity plan to guide the day-to-day management of the plan that roll up to the established strategic directions, mission, and vision. Using [Simon Sinek's "Golden Circle"](#) (*Why? How? What?*) model and PLA's new ["Strategic Planning for Public Libraries"](#) by Joy L. Fuller¹ as a framework for the process, stakeholders at all levels find connection and purpose in the plan which makes success achievable.



Each process we facilitate is customized to achieve shared goals. Helping libraries develop their strengths and become learning organizations is our passion because libraries are the anchor of democracy in our society, and we need to evolve to respond to community needs in holistic ways that honor the complexities of our society. Adopting the practices of a learning organization during the planning process will equip HCDL to be a flexible, nimble, and vital institution for decades to come.

It's exciting that HCDL is engaging in strategic planning and considering library impact in the community. Strategic planning is a crucial development activity and will positively impact HCDL for years to come. I think you will find that our proposal closely aligns with your needs. Please do not hesitate to email or call with any questions. I look forward to hearing from you!

A handwritten signature in black ink, appearing to read "Amanda E. Standerfer".

Amanda E. Standerfer
Fast Forward Libraries LLC
Founder & Lead Consultant

¹ Our client [Indian Trails Public Library District](#) in Wheeling, Illinois is heavily featured in this publication.

Executive Summary

The Howell Carnegie District Library (HCDL) seeks to engage in a collaborative, participatory planning process that will result in a comprehensive 5-year strategic plan for the library with long-term 10 year goals to strive towards. After the uncertainty of the last several years, it's a good time to celebrate success, assess what's working, deepen community connections, and set a course for the next five plus years. Using a fresh, streamlined strategic planning process, HCDL can consider what opportunities exist and how to evolve to increase impact in the community and broaden partnerships, especially focusing on reaching underserved populations through an appreciative inquiry and grounded research approach. To that end, this proposed learning-focused strategic planning process will address existing conditions and present a vision for the future – resulting in a clear, adaptive, and evergreen plan that is grounded in the library's strengths to streamline decision-making and focus on impact.

In our approach, we use:

- [Systems thinking](#) - considering individual aspects of the library, how they interrelate, and what this means for overall dynamics and potential levers for change.
- [Design thinking](#) - putting humans as the core of the library's work.
- [Diversity, equity, and inclusion](#) - DEI is a critical foundational lens that is applied throughout the process to ensure inclusion and representation.

The planning process is organized into three phases:

LEARN: Core to the planning process is learning. Learning requires research, information gathering, dialogue, and analysis. A considerable amount of time is devoted to learning during this process—both internally within the library, and externally out in the community—to help participants deeply connect with all things HCDL. Our role as process facilitators is to direct learning activities and to serve as a neutral guide during the process.

Internal learning: Board and Staff members will complete a **Library Strategic Capacity Assessment** to:

1. Determine environmental factors outside the library that need to be considered while engaging in the strategic planning process,
2. Identify core operational priorities and gaps,
3. Surface strategic opportunities for further consideration, and
4. Provide feedback about workplace culture and team dynamics.

Feedback from this online tool helps determine topics for further discussion later in the planning process, and the resulting report informs a Leadership Team Retreat to begin to consider strategic plan implementation as a critical element of the planning process and not a separate process that only starts once the plan is developed.

In addition, we will review library data trends and demographics to look for trends and opportunities for growth.

External learning: Community input (qualitative and quantitative) will be gathered in multiple ways with exact methodology determined with HCDL's specific needs. We will engage in a community needs assessment process using focus groups and interviews to gain a broad view of what's on the minds of community members representing various stakeholders and groups, *especially focusing on non-users*. Focus groups will be offered both virtually and in-person. At the same time, we will conduct a community survey to get broad community input about library strengths and impact. We will look for strengths and connections to help Trustees and Staff consider HCDL's role in new ways.

In addition, we will create a community profile using US Census data comparisons to look for opportunities for deeper engagement within the community.

We'll summarize external learning data with findings in an extensive Learning Report. The Learning Report is key to informing the agenda for the DREAM phase of the process.

DREAM: During this phase, Trustees and Staff members will synthesize the learning and dream about the future during retreat sessions. The retreat sessions allow Trustees and Staff members dedicated time and space to step back and think strategically, leveraging their lived experience to work through ideas together and build strategic plan elements. In addition, we'll review (and update if needed) the current vision and mission statements to reflect the unique aspirations the library has for the community and how the library will work to achieve those aspirations.

DO: Finally, the plan will start to take shape, and we'll spend time during this phase developing and revising documents and graphics that make the plan come to life. We'll work with the Leadership Team to develop an Implementation Guide to inform an activity plan, evaluation framework, and reporting timeline that will guide operationalizing of the plan and help HCDL think about the plan's narrative and milestones.

The final product will be a comprehensive, data-driven, outcome-focused strategic plan with an accompanying one-page graphical version. The plan will be realistic in scope and include recommended steps to launch implementation. Committing to this process and way of operating will require clear communication and buy-in from Staff and the Board. The results will unify and energize all involved!

A Note on COVID-19

Planning always comes with unique challenges and opportunities for the organizations involved. Current events dictate further complications with renewed efforts to fight COVID-19 and its variants. As such, this plan relies on gathering community, staff, and stakeholder aspirations, wants, and needs using a hybrid of virtual engagement tools and, should conditions allow, in-person methods.

With extensive experience in virtual community engagement and collection of qualitative data, the consultants of Fast Forward Libraries can confidently deliver virtual engagement and planning activities when necessary. In our experience, there is no substitute for in-person conversations and engagement. However, virtual options remove some barriers and allow for collection of ideas and opinions from a more diverse pool of community members and stakeholders. When it is safe for communities and stakeholders to gather in person, our consultants will be there to lead activities. Ideally, a hybrid virtual/in-person approach will be adopted regardless of the effects of COVID-19.

Strategic Plan Elements / Summary of Deliverables

Deliverable	Purpose
<p>Learning Report</p> <ul style="list-style-type: none"> Comprehensive report of all external qualitative and quantitative data gathered during the initial phase of the planning process, including a community demographic profile with 2010 to 2020 comparisons (as available). Provides analysis and findings that help the staff and Board build strategic plan elements. 	<ul style="list-style-type: none"> Key tool for informing strategic planning process. Summary to provide community members and stakeholders as support for strategic plan elements.
<p>Library Strategic Capacity Assessment Report</p> <ul style="list-style-type: none"> Summarizes findings (strengths, gaps, and opportunities) from the Library Strategic Capacity Assessment. Provides analysis and findings that help the Leadership Team prepare for strategic plan operationalization. 	<ul style="list-style-type: none"> Used during Leadership Team retreat to weave in operationalizing the strategic plan early in the process (vs a separate process after the plan is finalized). Informs possible agenda topics for Board and Staff Retreat sessions.
<p>One-page Graphical Plan</p> <ul style="list-style-type: none"> High-level graphical version of the strategic plan. Quick reference for: <ul style="list-style-type: none"> Vision Mission Strategic Directions Goals 	<ul style="list-style-type: none"> For communication about strategic direction. Use in library (as a flyer and poster), on website, and in publications. Use in Board reports as reminder of high-level strategy. Use in staff areas as reminder of high-level strategy. Use with library users/the community in publications and at meetings as a reminder of high-level strategy.
<p>Strategic Plan Document</p> <ul style="list-style-type: none"> This is the expanded, more traditional strategic planning document for Board approval. It provides additional context and detail about the planning process and other plan components. 	<ul style="list-style-type: none"> Use on your website as the “full plan” for community/stakeholders to review. Staff should have access to this document so they can understand their role in implementation.
<p>Implementation Guide: Activity Plan, Evaluation Framework, and Reporting Timeline</p> <ul style="list-style-type: none"> The activity plan is an internal document for staff/Board to use when planning annual activities that will help meet the plan goals, timeline, and staff responsibilities for the activity. The activity plan can also be used for internal updates/reports to streamline strategic plan management. The activity plan changes and is updated annually by staff. The evaluation framework breaks down which metrics will show progress for each goal. The reporting timeline details how, when, and what will be reported to various stakeholder audiences as well as how data will be used for continuous improvement over the life of the plan. 	<ul style="list-style-type: none"> Staff use the activity plan to detail annual activities and accomplishments. The activity plan can also be used to set individual performance goals. The activity plan can be used to develop progress reporting using template. Evaluation framework, aligned with goals, helps stakeholders understand metrics that show strategic plan success. Reporting timeline guides development of communication to stakeholders related to the plan.

Key Personnel and Qualifications/Experience

Amanda E. Standerfer, MA, MLIS



Amanda's passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries, nonprofits, and small businesses on strategic planning, fundraising, organizational development, and capacity building (operating as a sole proprietor until formalizing as Fast Forward Libraries LLC in early 2022).

Amanda was most recently the Director of Community Engagement for [The Urbana \(IL\) Free Library](#). She's spent about half of her career working in philanthropy (as Program Officer for [The Lumpkin Family Foundation](#) based in Mattoon, IL and as Program Director with the [Southeastern Illinois Community Foundation](#), serving Effingham and Mattoon, IL) and the other half in libraries (as Head of the Adult Division at the [Decatur \(IL\) Public Library](#) and as Director of the [Helen Matthes Library](#) in Effingham, IL). She loves melding her library and philanthropy knowledge – a self-proclaimed “philanthro-brarian.”

Amanda has twice been elected to the Board of the [Illinois Library Association](#) (ILA), most recently completing a three-year term in 2016. Amanda was also selected as a member of the first class of *Synergy: The Illinois Library Leadership Initiative* and one of only two librarians ever selected for participation in *Leadership Illinois*.

Amanda holds a B.A. and an M.A. in history from [Eastern Illinois University](#) and an M.S. in library and information science from the [University of Illinois at Urbana-Champaign](#). You can find out more about Amanda on [LinkedIn](#).

Amanda is the lead consultant for this project and project manager. She will manage all aspects of the process except for the community needs assessment focus groups and interviews.

Cindy Fesemyer, MA, MLIS



Helping information organizations see the big picture as they strive to help their community reach its aspirations is Cindy Fesemyer's passion as the Principal of Fesemyer Consulting, LLC.

Community engagement, qualitative assessment, strategic planning, engaged leadership, staff training, and keynoting are her areas of expertise.

Previously she was employed at the Wisconsin State Library as their first Adult and Community Services Consultant and served seven years as Director of the Columbus Public Library (WI), named a finalist for Library Journal's 2017 Best Small Library in America. She teaches academic and continuing education courses for the UW-Madison iSchool, sits on various committees of the Public Library Association, and is a Trustee for the Madison Public Library.

Librarianship is Cindy's second career. After 14 years managing non-profits, she earned her MLIS from UW-Madison in 2012 and dual Masters in English Literature and Teaching Writing from Humboldt State University.

Cindy is the lead consultant for the community needs assessment aspect of the process.

Laura Huddleston, MLIS



Laura Huddleston is an associate consultant with Fast Forward Libraries. She has a special interest in the “how” of public libraries and loves to learn about ways they can thrive to benefit patrons and communities.

For ten years, Laura led the children’s department at the Mattoon Public Library perfecting a few story time voices and the ability to find a title based on a two-word description. During her tenure, Laura managed collection development, various school/public collaborations, and all children's programming. She helped design and launch the MPL’s inaugural Book Buggy mobile library to reach underserved youth and piloted the First Grade, First Card program to bring library cards to local first-graders. Laura served on the ISLMA Monarch Award Committee and received a 20 Under 40 Award from the Mattoon Journal Gazette for contributions to her community.

Laura recently served as Program Officer for Community Outreach and Organizational Learning at the Lumpkin Family Foundation where she led new efforts in trust-based philanthropy, impact evaluation, and organizational learning including a facilitated EDI process for board and staff.

Laura currently serves as a trustee of the Mattoon Public Library and as a community advisor for the Coles County Peace and Justice Fund. She holds a BA in Spanish and secondary education from Eastern Illinois University and an MLIS from Indiana University.

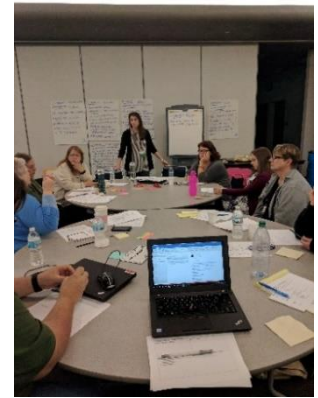
Laura provides research and logistical support, supports community input elements, and manages the development of the Learning Report and other plan deliverables.

Work Plan

Phase I: LEARN

The first phase of the strategic planning process is the longest and the most important! During this phase, we'll spend time gathering data internally and externally to inform the strategic planning process.

Form the Planning Team: First, we will establish the Planning Team (5-7 staff members and Trustees) to work with Amanda to guide and manage the planning process. The Team meets regularly throughout the process (as a group and via email) to give input about various aspects of the process and to edit/refine process/plan documents. To get started, we'll hold a kick-off meeting to finalize the timeline, get some initial input, and start planning the community survey.



COMMUNITY FEEDBACK:

Community Needs Assessment Focus Groups & Interviews (non-user input): To gather input from diverse voices and non-users, we will use a needs assessment approach led by Cindy. HCDL will have the opportunity to strengthen its community partnerships when library staff reach out to community stakeholders and groups working with underserved populations to ask for their assistance in inviting participants and encouraging participation in the process. Interviewees will share information about themselves, their community, and the library. Focus group attendees will share their aspirations for the community in which they work, live, and play. Focus groups delve into *community* aspirations, not *library* aspirations, resulting in great ideas for out-of-the-box library programming and partnerships that truly serve diverse communities. Overall, focus groups and interviews provide vital input into the library's ability to address overarching community wants, needs, and concerns.²

Community Survey (broad community feedback targeting library patrons): At the same time as the community needs assessment process, we'll gather community and stakeholder feedback via a survey. The community survey is key to gaining a broad understanding of HCDL's current state, strengths, and potential future direction from community members that care about the future of the library.³ Amanda and Laura will develop the community survey (edited and approved by the Planning Team) to get qualitative and quantitative input on:

1. **Awareness of Library Services** – How aware are respondents of the various library services? Where do they learn about what's going on at the library? (This data can be benchmarked for future evaluations.)
2. **Value and Satisfaction** – What aspects of HCDL's work do respondents value the most? Are they satisfied with HCDL's work? (This data can be benchmarked for future evaluations.)
3. **Community Needs** – What are top community needs? How might the library address these needs?
4. **Future Focus** – What's important going forward? What are HCDL's strengths? How should HCDL measure success?
5. **Other relevant questions** – Operating hours? Facilities? Parking? Accessibility? Support of a future referendum? TBD by the Planning Team

Additional data gathering: To ensure a comprehensive view of the community, sector, and environment, we will also:

- Review library data to identify trends and opportunities,
- Compile a community demographic profile to look for changes and opportunities for engagement,

² Virtual focus groups and interviews are available in Spanish for an additional fee – see Schedule of Costs and Timeline for details.

³ Community Survey available in Spanish for an additional fee – see Schedule of Costs and Timeline for details.

- Complete a benchmarking study of similar libraries in Michigan (data points and libraries TBD with Planning Team feedback), and
- Develop a sector scan to review trends and changes in libraries in Livingston County, Michigan, and the US.

These pieces will ensure we are making note of changes and opportunities for further discussion.

At the end of this phase, Amanda and Laura (with assistance from library staff) will gather all external learning information into a Learning Report. The Learning Report will identify library strengths and provide findings that will ground the Board and staff retreats in the next phase.

INTERNAL FEEDBACK

Library Strategic Capacity Assessment and Leadership Team Retreat: It is vital to start thinking about how to operationalize the strategic plan early in the strategic planning process vs waiting until the plan is finalized to think about implementation (a critical transition where many libraries get stuck). We weave dialogue about operationalizing the plan into the entire planning process. To do this, we need input from Trustees and Staff members related to the library’s capacity for strategic impact as related to four key areas:

1. The environment in which the library operates (external factors influencing the world, country, and community – using a SOAR-style analysis (strengths, opportunities, aspirations, and results)),
2. The core operations of the library,
3. Strengths and opportunities for strategic impact, and
4. Organizational culture and team dynamics.

This unique online Assessment (designed by Fast Forward Libraries and reviewed/refined by the Planning Team) provides an overview of library strategic readiness, concerns, gaps, and opportunities to inform future conversations during the strategic planning process. To prepare Trustees and Staff members to complete the assessment, we will provide a brief strategic planning process orientation video that provides an overview of process elements, their roles during the process, and guidelines for how to complete the Assessment.

The analysis and findings from the Assessment are reviewed at a Leadership Team Retreat where we 1) start to identify potential strategic directions for further discussion in the DREAM phase, and 2) identify strengths, gaps, and opportunities for strategic plan implementation in the areas of “core, strategy, and culture” that we will revisit during the DO phase. *The Assessment report is included in the Learning Report as an appendix for all Trustees and Staff members can review the data in preparation for the retreat sessions.

Deliverables:	Finalized planning process timeline with meeting dates. Learning Report that includes analysis and findings from information gathered/reviewed, survey, focus groups, and interviews. Regular check-ins with Library Director.
Timeframe:	July – October 2024

Phase II: DREAM

This phase starts with a Planning Team meeting to review the Learning Report and plan for the Board and Staff retreats.

Board Retreat Session: The 3-hour Board retreat will focus on reviewing learning and dreaming about the future (short- and long-term. During the retreat, we’ll get the Board up to speed on the planning process, review and discuss the Learning Report, review and update the vision, mission, affirm strategic directions, and set plan goals. During the session, the Board will also talk about changes and support to help achieve plan goals. We’ll

use our time to critically think about what’s most important for HCDL, including new services that will address priorities, services to discontinue, capacity building strategies, methods of outreach that might attract underserved populations, and funding implications.

Staff Retreat Session(s): During this phase, we’ll also hold a 3-hour Staff retreat (or multiple, shorter retreats to maximize Staff participation) to also share the Learning Report and dream about the next 3 years along with a broader vision for the future. Staff members will spend time brainstorming activities that will help achieve plan goals. This input is valuable to the activity plan that will guide implementation.

It’s important that everyone feels engaged at the retreats and that their perspectives are expressed and respected, so the facilitation will be flexible to accommodate for multiple input methods. At the end of the sessions, participants will feel confident that HCDL is on the right track for transformative change, rooted in strategies for equity, innovation, and flexibility in the delivery of library services.

The final piece of this phase is another Planning Team meeting to debrief on the retreats and discuss a draft strategic plan outline.

Deliverables:	Board and staff retreat sessions. Strategic plan outline. Regular check-ins with Library Director.
Timeframe:	October 2024 – January 2025

Phase III: DO

In this phase, we’ll draft and revise the various plan documents. Amanda and Laura will prepare drafts of the graphical and written versions of the plan and the activity plan. The Planning Team will review and edit the drafts. In addition, we will share the drafts with key staff and stakeholders for feedback.

After Planning Team review, we’ll present the draft plan documents to the Board for final comment/revisions. Amanda will make revisions and present final plan documents for approval.

Next, we will collaboratively develop an Implementation Guide that informs three key elements of operationalizing the strategic plan: The activity plan, evaluation framework, and reporting timeline. We will hold a Leadership Team retreat to review and refine draft documents that the library will use during the life of the plan. The Retreat session will revisit the **Library Strategic Capacity Report** provided during the DREAM phase to ensure critical environmental factors, core operations, and culture are holistically considered as the library transitions from planning to implementation. The Retreat discussion will also help the Leadership Team identify priorities by creating a decision-making matrix for ongoing or new initiatives related to the strategic plan, and sort possible activities into “core, strategic, or culture” areas that are all vital for overall strategic plan success.

Deliverables:	All draft plan documents approximately one month after the retreat sessions with final documents presented a month after presentation of the drafts. Regular check-ins with Library Director.
Timeframe:	January – April 2025

Exclusions or Exceptions

Fast Forward Libraries is pleased to offer Spanish translation of the community survey for an extra fee (see Schedule of Costs and Timeline). Spanish interpretation of focus groups and interviews is also available for an extra fee as noted in the Schedule of Costs and Timeline. Unfortunately, at this time, no other languages are available, but we are happy to work with your staff on any other language needs to ensure community engagement in the process (we have experience helping libraries conduct surveys in 5 languages besides English).

Fast Forward Libraries excludes any cost related to the printing and/or mailing of the community survey. A print-ready version of the survey will be provided upon survey launch and the library can print and distribute this version at the library and throughout the community. While a mailed survey is not recommended, the library may choose to print and mail the survey at their own expense. The library might want to consider a postcard mailing to the community to inform them about the online survey (this type of mailing is less costly and has been effective in other communities). Fast Forward Libraries would advise the library during this process, but not be responsible for any cost associated with the final product. In addition, the library is responsible for entering all printed surveys into Survey Monkey.

Schedule of Costs and Timeline

Phase I: LEARN			
Goal: To finalize the planning process and receive community/stakeholder feedback that will inform the strategic planning process.			
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Cost</u>
<p>Planning Team Kick-Off Meeting: Review process and timeline, discuss information gathering needs, and community survey design.</p>	Amanda, Cindy, and Laura with Planning Team	July 2024 <i>2 hours preparation</i> <i>1.5-hour meeting (via Zoom videoconference)</i> <i>1 hour follow-up</i>	\$600
Community Feedback:			
<p>Community Survey Development and Administration: Develop survey instrument and refine with Planning Team. Administer and monitor survey with Planning Team assistance with link distribution.</p> <p><i>*Print version of the survey available for distribution.</i> <i>**Library staff enter print survey responses.</i> <i>***Mailed survey not recommended. Mailing cost not included.</i> <i>****Spanish language survey and analysis available for additional \$2,000.</i></p>	Amanda and Laura with assistance from Planning Team	August 2024 <i>20 hours survey development/translation</i> <i>10 hours survey administration/monitoring</i> <i>Email/phone meeting(s) as needed</i>	\$3,000
<p>Community Focus Groups and Interviews: Up to 6 focus group sessions (in-person and virtual) and 10 interviews to learn more about community concerns from stakeholders (like government, business, and school leaders) and groups not already connected with the library. Library Leadership members will invite focus group/interview participants.</p> <p><i>*Spanish interpretation for virtual focus groups (up to 2) and interviews (up to 4) available for additional \$2,000 (prorated based on actual number of focus groups and interviews).</i></p>	Cindy with assistance from a subgroup from the Planning Team	August - September 2024 <i>2 hours planning meeting with Planning Team (via Zoom)</i> <i>4 hours focus group preparation</i> <i>Up to 6 focus groups, one-hour each (in-person and via Zoom)</i> <i>Up to 10 interviews, up to 30 minutes each (via Zoom or phone)</i> <i>8 hours notes and reporting</i> <i>1-2 days on-site</i>	\$6,500

<p>Demographic, Library Data Analysis, Benchmarking, and Sector Scan: We will gather data to inform the strategic planning process that includes:</p> <ul style="list-style-type: none"> • Community demographic profile (with 2010 and 2020 (or most current) comparisons) • Library data analysis • Benchmarking of data for similar Michigan libraries (libraries and data points identified by the Planning Team) • A sector scan that details trends and changes in libraries in Livingston County, Michigan, and the US 	Laura	August - September 2024 <i>15 hours</i>	\$1,500
<p>Learning Report: Develop report that analyzes and synthesizes all external information gathered (including library and community data supplied by library staff).</p>	Amanda and Laura with editing assistance from Planning Team	October 2024 <i>30 hours learning report</i>	\$3,000
Internal Feedback:			
<p>Library Strategic Capacity Assessment: Refine survey instrument with Planning Team for Trustees and Staff to complete. Create report to identify strengths, gaps, and opportunities.</p>	Amanda with assistance from Planning Team	August 2024 <i>6 hours preparation (assessment and orientation video)</i> <i>5 hours survey administration/monitoring</i> <i>4 hours report preparation</i>	\$1,500
<p>Leadership Team Retreat: Review Library Strategic Capacity Report. Identify possible strategic directions for further discussion. Begin initial strategic plan operationalization discussion.</p>	Amanda with Leadership Team	September 2024 <i>2 hours preparation</i> <i>2-hour meeting with Leadership Team (via Zoom)</i> <i>2 hours follow-up</i>	\$600
Phase I total (inclusive of supplies and travel):			\$16,700

Phase II: DREAM			
Goal: To report learning to the Board and staff and build plan elements at retreat sessions.			
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Cost</u>
Planning Meeting: Review Learning Report and prepare for Board and staff retreats.	Amanda and Planning Team	October 2024 <i>1 hour preparation 1-hour meeting (via Zoom videoconference) 1 hour follow-up</i>	\$300
Board Retreat Session: 3-hour, in-person session with Board to review learning and develop strategic plan elements.	Amanda	November or December 2024 <i>4 hours preparation 3-hour meeting with Board 2 hours follow-up 1 day on-site</i>	\$3,500
Staff Retreat Session(s): 3-hour, in-person session (if gathering all staff in one meeting is not possible, we can hold multiple, shorter sessions to maximize participation) with staff to review learning and brainstorm activities to achieve plan goals. <i>*To keep travel costs low, the Board and staff retreat sessions will be held on consecutive days.</i>	Amanda	November or December 2024 <i>4 hours preparation 3-hour meeting with staff (or multiple-shorter sessions) 2 hours follow-up 1 day on-site</i>	\$3,500
Planning Team Debrief Meeting: Check-in with Planning Team to review strategic plan outline document. Deliverable: Strategic plan outline.	Amanda and Planning Team	January 2025 <i>3 hours preparation 90-minute meeting (via Zoom videoconference) 1 hour follow-up</i>	\$600
Phase II total (inclusive of supplies and travel):			\$7,900

Phase III: DO			
Goal: To develop and refine all plan documents, develop activity plan aligned with evaluation framework, and prepare for plan approval.			
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Cost</u>
<p>Document Development: Develop graphical and written plan for review by Board.</p> <p>Deliverable: Draft plan documents for review.</p>	Amanda and Laura	January - February 2025 30 hours	\$3,000
<p>Board Meeting: Meeting with Board to review all plan documents and make final revisions.</p> <p>Deliverable: Plan presented to the Board (final documents by April 8, 2025).</p>	Amanda with Board	March 11, 2025 2 hours preparation Up to 1-hour meeting with Board (via Zoom) 2 hours follow-up	\$500
<p>Implementation Guide: Develop draft documents for review by Leadership Team to launch plan implementation.</p> <p>Deliverable: Draft Implementation Guide with draft activity plan, evaluation framework, and reporting timeline.</p>	Amanda and Laura	April 2025 8 hours document development	\$800
<p>Leadership Team Retreat: Review and refine Implementation Guide to assist in operationalizing plan.</p>	Amanda with Leadership Team	April 2025 2 hours preparation 2-hour meeting with Leadership Team (via Zoom) 2 hours follow-up	\$600
Phase III total (inclusive of supplies):			\$4,900
Grand total (not to exceed): (inclusive of supplies and travel):			\$29,500

Recent Projects

Cheltenham Township Library System (PA)

CTLIS is a four-branch library system outside of Philadelphia, PA serving around 40,000 people. Fast Forward Libraries partnered with Fesemyer Consulting on this project to provide a comprehensive community needs assessment and strategic plan. Staff members engaged in a half-day planning retreat to build plan elements, followed by a Trustee Retreat to refine goals and priorities. The resulting strategic plan will guide CTLIS in further developing relationships in the community and stabilizing funding from the township for branch operations. Additionally, Cindy provided director coaching throughout the process. The project was completed between October 2021 and May 2022, which was a slightly longer period compared to the original proposal. After the process started, the Board added additional community engagement that extended the timeline.

Contact: Mary Kay Moran, Executive Director
215-885-0457
mmoran@mclinc.org

Athens Regional Library System (GA)

The Athens Regional Library System is comprised of eleven locations in five counties: Clarke, Franklin, Madison, Oconee & Oglethorpe counties. ARLS serves a population of over 240,000 residents. Each county is unique and our patrons are diverse in background and beliefs. Fast Forward Libraries partnered with Fesemyer Consulting on a strategic planning process from March 2022 to April 2023. The original timeline for the project was revised several times upon the library system's request due to competing priorities. Community members from all areas of the region gave feedback through a survey, and focus groups were organized in each county by local partners to ensure diverse voices involved in the process. Every staff member was given the opportunity to participate in a retreat session to discuss possible strategic directions and goals. During a Board retreat, the elements of the plan were finalized. Later, a Staff Day session was held to give input into a draft activity plan. ARLS Branch Managers and the Resource (Leadership) Team finalized the activity plan and evaluation framework to help manage implementation of the plan.

Contact: Toby Mayfield, Assistant Direction of Regional Services
706-613-3650
tmayfield@athenslibrary.org

Bloomfield Township Public Library (MI)

Bloomfield Township, Michigan is located 6 miles north of Detroit and is home to almost 45,000 residents. The Bloomfield Township Public Library engaged in a comprehensive strategic planning process with Fast Forward Libraries and Fesemyer Consulting in 2022 (project completed within the scope of the proposed timeline). The process included extensive community input (through a survey, focus groups, and interviews). Trustees and the library's Leadership Team were also deeply engaged with the process through retreat sessions and a process to review and refine the plan. We also engaged the entire staff in implementation planning during a Staff Day session that helped brainstorm and prioritize activities to make progress towards plan goals and how to measure progress.

Contact: Tera Moon, Library Director
(248) 642-5800
moontera@btpl.org

References

Mr. Brian Shepard

Executive Director
Indian Trails Public Library District (IL)
847-279-2202
bshepard@indiantrailslibrary.org

Facilitated comprehensive strategic planning process for public library serving 67,000 residents.

Ms. Donna Richards

Board President
Pollard Memorial Library
Lowell, MA
978-502-7373
Donna.S.Richards@gmail.com

Provided facilitation for strategic planning process for public library serving 111,306 residents.

Ms. Carolyn Coulter

LLSAP Services Manager / Director
PrairieCat (IL)
309-623-4176
carolyn.coulter@railslibraries.info

Provided strategic planning facilitation for multi-type library automation consortium.

Mr. Joel Horwedel

Executive Director
Lincoln Memorial Garden
217-529-1111
joel@linconmemorialgarden.org

Provided strategic planning facilitation for regional nature center that included community engagement and a Board retreat.

We are happy to provide contact information for any client listed on the following page – just ask!

Library Strategic Planning:

- Allegan District Library (MI)
- Athens Regional Library System (GA)
- Bellwood Public Library (IL)
- Bensenville Community Public Library (IL)
- Black River Falls Public Library (WI)
- Bloomfield Township Library (MI)
- Carlock Public Library District (IL)
- Cary Area Public Library District (IL)
- Chillicothe Public Library District (IL)
- Cheltenham Township Library System (PA)
- Crystal Lake Public Library (IL)
- Des Plaines Public Library (IL) (department-level strategic planning)
- Duluth Public Library (MN) – Every Child Ready Duluth Initiative
- Dunlap Public Library District (IL)
- Elk Grove Village Public Library (IL)
- El Paso District Library (IL)
- Farmington Community Library (MI)
- Fondulac District Library (IL)
- Fossil Ridge Public Library District (IL)
- Fountaindale Public Library District (Bolingbrook, IL)
- Franklin Public Library (MI)
- Helen Plum Library (Lombard, IL)
- Highland Park Public Library (IL)
- Hollis Social Library (NH)
- Holly Township Public Library (MI)
- Indian Prairie District Public Library (Metamora, IL)
- Indian Trails Public Library District (Wheeling, IL)
- Kewanee Public Library (IL)
- LACONI (continuing education consortium in northern Illinois)
- La Grange Public Library (IL)
- Lakeland Library Cooperative (ILS only) (Grand Rapids, MI)
- Lake Villa District Library (IL)
- Lapeer District Library (MI)
- LibraryLinkNJ
- Mahomet Public Library (IL)
- Minnesota Library Association
- Minnesota Multicounty Multitype Library Systems
- Nashua Public Library (NH)
- Norfolk Public Library (NE) Harnett County Library System (IL)
- Orien Township Public Library (MI)
- Oswego Public Library (NY)
- Orange County Library System (FL)

Library Strategic Planning (con't):

- Pollard Memorial Library (Lowell, MA)
- Portage District Library (MI)
- PrairieCat ILS (northern IL)
- Prairielands Library Exchange (MN)
- Resource Sharing Alliance NFP (central IL)
- River Forest Public Library (IL)
- River Valley Public Library District (IL)
- Round Lake Area Public Library District (IL)
- Santa Clara City Library (CA)
- Schaumburg Township District Library (IL)
- Southwest Michigan Library Cooperative (MI)
- Tippecanoe County Public Library (Lafayette, IN)
- Traverse des Sioux Regional Library System (MN)
- The Urbana Free Library (IL)
- Utah Library Association
- Viking Library System (MN)

Library Organizational Capacity Building:

- Addison Public Library (IL) (culture code)
- Broadview Public Library District (IL, community survey)
- Elmhurst College (IL) (Staff retreat)
- Grayslake Area Public Library District (IL) (unified service desk reorganization)
- Grayslake Area Public Library District Foundation (IL) (capacity building)
- Helen Plum Library (Lombard, IL) (culture code)
- Indian Prairie Public Library (IL) (Board and Staff retreat facilitation)
- Indian Trails Public Library District Foundation (Wheeling, IL) (fundraising planning)
- Lillie M. Evans Public Library District (Princeville, IL, focus groups)
- Mahomet Public Library (IL) (fundraising planning)
- Harnett County Library System (IL) (culture code)

Library Training, Workshop, Webinar, or Coaching:

- Alaska State Library DirLead (director's retreat)
- Bloomington Public Library (IL) (fundraising capacity building)
- Fast Forward Library Leadership Cohort (leadership development program – two sessions annually)
- Herrick District Library (MI) (facilitation)
- Illinois Library Association (Trustee Day programs)
- InfoPeople (webinar)
- LACONI consortium in northern IL (strategic planning workshop)
- Next Level Library Leadership Institute (FL) (coaching)
- Reaching Across Illinois Library System (webinar)

LSTA 5-year Evaluation Projects:

Idaho Commission for Libraries (2021)

Nonprofits (strategic planning facilitation unless noted):

- Champaign County Design and Conservation Foundation (IL)
- Coles County Habitat for Humanity (Charleston, IL, board retreat)
- Coles County United Way (Mattoon, IL, board reorganization and strategic planning)
- Effingham County Museum (IL)
- Family Service of Lake County (IL)
- Fit-2-Serve (Mattoon, IL)
- Illinois Environmental Council / Education Fund
- Illinois Stewardship Alliance (Springfield, IL)
- The James Project (Springfield, IL)
- Kidzeum (Springfield, IL)
- Lincoln Memorial Garden (Springfield, IL)
- Mid Illinois Big Brothers Big Sisters (Effingham, IL division)
- Sugar Grove Nature Center (IL)
- Sullivan Chamber and Economic Development (IL, board retreat and strategic planning)

Howell Carnegie District Library 2024 Trustee Assessment

7 Board Members

Board has full and common understanding of the roles and responsibilities of a Board

2/7 members - We have work to do

5/7 members - Yes, we do

Board members understand the organization's mission and its products/programs

7/7 members - Yes, we do

Structural pattern (Board, officers, committees, executive and staff) is clear

7/7 members - Yes, we do

Board has clear goals and actions resulting from relevant and realistic strategic planning

4/7 members - We have work to do

3/7 members - Yes, we do

Board attends to policy-related decisions which effectively guide operational activities of staff

7/7 members - Yes, we do

Board receives regular reports on finances/budgets, products/program performance and other important matters

7/7 members - Yes, we do

Board effectively represents the organization to the community

7/7 members - Yes, we do

Board meetings facilitate focus and progress on important organizational matters

7/7 members - Yes, we do

Board regularly monitors and evaluates progress toward strategic goals and product/ program performance

1/7 - I don't have enough information to answer

3/7 - We have work to do

3/7 - Yes, we do

Board regularly evaluates and develops the chief executive

7/7 members - Yes, we do

Board has approved comprehensive personnel policies which have been reviewed by a qualified professional

1/7 - I don't have enough information to answer

6/7 - Yes, we do

Each member of the Board feels involved and interested in the Board's work

1/7 - I don't have enough information to answer

6/7 - Yes, we do

All necessary skills, stakeholders and diversity are represented on the Board

1/8 - I don't have enough information

1/8 - We have work to do

6/8 - Yes, we do

(form allows for more than one answer - so the total here was 8 responses)

Please list the three to five points on which you believe the Board should focus its attention in the next year. Be as specific as possible in identifying these points.

Response:

Continued representation in the community. Strategic planning for recruiting and succession planning, collaboratively with relevant organizations, procedural reviews.

Response:

1. Strategic plan.
2. Amp up community interplay and education, which really shouldn't just be shouldered by the Director and key staff.
3. Policy and protocol review and revision.

Response:

Post-pandemic strategic planning incorporating community needs assessment. Plan for development of vacant library property. Capital improvement plan with pro-forma budgets.

Response:

The next year there is much work to do on the strategic plan identifying and establishing priorities. Our focus should be connecting with community to assess current needs, finalizing a detailed strategic plan with clear objectives with specific action items and timeline; including a plan for the vacant lot owned by the library.

Response:

As I recall when the 2023 calendar year began the HCDL Board intended to engage in strategic planning to identify growth opportunities to enhance its contribution to the library district. At that time and now the HCDL was and is operating in a turn key fashion and poised for growth. From the February 2023 Board meeting to date circumstances warranted that the HCDL Board primarily focus

attention on the City of Howell's desire to acquire land owned by the HCDL. The interactions with the HCDL Board and the City of Howell provide a frame of reference to draw on to help the Board direct its focus in this next year and beyond. Based on the foregoing please consider the following suggestions:

1. The HCDL Board increase its understanding as to the role and responsibilities of a Trustee in relation to the HCDL as an independent government entity as well as in relation to the appointing government entities.
2. The HCDL Board identify and come to agreement as to goals to foster growth and enhance the HCDL contribution to the library district.
3. Implement the agreed upon goals by way of strategic planning; ideally facilitated by an appropriate third-party professional.

Response:

Figure out the library/parking lot situation; strengthen relationship with city; continue developing archives.

Response:

We need to focus energy on creating clear goals, actions, and timelines resulting from Strategic Planning: creating a new mission that defines our purpose and new vision statement that reflects our role in the community, policy making, finance, advocacy, and continuing ed for staff. Identifying key strategic priorities, such as advancements in technology and facility improvements, and encouraging community engagement of stakeholders through advisory committees, public surveys and forums, community partnerships and marketing campaigns.

Annual Board Commitment to Excellence

I, _____, pledge that I shall:

- Make a commitment to the mission and vision of the Howell Carnegie District Library, in all contacts and all contexts, and actively promote the organization.
- Not engage in discrimination of any kind, uphold library patrons' rights to privacy in the use of library resources, and support the efforts of library staff in resisting censorship of library materials by groups or individuals.
- Engage in behavior which is, in fact and appearance, legal, ethical and consistent with the mission and vision of the Howell Carnegie District Library, and acknowledge and disclose any conflict of interest with the Howell Carnegie District Library.
- Make a sincere commitment of time, talent, energy and enthusiasm to the responsibilities and work of the Howell Carnegie District Library board.
- Develop knowledge and understanding of the Howell Carnegie District Library, its structure, policies, programs, and finances, without interfering with the work of the library director and staff.
- Treat the staff and other board members with respect and dignity.
- Participate productively in board activities and board-sponsored functions, including but not limited to orientations, training sessions, retreats, meetings, receptions and other special events.
- Prepare for meetings in advance and participate productively in discussions.
- Ensure that officers and individual board members understand and act in accordance with the understanding that no individual officer or board member can commit the Howell Carnegie District Library, either operationally or financially.
- Allow no officer or individual board member to usurp the board's role and obligations as a body.
- Serve on at least one board committee.
- Actively recruit board members and volunteers.
- When able, make financial contributions annually to the Howell Carnegie District Library as a tangible demonstration of my commitment to the organization.

Name

Date



STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GRETCHEN WHITMER
GOVERNOR

GARLIN GILCHRIST II
LT. GOVERNOR

May 10, 2024

Dennis L. Perkins, City Attorney
P.O. Box 47
Howell, MI 48844

Re: Removal Request

Dear Mr. Perkins,

We have received the Howell City Council's submission of a request for gubernatorial removal of Anthony Kandt from his position as member of the Howell Carnegie District Library Board. Because our office takes seriously any complaint regarding misconduct by public officials, we reviewed the request carefully.

I am writing to notify you that the request has been denied. The denial of the request by no means indicates a condoning of the conduct alleged in the request. Rather, it means only that legal limitations on the Governor's removal authority preclude removal under these circumstances.

Sincerely,
Daniel Osher
Deputy Legal Counsel