

HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Agenda for July 9, 2024

7:00 Call to Order/Approval of Agenda

7:03 Attendance

New Business:

7:05 1. Oath of Office for Bob Ellis and Susan Pominville

7:10 **Consent Agenda:**

A. Minutes from June 11, 2024

B. Bills & Payrolls

C. Resolutions:

Resolution 24-08 to Authorize Bank Signatures

Resolution 24-09 to Authorize Library Investment of Funds

Resolution 24-10 to Authorize Transfer of Funds to the Sick/Vacation Reserve

Resolution 24-11 to Authorize Benefits for Emeritus Library Trustees

Resolution 24-12 to Authorize Library Director to Approve Expenditures

Resolution 24-13 to Authorize Library Bookkeeper to Transfer Funds Between Library Accounts

Resolution 24-14 to Authorizing Designated Library Use of a Business Credit Card

Resolution 24-15 to Amend the Budget for the 2023-2024 Fiscal Year

D. Board Meeting Topics Calendar for 2024-25

E. Approve MERS 2024 Officer and Employee Delegate Certificate Form

7:20 Announcements & Comments from the public

7:30 President's Report

7:35 Treasurer's Report

7:40 Committee Reports - no reports

7:41 Director's Report

Action Items:

Unfinished Business: none

New Business:

7:50 Elect Vice President 2024-2025

7:55 Annual Board Commitment to Excellence

8:00 Request to update library closings 2024

Discussion Items:

8:05 Review proposed changes to director's evaluation

8:10 Proposed bylaws

8:25 Update on Strategic Planning Process

8:30 Board Training Topics for 2024-25

8:35 Review Board Roster

8:40 Discuss Board Committees

8:45 Livingston County Trustees & Directors Meeting – Consider dates, topics, & location

In-Service Training:

8:55 Upcoming changes to library catalog

9:00 Comments & Concerns of Board Members

9:05 Next Board Meeting - Tuesday, August 13, 2024

9:06 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 June 11, 2024

Vice President Lyn Hewitt called the Public Hearing for Proposed Budget 2024-2025 to order at 6:45 pm. Susan Pominville moved to close the public hearing at 7:00 pm. Bob Ellis supported, and a quorum of the board unanimously approved.

Vice President Lyn Hewitt called the regular meeting of the Howell Carnegie District Library to order at 7:00 pm.

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

Members present: Jennifer Earl, Bob Ellis, Lyn Hewitt, Tony Kandt, Susan Pominville, and Maria Stuart. Library Director Holly Ward Lamb and Alexis Cecil and Gania Kandalraft from Quinn Evans Architects were also present. Additionally, three members of the public were present.

Member(s) absent: Kathryn Tuck.

Maria Stuart moved to excuse the absence of Kathryn Tuck. Bob Ellis supported, and a quorum of the board unanimously approved.

IN-SERVICE TRAINING

Alexis Cecil and Gania Kandalraft from Quinn Evans Architects provided an overview of the work that will be completed on the library front ramps and staircase.

Bob Ellis moved to approve the consent agenda as presented, including Item 1, Minutes from May 14, 2024; Item 2, Bills and Payrolls; and Item 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, and Resolution 24-07 to authorize a wage adjustment for library staff. Jennifer Earl supported, and the board was polled. All board members approved.

Comments from the Public: None other than Jacob Schlittler's out-of-order questions during the in-service training.

Vice President Lyn Hewitt had nothing to report in President Tuck's absence. Susan Pominville read a statement from President Tuck encouraging board members to sign up for the library's Summer Reading Challenge.

The treasurer's report is 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 the board unanimously approved.

There were no committee meetings in May.

In addition to her written report, **Director Holly Ward Lamb** stated that Governor Gretchen Whitmer denied the City of Howell's request to remove one of our board members. She noted that because two trustees would not be present at our July meeting, she would reschedule Attorney Ann Seuryneck for board training. She said the library is closed this Friday for staff development, our Summer Reading Challenge and programming are in full swing, and the kick-off event for the downtown storywalk is scheduled on the library lawn at 10:30 am on June 19.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

- Jennifer Earl moved to approve a purchase agreement with Fast Forward Libraries for strategic planning services not to exceed \$29,500.00. Bob Ellis supported, and a quorum of the board unanimously approved.
- Bob Ellis moved to elect Lyn Hewitt as board president for the 2024-2025 fiscal year. Maria Stuart supported, and a quorum of the board unanimously approved.
- Susan Pominville moved to appoint Jennifer Earl as board secretary and Bob Ellis as board treasurer for the 2024-2025 fiscal year. Lyn Hewitt supported, and a quorum of the board unanimously approved.

DISCUSSION

- The board discussed its annual evaluation of the library director. Holly Ward Lamb clarified issues/questions from the evaluation, including strategic planning as a board agenda item. She also explained library partnerships with the Accounting Aid Society, Michigan Works, and SCORE and the legal information currently available on our website.
- Holly Ward Lamb led a discussion concerning the form used to evaluate the director.
- The board reviewed and discussed a summary of the trustee assessment completed by board members. Holly Ward Lamb requested the board to contact her with ideas for beneficial training.
- The board reviewed and discussed the Annual Board Commitment to Excellence, which trustees will be asked to sign in July.

COMMENTS & CONCERNS OF BOARD MEMBERS

None.

Susan Pominville moved to adjourn the meeting at 8:01 pm. Bob Ellis 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	06/12/2024	EFT	0.00	40.95	123
1194	HOOPLA-MIDWEST TAPE	06/12/2024	EFT	0.00	7,175.73	124
22	MIDWEST TAPE LLC	06/12/2024	EFT	0.00	563.63	125
6315	MML LIABILITY & PROPERTY POOL	06/12/2024	EFT	0.00	45,247.00	126
939	OVERDRIVE	06/12/2024	EFT	0.00	4,282.49	127
8465	QUILL CORPORATION	06/12/2024	EFT	0.00	176.60	128
3010	CENGAGE LEARNING INC/GALE	06/26/2024	EFT	0.00	122.85	129
22	MIDWEST TAPE LLC	06/26/2024	EFT	0.00	628.51	130
8465	QUILL CORPORATION	06/26/2024	EFT	0.00	276.74	131
1472	HANNAH MULLINS	06/06/2024	Regular	0.00	-19.50	3462
MOS	MICHIGAN OFFICE SOLUTIONS	06/12/2024	Regular	0.00	2,410.86	3621
1304	A & B CONSTRUCTION	06/12/2024	Regular	0.00	130.00	3622
1268	DANA ALLEN	06/12/2024	Regular	0.00	144.73	3623
510	BAKER & TAYLOR BOOKS	06/12/2024	Regular	0.00	2,199.23	3624
01139	BALDWIN PUBLIC LIBRARY	06/12/2024	Regular	0.00	28.00	3625
1067	BOOKS GALORE INC	06/12/2024	Regular	0.00	2,119.09	3626
1071	BRIDGEALL LIBRARIES LTD	06/12/2024	Regular	0.00	9,582.00	3627
900	BRODART CO.	06/12/2024	Regular	0.00	179.88	3628
58	CEI ROOFING, INC	06/12/2024	Regular	0.00	979.00	3629
01138	CHESTERFIELD TOWNSHIP LIBRARY	06/12/2024	Regular	0.00	31.95	3630
0183	DAN BRIERE	06/12/2024	Regular	0.00	850.00	3631
1143	DELTA DENTAL	06/12/2024	Regular	0.00	33.58	3632
1549	DTE ENERGY	06/12/2024	Regular	0.00	5,621.66	3633
291	FOSTER, SWIFT, COLLING & SMITH P.C.	06/12/2024	Regular	0.00	3,381.00	3634
2850	FRIENDS OF THE LIBRARY	06/12/2024	Regular	0.00	194.75	3635
01140	GANNETT MICHIGAN LOCALIQ	06/12/2024	Regular	0.00	107.82	3636
3	LAURA GRABIJAS	06/12/2024	Regular	0.00	569.50	3637
01137	GRAINGER	06/12/2024	Regular	0.00	115.26	3638
11001	HOLLY WARD LAMB	06/12/2024	Regular	0.00	344.38	3639
484	LOWE'S	06/12/2024	Regular	0.00	68.60	3640
01120	MARK CRILLEY	06/12/2024	Regular	0.00	350.00	3641
01124	MICHAEL NIKITIN	06/12/2024	Regular	0.00	200.00	3642
01026	MML WORKER'S COMPENSATION FUND	06/12/2024	Regular	0.00	3,002.00	3643
1472	HANNAH MULLINS	06/12/2024	Regular	0.00	19.50	3644
503	QUINN EVANS ARCHITECTS	06/12/2024	Regular	0.00	16,730.00	3645
01036	SCHOLASTIC LIBRARY PUBLISHING	06/12/2024	Regular	0.00	3,993.00	3646
9390	SONITROL TRI-COUNTY	06/12/2024	Regular	0.00	274.95	3647
01079	SOPHIE MONTESANTI	06/12/2024	Regular	0.00	100.00	3648
01079	SOPHIE MONTESANTI	06/12/2024	Regular	0.00	199.00	3649
01123	TALEWISE	06/12/2024	Regular	0.00	500.00	3650
1045	THOMSON REUTERS	06/12/2024	Regular	0.00	1,331.00	3651
1232	T-MOBILE	06/12/2024	Regular	0.00	498.81	3652
1460	TYLER TECHNOLOGIES	06/12/2024	Regular	0.00	15,114.00	3653
01027	WEST ACADEMIC	06/12/2024	Regular	0.00	58.00	3654
1404	BYRUM ACE HARDWARE - HOWELL	06/12/2024	Regular	0.00	4.45	3655
WALMART	CAPITAL ONE	06/12/2024	Regular	0.00	99.74	3656
MOS	MICHIGAN OFFICE SOLUTIONS	06/26/2024	Regular	0.00	652.82	3657
1223	AT&T MOBILITY	06/26/2024	Regular	0.00	688.44	3658
510	BAKER & TAYLOR BOOKS	06/26/2024	Regular	0.00	2,126.96	3659
01130	BLACK AND BROWN THEATRE	06/26/2024	Regular	0.00	500.00	3660
1067	BOOKS GALORE INC	06/26/2024	Regular	0.00	132.89	3661
900	BRODART CO.	06/26/2024	Regular	0.00	487.89	3662
58	CEI ROOFING, INC	06/26/2024	Regular	0.00	966.00	3663
1143	DELTA DENTAL	06/26/2024	Regular	0.00	35.76	3664

HCDL Payment Register

Date Range: 06/01/2024 - 06/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1267	CRAIG EGNER	06/26/2024	Regular	0.00	85.70	3665
2760	FIRST IMPRESSIONS PRINT & MARKETING	06/26/2024	Regular	0.00	1,476.67	3666
3	LAURA GRABIJAS	06/26/2024	Regular	0.00	775.71	3667
6060	DIANE MCKEE	06/26/2024	Regular	0.00	45.69	3668
412	ROTARY CLUB OF HOWELL	06/26/2024	Regular	0.00	525.00	3669
01142	THE CERAMIC STUDIO	06/26/2024	Regular	0.00	440.00	3670
WALMART	CAPITAL ONE	06/26/2024	Regular	0.00	20.60	3671
898	PRIORITY HEALTH	06/01/2024	Bank Draft	0.00	7,673.20	DFT0000390
1250	CONSUMERS ENERGY	06/12/2024	Bank Draft	0.00	550.55	DFT0000391
1138	AFLAC	06/05/2024	Bank Draft	0.00	20.04	DFT0000392
1473	HEALTH EQUITY	06/04/2024	Bank Draft	0.00	611.55	DFT0000393
852	COMCAST	06/26/2024	Bank Draft	0.00	423.19	DFT0000394
1197	AMAZON	06/10/2024	Bank Draft	0.00	5,067.95	DFT0000395
19	MERS	06/05/2024	Bank Draft	0.00	2,787.91	DFT0000396
1473	HEALTH EQUITY	06/06/2024	Bank Draft	0.00	9.00	DFT0000397
1197	AMAZON	06/10/2024	Bank Draft	0.00	-70.97	DFT0000398
19	MERS	06/19/2024	Bank Draft	0.00	3,153.97	DFT0000399
1378	BANK OF ANN ARBOR - VISA	06/27/2024	Bank Draft	0.00	8,212.36	DFT0000400
19	MERS	06/30/2024	Bank Draft	0.00	6,742.40	DFT0000401

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	78	51	0.00	80,525.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-19.50
Bank Drafts	12	12	0.00	35,181.15
EFT's	26	9	0.00	58,514.50
	116	73	0.00	174,202.02

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	78	51	0.00	80,525.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-19.50
Bank Drafts	12	12	0.00	35,181.15
EFT's	26	9	0.00	58,514.50
	116	73	0.00	174,202.02

Fund Summary

Fund	Name	Period	Amount
101	General Fund	6/2024	174,202.02
			174,202.02

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

Payroll

Approve Payrolls of:

In the Amounts of:

6/19/2024

\$44,369.90

7/3/2024

\$43,089.60

TOTALS

\$87,459.50



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used	
Fund: 101 - General Fund								
Revenue								
SubAccount: 010 - TAXES								
101-000-410.000	CURRENT PROPERTY TAXES	3,367,179.00	3,367,179.00	0.00	3,332,536.74	-34,642.26	98.97 %	
101-000-412.000	DELINQUENT PROPERTY TAXES	0.00	0.00	228.87	4,448.91	4,448.91	0.00 %	
SubAccount: 010 - TAXES Total:		3,367,179.00	3,367,179.00	228.87	3,336,985.65	-30,193.35	99.10%	
SubAccount: 030 - STATE GRANTS								
101-000-540.000	STATE AID	59,126.00	59,126.00	29,000.00	58,563.22	-562.78	99.05 %	
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	29,000.00	117,476.56	58,350.56	198.69%	
SubAccount: 040 - CHARGES FOR SERVICES								
101-000-628.000	COPY, PRINTING, FAX	8,000.00	8,000.00	728.30	11,997.65	3,997.65	149.97 %	
101-000-629.000	OUT OF AREA FEES	60.00	60.00	30.00	480.00	420.00	800.00 %	
101-000-642.000	SALES	150.00	150.00	15.00	485.00	335.00	323.33 %	
101-000-651.000	MEETING ROOM FEES	200.00	200.00	0.00	485.51	285.51	242.76 %	
SubAccount: 040 - CHARGES FOR SERVICES Total:		8,410.00	8,410.00	773.30	13,448.16	5,038.16	159.91%	
SubAccount: 050 - FINES & FORFEITS								
101-000-658.000	OVERDUE FEES	200.00	200.00	45.00	434.00	234.00	217.00 %	
101-000-658.004	REPLACEMENT FEES	2,000.00	2,000.00	297.95	5,018.39	3,018.39	250.92 %	
101-000-659.000	PENAL FINES	75,000.00	75,000.00	75,000.00	75,000.00	0.00	100.00 %	
SubAccount: 050 - FINES & FORFEITS Total:		77,200.00	77,200.00	75,342.95	80,452.39	3,252.39	104.21%	
SubAccount: 060 - INVESTMENT & INTEREST INCOME								
101-000-665.000	INTEREST INCOME	23,500.00	23,500.00	24,786.88	316,046.15	292,546.15	1,344.88 %	
101-000-669.000	UNREALIZED INVESTMENT GAIN/LO...	0.00	0.00	0.00	3,651.51	3,651.51	0.00 %	
SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:		23,500.00	23,500.00	24,786.88	319,697.66	296,197.66	1,360.42%	
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	40.26	105.73	105.73	0.00 %	
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		2,000.00	2,000.00	40.26	888.80	-1,111.20	44.44%	
SubAccount: 080 - OTHER FINANCING SOURCES								
101-000-692.000	PRIOR YEAR FUND BALANCE	0.00	100,000.00	0.00	0.00	-100,000.00	0.00 %	
Budget Adjustments								
Number	Date	Description	Adjustment					
RES 24-04	06/18/2024	ADJ BUDGET FOR MERS SURPLUS PAYM	-100,000.00					
101-000-692.001		PRIOR YEAR DESIGNATED FUND BAL	81,600.00	170,526.60	0.00	0.00	-170,526.60	0.00 %
Budget Adjustments								
Number	Date	Description	Adjustment					
RES 24-04.2	06/18/2024	ADJ BUDGET FOR SICK/VAC PAYOUT & 1	-88,926.60					
SubAccount: 080 - OTHER FINANCING SOURCES Total:		81,600.00	270,526.60	0.00	0.00	-270,526.60	0.00%	
Revenue Total:		3,619,015.00	3,807,941.60	130,172.26	3,868,949.22	61,007.62	101.60%	
Expense								
SubAccount: 090 - PERSONNEL SERVICES								
101-790-702.000	SALARIES	1,301,379.00	1,301,379.00	86,154.77	1,092,308.82	209,070.18	83.93 %	
101-790-716.000	HEALTH INSURANCE	154,012.00	154,012.00	0.00	99,530.34	54,481.66	64.63 %	
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 %	

HCDL Budget Status Report

For Fiscal: 2023-2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
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	402.96	1,097.04	26.86 %
101-790-721.000	BONUSES	8,000.00	8,000.00	0.00	6,525.04	1,474.96	81.56 %
101-790-722.000	FICA	100,000.00	100,000.00	6,496.55	85,675.44	14,324.56	85.68 %
101-790-723.000	SICK, VACATION, RETIREMENT	20,000.00	36,426.60	0.00	36,426.60	0.00	100.00 %
Budget Adjustments							
Number	Date	Description		Adjustment			
RES 24-04.2	06/18/2024	ADJ BUDGET FOR SICK/VAC PAYOUT & 1		16,426.60			
101-790-723.010	M.E.R.S.	100,000.00	100,000.00	6,742.40	90,174.58	9,825.42	90.17 %
101-790-723.012	MERS SURPLUS	0.00	100,000.00	0.00	100,000.00	0.00	100.00 %
Budget Adjustments							
Number	Date	Description		Adjustment			
RES 24-04	06/18/2024	ADJ BUDGET FOR MERS SURPLUS PAYM		100,000.00			
SubAccount: 090 - PERSONNEL SERVICES Total:		1,727,516.00	1,843,942.60	99,393.72	1,535,181.26	308,761.34	83.26%
SubAccount: 100 - LIBRARY SUPPLIES							
101-790-727.000	SUPPLIES	35,100.00	35,100.00	3,454.25	21,351.34	13,748.66	60.83 %
101-790-730.000	POSTAGE	11,000.00	11,000.00	7.09	908.56	10,091.44	8.26 %
101-790-745.000	EQUIPMENT	1,000.00	1,000.00	472.06	472.06	527.94	47.21 %
SubAccount: 100 - LIBRARY SUPPLIES Total:		47,100.00	47,100.00	3,933.40	22,731.96	24,368.04	48.26%
SubAccount: 120 - OTHER SERVICES & CHARGES							
101-790-860.000	TRANSPORTATION	500.00	500.00	45.69	408.07	91.93	81.61 %
101-790-900.000	MARKETING & ADVERTISING	25,000.00	25,000.00	1,629.39	6,000.41	18,999.59	24.00 %
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	1,713.71	17,838.51	12,161.49	59.46 %
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	31.95	269.37	1,730.63	13.47 %
101-790-964.000	REFUNDS	500.00	500.00	-3,838.00	-3,838.00	4,338.00	-767.60 %
101-790-964.001	CHARGEBACKS	6,000.00	6,000.00	0.00	4,457.39	1,542.61	74.29 %
101-790-965.000	FEES & ACCOUNT CHARGES	2,550.00	2,550.00	257.06	3,171.24	-621.24	124.36 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		75,700.00	75,700.00	-160.20	30,338.74	45,361.26	40.08%
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	3,381.00	20,157.00	-10,157.00	201.57 %
101-790-818.003	PERSONNEL SERVICES	20,000.00	20,000.00	300.00	1,000.00	19,000.00	5.00 %
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	659.17	8,887.38	1,112.62	88.87 %
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	4,340.17	41,749.18	15,200.82	73.31%
SubAccount: 140 - BUILDING & MAINTENANCE							
101-790-775.000	BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	806.40	5,820.52	9,179.48	38.80 %
101-790-808.000	BUILDING SECURITY SYSTEM	3,600.00	3,600.00	0.00	3,439.40	160.60	95.54 %
101-790-819.002	GROUNDS MAINTENANCE	45,000.00	45,000.00	0.00	33,437.64	11,562.36	74.31 %
101-790-920.000	PUBLIC UTILITIES	90,200.00	90,200.00	5,621.66	72,065.97	18,134.03	79.90 %
101-790-958.000	BUILDING MAINTENANCE	75,600.00	75,600.00	2,075.00	69,883.04	5,716.96	92.44 %
101-790-969.000	INSURANCE	39,179.00	39,179.00	0.00	36,042.50	3,136.50	91.99 %
SubAccount: 140 - BUILDING & MAINTENANCE Total:		268,579.00	268,579.00	8,503.06	220,689.07	47,889.93	82.17%
SubAccount: 150 - MATERIALS & PROGRAMMING							
101-790-782.000	PERIODICALS	15,000.00	15,000.00	1,072.89	15,960.50	-960.50	106.40 %
101-790-782.001	ELECTRONIC MEDIA	165,000.00	165,000.00	2,515.06	159,586.75	5,413.25	96.72 %
101-790-782.002	CIRCULATING HOTSPOTS	17,000.00	17,000.00	941.35	10,521.06	6,478.94	61.89 %
101-790-782.003	DATABASES	33,000.00	33,000.00	0.00	27,293.80	5,706.20	82.71 %
101-790-782.004	YS PROGRAMMING	45,000.00	45,000.00	1,224.38	22,755.26	22,244.74	50.57 %

HCDL Budget Status Report

For Fiscal: 2023-2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101-790-782.005	ADULT PROGRAMMING	23,000.00	23,000.00	3,355.55	16,189.49	6,810.51	70.39 %
101-790-782.006	YOUTH DATABASES	12,000.00	12,000.00	0.00	7,068.76	4,931.24	58.91 %
101-790-782.007	YS E-MEDIA	10,280.00	10,280.00	7,068.45	7,068.45	3,211.55	68.76 %
101-790-982.001	ADULT BOOKS - PRINT	65,000.00	65,000.00	5,269.12	73,916.05	-8,916.05	113.72 %
101-790-982.002	LIBRARY OF THINGS	14,000.00	14,000.00	1,492.96	4,530.16	9,469.84	32.36 %
101-790-982.006	ADULT AV	20,000.00	20,000.00	1,052.14	18,008.48	1,991.52	90.04 %
101-790-982.018	YS BOOKS - PRINT	30,000.00	30,000.00	3,123.73	25,303.27	4,696.73	84.34 %
101-790-982.019	KITS & LOT - YOUTH	10,000.00	10,000.00	378.61	4,443.05	5,556.95	44.43 %
101-790-982.024	YS AV	5,000.00	5,000.00	155.11	5,453.24	-453.24	109.06 %
SubAccount: 150 - MATERIALS & PROGRAMMING Total:		464,280.00	464,280.00	27,649.35	398,098.32	66,181.68	85.75%
SubAccount: 160 - INFORMATION TECHNOLOGY							
101-790-780.000	TECH SUPPLIES	4,500.00	4,500.00	32.99	677.28	3,822.72	15.05 %
101-790-780.001	TECHNOLOGY: SOFTWARE	27,000.00	27,000.00	-2,719.66	6,126.73	20,873.27	22.69 %
101-790-781.000	TECHNOLOGY: HARDWARE/EQUIP...	18,100.00	18,100.00	0.00	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	423.19	7,066.44	10,933.56	39.26 %
101-790-850.002	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	138.64	1,461.34	1,538.66	48.71 %
101-790-932.000	AUTOMATED SYSTEM MAINT	113,295.00	113,295.00	94.99	110,483.36	2,811.64	97.52 %
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	-2,029.85	161,238.16	56,656.84	74.00%
SubAccount: 170 - CAPITAL OUTLAY							
101-790-971.000	CAPITAL IMPROVEMENT PROJECTS	50,000.00	122,500.00	14,700.00	39,701.59	82,798.41	32.41 %
Budget Adjustments							
Number	Date	Description		Adjustment			
RES 24-04.2	06/18/2024	ADJ BUDGET FOR SICK/VAC PAYOUT & 1		72,500.00			
SubAccount: 170 - CAPITAL OUTLAY Total:		50,000.00	122,500.00	14,700.00	39,701.59	82,798.41	32.41%
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS							
101-790-995.000	TRANSFER OUT	216,900.00	216,900.00	0.00	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	0.00	216,900.00	492,095.00	30.59%
Expense Total:		3,617,015.00	3,805,941.60	156,329.65	2,666,628.28	1,139,313.32	70.06%
Total Revenues		3,619,015.00	3,807,941.60	130,172.26	3,868,949.22	61,007.62	101.60%
Fund: 101 - General Fund Surplus (Deficit):		2,000.00	2,000.00	-26,157.39	1,202,320.94	1,200,320.94	60,116.05%
Fund: 272 - Special Revenue							
Revenue							
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
272-000-665.000	INTEREST	1,000.00	1,000.00	1,746.56	20,120.18	19,120.18	2,012.02 %
272-000-665.001	INTEREST - ARCHIVES	100.00	100.00	2,498.87	2,498.87	2,398.87	2,498.87 %
272-000-669.000	UNREALIZED GAIN/LOSS IN INVEST	0.00	0.00	0.00	-58.75	-58.75	0.00 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:		1,100.00	1,100.00	4,245.43	22,560.30	21,460.30	2,050.94%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	25,000.00	50.75	11,154.89	-13,845.11	44.62 %
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	213.30	2,028.15	28.15	101.41 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		43,000.00	43,000.00	264.05	30,855.37	-12,144.63	71.76%
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 %

HCDL Budget Status Report

For Fiscal: 2023-2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
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	4,509.48	53,415.67	-2,684.33	95.22%
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	43.88	118.78	9,881.22	1.19 %
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	43.88	399.18	35,600.82	1.11%
SubAccount: 120 - OTHER SERVICES & CHARGES							
272-790-965.000	FEES & ACCOUNT CHARGES	100.00	100.00	0.00	0.00	100.00	0.00 %
272-790-983.000	PILOT PROJECTS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		2,100.00	2,100.00	0.00	0.00	2,100.00	0.00%
SubAccount: 170 - CAPITAL OUTLAY							
272-790-972.000	CAPITAL IMPROVEMENT PROJECTS	0.00	0.00	0.00	11,460.70	-11,460.70	0.00 %
SubAccount: 170 - CAPITAL OUTLAY Total:		0.00	0.00	0.00	11,460.70	-11,460.70	0.00%
SubAccount: 190 - FRIENDS OF THE LIBRARY							
272-790-761.000	FRIENDS DONATIONS-MISC.	5,000.00	5,000.00	47.47	6,843.38	-1,843.38	136.87 %
272-790-762.000	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	257.00	257.00	1,743.00	12.85 %
272-790-955.000	FRIENDS MDSE/SALES	2,000.00	2,000.00	194.75	1,755.35	244.65	87.77 %
SubAccount: 190 - FRIENDS OF THE LIBRARY Total:		9,000.00	9,000.00	499.22	8,855.73	144.27	98.40%
Expense Total:		47,100.00	47,100.00	543.10	20,715.61	26,384.39	43.98%
Total Revenues		56,100.00	56,100.00	4,509.48	53,415.67	-2,684.33	95.22%
Fund: 272 - Special Revenue Surplus (Deficit):		9,000.00	9,000.00	3,966.38	32,700.06	23,700.06	363.33%
Fund: 371 - Debt Service Fund							
Revenue							
SubAccount: 080 - OTHER FINANCING SOURCES							
371-000-699.000	TRANSFER IN	216,900.00	216,900.00	0.00	216,900.00	0.00	100.00 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		216,900.00	216,900.00	0.00	216,900.00	0.00	100.00%
Revenue Total:		216,900.00	216,900.00	0.00	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	0.00	160,000.00	0.00	100.00 %
371-790-993.000	INTEREST ON BONDS	56,400.00	56,400.00	0.00	56,400.00	0.00	100.00 %
SubAccount: 000 - N/A Total:		216,400.00	216,400.00	0.00	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	0.00	216,900.00	0.00	100.00%
Total Revenues		216,900.00	216,900.00	0.00	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	-22,191.01	1,235,021.00	1,224,021.00	11,227.46%

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	228.87	3,336,985.65	-30,193.35	99.10%
030 - STATE GRANTS	59,126.00	59,126.00	29,000.00	117,476.56	58,350.56	198.69%
040 - CHARGES FOR SERVICES	8,410.00	8,410.00	773.30	13,448.16	5,038.16	159.91%
050 - FINES & FORFEITS	77,200.00	77,200.00	75,342.95	80,452.39	3,252.39	104.21%
060 - INVESTMENT & INTEREST INCOME	23,500.00	23,500.00	24,786.88	319,697.66	296,197.66	1,360.42%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	40.26	888.80	-1,111.20	44.44%
080 - OTHER FINANCING SOURCES	81,600.00	270,526.60	0.00	0.00	-270,526.60	0.00%
Revenue Total:	3,619,015.00	3,807,941.60	130,172.26	3,868,949.22	61,007.62	101.60%
Expense						
090 - PERSONNEL SERVICES	1,727,516.00	1,843,942.60	99,393.72	1,535,181.26	308,761.34	83.26%
100 - LIBRARY SUPPLIES	47,100.00	47,100.00	3,933.40	22,731.96	24,368.04	48.26%
120 - OTHER SERVICES & CHARGES	75,700.00	75,700.00	-160.20	30,338.74	45,361.26	40.08%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	56,950.00	56,950.00	4,340.17	41,749.18	15,200.82	73.31%
140 - BUILDING & MAINTENANCE	268,579.00	268,579.00	8,503.06	220,689.07	47,889.93	82.17%
150 - MATERIALS & PROGRAMMING	464,280.00	464,280.00	27,649.35	398,098.32	66,181.68	85.75%
160 - INFORMATION TECHNOLOGY	217,895.00	217,895.00	-2,029.85	161,238.16	56,656.84	74.00%
170 - CAPITAL OUTLAY	50,000.00	122,500.00	14,700.00	39,701.59	82,798.41	32.41%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	708,995.00	708,995.00	0.00	216,900.00	492,095.00	30.59%
Expense Total:	3,617,015.00	3,805,941.60	156,329.65	2,666,628.28	1,139,313.32	70.06%
Total Revenues	3,619,015.00	3,807,941.60	130,172.26	3,868,949.22	61,007.62	101.60%
Total Expenses	3,617,015.00	3,805,941.60	156,329.65	2,666,628.28	1,139,313.32	70.06%
Fund: 101 - General Fund Surplus (Deficit):	2,000.00	2,000.00	-26,157.39	1,202,320.94	1,200,320.94	60,116.05%
Fund: 272 - Special Revenue						
Revenue						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	4,245.43	22,560.30	21,460.30	2,050.94%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	264.05	30,855.37	-12,144.63	71.76%
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	4,509.48	53,415.67	-2,684.33	95.22%
Expense						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	43.88	399.18	35,600.82	1.11%
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	0.00	11,460.70	-11,460.70	0.00%
190 - FRIENDS OF THE LIBRARY	9,000.00	9,000.00	499.22	8,855.73	144.27	98.40%
Expense Total:	47,100.00	47,100.00	543.10	20,715.61	26,384.39	43.98%
Total Revenues	56,100.00	56,100.00	4,509.48	53,415.67	-2,684.33	95.22%
Total Expenses	47,100.00	47,100.00	543.10	20,715.61	26,384.39	43.98%
Fund: 272 - Special Revenue Surplus (Deficit):	9,000.00	9,000.00	3,966.38	32,700.06	23,700.06	363.33%
Fund: 371 - Debt Service Fund						
Revenue						
080 - OTHER FINANCING SOURCES	216,900.00	216,900.00	0.00	216,900.00	0.00	100.00%
Revenue Total:	216,900.00	216,900.00	0.00	216,900.00	0.00	100.00%
Expense						
000 - N/A	216,400.00	216,400.00	0.00	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	0.00	216,900.00	0.00	100.00%
Total Revenues	216,900.00	216,900.00	0.00	216,900.00	0.00	100.00%
Total Expenses	216,900.00	216,900.00	0.00	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	-22,191.01	1,235,021.00	1,224,021.00	11,227.46%

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	-26,157.39	1,202,320.94	1,200,320.94
272 - Special Revenue	9,000.00	9,000.00	3,966.38	32,700.06	23,700.06
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	11,000.00	11,000.00	-22,191.01	1,235,021.00	1,224,021.00



Account	Name	Balance
Fund: 101 - General Fund		
Assets		
101-000-001.000	CASH - CHECKING.	56,087.45
101-000-001.002	CASH -CREDIT CHECKING	9,486.33
101-000-002.000	BANK OF ANN ARBOR MONEY MARKET	6,081,266.88
101-000-002.001	COMERICA MMKT	396,167.23
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	422,430.51
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	101,082.34
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	320,014.40
101-000-040.000	ACCOUNTS RECEIVABLE - GENERAL	3,838.00
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	-75,000.00
101-000-078.001	STATE AID RECEIVABLE	-29,000.00
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	543.10
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	176,146.66
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:	7,625,784.02
		<u>7,625,784.02</u>
Liability		
101-000-202.000	ACCOUNTS PAYABLE	720.23
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	-10.02
101-000-231.002	EMPLOYEE H.S.A. PAYABLE	611.54
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:	1,321.74
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 06/30/2024

Account	Name	Balance
101-000-390.000	FUND BALANCE	4,558,201.27
	Total Beginning Equity:	6,630,141.34
Total Revenue		3,660,949.22
Total Expense		2,666,628.28
Revenues Over/Under Expenses		994,320.94
	Total Equity and Current Surplus (Deficit):	7,624,462.28
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>7,625,784.02</u>

HCDL Balance Sheet

As Of 06/30/2024

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 06/30/2024

Account	Name	Balance
Fund: 272 - Special Revenue		
Assets		
272-000-001.000	CASH - CHECKING	79,530.61
272-000-001.002	CASH - CREDIT CHECKING	623.47
272-000-002.000	BANK OF ANN ARBOR MONEY MARKET	415,136.46
272-000-017.000	PNC BROKERAGE	320,014.38
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:	815,304.92
		<u>815,304.92</u>
Liability		
272-000-202.000	ACCOUNTS PAYABLE	0.00
272-000-214.101	DUE TO GENERAL FUND	543.10
272-000-214.371	DUE TO DEBT SERVICE	0.00
272-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00
	Total Liability:	543.10
Equity		
272-000-386.000	TERRY RESERVE	549,508.36
272-000-387.000	ARCHIVES FUND BALANCE	44,757.53
272-000-390.000	FUND BALANCE	187,795.87
	Total Beginning Equity:	782,061.76
Total Revenue		53,415.67
Total Expense		20,715.61
Revenues Over/Under Expenses		32,700.06
	Total Equity and Current Surplus (Deficit):	814,761.82
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>815,304.92</u>

HCDL Balance Sheet

As Of 06/30/2024

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
		<u><u>0.00</u></u>
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):	<u><u>0.00</u></u>



Account	Name	Beginning Cash Balance	Net Change	Ending Balance
101 - General Fund				
101-000-001.000	CASH - CHECKING.	217,452.90	(161,365.45)	56,087.45
101-000-001.002	CASH -CREDIT CHECKING	8,857.99	628.34	9,486.33
101-000-002.000	BOA MONEY MARKET	6,154,782.52	(73,515.64)	6,081,266.88
101-000-002.001	COMERICA MMKT	396,167.23	-	396,167.23
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	422,430.51	-	422,430.51
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	101,082.34	-	101,082.34
101-000-002.004	FNB MMKT-TECHNOLOGY	160,330.09	-	160,330.09
101-000-007.000	CASH-PAYROLL CHECKING	-	(41.33)	-
101-000-017.000	PNC BROKERAGE	320,014.40	-	320,014.40
Fund 101 - General Fund Total:		7,781,117.98	(234,294.08)	7,546,865.23
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	76,839.49	2,691.12	79,530.61
272-000-001.002	CASH - CREDIT CHECKING	551.67	71.80	623.47
272-000-002.000	BOA MONEY MARKET	413,389.90	1,746.56	415,136.46
272-000-017.000	PNC BROKERAGE	320,014.38	-	320,014.38
Fund 272 - Special Revenue Total:		810,795.44	4,509.48	815,304.92
371 - Debt Service Fund				
Beginning Cash Balance				
371-000-001.000	CASH	-	-	-
Fund 371 - Debt Service Fund Total:		-	-	-
Grand Total		8,591,913.42	(229,784.60)	8,362,170.15

Howell Carnegie District Library Board of Trustees
Director's Report for July 9, 2024

BOARD MEETING AGENDA

[A-July 09, 2024 Agenda](#)

Call to Order/Approval of Agenda

Attendance

New Business:

Oath of Office for Bob Ellis and Susan Pominville

CONSENT AGENDA:

A. Minutes from June 11, 2024

[B-Consent Agenda A board_minutes_6-11-24](#)

B. Bills & Payrolls

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

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

C. Resolutions:

Resolution 24-08 to Authorize Bank Signatures

[E-RESL24-08_AuthorizeBankSignatures](#)

Resolution 24-09 to Authorize Library Investment of Funds

[F-RESL24-09_AuthorizeLibraryInvestmentofFunds](#)

Resolution 24-10 to Authorize Transfer of Funds to the Sick/Vacation Reserve

[G-RESL24-10_TransferFundsSickVacationReserve](#)

Resolution 24-11 to Authorize Benefits for Emeritus Library Trustees

[H-RESL24-11_BenefitsEmeritusLibraryTrustees](#)

Resolution 24-12 to Authorize Library Director to Approve Expenditures

[I-RESL24-12_LibraryDirectortoApproveExpenditures](#)

Resolution 24-13 to Authorize Library Bookkeeper to Transfer Funds Between Library Accounts

[J-RESL24-13_BookkeeperTransferFund](#)

Resolution 24-14 to Authorizing Designated Library Use of a Business Credit Card

[K-RESL24-14_LibraryCreditCard](#)

Resolution 24-15 to Amend the Budget for the 2023-2024 Fiscal Year

[L-RESL24-15_AmendBudget2023-2024](#)

D. Board Meeting Topics Calendar for 2024-25

[M-BoardMeetingTopicsCalendar2024-25](#)

E. Approve MERS 2024 Officer and Employee Delegate Certificate Form

[N-MERS2024DelegateCertificate](#)

FINANCE:

1. I have not received the June penal fine numbers.
2. The monthly budgetary status report and balance sheet are attached.
3. Treasurer's Report

[C-Financial Information A- Monthly Budgetary Status Report](#)

[C-Financial Information B- Balance Sheet](#)

[C-Treasurer's Report –June2024Monthly Summary](#)

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:

- Elect Vice President 2024-2025
I move to elect Susan Pominville as Vice President for the 2024-2025 fiscal year.

Susan Pominville was appointed for a second term (July 1, 2024-June 30, 2028) by the Howell Public Schools Board of Education. The Nominating Committee recommends the slate of President - Lyn Hewitt and Vice President- Susan Pominville. Lyn Hewitt was elected President at the June 2024 meeting.

- Annual Board Commitment to Excellence
[O-AnnualBoardCommitmenttoExcellence](#)
No motion needs to be made

Physical copies will be provided at the board meeting for your signatures.

- Request to update library closings 2024
[P-updatedLibraryClosings2024](#)

I move to update the Library Closings for 2024.

The addition reflects a delayed opening on Friday, November 22, 2024, to accommodate the staff strategic planning retreat. The library will open at noon.

DISCUSSION ITEMS:

- Review proposed changes to the director's evaluation.

I will review the changes at the meeting.

- Proposed bylaws
[Q-ProposedBylaws-DRAFT](#)
[R-Duties of Bookkeeper Updated Aug 2023](#)
[S-Duties of Treasurer Aug 2023](#)

Anne Seuryneck created the proposed bylaws with my input. Remember, bylaws are a board governance document. The areas highlighted in yellow are the board committees. We will want to create procedures or best practices, including providing additional bonds for officers, term limits, and recruiting for potential board members; a budget planning policy; and resolutions delegating some of the secretary's and treasurer's responsibilities to the library director, reflecting how the library currently operates. I included the duties of the bookkeeper and treasurer for your reference - discussion at the July and August meetings.

- Update on Strategic Planning Process

I will provide an update at the meeting.

- Board Training Topics for 2024-25
[T-DraftBoardTrainingTopicsCalendar_2024-25](#)

Discussion at the meeting.

- Review Board Roster

I will have a physical copy for your review at the meeting.

- Discuss Board Committees
[U-DraftBoardCommittees](#)

Please review the document before the discussion at the meeting.

- Livingston County Trustees & Directors Meeting – Consider dates, topics, & location

It's time to discuss planning the meeting. Please bring any topic ideas.

IN-SERVICE TRAINING TOPIC:

Upcoming changes to the library catalog

MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- MERS Annual Actuarial Valuation Report December 31, 2023 - Howell Carnegie District Library (4707): the funded ratio, including the surplus division, is 103% as of 12/31/23. The full report can be found in the Trustee Notebook.
- [The Library Network Dollar Power Using The Library Network Services Report](#)
- The State of Michigan General Omnibus Budget includes a \$1,000,000 increase in State Aid for Libraries, bringing the total to \$16,567,700.
- Accounting Aid Society's tax preparation at Howell Carnegie Library 2024:
Total Number of Returns prepared: 140
Refund Amount: \$189,500
Savings from Commercial Preparer: \$42,000

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 is partnering with the ARC of Livingston on a display celebrating Disability Pride Month this July.
- The library hosted a blood drive on Friday, June 28, 2024.
- [View](#) the student artwork and the Livingston Fins Arts Association featured artists.

TRUSTEE NOTEBOOK:

Municipal Employees Retirement System of Michigan
[Annual Actuarial Valuation Report](#)
[December 31, 2023 - Howell Carnegie District Library \(4707\)](#)

Holly Ward Lamb 7/3/24

Resolution 24-08

RESOLUTION TO AUTHORIZE THE SIGNATURES ON LIBRARY BANK ACCOUNTS

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 9th day of July 2024 at 7:00pm, Eastern Daylight Time.

PRESENT: Members:

ABSENT: Members:

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

WHEREAS, it is the intent of the Board of Trustees of the Howell Carnegie District Library to require at least two signatures on any check to draw funds from library accounts, and

WHEREAS, Bank of Ann Arbor has been designated as a depository for library funds,

NOW, THEREFORE BE IT RESOLVED that the Howell Carnegie District Library Board of Trustees does hereby authorize the Library Board President, Vice President, Treasurer, Secretary and Library Director to sign checks drawn from library accounts and authorizes signatures on the bank signature cards and other documents from the bank.

AYES: Members: XX

NAYS: Members: XX

RESOLUTION DECLARED ADOPTED.

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 July 9, 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

Resolution 24-09

RESOLUTION TO AUTHORIZE THE INVESTMENT OF LIBRARY FUNDS

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 9th day of July 2024 at 7:00pm, Eastern Daylight Time.

PRESENT: Members:

ABSENT: Members:

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

WHEREAS, Act 20, P.A. 1943 as amended provides guidelines for the investment of surplus funds for municipalities, and

WHEREAS, it is the intent of the Board of Trustees of the Howell Carnegie District Library to maximize its return on balances from time to time available in the various funds of the Library,

NOW, THEREFORE BE IT RESOLVED that the Howell Carnegie District Library Board of Trustees does hereby authorize and direct the Library Treasurer or Library Director 1) to invest the balances available in the various funds of the Library as below, and 2) to time liquidity in the following types of investments so that funds are available without penalty when needed:

- A. In bonds, securities and other direct obligations of the United States or an agency or instrumentality of the United States.
- B. In certificates of deposit, savings accounts, or deposit accounts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
- C. In commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and which matures not more than 270 days after the date of purchase.
- D. Repurchase agreements consisting of instruments listed in A) above.

- E. In bankers' acceptances of F.D.I.C. insured, United States banks.
- F. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- G. In mutual funds composed of investments that are legal for direct investments by local units of government in Michigan.
- H. Other investment instruments authorized by Act 20, P.A. 1943 as amended.

BE IT FURTHER RESOLVED that all investments purchased under the authority of this resolution which have been issued in negotiable, bearer form may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the treasurer or the library director.

BE IT FURTHER RESOLVED that library investments are currently held, or will be held, at the following financial institutions:

Bank of Ann Arbor
PNC
Comerica Securities
Michigan CLASS

AYES: Members:

NAYS: Members: None

RESOLUTION DECLARED ADOPTED.

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 July 9, 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

Resolution 24-10

RESOLUTION TO SET ASIDE MONEY FOR SICK AND RETIREMENT RESERVE

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 9th day of July 2024 at 7:00pm, Eastern Daylight Time.

PRESENT: Members:

ABSENT: Members:

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

WHEREAS, the Howell Carnegie District Library has a current policy to pay some accumulated sick leave to regular employees who retire, and

WHEREAS, the cost of the above payments could necessitate a larger expenditure than is budgeted in one fiscal year, and

WHEREAS, a resolution of the library board will be required in order to transfer monies from this reserve to the General Fund budget to spend any of it,

NOW, THEREFORE BE IT RESOLVED that, \$20,000 from the General Revenue Fund 101 Balance be transferred to the Sick and Retirement Reserve in the General Fund for this fiscal year 2024-25.

AYES Members:

NAYS Members:

RESOLUTION DECLARED ADOPTED.

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 July 9, 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

Resolution 24-11

RESOLUTION TO ESTABLISH BENEFITS FOR THOSE WITH LIBRARY TRUSTEE
EMERITUS STATUS

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 9th day of July 2024 at 7:00pm, Eastern Daylight Time.

PRESENT: Members

ABSENT: Members:

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

WHEREAS, The Howell Carnegie District Library Board has established a Library Trustee Emeritus status to honor those trustees who have served four or more years on the board of the Howell Carnegie District Library, and

WHEREAS, The benefits for those who have earned this status are to be established from year to year,

NOW, THEREFORE BE IT RESOLVED that the Howell Carnegie District Library Board of Trustees does hereby establish the benefits for those with a Library Trustee Emeritus status to be

1. the maintenance of an e-mail account
2. access to the purchase of books and other information materials through the library, similar to what is offered to library staff.

AYES: Members:

NAYS Members:

RESOLUTION DECLARED ADOPTED.

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 July 9, 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

Resolution 24-12

RESOLUTION AUTHORIZING THE LIBRARY DIRECTOR TO APPROVE EXPENDITURES TO
BE INVOICED UP TO \$10,000

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 9th day of July 2024 at 7:00pm Eastern Standard time.

PRESENT: Members:

ABSENT: Members:

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

WHEREAS, the Library Board of Trustees (Board) adopts an annual budget each year, and

WHEREAS, the library director seeks the best value for products and services available to the library,
and

WHEREAS, The Board of Trustees approves all expenditures before bills are paid, and

WHEREAS, It is more expedient and cost effective to delegate the day to day financial expenditures to the library director,

NOW, THEREFORE BE IT RESOLVED that, the Board does hereby authorize the library director to approve expenditures up \$10,000 each which will be invoiced for later payment.

AYES: Members:

NAYS: Members:

RESOLUTION DECLARED ADOPTED.

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 July 9, 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

Resolution 24-13

RESOLUTION TO AUTHORIZE THE LIBRARY BOOKKEEPER TO TRANSFER
LIBRARY FUNDS BETWEEN LIBRARY ACCOUNTS

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 9th day of July 2024 at 7:00pm, Eastern Time.

PRESENT:

ABSENT:

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

WHEREAS, the Board of Trustees of the Howell Carnegie District Library authorizes and directs the Library Treasurer and Library Director 1) to invest the balances available in the various funds of the Library and 2) to time liquidity in the investments so that funds are available without penalty annually through a resolution, and

WHEREAS, it is the intent of the Board of Trustees of the Howell Carnegie District Library to maximize its return on balances in the various funds of the Library, and

WHEREAS, it is more expedient and cost effective to delegate some of the day to day transfers of library funds between library investment accounts to the library staff,

NOW, THEREFORE BE IT RESOLVED that the Howell Carnegie District Library Board of Trustees does hereby authorize the library bookkeeper to transfer up to \$500,000 of library funds between library accounts at the authorized library bank and to transfer up to \$100,000 between authorized library investment accounts outside of the bank and provided that written notification is given to the Library Treasurer and the Library Director within 24 hours each time any such transfer is made.

BE IT FURTHER RESOLVED that the Library Treasurer or the Library Director will follow up after each such transfer is made to verify the validity of the transfer within 24 hours or the next banking business day after notification is received from the bookkeeper.

AYES: Members:

NAYS: Members:

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 July 9, 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

Resolution 24-14

RESOLUTION AUTHORIZING DESIGNATED LIBRARY USE OF A BUSINESS CREDIT CARD

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 9th day of July 2024 at 7:00pm Eastern Standard time.

PRESENT:

ABSENT:

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

WHEREAS, the Library Board of Trustees (Board) desires to streamline some library purchases while maintaining accountability, and

WHEREAS, Bank of Ann Arbor has been designated as the financial institution for library checking accounts,

NOW, THEREFORE BE IT RESOLVED that, the Board does hereby authorize the library director be issued a Bank of Ann Arbor Bank business credit card with the intention of the library paying the entire balance each month.

AYES: Members:

NAYS: Members:

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 July 9, 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

Resolution 24-15

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 9th day of July 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 Fund 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 July 9, 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
July 9, 2024

FUND 272

Reverse Amendment from Resolution 24-05 * incorrect account number

(Note this amendment was not entered into the general ledger - the incorrect account number was identified. This is included to provide the papertrail.)

Decrease revenues

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

Increase expenditures

272 790-763.000 Archives 9,800.00

(Total – 11,400)

Decrease expenditures

272 790-972.000 Capital Improvement Projects 11,400.00

(Total – 11,400)

New amendment

Increase revenues

272 000-692.387 Prior Yr. Fund Balance Archives 1,800.00

Decrease expenditures

272 790-763.000 Archives 9,800.00

(Total – 11,600)

Increase expenditures

272 790-972.000 Capital Improvement Projects 11,600.00

(Total – 11,600)

HOWELL CARNEGIE DISTRICT LIBRARY BOARD OF TRUSTEES

Board Meeting Topics Calendar 2024-25

July	<p>Welcome New Trustee(s), Oath of Office & Appoint Board Sponsor(s) Sign Annual Commitment to Excellence Annual Resolutions – Consent Agenda Resolution to amend 2023-24 budget if needed Resolution to authorize bank signatures Resolution to authorize library investment of funds Resolution to transfer funds to Sick/Vacation reserve Resolution authorizing Library Director to Approve Expenditures Resolution authorizing Bookkeep to transfer library funds between library accounts Resolution to authorize benefits for Emeritus Trustees Resolution authorizing designated use of a business credit card Planning calendar of board meeting topics for 2024-25 Update bank signature forms Review Board Roster Discuss in-service training topics calendar for board meetings 2024-25 Ask top 3 topics interested in receiving training on Discuss Board Committees & Nominating Committee Chair Discuss Livingston County Trustees & Directors Meeting – consider dates and topics Strategic planning process update Review bylaws</p>
August	<p>Consent Agenda Authorize operating millage (verify rates with LivCo Equalization Department) Appoint Board Committees & Nominating Committee Chair Certify delegates/alternates to MERS annual meeting Set in-service training topics calendar for board meetings 2024-25 Review Conflict of Interest Policy Review Process for Performance Appraisal of the Director Plan Holiday celebration date Strategic planning process update Director Note - Ensure Trustees' library cards are current</p>
September	<p>Strategic planning process update</p>
October	<p>Review/update Library Trustee Orientation/Recruitment Plan Strategic planning process update Director Note- watch for annual disclosure information request</p>
November	<p>Review Audit Report for Fiscal Year 2023-24 Consider holiday plans for staff Approve calendar of library closings for 2025 Change meeting start time for December meeting to 6:00pm – remember to update website Discuss Pay Structure – Michigan Minimum Wage Strategic planning process update Director Note – watch for bond payment notice Wire transfer bond payment</p>
December	<p>Change meeting start time to 6:00pm Holiday Dinner/ Celebration Resolution to transfer funds to reserves Set date & format for Board & Administrator's retreat Consider amendments to the 2024-25 Budget After board meeting, post meeting dates for 2025 on website Strategic planning process update Director Note – end of year filings: Annual Disclosure, Qualifying Statement, Pension Statement (P202), Audit report to Standard & Poor's</p>
January	<p>Annual Fundraising Appeal Update</p>

Set date for budget planning meeting in May
Review/update Library Trustee Orientation/Recruitment Plan
Which trustees' terms are ending?
Strategic planning process update

February Strategic planning process update

March Review Process of annual performance appraisal of Director
Set date for Board Nomination & Recruiting Committee to meet
Strategic planning process update
Presentation from Fast Forward Libraries - draft Strategic Plan (via Zoom)

April Approve Strategic Plan 2025-2030
Letter to School Board & City Council about Library Trustee appointments
Review Library Trustee Orientation/Recruitment Plan
Review process for performance appraisal of Library Director
Review process/wording for Trustee Assessment
Strategic planning process update

Director Note – after the board meeting the Board President emails the annual performance appraisal form to trustees.

May Review preliminary budget for 2025-26
Publish notice of public hearing for proposed budget
Report of the Nominating & Recruiting Committee
Conduct performance appraisal of Library Director
Review Library Trustee Orientation/Recruitment Plan
Director Goals (May 2025-April 2026)

Director Note – watch for bond payment notice
Wire transfer bond payment
After board meeting email the trustee evaluation form to trustees

June Hold Public Hearing for 2025-26 budget
Email board members on Monday before meeting to remind of early start/budget hearing
Consent Agenda
Adopt 2025-26 budget
Transfer Budgeted Funds from Reserves to Revenues
Transfer Budgeted Funds from one fund to another fund
Resolution to amend 2024-25 budget if needed
Honor Board Members
Review Trustee Evaluation summary
Review meeting between board president and director - performance appraisal
Elect Board Officers

The Howell Carnegie District Library Board of Trustees has a regularly scheduled meeting the second Tuesday each month, 7:00pm at the library in the conference room unless changes are posted.

VISION: Inspiration through knowledge

MISSION: To create opportunities that transform lives through knowledge for every age at any stage, one exceptional experience at a time.



Municipal Employees' Retirement System of Michigan
 1134 Municipal Way • Lansing, MI 48917
 800.767.6377
 www.mersofmich.com

2024 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | October 2024

Please print clearly • Scan and attach this file when you register online • Retain a copy for your records

IMPORTANT: If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Jeremy Eden

Officer Alternate name

Holly Ward Lamb

Officer delegate and alternate listed above were appointed to serve during the 2024 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on _____, 2024.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Kathleen Murray

Employee Alternate name

Diane McKee

Employee delegate and alternate listed above were elected to serve during the 2024 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on _____, 2024.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*		Municipality number*	Email address	
<i>Howell Carnegie District Library</i>		<i>4707</i>	<i>mckee@howelllibrary.org</i>	
Employer address	Employer city	Employer state	Employer zip code	
<i>314 W. Grand River</i>	<i>Howell</i>	<i>MI</i>	<i>48843</i>	
Printed name	Title of authorized authority*			
Authorized signature*				Date

* Required field



1. You may complete it electronically (an electronic authorized signature is permissible), then save it and upload it when registering your delegate(s) – OR –
2. You may print it off and complete it, then scan and upload it to your computer for uploading when you register your delegate(s).

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

HOWELL CARNEGIE DISTRICT LIBRARY

LIBRARY CLOSINGS 2024

December 31, 2023	Sunday	New Year's Eve Day
January 1, 2024	Monday	New Year's Day
March 31	Sunday	Easter
May 25	Saturday	Memorial Day Long Weekend
May 26	Sunday	Memorial Day Long Weekend
May 27	Monday	Memorial Day Observed
May 26– September 1	Sundays in Summer	
June 14	Friday	Staff Development/ Training Day
July 4	Thursday	Independence Day Observed
August 31	Saturday	Labor Day Long Weekend
September 1	Sunday	Labor Day Long Weekend
September 2	Monday	Labor Day
November 22	Friday	12:00 pm Opening
November 27	Wednesday	5:00 pm Closing Thanksgiving Eve
November 28	Thursday	Thanksgiving
December 24	Tuesday	Day before Christmas
December 25	Wednesday	Christmas Holiday
December 31	Tuesday	New Year's Eve Day
January 1, 2025	Wednesday	New Year's Day

HOWELL CARNEGIE DISTRICT LIBRARY

BYLAWS

ARTICLE I - Establishment and Purpose of Bylaws.

Section 1. Establishment. The Howell Carnegie District Library (“Library”) was established in accordance with 1989 PA 24, the District Library Establishment Act, (“DLEA”). The Library was established by the Howell Public Schools and the City of Howell who are the “participating municipalities” in the Library.

Section 2. Bylaws: Annual Review. These Bylaws are rules governing the internal affairs of the Library. The Bylaws should be reviewed annually.

ARTICLE II - Membership

Section 1. Board Members. Pursuant to the DLEA, the Library Board of the Library (“Library Board”) shall consist of seven (7) members to be appointed as provided in the Howell Carnegie District Library Organizational Plan (“Plan”), as amended. Four (4) members shall be appointed by the Board of Education of the Howell Public Schools and three (3) members shall be appointed by the City of Howell. All Board Members shall take an oath before each term and serve terms of four (4) years.

Section 2. Removal. In accordance with Section 8(2) of the DLEA, the Governor of the State of Michigan shall have the power to remove a member pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

Section 3. Vacancy. The office of Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor, ceases to be a resident of the Library District or ceases to be a resident of the Participating Municipality that appointed the Board Member. In the event of a vacancy, the Participating Municipality that appointed the Board Member whose position has become vacant shall appoint a replacement for the remainder of the unexpired term. An appointment to fill a vacancy shall be made by the Participating Municipality within 30 days of such vacancy or as soon thereafter as the Participating Municipality can complete the process.

Section 4. Attendance. Board Members have a fiduciary obligation to attend Library Board meetings.

ARTICLE III - Powers of the Board

Section 1. Powers and Authority. The Library Board may exercise any and all of the powers granted to it by the DLEA, the District Library Financing Act, federal and Michigan law, and the Agreement. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. Fiscal Year. The fiscal year of the Library shall be the annual period commencing July 1 and ending the following June 30. Such year shall constitute the budget year of the Library.

Section 3. Budget and Audit. The Library Board shall have the exclusive control of the budget of the Library. The Library Board shall prepare and make available an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Library Board, all in accordance with Michigan law.

ARTICLE IV - Officers

Section 1. Officers. Officers of the Library Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Terms. The officers shall be elected for one (1) year terms at the regular meeting in June and whose terms shall begin at the July meeting. Each officer must be a lawfully appointed and serving board member and shall serve until the appointment of a successor unless the Board member is assuming a different office.

Section 3. Vacancies. Vacancies in office shall be filled by the Library Board at the next regular meeting of the Library Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the remainder of the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

ARTICLE V - Duties of the Officers

Section 1. President. The President of the Library Board shall preside at all meetings, appoint committees, authorize calls for any special meetings, assist with the creation of any agenda, execute any document authorized by the Library Board (unless otherwise provided by the authorization) and generally perform the duties of a presiding officer.

Section 2. Vice-President. In the absence of the President, the Vice-President of the Library Board shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

Section 3. Secretary. The Secretary of the Library Board shall ensure that minutes of the Library Board meetings and other Library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and of all special meetings, and shall have the custody of the minutes and other records of the Library Board. With the approval of a majority of the Library Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Library Director. The Secretary shall also have the authority to execute any document authorized by the Library Board (unless otherwise provided in the authorization).

Section 4. Treasurer. The Treasurer of the Library Board shall have charge of the funds of the Library, providing for their safe custody and investment as directed by the Library Board,

subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library Fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be kept by the Treasurer, and reported monthly to the Library Board at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by state or federal law and these Bylaws. With the approval of a majority of the Library Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI - Meetings

Section 1. Regular Meetings. The regular meeting of the Library Board shall be held each month, the dates, times, and places to be set by the Library Board at its December meeting. As required by the Michigan Open Meetings Act (“OMA”) within ten (10) days following the first meeting in January, a notice shall be posted in a public place at the Library setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 2. Annual Meeting. The Annual Meeting of the Library Board shall be the regular meeting in June, and shall be for such organizational matters as may be required.

Section 3. Special Meetings. Special meetings may be called by the President or upon written request of two (2) Board Members, provided eighteen (18) hours of notice, in the format and manner as provided by the Michigan Open Meetings Act, is given of the date, time, place and purpose for which such meeting is called. Board Members not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Agenda. The proposed agenda shall be distributed by the Library Director to all Board Members at least two (2) days before the meeting.

Section 5. Order of Agenda. The following items will constitute the agenda for regular meetings:

- Call to Order/Approval of Agenda
- Attendance
- Consent Agenda
- Announcements & comments from the public
- President’s Report
- Treasurer’s Report
- Committee Reports
- Director’s Report
- Action Items
- Unfinished Business
- New Business

Discussion Items
In-service Training Topic
Comments & Concerns of Board Members
Adjourn

Section 6. Quorum. A quorum for the transaction of business shall consist of the majority of Library Board Members appointed and serving.

Section 7. Board Action. Any Library Board action must be approved at a Library Board meeting by a majority of the quorum of the Library Board, unless otherwise provided by law.

ARTICLE VII - Committees

Section 1. Appointment. All committees of the Library shall be appointed by the Library Board President and approved by the Library Board. The President may decide to appoint himself or herself an ex-officio member of any committee. As directed by the Library Board, the Library Director may serve as resource person to any committee. The Library Director shall be an ex-officio member of all committees.

All committees and subcommittees, whether standing or special, shall serve in an advisory capacity to the Library Board. No committee or subcommittee shall have authority to take final action with respect to any matter or have the power to decide or deliberate public policy on behalf of the Library Board. Each committee shall present recommendations to the Library Board for deliberation and action by the Library Board and the Library Board shall be free to reject, accept or modify the committee's nonbinding recommendations.

Section 2. Committees. The Library may have committees as follows:

- A. *Ad Hoc Committees*. Ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the President. The President shall provide specific purposes and duties of the ad hoc committee.
- B. *Standing Committees*. The standing committees of the Library Board shall consist of less than a quorum of the Library Board. Committees shall convene on the call of the Committee Chair or Library Director and, when ready or requested by the President, report their findings at a Library Board meeting. The following standing committees shall have the powers and responsibilities prescribed:
 1. [Any standing committees]?
 - a. ARCHIVES – maintains and operates the Howell Area Archives through a set of by-laws, committee consists of an Archives volunteer, at least one staff liaison, and one board members. Knowledge of the functioning of the Archives and/or support of the

Archives goals is required. The Library Director suggests staff members to the President.

b. FINANCE – reviews investments and all aspects of library finances to assist the library treasurer in managing the funds. The Treasurer is a member of this committee, as well as two other board members and the library director. Finance, accounting, investing and/or business knowledge and experience is required.

c. NOMINATING AND RECRUITING – Nominate board officers before the meeting each July June. Set criteria for skills and attributes needed for the board and seek qualified interested candidates. The President is a member of this committee, as well as two other board members and the library director. Knowledge of the role of each official and general responsibilities of board members; understanding of the various skill sets needed on the board; knowledge of community members who possess needed skills and support the mission of the library

d. POLICY – reviews library policies, recommending changes to the library board. Three board members, one staff liaison and the library director are members. The library director suggests the staff member. Legal, human resource, business or policy experience is required.

ARTICLE VIII - Library Director

Section 1. Appointment. The Library Director shall be appointed by the Library Board and shall be considered the executive officer of the Library.

Section 2. Duties. The Library Director shall be in charge of the administration of the Library under the direction and review of the Library Board. The Library Director shall be responsible for:

- A. Overseeing the care of the building and equipment;
- B. The employment, development, and direction of the staff;
- C. The Library's service to the community;
- D. The annual preparation of a budget proposal;
- E. The operation of the Library under the financial conditions set forth in the budget approved by the Library Board;
- F. The submission of the proposed budget to the Library Board by its regular May meeting; and

G. Any other duty delegated by the Library Board.

Before entering upon the duties of the office, the Library Director shall take and subscribe to the constitutional oath.

If the Library Director is absent, resigns, is terminated, dies or becomes disabled, the Board may designate a qualified person as Acting Director to perform the duties of the office. Before entering upon the duties of the office, the Acting Director shall take and subscribe to the oath, and furnish bond, as required of the Library Director. At no time shall the District Library operate without a Director or Acting Director for more than 90 days.

Section 3. Attendance at Board Meetings. The Library Director or the Library Director's representative shall be expected to attend all meetings of the Library Board unless otherwise directed by the Library Board President.

ARTICLE IX - Amendments

These Bylaws may be amended at any regular meeting of the Library Board by a two thirds of the Board Members qualified and serving, provided the amendment was presented in writing at the previous regular meeting.

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DUTIES FOR BOOKKEEPER

The responsibilities of the bookkeeper are as follows:

- Balance and maintain accurate financial records for the library
- Record library receipts and payments in accounting system
- Issue regular bi-monthly vendor payments consistent with the expense procedure, including Director approval.
- Record payroll entries from payroll reports and ensure there is sufficient cash in the payroll bank account.
- Prepare monthly financial statements
- Conduct monthly reconciliation of every bank account
- Prepare information for external auditors for the annual audit
- Maintain fixed asset and inventory database.
 - Tag and monitor physical assets
 - Calculate annual depreciation
- Maintain chart of accounts
- Compile monthly statistics report for management.
- Compile twice annual output measures.

Updated by Finance Committee Aug 2023

DUTIES OF THE HOWELL CARNEGIE DISTRICT LIBRARY TREASURER

The Library Board may designate one of its members as treasurer or may employ and fix compensation of a treasurer who need not be a member of the Board. The treasurer shall report to the Library Director.

As of August 2023, these are the duties being performed by the treasurer:

1. Reviewing financial reports compiled by the library bookkeeper and presenting a financial report to the Library Board each month.
2. Monitoring expenditures to see that they are reasonable, correctly posted and within budget appropriations.
3. Overseeing investment of the library funds.
4. Co-signing all checks for payroll and bills.
5. Assisting in the preparation of the annual budget.
6. Reviewing annual audit and helping to implement any suggested changes.
7. Recommending the establishment of reserve funds when warranted.

Reviewed by Finance Committee Aug 2023

TRAINING TOPICS FOR BOARD MEETINGS 2024-2025

DRAFT

Below are the topics for the monthly 10-minute (or so) board training sessions

AUGUST 13, 2024

- Topic Review of first two sessions of MSU Extension Governing Essentials: Open Meetings Act and Parliamentary Procedure

SEPTEMBER 10, 2024

- Topic Anne Seurnyck, Attorney, Foster Swift Collins & Smith, PC(?)
or Library Trustee Recruitment and Orientation Plans(?)

OCTOBER 8, 2024

- Topic Library Trustee Recruitment and Orientation Plans(?)
or Anne Seurnyck, Attorney, Foster Swift Collins & Smith, PC(?)

NOVEMBER 12, 2024

- Topic: Audit Review

DECEMBER 10, 2024

- Thank You Dinner – venue?

JANUARY 14, 2025

- Topic Website Review - online resources

FEBRUARY 11, 2025

- Topic Website Review - online resources

MARCH 11, 2025

- Topic Fast Forward Libraries - draft strategic plan (via Zoom)

APRIL 08, 2025

- Topic Erin McGregor, Howell Public Schools (not confirmed)

MAY 13, 2025

- Topic 2025-2026 Budget Review

HOWELL CARNEGIE DISTRICT LIBRARY

BOARD OF TRUSTEES

DRAFT

STANDING COMMITTEES 2024-2025

ARCHIVES - maintains and operates the Howell Area Archives through a set of by-laws

Liz Vansickle	Archives
Jeremy Eden	Obituaries and Liaison to Library Staff
Jessica Byrns	Liaison to Library Staff
Maria Stuart	Liaison to Library Board

FINANCE - reviews investments and all aspects of library finances to assist the library treasurer in managing the funds. Monitors current sources of funding and takes action to defend or protect it if needed.

Bob Ellis	Tony Kandt
Lyn Hewitt	Holly Ward Lamb

NOMINATING AND RECRUITING – Nominate board officers before the meeting each July. Set criteria for skills and attributes needed for the board and seek qualified interested candidates.

Susan Pominville	Maria Stuart
Lyn Hewitt, Chair	Holly Ward Lamb

POLICY - reviews library policies, recommending changes to the library board

Maria Stuart	Jessica Byrns
Jennifer Earl	Holly Ward Lamb
Tony Kandt	



Dollar Power Using The Library Network Services

For the Year 2023, your Public Library received significant value for the cost of services to The Library Network.

Howell Carnegie District

TLN Cooperative Service	Cost to Library	Value to Library	Notes
Michigan Activity Pass	\$ 331	\$ 3,373	355 MAP passes checked out
Delivery Service	\$ 13,566	\$ 210,000	26,250 items received
Cataloging & Records	\$ -	\$ -	- items
Items Borrowed	\$ -	\$ 278,150	11,786 items from TLN Catalog
Ebooks - Libby	\$ -	\$ -	- items checked out
Emagazines - Libby	\$ -	\$ -	- items checked out
Wide Area Network & Internet, net of e-rate	\$ 4,319	\$ 10,837	250 Mbs Service
Employee Assistance Program (EAP)	\$ -	\$ -	- Employees Covered
Amazon Prime Membership	\$ 9	\$ 129	Statewide

2023 Totals \$ 18,225 \$ 502,488

Other Benefits Not Quantified:	
Programs Attended	3
SAS Programs Attended	-
IT Services	
Book/Magazine Discounts	
Database Discounts	
Equipment Discounts	