

HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Agenda for May 13, 2025

- 7:00 Call to Order/Approval of Agenda
- 7:03 Attendance
- 7:05 Consent Agenda:
 - A. Minutes from April 8, 2025
 - B. Bills & Payrolls
- 7:07 Announcements & Comments from the public
- 7:12 President's Report
- 7:15 Treasurer's Report
- 7:18 Committee Reports - None
- 7:20 Director's Report

Action Items:

Unfinished Business:

- 7:24 None

New Business:

- 7:25 Requesting a Purchase Agreement for new phones and phone system with BSB Communications

Discussion Items:

- 7:30 Review Draft Budget Fiscal Year 2025-2026
- 7:45 Proposed Pay Structure
- 8:00 Reminder - Trustee Assessment
- 8:05 Update on Steps and Ramps Improvement Project
- 8:10 Conduct Annual Performance Appraisal of the Director
- 8:30 Comments & Concerns of Board Members
- 8:35 Adjourn

Next Meetings Tuesday, June 10, 2025

6:45pm Public Hearing for Review of the Proposed 2025-2026 Budget
7:00pm Board Meeting

VISION: Inspire and connect

MISSION: Providing a welcoming hub for resources and experiences

UNAPPROVED
HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Minutes of April 8, 2025

Vice President Susan Pominville called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:00 p.m.

Maria Stuart moved to approve the **agenda** as presented. Bob Ellis seconded, and a quorum of the board unanimously approved.

Members present: Jennifer Earl, Bob Ellis, Tony Kandt, Susan Pominville, Maria Stuart, and Kathryn Tuck. Library Director Holly Ward Lamb was also present. Additionally, three members of the public were in attendance.

Member(s) absent: Lyn Hewitt

Kathryn Tuck moved to approve Lyn Hewitt's absence. Maria Stuart supported, and a quorum of the board unanimously approved.

IN-SERVICE TRAINING

Erin MacGregor, Superintendent of Howell Public Schools, provided an update on the school system.

Comments from the Public: None.

Bob Ellis moved to approve the **consent agenda** as presented, including **a) Minutes of March 11, 2025**, and **b) Bills & Payrolls, including the payroll register dated 03/01/2025 through 03/31/2025, for the amount of \$98,913.79**. Kathryn Tuck seconded, and a quorum of the board unanimously approved.

Vice President Susan Pominville had nothing to report in President Hewitt's absence.

The treasurer's report is part of the board packet. Treasurer Bob Ellis briefly reviewed it with the board and reported that everything looked good. Since no action is required, the report is filed.

The **Nominating and Recruiting Committee** met, and Holly Ward Lamb reported that a potential slate of officers had been discussed. She noted that Howell Public Schools and the City of Howell included the library board openings in their respective methods of communication.

In addition to her written report, Director Holly Ward Lamb noted the successful event we hosted on April 6 to reopen the Howell Carnegie Library Archives to the public by appointment only. The event was very successful, and the people who attended seemed very happy that they would have the opportunity to use the archives in person.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- Kathryn Tuck moved to approve a purchase agreement with Evergreen Outdoor for lawn maintenance for 2025-2027, with a first-year estimated cost of \$9,565.00. Jennifer Earl seconded, and a quorum of the board unanimously approved.
- Bob Ellis moved to approve updates to the Paid Leave Policy. Kathryn Tuck seconded, and a quorum of the board unanimously approved.
- Bob Ellis moved to approve the Additional Services Proposal: Construction Phase with Quinn Evans for \$14,550. Jennifer Earl seconded, and a quorum of the board unanimously approved.

DISCUSSION

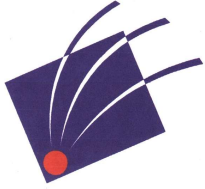
- Vice President Susan Pominville reminded the board to complete their annual performance appraisal of the director.
- The board reviewed the process and wording of the trustee assessment.
- Holly Ward Lamb provided an update on the Steps and Ramps Improvement Project.

COMMENTS & CONCERNS OF BOARD MEMBERS

Kathryn Tuck relayed a story from Brighton concerning leaving the door open during open meetings and how posting a sign on the closed door satisfies the OMA's requirements. She noted that we could use that during our meetings, considering we are currently using the Clinton Street doors to enter and exit the library, and noise may become a factor.

Without objection, Vice President Susan Pominville adjourned the meeting at 7:32 pm

Kathleen Murray, Recording Secretary



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Fund 101-General Fund						
1074	EBSCO	04/09/2025	EFT	0.00	17.06	229
750	ENVISIONWARE INC.	04/09/2025	EFT	0.00	228.00	230
1032	FIRE PROS INC.	04/09/2025	EFT	0.00	1,112.00	231
1469	KANOPY	04/09/2025	EFT	0.00	382.50	232
22	MIDWEST TAPE LLC	04/09/2025	EFT	0.00	843.03	233
939	OVERDRIVE	04/09/2025	EFT	0.00	3,774.26	234
8465	QUILL CORPORATION	04/09/2025	EFT	0.00	926.58	235
	Void	04/09/2025	EFT	0.00	0.00	236
1074	EBSCO	04/24/2025	EFT	0.00	73.60	237
750	ENVISIONWARE INC.	04/24/2025	EFT	0.00	831.75	238
1032	FIRE PROS INC.	04/24/2025	EFT	0.00	554.10	239
1194	HOOPLA-MIDWEST TAPE	04/24/2025	EFT	0.00	11,078.58	240
22	MIDWEST TAPE LLC	04/24/2025	EFT	0.00	865.60	241
939	OVERDRIVE	04/24/2025	EFT	0.00	4,767.27	242
TLN	THE LIBRARY NETWORK	04/24/2025	EFT	0.00	2,343.77	243
MOS	MICHIGAN OFFICE SOLUTIONS	04/09/2025	Regular	0.00	640.70	4039
01070	ANNA HOFFMAN	04/09/2025	Regular	0.00	79.80	4040
510	BAKER & TAYLOR BOOKS	04/09/2025	Regular	0.00	1,658.14	4041
14	GERALYN BATTLE	04/09/2025	Regular	0.00	10.02	4042
900	BRODART CO.	04/09/2025	Regular	0.00	264.84	4043
01186	BSB COMMUNICATIONS INC	04/09/2025	Regular	0.00	697.00	4044
58	CEI ROOFING, INC	04/09/2025	Regular	0.00	2,948.00	4045
1101	CHRISTMAN CONSTRUCTORS, INC	04/09/2025	Regular	0.00	33,750.00	4046
01177	CLEARLY MANAGEABLE LLC	04/09/2025	Regular	0.00	175.00	4047
1164	DEE CRAMER	04/09/2025	Regular	0.00	3,084.50	4048
1143	DELTA DENTAL	04/09/2025	Regular	0.00	35.76	4049
1549	DTE ENERGY	04/09/2025	Regular	0.00	4,024.90	4050
01183	EDUCATE STATION LLC	04/09/2025	Regular	0.00	500.00	4051
01159	ELEMENTONE CONSULTING INC.	04/09/2025	Regular	0.00	4,500.00	4052
210	HAMBURG TOWNSHIP LIBRARY	04/09/2025	Regular	0.00	86.66	4053
01135	JESSICA BYRNS	04/09/2025	Regular	0.00	60.00	4054
11001	HOLLY WARD LAMB	04/09/2025	Regular	0.00	12.96	4055
563	LEPPEK LANDSCAPES INC	04/09/2025	Regular	0.00	360.00	4056
6060	DIANE MCKEE	04/09/2025	Regular	0.00	37.09	4057
01184	MICHIGAN COMPANY	04/09/2025	Regular	0.00	464.98	4058
01026	MML WORKER'S COMPENSATION FUND	04/09/2025	Regular	0.00	1,986.00	4059
807	PLAYAWAY PRODUCTS, LLC	04/09/2025	Regular	0.00	534.95	4060
01158	STRATEGIC ENERGY SOLUTIONS	04/09/2025	Regular	0.00	275.00	4061
1232	T-MOBILE	04/09/2025	Regular	0.00	574.18	4062
WALMART	CAPITAL ONE	04/09/2025	Regular	0.00	69.43	4063
MOS	MICHIGAN OFFICE SOLUTIONS	04/24/2025	Regular	0.00	134.62	4064
410	ACCO BRANDS	04/24/2025	Regular	0.00	347.00	4065
1223	AT&T MOBILITY	04/24/2025	Regular	0.00	821.57	4066
510	BAKER & TAYLOR BOOKS	04/24/2025	Regular	0.00	1,139.24	4067
1440	DATA AXLE	04/24/2025	Regular	0.00	480.00	4068
1143	DELTA DENTAL	04/24/2025	Regular	0.00	35.76	4069
1600	DEMCO	04/24/2025	Regular	0.00	1,157.12	4070
291	FOSTER, SWIFT, COLLING & SMITH P.C.	04/24/2025	Regular	0.00	102.00	4071
2850	FRIENDS OF THE LIBRARY	04/24/2025	Regular	0.00	200.75	4072
411	JANICE HEILMAN	04/24/2025	Regular	0.00	321.00	4073
01187	KRISTAN GREEN	04/24/2025	Regular	0.00	599.00	4074
01184	MICHIGAN COMPANY	04/24/2025	Regular	0.00	284.84	4075
1472	HANNAH MULLINS	04/24/2025	Regular	0.00	108.13	4076
807	PLAYAWAY PRODUCTS, LLC	04/24/2025	Regular	0.00	692.62	4077

HCDL Payment Register

Date Range: 04/01/2025 - 04/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
503	QUINN EVANS ARCHITECTS	04/24/2025	Regular	0.00	3,145.00	4078
1215	RAINMAKER IRRIGATION, LLC	04/24/2025	Regular	0.00	555.00	4079
1096	JENNIFER RYAN	04/24/2025	Regular	0.00	142.80	4080
787	SHOWCASES	04/24/2025	Regular	0.00	659.12	4081
9390	SONITROL GREAT LAKES - MICHIGAN	04/24/2025	Regular	0.00	274.95	4082
01188	G.W. SEAL COAT, LLC	04/30/2025	Regular	0.00	313.00	4083
898	PRIORITY HEALTH	04/01/2025	Bank Draft	0.00	8,513.71	DFT0000507
1250	CONSUMERS ENERGY	04/14/2025	Bank Draft	0.00	847.19	DFT0000512
1473	HEALTH EQUITY	04/04/2025	Bank Draft	0.00	6.00	DFT0000513
1473	HEALTH EQUITY	04/08/2025	Bank Draft	0.00	640.38	DFT0000514
1473	HEALTH EQUITY	04/04/2025	Bank Draft	0.00	4,650.00	DFT0000515
19	MERS	04/09/2025	Bank Draft	0.00	3,516.72	DFT0000516
852	COMCAST	04/26/2025	Bank Draft	0.00	427.03	DFT0000518
1378	BANK OF ANN ARBOR - VISA	04/23/2025	Bank Draft	0.00	5,344.94	DFT0000519
1473	HEALTH EQUITY	04/23/2025	Bank Draft	0.00	640.38	DFT0000520
19	MERS	04/23/2025	Bank Draft	0.00	3,935.46	DFT0000521
19	MERS	04/23/2025	Bank Draft	0.00	6,856.70	DFT0000522
1197	AMAZON	04/16/2025	Bank Draft	0.00	2,749.34	DFT0000524

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	67	45	0.00	68,343.43
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	38,127.85
EFT's	53	15	0.00	27,798.10
	132	72	0.00	134,269.38

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	67	45	0.00	68,343.43
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	38,127.85
EFT's	53	15	0.00	27,798.10
	132	72	0.00	134,269.38

Fund Summary

Fund	Name	Period	Amount
101	General Fund	4/2025	134,269.38
			134,269.38

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

Payroll

Approve Payrolls of:

In the Amounts of:

4/9/2025

\$44,454.18

4/23/2025

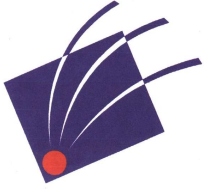
\$44,201.11

5/7/2025

\$44,500.67

TOTALS

\$133,155.96



HCDL Budget Status Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		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	3,610,271.00	3,610,271.00	210.22	3,434,326.58	-175,944.42	95.13 %
101-000-412.000	DELINQUENT PROPERTY TAXES	0.00	0.00	840.65	2,918.35	2,918.35	0.00 %
SubAccount: 010 - TAXES Total:		3,610,271.00	3,610,271.00	1,050.87	3,437,244.93	-173,026.07	95.21 %
SubAccount: 030 - STATE GRANTS							
101-000-540.000	STATE AID	59,126.00	59,126.00	31,489.64	31,489.64	-27,636.36	53.26 %
101-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	0.00	53,682.43	53,682.43	0.00 %
SubAccount: 030 - STATE GRANTS Total:		59,126.00	59,126.00	31,489.64	85,172.07	26,046.07	144.05 %
SubAccount: 040 - CHARGES FOR SERVICES							
101-000-628.000	COPY, PRINTING, FAX	8,000.00	8,000.00	1,065.35	11,259.79	3,259.79	140.75 %
101-000-629.000	OUT OF AREA FEES	60.00	60.00	0.00	570.00	510.00	950.00 %
101-000-642.000	SALES	150.00	150.00	370.00	955.00	805.00	636.67 %
101-000-651.000	MEETING ROOM FEES	200.00	200.00	25.00	275.00	75.00	137.50 %
SubAccount: 040 - CHARGES FOR SERVICES Total:		8,410.00	8,410.00	1,460.35	13,059.79	4,649.79	155.29 %
SubAccount: 050 - FINES & FORFEITS							
101-000-658.000	OVERDUE FEES	200.00	200.00	80.75	595.75	395.75	297.88 %
101-000-658.004	REPLACEMENT FEES	2,000.00	2,000.00	236.00	4,158.60	2,158.60	207.93 %
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	316.75	4,754.35	-72,445.65	6.16 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
101-000-665.000	INTEREST INCOME	50,000.00	50,000.00	29,308.95	269,276.67	219,276.67	538.55 %
101-000-669.000	UNREALIZED INVESTMENT GAIN/L	0.00	0.00	0.00	3,126.98	3,126.98	0.00 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:		50,000.00	50,000.00	29,308.95	272,403.65	222,403.65	544.81 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
101-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	273.90	273.90	0.00 %
101-000-676.000	REIMBURSEMENTS	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
101-000-689.000	CASH OVER/SHORT	0.00	0.00	0.20	432.34	432.34	0.00 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		2,000.00	2,000.00	0.20	706.24	-1,293.76	35.31 %
SubAccount: 080 - OTHER FINANCING SOURCES							
101-000-692.000	PRIOR YEAR FUND BALANCE	55,000.00	55,000.00	0.00	0.00	-55,000.00	0.00 %
101-000-692.001	PRIOR YEAR DESIGNATED FUND BA	331,400.00	331,400.00	0.00	0.00	-331,400.00	0.00 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		386,400.00	386,400.00	0.00	0.00	-386,400.00	0.00 %
Revenue Total:		4,193,407.00	4,193,407.00	63,626.76	3,813,341.03	-380,065.97	90.94 %
Expense							
SubAccount: 090 - PERSONNEL SERVICES							
101-790-702.000	SALARIES	1,360,000.00	1,360,000.00	90,695.16	951,824.86	408,175.14	69.99 %
101-790-716.000	HEALTH INSURANCE	102,165.00	102,165.00	8,513.71	93,650.81	8,514.19	91.67 %
101-790-717.000	LIFE INSURANCE	1,500.00	1,500.00	0.00	967.76	532.24	64.52 %
101-790-718.000	WORKER'S COMPENSATION	6,000.00	6,000.00	0.00	4,988.00	1,012.00	83.13 %
101-790-719.000	HEALTH CARE REIMBURSEMENT	6,600.00	6,600.00	321.00	2,510.95	4,089.05	38.04 %
101-790-719.001	H.S.A.	19,600.00	19,600.00	4,650.00	18,600.00	1,000.00	94.90 %
101-790-719.003	PEDIATRIC DENTAL	1,500.00	1,500.00	71.52	393.36	1,106.64	26.22 %
101-790-721.000	BONUSES	8,000.00	8,000.00	0.00	6,700.00	1,300.00	83.75 %
101-790-722.000	FICA	104,040.00	104,040.00	6,840.23	72,284.60	31,755.40	69.48 %
101-790-723.000	SICK, VACATION, RETIREMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
101-790-723.010	M.E.R.S.	110,000.00	110,000.00	6,856.70	75,744.55	34,255.45	68.86 %

HCDL Budget Status Report

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101-790-723.012	MERS SURPLUS	0.00	0.00	0.00	93,000.00	-93,000.00	0.00 %
SubAccount: 090 - PERSONNEL SERVICES Total:		1,739,405.00	1,739,405.00	117,948.32	1,320,664.89	418,740.11	75.93%
SubAccount: 100 - LIBRARY SUPPLIES							
101-790-727.000	SUPPLIES	35,000.00	35,000.00	3,652.16	18,682.59	16,317.41	53.38 %
101-790-730.000	POSTAGE	11,000.00	11,000.00	8.98	4,022.63	6,977.37	36.57 %
101-790-745.000	EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
SubAccount: 100 - LIBRARY SUPPLIES Total:		47,000.00	47,000.00	3,661.14	22,705.22	24,294.78	48.31%
SubAccount: 120 - OTHER SERVICES & CHARGES							
101-790-860.000	TRANSPORTATION	500.00	500.00	79.80	260.24	239.76	52.05 %
101-790-900.000	MARKETING & ADVERTISING	25,000.00	25,000.00	165.55	14,035.60	10,964.40	56.14 %
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	0.00	50.00	0.00 %
101-790-957.000	EDUCATION: TRUSTEES	5,000.00	5,000.00	0.00	246.99	4,753.01	4.94 %
101-790-957.001	EDUCATION: EMPLOYEES	30,000.00	30,000.00	1,444.21	15,341.24	14,658.76	51.14 %
101-790-957.002	MEMBERSHIP BOARD & STAFF	4,000.00	4,000.00	0.00	3,258.00	742.00	81.45 %
101-790-960.000	MEL-CAT REPLACEMENTS	2,000.00	2,000.00	0.00	269.18	1,730.82	13.46 %
101-790-963.000	PROPERTY TAXES	20,000.00	20,000.00	0.00	16,903.01	3,096.99	84.52 %
101-790-964.000	REFUNDS	500.00	500.00	0.00	-3,382.45	3,882.45	-676.49 %
101-790-964.001	CHARGEBACKS	8,000.00	8,000.00	0.00	2,202.36	5,797.64	27.53 %
101-790-965.000	FEES & ACCOUNT CHARGES	3,000.00	3,000.00	239.51	1,310.51	1,689.49	43.68 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		98,150.00	98,150.00	1,929.07	50,444.68	47,705.32	51.40%
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES							
101-790-807.000	AUDIT	6,100.00	6,100.00	0.00	6,200.00	-100.00	101.64 %
101-790-818.001	FINANCIAL ADVISORS	1,000.00	1,000.00	0.00	1,000.00	0.00	100.00 %
101-790-818.002	LEGAL SERVICES	30,000.00	30,000.00	102.00	13,796.53	16,203.47	45.99 %
101-790-818.003	PERSONNEL SERVICES	75,000.00	75,000.00	11,050.00	52,978.54	22,021.46	70.64 %
101-790-819.000	ACCOUNTING SERVICES	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00 %
101-790-819.001	PAYROLL SERVICES	10,000.00	10,000.00	740.43	7,926.90	2,073.10	79.27 %
101-790-820.000	DELIVERY SERVICES	5,000.00	5,000.00	-524.25	2,097.00	2,903.00	41.94 %
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES T		144,100.00	144,100.00	11,368.18	83,998.97	60,101.03	58.29%
SubAccount: 140 - BUILDING & MAINTENANCE							
101-790-775.000	BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	958.76	10,268.11	4,731.89	68.45 %
101-790-808.000	BUILDING SECURITY SYSTEM	4,000.00	4,000.00	274.95	3,024.45	975.55	75.61 %
101-790-819.002	GROUNDS MAINTENANCE	55,000.00	55,000.00	2,588.00	33,688.95	21,311.05	61.25 %
101-790-920.000	PUBLIC UTILITIES	90,200.00	90,200.00	5,939.70	62,043.38	28,156.62	68.78 %
101-790-958.000	BUILDING MAINTENANCE	85,000.00	85,000.00	10,499.73	31,465.83	53,534.17	37.02 %
101-790-969.000	INSURANCE	45,247.00	45,247.00	0.00	41,857.00	3,390.00	92.51 %
SubAccount: 140 - BUILDING & MAINTENANCE Total:		294,447.00	294,447.00	20,261.14	182,347.72	112,099.28	61.93%
SubAccount: 150 - MATERIALS & PROGRAMMING							
101-790-782.000	PERIODICALS	15,900.00	15,900.00	148.99	13,127.66	2,772.34	82.56 %
101-790-782.001	ELECTRONIC MEDIA	170,480.00	170,480.00	32,194.13	176,751.68	-6,271.68	103.68 %
101-790-782.002	CIRCULATING HOTSPOTS	17,000.00	17,000.00	1,715.10	12,652.10	4,347.90	74.42 %
101-790-782.003	DATABASES	43,220.00	43,220.00	0.00	36,866.41	6,353.59	85.30 %
101-790-782.004	YS PROGRAMMING	45,000.00	45,000.00	816.89	15,584.53	29,415.47	34.63 %
101-790-782.005	ADULT PROGRAMMING	23,500.00	23,500.00	1,606.56	18,705.02	4,794.98	79.60 %
101-790-782.006	YOUTH DATABASES	12,000.00	12,000.00	500.00	9,883.85	2,116.15	82.37 %
101-790-782.007	YS E-MEDIA	10,280.00	10,280.00	0.00	2,949.42	7,330.58	28.69 %
101-790-982.001	ADULT BOOKS - PRINT	68,900.00	68,900.00	6,540.23	43,057.96	25,842.04	62.49 %
101-790-982.002	LIBRARY OF THINGS	14,000.00	14,000.00	0.00	3,607.71	10,392.29	25.77 %
101-790-982.006	ADULT AV	20,000.00	20,000.00	1,480.99	15,639.14	4,360.86	78.20 %
101-790-982.018	YS BOOKS - PRINT	32,000.00	32,000.00	5,083.78	24,019.20	7,980.80	75.06 %
101-790-982.019	KITS & LOT - YOUTH	14,000.00	14,000.00	285.35	2,928.31	11,071.69	20.92 %
101-790-982.024	YS AV	8,000.00	8,000.00	1,100.75	9,259.17	-1,259.17	115.74 %
SubAccount: 150 - MATERIALS & PROGRAMMING Total:		494,280.00	494,280.00	51,472.77	385,032.16	109,247.84	77.90%
SubAccount: 160 - INFORMATION TECHNOLOGY							
101-790-780.000	TECH SUPPLIES	4,500.00	4,500.00	0.00	637.07	3,862.93	14.16 %

HCDL Budget Status Report

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101-790-780.001	TECHNOLOGY: SOFTWARE	8,000.00	8,000.00	-3,852.50	11,036.47	-3,036.47	137.96 %
101-790-781.000	TECHNOLOGY: HARDWARE/EQUIP	21,400.00	21,400.00	0.00	7,337.79	14,062.21	34.29 %
101-790-830.000	PROFESSIONAL TECHNOLOGY SERV	0.00	0.00	0.00	423.00	-423.00	0.00 %
101-790-850.000	COMMUNICATIONS	13,500.00	13,500.00	427.03	9,763.00	3,737.00	72.32 %
101-790-850.002	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	128.49	913.22	2,086.78	30.44 %
101-790-932.000	AUTOMATED SYSTEM MAINT	158,303.00	158,303.00	6,318.26	136,783.71	21,519.29	86.41 %
101-790-934.000	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	347.00	1,097.00	903.00	54.85 %
101-790-972.000	CAPITAL TECHNOLOGY PURCHASES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
SubAccount: 160 - INFORMATION TECHNOLOGY Total:		225,703.00	225,703.00	3,368.28	167,991.26	57,711.74	74.43%
SubAccount: 170 - CAPITAL OUTLAY							
101-790-971.000	CAPITAL IMPROVEMENT PROJECTS	332,500.00	332,500.00	75,339.00	237,781.71	94,718.29	71.51 %
SubAccount: 170 - CAPITAL OUTLAY Total:		332,500.00	332,500.00	75,339.00	237,781.71	94,718.29	71.51%
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS							
101-790-995.000	TRANSFER OUT	217,100.00	217,100.00	0.00	26,300.00	190,800.00	12.11 %
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	400,722.00	400,722.00	0.00	0.00	400,722.00	0.00 %
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS T		817,822.00	817,822.00	0.00	26,300.00	791,522.00	3.22%
Expense Total:		4,193,407.00	4,193,407.00	285,347.90	2,477,266.61	1,716,140.39	59.08%
Total Revenues		4,193,407.00	4,193,407.00	63,626.76	3,813,341.03	-380,065.97	90.94%
Fund: 101 - General Fund Surplus (Deficit):		0.00	0.00	-221,721.14	1,336,074.42	1,336,074.42	0.00%
Fund: 272 - Special Revenue							
Revenue							
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
272-000-665.000	INTEREST	1,000.00	1,000.00	1,557.73	22,968.03	21,968.03	2,296.80 %
272-000-665.001	INTEREST - ARCHIVES	100.00	100.00	0.00	0.00	-100.00	0.00 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:		1,100.00	1,100.00	1,557.73	22,968.03	21,868.03	2,088.00%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	25,000.00	505.50	18,015.00	-6,985.00	72.06 %
272-000-674.387	ARCHIVES DONATIONS	5,000.00	5,000.00	1,750.00	1,960.00	-3,040.00	39.20 %
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	610.73	610.73	-2,389.27	20.36 %
272-000-675.014	FAMILY PLACE DONATION	2,000.00	2,000.00	470.85	1,119.37	-880.63	55.97 %
272-000-675.015	FRIENDS DONATION	5,000.00	5,000.00	1,575.00	3,823.86	-1,176.14	76.48 %
272-000-675.017	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	89.00	1,482.50	-517.50	74.13 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		43,000.00	43,000.00	5,001.08	27,011.46	-15,988.54	62.82%
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	6,558.81	49,979.49	-6,120.51	89.09%
Expense							
SubAccount: 100 - LIBRARY SUPPLIES							
272-790-760.000	GENERAL DONATION PURCHASES	20,000.00	20,000.00	0.00	795.85	19,204.15	3.98 %
272-790-763.000	ARCHIVES PURCHASES	10,000.00	10,000.00	0.00	1,323.14	8,676.86	13.23 %
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	610.73	610.73	2,389.27	20.36 %
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	610.73	2,729.72	33,270.28	7.58%
SubAccount: 120 - OTHER SERVICES & CHARGES							
272-790-965.000	FEES & ACCOUNT CHARGES	100.00	100.00	0.00	62.50	37.50	62.50 %
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	62.50	2,037.50	2.98%

HCDL Budget Status Report

For Fiscal: 2024-2025 Period Ending: 04/30/2025

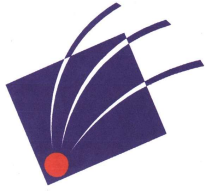
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 170 - CAPITAL OUTLAY							
272-790-972.000	CAPITAL IMPROVEMENT PROJECTS	0.00	0.00	0.00	2,292.07	-2,292.07	0.00 %
SubAccount: 170 - CAPITAL OUTLAY Total:		0.00	0.00	0.00	2,292.07	-2,292.07	0.00%
SubAccount: 190 - FRIENDS OF THE LIBRARY							
272-790-761.000	FRIENDS DONATIONS-MISC.	5,000.00	5,000.00	0.00	-1,443.22	6,443.22	-28.86 %
272-790-762.000	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	470.85	1,119.37	880.63	55.97 %
272-790-955.000	FRIENDS MDSE/SALES	2,000.00	2,000.00	289.75	1,480.50	519.50	74.03 %
SubAccount: 190 - FRIENDS OF THE LIBRARY Total:		9,000.00	9,000.00	760.60	1,156.65	7,843.35	12.85%
Expense Total:		47,100.00	47,100.00	1,371.33	6,240.94	40,859.06	13.25%
Total Revenues		56,100.00	56,100.00	6,558.81	49,979.49	-6,120.51	89.09%
Fund: 272 - Special Revenue Surplus (Deficit):		9,000.00	9,000.00	5,187.48	43,738.55	34,738.55	485.98%
Fund: 371 - Debt Service Fund							
Revenue							
SubAccount: 080 - OTHER FINANCING SOURCES							
371-000-699.000	TRANSFER IN	217,100.00	217,100.00	0.00	26,300.00	-190,800.00	12.11 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		217,100.00	217,100.00	0.00	26,300.00	-190,800.00	12.11%
Revenue Total:		217,100.00	217,100.00	0.00	26,300.00	-190,800.00	12.11%
Expense							
SubAccount: 000 - N/A							
371-790-991.000	PRINCIPLE ON BONDS	165,000.00	165,000.00	0.00	0.00	165,000.00	0.00 %
371-790-993.000	INTEREST ON BONDS	51,600.00	51,600.00	0.00	25,800.00	25,800.00	50.00 %
SubAccount: 000 - N/A Total:		216,600.00	216,600.00	0.00	25,800.00	190,800.00	11.91%
SubAccount: 120 - OTHER SERVICES & CHARGES							
371-790-801.000	PAYING AGENT FEES	500.00	500.00	0.00	500.00	0.00	100.00 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		500.00	500.00	0.00	500.00	0.00	100.00%
Expense Total:		217,100.00	217,100.00	0.00	26,300.00	190,800.00	12.11%
Total Revenues		217,100.00	217,100.00	0.00	26,300.00	-190,800.00	12.11%
Fund: 371 - Debt Service Fund Surplus (Deficit):		0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):		9,000.00	9,000.00	-216,533.66	1,379,812.97	1,370,812.97	15,331.26%

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	3,610,271.00	3,610,271.00	1,050.87	3,437,244.93	-173,026.07	95.21%
030 - STATE GRANTS	59,126.00	59,126.00	31,489.64	85,172.07	26,046.07	144.05%
040 - CHARGES FOR SERVICES	8,410.00	8,410.00	1,460.35	13,059.79	4,649.79	155.29%
050 - FINES & FORFEITS	77,200.00	77,200.00	316.75	4,754.35	-72,445.65	6.16%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	29,308.95	272,403.65	222,403.65	544.81%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	0.20	706.24	-1,293.76	35.31%
080 - OTHER FINANCING SOURCES	386,400.00	386,400.00	0.00	0.00	-386,400.00	0.00%
Revenue Total:	4,193,407.00	4,193,407.00	63,626.76	3,813,341.03	-380,065.97	90.94%
Expense						
090 - PERSONNEL SERVICES	1,739,405.00	1,739,405.00	117,948.32	1,320,664.89	418,740.11	75.93%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	3,661.14	22,705.22	24,294.78	48.31%
120 - OTHER SERVICES & CHARGES	98,150.00	98,150.00	1,929.07	50,444.68	47,705.32	51.40%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	144,100.00	144,100.00	11,368.18	83,998.97	60,101.03	58.29%
140 - BUILDING & MAINTENANCE	294,447.00	294,447.00	20,261.14	182,347.72	112,099.28	61.93%
150 - MATERIALS & PROGRAMMING	494,280.00	494,280.00	51,472.77	385,032.16	109,247.84	77.90%
160 - INFORMATION TECHNOLOGY	225,703.00	225,703.00	3,368.28	167,991.26	57,711.74	74.43%
170 - CAPITAL OUTLAY	332,500.00	332,500.00	75,339.00	237,781.71	94,718.29	71.51%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	817,822.00	817,822.00	0.00	26,300.00	791,522.00	3.22%
Expense Total:	4,193,407.00	4,193,407.00	285,347.90	2,477,266.61	1,716,140.39	59.08%
Total Revenues	4,193,407.00	4,193,407.00	63,626.76	3,813,341.03	-380,065.97	90.94%
Total Expenses	4,193,407.00	4,193,407.00	285,347.90	2,477,266.61	1,716,140.39	59.08%
Fund: 101 - General Fund Surplus (Deficit):	0.00	0.00	-221,721.14	1,336,074.42	1,336,074.42	0.00%
Fund: 272 - Special Revenue						
Revenue						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	1,557.73	22,968.03	21,868.03	2,088.00%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	5,001.08	27,011.46	-15,988.54	62.82%
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	6,558.81	49,979.49	-6,120.51	89.09%
Expense						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	610.73	2,729.72	33,270.28	7.58%
120 - OTHER SERVICES & CHARGES	2,100.00	2,100.00	0.00	62.50	2,037.50	2.98%
170 - CAPITAL OUTLAY	0.00	0.00	0.00	2,292.07	-2,292.07	0.00%
190 - FRIENDS OF THE LIBRARY	9,000.00	9,000.00	760.60	1,156.65	7,843.35	12.85%
Expense Total:	47,100.00	47,100.00	1,371.33	6,240.94	40,859.06	13.25%
Total Revenues	56,100.00	56,100.00	6,558.81	49,979.49	-6,120.51	89.09%
Total Expenses	47,100.00	47,100.00	1,371.33	6,240.94	40,859.06	13.25%
Fund: 272 - Special Revenue Surplus (Deficit):	9,000.00	9,000.00	5,187.48	43,738.55	34,738.55	485.98%
Fund: 371 - Debt Service Fund						
Revenue						
080 - OTHER FINANCING SOURCES	217,100.00	217,100.00	0.00	26,300.00	-190,800.00	12.11%
Revenue Total:	217,100.00	217,100.00	0.00	26,300.00	-190,800.00	12.11%
Expense						
000 - N/A	216,600.00	216,600.00	0.00	25,800.00	190,800.00	11.91%
120 - OTHER SERVICES & CHARGES	500.00	500.00	0.00	500.00	0.00	100.00%
Expense Total:	217,100.00	217,100.00	0.00	26,300.00	190,800.00	12.11%
Total Revenues	217,100.00	217,100.00	0.00	26,300.00	-190,800.00	12.11%
Total Expenses	217,100.00	217,100.00	0.00	26,300.00	190,800.00	12.11%
Fund: 371 - Debt Service Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):	9,000.00	9,000.00	-216,533.66	1,379,812.97	1,370,812.97	15,331.26%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	0.00	0.00	-221,721.14	1,336,074.42	1,336,074.42
272 - Special Revenue	9,000.00	9,000.00	5,187.48	43,738.55	34,738.55
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	9,000.00	9,000.00	-216,533.66	1,379,812.97	1,370,812.97



Account	Name	Balance
Fund: 101 - General Fund		
Assets		
101-000-001.000	CASH - CHECKING.	111,382.95
101-000-001.002	CASH - CREDIT CHECKING	8,415.98
101-000-002.000	BANK OF ANN ARBOR MONEY MARKET	7,629,709.40
101-000-002.001	COMERICA MMKT	42,359.85
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	45,158.01
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	10,808.14
101-000-002.004	BANK OF ANN ARBOR MMKT-TECHNOLOX	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	550.00
101-000-017.000	MI CLASS - GENERAL	690,958.51
101-000-018.000	MI CLASS - CAPITAL RESERVE	381,586.38
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	91,306.43
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	138.12
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	89.00
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	49,225.56
101-000-123.001	PREPAID EXPENSE - CONTROL.NET	14,364.00
101-000-184.000	SUBSCRIPTION ASSETS	29,606.67
101-000-185.000	ACC AMTZ - SUBSCRIPTION ASSETS	-16,844.30
Total Assets:		9,249,369.79
		<u>9,249,369.79</u>
Liability		
101-000-202.000	ACCOUNTS PAYABLE	123,537.61
101-000-209.000	ACCRUED EXPENSES	0.00
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	-20.04
101-000-231.002	EMPLOYEE H.S.A. PAYABLE	0.00
101-000-231.003	457 PAYABLE	2,628.26
101-000-257.000	ACCRUED PAYROLL	0.00
101-000-258.000	ACCRUED PAYROLL TAXES	0.00
101-000-260.000	ACCRUED VACATION PAYABLE	0.00
101-000-261.000	ACCRUED SICK LEAVE PAYABLE	0.00
101-000-301.000	SUBSCRIPTION LIABILITIES	13,355.23
Total Liability:		139,501.06

HCDL Balance Sheet

As Of 04/30/2025

Account	Name	Balance
Equity		
101-000-380.000	RESERVE - CAPITAL EXPENDITURE	2,781,436.31
101-000-381.000	SICK/VACATION/RETIREMENT RESERVE	194,798.39
101-000-382.000	TECHNOLOGY RESERVE	204,575.76
101-000-390.000	FUND BALANCE	4,593,576.71
101-000-390.001	FUND BALANCE - GASB 34	-592.86
	Total Beginning Equity:	7,773,794.31
Total Revenue		3,813,341.03
Total Expense		2,477,266.61
Revenues Over/Under Expenses		1,336,074.42
	Total Equity and Current Surplus (Deficit):	9,109,868.73
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>9,249,369.79</u>

HCDL Balance Sheet

As Of 04/30/2025

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	607,803.80	
155-000-184.001	BEN INT IN ASSETS-SONG LINE	49,680.43	
155-000-184.002	BEN INT IN ASSETS-ROSS	26,799.11	
	Total Assets:	684,283.34	<u>684,283.34</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 ENDOWMENT	49,680.43	
155-000-376.000	FUND BALANCE - J. ROSS	26,799.11	
155-000-390.000	FUND BALANCE	607,803.80	
155-000-391.000	FUND BALANCE - EXPENDABLE	0.00	
155-100-391.000	FUND BALANCE - EXPENDABLE	0.00	
	Total Beginning Equity:	684,283.34	
Total Revenue		0.00	
Total Expense		0.00	
Revenues Over/Under Expenses		0.00	
	Total Equity and Current Surplus (Deficit):	684,283.34	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>684,283.34</u>

HCDL Balance Sheet

As Of 04/30/2025

Account	Name	Balance
Fund: 272 - Special Revenue		
Assets		
272-000-001.000	CASH - CHECKING	94,742.12
272-000-001.002	CASH - CREDIT CHECKING	2,020.97
272-000-002.000	BANK OF ANN ARBOR MONEY MARKET	431,549.04
272-000-017.000	MI CLASS ACCOUNT	333,105.45
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	5,510.36
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:		866,927.94
		866,927.94
Liability		
272-000-202.000	ACCOUNTS PAYABLE	0.00
272-000-214.101	DUE TO GENERAL FUND	89.00
272-000-214.371	DUE TO DEBT SERVICE	0.00
272-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00
Total Liability:		89.00
Equity		
272-000-386.000	TERRY RESERVE	549,508.36
272-000-387.000	ARCHIVES FUND BALANCE	44,444.70
272-000-390.000	FUND BALANCE	229,147.33
Total Beginning Equity:		823,100.39
Total Revenue		49,979.49
Total Expense		6,240.94
Revenues Over/Under Expenses		43,738.55
Total Equity and Current Surplus (Deficit):		866,838.94
Total Liabilities, Equity and Current Surplus (Deficit):		866,927.94

HCDL Balance Sheet

As Of 04/30/2025

Account	Name	Balance
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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	4,300.00
371-000-300.000	BONDS PAYABLE	1,720,000.00
Total Liability:		1,724,300.00

Equity

371-000-390.000	FUND BALANCE	0.00
371-000-390.001	FUND BALANCE - EXPENDABLE	-1,724,300.00
Total Beginning Equity:		-1,724,300.00

Total Revenue	26,300.00
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Total Expense	26,300.00
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Revenues Over/Under Expenses	0.00
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Total Equity and Current Surplus (Deficit):	-1,724,300.00
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Total Liabilities, Equity and Current Surplus (Deficit):	0.00
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Account	Name	Beginning Cash Balance	Net Change	Ending Balance
101 - General Fund				
101-000-001.000	CASH - CHECKING.	149,577.18	(38,194.23)	111,382.95
101-000-001.002	CASH -CREDIT CHECKING	7,669.49	746.49	8,415.98
101-000-002.000	BOA MONEY MARKET	7,751,192.63	(121,483.23)	7,629,709.40
101-000-002.001	COMERICA MMKT	400,212.91	(357,853.06)	42,359.85
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	426,744.39	(381,586.38)	45,158.01
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	102,114.57	(91,306.43)	10,808.14
101-000-002.004	FNB MMKT-TECHNOLOGY	160,330.09	-	160,330.09
101-000-007.000	CASH-PAYROLL CHECKING	550.00	-	550.00
101-000-017.000	MI CLASS	333,105.45	357,853.06	690,958.51
101-000-018.000		-	381,586.38	381,586.38
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	-	91,306.43	91,306.43
Fund 101 - General Fund Total:		9,331,496.71	(158,930.97)	9,172,565.74
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	92,267.45	2,474.67	94,742.12
272-000-001.002	CASH - CREDIT CHECKING	1,858.47	162.50	2,020.97
272-000-002.000	BOA MONEY MARKET	429,991.31	1,557.73	431,549.04
272-000-017.000	MI CLASS	333,105.45	-	333,105.45
Fund 272 - Special Revenue Total:		857,222.68	4,194.90	861,417.58
371 - Debt Service Fund				
Beginning Cash Balance				
371-000-001.000	CASH	-	-	-
Fund 371 - Debt Service Fund Total:		-	-	-
Grand Total		10,188,719.39	(154,736.07)	10,033,983.32

HCDL Banking & Investment Summary

3/31/2025

Bank	Account Type	Description	Current Balance*	Fiscal YTD Interest	Interest Rate	APY	Maturity Date	Maturity Amount	Accrued Interest
BOAA	Checking	General Checking	251,313.77	9,775.01	4.410%	4.50%	n/a		
BOAA	Checking	Payroll Checking	559.70	-	0.000%	0.00%	n/a		
BOAA	Checking	Credit Processing	9,419.16	33.94	0.550%	0.55%	n/a		
BOAA	ICS	General Savings	7,911,522.72	219,580.84	4.400%	4.50%	n/a		
BOAA	ICS	272 Savings	429,991.31	14,851.85	4.400%	4.50%	n/a		
MI Class	Investment	Investment	666,210.90	13,110.90	4.416%	4.41%	n/a		
PNC	Brokerage	Money Market	-	14.26	0.000%	0.00%			
Comerica	Brokerage	Money Market	830,735.87	4,275.23	0.390%	0.39%	n/a		
Comerica	Brokerage	Government Bond FHLB	98,339.00	562.50	1.125%	1.54%	12/15/2025	100,000.00	66.67
			10,198,092.43	262,204.53					
			Overall Return		4.039%	4.13%			

*Current balance is per bank statement.

Howell Carnegie District Library Board of Trustees
Director's Report for May 13, 2025

BOARD MEETING AGENDA

[A-May 13, 2025 Agenda](#)

CALL TO ORDER/APPROVAL OF AGENDA

ATTENDANCE

CONSENT AGENDA:

- A. Minutes from April 8, 2025
[B-Consent Agenda A-board minutes 4-08-25](#)
- B. Bills & Payrolls
[B-Consent Agenda B-Payment Register](#)
[B-Consent Agenda B-Payroll Bill](#)

FINANCE:

- 1. April penal fines totaled \$43,137. That brings the year to date total to \$383,622, which is 6% higher than last year at this time.
- 2. Funds from Commerica were transferred to MICLASS at the end of April.
- 3. The monthly budgetary status report and balance sheet are attached.
- 4. Treasurer's Report
[C-Financial Information A- Monthly Budgetary Status Report](#)
[C-Financial Information B- Balance Sheet](#)
[C-Treasurer's Report – April 2025 Monthly Summary](#)
[C-Treasurer's Report - Banking and Investment Summary March 31, 2025](#)

COMMITTEE REPORTS

None

POTENTIAL MOTIONS FOR ACTION AND DISCUSSION ITEMS

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

ACTION ITEMS

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- Requesting a Purchase Agreement for new phones and phone system with BSB Communications
[E- BSB Communications - New Phones and phone system](#)

I move to approve a purchase agreement with BSB Communications for new phones and phone system for \$22,707.79

The current phone system and phones are no longer supported. I recommend moving to BSB Communications for installation and support of a new phone system and purchasing new phones. BSB also recommended switching from Comcast to Ooma, a cloud VoIP service, for an approximate savings of \$100 per month. Phone service via Ooma is reflected in the draft FY 2025-2026 budget.

The Technology Reserve Fund Balance has funds available for the capital purchase of new phones. Because we don't have a definitive installation date, this purchase is included as an amendment to the FY 24-25 budget and in the draft FY 25-26. Remember, I always budget expenditures on the higher side.

DISCUSSION ITEMS:

- Review Draft Budget Fiscal Year 2025-2026
[F- Director's Notes](#)
[G- Budget worksheets FY 24-25 and FY 25-26](#)

I will review the FY 24-25 estimate and the draft budget for 25-26 at the meeting. The Budget Hearing will be held on Tuesday, June 10, 2025, at 6:45pm. The budget will be on the agenda for the June 10, 2025, board meeting for approval.

- Proposed Pay Structure
[H-Proposed Pay Structure](#)

ElementOne has returned a recommended base pay structure for 2025.

The process included:

- Gathering Howell Carnegie Library employee information via their standard Job Information Questionnaire, which was completed by all regularly scheduled staff and some substitutes
- Collecting labor market data from as many relevant, reputable, published sources as available to ElementOne, including comparable libraries identified by the library
- ElementOne consultants guiding the Leadership Team through their "point factor job evaluation plan" (PFJE)
 - The PFJE process is used to ensure that compensation structures are internally equitable
- The PFJE plan has objective scales reflecting different levels of six key aspects of job value (factors):
 - Knowledge and skills required for job performance
 - Problem-solving involved in carrying out duties
 - Judgment, discretion, and management
 - Communications and contacts
 - Ability of the job to produce positive results
 - Impact of poor performance of job duties

The recommended base pay structure has 23 grades. Ten grades have no jobs assigned, which allows room on the schedule to add additional jobs if/when the need arises. Grades with no jobs assigned were left off the presented structure for ease of reading. Additional jobs would be added using the PFJE. Changes in responsibilities to current jobs would also be evaluated against the PFJE.

The recommended base pay structure has four levels per grade:

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

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

As expected, some jobs changed grades. The PFJE identified jobs that were historically undervalued and some that were overvalued. The resulting structure reflects the contributions of all jobs and internal equity.

The next step in the compensation review process is creating a development appraisal system. The results of individual development appraisals and the availability of funds in the budget will determine any pay increases. This changes the previous practice of a uniform percentage increase for all who received a positive performance evaluation.

ElementOne recommends that anyone at or above 110% mastery with a positive development appraisal receive a one-time bonus instead of a pay increase.

The structure was used to determine the draft fiscal year 2025-2026 budget. ElementOne led supervisors through an abbreviated evaluation process of each employee to assist the director in placing individuals within the proposed structure.

A recommendation to approve the new structure will be on the agenda for the June 10, 2025, board meeting.

- Reminder Trustee Assessment

Each year, the board completes a self-evaluation form (Google Form). I will email the link to the Google Form after our May meeting. The compiled results will be discussed at the June meeting.

- Update on Steps and Ramps Improvement Project

I will provide an update at the meeting.

- Conduct Annual Performance Appraisal of the Director

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

MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- Archives Update - following the Open House on April 6th
 - 2 appointments (4/9 and 4/15), and 3 related/follow-up archive inquiries.
 - 4 batches of donations to the archives (one of which was digital)
 - 3 volunteer applications
 - Digital Archive Howell's Notable Women exhibit update - This exhibit has Arlene Lamoreaux added to it as the [Howell History Book Lady](#).
- Strategic Plan - The Leadership Team is working on Action Plans for the first 12-18 months. My Director Goals will be mainly driven by the Action Plan. More to follow in June.
- Many months ago, Diane McKee, Business Office Administrator, followed up on an opportunity related to brownfield redevelopment and the library lot. She was connected with [TAB](#) Technical Assistance to Brownfields. I am excited to announce that we are starting to work with [PLY+](#), an architecture firm in Ann Arbor, on a conceptual design. There is no cost to the library for this design service. The result will help us determine options and costs moving forward.
- Executive Order seeking to eliminate the federal Institute of Museum and Library Service (IMLS).
 - May 2, 2025, from Michelle Bradley, Library Development Manager, Library of Michigan

Due to continued uncertainties in federal funding, LM will discontinue the MeL database training that is provided through the MCLS contract beginning 10/1/2025. At this time, resources and training for library staff and educators will remain available on Mel.org. We know that this is disappointing news, and we appreciate the care and quality of work that the MCLS MeL Engagement Specialists, Ann Kaskinen and Laura Warren-Gross have given to MeL and the library community over the past seven years. We will continue to keep the library community informed of any further developments to MeL as we continue to navigate the uncertainties of funding.

- May 1, 2025, [Federal Court Halts Dismantling of IMLS](#)
- April 25, 2025, from Steven K. Bowers, Executive Director, The Library Network

The Library of Michigan held a meeting for library directors today to provide an update on Federal funding (IMLS) for libraries. A positive point was that MI has been officially notified that we can still anticipate a 50% award next year (approximately \$2.4 million), which will allow the Library of Michigan to continue MeLCat and several MeL databases. Although no details have been decided at this point, this is welcomed news.

IMLS has not been reauthorized past September 2025, most of the organization has been disbanded, and budgeting for 2026 is still not complete. Because permanent funding is not certain, participants in MLA Advocacy Day will still ask Michigan legislators to consider permanent funding for the Michigan eLibrary at the state level.

Talking points that you may share with the public, other constituents, and legislators:
<https://www.milibraries.org/assets/docs/AdvocacyDay2025/Advocacy%20Day%202025%20Talking%20Points%20MeL.pdf>

We will share more information as it becomes available.

- [ReadersFirst: Consumer vs. Library and Print vs. Digital Pricing](#) Article shared by Jim Flury, Technical Services Manager, The Library Network about the reality of how much more libraries pay for digital formats than individual consumers.
- Fun facts about Tonies from Janice Heilman, Head of Youth Services

It's been about a year since we started offering [Tonies kits for circulation](#), and they continue to fly off the shelf!

- We started with 10 kits in May 2024, added 3 additional kits in December, and we're in the process of adding 6 more to have a total of 19 different Tonies kits.
- The combined total circulation of all our Tonies kits is 268.
- Individual library items with the highest number of checkouts within the current "year to date" (since July 2024) are some Tonies kits & some DVDs.

PERSONNEL:

- Congratulations to Amber Carnahan, Library Assistant - Adult Services. Amber was recently published in The Library Trends journal's "Joy of Information" edition, a collection of papers covering that theme. In 2022, while she was still working on her MLIS, she submitted a haiku for a section calling for student participation. Here is her haiku:

*Be lost in pages
of paperback majesty
and at last be found*

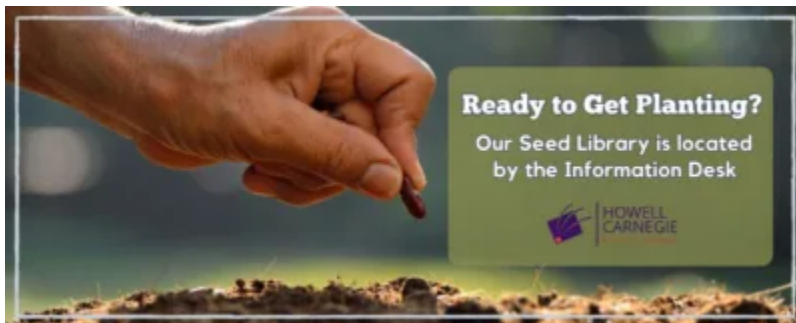
Amber never fails to amaze me.

- Decision Day for Annalise, library shelve



LIBRARY EVENTS:

- Youth Services (family, children, and teens) [calendar of events](#).
- Reference or Adult Programming [calendar of events](#).





COMMUNITY ENGAGEMENT:

- [View](#) the student artwork and the Livingston Fine Arts Association featured artists.
- Another StoryWalk coming to downtown Howell - [Tallulah the Mermaid and the Great Lakes Pledge](#) by Denise Brennan-Nelson. The StoryWalk Kick Off will be held on Monday, June 2 in conjunction with [Youth Services' Summer Reading Kick Off](#). Great Start Livingston will have a table on the library lawn where families can stop by to get the StoryWalk map and a free book, while supplies last, from 9:30 - 11:00 a.m.
- The library is working on securing dates for the Howell Farmers Market. Traditionally, we attend once in June and again in September.
- [Free For All: The Public Library](#) is now available to stream on pbs.org.
- The library had a table at the Small Business Resource Expo hosted by the Livingston Business Hub within the Howell Area Chamber of Commerce on Wednesday, April 23.

TRUSTEE NOTEBOOK:

A redesign of the Trustee Google Drive continues.

Holly Ward Lamb 5/8/25

PURCHASE AGREEMENT

BSB Communications, Inc
41150 Technology Park, Ste 101
Sterling Heights, MI 48314
586-774-6000
kevin.pough@gobsb.com

Date: April 17, 2025

Order Number: 250417

DESCRIPTION	AMT
<ul style="list-style-type: none">• MiVoice Business Hardware• MiVoice Business Software• MiVoice Business License• SWAS – Software Assurance & Support – 3 years• -support starts upon completion approx. July/Aug 2025• 36 new phones, 3 wall mounts• 1 year warranty included• (see attached)	
Equipment :	\$13,407.79
Labor:	\$ 9,300.00
Terms of Payment :	
✓ \$11,353.90	50% Upon Execution of this Agreement
✓ \$9,083.12	40% At Cutover
✓ \$2,270.78	10% Upon Completion
TOTAL	\$22,707.79

Funds to come from 101-790-972 Technology Capital

The Howell Carnegie District Library is tax exempt: Federal ID #52-1642160.
The Library payables are set up for twice a month.

Howell Carnegie District Library
314 W. Grand River
Howell, MI 48843
Phone: 517-546-0720
Fax : 517-546-1494

Holly Ward Lamb, Director





**BSB COMMUNICATIONS INC
SYSTEM PROPOSAL**

PREPARED FOR
**HOWELL CARNEGIE DISTRICT
LIBRARY**



MIDLAND, MICHIGAN
5708 W Wackerly St, Ste B
Midland, MI 48642
Tel 989.492.7000
Fax 989.492.7013

GRAND RAPIDS, MICHIGAN
4523 Broadmoor Ave. SE
Grand Rapids, MI 49512
Tel 616.272.7111
Fax 616.272.7113

TRAVERSE CITY, MICHIGAN
120 E Front St, Ste 2
Traverse City, MI 49684
Tel 231.715.7111
Fax 231.715.7113

GAYLORD, MICHIGAN
3687 Old 27 South, Ste 3

PREPARED BY
KEVIN POUGH

4/10/2025

METRO DETROIT, MICHIGAN
CORPORATE HEADQUARTERS
41150 Technology Park Dr, Ste 101
Sterling Heights, MI 48314
Tel 586.774.6000
Fax 586.774.3413

PORT HURON, MICHIGAN
2929 Lapeer Rd, Ste D
Port Huron, MI 48060
Tel 810.987.4543
Fax 810.987.9165

TOLEDO, OHIO
5660 Southwyck Blvd, Ste 103

Gaylord, MI 49734
Tel 989.705.2300
Fax 989.705.2301

Toledo, OH 43614
Tel 419.866.9999
Fax 419.725.6426

Contact Information

END USER

Company Name:	Howell Carnegie District Library		
Site Address:	314 W Grand River Ave, Howell, MI 48843		
Primary Contact Name / Title:	Jeremy Eden, IT Manager		
Contact Address:	314 W Grand River Ave, Howell, MI 48843		
Phone Number:	517-546-0720	E-mail:	eden@howelllibrary.org

PROVIDER OF SERVICES

Company Name:	BSB Communications Inc.		
Address:	41150 Technology Park Dr, Ste 101, Sterling Heights, MI 48314		
Primary Contact Name / Title:	Kevin Pough		
Phone Number:	586.859.6357	E-mail:	kevin.pough@gobsb.com

PROJECT MANAGER

Project Manager Name:	TBD		
Phone Number:	TBD	E-mail:	TBD

Proposed Solutions

Mitel SMB Controller

The Mitel SMB (Small Medium Business) Controller is a communication server platform that perfectly addresses the smaller customer or branch office segment for the MiVoice Business solution and offers a growth potential for up to 150 users.



The communication server can be expanded using interface cards and system modules, providing enterprise-level features in a small business package. The Mitel SMB Controller is the perfect solution for customers previously on MiVO250 and MiVoice Connect.

Key Features:

- Supports up to 150 users
- Applications directly integrated in the SMBC platform
- Supports MiVoice Business
- Optionally supports integrated MiVoice Border Gateway for functions such as SIP Trunking and Teleworker
- Supports integrated CloudLink Gateway
- Supports integrated probe for Mitel Performance Analytics
- Powerful and future-ready for customer investment protection

Mitel 6920w IP Phone



The 6920w is designed for power users who require a phone with a modern design that is flexible and delivers a high-quality communications experience. It provides flexible network connectivity options including wired Ethernet and built-in Wi-Fi to facilitate installation in work-at-home and corporate environments.

The 6920w is built from the ground up to provide an exceptional HD audio experience with high-quality full-duplex speakerphone and support for Mitel's H-Series USB and EHS/DHSG headsets.

Features:

- Embedded WiFi - dual band (2.4GHz & 5GHz) IEEE 802.11a/b/g/n
- Bluetooth 5.2
- Energy Efficient Ethernet (EEE) support
- 3.5-inch QVGA color display: 320x240 pixel
- Crystal clear HD audio
- High quality full-duplex speakerphone
- Corded speech optimized handset
- MobileLink mobile device integration
- Mobile phone charging point

Mitel 6940w IP Phone



The Mitel 6940 is designed for the executive user who demands an exceptional device that meets their demanding communication needs. The 6940's first-of-its-kind PCLink feature turns your phone into a high-quality audio device for PC based video collaboration. PCLink enables seamless handling of both phone calls and PC audio through a single easy-to-use device. By connecting the phone to your favorite video collaboration solution, like Mitel's MiTeam Meetings or third-party solution such as MS Teams, Zoom, etc., you now have one centralized audio device for all communication. The enhanced full-duplex speakerphone and optional integrated DECT cordless headset give you the flexibility you need for the work-at-home or in-office environment.

Features:

- Embedded WiFi - dual band (2.4GHz & 5GHz) IEEE 802.11a/b/g/n
- Bluetooth 5.2
- Energy Efficient Ethernet (EEE) support
- 7" (800x480 pixel) Touchscreen LCD
- 2 x GigE ethernet ports
- Built in Bluetooth 4.1 support
- Multi-programmable personal touch keys
- 6 softkeys
- Mitel Hi-Q Audio Technology
- PCLink

MiCollab Unified Messaging

From basic voice mail to advanced unified messaging, MiCollab Unified Messaging (UM) is a reliable, cost-effective messaging application that satisfies the diverse needs of the entire user population.

As part of the MiCollab suite, MiCollab UM enables users to access their voice mail remotely through their existing e-mail clients (IBM Lotus Notes, Novell GroupWise, or Microsoft Outlook 2003/2007/2010 or 2013) or telephony user interface (TUI). MiCollab UM also enables access to voice messages from the desktop by e-mail client or web browser.

Benefits:

- Advanced unified messaging and text-to-speech e-mail reading allows users to manage voice mail, e-mail and faxes from a desk phone, mobile device or PC
- Improves customer service levels while Speech Auto Attendant offloads the company receptionist from routine calls
- Personal call routing options, such as Find Me/Follow Me and the ability to create schedules and caller ID filtering, empower users to control how and when calls reach them
- NuPoint upgrade process improvement (vNPM Restore)

MiCollab Client

MiCollab Client provides a console from which users can manage all their business communication and collaboration needs. It converges the call control capabilities of Mitel communications platforms with contact management, Dynamic Status, and collaboration applications, to simplify and enhance real-time communications.

MiCollab Client allows real-time access to everyone in the organization, on or off the premises, with user and phone presence information that make every phone call or instant message (IM) count. It also provides simple ways to manage personal communications. Users can find, communicate and collaborate with others quickly, easily and in the moment by desk phone, softphone, mobile device, fax, instant messaging, instant collaboration, or video conferencing. For true unified communications, MiCollab Client integrates with leading business productivity tools such as Microsoft Exchange, Microsoft Outlook, and Microsoft Office as well as IBM Lotus Notes.

MiCollab Client also includes mobile device applications that enable RIM BlackBerry, Apple iPhone and iPad, and Google Android users to upload UC Advanced directly to their devices for use while on the go. GPS and Bluetooth location-based features ensure the mobile user's presence and availability are always up-to-date and the user remains in touch with in-office contacts.



MiCollab Client delivers increased efficiency and productivity, reduced costs, enhanced responsiveness, and streamlined business operations through advanced features:

- Simplified call management and logging
- Presence and availability
- MiCollab softphone
- Visual voice mail
- Secure instant messaging
- MiCollab web and mobile portals
- Dynamic Status (an easy way for users to specify IM, presence, and call routing options)
- Location-based presence



MiVoice Border Gateway

The MiVoice Border Gateway (MBG) solution securely enables remote employees to work and collaborate productively by having a complete in-office unified communications experience without being physically in the office. To ensure the deployment of secure internal and external workspaces, MBG provides comprehensive threat protection, strict access control, and privacy. It can be installed either on a Mitel MiCollab server or a separate server residing on the corporate network edge. A reliable, secure platform, MBG accommodates multiple network connectivity services in a number of network edge scenarios:

- **Teleworker Service** is a secure plug-and-play solution for remote workers.
- **SIP Trunk Proxy Service** services a SIP-aware firewall at the edge of the company network, which eliminates the need for third-party firewalls. This also simplifies configuration and deployment.
- **Secure Recording Connector (SRC)** is a software solution that facilitates the recording of Mitel encrypted voice streams by third-party call recording equipment (CRE).

Mitel Unified Communications and Collaboration (UCC)

MiVoice Business CAPEX User Profiles

X = Included

O = Optional

Single Line	UCC Basic	UCC Entry	UCC Standard
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Phone System

Caller ID name & number	X	X	X	X
Emergency calling	X	X	X	X
High-definition (HD) voice	X	X	X	X
Auto-attendant ¹	X	X	X	X
Hot desking	-	X	X	X
One number on multiple devices	-	O	X	X
Voicemail	O	O	X	X
Unified messaging	O	O	X	X
PC softphone	-	O	X	X
Mobile softphone	-	-	O	X
Teleworker	-	-	O	X
Attendant console	-	O	-	-

Unified Communications & Collaboration

Desktop/web client	-	X	X	X
Chat/instant messaging	-	X	X	X
Audio conferencing	-	X	X	X
3 rd party video cross-launch	-	-	X	X
Calendar integration	-	-	X	X
Microsoft Teams™ integration	-	-	X	X
Chat storage retention ²	-	12 months	12 months	12 months
SMS and MMS	-	-	X	X
Virtual desktop (VDI) support	-	-	X	X
Mobile client	-	-	-	X

Administration

Call management & phone system administration	X	X	X	X
Multi-site administration	X	X	X	X
Custom roles & permissions	X	X	X	X
Templates for rapid user provisioning	X	X	X	X

Business & Communications Analytics

Call log reports ³	O	O	O	O
Business reporting ³	O	O	O	O
Alarm monitoring & alerting ⁴	O	O	O	O
System performance reports ⁴	O	O	O	O
Real-time quality-of-service analytics & alerts ⁴	O	O	O	O

Platform & Workflow Customization

Deploy on VMware, Nutanix, AWS, Azure & Hyper-V	X	X	X	X
Developer platform & APIs	X	X	X	X
Google integration	-	O	O	O
SFDC integration	-	O	O	O
Support, Security, and Maintenance ⁵				
24x7 support	X	X	X	X
Software & security updates	X	X	X	X

(1) Includes built-in "Call Flows" auto-attendant as well as Mitel's intelligent auto-attendant, "Voice Assist" which requires SWA

(2) CloudLink Chat data retention: 18 months

(3) Provided by Business Reporter

(4) Requires Premium SWA with Mitel Performance Analytics

(5) Requires SWA. Check terms and conditions with your Mitel Partner

Contact Center User Profiles

	Voice Agent	Omnichannel Agent
	Concurrent	Concurrent
Contact Center		
Skills Based Routing – Voice Channel	X	-
Skills Based Routing – Omnichannel (email, chat, SMS, social media)	-	X
Real-Time Dashboards	X	X
Historical Reporting	X	X
Workforce Scheduling	X	X
Control of Agents / Queues + Visual Queue	X	X
Supervisors	X	X
Messaging & Routing IVR	X	X
Softphone and Collaboration Client	X	X

Optional Add-Ons

Google AI (Virtual Agent / Agent Assist)	X	X
Screen Pop, CRM Connectors	X	X
System Admin (additional)	X	X
Self-Service IVR	X	-
Automatic Speech Recognition IVR	X	-
Preview Dialer	X	-
Progressive/Power/Predictive Outbound Dialer	X	-

CC Business Reporter	X	-
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Omnichannel Agent can be deployed by itself or as an addition to Voice Agent.

Some features listed above require Professional Services.

Workforce Optimization User Profiles

Interaction Recording, Quality Management, and Speech/Desktop Analytics	Essentials	Premier	Elite
Call Recording Base	X	X	X
Call Recording Channel	X	X	X
G.729 Data Compression	X	X	X
Web Command (start/stop via browser)	X	X	X
Web-Based Search and Replay Interface	X	X	X
Trusted Virtualization	X	X	X
GDPR	X	X	X
Insight Reporting	X	X	X
Screen Recording	-	X	X
Screen Mute (PCI-DSS)	-	X	X
Quality Management Basic (named) x1	-	X	X
Quality Management Advanced (named) x1	-	-	X
Encryption with Key Management	-	-	X
Emotion Detection	-	-	X

Optional Add-Ons

PC Toolbox (PC-based recording control, search, & replay)	\$	\$	\$
Advanced Downloading (download client + Data Import/Export + Storage Manager)	\$	\$	\$
Speech Analytics (Cognitive)	-	\$	\$
Salesforce Connector (subscription license)	\$	\$	\$
MiContact Center Outbound Connector	\$	\$	\$
Recording Controls via Phone	\$	\$	\$
Active/Passive SIP Phone Recording	\$	\$	\$
Recording Control, Search and Replay APIs	\$	\$	\$
CTI for MiContact Center Business	\$	\$	\$
Parallel Recording	\$	\$	\$

Workforce Management

X Forecasting	X Real-time Adherence with Alerts	X Employee Self-Assessment Tools
X Scheduling	X Intraday Management	X Mobile App
X Automatic Day-Off and Overtime Optimization	X Time-off Requests (by employee and automated)	X Real-time and Historical Reporting
X Multi-Skill Dynamic Resource Allocation	X Gamification	X Payroll Export

Mitel Software Assurance

Mitel Software Assurance (SWA) provides two primary components for optimization and ongoing support of your software-driven Mitel communications system.

The first component provides comprehensive access to new software update releases (which includes bug fixes, patches and minor feature enhancements) as well as software upgrade releases (which include new features and functionality developed and made available in the most current software version, and may contain bug fixes and patches) for the applicable product(s) during the term of the Software Assurance subscription term.

The second component provides Mitel technical support services on your behalf to BSB Communications Inc (BSB). In the event a technical issue arises that requires the manufacturers engineering or developer assistance, BSB will have access on your behalf to those services direct from Mitel.

Software Assurance Programs

- Standard Software Assurance is Mitel's core software support offering which includes access to new software releases, updates, technical support services during normal business hours (8AM-8PM Mon-Fri).
- Premium Software Assurance is Mitel's enhanced software support offering extending Standard SWAS with 24/7 technical support coverage.

Software Assurance Subscription Options

- Software Assurance can be purchased yearly, or in 2-5 year bundles. Subscriptions can be extended prior to expiration of the current Software Assurance program.
- In event the current software assurance has expired; a new subscription can be purchased with an additional re-enlistment fee.

Schedule of Equipment and Services

Total Price for Core Solution:

\$22,707.79

Qty	Part Number	Description	Unit MSRP	Unit Sell	Ext Sell
MiVoice Business Hardware					
1	54011858	MiVB on SMB Controller	\$350.00	\$234.50	\$234.50
1	20350236	SMBC rack mount kit	\$36.00	\$24.12	\$24.12
1	20351208	System Module 2 DSPX	\$430.00	\$288.10	\$288.10
1	50008381	SMB Controller 8/38G	\$900.00	\$603.00	\$603.00
MiVoice Business Software					
1	54005442	MiCollab Virtual Appliance	\$1,050.00	\$367.50	\$367.50
MiVoice Business License					
2	54002701	MiVoice Business License-SINGLE LINE EXT	\$67.50	\$28.35	\$56.70
1	54005610	MiCollab NPUM MiVBus Mailbox Licensesx10	\$350.00	\$183.75	\$183.75
36	54006539	UCCv4.0 Entry User for MiVoice Bus x1	\$235.00	\$82.25	\$2,961.00
1	54006732	MiCollab Mobile Entry UCC x50	\$780.00	\$468.00	\$468.00
Endpoints					
3	50008299	6800/6900 Wall Mount	\$46.00	\$29.90	\$89.70
1	51005172	PWR CRD C7 2.5A 125V-NA PLUG NON POLRIZD	\$12.00	\$7.80	\$7.80
30	50008385	6920w IP Phone	\$368.00	\$147.20	\$4,416.00
6	50008387	6940w IP Phone	\$625.00	\$250.00	\$1,500.00
Paging - Sound					
1	ALGO8301	Paging Adapter	\$405.00	\$405.00	\$405.00
Software Assurance & Support (SWAS)					
467	54012628	SWA MiVBus UC Advantage 3y	\$6.44	\$3.86	\$1,802.62
Services					
8	L3-LB-PM	L3 Project Management	\$175.00	\$175.00	\$1,400.00
30	L3-LBR-SYS	L3 System Implementation & Design	\$175.00	\$175.00	\$5,250.00
9	L3-LB-STA-R	L3 Station Setup & Programming (Remote)	\$175.00	\$175.00	\$1,575.00
9	L3-LBR-TEL	L3 Tel Unbox-Assemble-Pin-Place-Test (On-Site)	\$175.00	\$175.00	\$1,575.00
2	L3-LBR-UT	L3 End User Training Hours (On-Site)	\$175.00	\$175.00	\$350.00
2	L3-LB-AT	L3 System Admin Training Hours	\$175.00	\$175.00	\$350.00
- Monday-Friday (8:00AM-5:00PM) - Excluding Holidays					
1	LaborDisc	Labor Discount		-\$1,200.00	-\$1,200.00

Proposal - Howell Carnegie District Library

Qty	Part Number	Description	Unit MSRP	Unit Sell	Ext Sell
		Warranty / Support			
1	PartsWrtly	1 Year Standard Parts Warranty	Incl.	Incl.	Incl.
1	Support24X7	1 Year (24x7) Labor Support	Incl.	Incl.	Incl.

Pricing excludes taxes and is valid until 5/10/2025

SDA_Howell Carnegie District Library_MiVB_15515_v2

Note 1: Pricing is based on the Mitel Sourcewell Contract #120122-MBS

Warranty Support Plan

Scope and Definition of Support Services

During the warranty period defined in the above "Schedule of Equipment and Services", BSB will provide support for the above quoted system as follows:

Full Service 24 x 7 Plan with 4 Hour Response for Major Failures

Hours of Coverage

- 24x7x365 (24 hours per day, seven days per week, 365 days per year) remote and onsite and support for a Major Failure.
- 8 a.m. - 5 p.m. Monday through Friday (local time at the Site, excluding BSB's locally observed holidays) remote and onsite support for a Minor Failure.

Response Objectives

Major Failure

- Response within two (2) hours upon receipt of a trouble report of a Major Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.
- Onsite response within four (4) hours upon receipt of a trouble report of a Major Failure which cannot be resolved by a remote engineer.

Minor Failure

- Response within eight (8) business hours (Monday through Friday 8 a.m. - 5 p.m. at the local time at the Site, excluding BSB's locally-observed holidays) upon receipt of a trouble report of a Minor Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.
- Onsite response within the next business day (Monday through Friday 8 a.m. - 5 p.m. at the local time at the Site, excluding BSB's locally-observed holidays) upon receipt of a trouble report of a Minor Failure which cannot be resolved by a remote engineer.

Parts Replacement

- Expedited replacement of defective parts and materials is included in this Support Plan during the coverage hours purchased as detailed above.

Additional Services

- Network service provider liaison support: BSB will communicate and cooperate with the End-User's network service provider to determine the source of Equipment failure (when applicable).
- Carrier Service liaison support: BSB will communicate and cooperate with the End-User's Carrier Services Provider to facilitate new carrier services (when applicable).
- Periodic system back-ups to be done remotely as needed.

Software Updates

- Provision of software updates, containing maintenance fixes, will be provided as needed to resolve a Major or Minor Application Failure.

Note: Any peripheral or ancillary products not listed above may be serviced, at BSB's option, at the End-User's request on a time and materials basis at then current support services rate.

Mitel 6900 Series Telephones, Feature Matrix, and Pricing

(** Approx Sell Price)




6940W	6930W	6920W
		
• 7" Color Touch Display	• 4.3" Color Display	• 3.5" Color Display
• (96) Total Buttons	• (72) Total Buttons	• (18) Total Buttons
(12) Buttons x (8) Pages	(12) Buttons x (6) Pages	(6) Buttons x (3) Pages
• Context-Sensitive Buttons	• (5) Context-Sensitive Keys	• (4) Context-Sensitive Key
• (STD) Cordless Handset	• (OPT) Cordless Handset	
• Enhanced WB Speakerphone	• Enhanced WB Speakerphone	• Wideband Speakerphone
• 802.11n Wi-Fi	• 802.11n Wi-Fi	• 802.11n Wi-Fi
• Bluetooth 5.2	• Bluetooth 5.2	• Bluetooth 5.2
• (1) 500mA USB Headset Port	• (1) 500mA USB Headset Port	• (1) 500mA USB Headset Port
	• Analog / EHS Headset Port	• Analog / EHS Headset Port
• (2)x Gigabit Ethernet	• (2)x Gigabit Ethernet	• (2)x Gigabit Ethernet
• DECT Headset Support	• DECT Headset Support	
• PKM Support	• PKM Support	• PKM Support
• PCLink Support	• PCLink Support	• PCLink Support
• MobileLink Support	• MobileLink Support	• MobileLink Support
MSRP \$595	MSRP \$450	MSRP \$350
SourceWELL \$387 **	SourceWELL \$293 **	SourceWELL \$228 **

6915	6910	6905
		
• 3.5" Color Display	• Monochrome Display	• Monochrome Display
• (12) Total Buttons	• (8) Total Buttons	• (3) Total Buttons
(6) Buttons x (2) Pages		
• (4) Context-Sensitive Keys		
• Wideband Speakerphone	• Wideband Speakerphone	• Wideband Speakerphone
• (1) 100mA USB Headset Port		
• Analog / EHS Headset Port	• Analog/EHS Headset Port	
• (2)x Gigabit Ethernet	• (2)x Gigabit Ethernet	• (2)x 10/100 Ethernet
• No Wifi / Bluetooth	• No Wifi / Bluetooth	• Low Power (Class 1 POE)

Proposal - Howell Carnegie District Library

MSRP \$235	MSRP \$187	MSRP \$121
SourceWELL \$143 **	SourceWELL \$122 **	SourceWELL \$79 **

Mitel 6900 Series Accessories, Feature Matrix, and Pricing (** Approx Sell Price)

6970 Conference Tel	Programmable Key Module (PKM)	s720 BT Speakerphone
		
<ul style="list-style-type: none"> • 7" Color Touch Backlit Display • (16) Total Buttons • (6) Context-Sensitive Buttons • Hi-DEF Full Duplex Speakerphone • (1)x Gigabit Ethernet 	<ul style="list-style-type: none"> • 4.3" Color Backlit Display • (28) Self-Labeling Keys • Daisy Chain up to (3) PKM • 6940, 6930 & 6920 Support • Powered thru connected Phone 	<ul style="list-style-type: none"> • Bluetooth Wireless HD Speakerphone • Wired or BT Connectivity • Works with Mobile Smartphone • (2) Units can be paired together • Talk Time up to 15 Hours • 6940 & 6930 Support
MSRP \$685	MSRP \$237	MSRP \$275
SourceWELL \$445 **	SourceWELL \$154 **	SourceWELL \$234 **

6970 Remote Microphones

<ul style="list-style-type: none"> • 6970 (2) Wired Remote Mics • 6970 Support
MSRP \$286
SourceWELL \$186 **

6900 Wall Brackets

<ul style="list-style-type: none"> • 2-piece slide & lock design • Telco wall plate support • Direct wall mounting holes • 2-fixed phone angles (10°/20°)
MSRP \$35
SourceWELL \$23 **

Mitel 6900 Series Accessories, Feature Matrix, and Pricing (Continued)

712D DECT	722D DECT	732D DECT
		
• Entry DECT Wireless Tel	• Business DECT Wireless Tel	• Industrial DECT Wireless Tel
• 2.4 " Color Display	• 2.4 " Color Display	• 2.4 " Color Display
• Req's DECT Access Points	• Req's DECT Access Points	• Req's DECT Access Points
• USB Type C Charging Port	• USB Type C Charging Port	• USB Type C Charging Port
• Replaceable Batteries for Multi-Shifts	• Replaceable Batteries for Multi-Shifts	• Replaceable Batteries for Multi-Shifts
• Bluetooth Support	• Bluetooth Support	• Bluetooth Support
		• ATEX Explosion Proof Model also Avail
MSRP \$260.00	MSRP \$385.00	MSRP \$715.00
&712DPrice&	&722DPrice&	&732DPrice&

Mitel Headsets, Feature Matrix, and Pricing

Integrated DECT Headset	Mitel H40 Stereo DECT Headset	Mitel H30 Stereo CC Headset
		
Premium Mono DECT Headset	Stereo DECT Cordless Headset	Stereo Contact Center Headset
DECT Wireless Integrated	DECT Wireless USB or RJ9	Wired USB
Phone Only	PC or Phone	PC or Phone *
Over-Head Band or Over-Ear	Over-Head Band	Over-Head Band
300-foot (100 meter) range	490-Foot (150 meter) Range	
8 Hours Talk Time	13 Hours Talk Time	
6940, 6930 & 6920 Support	Passive Noise Cancellation	Passive Noise Cancellation
Powered thru connected Phone	Integrated Busy Light	Customizable 360 Busy Light
Headset Call Control Buttons	Headset Control Buttons	* Req's H30 Link Controller (below)
MSRP \$330	MSRP \$310	MSRP \$198
SourceWELL \$215 **	SourceWELL \$202 **	SourceWELL \$129 **

Mitel H20 Mono CC Headset	Mitel H10 Stereo USB Headset	Mitel H30 Link Controller
		
Mono Analog Contact Center Headset	Stereo Wired Headset	H30 Link Controller
Wired Analog RJ9	Wired USB	Connect to Select Phones via USB
Phone Only	PC or Phone	Enables Call Control to Softphone
Headband - Neckband - Over Ear	Over-Head Band	
	Integrated 360 Busy Light	
MSRP \$185	MSRP \$104	MSRP \$110
SourceWELL \$120 **	SourceWELL \$68 **	SourceWELL \$72 **

Phone / Application Headset Compatibility

	6940	6930	6920	6915	6910	Apps **
H40 Stereo DECT	USB	USB-RJ9	USB-RJ10	RJ9	RJ9	USB
H30 Stereo CC *	USB	USB	USB	RJ9	RJ9	USB
H20 Mono CC	-	RJ9	RJ9	RJ9	RJ9	-
H10 Stereo	USB	USB	USB	-	-	USB

* Req's Link Controller (6920 / 6930 / 6940)

* Does not Req Link Controller (6920w / 6930w / 6940w)

** Compatible Apps >

MiTeam Meeting
 MiCollab Softphone
 MVB Console
 MCC

INSTALLATION AGREEMENT

BSB Communications Inc

Page 1 of 5

Customer Name : Howell Carnegie District Library	Date	04/10/2025
Current Address : 314 W Grand River Ave, Howell, MI 48843		
Install Address : 314 W Grand River Ave, Howell, MI 48843	Install Date	TBD

TERMS AND CONDITIONS

BSB Communications Inc, 41150 Technology Park Dr, Ste 101, Sterling Heights, MI 48314 hereinafter referred to as **BSB**, agrees to provide Howell Carnegie District Library, hereinafter referred to as **Howell Carnegie District Library**, the items and services as described in "SCHEDULE A", dated 4/10/2025, as well as any following schedule(s) or documents attached to and made part of this agreement. Both parties shall initial any schedule(s) or document(s) attached as part of this agreement

The following terms and conditions shall apply:

- a) Title of the system shall be retained by BSB until payment in full is received.
- b) Howell Carnegie District Library agrees to provide ready access to the site at reasonable hours.
- c) Howell Carnegie District Library agrees to provide required heat, air conditioning, light and power during and after the installation.
- d) Howell Carnegie District Library agrees to provide a suitable location for the installation of the equipment.
- e) Howell Carnegie District Library shall be responsible for providing approved raceway if required.
- f) Howell Carnegie District Library shall be responsible for obtaining any permits required by the City, Township, County, State or any other agency, necessary for the installation of the cabling or equipment covered under this agreement.
- g) Howell Carnegie District Library agrees to provide the information necessary to complete the installation and programming of the system as specified in this agreement. This shall include, but not be limited to; Keysheet Information, Carrier Information, required IP addresses, or other reasonable information requested by BSB or its agents.
- h) BSB, at the request of Howell Carnegie District Library, will place orders for carrier services and act as Howell Carnegie District Library's agent. BSB assumes no responsibility for the performance of the carrier(s) or the ability of the carrier(s) to deliver the requested services.
- i) BSB shall not be responsible for any equipment or services provided by Howell Carnegie District Library. This includes, but is not limited to, voice cabling, data cabling, data switches, routers, Wide Area Connections (WAN) or carrier services. In the event BSB is requested to service any equipment or services provided by Howell Carnegie District Library, BSB will bill Howell Carnegie District Library for labor or equipment at the current rate.
- j) Systems that are networked using Voice over Internet Protocol (VoIP) are subject to testing by BSB and successful results of the testing. In the event the networking connection(s) require additional equipment, programming or other services not covered by this agreement, the additional labor and equipment shall be billed at the current rate.
- k) Possible performance degradation on the public Internet. If connected to the public Internet, IP devices will function, but voice quality may suffer due to dynamic bandwidth availability. Possible undesirable consequences include voice quality degradation, garbled speech, dropped calls, equipment resets, etc. Also, the VoIP suitability of any Internet connection can change at any time without advance notice. BSB cannot guarantee satisfactory voice quality if this equipment is operated through the public Internet. Therefore, BSB will bear no responsibility for network quality issues that are caused by using this product through the public Internet.
- l) Howell Carnegie District Library agrees to the terms of payment as set forth below. Cutover is defined as the point in time that the system is connected to the public network and both internal and external communications are established, all the equipment listed in the schedules is onsite and working and any major problems have been resolved. In the event there are minor problems or items not required for normal operation are not installed, Howell Carnegie District Library may retain ten percent of the balance until said issues are resolved. In the case of a third party lease, the leasing company's terms and conditions apply.

Any additions or credits to this agreement will be made through change orders and the cost will be adjusted accordingly.

This installation agreement constitutes the entire understanding of the parties and no other understanding, collateral or otherwise shall be binding unless in writing, attached to this agreement and signed by both parties.

Cash Purchase Price :	\$22,707.79	Sales Tax NOT Included
Equipment :	\$13,407.79	
Labor :	\$9,300.00	
Sales Tax :	\$0.00	

Terms of Payment :	\$11,353.90	50%	Upon Execution of this Agreement
	\$9,083.12	40%	At Cutover
	\$2,270.78	10%	Upon Completion

X

Accepted by BSB Communications, Inc.

X

Howell Carnegie District Library Authorized Signature

INSTALLATION AGREEMENT

BSB Communications Inc

Page 2 of 5

Customer Name : Howell Carnegie District Library	Date	04/10/2025
Current Address : 314 W Grand River Ave, Howell, MI 48843		
Install Address : 314 W Grand River Ave, Howell, MI 48843	Install Date	TBD

SCHEDULE A

Dated : X

Dated : X

Howell Carnegie District Library Initial : **X**

BSB Initial : **X**

INSTALLATION AGREEMENT

BSB Communications Inc

Page 3 of 5

Customer Name : Howell Carnegie District Library	Date	04/10/2025
Current Address : 314 W Grand River Ave, Howell, MI 48843		
Install Address : 314 W Grand River Ave, Howell, MI 48843	Install Date	TBD

SCHEDULE A

Note: It is your organization's responsibility to comply with Federal Government Laws "**KARI's LAW & RAY BAUM'S Act**". Visit <https://www.fcc.gov/mlts-911-requirements> to learn more. **RAY BAUM'S Act** requires a "dispatchable location" or a physical address to which 911 responders will be sent when a 911 call is made from a specific device. It aims to ensure that first responders can find the caller, even if they cannot speak or confirm their address. Compliance for users on your Mitel phone system that are using MiCollab soft phones on mobile devices (i.e., laptops or tablets) requires a third-party provider (e.g., RedSky) to manage and ensure a user's location can be properly identified and passed to the Public Service Answering Point (PSAP) / 911 Dispatcher.

TERMS AND CONDITIONS (Continued)

- j) IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT OR LOSS OF DATA, OR FOR ANY INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OR LIKELIHOOD OF THE OCCURRENCE OF SUCH DAMAGES AND WHETHER SUCH DAMAGES WERE FORESEEABLE, AND WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE.

BSB'S MAXIMUM LIABILITY TO THE OTHER, FOR ANY DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR ANY INDIVIDUAL SOW TO THIS AGREEMENT, (INCLUDING BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE), SHALL BE LIMITED TO AN AMOUNT EQUAL TO THE FEES PAID TO BSB UNDER THIS AGREEMENT; PROVIDED, HOWEVER, NOTHING HEREIN SHALL LIMIT A PARTY'S OBLIGATION FOR INDEMNIFICATION OF THIRD PARTY CLAIMS, BREACH OF CONFIDENTIALITY OR DAMAGES OCCASIONED BY THE WILLFUL MISCONDUCT OR GROSS NEGLIGENCE OF A PARTY.

Howell Carnegie District Library shall defend, indemnify and hold harmless BSB from and against all debts, claims, suits, demands, actions, losses, judgements, liens, costs, expenses and liabilities arising out of or resulting from any third party actions arising out of or resulting from either of the following: (i) bodily injury, death of any person or damage to real or tangible, personal property resulting from the grossly negligent or willful acts or omissions of Howell Carnegie District Library; and (ii) Howell Carnegie District Library's material breach of any representation or obligation of Howell Carnegie District Library in this Agreement, provided that any failure to pay BSB its fees in accordance with services or products provided in accordance with this Agreement will constitute a material breach of this Agreement.

In addition, Howell Carnegie District Library shall defend, indemnify and hold harmless BSB from and against all debts, claims, suits, demands, actions, losses, judgements, liens, costs, expenses and liabilities based on a claim that any information provided by Howell Carnegie District Library and relied upon by BSB in performing services under this Agreement or Howell Carnegie District Library directed development (i) infringes any intellectual property right of a third party arising under the laws of the United States, or (ii) causes third party claims based on any state or federal advertising or privacy laws.

Howell Carnegie District Library Initial : **X**

BSB Initial : **X**

INSTALLATION AGREEMENT

BSB Communications Inc

Page 4 of 5

Customer Name : Howell Carnegie District Library	Date	04/10/2025
Current Address : 314 W Grand River Ave, Howell, MI 48843		
Install Address : 314 W Grand River Ave, Howell, MI 48843	Install Date	TBD

SCHEDULE A

Total Price for Core Solution:

\$22,707.79

Qty	Part Number	Description	Unit MSRP	Unit Sell	Ext Sell
		MiVoice Business Hardware			
1	54011858	MiVB on SMB Controller	\$350.00	\$234.50	\$234.50
1	20350236	SMBC rack mount kit	\$36.00	\$24.12	\$24.12
1	20351208	System Module 2 DSPX	\$430.00	\$288.10	\$288.10
1	50008381	SMB Controller 8/38G	\$900.00	\$603.00	\$603.00
		MiVoice Business Software			
1	54005442	MiCollab Virtual Appliance	\$1,050.00	\$367.50	\$367.50
		MiVoice Business License			
2	54002701	MiVoice Business License-SINGLE LINE EXT	\$67.50	\$28.35	\$56.70
1	54005610	MiCollab NPUM MiVBus Mailbox Licensesx10	\$350.00	\$183.75	\$183.75
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1	54006732	MiCollab Mobile Entry UCC x50	\$780.00	\$468.00	\$468.00
		Endpoints			
3	50008299	6800/6900 Wall Mount	\$46.00	\$29.90	\$89.70
1	51005172	PWR CRD C7 2.5A 125V-NA PLUG NON POLRIZD	\$12.00	\$7.80	\$7.80
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6	50008387	6940w IP Phone	\$625.00	\$250.00	\$1,500.00
		Paging - Sound			
1	ALGO8301	Paging Adapter	\$405.00	\$405.00	\$405.00
		Software Assurance & Support (SWAS)			
467	54012628	SWA MiVBus UC Advantage 3y	\$6.44	\$3.86	\$1,802.62
		Services			
8	L3-LB-PM	L3 Project Management	\$175.00	\$175.00	\$1,400.00
30	L3-LBR-SYS	L3 System Implementation & Design	\$175.00	\$175.00	\$5,250.00
9	L3-LB-STA-R	L3 Station Setup & Programming (Remote)	\$175.00	\$175.00	\$1,575.00
9	L3-LBR-TEL	L3 Tel Unbox-Assemble-Pin-Place-Test (On-Site)	\$175.00	\$175.00	\$1,575.00
2	L3-LBR-UT	L3 End User Training Hours (On-Site)	\$175.00	\$175.00	\$350.00
2	L3-LB-AT	L3 System Admin Training Hours	\$175.00	\$175.00	\$350.00
		- Monday-Friday (8:00AM-5:00PM) - Excluding Holidays			
1	LaborDisc	Labor Discount		-\$1,200.00	-\$1,200.00

Howell Carnegie District Library Initial : X

BSB Initial : X

INSTALLATION AGREEMENT

BSB Communications Inc

Page 5 of 5

Customer Name : Howell Carnegie District Library	Date	04/10/2025
Current Address : 314 W Grand River Ave, Howell, MI 48843		
Install Address : 314 W Grand River Ave, Howell, MI 48843	Install Date	TBD

SCHEDULE A

Qty	Part Number	Description	Unit MSRP	Unit Sell	Ext Sell
		Warranty / Support			
1	PartsWrtY	1 Year Standard Parts Warranty	Incl.	Incl.	Incl.
1	Support24X7	1 Year (24x7) Labor Support	Incl.	Incl.	Incl.

Pricing excludes taxes and is valid until 5/10/2025

SDA_Howell Carnegie District Library_MiVB_15515_v2

Note 1: Pricing is based on the Mitel Sourcewell Contract #120122-MBS

- **Three (3) Year Mitel Standard Software Assurance (Included in above Schedule of Equipment & Services)**
- Provides access to new software releases, updates, technical support services during normal business hours (8AM-8PM Mon-Fri). (Does not include BSB Support Services unless otherwise stated).
 - Additional Software Assurance subscription(s) can be purchased yearly, or in 2-5 year bundles.
 - Subscription(s) must be extended prior to expiration of the current Software Assurance term.
 - In event the current software assurance has expired; a new subscription can be purchased with an additional re-enlistment fee.

Howell Carnegie District Library Initial : **X**

BSB Initial : **X**

Director's Notes

Review Draft Budget Fiscal Year 2025-2026

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

Account 101

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

Account 101 – Revenue

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

Fiscal Year 24-25

- Taxes
 - Delinquent Taxes- We have not received the 2025 delinquent tax payout.
Previous year's delinquent tax payout for reference:
 - 2024 - \$95,165.20
 - 2023 - \$98,734.94
 - 2022 - \$94,357.01
 - 2021 - \$87,558.04
 - 2020 - \$92,489.57
 - 2019 - \$93,067.84
- Fines and Fees
 - Penal Fines is budgeted at \$75,000. I am anticipating at least \$98,000.
Previous year's penal fines:
 - 2024 - \$121,353.99
 - 2023 - \$110,400.90
 - 2022 - \$113,523.00
 - 2021 - \$128,778.00
- Investment & Interest Income
 - Interest income is up. I budgeted \$50,000 and, as of March 31, we received \$239,694.
- Prior Year Fund Balance
 - Budget amendment of \$93,000 (MERS Surplus)
- Prior Year Designated Fund Balance
 - Budget amendment of \$292,862 (Technology - Professional Services \$1,867 and Capital Improvement \$290,995)

Fiscal Year 25-26

- Holding revenue at fiscal year 24-25. The numbers from Equalization won't be available until mid-May.
- Prior Year Fund Balance
 - \$50,000 placeholder for consultants related to the Strategic Plan.
- Prior Year Designated Fund Balance

- \$189,425 placeholder for technology reserve; \$500,000 for capital/ ramp replacement project.

Account 101 – Expenditures - Personnel Services

Fiscal Year 24-25

- Salaries – Recorded expenditures are through March 31 or 19 payrolls, leaving seven payrolls. Used \$45,323 per payroll to determine the final estimate. $(45,323 \times 7) + 861,129.70 = \$1,178,390.70$.
- MERS Surplus - budget amendment of \$93,000 for payment.

Fiscal Year 25-26 - we will discuss at the meeting.

Account 101 – Expenditures – Library Supplies

Fiscal Year 24-25 - nothing unusual.

Fiscal Year 25-26 - nothing unusual, budgeting similar to FY 24-25.

Account 101 - Expenditures- Other Services & Charges

Fiscal Year 24-25 - nothing unusual.

Fiscal Year 25-26 - increasing Education: Employees by \$5,000 and Membership Board & Staff by \$500 for the Public Library Association 2026 Conference, and an increased focus on development. Otherwise, similar to FY 24-25.

Account 101 – Expenditures - Professional & Contractual Services

Fiscal Year 24-25 - nothing unusual.

Fiscal Year 25-26 - increasing audit to reflect increased cost and additional services; increasing personnel services to \$80,000, including a \$50,000 placeholder for consultants related to the Strategic Plan.

Account 101 – Expenditures - Bldg & Maintenance

Fiscal Year 24-25 - nothing unusual

Fiscal Year 25-26 - increasing the amounts for building security by \$500; increasing building maintenance by \$10,000 for a cleaning company on the weekend and to cover time off; increasing the amount for insurance by \$6,117, MML increased the value of the building.

Account 101 – Expenditures - Materials/Programs

Fiscal Year 24-25 – anticipate the full budgeted amount will be spent.

Fiscal Year 25-26 – increased by 6%.

Account 101 - Information Technology

Fiscal Year 24-25 - Budget amendment of \$1,867 for Technology - Professional Services, otherwise nothing unusual.

Fiscal Year 25-26 - budgeting for replacement RFID gates, self-check units, WiFi access points, network switches, cybersecurity, and new phones.

Note - Technology Reserve Fund Balance

4/30/25 Balance Sheet - Technology Reserve Fund Balance	204,575.76
Anticipated transfer from Technology Reserve Fund Balance to FY 24-25 Budget	- 50,767.00
Anticipated Technology Reserve Fund Balance at 6/30/25	153,808.76
Draft 25-26 amount from Technology Reserve Fund Balance	189,425.00

Remember:

- Expenditures are always estimated high
- Amount in Tech Hardware for FY 25-26 includes all potential, not definite, purchases
- Only the actual amount spent is transferred from the fund balance into the budget as revenue
- Anticipating the FY 24-25 audit to show an addition to the undesignated fund balance, from which a transfer to the Technology Reserve Fund Balance can be made
- The draft FY 25-26 budget currently shows a contingency
- Bottom line, there are numerous options available

Account 101 – Expenditures – Capital Outlay

Fiscal Year 24-25 - budget amendment of \$290,995 related to the replacement of the ramps.

Fiscal Year 25-26 - budgeting \$500,000 placeholder for the completion of the ramp replacement project.

Account 101 – Expenditures – Other Financing

Fiscal Year 24-25 - nothing unusual.

Fiscal Year 25-26

- Transfer Out - \$217,150 for Bond Payments

Account 272

Budget amendment related to purchase of new furniture (capital outlay):

Increase Expenditures Capital Improvement Projects \$6,000

Decrease Expenditures Archives \$6000

For FY 25-26 I increased Prior Year Archives Fund Balance and Capital Improvement Projects by \$5,000. The rest of the budget remains the same as FY 24-25.

Account 371

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

Timeline:

Resolution Requests – June Board Meeting

- Budget Amendments FY 2024-25
- Authorize transfers of funds from one fund to another fund to balance all funds (from 101 to 371) related to bond payments
- Authorize transfers of funds from the fund balance into the 2024-25 budget as revenues (remember we only transfer what is actually spent)
- Adopt budget for FY 2025-26

Resolution Requests – July Board Meeting

Resolution Requests – August Board Meeting

- Authorize Operating Millage (L-4029)

Resolution Requests – after the audit is completed

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

Howell Carnegie Library - Budget Worksheets - DRAFT

Account Number	Account Name	24-25 Budget	Amendments	24-25	25-26
101 - General Fund					
Revenue					
TAXES					
101-000-410.000	CURRENT PROPERTY TAXES	3,610,271.00		3,434,116.36	3,610,271.00
101-000-412.000	DELINQUENT PROPERTY TAX	0.00		2,077.70	0.00
	010 - TAXES Totals:	3,610,271.00		3,436,194.06	3,610,271.00
STATE GRANTS					
101-000-540.000	STATE AID	59,126.00		59,126.00	59,126.00
101-000-573.000	LOCAL COMMUNITY STABILI	0.00		53,682.43	0.00
	030 - STATE GRANTS Totals:	59,126.00		112,808.43	59,126.00
CHARGES FOR SERVICES					
101-000-628.000	COPY, PRINTING, FAX	8,000.00		12,000.00	8,000.00
101-000-629.000	OUT OF AREA FEES	60.00		600.00	60.00
101-000-642.000	SALES	150.00		600.00	150.00
101-000-651.000	MEETING ROOM FEES	200.00		250.00	200.00
	040 - CHARGES FOR SERVICES Totals:	8,410.00		13,450.00	8,410.00
FINES & FORFEITS					
101-000-658.000	OVERDUE FEES	200.00		550.00	200.00
101-000-658.004	REPLACEMENT FEES	2,000.00		4,000.00	2,000.00
101-000-659.000	PENAL FINES	75,000.00		98,000.00	75,000.00
	050 - FINES & FORFEITS Totals:	77,200.00		102,550.00	77,200.00
INVESTMENT & INTEREST INCOME					
101-000-665.000	INTEREST INCOME	50,000.00		250,000.00	50,000.00
101-000-669.000	UNREALIZED INVESTMENT C	0.00		0.00	0.00
	060 - INVESTMENT & INTEREST INCOME Totals:	50,000.00		250,000.00	50,000.00
OTHER REVENUE & FINANCING SOURCES					
101-000-675.000	MISCELLANEOUS	0.00		273.00	0.00
101-000-676.000	REIMBURSEMENTS	2,000.00		0.00	2,000.00
101-000-689.000	CASH OVER/SHORT	0.00		432.00	0.00
	070 - OTHER REVENUE & FINANCING SOURCES Totals:	2,000.00		705.00	2,000.00
OTHER FINANCING SOURCES					
101-000-692.000	PRIOR YEAR FUND BALANCE	55,000.00	93000	148,000.00	50,000.00
101-000-692.001	PRIOR YEAR DESIGNATED FI	331,400.00	292862	624,262.00	689,425.00
	080 - OTHER FINANCING SOURCES Totals:	386,400.00		772,262.00	739,425.00
Revenue Total		4,193,407.00		4,687,969.49	4,546,432.00
Total minus Prior Yr FBs		3807007		3,915,707.49	3,807,007.00
Revenue Totals:		4,193,407.00		4,687,969.49	4,546,432.00
Expense					
PERSONNEL SERVICES					
101-790-702.000	SALARIES	1,360,000.00		1,178,390.70	1,415,000.00
101-790-716.000	HEALTH INSURANCE	102,165.00		102,165.00	113,440.00
101-790-717.000	LIFE INSURANCE	1,500.00		967.76	1,500.00
101-790-718.000	WORKER'S COMPENSATION	6,000.00		4,988.00	6,000.00
101-790-719.000	HEALTH CARE REIMBURSEMI	6,600.00		6,600.00	9,875.00
101-790-719.001	H.S.A.	19,600.00		19,600.00	17,625.00
101-790-719.003	PEDIATRIC DENTAL	1,500.00		429.12	500.00
101-790-721.000	BONUSES	8,000.00		6,700.00	11,794.00
101-790-722.000	FICA	104,040.00		90,146.89	108,247.50
101-790-723.000	SICK, VACATION, RETIREME	20,000.00		20,000.00	20,000.00
101-790-723.010	M.E.R.S.	110,000.00		110,000.00	11,400.00
101-790-723.012	MERS SURPLUS	0.00	93000	93,000.00	0.00
	090 - PERSONNEL SERVICES Totals:	1,739,405.00		1,632,987.47	1,715,381.50
LIBRARY SUPPLIES					
101-790-727.000	SUPPLIES	35,000.00		20,000.00	35,000.00
101-790-730.000	POSTAGE	11,000.00		5,000.00	11,000.00
101-790-745.000	EQUIPMENT	1,000.00		0.00	1,000.00
	100 - LIBRARY SUPPLIES Totals:	47,000.00		25,000.00	47,000.00
OTHER SERVICES & CHARGES					
101-790-860.000	TRANSPORTATION	500.00		500.00	500.00
101-790-900.000	MARKETING & ADVERTISING	25,000.00		15,000.00	25,000.00
101-790-940.000	EQUIPMENT RENTAL	100.00		100.00	100.00
101-790-956.001	MISCELLANEOUS	50.00		50.00	50.00

101-790-957.000	EDUCATION: TRUSTEES	5,000.00	350.00	5,000.00
101-790-957.001	EDUCATION: EMPLOYEES	30,000.00	17,000.00	35,000.00
101-790-957.002	MEMBERSHIP BOARD & STAI	4,000.00	4,000.00	4,500.00
101-790-960.000	MEL-CAT REPLACEMENTS	2,000.00	1,000.00	2,000.00
101-790-963.000	PROPERTY TAXES	20,000.00	16,903.01	20,000.00
101-790-964.000	REFUNDS	500.00	500.00	500.00
101-790-964.001	CHARGEBACKS	8,000.00	3,000.00	8,000.00
101-790-965.000	FEES & ACCOUNT CHARGES	3,000.00	2,500.00	3,000.00
120 - OTHER SERVICES & CHARGES Totals:		98,150.00	60,903.01	103,650.00

PROFESSIONAL AND CONTRACTUAL SERVICES

101-790-807.000	AUDIT	6,100.00	6,200.00	7,500.00
101-790-818.001	FINANCIAL ADVISORS	1,000.00	1,000.00	1,000.00
101-790-818.002	LEGAL SERVICES	30,000.00	17,000.00	30,000.00
101-790-818.003	PERSONNEL SERVICES	75,000.00	60,000.00	80,000.00
101-790-819.000	ACCOUNTING SERVICES	17,000.00	0.00	0.00
101-790-819.001	PAYROLL SERVICES	10,000.00	10,000.00	10,000.00
101-790-820.000	DELIVERY SERVICES	5,000.00	5,000.00	5,000.00
130 - PROFESSIONAL AND CONTRACTUAL SERVICES Totals:		144,100.00	99,200.00	133,500.00

BUILDING & MAINTENANCE

101-790-775.000	BUILDING & MAINT SUPPLIE	15,000.00	15,000.00	15,000.00
101-790-808.000	BUILDING SECURITY SYSTEI	4,000.00	4,000.00	4,500.00
101-790-819.002	GROUND MAINTENANCE	55,000.00	45,000.00	55,000.00
101-790-920.000	PUBLIC UTILITIES	90,200.00	80,000.00	90,200.00
101-790-958.000	BUILDING MAINTENANCE	85,000.00	40,000.00	95,000.00
101-790-969.000	INSURANCE	45,247.00	41,857.00	47,974.00
140 - BUILDING & MAINTENANCE Totals:		294,447.00	184,000.00	307,674.00

MATERIALS & PROGRAMMING

101-790-782.000	PERIODICALS	15,900.00		
101-790-782.001	ELECTRONIC MEDIA	170,480.00		
101-790-782.002	CIRCULATING HOTSPOTS	17,000.00		
101-790-782.003	DATABASES	43,220.00		
101-790-782.004	YS PROGRAMMING	45,000.00		
101-790-782.005	ADULT PROGRAMMING	23,500.00		
101-790-782.006	YOUTH DATABASES	12,000.00		
101-790-782.007	YS E-MEDIA	10,280.00		
101-790-982.001	ADULT BOOKS - PRINT	68,900.00		
101-790-982.002	LIBRARY OF THINGS	14,000.00		
101-790-982.006	ADULT AV	20,000.00		
101-790-982.018	YS BOOKS - PRINT	32,000.00		
101-790-982.019	KITS & LOT - YOUTH	14,000.00		
101-790-982.024	YS AV	8,000.00		
150 - MATERIALS & PROGRAMMING Totals:		494,280.00	494,280.00	523,936.00

INFORMATION TECHNOLOGY

101-790-780.000	TECH SUPPLIES	4,500.00	750.00	4,500.00
101-790-780.001	TECHNOLOGY: SOFTWARE	8,000.00	15,000.00	1,500.00
101-790-781.000	TECHNOLOGY: HARDWARE/E	21,400.00	8,000.00	122,925.00
101-790-830.000	PROFESSIONAL TECHNOLOG	0.00	4,017.00	33,000.00
101-790-850.000	COMMUNICATIONS	13,500.00	13,000.00	12,500.00
101-790-850.002	NON CIRCULATING HOTSPC	3,000.00	1,200.00	3,000.00
101-790-932.000	AUTOMATED SYSTEM MAINT	158,303.00	158,303.00	161,561.00
101-790-934.000	EQUIPMENT MAINTENANCE	2,000.00	1,000.00	2,000.00
101-790-972.000	CAPITAL TECHNOLOGY PURC	15,000.00	23,000.00	27,500.00
160 - INFORMATION TECHNOLOGY Totals:		225,703.00	224,270.00	368,486.00

CAPITAL OUTLAY

101-790-971.000	CAPITAL IMPROVEMENT PRO	332,500.00	290,995	623,495.00
170 - CAPITAL OUTLAY Totals:		332,500.00	623,495.00	500,000.00

OTHER LIBRARY FINANCING & SPECIAL ITEMS

101-790-995.000	TRANSFER OUT	217,100.00	217,100.00	217,150.00
101-790-995.002	TRANSFER OUT - RESERVE	200,000.00	200,000.00	200,000.00
101-790-999.000	CONTINGENCIES	400,722.00	926,734.01	429,654.50
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS Totals:		817,822.00	1,343,834.01	846,804.50

Expense Totals:	4,193,407.00	4,687,969.49	4,546,432.00
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Total Revenue - Total Expense	0	0.00	0.00
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272 - Special Revenue

Revenue

INVESTMENT & INTEREST INCOME

272-000-665.000	INTEREST	1,000.00	23,000.00	1,000.00
272-000-665.001	INTEREST - ARCHIVES	100.00	0.00	100.00
060 - INVESTMENT & INTEREST INCOME Totals:		1,100.00	23,000.00	1,100.00
OTHER REVENUE & FINANCING SOURCES				
272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	18,000.00	25,000.00
272-000-674.387	ARCHIVES DONATIONS	5,000.00	2,000.00	5,000.00
272-000-675.000	SPECIAL EVENTS REVENUE	1,000.00	0.00	1,000.00
272-000-675.001	REIMBURSED MATERIALS	3,000.00	1,000.00	3,000.00
272-000-675.014	FAMILY PLACE DONATION	2,000.00	1,200.00	2,000.00
272-000-675.015	FRIENDS DONATION	5,000.00	4,000.00	5,000.00
272-000-675.017	FRIENDS MERCHANDISE SALE	2,000.00	1,500.00	2,000.00
070 - OTHER REVENUE & FINANCING SOURCES Totals:		43,000.00	27,700.00	43,000.00
OTHER FINANCING SOURCES				
272-000-692.002	PRIOR YEAR TERRY FUND BALANCE	2,000.00	0.00	2,000.00
272-000-692.387	PRIOR YEAR ARCHIVES FUND	10,000.00	10,000.00	15,000.00
080 - OTHER FINANCING SOURCES Totals:		12,000.00	10,000.00	17,000.00
Revenue Total		56,100.00	60,700.00	61,100.00
Expense				
LIBRARY SUPPLIES				
272-790-760.000	GENERAL DONATION PURCHASES	20,000.00	1,200.00	20,000.00
272-790-763.000	ARCHIVES PURCHASES	10,000.00	4,000.00	10,000.00
272-790-765.000	TERRY TRUST - MISC	2,000.00	0.00	2,000.00
272-790-766.000	REIMBURSED MATERIALS	3,000.00	1,500.00	3,000.00
272-790-767.000	SPECIAL EVENTS EXPENDITURE	1,000.00	0.00	1,000.00
100 - LIBRARY SUPPLIES Totals:		36,000.00	6,700.00	36,000.00
OTHER SERVICES & CHARGES				
272-790-965.000	FEES & ACCOUNT CHARGES	100.00	100.00	100.00
272-790-983.000	PILOT PROJECTS	2,000.00	0.00	2,000.00
120 - OTHER SERVICES & CHARGES Totals:		2,100.00	100.00	2,100.00
CAPITAL OUTLAY				
272-790-972.000	CAPITAL IMPROVEMENT PROJECTS	0.00	6,000.00	5,000.00
170 - CAPITAL OUTLAY Totals:		0.00	6,000.00	5,000.00
FRIENDS OF THE LIBRARY				
272-790-761.000	FRIENDS DONATIONS-MISC.	5,000.00	5,000.00	5,000.00
272-790-762.000	FAMILY PLACE EXPENDITURE	2,000.00	2,000.00	2,000.00
272-790-955.000	FRIENDS MEALS/SALES	2,000.00	2,000.00	2,000.00
190 - FRIENDS OF THE LIBRARY Totals:		9,000.00	9,000.00	9,000.00
Expense Totals:		47,100.00	21,800.00	52,100.00
Total Revenue - Total Expense		9000	38,900.00	9,000.00
371 - Debt Service Fund				
Revenue				
OTHER FINANCING SOURCES				
371-000-699.000	TRANSFER IN	217,100.00	217,100.00	217,150.00
080 - OTHER FINANCING SOURCES Totals:		217,100.00	217,100.00	217,150.00
Revenue Total		217,100.00	217,100.00	217,150.00
Expense				
N/A				
371-790-991.000	PRINCIPLE ON BONDS	165,000.00	165,000.00	170,000.00
371-790-993.000	INTEREST ON BONDS	51,600.00	51,600.00	46,650.00
000 - N/A Totals:		216,600.00	216,600.00	216,650.00
OTHER SERVICES & CHARGES				
371-790-801.000	PAYING AGENT FEES	500.00	500.00	500.00
120 - OTHER SERVICES & CHARGES Totals:		500.00	500.00	500.00
Expense Totals:		217,100.00	217,100.00	217,150.00
Total Revenue - Total Expense		0	0.00	0.00

Pay Structure DRAFT July 13, 2025

Grade	Job Title	Entry		Mastery	
		Minimum	Developing A	Developing B	Mastery
23	Director	90,100	99,100	108,100	112,600
20	Head of Youth Services Head of Adult & Technical Services	70,100	77,100	84,100	87,600
19	Info Technology Manager	66,200	72,800	79,400	82,800
18	Patron Services & Circulation Supervisor	62,600	68,900	75,100	78,300
16	Business Office Administrator Communications Coordinator	27.16	29.76	32.36	33.65
15	Librarian	25.72	28.13	30.53	31.78
12	Library Asst - Adult Services Library Asst Youth Services	21.20	23.08	24.95	25.87
10	Bookkeeper	19.71	21.35	23.03	23.85
8	Library Asst - Adult and Youth -Sub Library Asst - Patron Services Library Asst - Tech Services Maintenance Tech	18.65	20.14	21.63	22.36
6	Library Asst - Patron Services - Sub	17.60	18.94	20.29	20.96
4	Administrative Clerk	16.68	17.88	19.09	19.66
3	Custodian	16.20	17.36	18.46	19.04
2	Page/Shelver B	14.38	15.38	16.39	16.88
1	Page/Shelver A	12.48	13.37	14.23	14.66