

HOWELL CARNEGIE DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
Agenda for June 10, 2025

7:00 Call to Order/Approval of Agenda

7:03 Attendance

7:05 **Consent Agenda:**

A. Minutes from May 13, 2025

B. Bills & Payrolls

C. Annual Resolutions

Resolution 25-03 to authorize transfer of funds from one fund to another fund

Resolution 25-04 to authorize transfer of funds from reserve to revenue

Resolution 25-05 to amend the budget for fiscal year 2024-2025

Resolution 25-06 to adopt a budget for fiscal year 2025-2026

Resolution 25-07 to adopt a new pay rate structure

Resolution 25-08 to authorize a wage adjustment for library staff

Resolution 25-09 to honor Tony Kandt

7:15 Announcements & Comments from the public

7:20 President's Report

7:25 Treasurer's Report

7:30 Committee Reports  
None

7:32 Director's Report

**Action Items:**

**Unfinished Business: None**

**New Business:**

7:35 None

**Discussion Items:**

7:36 Update on Stairs and Ramp project

7:45 Review annual performance appraisal with Director

- 7:50 Review Director Evaluation Form
- 7:55 Review Trustee Assessment Summary
- 8:05 Discuss Annual Board Commitment to Excellence
- 8:10 Comments & Concerns of Board Members
- 8:15 Next Meeting - Tuesday, July 8, 2025 at 7:00pm  
Adjourn

VISION: Inspire and connect

MISSION: Providing a welcoming hub for resources and experiences

The Howell Carnegie District Library Board of Trustees Meeting Policies include the following information:

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

**UNAPPROVED**  
**HOWELL CARNEGIE DISTRICT LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Minutes of May 13, 2025**

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

Bob Ellis moved to approve the **agenda** as presented. Kathryn Tuck 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, five members of the public were in attendance.

Member(s) absent: Lyn Hewitt.

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

There were no comments from the public.

Bob Ellis moved to approve the **consent agenda** as presented, including **a) Minutes of April 8, 2025**, and **b) Bills & Payrolls, including the payment register dated 04/01/2025 through 04/30/2025, for the amount of \$134,269.38**. Jennifer Earl 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. Since no action is required, the report is filed.

There were no committee meetings during April.

**In addition to her written report, Director Holly Ward Lamb** stated that our adult services staff has created a "Missing Man" display, which will be up through Memorial Day. She noted that we have noticed tradespeople working

on the City's project parking in the library's vacant lot. She sent an email to the City Manager stating that in the past, we have entered into a written agreement with the City to create a paper trail and requesting that our property be left in the same condition it was found. The City Manager seemed to be uninformed about this parking situation.

### **ACTION ITEMS**

#### **UNFINISHED BUSINESS:**

None.

#### **NEW BUSINESS:**

- Kathryn Tuck moved to approve a purchase agreement with BSB Communications for new phones and phone system for \$22,707.79. Bob Ellis seconded, and a quorum of the board unanimously approved.

### **DISCUSSION**

- Director Lamb reviewed the FY24-25 estimate and the draft budget for 25-26 with the board. The budget hearing is Tuesday, June 10, 2025, at 6:45 pm. The budget will be on the agenda for the June 10, 2025, board meeting.
- Director Lamb reviewed the process for creating and potentially implementing a new pay structure, which our consultant, ElementOne, developed.
- Director Lamb reminded the board that she would email them a link to the annual trustee assessment. The compiled results will be discussed at the June meeting.
- Director Lamb updated the board on the Steps and Ramps Improvement Project. The project is moving along smartly, and it is on track except for changing the company making the handrails.
- Holly Ward Lamb requested that the library board meet in closed session to discuss her performance evaluation. Kathryn Tuck moved that the library board meet in closed session to discuss the director's performance evaluation. Maria Stuart seconded, and the board was polled. All board members approved. Jennifer Earl moved to end the closed session and move into open session. Tony Kandt seconded, and the board was polled. All board members approved.

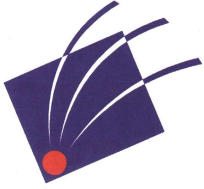
**COMMENTS & CONCERNS OF BOARD MEMBERS**

None.

Without objection, Vice President Susan Pominville adjourned the meeting at 8:28 pm.

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Kathleen Murray, Recording Secretary



# HCDL Payment Register

By Check Number

Date Range: 05/01/2025 - 05/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Fund 101-General Fund</b>						
750	ENVISIONWARE INC.	05/07/2025	EFT	0.00	228.00	244
22	MIDWEST TAPE LLC	05/07/2025	EFT	0.00	333.62	245
1005	OTIS ELEVATOR COMPANY	05/07/2025	EFT	0.00	521.13	246
939	OVERDRIVE	05/07/2025	EFT	0.00	3,000.94	247
8465	QUILL CORPORATION	05/07/2025	EFT	0.00	92.66	248
TLN	THE LIBRARY NETWORK	05/07/2025	EFT	0.00	21.67	249
1194	HOOPLA-MIDWEST TAPE	05/21/2025	EFT	0.00	10,072.30	250
1469	KANOPY	05/21/2025	EFT	0.00	336.60	251
22	MIDWEST TAPE LLC	05/21/2025	EFT	0.00	588.55	252
1005	OTIS ELEVATOR COMPANY	05/21/2025	EFT	0.00	197.64	253
939	OVERDRIVE	05/21/2025	EFT	0.00	4,185.19	254
8465	QUILL CORPORATION	05/21/2025	EFT	0.00	99.14	255
MOS	MICHIGAN OFFICE SOLUTIONS	05/07/2025	Regular	0.00	640.70	4084
569	ABDO PUBLISHING COMPANY	05/07/2025	Regular	0.00	304.50	4085
510	BAKER & TAYLOR BOOKS	05/07/2025	Regular	0.00	2,049.08	4086
900	BRODART CO.	05/07/2025	Regular	0.00	414.51	4087
01044	CARRIE FAIRBANKS	05/07/2025	Regular	0.00	467.91	4088
58	CEI ROOFING, INC	05/07/2025	Regular	0.00	1,574.00	4089
1101	CHRISTMAN CONSTRUCTORS, INC	05/07/2025	Regular	0.00	71,919.00	4090
1208	DATA PARTNER INC.	05/07/2025	Regular	0.00	8,900.00	4091
1600	DEMCO	05/07/2025	Regular	0.00	109.72	4092
01159	ELEMENTONE CONSULTING INC.	05/07/2025	Regular	0.00	11,050.00	4093
1236	ELM USA INC.	05/07/2025	Regular	0.00	209.95	4094
01034	EVERGREEN OUTDOOR, INC.	05/07/2025	Regular	0.00	1,360.00	4095
2850	FRIENDS OF THE LIBRARY	05/07/2025	Regular	0.00	89.00	4096
01189	GENESEE DISTRICT LIBRARY	05/07/2025	Regular	0.00	35.00	4097
01148	GREY HOUSE PUBLISHING INC.	05/07/2025	Regular	0.00	2,595.00	4098
1141	K & J ELECTRIC, INC.	05/07/2025	Regular	0.00	706.00	4099
232	LERNER PUBLISHING GROUP	05/07/2025	Regular	0.00	203.91	4100
484	LOWE'S	05/07/2025	Regular	0.00	146.09	4101
807	PLAYAWAY PRODUCTS, LLC	05/07/2025	Regular	0.00	117.98	4102
503	QUINN EVANS ARCHITECTS	05/07/2025	Regular	0.00	1,625.00	4103
1232	T-MOBILE	05/07/2025	Regular	0.00	595.00	4104
MOS	MICHIGAN OFFICE SOLUTIONS	05/21/2025	Regular	0.00	110.31	4105
01092	ABLE EYES	05/21/2025	Regular	0.00	99.00	4106
1223	AT&T MOBILITY	05/21/2025	Regular	0.00	821.37	4107
510	BAKER & TAYLOR BOOKS	05/21/2025	Regular	0.00	3,605.77	4108
616	THE BOOK FARM LLC	05/21/2025	Regular	0.00	-5,085.18	4109
616	THE BOOK FARM LLC	05/21/2025	Regular	0.00	5,085.18	4109
01186	BSB COMMUNICATIONS INC	05/21/2025	Regular	0.00	11,353.90	4110
1056	CAVENDISH SQUARE	05/21/2025	Regular	0.00	186.03	4111
01193	CHERRY LAKE PUBLISHING	05/21/2025	Regular	0.00	21.45	4112
1225	CITY OF HOWELL	05/21/2025	Regular	0.00	690.76	4113
1143	DELTA DENTAL	05/21/2025	Regular	0.00	35.76	4114
1549	DTE ENERGY	05/21/2025	Regular	0.00	6,753.16	4115
291	FOSTER, SWIFT, COLLING & SMITH P.C.	05/21/2025	Regular	0.00	51.00	4116
411	JANICE HEILMAN	05/21/2025	Regular	0.00	537.00	4117
1091	JUNIOR LIBRARY GUILD	05/21/2025	Regular	0.00	3,370.50	4118
1443	KATIE WELTY	05/21/2025	Regular	0.00	275.00	4119
5711	LIVINGSTON COUNTY TREASURER	05/21/2025	Regular	0.00	96.02	4120
01195	MACKEN EDUCATIONAL RESOURCES	05/21/2025	Regular	0.00	795.00	4121
01028	MARK MEYER	05/21/2025	Regular	0.00	600.00	4122
01182	MELISSA STEWART	05/21/2025	Regular	0.00	500.00	4123
01184	MICHIGAN COMPANY	05/21/2025	Regular	0.00	308.00	4124

## HCDL Payment Register

Date Range: 05/01/2025 - 05/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01035	MINIATURE MOTORWAYS	05/21/2025	Regular	0.00	550.00	4125
807	PLAYAWAY PRODUCTS, LLC	05/21/2025	Regular	0.00	209.97	4126
01194	ROSEN PUBLISHING	05/21/2025	Regular	0.00	2,357.93	4127
787	SHOWCASES	05/21/2025	Regular	0.00	172.80	4128
9390	SONITROL GREAT LAKES - MICHIGAN	05/21/2025	Regular	0.00	274.95	4129
1460	TYLER TECHNOLOGIES	05/21/2025	Regular	0.00	15,869.70	4130
WALMART	CAPITAL ONE	05/21/2025	Regular	0.00	17.72	4131
898	PRIORITY HEALTH	05/01/2025	Bank Draft	0.00	8,513.71	DFT0000523
1250	CONSUMERS ENERGY	05/15/2025	Bank Draft	0.00	1,067.61	DFT0000525
1473	HEALTH EQUITY	05/07/2025	Bank Draft	0.00	710.38	DFT0000526
19	MERS	05/07/2025	Bank Draft	0.00	3,631.32	DFT0000527
852	COMCAST	05/26/2025	Bank Draft	0.00	427.32	DFT0000528
1197	AMAZON	05/13/2025	Bank Draft	0.00	5,123.42	DFT0000529
1473	HEALTH EQUITY	05/13/2025	Bank Draft	0.00	6.00	DFT0000530
898	PRIORITY HEALTH	05/01/2025	Bank Draft	0.00	8,513.71	DFT0000531
1378	BANK OF ANN ARBOR - VISA	05/23/2025	Bank Draft	0.00	6,698.08	DFT0000532
1178	HUNTINGTON NATIONAL BANK	05/20/2025	Bank Draft	0.00	190,800.00	DFT0000533
1473	HEALTH EQUITY	05/21/2025	Bank Draft	0.00	710.38	DFT0000534
19	MERS	05/21/2025	Bank Draft	0.00	3,729.51	DFT0000535
19	MERS	05/20/2025	Bank Draft	0.00	6,883.24	DFT0000536

## Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	67	48	0.00	159,860.63
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-5,085.18
Bank Drafts	13	13	0.00	236,814.68
EFT's	23	12	0.00	19,677.44
	<b>103</b>	<b>74</b>	<b>0.00</b>	<b>411,267.57</b>

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	67	48	0.00	159,860.63
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-5,085.18
Bank Drafts	13	13	0.00	236,814.68
EFT's	23	12	0.00	19,677.44
	103	74	0.00	411,267.57

Fund Summary

Fund	Name	Period	Amount
101	General Fund	5/2025	411,267.57
			411,267.57



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

## Payroll

Approve Payrolls of:

In the Amounts of:

5/21/2025

\$44,119.72

6/4/2025

\$42,813.31

**TOTALS**

**\$86,933.03**

Resolution 25-03

RESOLUTION TO AUTHORIZE  
THE TRANSFER OF FUNDS from ONE FUND to another FUND  
To BALANCE ALL FUNDS in the 2024-2025 BUDGET

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 10th day of June 2025 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Member: XX

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

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

WHEREAS, the Howell Carnegie District Library budgeted some of these fund balances to be spent in 2024-2025, and

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

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

AYES: Members: XX

NAYS: Member: XX

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Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 10, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary, Board of Trustees

HOWELL CARNEGIE DISTRICT LIBRARY

**TRANSFERS from One Fund to another Fund 2024-2025**

June 10, 2025

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

**FUND 101 GENERAL FUND**

**FUND 101 General Fund to Fund 371 Debt Service**

1. Transfer \$217,100 from Fund 101 790-995.000 Transfer Out to Fund 371 000-699.000 Transfer In to cover the Debt Service to make the Bond Payments

Resolution 25-04

RESOLUTION TO TRANSFER FUNDS FROM THE FUND BALANCE INTO THE  
2024-2025 BUDGET AS REVENUES

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 10th day of June 2025 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Members: XX

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

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

WHEREAS, the Howell Carnegie District Library budgeted some of these fund balances to be spent in 2024-2025, and

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

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

AYES: Members: XX

NAYS:Members: XX

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Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 10, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary, Board of Trustees

## HOWELL CARNEGIE DISTRICT LIBRARY

### **FUND TRANSFERS from Reserves to Budget Revenues: 2024-2025**

June 10, 2025

In order to balance our budget line items, matching revenue with expenditures, the following transfers are proposed from the fund balance into the 2024-2025 budget as revenues:

#### **FUND 101 GENERAL FUND**

##### REVENUES:

1. Transfer \$50,767.00 from 101 000-382.000 Technology Reserve (Designated Fund Balance) into the 2024-2025 budget line item 101 000-692.001 Prior Year Designated Fund Balance to show as Revenue
2. Transfer \$148,000 from 101 000-390.000 Fund Balance into the 2024-2025 budget line item 101 000-692.000 Prior Year Fund Balance to show as Revenue.
3. Transfer \$573,495.00 from 101 000-380.000 Reserve-Capital Expenditure (Designated Fund Balance) into the 2024-2025 budget line item 101 000-692.001 Prior Year Designated Fund Balance to show as Revenue.

#### **FUND 272 SPECIAL REVENUE**

##### REVENUES:

1. Transfer \$10,000 from 272 000-387.000 Archives Fund Balance (Designated Fund Balance) into the 2024-2025 budget line item 272 000-692.387 Prior Year Archives Fund Balance as Revenue.

Resolution 25-05

RESOLUTION TO AMEND THE BUDGET FOR THE 2024-2025 FISCAL YEAR FOR  
THE HOWELL CARNEGIE DISTRICT LIBRARY

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 10th day of June 2025 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Members: XX

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

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

WHEREAS, the Board practices sound fiscal management,

NOW, THEREFORE BE IT RESOLVED that, the Board hereby adopts the attached amended budget for Funds 101 and 272 for the fiscal year July 1, 2024 through June 30, 2025.

AYES: Members: XX

NAYS: Members: XX

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Secretary, Board of Trustees



I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 10, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary, Board of Trustees

HOWELL CARNEGIE DISTRICT LIBRARY  
BUDGET 2023-2024  
AMENDMENTS  
June 10, 2025

FUND 101

Increase revenues

101 000.692.000	Prior Yr Fund Balance	93,000.00
101 000.692.001	Prior Yr Des. Fund Balance	292,862.00
	(total 385,862.00)	

Increase expenditures

101 790-723.012	MERS Surplus	93,000.00
101 790-830.000	Professional Technology Serv	1,867.00
101 790-971.000	Cap Improv	290,995.00
	(total 385,862.00)	

FUND 272

Decrease expenditures

272 790-763.000	Archives Purchases	6,000.00
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Increase expenditures

272 790-972.000	Capital Improvement Projects	6,000.00
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Resolution 25-06

RESOLUTION TO ADOPT A BUDGET FOR THE 2025-2026 FISCAL YEAR FOR  
THE HOWELL CARNEGIE DISTRICT LIBRARY

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 10th day of June 2025 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Members: XX

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

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

WHEREAS, the Board practices sound fiscal management,

NOW, THEREFORE BE IT RESOLVED that, the Board hereby adopts the attached budget for the fiscal year July 1, 2025 through June 30, 2026.

AYES: Members: XX

NAYS: Members: None

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Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 10, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary, Board of Trustees

# Howell Carnegie District Library Budget

DRAFT

2025-26

DRAFT

2025-26  
Budget

2025-26  
Received

2025-26  
Uncollected

%  
Received

## Revenues 101

Taxes	3,797,796.00		0.00		3,797,796.00	0.00%
Federal Grants	0.00		0.00		0.00	0.00%
State Grants	59,126.00		0.00		59,126.00	0.00%
Charges for Services	8,410.00		0.00		8,410.00	0.00%
Fines & Forfeits	77,200.00		0.00		77,200.00	0.00%
Investment & Interest Income	50,000.00		0.00		50,000.00	0.00%
Other Revenue	741,425.00		0.00		741,425.00	0.00%

**GRAND TOTAL**                      **4,733,957.00**                      **0.00**                      **4,733,957.00**                      **0.00%**

2025-26  
Budget

2025-26  
Spent

2025-26  
Remaining

%Spent

## Expenditures 101

Personnel Services	1,715,382.00		0.00		1,715,382.00	0.00%
Library Supplies	47,000.00		0.00		47,000.00	0.00%
Other Services & Charges	103,650.00				103,650.00	
Professional & Contractual Services	133,500.00		0.00		133,500.00	0.00%
Bldg & Maintenance	307,674.00		0.00		307,674.00	0.00%
Materials/Programs	523,936.00		0.00		523,936.00	0.00%
Information Technology	368,586.00				368,586.00	
Capital Outlay	500,000.00		0.00		500,000.00	0.00%
Other Financing	1,034,229.00		0.00		1,034,229.00	0.00%

**GRAND TOTAL**                      **4,733,957.00**                      **0.00**                      **(4,733,957.00)**                      **0.00%**

2025-26  
Budget

2025-26  
Received

2025-26  
Uncollected

%  
Received

## Revenues 272

Investment & Interest Income	1,100.00		0.00		1,100.00	0.00%
Donations & Other Revenue	43,000.00		0.00		43,000.00	0.00%
Other Financing Sources	17,000.00		0.00		17,000.00	0.00%

**GRAND TOTAL**                      **61,100.00**                      **0.00**                      **60,000.00**                      **0.00%**

2025-26  
Budget

2025-26  
Spent

2025-26  
Remaining

%Spent

## Expenditures 272

Library Supplies	36,000.00		0.00		36,000.00	0.00%
Other Services & Charges	2,100.00		0.00		2,100.00	0.00%
Capital Outlay	5,000.00		0.00		5,000.00	0.00%
Friends of the Library	9,000.00		0.00		9,000.00	0.00%

**GRAND TOTAL**                      **14,000.00**                      **1**                      **0.00**                      **(14,000.00)**                      **0.00%**

5/30/2025

Howell Carnegie District Library Budget  
DRAFT                      2025-26                      DRAFT

Debt Service	2025-26 Budget	2025-26 Received	2025-26 Uncollected	% Received
Revenues 371				
Other Financing	217,150.00	0.00	217,150.00	0.00%
GRAND TOTAL	217,150.00	0.00	217,150.00	0.00%

	2025-26 Budget	2025-26 Spent	2025-26 Remaining	%Spent
Expenditures 371				
Debt Service	216,650.00	0.00	216,650.00	0.00%
Other Services & Charges	500.00	0.00	500.00	0.00%
GRAND TOTAL	217,150.00	0.00	(217,150.00)	0.00%

The general appropriations act shall set forth the total number of mills ad valorem property taxes to be levied and the purposes for which that millage is to be levied. The amendatory act that added this subsection shall be known and may be cited as "the truth in budgeting act."

RESOLUTION TO APPROVE PAY RATE STRUCTURE CHANGE

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 10th day of June 2025 at 7:00pm Eastern time.

PRESENT: Members: XX

ABSENT: Member: XX

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

WHEREAS, the Library hired ElementOne to review the current pay rate structure and conduct a compensation analysis, and

WHEREAS, the library's Compensation Policies ensure compliance with applicable laws and regulations and assure internally equitable and externally competitive rates of pay to employees, and

WHEREAS, the Board will continue to review the benchmarks established in comparable settings to provide better than competitive staff compensation, and

WHEREAS, it is the responsibility of the director to recommend appropriate adjustments to the Pay Rate Structure that are internally equitable, externally competitive and fiscally sound,

NOW, THEREFORE BE IT RESOLVED that the Board does hereby approve the new Pay Rate Structure as recommended by the library director effective July 13, 2025.

AYES: Members:

NAYS: Member:

RESOLUTION DECLARED ADOPTED.

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Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 10, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary, Board of Trustees



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

RESOLUTION TO APPROVE WAGE ADJUSTMENTS AS RECOMMENDED BY  
THE LIBRARY DIRECTOR

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 10th day of June 2025 at 7:00pm Eastern Daylight time.

PRESENT: Members: XX

ABSENT: Members: XX

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

WHEREAS, the Library hired ElementOne to review the current pay rate structure and conduct a compensation analysis resulting in a recommended pay rate structure and placement of staff within said structure, and

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

WHEREAS, it is the responsibility of the Library Director (Director) to establish appropriate adjustments to staff pay, and

WHEREAS, the Director will place all staff who receive positive performance appraisals and who have completed their probation period accordingly within their job pay grade, and

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

NOW, THEREFORE BE IT RESOLVED that, the Board does hereby approve the wage adjustments as recommended by the library director to take effect on July 13, 2025.

AYES: Members: XX

NAYS: Members: XX

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Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 10, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary, Board of Trustees

RESOLUTION TO HONOR THE SERVICE OF

**Tony Kandt**

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 10th day of June 2025 at 7:00pm, Eastern Daylight Time.

PRESENT: Members:

ABSENT: Members:

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

WHEREAS, Tony Kandt has served on the Howell Carnegie District Library Board of Trustees for a four-year term, from July 2021 through June 2025, and

WHEREAS, Tony served on the Finance and Policy Committees for all four years, and

WHEREAS, Tony's understanding and practice of always putting the best interests of the library and library patrons first and foremost, even in the face of adversity, and

WHEREAS, Tony is always forward-thinking and asking questions to promote a deeper understanding of issues and potential growth, and

WHEREAS, Tony consistently participates in thoughtful dialogue taking into consideration all aspects of the topic being discussed, utilizing his professional legal experience and knowledge, and

NOW, THEREFORE BE IT RESOLVED that the members of the Howell Carnegie District Library Board of Trustees hereby extend our heartfelt thanks to Tony Kandt for his years of dedicated service and bestow the title of Library Trustee Emeritus upon him. We wish him well in all his future pursuits.

AYES: Members:

NAYS: Members:

RESOLUTION DECLARED ADOPTED.

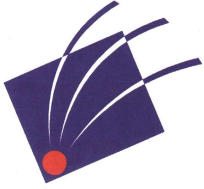
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Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 10 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary, Board of Trustees



# HCDL Budget Status Report

## Account Summary

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 101 - General Fund</b>							
<b>Revenue</b>							
<b>SubAccount: 010 - TAXES</b>							
<a href="#">101-000-410.000</a>	CURRENT PROPERTY TAXES	3,610,271.00	3,610,271.00	0.00	3,434,326.58	-175,944.42	95.13 %
<a href="#">101-000-412.000</a>	DELINQUENT PROPERTY TAXES	0.00	0.00	128,697.86	131,616.21	131,616.21	0.00 %
<b>SubAccount: 010 - TAXES Total:</b>		<b>3,610,271.00</b>	<b>3,610,271.00</b>	<b>128,697.86</b>	<b>3,565,942.79</b>	<b>-44,328.21</b>	<b>98.77%</b>
<b>SubAccount: 030 - STATE GRANTS</b>							
<a href="#">101-000-540.000</a>	STATE AID	59,126.00	59,126.00	0.00	31,489.64	-27,636.36	53.26 %
<a href="#">101-000-573.000</a>	LOCAL COMMUNITY STABILIZATION	0.00	0.00	0.00	53,682.43	53,682.43	0.00 %
<b>SubAccount: 030 - STATE GRANTS Total:</b>		<b>59,126.00</b>	<b>59,126.00</b>	<b>0.00</b>	<b>85,172.07</b>	<b>26,046.07</b>	<b>144.05%</b>
<b>SubAccount: 040 - CHARGES FOR SERVICES</b>							
<a href="#">101-000-628.000</a>	COPY, PRINTING, FAX	8,000.00	8,000.00	1,442.70	12,702.49	4,702.49	158.78 %
<a href="#">101-000-629.000</a>	OUT OF AREA FEES	60.00	60.00	0.00	570.00	510.00	950.00 %
<a href="#">101-000-642.000</a>	SALES	150.00	150.00	84.00	1,039.00	889.00	692.67 %
<a href="#">101-000-651.000</a>	MEETING ROOM FEES	200.00	200.00	75.00	350.00	150.00	175.00 %
<b>SubAccount: 040 - CHARGES FOR SERVICES Total:</b>		<b>8,410.00</b>	<b>8,410.00</b>	<b>1,601.70</b>	<b>14,661.49</b>	<b>6,251.49</b>	<b>174.33%</b>
<b>SubAccount: 050 - FINES &amp; FORFEITS</b>							
<a href="#">101-000-658.000</a>	OVERDUE FEES	200.00	200.00	50.00	645.75	445.75	322.88 %
<a href="#">101-000-658.004</a>	REPLACEMENT FEES	2,000.00	2,000.00	296.00	4,454.60	2,454.60	222.73 %
<a href="#">101-000-659.000</a>	PENAL FINES	75,000.00	75,000.00	0.00	0.00	-75,000.00	0.00 %
<b>SubAccount: 050 - FINES &amp; FORFEITS Total:</b>		<b>77,200.00</b>	<b>77,200.00</b>	<b>346.00</b>	<b>5,100.35</b>	<b>-72,099.65</b>	<b>6.61%</b>
<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME</b>							
<a href="#">101-000-665.000</a>	INTEREST INCOME	50,000.00	50,000.00	33,728.44	305,066.57	255,066.57	610.13 %
<a href="#">101-000-669.000</a>	UNREALIZED INVESTMENT GAIN/L	0.00	0.00	0.00	3,433.98	3,433.98	0.00 %
<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME Total:</b>		<b>50,000.00</b>	<b>50,000.00</b>	<b>33,728.44</b>	<b>308,500.55</b>	<b>258,500.55</b>	<b>617.00%</b>
<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES</b>							
<a href="#">101-000-675.000</a>	MISCELLANEOUS	0.00	0.00	0.00	273.90	273.90	0.00 %
<a href="#">101-000-676.000</a>	REIMBURSEMENTS	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
<a href="#">101-000-689.000</a>	CASH OVER/SHORT	0.00	0.00	-49.30	383.04	383.04	0.00 %
<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES Total:</b>		<b>2,000.00</b>	<b>2,000.00</b>	<b>-49.30</b>	<b>656.94</b>	<b>-1,343.06</b>	<b>32.85%</b>
<b>SubAccount: 080 - OTHER FINANCING SOURCES</b>							
<a href="#">101-000-692.000</a>	PRIOR YEAR FUND BALANCE	55,000.00	55,000.00	0.00	0.00	-55,000.00	0.00 %
<a href="#">101-000-692.001</a>	PRIOR YEAR DESIGNATED FUND BA	331,400.00	331,400.00	0.00	0.00	-331,400.00	0.00 %
<b>SubAccount: 080 - OTHER FINANCING SOURCES Total:</b>		<b>386,400.00</b>	<b>386,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-386,400.00</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>4,193,407.00</b>	<b>4,193,407.00</b>	<b>164,324.70</b>	<b>3,980,034.19</b>	<b>-213,372.81</b>	<b>94.91%</b>
<b>Expense</b>							
<b>SubAccount: 090 - PERSONNEL SERVICES</b>							
<a href="#">101-790-702.000</a>	SALARIES	1,360,000.00	1,360,000.00	90,717.91	1,042,542.77	317,457.23	76.66 %
<a href="#">101-790-716.000</a>	HEALTH INSURANCE	102,165.00	102,165.00	8,513.71	102,164.52	0.48	100.00 %
<a href="#">101-790-717.000</a>	LIFE INSURANCE	1,500.00	1,500.00	0.00	967.76	532.24	64.52 %
<a href="#">101-790-718.000</a>	WORKER'S COMPENSATION	6,000.00	6,000.00	0.00	4,988.00	1,012.00	83.13 %
<a href="#">101-790-719.000</a>	HEALTH CARE REIMBURSEMENT	6,600.00	6,600.00	537.00	3,047.95	3,552.05	46.18 %
<a href="#">101-790-719.001</a>	H.S.A.	19,600.00	19,600.00	0.00	18,600.00	1,000.00	94.90 %
<a href="#">101-790-719.003</a>	PEDIATRIC DENTAL	1,500.00	1,500.00	35.76	429.12	1,070.88	28.61 %
<a href="#">101-790-721.000</a>	BONUSES	8,000.00	8,000.00	0.00	6,700.00	1,300.00	83.75 %
<a href="#">101-790-722.000</a>	FICA	104,040.00	104,040.00	6,831.23	79,115.83	24,924.17	76.04 %
<a href="#">101-790-723.000</a>	SICK, VACATION, RETIREMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<a href="#">101-790-723.010</a>	M.E.R.S.	110,000.00	110,000.00	6,883.24	82,627.79	27,372.21	75.12 %

## HCDL Budget Status Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">101-790-723.012</a>	MERS SURPLUS	0.00	0.00	0.00	93,000.00	-93,000.00	0.00 %
<b>SubAccount: 090 - PERSONNEL SERVICES Total:</b>		<b>1,739,405.00</b>	<b>1,739,405.00</b>	<b>113,518.85</b>	<b>1,434,183.74</b>	<b>305,221.26</b>	<b>82.45%</b>
<b>SubAccount: 100 - LIBRARY SUPPLIES</b>							
<a href="#">101-790-727.000</a>	SUPPLIES	35,000.00	35,000.00	975.30	19,657.89	15,342.11	56.17 %
<a href="#">101-790-730.000</a>	POSTAGE	11,000.00	11,000.00	0.00	4,022.63	6,977.37	36.57 %
<a href="#">101-790-745.000</a>	EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<b>SubAccount: 100 - LIBRARY SUPPLIES Total:</b>		<b>47,000.00</b>	<b>47,000.00</b>	<b>975.30</b>	<b>23,680.52</b>	<b>23,319.48</b>	<b>50.38%</b>
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES</b>							
<a href="#">101-790-860.000</a>	TRANSPORTATION	500.00	500.00	0.00	260.24	239.76	52.05 %
<a href="#">101-790-900.000</a>	MARKETING & ADVERTISING	25,000.00	25,000.00	29.81	14,065.41	10,934.59	56.26 %
<a href="#">101-790-940.000</a>	EQUIPMENT RENTAL	100.00	100.00	0.00	0.00	100.00	0.00 %
<a href="#">101-790-956.001</a>	MISCELLANEOUS	50.00	50.00	0.00	0.00	50.00	0.00 %
<a href="#">101-790-957.000</a>	EDUCATION: TRUSTEES	5,000.00	5,000.00	0.00	246.99	4,753.01	4.94 %
<a href="#">101-790-957.001</a>	EDUCATION: EMPLOYEES	30,000.00	30,000.00	74.00	15,415.24	14,584.76	51.38 %
<a href="#">101-790-957.002</a>	MEMBERSHIP BOARD & STAFF	4,000.00	4,000.00	0.00	3,258.00	742.00	81.45 %
<a href="#">101-790-960.000</a>	MEL-CAT REPLACEMENTS	2,000.00	2,000.00	0.00	269.18	1,730.82	13.46 %
<a href="#">101-790-963.000</a>	PROPERTY TAXES	20,000.00	20,000.00	0.00	16,903.01	3,096.99	84.52 %
<a href="#">101-790-964.000</a>	REFUNDS	500.00	500.00	0.00	-3,382.45	3,882.45	-676.49 %
<a href="#">101-790-964.001</a>	CHARGEBACKS	8,000.00	8,000.00	96.02	2,298.38	5,701.62	28.73 %
<a href="#">101-790-965.000</a>	FEES & ACCOUNT CHARGES	3,000.00	3,000.00	261.83	1,572.34	1,427.66	52.41 %
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES Total:</b>		<b>98,150.00</b>	<b>98,150.00</b>	<b>461.66</b>	<b>50,906.34</b>	<b>47,243.66</b>	<b>51.87%</b>
<b>SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES</b>							
<a href="#">101-790-807.000</a>	AUDIT	6,100.00	6,100.00	0.00	6,200.00	-100.00	101.64 %
<a href="#">101-790-818.001</a>	FINANCIAL ADVISORS	1,000.00	1,000.00	0.00	1,000.00	0.00	100.00 %
<a href="#">101-790-818.002</a>	LEGAL SERVICES	30,000.00	30,000.00	51.00	13,847.53	16,152.47	46.16 %
<a href="#">101-790-818.003</a>	PERSONNEL SERVICES	75,000.00	75,000.00	0.00	52,978.54	22,021.46	70.64 %
<a href="#">101-790-819.000</a>	ACCOUNTING SERVICES	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00 %
<a href="#">101-790-819.001</a>	PAYROLL SERVICES	10,000.00	10,000.00	733.86	8,660.76	1,339.24	86.61 %
<a href="#">101-790-820.000</a>	DELIVERY SERVICES	5,000.00	5,000.00	0.00	2,097.00	2,903.00	41.94 %
<b>SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES T</b>		<b>144,100.00</b>	<b>144,100.00</b>	<b>784.86</b>	<b>84,783.83</b>	<b>59,316.17</b>	<b>58.84%</b>
<b>SubAccount: 140 - BUILDING &amp; MAINTENANCE</b>							
<a href="#">101-790-775.000</a>	BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	2,596.99	12,865.10	2,134.90	85.77 %
<a href="#">101-790-808.000</a>	BUILDING SECURITY SYSTEM	4,000.00	4,000.00	274.95	3,299.40	700.60	82.49 %
<a href="#">101-790-819.002</a>	GROUNDS MAINTENANCE	55,000.00	55,000.00	1,025.00	34,713.95	20,286.05	63.12 %
<a href="#">101-790-920.000</a>	PUBLIC UTILITIES	90,200.00	90,200.00	8,115.92	70,159.30	20,040.70	77.78 %
<a href="#">101-790-958.000</a>	BUILDING MAINTENANCE	85,000.00	85,000.00	195.88	31,661.71	53,338.29	37.25 %
<a href="#">101-790-969.000</a>	INSURANCE	45,247.00	45,247.00	0.00	41,857.00	3,390.00	92.51 %
<b>SubAccount: 140 - BUILDING &amp; MAINTENANCE Total:</b>		<b>294,447.00</b>	<b>294,447.00</b>	<b>12,208.74</b>	<b>194,556.46</b>	<b>99,890.54</b>	<b>66.08%</b>
<b>SubAccount: 150 - MATERIALS &amp; PROGRAMMING</b>							
<a href="#">101-790-782.000</a>	PERIODICALS	15,900.00	15,900.00	630.18	13,757.84	2,142.16	86.53 %
<a href="#">101-790-782.001</a>	ELECTRONIC MEDIA	170,480.00	170,480.00	19,558.17	196,309.85	-25,829.85	115.15 %
<a href="#">101-790-782.002</a>	CIRCULATING HOTSPOTS	17,000.00	17,000.00	1,170.47	13,822.57	3,177.43	81.31 %
<a href="#">101-790-782.003</a>	DATABASES	43,220.00	43,220.00	0.00	36,866.41	6,353.59	85.30 %
<a href="#">101-790-782.004</a>	YS PROGRAMMING	45,000.00	45,000.00	6,413.09	21,997.62	23,002.38	48.88 %
<a href="#">101-790-782.005</a>	ADULT PROGRAMMING	23,500.00	23,500.00	940.52	19,920.54	3,579.46	84.77 %
<a href="#">101-790-782.006</a>	YOUTH DATABASES	12,000.00	12,000.00	66.25	9,950.10	2,049.90	82.92 %
<a href="#">101-790-782.007</a>	YS E-MEDIA	10,280.00	10,280.00	0.00	2,949.42	7,330.58	28.69 %
<a href="#">101-790-982.001</a>	ADULT BOOKS - PRINT	68,900.00	68,900.00	7,256.61	50,314.57	18,585.43	73.03 %
<a href="#">101-790-982.002</a>	LIBRARY OF THINGS	14,000.00	14,000.00	1,555.31	5,163.02	8,836.98	36.88 %
<a href="#">101-790-982.006</a>	ADULT AV	20,000.00	20,000.00	2,160.07	17,799.21	2,200.79	89.00 %
<a href="#">101-790-982.018</a>	YS BOOKS - PRINT	32,000.00	32,000.00	8,030.79	32,051.36	-51.36	100.16 %
<a href="#">101-790-982.019</a>	KITS & LOT - YOUTH	14,000.00	14,000.00	1,449.32	4,377.63	9,622.37	31.27 %
<a href="#">101-790-982.024</a>	YS AV	8,000.00	8,000.00	500.87	9,760.04	-1,760.04	122.00 %
<b>SubAccount: 150 - MATERIALS &amp; PROGRAMMING Total:</b>		<b>494,280.00</b>	<b>494,280.00</b>	<b>49,731.65</b>	<b>435,040.18</b>	<b>59,239.82</b>	<b>88.01%</b>
<b>SubAccount: 160 - INFORMATION TECHNOLOGY</b>							
<a href="#">101-790-780.000</a>	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: 05/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">101-790-780.001</a>	TECHNOLOGY: SOFTWARE	8,000.00	8,000.00	99.00	11,135.47	-3,135.47	139.19 %
<a href="#">101-790-781.000</a>	TECHNOLOGY: HARDWARE/EQUIP	21,400.00	21,400.00	0.00	7,337.79	14,062.21	34.29 %
<a href="#">101-790-830.000</a>	PROFESSIONAL TECHNOLOGY SERV	0.00	0.00	2,500.00	2,923.00	-2,923.00	0.00 %
<a href="#">101-790-850.000</a>	COMMUNICATIONS	13,500.00	13,500.00	427.32	10,190.32	3,309.68	75.48 %
<a href="#">101-790-850.002</a>	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	98.74	1,011.96	1,988.04	33.73 %
<a href="#">101-790-932.000</a>	AUTOMATED SYSTEM MAINT	158,303.00	158,303.00	5,578.16	142,361.87	15,941.13	89.93 %
<a href="#">101-790-934.000</a>	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	0.00	1,097.00	903.00	54.85 %
<a href="#">101-790-972.000</a>	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	8,703.22	176,694.48	49,008.52	78.29%
SubAccount: 170 - CAPITAL OUTLAY							
<a href="#">101-790-971.000</a>	CAPITAL IMPROVEMENT PROJECTS	332,500.00	332,500.00	67,321.40	305,103.11	27,396.89	91.76 %
SubAccount: 170 - CAPITAL OUTLAY Total:		332,500.00	332,500.00	67,321.40	305,103.11	27,396.89	91.76%
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS							
<a href="#">101-790-995.000</a>	TRANSFER OUT	217,100.00	217,100.00	190,800.00	217,100.00	0.00	100.00 %
<a href="#">101-790-995.002</a>	TRANSFER OUT - RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
<a href="#">101-790-999.000</a>	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	190,800.00	217,100.00	600,722.00	26.55%
Expense Total:		4,193,407.00	4,193,407.00	444,505.68	2,922,048.66	1,271,358.34	69.68%
Total Revenues		4,193,407.00	4,193,407.00	164,324.70	3,980,034.19	-213,372.81	94.91%
Fund: 101 - General Fund Surplus (Deficit):		0.00	0.00	-280,180.98	1,057,985.53	1,057,985.53	0.00%
Fund: 272 - Special Revenue							
Revenue							
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
<a href="#">272-000-665.000</a>	INTEREST	1,000.00	1,000.00	2,859.25	27,032.85	26,032.85	2,703.29 %
<a href="#">272-000-665.001</a>	INTEREST - ARCHIVES	100.00	100.00	0.00	0.00	-100.00	0.00 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:		1,100.00	1,100.00	2,859.25	27,032.85	25,932.85	2,457.53%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
<a href="#">272-000-674.000</a>	DONATIONS/FUNDRAISING	25,000.00	25,000.00	3.00	18,018.00	-6,982.00	72.07 %
<a href="#">272-000-674.387</a>	ARCHIVES DONATIONS	5,000.00	5,000.00	10.00	1,970.00	-3,030.00	39.40 %
<a href="#">272-000-675.000</a>	SPECIAL EVENTS REVENUE	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
<a href="#">272-000-675.001</a>	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	610.73	-2,389.27	20.36 %
<a href="#">272-000-675.014</a>	FAMILY PLACE DONATION	2,000.00	2,000.00	0.00	1,119.37	-880.63	55.97 %
<a href="#">272-000-675.015</a>	FRIENDS DONATION	5,000.00	5,000.00	0.00	3,823.86	-1,176.14	76.48 %
<a href="#">272-000-675.017</a>	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	105.50	1,588.00	-412.00	79.40 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		43,000.00	43,000.00	118.50	27,129.96	-15,870.04	63.09%
SubAccount: 080 - OTHER FINANCING SOURCES							
<a href="#">272-000-692.002</a>	PRIOR YEAR TERRY FUND BALANCE	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
<a href="#">272-000-692.387</a>	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	2,977.75	54,162.81	-1,937.19	96.55%
Expense							
SubAccount: 100 - LIBRARY SUPPLIES							
<a href="#">272-790-760.000</a>	GENERAL DONATION PURCHASES	20,000.00	20,000.00	0.00	795.85	19,204.15	3.98 %
<a href="#">272-790-763.000</a>	ARCHIVES PURCHASES	10,000.00	10,000.00	26.99	1,350.13	8,649.87	13.50 %
<a href="#">272-790-765.000</a>	TERRY TRUST - MISC	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<a href="#">272-790-766.000</a>	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	610.73	2,389.27	20.36 %
<a href="#">272-790-767.000</a>	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	26.99	2,756.71	33,243.29	7.66%
SubAccount: 120 - OTHER SERVICES & CHARGES							
<a href="#">272-790-965.000</a>	FEES & ACCOUNT CHARGES	100.00	100.00	0.00	62.50	37.50	62.50 %
<a href="#">272-790-983.000</a>	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: 05/31/2025

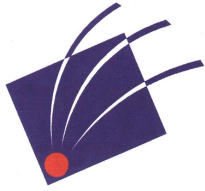
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>SubAccount: 170 - CAPITAL OUTLAY</b>							
<a href="#">272-790-972.000</a>	CAPITAL IMPROVEMENT PROJECTS	0.00	0.00	0.00	2,292.07	-2,292.07	0.00 %
<b>SubAccount: 170 - CAPITAL OUTLAY Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,292.07</b>	<b>-2,292.07</b>	<b>0.00%</b>
<b>SubAccount: 190 - FRIENDS OF THE LIBRARY</b>							
<a href="#">272-790-761.000</a>	FRIENDS DONATIONS-MISC.	5,000.00	5,000.00	153.60	-1,289.62	6,289.62	-25.79 %
<a href="#">272-790-762.000</a>	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	80.49	1,199.86	800.14	59.99 %
<a href="#">272-790-955.000</a>	FRIENDS MDSE/SALES	2,000.00	2,000.00	0.00	1,480.50	519.50	74.03 %
<b>SubAccount: 190 - FRIENDS OF THE LIBRARY Total:</b>		<b>9,000.00</b>	<b>9,000.00</b>	<b>234.09</b>	<b>1,390.74</b>	<b>7,609.26</b>	<b>15.45%</b>
<b>Expense Total:</b>		<b>47,100.00</b>	<b>47,100.00</b>	<b>261.08</b>	<b>6,502.02</b>	<b>40,597.98</b>	<b>13.80%</b>
<b>Total Revenues</b>		<b>56,100.00</b>	<b>56,100.00</b>	<b>2,977.75</b>	<b>54,162.81</b>	<b>-1,937.19</b>	<b>96.55%</b>
<b>Fund: 272 - Special Revenue Surplus (Deficit):</b>		<b>9,000.00</b>	<b>9,000.00</b>	<b>2,716.67</b>	<b>47,660.79</b>	<b>38,660.79</b>	<b>529.56%</b>
<b>Fund: 371 - Debt Service Fund</b>							
<b>Revenue</b>							
<b>SubAccount: 080 - OTHER FINANCING SOURCES</b>							
<a href="#">371-000-699.000</a>	TRANSFER IN	217,100.00	217,100.00	190,800.00	217,100.00	0.00	100.00 %
<b>SubAccount: 080 - OTHER FINANCING SOURCES Total:</b>		<b>217,100.00</b>	<b>217,100.00</b>	<b>190,800.00</b>	<b>217,100.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Revenue Total:</b>		<b>217,100.00</b>	<b>217,100.00</b>	<b>190,800.00</b>	<b>217,100.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Expense</b>							
<b>SubAccount: 000 - N/A</b>							
<a href="#">371-790-991.000</a>	PRINCIPLE ON BONDS	165,000.00	165,000.00	165,000.00	165,000.00	0.00	100.00 %
<a href="#">371-790-993.000</a>	INTEREST ON BONDS	51,600.00	51,600.00	25,800.00	51,600.00	0.00	100.00 %
<b>SubAccount: 000 - N/A Total:</b>		<b>216,600.00</b>	<b>216,600.00</b>	<b>190,800.00</b>	<b>216,600.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES</b>							
<a href="#">371-790-801.000</a>	PAYING AGENT FEES	500.00	500.00	0.00	500.00	0.00	100.00 %
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES Total:</b>		<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Expense Total:</b>		<b>217,100.00</b>	<b>217,100.00</b>	<b>190,800.00</b>	<b>217,100.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Revenues</b>		<b>217,100.00</b>	<b>217,100.00</b>	<b>190,800.00</b>	<b>217,100.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Fund: 371 - Debt Service Fund Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>		<b>9,000.00</b>	<b>9,000.00</b>	<b>-277,464.31</b>	<b>1,105,646.32</b>	<b>1,096,646.32</b>	<b>12,284.96%</b>

## Group Summary

SubAccount	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 101 - General Fund</b>						
<b>Revenue</b>						
010 - TAXES	3,610,271.00	3,610,271.00	128,697.86	3,565,942.79	-44,328.21	98.77%
030 - STATE GRANTS	59,126.00	59,126.00	0.00	85,172.07	26,046.07	144.05%
040 - CHARGES FOR SERVICES	8,410.00	8,410.00	1,601.70	14,661.49	6,251.49	174.33%
050 - FINES & FORFEITS	77,200.00	77,200.00	346.00	5,100.35	-72,099.65	6.61%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	33,728.44	308,500.55	258,500.55	617.00%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	-49.30	656.94	-1,343.06	32.85%
080 - OTHER FINANCING SOURCES	386,400.00	386,400.00	0.00	0.00	-386,400.00	0.00%
<b>Revenue Total:</b>	<b>4,193,407.00</b>	<b>4,193,407.00</b>	<b>164,324.70</b>	<b>3,980,034.19</b>	<b>-213,372.81</b>	<b>94.91%</b>
<b>Expense</b>						
090 - PERSONNEL SERVICES	1,739,405.00	1,739,405.00	113,518.85	1,434,183.74	305,221.26	82.45%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	975.30	23,680.52	23,319.48	50.38%
120 - OTHER SERVICES & CHARGES	98,150.00	98,150.00	461.66	50,906.34	47,243.66	51.87%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	144,100.00	144,100.00	784.86	84,783.83	59,316.17	58.84%
140 - BUILDING & MAINTENANCE	294,447.00	294,447.00	12,208.74	194,556.46	99,890.54	66.08%
150 - MATERIALS & PROGRAMMING	494,280.00	494,280.00	49,731.65	435,040.18	59,239.82	88.01%
160 - INFORMATION TECHNOLOGY	225,703.00	225,703.00	8,703.22	176,694.48	49,008.52	78.29%
170 - CAPITAL OUTLAY	332,500.00	332,500.00	67,321.40	305,103.11	27,396.89	91.76%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	817,822.00	817,822.00	190,800.00	217,100.00	600,722.00	26.55%
<b>Expense Total:</b>	<b>4,193,407.00</b>	<b>4,193,407.00</b>	<b>444,505.68</b>	<b>2,922,048.66</b>	<b>1,271,358.34</b>	<b>69.68%</b>
<b>Total Revenues</b>	<b>4,193,407.00</b>	<b>4,193,407.00</b>	<b>164,324.70</b>	<b>3,980,034.19</b>	<b>-213,372.81</b>	<b>94.91%</b>
<b>Total Expenses</b>	<b>4,193,407.00</b>	<b>4,193,407.00</b>	<b>444,505.68</b>	<b>2,922,048.66</b>	<b>1,271,358.34</b>	<b>69.68%</b>
<b>Fund: 101 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-280,180.98</b>	<b>1,057,985.53</b>	<b>1,057,985.53</b>	<b>0.00%</b>
<b>Fund: 272 - Special Revenue</b>						
<b>Revenue</b>						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	2,859.25	27,032.85	25,932.85	2,457.53%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	118.50	27,129.96	-15,870.04	63.09%
080 - OTHER FINANCING SOURCES	12,000.00	12,000.00	0.00	0.00	-12,000.00	0.00%
<b>Revenue Total:</b>	<b>56,100.00</b>	<b>56,100.00</b>	<b>2,977.75</b>	<b>54,162.81</b>	<b>-1,937.19</b>	<b>96.55%</b>
<b>Expense</b>						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	26.99	2,756.71	33,243.29	7.66%
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	234.09	1,390.74	7,609.26	15.45%
<b>Expense Total:</b>	<b>47,100.00</b>	<b>47,100.00</b>	<b>261.08</b>	<b>6,502.02</b>	<b>40,597.98</b>	<b>13.80%</b>
<b>Total Revenues</b>	<b>56,100.00</b>	<b>56,100.00</b>	<b>2,977.75</b>	<b>54,162.81</b>	<b>-1,937.19</b>	<b>96.55%</b>
<b>Total Expenses</b>	<b>47,100.00</b>	<b>47,100.00</b>	<b>261.08</b>	<b>6,502.02</b>	<b>40,597.98</b>	<b>13.80%</b>
<b>Fund: 272 - Special Revenue Surplus (Deficit):</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>2,716.67</b>	<b>47,660.79</b>	<b>38,660.79</b>	<b>529.56%</b>
<b>Fund: 371 - Debt Service Fund</b>						
<b>Revenue</b>						
080 - OTHER FINANCING SOURCES	217,100.00	217,100.00	190,800.00	217,100.00	0.00	100.00%
<b>Revenue Total:</b>	<b>217,100.00</b>	<b>217,100.00</b>	<b>190,800.00</b>	<b>217,100.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Expense</b>						
000 - N/A	216,600.00	216,600.00	190,800.00	216,600.00	0.00	100.00%
120 - OTHER SERVICES & CHARGES	500.00	500.00	0.00	500.00	0.00	100.00%
<b>Expense Total:</b>	<b>217,100.00</b>	<b>217,100.00</b>	<b>190,800.00</b>	<b>217,100.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Revenues</b>	<b>217,100.00</b>	<b>217,100.00</b>	<b>190,800.00</b>	<b>217,100.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Expenses</b>	<b>217,100.00</b>	<b>217,100.00</b>	<b>190,800.00</b>	<b>217,100.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Fund: 371 - Debt Service Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>-277,464.31</b>	<b>1,105,646.32</b>	<b>1,096,646.32</b>	<b>12,284.96%</b>

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	0.00	0.00	-280,180.98	1,057,985.53	1,057,985.53
272 - Special Revenue	9,000.00	9,000.00	2,716.67	47,660.79	38,660.79
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	9,000.00	9,000.00	-277,464.31	1,105,646.32	1,096,646.32



Account	Name	Balance
<b>Fund: 101 - General Fund</b>		
<b>Assets</b>		
<a href="#">101-000-001.000</a>	CASH - CHECKING.	92,214.59
<a href="#">101-000-001.002</a>	CASH - CREDIT CHECKING	9,213.20
<a href="#">101-000-002.000</a>	BANK OF ANN ARBOR MONEY MARKET	7,307,841.02
<a href="#">101-000-002.001</a>	COMERICA MMKT	42,559.75
<a href="#">101-000-002.002</a>	COMERICA MMKT - CAPITAL RESERVE	45,381.15
<a href="#">101-000-002.003</a>	COMERICA - TECHNOLOGY RESERVE	102,165.57
<a href="#">101-000-002.004</a>	BANK OF ANN ARBOR MMKT-TECHNOLOX	160,330.09
<a href="#">101-000-004.000</a>	PETTY CASH	225.00
<a href="#">101-000-004.001</a>	CASH ON HAND	0.00
<a href="#">101-000-007.000</a>	CASH-PAYROLL CHECKING	550.00
<a href="#">101-000-017.000</a>	MI CLASS - GENERAL	695,268.98
<a href="#">101-000-018.000</a>	MI CLASS - CAPITAL RESERVE	383,134.21
<a href="#">101-000-019.000</a>	MI CLASS - TECHNOLOGY RESERVE	91,679.20
<a href="#">101-000-040.000</a>	ACCOUNTS RECEIVABLE - GENERAL	-91,306.43
<a href="#">101-000-056.000</a>	ACCRUED INTEREST	0.00
<a href="#">101-000-073.000</a>	DUE FROM LIBRARIES	0.00
<a href="#">101-000-073.001</a>	DUE FROM TLN	0.00
<a href="#">101-000-078.000</a>	PENAL FINES RECEIVABLE	0.00
<a href="#">101-000-078.001</a>	STATE AID RECEIVABLE	0.00
<a href="#">101-000-078.002</a>	DUE FROM STATE	0.00
<a href="#">101-000-079.000</a>	DUE FROM FEDERAL GOVERNMENT	0.00
<a href="#">101-000-081.730</a>	DUE FROM POST OFFICE	138.12
<a href="#">101-000-084.000</a>	DUE FROM OTHER FUNDS	0.00
<a href="#">101-000-084.155</a>	DUE FROM ENDOWMENT	0.00
<a href="#">101-000-084.272</a>	DUE FROM 272 SPECIAL REVENUE	0.00
<a href="#">101-000-084.371</a>	DUE FROM 371 DEBT SERVICE	0.00
<a href="#">101-000-084.702</a>	DUE FROM LB TRUST & AGENCY FD	0.00
<a href="#">101-000-084.727</a>	DUE FROM PENSION	0.00
<a href="#">101-000-084.900</a>	DUE FROM CAPITAL ASSET FUND	0.00
<a href="#">101-000-084.950</a>	DUE FROM LONG TERM DEBT	0.00
<a href="#">101-000-123.000</a>	PREPAID EXPENSE	141,337.59
<a href="#">101-000-123.001</a>	PREPAID EXPENSE - CONTROL.NET	14,364.00
<a href="#">101-000-184.000</a>	SUBSCRIPTION ASSETS	29,606.67
<a href="#">101-000-185.000</a>	ACC AMTZ - SUBSCRIPTION ASSETS	-16,844.30
<b>Total Assets:</b>		<b>9,007,858.41</b>
		<b><u>9,007,858.41</u></b>
<b>Liability</b>		
<a href="#">101-000-202.000</a>	ACCOUNTS PAYABLE	160,115.12
<a href="#">101-000-209.000</a>	ACCRUED EXPENSES	0.00
<a href="#">101-000-214.000</a>	DUE TO OTHER FUNDS	0.00
<a href="#">101-000-214.272</a>	DUE TO SPECIAL REVENUE	0.00
<a href="#">101-000-214.371</a>	DUE TO DEBT SERVICE	0.00
<a href="#">101-000-214.472</a>	DUE TO EQUIPMENT AND FURNISHING	0.00
<a href="#">101-000-231.001</a>	AFLAC PAYABLE	-20.04
<a href="#">101-000-231.002</a>	EMPLOYEE H.S.A. PAYABLE	0.00
<a href="#">101-000-231.003</a>	457 PAYABLE	2,628.26
<a href="#">101-000-257.000</a>	ACCRUED PAYROLL	0.00
<a href="#">101-000-258.000</a>	ACCRUED PAYROLL TAXES	0.00
<a href="#">101-000-260.000</a>	ACCRUED VACATION PAYABLE	0.00
<a href="#">101-000-261.000</a>	ACCRUED SICK LEAVE PAYABLE	0.00
<a href="#">101-000-301.000</a>	SUBSCRIPTION LIABILITIES	13,355.23
<b>Total Liability:</b>		<b>176,078.57</b>

## HCDL Balance Sheet

As Of 05/31/2025

Account	Name	Balance
<b>Equity</b>		
<a href="#">101-000-380.000</a>	RESERVE - CAPITAL EXPENDITURE	2,781,436.31
<a href="#">101-000-381.000</a>	SICK/VACATION/RETIREMENT RESERVE	194,798.39
<a href="#">101-000-382.000</a>	TECHNOLOGY RESERVE	204,575.76
<a href="#">101-000-390.000</a>	FUND BALANCE	4,593,576.71
<a href="#">101-000-390.001</a>	FUND BALANCE - GASB 34	-592.86
	<b>Total Beginning Equity:</b>	<b>7,773,794.31</b>
Total Revenue		3,980,034.19
Total Expense		2,922,048.66
<b>Revenues Over/Under Expenses</b>		<b>1,057,985.53</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>8,831,779.84</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>9,007,858.41</u></b>

**HCDL Balance Sheet**
**As Of 05/31/2025**

Account	Name	Balance	
<b>Fund: 155 - Endowment</b>			
<b>Assets</b>			
<a href="#">155-000-001.000</a>	CASH	0.00	
<a href="#">155-000-001.002</a>	ONLINE CASH	0.00	
<a href="#">155-000-082.101</a>	DUE FROM GENERAL FUND	0.00	
<a href="#">155-000-082.272</a>	DUE FROM SPECIAL REVENUE	0.00	
<a href="#">155-000-082.371</a>	DUE FROM DEBT SERVICE	0.00	
<a href="#">155-000-082.472</a>	DUE FROM EQUIPMENT AND FURNISHING	0.00	
<a href="#">155-000-084.000</a>	DUE FROM NON-EXPENDABLE	0.00	
<a href="#">155-000-184.000</a>	BENEFICIAL INT IN ASSETS CFSEM	607,803.80	
<a href="#">155-000-184.001</a>	BEN INT IN ASSETS-SONG LINE	49,680.43	
<a href="#">155-000-184.002</a>	BEN INT IN ASSETS-ROSS	26,799.11	
	<b>Total Assets:</b>	<b>684,283.34</b>	<b><u>684,283.34</u></b>
<b>Liability</b>			
<a href="#">155-000-202.000</a>	ACCOUNTS PAYABLE	0.00	
<a href="#">155-000-214.101</a>	DUE TO GENERAL FUNDS	0.00	
<a href="#">155-000-214.272</a>	DUE TO SPECIAL REVENUE	0.00	
	<b>Total Liability:</b>	<b>0.00</b>	
<b>Equity</b>			
<a href="#">155-000-375.000</a>	FUND BALANCE - SONG LINE ENDOWMENT	49,680.43	
<a href="#">155-000-376.000</a>	FUND BALANCE - J. ROSS	26,799.11	
<a href="#">155-000-390.000</a>	FUND BALANCE	607,803.80	
<a href="#">155-000-391.000</a>	FUND BALANCE - EXPENDABLE	0.00	
<a href="#">155-100-391.000</a>	FUND BALANCE - EXPENDABLE	0.00	
	<b>Total Beginning Equity:</b>	<b>684,283.34</b>	
Total Revenue		0.00	
Total Expense		0.00	
<b>Revenues Over/Under Expenses</b>		<b>0.00</b>	
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>684,283.34</b>	
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b><u>684,283.34</u></b>

## HCDL Balance Sheet

As Of 05/31/2025

Account	Name	Balance
<b>Fund: 272 - Special Revenue</b>		
<b>Assets</b>		
<a href="#">272-000-001.000</a>	CASH - CHECKING	90,769.92
<a href="#">272-000-001.002</a>	CASH - CREDIT CHECKING	2,031.97
<a href="#">272-000-002.000</a>	BANK OF ANN ARBOR MONEY MARKET	433,164.63
<a href="#">272-000-017.000</a>	MI CLASS ACCOUNT	335,554.68
<a href="#">272-000-040.000</a>	ACCOUNTS RECEIVABLE - GENERAL	0.00
<a href="#">272-000-056.000</a>	ACCRUED INTEREST	0.00
<a href="#">272-000-082.000</a>	DUE FROM FRIENDS OF LIBRARY	1,080.58
<a href="#">272-000-082.101</a>	DUE FROM GENERAL FUND	0.00
<a href="#">272-000-082.155</a>	DUE FROM ENDOWMENT	0.00
<a href="#">272-000-082.371</a>	DUE FROM DEBT SERVICE	0.00
<a href="#">272-000-082.472</a>	DUE FROM EQUIPMENT AND FURNISHING	0.00
<a href="#">272-000-084.000</a>	DUE FROM OTHER FUNDS	0.00
<b>Total Assets:</b>		<b>862,601.78</b>
		<b>862,601.78</b>
<b>Liability</b>		
<a href="#">272-000-202.000</a>	ACCOUNTS PAYABLE	0.00
<a href="#">272-000-214.101</a>	DUE TO GENERAL FUND	-8,159.40
<a href="#">272-000-214.371</a>	DUE TO DEBT SERVICE	0.00
<a href="#">272-000-214.472</a>	DUE TO EQUIPMENT AND FURNISHING	0.00
<b>Total Liability:</b>		<b>-8,159.40</b>
<b>Equity</b>		
<a href="#">272-000-386.000</a>	TERRY RESERVE	549,508.36
<a href="#">272-000-387.000</a>	ARCHIVES FUND BALANCE	44,444.70
<a href="#">272-000-390.000</a>	FUND BALANCE	229,147.33
<b>Total Beginning Equity:</b>		<b>823,100.39</b>
Total Revenue		54,162.81
Total Expense		6,502.02
<b>Revenues Over/Under Expenses</b>		<b>47,660.79</b>
<b>Total Equity and Current Surplus (Deficit):</b>		<b>870,761.18</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b>862,601.78</b>

## HCDL Balance Sheet

As Of 05/31/2025

Account	Name	Balance
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Fund: 371 - Debt Service Fund

## Assets

<a href="#">371-000-001.000</a>	CASH	0.00
<a href="#">371-000-082.101</a>	DUE FROM GENERAL FUND	0.00
<a href="#">371-000-082.155</a>	DUE FROM ENDOWMENT	0.00
<a href="#">371-000-082.272</a>	DUE FROM SPECIAL REVENUE	0.00
<a href="#">371-000-082.472</a>	DUE FROM EQUIPMENT AND FURNISHING	0.00
<b>Total Assets:</b>		<b>0.00</b>
		<b>0.00</b>

## Liability

<a href="#">371-000-202.000</a>	ACCOUNTS PAYABLE	0.00
<a href="#">371-000-214.101</a>	DUE TO GENERAL FUND	0.00
<a href="#">371-000-214.272</a>	DUE TO SPECIAL REVENUE	0.00
<a href="#">371-000-214.472</a>	DUE TO EQUIPMENT AND FURNISHING	0.00
<a href="#">371-000-251.000</a>	ACCRUED INTEREST PAYABLE	4,300.00
<a href="#">371-000-300.000</a>	BONDS PAYABLE	1,720,000.00
<b>Total Liability:</b>		<b>1,724,300.00</b>

## Equity

<a href="#">371-000-390.000</a>	FUND BALANCE	0.00
<a href="#">371-000-390.001</a>	FUND BALANCE - EXPENDABLE	-1,724,300.00
<b>Total Beginning Equity:</b>		<b>-1,724,300.00</b>

Total Revenue 217,100.00

Total Expense 217,100.00

Revenues Over/Under Expenses 0.00

Total Equity and Current Surplus (Deficit): -1,724,300.00

Total Liabilities, Equity and Current Surplus (Deficit): 0.00





Account	Name	Beginning Cash Balance	Net Change	Ending Balance
<b>101 - General Fund</b>				
101-000-001.000	CASH - CHECKING.	111657.95	(19,443.36)	92,214.59
101-000-001.002	CASH -CREDIT CHECKING	8415.98	797.22	9,213.20
101-000-002.000	BOA MONEY MARKET	7629709.4	(321,868.38)	7,307,841.02
101-000-002.001	COMERICA MMKT	42559.75	-	42,559.75
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	45381.15	-	45,381.15
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	102165.57	-	102,165.57
101-000-002.004	FNB MMKT-TECHNOLOGY	160330.09	-	160,330.09
101-000-007.000	CASH-PAYROLL CHECKING	550	-	550.00
101-000-017.000	MI CLASS - GENERAL	692692.14	2,576.84	695,268.98
101-000-018.000	MI CLASS - CAPITAL RESERVE	381714.2	1,420.01	383,134.21
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	91339.4	339.80	91,679.20
<b>Fund 101 - General Fund Total:</b>		<b>9,266,515.63</b>	<b>(336,177.87)</b>	<b>8,930,337.76</b>
<b>155 - Endowment</b>				
<b>Beginning Cash Balance</b>				
155-000-001.000	CASH		-	-
155-000-001.002	ONLINE CASH		-	-
<b>Total Beginning Cash Balance:</b>		-	-	-
<b>272 - Special Revenue</b>				
272-000-001.000	CASH - CHECKING	94,742.12	(3,972.20)	90,769.92
272-000-001.002	CASH - CREDIT CHECKING	2,020.97	11.00	2,031.97
272-000-002.000	BOA MONEY MARKET	431,549.04	1,615.59	433,164.63
272-000-017.000	MI CLASS	334,311.02	1,243.66	335,554.68
<b>Fund 272 - Special Revenue Total:</b>		<b>862,623.15</b>	<b>(1,101.95)</b>	<b>861,521.20</b>
<b>371 - Debt Service Fund</b>				
<b>Beginning Cash Balance</b>				
371-000-001.000	CASH	-	-	-
<b>Fund 371 - Debt Service Fund Total:</b>		-	-	-
<b>Grand Total</b>		<b>10,129,138.78</b>	<b>(337,279.82)</b>	<b>9,791,858.96</b>

Howell Carnegie District Library Board of Trustees  
Director's Report for June 10, 2025

**Remember, the Budget Hearing starts at 6:45 pm.**

BUDGET HEARING AGENDA

BOARD MEETING AGENDA

CALL TO ORDER/APPROVAL OF AGENDA

ATTENDANCE

CONSENT AGENDA:

A. Minutes from May 13, 2025

B. Bills & Payrolls

C. Annual Resolutions

Resolution 25-03 to authorize the transfer of funds from one fund to another fund

Resolution 25-04 to authorize transfer of funds from reserve to revenue

Resolution 25-05 to amend the budget for fiscal year 2024-2025

Resolution 25-06 to adopt a budget for fiscal year 2025-2026

Resolution 25-07 to adopt a new pay rate structure

Resolution 25-08 to authorize a wage adjustment for library staff

Resolution 25-09 to honor Tony Kandt

FINANCE:

1. I have not received the total for May's penal fines.
2. The monthly budgetary status report and balance sheet are attached.
3. Treasurer's Report

COMMITTEE REPORTS

None

POTENTIAL MOTIONS FOR ACTION AND DISCUSSION ITEMS

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

ACTION ITEMS

UNFINISHED BUSINESS:

None

## NEW BUSINESS:

None

## DISCUSSION ITEMS:

- Update on Steps and Ramps Improvement Project

I will provide an update at the meeting.

- Review the annual performance appraisal with the Director
- Review Director Evaluation Form

Please bring any suggestions for changes to the director evaluation form to the meeting.

- Review Trustee Assessment Summary

We will review and discuss the trustee assessment at the meeting.

- Discuss Annual Board Commitment to Excellence

We will review at the meeting.

## MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- I attended the June 2 Howell Public School Board of Education meeting. The school board interviewed six individuals for the library trustee position starting July 1, 2025. A decision will be made at their June 23 meeting.
- Accounting Aid Society statistics:
  - Completed 122 returns
  - The refund amount totaled \$144,856
  - Savings from commercial preparer: \$36,600
  - Number of EITC (Earned Income Tax Credit) Clients: 15
  - EITC amount \$22,651
- 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.
  - Diane and I met with the team on June 3. The next steps will involve a more in-depth environmental study of the lot. Historically, there was a railroad spur on the lot. I just

learned that some concrete bunkers are buried in the northwest corner of the lot. We will work on a request for proposal for the environmental study.

PERSONNEL:

- Welcome to the new circulation staff member, Allison Walter.

LIBRARY EVENTS:

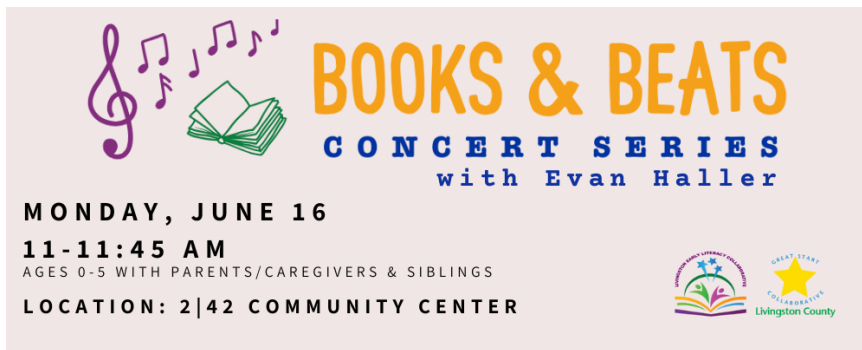
- Youth Services (family, children, and teens) [calendar of events](#).
- Reference or Adult Programming [calendar of events](#).



Remember to sign up for the Summer Reading Challenge and spread the word.

Kudos to the Youth Services Department for a spectacular Summer Reading Kickoff on Monday, June 2. Highlights include:

- 400 people attended the 9:30 am kickoff event
  - 153 received a balloon animal
  - 150 made mermaid slime
  - 140 received a free book from Great Start Livingston,
  - Many made mini marshmallow shooters with Scots Bots,
  - And many received a glitter tattoo, created giant bubbles, enjoyed the photo booth, played yard games, made a craft project, and enjoyed the library grounds and the company of others on a beautiful summer day
- 121 people attended the 1 pm kickoff event
- 336 Pre-Readers & Elementary kids registered on paper for Summer Reading
- 183 Teens & Adults registered on paper for Summer Reading
- 11 Pre-Readers registered online for Summer Reading
- 24 Elementary kids registered online for Summer Reading
- 8 Teens registered online for Summer Reading
- 28 Adults registered online for Summer Reading



## COMMUNITY ENGAGEMENT:

- On the following days, the Summer Lunch Bunch will serve lunches following a library program. The library program runs from 11 to 11:45 a.m., and lunch starts at 11:45 a.m.
  - June 9 - [And the Beat Goes On: A Family Musical Celebration with Katie Welty \(outdoors\)](#)
  - June 23 - [Science Heroes: Adventure of the Missing Color \(grades 1-5 with parents/caregivers\) \(Outdoors\)](#)
  - July 7 - [Gemini Family Concert \(Outdoors\)](#)
  - July 21 - [Black and Brown Theatre Presents... Sleeping Beauty \(Outdoors\)](#)

Lunches are served to anyone who would like one on a first-come basis.
- [View](#) the student artwork and the Livingston Fine Arts Association featured artists.
- The StoryWalk Kick Off was Monday, June 2, with [Tallulah the Mermaid and the Great Lakes Pledge](#) by Denise Brennan-Nelson.
- The library will be at Howell Farmers Market on Sunday, June 8, and Sept 7.

- Howell Main Street Design Committee is working on a historic building campaign consisting of QR code window clings linked to a webpage that includes photos and the building's history. The library will participate in compiling our photos and building history.

#### TRUSTEE NOTEBOOK:

A redesign of the Trustee Google Drive continues.

Holly Ward Lamb 6/6/25

## Annual Board Commitment to Excellence

I, \_\_\_\_\_, pledge that I shall:

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

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Name

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Date