

HOWELL CARNEGIE DISTRICT LIBRARY

BOARD OF TRUSTEES MEETING

Agenda for July 8, 2025

7:00 Call to Order/Approval of Agenda

7:03 Attendance

**New Business:**

7:05 Oath of Office for Jacob Schlitter (Howell City Council appointment) and Heather White (Howell School Board appointment)

7:10 Appoint board mentors for new board members

7:15 Election of Officers for fiscal year 2025-2026

7:20 **In-Service Training:** Board Orientation

7:35 **Consent Agenda:**

A. Minutes from June 10, 2025

B. Bills & Payrolls

C. Annual Resolutions:

Resolution 25-10 to Authorize Bank Signatures

Resolution 25-11 to Authorize Transfer of Funds to the Sick/Vacation Reserve

Resolution 25-12 to Not Establish Benefits For Those With Library Trustee Emeritus Status

Resolution 25-13 to Authorize Library Director to Approve Expenditures

Resolution 25-14 to Authorize Library Bookkeeper to Transfer Funds Between Library Accounts

Resolution 25-15 to Authorize Designated Library Use of a Business Credit Card

Resolution 25-16 to Honor the Service of Lyn Hewitt

D. Board Meeting Topics Calendar for 2025-26

E. Approve MERS 2025 Officer and Employee Delegate Certificate Form

7:45 Announcements & Comments from the public

7:50 President's Report

7:55 Treasurer's Report

8:00 Committee Reports - no reports

8:01 Director's Report

**Action Items:**

**Unfinished Business:** none

**New Business:**

8:05 Annual Board Commitment to Excellence

**Discussion Items:**

8:10 Strategic Plan - Draft Action Plan

8:20 Board Training Topics for 2025-26

8:25 Review Board Roster

8:30 Discuss Board Committees

8:35 Livingston County Trustees & Directors Meeting – Consider dates, topics, & location

8:40 Update on Steps and Ramp Improvement Project

8:50 Service Spotlight

8:55 Comments & Concerns of Board Members

9:00 Next Board Meeting - Tuesday, August 12, 2025

9:01 Adjourn

VISION: Inspire and connect

MISSION: Providing a welcoming hub for resources and experiences

**(UNAPPROVED)**  
**HOWELL CARNEGIE DISTRICT LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Minutes of June 10, 2025**

President Lyn Hewitt called the Public Hearing for Proposed Budget 2025-2026 to order at 6:45 pm. Without objection, President Lyn Hewitt closed the public hearing at 7:00 pm.

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

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

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

Bob Ellis moved to approve the **consent agenda** as presented, including **a) Minutes of May 13, 2025, b) Bills & Payrolls, including the payment register dated 5/01/25 through 5/31/25 for the amount of \$411,267.57, 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; and **Resolution 25-09** to honor Tony Kandt. Jennifer Earl seconded, and the board was polled. All board members approved.

There were no comments from the public.

President Lyn Hewitt thanked Susan Pominville for covering the last two board meetings in her absence and noted that she and Susan Pominville had a good conversation with the library director about her performance evaluation.

**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 reports during May.

**In addition to her written report, Director Holly Ward Lamb** shared May's penal fine of \$37,891.68, YTD 421,513.00, up 7 percent from last year. The fines are collected from June through May. The total amount is shared among all libraries in the county.

She noted that the City of Howell and the Howell School Board will appoint our newest library trustees at their June 23 meetings.

The Rotary Club of Howell has selected three community projects to support, including a tool library we will be housing.

Director Lamb provided a strategic plan update, noting that we are working to finalize the action items to ensure they are "doable." Additionally, the brownfield assistance team we are working with on the library lot advised that we need to go to the next level of environmental assessment. It makes sense to use the same environment assessment firm we used in 2006, and we will be responsible for the cost of that assessment.

### **ACTION ITEMS**

#### **UNFINISHED BUSINESS:**

Bob Ellis followed up on the discussion last month about contractors parking on the library lot. He said City Manager Suida talked to contractors working for the city, and they thought that area was part of the property owned by MStreet. When they were informed, they realized they did not have permission to be there, and it pretty much ended.

#### **NEW BUSINESS:**

None.

### **DISCUSSION ITEMS**

- Director Lamb updated the board members on the library's Steps and Ramps Improvement project. She noted that if we cannot get the lighted guardrails when the rest of the project is complete, we may have to put up temporary wooden ones. Hopefully, it will not come to that.

- The board reviewed the director's annual performance appraisal with her. Director Lamb thanked the board for the excellent appraisal.
- The director's evaluation form was reviewed and discussed. There were no recommendations for changes or adjustments.
- A summary of the trustee evaluation was reviewed and discussed.
- Director Lamb led a discussion of the board's annual commitment to excellence. A link was included in the board packet.

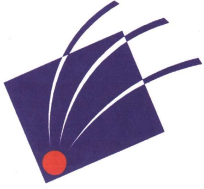
#### **COMMENTS & CONCERNS OF BOARD MEMBERS**

Kathryn Tuck mentioned what a lovely day it was for our Summer Reading Kickoff Party, but laughingly questioned the choice to hand out whistles to the children.

Without objection, President Lyn Hewitt adjourned the meeting at 7:24 pm.

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Kathleen Murray, Recording Secretary



# HCDL Payment Register

By Check Number

Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Fund 101-General Fund</b>						
1074	EBSCO	06/03/2025	EFT	0.00	13.20	256
22	MIDWEST TAPE LLC	06/03/2025	EFT	0.00	1,998.39	257
939	OVERDRIVE	06/03/2025	EFT	0.00	4,127.02	258
8465	QUILL CORPORATION	06/03/2025	EFT	0.00	209.69	259
3010	CENGAGE GROUP	06/18/2025	EFT	0.00	2,246.69	260
1194	HOOPLA-MIDWEST TAPE	06/18/2025	EFT	0.00	10,771.67	261
1469	KANOPY	06/18/2025	EFT	0.00	389.30	262
22	MIDWEST TAPE LLC	06/18/2025	EFT	0.00	528.75	263
6315	MML LIABILITY & PROPERTY POOL	06/18/2025	EFT	0.00	46,882.00	264
939	OVERDRIVE	06/18/2025	EFT	0.00	4,395.21	265
8465	QUILL CORPORATION	06/18/2025	EFT	0.00	318.70	266
3010	CENGAGE GROUP	06/30/2025	EFT	0.00	1,142.89	267
1074	EBSCO	06/30/2025	EFT	0.00	1,868.00	268
22	MIDWEST TAPE LLC	06/30/2025	EFT	0.00	478.25	269
939	OVERDRIVE	06/30/2025	EFT	0.00	4,374.19	270
1304	A & B CONSTRUCTION	06/03/2025	Regular	0.00	130.00	4132
510	BAKER & TAYLOR BOOKS	06/03/2025	Regular	0.00	1,217.79	4133
616	THE BOOK FARM LLC	06/03/2025	Regular	0.00	2,601.44	4134
1071	BRIDGEALL LIBRARIES LTD	06/03/2025	Regular	0.00	9,582.00	4135
900	BRODART CO.	06/03/2025	Regular	0.00	627.49	4136
1404	BYRUM ACE HARDWARE - HOWELL	06/03/2025	Regular	0.00	74.15	4137
1101	CHRISTMAN CONSTRUCTORS, INC	06/03/2025	Regular	0.00	54,067.50	4138
01196	COUGHLAN COMPANIES LLC	06/03/2025	Regular	0.00	518.03	4139
01172	DETROIT HISTORICAL SOCIETY	06/03/2025	Regular	0.00	275.00	4140
01034	EVERGREEN OUTDOOR, INC.	06/03/2025	Regular	0.00	1,025.00	4141
01192	FLUTTERBEE EDUCATION GROUP	06/03/2025	Regular	0.00	127.28	4142
484	LOWE'S	06/03/2025	Regular	0.00	35.72	4143
01124	MICHAEL NIKITIN	06/03/2025	Regular	0.00	250.00	4144
01184	MICHIGAN COMPANY	06/03/2025	Regular	0.00	721.72	4145
588	KATHLEEN MURRAY	06/03/2025	Regular	0.00	246.55	4146
01190	SARA HEMMEKE	06/03/2025	Regular	0.00	600.00	4147
01198	THE CREATIVE COMPANY	06/03/2025	Regular	0.00	641.74	4148
1045	THOMSON REUTERS	06/03/2025	Regular	0.00	1,530.00	4149
1471	THE LIBRARY STORE	06/03/2025	Regular	0.00	19.94	4150
1232	T-MOBILE	06/03/2025	Regular	0.00	595.00	4151
01145	TN MARKETING, LLC	06/03/2025	Regular	0.00	2,874.00	4152
WALMART	CAPITAL ONE	06/03/2025	Regular	0.00	65.61	4153
MOS	MICHIGAN OFFICE SOLUTIONS	06/18/2025	Regular	0.00	4,591.17	4154
1222	CINDY ALESSO	06/18/2025	Regular	0.00	50.00	4155
1346	EMILY ALLISON-SIEP	06/18/2025	Regular	0.00	25.00	4156
01206	AMBER CARNAHAN	06/18/2025	Regular	0.00	25.00	4157
01132	AMY WRIGHT	06/18/2025	Regular	0.00	50.00	4158
01070	ANNA HOFFMAN	06/18/2025	Regular	0.00	72.10	4159
01070	ANNA HOFFMAN	06/18/2025	Regular	0.00	25.00	4160
510	BAKER & TAYLOR BOOKS	06/18/2025	Regular	0.00	2,095.85	4161
01118	BYWATER SOLUTIONS	06/18/2025	Regular	0.00	8,250.00	4162
1316	RACHEL CLEER	06/18/2025	Regular	0.00	25.00	4163
0183	DANIEL BRIERE	06/18/2025	Regular	0.00	850.00	4164
1402	AUTUMN DAVENPORT	06/18/2025	Regular	0.00	25.00	4165
1549	DTE ENERGY	06/18/2025	Regular	0.00	5,969.64	4166
01217	EASTPOINTE MEMORIAL LIBRARY	06/18/2025	Regular	0.00	21.00	4167
1267	CRAIG EGNER	06/18/2025	Regular	0.00	25.00	4168
2760	FIRST IMPRESSIONS PRINT & MARKETING	06/18/2025	Regular	0.00	106.87	4169
2850	FRIENDS OF THE LIBRARY	06/18/2025	Regular	0.00	105.50	4170

**HCDL Payment Register**
**Date Range: 06/01/2025 - 06/30/2025**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01202	HEATHER KNAPP	06/18/2025	Regular	0.00	25.00	4171
411	JANICE HEILMAN	06/18/2025	Regular	0.00	50.00	4172
01209	JENNY RASMUSSEN	06/18/2025	Regular	0.00	25.00	4173
01135	JESSICA BYRNS	06/18/2025	Regular	0.00	60.00	4174
01207	KATE ROSSETTER	06/18/2025	Regular	0.00	25.00	4175
01204	KRISTIN HOYES	06/18/2025	Regular	0.00	25.00	4176
11001	HOLLY WARD LAMB	06/18/2025	Regular	0.00	381.09	4177
01059	LAURA PHILLIPS	06/18/2025	Regular	0.00	50.00	4178
5711	LIVINGSTON COUNTY TREASURER	06/18/2025	Regular	0.00	119.33	4179
6060	DIANE MCKEE	06/18/2025	Regular	0.00	50.00	4180
MCLS	MIDWEST COLLABORATIVE FOR LIBRARY SERVI	06/18/2025	Regular	0.00	5,337.15	4181
6255	MICHIGAN COMPANY, INC.	06/18/2025	Regular	0.00	308.00	4182
MLA	MICHIGAN LIBRARY ASSC., THE	06/18/2025	Regular	0.00	2,034.66	4183
01026	MML WORKER'S COMPENSATION FUND	06/18/2025	Regular	0.00	2,655.00	4184
588	KATHLEEN MURRAY	06/18/2025	Regular	0.00	50.00	4185
01218	OOMA INC.	06/18/2025	Regular	0.00	38.48	4186
807	PLAYAWAY PRODUCTS, LLC	06/18/2025	Regular	0.00	132.98	4187
503	QUINN EVANS ARCHITECTS	06/18/2025	Regular	0.00	9,100.00	4188
01201	REGINA PARSELL	06/18/2025	Regular	0.00	25.00	4189
412	ROTARY CLUB OF HOWELL	06/18/2025	Regular	0.00	525.00	4190
01197	SANDOR SLOMOVITS	06/18/2025	Regular	0.00	600.00	4191
9390	SONITROL GREAT LAKES - MICHIGAN	06/18/2025	Regular	0.00	290.85	4192
01158	STRATEGIC ENERGY SOLUTIONS	06/18/2025	Regular	0.00	275.00	4193
01179	TRELLIS	06/18/2025	Regular	0.00	25,266.22	4194
01208	VALERIE SHINABARGER	06/18/2025	Regular	0.00	25.00	4195
01200	KAYLA COMIS	06/18/2025	Regular	0.00	-25.00	4196
01200	KAYLA COMIS	06/18/2025	Regular	0.00	25.00	4196
01203	VIVIAN DONET	06/18/2025	Regular	0.00	25.00	4197
01200	KAYLA COMIS	06/18/2025	Regular	0.00	25.00	4198
01123	TALEWISE	06/23/2025	Regular	0.00	500.00	4199
01101	ANN ARBOR HANDS-ON MUSEUM	06/25/2025	Regular	0.00	489.00	4200
407	THE HARTFORD - PRIORITY ACCOUNTS	06/30/2025	Regular	0.00	1,083.84	4201
1368	HOWELL CARNEGIE DISTRICT LI	06/30/2025	Regular	0.00	154.42	4202
1232	T-MOBILE	06/30/2025	Regular	0.00	593.02	4203
1223	AT&T MOBILITY	06/30/2025	Regular	0.00	818.13	4204
510	BAKER & TAYLOR BOOKS	06/30/2025	Regular	0.00	2,276.35	4205
900	BRODART CO.	06/30/2025	Regular	0.00	177.75	4206
01193	CHERRY LAKE PUBLISHING	06/30/2025	Regular	0.00	22.45	4207
1164	DEE CRAMER	06/30/2025	Regular	0.00	9,819.03	4208
1143	DELTA DENTAL	06/30/2025	Regular	0.00	37.49	4209
01159	ELEMENTONE CONSULTING INC.	06/30/2025	Regular	0.00	550.00	4210
3400	GRAPHIC SCIENCES INC.	06/30/2025	Regular	0.00	750.00	4211
MCLS	MIDWEST COLLABORATIVE FOR LIBRARY SERVI	06/30/2025	Regular	0.00	250.00	4212
01133	MODERN MARKETING	06/30/2025	Regular	0.00	802.90	4213
807	PLAYAWAY PRODUCTS, LLC	06/30/2025	Regular	0.00	9,003.94	4214
787	SHOWCASES	06/30/2025	Regular	0.00	868.21	4215
710	SPIRIT OF LIVINGSTON	06/30/2025	Regular	0.00	180.00	4216
01109	TIPTOP ENTERTAINMENT LLC	06/30/2025	Regular	0.00	255.00	4217
WALMART	CAPITAL ONE	06/30/2025	Regular	0.00	230.06	4218
69	WORLD BOOK, INC	06/30/2025	Regular	0.00	3,432.96	4219
1250	CONSUMERS ENERGY	06/13/2025	Bank Draft	0.00	672.00	DFT0000537
1378	BANK OF ANN ARBOR - VISA	06/20/2025	Bank Draft	0.00	7,720.53	DFT0000538
1473	HEALTH EQUITY	06/10/2025	Bank Draft	0.00	6.00	DFT0000539
1473	HEALTH EQUITY	06/04/2025	Bank Draft	0.00	710.38	DFT0000540
19	MERS	06/04/2025	Bank Draft	0.00	3,406.11	DFT0000541
898	PRIORITY HEALTH	06/01/2025	Bank Draft	0.00	8,513.71	DFT0000542
852	COMCAST	06/26/2025	Bank Draft	0.00	418.39	DFT0000543
1197	AMAZON	06/13/2025	Bank Draft	0.00	4,629.22	DFT0000544
1473	HEALTH EQUITY	06/17/2025	Bank Draft	0.00	710.38	DFT0000545
19	MERS	06/18/2025	Bank Draft	0.00	3,786.48	DFT0000546

HCDL Payment Register

Date Range: 06/01/2025 - 06/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
19	MERS	06/18/2025	Bank Draft	0.00	6,883.22	DFT0000547

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	127	88	0.00	179,981.40
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-25.00
Bank Drafts	11	11	0.00	37,456.42
EFT's	44	15	0.00	79,743.95
	182	115	0.00	297,156.77

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	127	88	0.00	179,981.40
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-25.00
Bank Drafts	11	11	0.00	37,456.42
EFT's	44	15	0.00	79,743.95
	182	115	0.00	297,156.77

Fund Summary

Fund	Name	Period	Amount
101	General Fund	6/2025	297,156.77
			297,156.77



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

## Payroll

Approve Payrolls of:

In the Amounts of:

6/18/2025

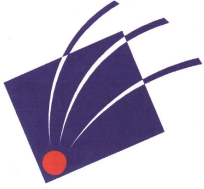
\$43,853.41

7/2/2025

\$44,943.31

**TOTALS**

**\$88,796.72**



# HCDL Budget Status Report

## Account Summary

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 101 - General Fund							
Revenue							
SubAccount: 010 - TAXES							
<a href="#">101-000-410.000</a>	CURRENT PROPERTY TAXES	3,610,271.00	3,610,271.00	130,162.34	3,564,488.92	-45,782.08	98.73 %
<a href="#">101-000-412.000</a>	DELINQUENT PROPERTY TAXES	0.00	0.00	-128,203.68	3,412.53	3,412.53	0.00 %
SubAccount: 010 - TAXES Total:		3,610,271.00	3,610,271.00	1,958.66	3,567,901.45	-42,369.55	98.83 %
SubAccount: 030 - STATE GRANTS							
<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 %
SubAccount: 030 - STATE GRANTS Total:		59,126.00	59,126.00	0.00	85,172.07	26,046.07	144.05 %
SubAccount: 040 - CHARGES FOR SERVICES							
<a href="#">101-000-628.000</a>	COPY, PRINTING, FAX	8,000.00	8,000.00	1,009.85	13,712.34	5,712.34	171.40 %
<a href="#">101-000-629.000</a>	OUT OF AREA FEES	60.00	60.00	30.00	600.00	540.00	1,000.00 %
<a href="#">101-000-642.000</a>	SALES	150.00	150.00	46.00	1,085.00	935.00	723.33 %
<a href="#">101-000-651.000</a>	MEETING ROOM FEES	200.00	200.00	25.00	375.00	175.00	187.50 %
SubAccount: 040 - CHARGES FOR SERVICES Total:		8,410.00	8,410.00	1,110.85	15,772.34	7,362.34	187.54 %
SubAccount: 050 - FINES & FORFEITS							
<a href="#">101-000-658.000</a>	OVERDUE FEES	200.00	200.00	63.00	708.75	508.75	354.38 %
<a href="#">101-000-658.004</a>	REPLACEMENT FEES	2,000.00	2,000.00	534.40	4,989.00	2,989.00	249.45 %
<a href="#">101-000-659.000</a>	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	597.40	5,697.75	-71,502.25	7.38 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
<a href="#">101-000-665.000</a>	INTEREST INCOME	50,000.00	50,000.00	26,456.12	331,522.71	281,522.71	663.05 %
<a href="#">101-000-669.000</a>	UNREALIZED INVESTMENT GAIN/L	0.00	0.00	0.00	3,575.98	3,575.98	0.00 %
SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:		50,000.00	50,000.00	26,456.12	335,098.69	285,098.69	670.20 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
<a href="#">101-000-675.000</a>	MISCELLANEOUS	0.00	0.00	18.58	292.48	292.48	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	-31.94	351.10	351.10	0.00 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		2,000.00	2,000.00	-13.36	643.58	-1,356.42	32.18 %
SubAccount: 080 - OTHER FINANCING SOURCES							
<a href="#">101-000-692.000</a>	PRIOR YEAR FUND BALANCE	55,000.00	148,000.00	0.00	0.00	-148,000.00	0.00 %
Budget Adjustments							
Number	Date	Description	Adjustment				
RES 25-05	06/16/2025	YE BUDGET AMENDMENTS	-93,000.00				
<a href="#">101-000-692.001</a>		PRIOR YEAR DESIGNATED FUND BA	331,400.00	624,262.00	0.00	0.00	-624,262.00 0.00 %
Budget Adjustments							
Number	Date	Description	Adjustment				
RES 25-05	06/16/2025	YE BUDGET AMENDMENTS	-292,862.00				
SubAccount: 080 - OTHER FINANCING SOURCES Total:			386,400.00	772,262.00	0.00	0.00	-772,262.00 0.00 %
Revenue Total:			4,193,407.00	4,579,269.00	30,109.67	4,010,285.88	-568,983.12 87.57 %
Expense							
SubAccount: 090 - PERSONNEL SERVICES							
<a href="#">101-790-702.000</a>	SALARIES	1,360,000.00	1,360,000.00	134,482.17	1,177,024.94	182,975.06	86.55 %
<a href="#">101-790-716.000</a>	HEALTH INSURANCE	102,165.00	102,165.00	8,513.71	110,678.23	-8,513.23	108.33 %
<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	0.00	3,047.95	3,552.05	46.18 %

## HCDL Budget Status Report

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">101-790-719.001</a>	H.S.A.	19,600.00	19,600.00	710.38	19,310.38	289.62	98.52 %
<a href="#">101-790-719.003</a>	PEDIATRIC DENTAL	1,500.00	1,500.00	0.00	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	10,106.85	89,222.68	14,817.32	85.76 %
<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	6,883.22	89,511.01	20,488.99	81.37 %
<a href="#">101-790-723.012</a>	MERS SURPLUS	0.00	93,000.00	0.00	93,000.00	0.00	100.00 %
Budget Adjustments							
Number	Date	Description	Adjustment				
RES 25-05	06/16/2025	YE BUDGET AMENDMENTS	93,000.00				
SubAccount: 090 - PERSONNEL SERVICES Total:		1,739,405.00	1,832,405.00	160,696.33	1,594,880.07	237,524.93	87.04%
SubAccount: 100 - LIBRARY SUPPLIES							
<a href="#">101-790-727.000</a>	SUPPLIES	35,000.00	35,000.00	2,459.53	22,220.95	12,779.05	63.49 %
<a href="#">101-790-730.000</a>	POSTAGE	11,000.00	11,000.00	607.69	4,630.32	6,369.68	42.09 %
<a href="#">101-790-745.000</a>	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	3,067.22	26,851.27	20,148.73	57.13%
SubAccount: 120 - OTHER SERVICES & CHARGES							
<a href="#">101-790-860.000</a>	TRANSPORTATION	500.00	500.00	72.10	332.34	167.66	66.47 %
<a href="#">101-790-900.000</a>	MARKETING & ADVERTISING	25,000.00	25,000.00	1,010.70	15,076.11	9,923.89	60.30 %
<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	491.20	15,906.44	14,093.56	53.02 %
<a href="#">101-790-957.002</a>	MEMBERSHIP BOARD & STAFF	4,000.00	4,000.00	250.00	3,508.00	492.00	87.70 %
<a href="#">101-790-960.000</a>	MEL-CAT REPLACEMENTS	2,000.00	2,000.00	21.00	290.18	1,709.82	14.51 %
<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	119.33	2,417.71	5,582.29	30.22 %
<a href="#">101-790-965.000</a>	FEES & ACCOUNT CHARGES	3,000.00	3,000.00	267.04	1,839.38	1,160.62	61.31 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		98,150.00	98,150.00	2,231.37	53,137.71	45,012.29	54.14%
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES							
<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	0.00	13,847.53	16,152.47	46.16 %
<a href="#">101-790-818.003</a>	PERSONNEL SERVICES	75,000.00	75,000.00	550.00	53,528.54	21,471.46	71.37 %
<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	1,095.94	9,756.70	243.30	97.57 %
<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 %
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES T		144,100.00	144,100.00	1,645.94	86,429.77	57,670.23	59.98%
SubAccount: 140 - BUILDING & MAINTENANCE							
<a href="#">101-790-775.000</a>	BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	1,365.54	14,230.64	769.36	94.87 %
<a href="#">101-790-808.000</a>	BUILDING SECURITY SYSTEM	4,000.00	4,000.00	290.85	3,590.25	409.75	89.76 %
<a href="#">101-790-819.002</a>	GROUPS MAINTENANCE	55,000.00	55,000.00	116.79	34,830.74	20,169.26	63.33 %
<a href="#">101-790-920.000</a>	PUBLIC UTILITIES	90,200.00	90,200.00	5,969.64	76,128.94	14,071.06	84.40 %
<a href="#">101-790-958.000</a>	BUILDING MAINTENANCE	85,000.00	85,000.00	210.00	31,871.71	53,128.29	37.50 %
<a href="#">101-790-969.000</a>	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	7,952.82	202,509.28	91,937.72	68.78%
SubAccount: 150 - MATERIALS & PROGRAMMING							
<a href="#">101-790-782.000</a>	PERIODICALS	15,900.00	15,900.00	1,166.55	14,924.39	975.61	93.86 %
<a href="#">101-790-782.001</a>	ELECTRONIC MEDIA	170,480.00	170,480.00	5,145.85	201,455.70	-30,975.70	118.17 %
<a href="#">101-790-782.002</a>	CIRCULATING HOTSPOTS	17,000.00	17,000.00	1,165.25	14,987.82	2,012.18	88.16 %
<a href="#">101-790-782.003</a>	DATABASES	43,220.00	43,220.00	203.67	37,070.08	6,149.92	85.77 %
<a href="#">101-790-782.004</a>	YS PROGRAMMING	45,000.00	45,000.00	2,831.61	24,829.23	20,170.77	55.18 %
<a href="#">101-790-782.005</a>	ADULT PROGRAMMING	23,500.00	23,500.00	2,932.92	22,853.46	646.54	97.25 %
<a href="#">101-790-782.006</a>	YOUTH DATABASES	12,000.00	12,000.00	0.00	9,950.10	2,049.90	82.92 %
<a href="#">101-790-782.007</a>	YS E-MEDIA	10,280.00	10,280.00	3,873.55	6,822.97	3,457.03	66.37 %

## HCDL Budget Status Report

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">101-790-982.001</a>	ADULT BOOKS - PRINT	68,900.00	68,900.00	5,180.54	56,588.63	12,311.37	82.13 %
<a href="#">101-790-982.002</a>	LIBRARY OF THINGS	14,000.00	14,000.00	724.01	5,887.03	8,112.97	42.05 %
<a href="#">101-790-982.006</a>	ADULT AV	20,000.00	20,000.00	813.78	18,612.99	1,387.01	93.06 %
<a href="#">101-790-982.018</a>	YS BOOKS - PRINT	32,000.00	32,000.00	5,795.34	37,846.70	-5,846.70	118.27 %
<a href="#">101-790-982.019</a>	KITS & LOT - YOUTH	14,000.00	14,000.00	1,061.18	5,438.81	8,561.19	38.85 %
<a href="#">101-790-982.024</a>	YS AV	8,000.00	8,000.00	9,647.86	19,407.90	-11,407.90	242.60 %
<b>SubAccount: 150 - MATERIALS &amp; PROGRAMMING Total:</b>		<b>494,280.00</b>	<b>494,280.00</b>	<b>40,542.11</b>	<b>476,675.81</b>	<b>17,604.19</b>	<b>96.44%</b>
<b>SubAccount: 160 - INFORMATION TECHNOLOGY</b>							
<a href="#">101-790-780.000</a>	TECH SUPPLIES	4,500.00	4,500.00	51.99	689.06	3,810.94	15.31 %
<a href="#">101-790-780.001</a>	TECHNOLOGY: SOFTWARE	8,000.00	8,000.00	0.00	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	1,867.00	0.00	2,923.00	-1,056.00	156.56 %
<b>Budget Adjustments</b>							
<b>Number</b>	<b>Date</b>	<b>Description</b>		<b>Adjustment</b>			
RES 25-05	06/16/2025	YE BUDGET AMENDMENTS		1,867.00			
<a href="#">101-790-850.000</a>	COMMUNICATIONS	13,500.00	13,500.00	418.39	10,608.71	2,891.29	78.58 %
<a href="#">101-790-850.002</a>	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	25.16	1,037.12	1,962.88	34.57 %
<a href="#">101-790-932.000</a>	AUTOMATED SYSTEM MAINT	158,303.00	158,303.00	8,398.79	150,760.66	7,542.34	95.24 %
<a href="#">101-790-934.000</a>	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	750.00	1,847.00	153.00	92.35 %
<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 %
<b>SubAccount: 160 - INFORMATION TECHNOLOGY Total:</b>		<b>225,703.00</b>	<b>227,570.00</b>	<b>9,644.33</b>	<b>186,338.81</b>	<b>41,231.19</b>	<b>81.88%</b>
<b>SubAccount: 170 - CAPITAL OUTLAY</b>							
<a href="#">101-790-971.000</a>	CAPITAL IMPROVEMENT PROJECTS	332,500.00	623,495.00	51,797.75	356,900.86	266,594.14	57.24 %
<b>Budget Adjustments</b>							
<b>Number</b>	<b>Date</b>	<b>Description</b>		<b>Adjustment</b>			
RES 25-05	06/16/2025	YE BUDGET AMENDMENTS		290,995.00			
<b>SubAccount: 170 - CAPITAL OUTLAY Total:</b>		<b>332,500.00</b>	<b>623,495.00</b>	<b>51,797.75</b>	<b>356,900.86</b>	<b>266,594.14</b>	<b>57.24%</b>
<b>SubAccount: 180 - OTHER LIBRARY FINANCING &amp; SPECIAL ITEMS</b>							
<a href="#">101-790-995.000</a>	TRANSFER OUT	217,100.00	217,100.00	0.00	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 %
<b>SubAccount: 180 - OTHER LIBRARY FINANCING &amp; SPECIAL ITEMS T</b>		<b>817,822.00</b>	<b>817,822.00</b>	<b>0.00</b>	<b>217,100.00</b>	<b>600,722.00</b>	<b>26.55%</b>
<b>Expense Total:</b>		<b>4,193,407.00</b>	<b>4,579,269.00</b>	<b>277,577.87</b>	<b>3,200,823.58</b>	<b>1,378,445.42</b>	<b>69.90%</b>
<b>Total Revenues</b>		<b>4,193,407.00</b>	<b>4,579,269.00</b>	<b>30,109.67</b>	<b>4,010,285.88</b>	<b>-568,983.12</b>	<b>87.57%</b>
<b>Fund: 101 - General Fund Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-247,468.20</b>	<b>809,462.30</b>	<b>809,462.30</b>	<b>0.00%</b>
<b>Fund: 272 - Special Revenue</b>							
<b>Revenue</b>							
<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME</b>							
<a href="#">272-000-665.000</a>	INTEREST	1,000.00	1,000.00	1,569.24	28,602.09	27,602.09	2,860.21 %
<a href="#">272-000-665.001</a>	INTEREST - ARCHIVES	100.00	100.00	0.00	0.00	-100.00	0.00 %
<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME Total:</b>		<b>1,100.00</b>	<b>1,100.00</b>	<b>1,569.24</b>	<b>28,602.09</b>	<b>27,502.09</b>	<b>2,600.19%</b>
<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES</b>							
<a href="#">272-000-674.000</a>	DONATIONS/FUNDRAISING	25,000.00	25,000.00	1,303.00	19,321.00	-5,679.00	77.28 %
<a href="#">272-000-674.387</a>	ARCHIVES DONATIONS	5,000.00	5,000.00	0.00	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	81.49	1,200.86	-799.14	60.04 %
<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	95.50	1,683.50	-316.50	84.18 %
<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES Total:</b>		<b>43,000.00</b>	<b>43,000.00</b>	<b>1,479.99</b>	<b>28,609.95</b>	<b>-14,390.05</b>	<b>66.53%</b>
<b>SubAccount: 080 - OTHER FINANCING SOURCES</b>							
<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 %

## HCDL Budget Status Report

For Fiscal: 2024-2025 Period Ending: 06/30/2025

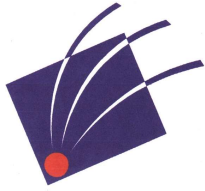
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">272-000-692.387</a>	PRIOR YEAR ARCHIVES FUND BAL	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		12,000.00	12,000.00	0.00	0.00	-12,000.00	0.00%
Revenue Total:		56,100.00	56,100.00	3,049.23	57,212.04	1,112.04	101.98%
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	4,000.00	0.00	1,350.13	2,649.87	33.75 %
Budget Adjustments							
Number	Date	Description	Adjustment				
RES 25-05	06/16/2025	YE BUDGET AMENDMENTS	-6,000.00				
<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	30,000.00	0.00	2,756.71	27,243.29	9.19%
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%
SubAccount: 170 - CAPITAL OUTLAY							
<a href="#">272-790-972.000</a>	CAPITAL IMPROVEMENT PROJECTS	0.00	6,000.00	0.00	2,292.07	3,707.93	38.20 %
Budget Adjustments							
Number	Date	Description	Adjustment				
RES 25-05	06/16/2025	YE BUDGET AMENDMENTS	6,000.00				
SubAccount: 170 - CAPITAL OUTLAY Total:		0.00	6,000.00	0.00	2,292.07	3,707.93	38.20%
SubAccount: 190 - FRIENDS OF THE LIBRARY							
<a href="#">272-790-761.000</a>	FRIENDS DONATIONS-MISC.	5,000.00	5,000.00	1,311.11	21.49	4,978.51	0.43 %
<a href="#">272-790-762.000</a>	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	0.00	1,199.86	800.14	59.99 %
<a href="#">272-790-955.000</a>	FRIENDS MDSE/SALES	2,000.00	2,000.00	105.50	1,586.00	414.00	79.30 %
SubAccount: 190 - FRIENDS OF THE LIBRARY Total:		9,000.00	9,000.00	1,416.61	2,807.35	6,192.65	31.19%
Expense Total:		47,100.00	47,100.00	1,416.61	7,918.63	39,181.37	16.81%
Total Revenues		56,100.00	56,100.00	3,049.23	57,212.04	1,112.04	101.98%
Fund: 272 - Special Revenue Surplus (Deficit):		9,000.00	9,000.00	1,632.62	49,293.41	40,293.41	547.70%
Fund: 371 - Debt Service Fund							
Revenue							
SubAccount: 080 - OTHER FINANCING SOURCES							
<a href="#">371-000-699.000</a>	TRANSFER IN	217,100.00	217,100.00	0.00	217,100.00	0.00	100.00 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		217,100.00	217,100.00	0.00	217,100.00	0.00	100.00%
Revenue Total:		217,100.00	217,100.00	0.00	217,100.00	0.00	100.00%
Expense							
SubAccount: 000 - N/A							
<a href="#">371-790-991.000</a>	PRINCIPLE ON BONDS	165,000.00	165,000.00	0.00	165,000.00	0.00	100.00 %
<a href="#">371-790-993.000</a>	INTEREST ON BONDS	51,600.00	51,600.00	0.00	51,600.00	0.00	100.00 %
SubAccount: 000 - N/A Total:		216,600.00	216,600.00	0.00	216,600.00	0.00	100.00%
SubAccount: 120 - OTHER SERVICES & CHARGES							
<a href="#">371-790-801.000</a>	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	217,100.00	0.00	100.00%
Total Revenues		217,100.00	217,100.00	0.00	217,100.00	0.00	100.00%
Fund: 371 - Debt Service Fund Surplus (Deficit):		0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):		9,000.00	9,000.00	-245,835.58	858,755.71	849,755.71	9,541.73%

## 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	1,958.66	3,567,901.45	-42,369.55	98.83%
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	1,110.85	15,772.34	7,362.34	187.54%
050 - FINES & FORFEITS	77,200.00	77,200.00	597.40	5,697.75	-71,502.25	7.38%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	26,456.12	335,098.69	285,098.69	670.20%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	-13.36	643.58	-1,356.42	32.18%
080 - OTHER FINANCING SOURCES	386,400.00	772,262.00	0.00	0.00	-772,262.00	0.00%
<b>Revenue Total:</b>	<b>4,193,407.00</b>	<b>4,579,269.00</b>	<b>30,109.67</b>	<b>4,010,285.88</b>	<b>-568,983.12</b>	<b>87.57%</b>
<b>Expense</b>						
090 - PERSONNEL SERVICES	1,739,405.00	1,832,405.00	160,696.33	1,594,880.07	237,524.93	87.04%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	3,067.22	26,851.27	20,148.73	57.13%
120 - OTHER SERVICES & CHARGES	98,150.00	98,150.00	2,231.37	53,137.71	45,012.29	54.14%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	144,100.00	144,100.00	1,645.94	86,429.77	57,670.23	59.98%
140 - BUILDING & MAINTENANCE	294,447.00	294,447.00	7,952.82	202,509.28	91,937.72	68.78%
150 - MATERIALS & PROGRAMMING	494,280.00	494,280.00	40,542.11	476,675.81	17,604.19	96.44%
160 - INFORMATION TECHNOLOGY	225,703.00	227,570.00	9,644.33	186,338.81	41,231.19	81.88%
170 - CAPITAL OUTLAY	332,500.00	623,495.00	51,797.75	356,900.86	266,594.14	57.24%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	817,822.00	817,822.00	0.00	217,100.00	600,722.00	26.55%
<b>Expense Total:</b>	<b>4,193,407.00</b>	<b>4,579,269.00</b>	<b>277,577.87</b>	<b>3,200,823.58</b>	<b>1,378,445.42</b>	<b>69.90%</b>
<b>Total Revenues</b>	<b>4,193,407.00</b>	<b>4,579,269.00</b>	<b>30,109.67</b>	<b>4,010,285.88</b>	<b>-568,983.12</b>	<b>87.57%</b>
<b>Total Expenses</b>	<b>4,193,407.00</b>	<b>4,579,269.00</b>	<b>277,577.87</b>	<b>3,200,823.58</b>	<b>1,378,445.42</b>	<b>69.90%</b>
<b>Fund: 101 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-247,468.20</b>	<b>809,462.30</b>	<b>809,462.30</b>	<b>0.00%</b>
<b>Fund: 272 - Special Revenue</b>						
<b>Revenue</b>						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	1,569.24	28,602.09	27,502.09	2,600.19%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	1,479.99	28,609.95	-14,390.05	66.53%
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>3,049.23</b>	<b>57,212.04</b>	<b>1,112.04</b>	<b>101.98%</b>
<b>Expense</b>						
100 - LIBRARY SUPPLIES	36,000.00	30,000.00	0.00	2,756.71	27,243.29	9.19%
120 - OTHER SERVICES & CHARGES	2,100.00	2,100.00	0.00	62.50	2,037.50	2.98%
170 - CAPITAL OUTLAY	0.00	6,000.00	0.00	2,292.07	3,707.93	38.20%
190 - FRIENDS OF THE LIBRARY	9,000.00	9,000.00	1,416.61	2,807.35	6,192.65	31.19%
<b>Expense Total:</b>	<b>47,100.00</b>	<b>47,100.00</b>	<b>1,416.61</b>	<b>7,918.63</b>	<b>39,181.37</b>	<b>16.81%</b>
<b>Total Revenues</b>	<b>56,100.00</b>	<b>56,100.00</b>	<b>3,049.23</b>	<b>57,212.04</b>	<b>1,112.04</b>	<b>101.98%</b>
<b>Total Expenses</b>	<b>47,100.00</b>	<b>47,100.00</b>	<b>1,416.61</b>	<b>7,918.63</b>	<b>39,181.37</b>	<b>16.81%</b>
<b>Fund: 272 - Special Revenue Surplus (Deficit):</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>1,632.62</b>	<b>49,293.41</b>	<b>40,293.41</b>	<b>547.70%</b>
<b>Fund: 371 - Debt Service Fund</b>						
<b>Revenue</b>						
080 - OTHER FINANCING SOURCES	217,100.00	217,100.00	0.00	217,100.00	0.00	100.00%
<b>Revenue Total:</b>	<b>217,100.00</b>	<b>217,100.00</b>	<b>0.00</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	0.00	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>0.00</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>0.00</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>0.00</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>-245,835.58</b>	<b>858,755.71</b>	<b>849,755.71</b>	<b>9,541.73%</b>

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	0.00	0.00	-247,468.20	809,462.30	809,462.30
272 - Special Revenue	9,000.00	9,000.00	1,632.62	49,293.41	40,293.41
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	9,000.00	9,000.00	-245,835.58	858,755.71	849,755.71



Account	Name	Balance
<b>Fund: 101 - General Fund</b>		
<b>Assets</b>		
<a href="#">101-000-001.000</a>	CASH - CHECKING.	-27,068.23
<a href="#">101-000-001.002</a>	CASH -CREDIT CHECKING	-101.51
<a href="#">101-000-002.000</a>	BANK OF ANN ARBOR MONEY MARKET	7,034,292.91
<a href="#">101-000-002.001</a>	COMERICA MMKT	42,620.93
<a href="#">101-000-002.002</a>	COMERICA MMKT - CAPITAL RESERVE	45,446.38
<a href="#">101-000-002.003</a>	COMERICA - TECHNOLOGY RESERVE	10,874.75
<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	0.00
<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	254.54
<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	148,958.22
<a href="#">101-000-123.001</a>	PREPAID EXPENSE - CONTROL.NET	14,154.00
<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>8,613,519.96</b>
		<b><u>8,613,519.96</u></b>
<b>Liability</b>		
<a href="#">101-000-202.000</a>	ACCOUNTS PAYABLE	12,763.22
<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	0.00
<a href="#">101-000-231.002</a>	EMPLOYEE H.S.A. PAYABLE	945.99
<a href="#">101-000-231.003</a>	457 PAYABLE	3,198.91
<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>30,263.35</b>



## HCDL Balance Sheet

As Of 06/30/2025

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		4,010,285.88
Total Expense		3,200,823.58
<b>Revenues Over/Under Expenses</b>		<b>809,462.30</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>8,583,256.61</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>8,613,519.96</u></b>

## HCDL Balance Sheet

As Of 06/30/2025

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 06/30/2025

Account	Name	Balance
<b>Fund: 272 - Special Revenue</b>		
<b>Assets</b>		
<a href="#">272-000-001.000</a>	CASH - CHECKING	91,023.42
<a href="#">272-000-001.002</a>	CASH - CREDIT CHECKING	3,176.97
<a href="#">272-000-002.000</a>	BANK OF ANN ARBOR MONEY MARKET	434,733.87
<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	0.00
<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>864,488.94</b>
		<b>864,488.94</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	-7,904.86
<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>-7,904.86</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	45,633.20
<a href="#">272-000-390.000</a>	FUND BALANCE	227,958.83
<b>Total Beginning Equity:</b>		<b>823,100.39</b>
Total Revenue		57,212.04
Total Expense		7,918.63
<b>Revenues Over/Under Expenses</b>		<b>49,293.41</b>
<b>Total Equity and Current Surplus (Deficit):</b>		<b>872,393.80</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b>864,488.94</b>

## HCDL Balance Sheet

As Of 06/30/2025

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	3,887.50
<a href="#">371-000-300.000</a>	BONDS PAYABLE	1,720,000.00
<b>Total Liability:</b>		<b>1,723,887.50</b>

## Equity

<a href="#">371-000-390.000</a>	FUND BALANCE	0.00
<a href="#">371-000-390.001</a>	FUND BALANCE - EXPENDABLE	-1,723,887.50
<b>Total Beginning Equity:</b>		<b>-1,723,887.50</b>

Total Revenue	217,100.00
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Total Expense	217,100.00
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<b>Revenues Over/Under Expenses</b>	<b>0.00</b>
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<b>Total Equity and Current Surplus (Deficit):</b>	<b>-1,723,887.50</b>
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<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>0.00</b>
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Account	Name	Beginning Cash Balance	Net Change	Ending Balance
<b>101 - General Fund</b>				
101-000-001.000	CASH - CHECKING.	92214.59	(119,282.82)	(27,068.23)
101-000-001.002	CASH -CREDIT CHECKING	9213.2	(9,314.71)	(101.51)
101-000-002.000	BOA MONEY MARKET	7307841.02	(273,548.11)	7,034,292.91
101-000-002.001	COMERICA MMKT	42620.93	-	42,620.93
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	45446.38	-	45,446.38
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	102181.18	(91,306.43)	10,874.75
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	695268.98	-	695,268.98
101-000-018.000	MI CLASS - CAPITAL RESERVE	383134.21	-	383,134.21
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	91679.2	-	91,679.20
<b>Fund 101 - General Fund Total:</b>		<b>8,930,479.78</b>	<b>(493,452.07)</b>	<b>8,437,027.71</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	90,769.92	253.50	91,023.42
272-000-001.002	CASH - CREDIT CHECKING	2,031.97	1,145.00	3,176.97
272-000-002.000	BOA MONEY MARKET	433,164.63	1,569.24	434,733.87
272-000-017.000	MI CLASS	335,554.68	-	335,554.68
<b>Fund 272 - Special Revenue Total:</b>		<b>861,521.20</b>	<b>2,967.74</b>	<b>864,488.94</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>9,792,000.98</b>	<b>(490,484.33)</b>	<b>9,301,516.65</b>

Howell Carnegie District Library Board of Trustees  
Director's Report for July 8, 2025

BOARD MEETING AGENDA  
A-July 08, 2025 Agenda

CALL TO ORDER/APPROVAL OF AGENDA

ATTENDANCE

POTENTIAL MOTIONS FOR ACTION AND DISCUSSION ITEMS

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

NEW BUSINESS

- Oath of Office for Jacob Schlitter (Howell City Council appointment) and Heather White (Howell Board of Education appointment)  
*No board motion needed.*

Kathleen Murray, who is a Notary, will administer the oaths. The following is the oath:

*I do solemnly swear (or affirm) that I, Heather White, will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of Library Trustee of the Howell Carnegie District Library according to the best of my ability.*

- Appoint board mentors for new board members.  
*I move to appoint Bob Ellis as Jacob Schlitter's board mentor and Jen Earl as Heather White's board mentor.*

Bob Ellis and Jen Earl have agreed to serve as board mentors for Jacob Schlitter and Heather White, respectively.

- Election of Officers for fiscal year 2025-2026  
*I move to elect the slate of officers for fiscal year 2025-2026:*  
*President Kathryn Tuck*  
*Vice President Susan Pominville,*  
*Secretary Jen Earl*  
*Treasurer Bob Ellis*

The Nominating and Recruiting Committee met and presented the following slate of officers:

President Kathryn Tuck  
Vice President Susan Pominville,  
Secretary Jen Earl  
Treasurer Bob Ellis

## IN-SERVICE TRAINING: Board Orientation - Part 1

### CONSENT AGENDA:

*I move to accept the consent agenda.*

#### A. Minutes from June 10, 2025

B-Consent Agenda A board\_minutes\_6-10-25

#### B. Bills & Payrolls

B-Consent Agenda B-Payment Register

B-Consent Agenda B-Payroll Bill

#### C. Annual Resolutions

Resolution 25-10 to Authorize Bank Signatures

E-RESL25-10-AuthorizeBankSignatures

Resolution 25-11 to Authorize Transfer of Funds to the Sick/Vacation Reserve

F-RESL 25-11-TransferFundsSickVacationReserve

Resolution 25-12 to Not Establish Benefits For Those With Library Trustee Emeritus Status

G-RESL25-12-NotEstablishBenefitsLibraryTrusteeEmeritusStatus

Resolution 25-13 to Authorize Library Director to Approve Expenditures

H-RESL25-13-LibraryDirectorto ApproveExpenditures

Resolution 25-14 to Authorize Library Bookkeeper to Transfer Funds Between Library Accounts

I-RESL25-14-BookkeeperTransferFund

Resolution 25-15 to Authorize Designated Library Use of a Business Credit Card

J-RESL25-15-LibraryCreditCard

Resolution 25-16 to Honor the Service of Lyn Hewitt

K-RESL25-16HonorLynHewitt

#### D. Board Meeting Topics Calendar for 2025-26

L-BoardMeetingTopicsCalendar2025-26

#### E. Approve MERS 2025 Officer and Employee Delegate Certificate Form

M-MERS2025DelegateCertificate

### FINANCE:

1. I have not received the total for June's penal fines. I need to correct a statement I made at the June board meeting. The fiscal year for penal fines is July -June, not June-May.
2. The monthly budgetary status report and balance sheet are attached.
3. Treasurer's Report

C-Financial Information A- Monthly Budgetary Status Report  
C-Financial Information B- Balance Sheet  
C-Treasurer's Report – June 2025 Monthly Summary  
Note on the Treasurer's Report - the 101 Cash accounts (Cash-checking and Cash-credit card) are not negative. The cash accounts for 101 and 272 are combined accounts at BOAA. Some funds need to be rearranged, and that will happen the week of July 7.

## 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 CONTINUED:

- Annual Board Commitment to Excellence  
N-AnnualBoardCommitmenttoExcellence  
*No motion needed.*

I will have physical copies at the meeting for each board member to sign.

### DISCUSSION ITEMS:

- Strategic Plan - Draft Action Plan  
O-DraftActionPlan

An update on our progress with the action plan. A brief review of our work with FastForward Libraries, the strategic planning consultants, at the Board Strategic Planning Retreat, and the Golden Circle.





Remember that the action plan is a dynamic document and will change over time. The timeframe for this action plan is July 2025 to December 2026. Based on the results of the Board Assessment and discussions during my evaluation, I've included quarterly updates (July, October, January, and April) on the Board Meeting Topics Calendar, with additional updates as warranted.

- Board Training Topics for 2025-26  
P-DraftBoardTrainingTopicsCalendar\_2025-26

The In-Service Training portion of the board meeting is approximately 15-20 minutes long. This is a mix of training presented by the library director or library leadership team members, as well as presenters from outside the library, such as the library's auditor or attorney, or organizations with which the library collaborates, including the Community Foundation for Southeast Michigan or Howell Public Schools.

Currently on the calendar:

August - Board Orientation Part 2

November - Audit Review

December - Holiday Gathering of current board members and Trustee Emeritus

We need to determine a venue for this year's gathering

May - 2026-2027 Budget Review

Please bring ideas for topics or organizations to consider for training topics this year.

- Review Board Roster

I'll have the board roster for fiscal year 2025-2026 at the meeting for review.

- Discuss Board Committees  
Q-DraftBoardCommittees

There are three standing board committees:

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

Nominating and Recruiting – Nominate board officers before the July meeting. Establish criteria for the skills and attributes required for the board and seek qualified, interested candidates.

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

Discussion at the meeting regarding committee assignments.

- Livingston County Trustees & Directors Meeting – Consider topics and location

An annual opportunity for the trustees and directors from the six public libraries to meet over dinner, followed by a training topic. Please bring ideas for the training topic.

- Update on Steps and Ramp Improvement Project

I will provide an update at the meeting.

- Service Spotlight

A new monthly feature based on a suggestion from the Board Assessment. I will highlight a library service, resource, or collection.

#### MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- MERS Annual Actuarial Valuation Report December 31, 2024 is available in the Trustee Notebook. The funded ratio, including the Surplus Division, as of December 31, 2024, is 104%. Projection scenarios, excluding the Surplus Division, and a 6.93% rate of return indicate a funded percentage of 76% as of December 31, 2024. The employer contribution is calculated without the Surplus Division. The projection scenario graph shows full funding between 2040 and 2041.
- 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.
  - We are working on scheduling our next meeting for the week of July 7.
  - Diane and I met with the team on June 3. The following steps will involve a more in-depth environmental study of the lot. Historically, a railroad spur once ran through 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.
- The library and the Livingston Arts Council will be recipients of the Chalking Through the Decades 1950s Chalk Art Competition, to be held on July 19th. [Livingston Daily article](#)

#### PERSONNEL:

- Nothing to report.

#### LIBRARY EVENTS:

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



## COMMUNITY ENGAGEMENT:

- The library serves as a donation drop-off location for the [LESA backpack supplies drive](#). The last day to drop off items is July 30th.
- The library was at the Howell Farmers Market on Sunday, June 8. They spoke with just over 190 people. The Friends of the Howell Library partnered with the library and distributed 200 free children's books.
- The library had a table at the Howell Pride Parade on June 14th and spoke with 195 individuals. [Detroit PBS highlighted the Livingston Diversity Council Pride Alliance of Livingston and the 5th Annual Howell Pride Parade](#).
- 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.
  - 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.
- Janice Heilman, Head of Youth Services, compiled a list of partnerships:
- [View](#) the student artwork and the featured artists of the Livingston Fine Arts Association.

## TRUSTEE NOTEBOOK:

The new layout for the Board of Trustees Notebook is complete. I will review this at the board meeting.

Holly Ward Lamb 7/3/25

Resolution 25-10

RESOLUTION TO AUTHORIZE THE SIGNATURES ON LIBRARY BANK ACCOUNTS

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 8th day of July 2025 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Members: XX

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

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

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

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

AYES: Members: XX

NAYS: Members: XX

RESOLUTION DECLARED ADOPTED.

---

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on July 8, 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.

---

Secretary, Board of Trustees

Resolution 25-11

RESOLUTION TO SET ASIDE MONEY FOR SICK AND RETIREMENT RESERVE

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 8th day of July 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 Howell Carnegie District Library has a current policy to pay some accumulated sick leave to regular employees who retire, and

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

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

NOW, THEREFORE BE IT RESOLVED that, \$20,000 from the General Revenue Fund 101 Balance be transferred to the Sick and Retirement Reserve in the General Fund for this fiscal year 2025-26.

AYES Members: XX

NAYS Members: XX

RESOLUTION DECLARED ADOPTED.

---

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on July 8, 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.

---

Secretary, Board of Trustees



Resolution 25-12

RESOLUTION TO NOT ESTABLISH BENEFITS FOR THOSE WITH LIBRARY TRUSTEE  
EMERITUS STATUS

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library,  
County of Livingston, Michigan held in the Howell Carnegie District Library in Howell,  
Michigan, on Tuesday, the 8th day of July 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 Howell Carnegie District Library Board has established a Library Trustee  
Emeritus status to honor those trustees who have served four or more years  
on the board of the Howell Carnegie District Library, and

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

NOW, THEREFORE BE IT RESOLVED that the Howell Carnegie District Library Board of  
Trustees does not establish any benefits for those with a Library Trustee  
Emeritus Status.

AYES: Members: XX

NAYS Members: XX

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 July 8, 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

Resolution 25-13

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

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 8th day of July 2025 at 7:00pm Eastern Standard time.

PRESENT: Members: XX

ABSENT: Members: XX

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

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

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

WHEREAS, The Board of Trustees approves all expenditures per the Bill Payment Policy, and

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

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

AYES: Members: XX

NAYS: Members: XX

RESOLUTION DECLARED ADOPTED.

---

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on July 8, 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 25-14

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

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 8th day of July 2025 at 7:00pm, Eastern Time.

PRESENT: XX

ABSENT: 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 authorizes and directs the Library Treasurer and Library Director 1) to invest the balances available in the various funds of the Library and 2) to time liquidity in the investments so that funds are available without penalty annually through a resolution, and

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

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

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

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

AYES: Members: 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 July 8, 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

RESOLUTION AUTHORIZING DESIGNATED LIBRARY USE OF A BUSINESS CREDIT CARD

Howell Carnegie District Library  
County of Livingston,  
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 8<sup>th</sup> day of July 2025 at 7:00pm Eastern Standard time.

PRESENT: XX

ABSENT: XX

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

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

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

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

AYES: Members: 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 July 8, 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

**Lyn Hewitt**

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 8th day of July 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, Lyn Hewitt has served on the Howell Carnegie District Library Board of Trustees for a four-year term, from July 2021 through June 2025, and

WHEREAS, Lyn served on the Policy Committee for all four years and the Finance Committee for two years, and

WHEREAS, Lyn served as the President of the Board for one year, and

WHEREAS, Lyn'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, Lyn's strong and steady presence on the library board promoted a deeper understanding of issues and potential growth, and

WHEREAS, Lyn consistently participated in thoughtful dialogue, considered all aspects of the topic being discussed, and utilized her professional human resource and construction experience and knowledge to affect the Howell Carnegie Library positively, and

NOW, THEREFORE, BE IT RESOLVED that the members of the Howell Carnegie District Library Board of Trustees hereby extend our heartfelt thanks to Lyn Hewitt for her years of dedicated service and bestow the title of Library Trustee Emeritus upon her. We wish Lyn well in all her 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 July 8, 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 BOARD OF TRUSTEES

## Board Meeting Topics Calendar 2025-26

July July 8, 2025	<p>Welcome New Trustee(s), Oath of Office &amp; Appoint Board Sponsor(s) Sign Annual Commitment to Excellence Elect Board Officers Consent Agenda     Annual Resolutions – Consent Agenda         Resolution to amend 2024-25 budget if needed         Resolution to authorize bank signatures         Resolution to transfer funds to Sick/Vacation reserve         Resolution authorizing Library Director to Approve Expenditures         Resolution authorizing Bookkeeper to transfer library funds between library accounts         Resolution to authorize benefits for Emeritus Trustees (end this year)         Resolution authorizing designated use of a business credit card         Planning calendar of board meeting topics for 2025-26     Certify delegates/alternates to MERS annual meeting Update bank signature forms Review Board Roster Discuss in-service training topics calendar for board meetings 2025-26     Ask top 3 topics interested in receiving training on Discuss Board Committees &amp; Nominating Committee Chair Discuss Livingston County Trustees &amp; Directors Meeting – consider dates and topics Strategic Plan - Action Plan review Review bylaws</p> <p>Director Note - update Board of Trustee Page, update Trustee Notebook (board roster, purchasing authority, bookkeeper transferring funds, use of business credit card, board meeting topics)</p>
August Aug 12, 2025	<p>Consent Agenda     Authorize operating millage (verify rates with LivCo Equalization Department)     Appoint Board Committees &amp; Nominating Committee Chair     Set in-service training topics calendar for board meetings 2024-25 Review Ethics Policy Review Process for Performance Appraisal of the Director Plan Holiday celebration date</p> <p>Director Note - Ensure Trustees' library cards are current, update Trustee Notebook (process for Performance Appraisal of the Director and form)</p>
September Sept 9, 2025	
October Oct 14, 2025	<p>Strategic Plan - Action Plan review</p> <p>Director Note- watch for annual disclosure information request</p>
November Nov 11, 2025	<p>Review Audit Report for Fiscal Year 2024-25 Approve calendar of library closings for 2026 Change meeting start time for December meeting to 6:00pm – remember to update website</p> <p>Director Note – watch for bond payment notice Wire transfer bond payment</p>
December Dec 9, 2025 6pm start	<p>Resolution to transfer funds to reserves Holiday Dinner/ Celebration Set date &amp; format for Board &amp; Administrator's retreat After board meeting, post meeting dates for 2025 on website</p> <p>Director Note – end of year filings: Annual Disclosure, Qualifying Statement, Pension Statement (P202), Audit report to Standard &amp; Poor's</p>

January Jan 13, 2026	Annual Fundraising Appeal Update Review/update Library Trustee Orientation/Recruitment Plan Which trustees' terms are ending? Strategic Plan - Action Plan review
February Feb 10, 2026	Director Note - update Board of Trustee Page - term beginning July 1, 2026 and schedule FaceBook and enewsletter
March Mar 10, 2026	Review Process of annual performance appraisal of Director and form Set date for Board Nomination & Recruiting Committee to meet  Director Note - Google Form for Director appraisal - ready for April board meeting
April April 14, 2026	Review process for performance appraisal of Library Director Review process/wording for Trustee Assessment Strategic Plan - Action Plan review  Director Note – after the board meeting the Board President emails the annual performance appraisal form to trustees.
May May 12, 2026	Review preliminary budget for 2026-27 Publish notice of public hearing for proposed budget Report of the Nominating & Recruiting Committee Conduct performance appraisal of Library Director Review Library Trustee Orientation/Recruitment Plan  Director Note – watch for bond payment notice Wire transfer bond payment After board meeting email the trustee evaluation form to trustees
June June 9, 2026	Hold Public Hearing for 2026-27 budget Consent Agenda Adopt 2026-27 budget Transfer Budgeted Funds from Reserves to Revenues Transfer Budgeted Funds from one fund to another fund Resolution to amend 2025-26 budget if needed Honor Board Members Review Trustee Evaluation summary Review meeting between board president and director - performance appraisal Elect Board Officers  Director Note - Email board members on Monday before meeting to remind of early start/budget hearing

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

VISION: Inspire and connect

MISSION: Providing a welcoming hub for resources and experiences



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

## 2025 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | October 2025

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

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

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

### 1. Officer (and alternate) delegate information

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

Officer Delegate name

Holly Ward Lamb

Officer Alternate name

Janice Heilman

Officer delegate and alternate listed above were appointed to serve during the 2025 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on July 8, 2025.

### 2. Employee (and alternate) delegate information

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

Employee Delegate name

Kathleen Murray

Employee Alternate name

Diane McKee

Employee delegate and alternate listed above were elected to serve during the 2025 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on June 13, 2025.

### 3. Certification

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

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

Employer/municipality name\*

Howell Carnegie District Library

Municipality number\*

4707-01

Email address

Employer address

314WGrandRiver

Employer city

Howell

Employer state

MI

Employer zip code

48843

Printed name

Title of authorized authority\*

Authorized signature\*

Date

\* Required field

2

ways to  
submit

1. Fill out a printed version, then scan and save it to your computer. Upload it when requested during the conference registration process. – OR –
2. Visit the conference website and download the form. Fill it out (an electronic signature is permissible), then save and upload it when requested during the conference registration process.

## Annual Board Commitment to Excellence

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

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

---

Name

---

Date

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

<b><u>Activity</u></b>	<b><u>Person/Group Responsible</u></b>	<b><u>Timeline</u></b>	<b><u>Update</u></b>
<b>Create a Partnership Plan</b>	Janice/Leadership Team		
<b>Create an outreach calendar</b>	Amy /Leadership Team		
<b>Investigate patron engagement systems</b>	Jeremy/Leadership Team		
<b>Follow up with those interested in serving on library board</b>	Holly/Kathleen		

Ongoing activities include: enewsletter, FaceBook, Instagram, website, outreach via book deliveries to preschools and senior centers, 2 Farmer Markets per season, YS collaboration with Great Start, Salvation Army/Summer Lunch Bunch and Howell Public Schools, Adult partnership with Livingston County Veteran Services

**Goal 1.2 Provide programming for entertainment and lifelong learning.**

<b><u>Activity</u></b>	<b><u>Person/Group Responsible</u></b>	<b><u>Timeline</u></b>	<b><u>Update</u></b>
<b>Create an evaluation plan for programming</b>	Leadership Team		
<b>Investigate permanent outdoor speaker system</b>	Janice		

Ongoing activities include: adult and youth programing

**Goal 1.3 Offer collections to meet diverse community needs.**

<b><u>Activity</u></b>	<b><u>Person/Group Responsible</u></b>	<b><u>Timeline</u></b>	<b><u>Update</u></b>
<b>Word of Mouth Marketing Plan/calendar and evaluation plan</b>	Leadership Team		
<b>Leverage collectionHQ</b>	Janice and Jessica		

Ongoing activities include: adult and youth collection development

**Goal 1.4 Increase access to the Howell Carnegie Library Archives.**

<b><u>Activity</u></b>	<b><u>Person/Group Responsible</u></b>	<b><u>Timeline</u></b>	<b><u>Update</u></b>
<b>Evaluate appointment system</b>	Jessica/Jeremy/ Holly	Sept 2025	
<b>Collection Development Policy for Archives</b>	Jessica/Jeremy/ Holly	July-Dec 2025	
<b>Identify other policies and forms needed</b>	Jessica/Jeremy	FY 25-26	
<b>Create to-do list and prioritize</b>	Jeremy/Jessica	July-Dec 2025	
<b>Recruit and Train Volunteers</b>	Jessica/Jeremy	ongoing	

Ongoing activities include: assistance to individuals and digitization/meta-data projects

**Optimizing Library Spaces**

<b>Goal 2.1 Ensure all library spaces are accessible, optimally utilized, and relevant to meet community needs.</b>			
<b><u>Activity</u></b>	<b><u>Person/Group Responsible</u></b>	<b><u>Timeline</u></b>	<b><u>Update</u></b>
<b>Steps and Ramp project</b>	Holly	in progress	
<b>Space usage study</b>	Holly	RFP by end of Sept	
<b>Options for library lot – staff parking and garden space</b>	Holly/Diane	in progress	
<b>next level environmental study</b>	Holly/Diane	in progress	
<b>Facilities Maintenance Plan</b>	Holly/Diane	April-Sept 2025	
<b>Air Duct Cleaning</b>	Holly/Diane	FY 25-26	
<b>Evaluate bulletin boards - what, where etc</b>	Holly/Kathleen/ Janice	Complete by 9/30/25	
<b>Signage</b>	Holly/Diane	Complete by 12/31/25	
<b>Update electrical - inverter/emergency lighting</b>	Holly/Diane	FY 25-26	
<b>Update plumbing - backhall, new toilets in restrooms in backhall, staff lounge</b>	Holly/Diane	FY 25-26	

and restroom			
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## Evolve Capacity

### Goal 3.1 Prioritize staff development for connection.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Establish quarterly staff development requirements	Holly/Diane	FY 25-26	
Create and implement Customer Service Philosophy/Expectations and training plan	Element One /Holly/Diane	July-Dec 2025	

### Goal 3.2 Build operational structure.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Develop Performance Development System	Holly/Diane	July- Dec 2025	
Update Orientation Process (including utilizing Niche Academy)	Diane/Holly		
Continue review and update of policies and procedures	Holly	ongoing	
evaluation plan - what stats to keep, switch to Gimlet at all service desks etc	Leadership Team	by 10/31/25	
new phone system	Jeremy	Summer 2025	
Implementation of updated job classification and pay structure	Holly/Diane	FY 25-26 - FY 27-28	
Implement Performance Development System	Leadership Team	Jan-June 2026	



**TRAINING TOPICS FOR BOARD MEETINGS 2025-2026**

**DRAFT**

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

**AUGUST 12, 2025**

- Topic Board Orientation Part 2

**SEPTEMBER 9, 2025**

- Topic

**OCTOBER 14, 2025**

- Topic

**NOVEMBER 11, 2025**

- Topic: Audit Review

**DECEMBER 9, 2025**

- Holiday Gathering – venue?

**JANUARY 13, 2026**

- Topic

**FEBRUARY 10, 2026**

- Topic

**MARCH 10, 2026**

- Topic

**APRIL 14, 2026**

- Topic

**MAY 12, 2026**

- Topic 2026-2027 Budget Review

HOWELL CARNEGIE DISTRICT LIBRARY

BOARD OF TRUSTEES

**DRAFT**

**STANDING COMMITTEES 2025-2026**

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

Bob Ellis  
NEW

NEW  
Holly Ward Lamb

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

Susan Pominville  
NEW, Board President

Maria Stuart  
Holly Ward Lamb

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

Maria Stuart  
Jennifer Earl  
NEW

Jessica Byrns  
Holly Ward Lamb

## Janice's List of Partnerships

### Great Start Livingston

- Throughout the year, we partner with Great Start Livingston. We host shared events and support each other's work in the community. I regularly attend their meetings and am on their Early Language and Literacy committee.
- Great Start Livingston put together the "Stories in Storefronts" downtown Howell StoryWalk, which they launched at our Summer Reading kickoff on June 2. They also partnered with the DDA and local businesses for this StoryWalk.
- Great Start Livingston plans to attend our 6/24 Infant/Toddler Playgroup to share information.
- The library will bring an activity to two Great Start Livingston playdates this summer as well. The first one was in June, and 250 people attended.
- The Livingston County Libraries, in partnership with Great Start Livingston, hosted the 6/16 Books & Beats concert at 2142, where Evan Haller from music at the Blissful performed, and each child received a free book.

### Howell Public Schools

- Our partnership with Howell Public Schools this summer includes the schools sharing information about our Summer Reading challenge and events, a HPS therapy dog attending our June Tail Waggin' Tutors program, as well as the library attending "back to school events" in August (middle school orientations, elementary open houses, and the freshman campus orientation).
- Janice and Jen also attend the HPS pilot program, "A Taste of Kindergarten," at two of their elementary schools to highlight the ways the library supports incoming BK and K students.
- We will also receive an updated listing of students, which will be used for student e-cards; Jeremy updates these regularly throughout the school year.

### SCOTSbots, the Howell High School Robotics team

- SCOTSbots, the Howell High School Robotics team, also attended our kickoff events on June 2 and made marshmallow shooters with attendees (everyone loved them!)

### The Department of Health and Human Services

- The Department of Health and Human Services provided an activity station teaching about water erosion at our Splash Into Science event on June 6.
- We are attending their Ready, Set, School event in early August with other Livingston County libraries and providing an activity related to teeth brushing and flossing.

### Salvation Army Summer Lunch Bunch

- The Salvation Army Summer Lunch Bunch is serving lunches here four times this summer, after family events. Both the event and the meal are free and open to everyone.

### Livingston County Chess Club

- The president of the Livingston County Chess Club taught a 2-day chess class here in June.

### The arc (Livingston County)

- The Arc (Livingston County) was consulted during the planning of our 6/19 Marble Mania: Roller Coaster Fun for Kids of Every Ability event; they were invited to attend but were unable to make it.

### Healthy Families Livingston

- Throughout the year, we partner with Healthy Families Livingston. I am a member of their Advisory Board. Sometimes the Friends provide books for their families, and sometimes HFL families and home visitors attend our events. In the Spring, their home visitors came to the library to hear about what we offer and how we can support them and the families they work with.