HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Agenda for November 11, 2025
Meabon Room, Howell Carnegie District Library
314 West Grand River Ave, Howell, MI 48843
517-546-0720
Enter through Clinton St Doors
(Google Drive references)

7:00 Call to Order/Approval of Agenda

7:03 Attendance

7:05 **In-Service Training: Review Financial Audit for 2024-2025 Fiscal Year**
Julie McColl, Bredernitz, Wagner & Co., P.C.

7:30 **Consent Agenda:**

A. Minutes from Oct 14, 2025
B. Bills & Payrolls
C. Updates

7:35 Announcements & Comments from the public
7:40 President's Report
7:45 Treasurer's Report
7:50 Committee Reports - none
7:52 Director's Report

Action Items:

Unfinished Business:

8:00 Request for a Motion related to case before the Michigan Tax Tribunal

New Business:

8:05 Request to Change Meeting Start Time to 6:00pm for December 9 meeting

Discussion Items:

8:10 State of Michigan Minimum Wage Increase - January 1, 2026
8:15 Potential topics or guests for the January and April 2026 board meetings
8:20 Service Spotlight
8:25 Comments & Concerns of Board Members
8:30 Next Board Meeting - Tuesday, December 9, 2025

8:31 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 October 14, 2025

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

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

Members present: Jennifer Earl, Bob Ellis, Susan Pominville, Jacob Schlittler, Maria Stuart, Kathryn Tuck, and Heather White. Library Director Holly Ward Lamb was also present. Three members of the public also attended the meeting.

Member(s) absent: None.

IN-SERVICE TRAINING
Clare Membiela, Library Law Consultant for the Library of Michigan, presented information and answered questions regarding the Open Meetings Act.

Bob Ellis moved to approve the consent agenda as presented, including **a) Minutes of September 9, 2025**; and **b) Bills & Payrolls, including the payment register dated 9/01/25 through 9/30/25 for the amount of $355,719.13.** Jacob Schlittler seconded, and a quorum of the board unanimously approved.

Comments from the Public: None.

President Kathryn Tuck stated that she appreciated the effort associated with the Trustees & Directors meeting, and that it was a lovely evening. She noted that state funding for Great Start Livingston was not approved and it has effectively eliminated that organization. She believes it is a wonderful resource, and will miss it. President Tuck also stated that she is attending MLA during the last week of October and will bring things back to the board.

The treasurer's report is part of the library board packet. Treasurer Bob Ellis briefly reviewed the report with the board. Since no action is required, the report is filed.

There were no **committee reports** in September.

In addition to her written report, Director Holly Ward Lamb stated that long-time library book supplier, Baker & Taylor, is effectively out of business. We are figuring out next steps, including monitoring workflow as we reestablish the staff time involved for book processing in house.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- Bob Ellis moved to approve a purchase agreement with EnvisionWare for $16,516.50 for three new self-check machines. Susan Pominville seconded, and a quorum of the board unanimously approved.
- Jacob Schlittler moved to approve a purchase agreement with EnvisionWare for $24,233.00 for new security (RFID) gates. Heather White seconded, and a quorum of the board unanimously approved.

DISCUSSION ITEMS

- Director Lamb provided an update on the Steps and Ramps Improvement Project.
- The trustees who attended reviewed the Livingston County Trustees & Directors Meeting.
- Trustees reviewed and discussed the director's quarterly report on the strategic action plan, including an update on an environmental study for the library's vacant property. Whether or not we need the study will be determined by what our plans for usage of the lot are.
- Director Lamb spotlighted Indestructible Books (new board books), and Decodable Books from our youth department.

COMMENTS & CONCERNS OF BOARD MEMBERS

Kathryn Tuck thanked the library on behalf of Pack 3665 for supplying wonderful reading resources and telescopes from the LOT for their campout. Jacob Schlittler noted his appreciation for the library's participation in Northwest Elementary School's STEAM Night and stated that attendees seemed to really appreciate it. He also questioned whether or not the library board approved the decision for the library to go before the Tax Tribunal regarding taxes on the vacant lot. Holly Ward Lamb advised that the board did not vote on that decision, but that she would add it to the agenda for next month.

Without objection, President Kathryn Tuck adjourned the meeting at 8:47pm.

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Kathleen Murray, Recording Secretary

HCDL Payment Register

Howell Carnegie District Library

By Check Number

Date Range: 10/01/2025 - 10/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Fund 101-General Fund						
750	ENVISIONWARE INC.	10/01/2025	EFT	0.00	228.00	303
22	MIDWEST TAPE LLC	10/01/2025	EFT	0.00	11.24	304
939	OVERDRIVE	10/01/2025	EFT	0.00	5,563.42	305
8465	QUILL CORPORATION	10/01/2025	EFT	0.00	103.71	306
01167	AGILEBITS, INC	10/15/2025	EFT	0.00	3,847.00	307
1194	HOOPLA-MIDWEST TAPE	10/15/2025	EFT	0.00	11,307.01	308
1469	KANOPY	10/15/2025	EFT	0.00	432.65	309
22	MIDWEST TAPE LLC	10/15/2025	EFT	0.00	22.22	310
939	OVERDRIVE	10/15/2025	EFT	0.00	3,148.45	311
1371	PRONUNCIATOR	10/15/2025	EFT	0.00	2,450.00	312
8465	QUILL CORPORATION	10/15/2025	EFT	0.00	316.38	313
3010	CENGAGE GROUP	10/29/2025	EFT	0.00	2,327.05	314
750	ENVISIONWARE INC.	10/29/2025	EFT	0.00	228.00	315
22	MIDWEST TAPE LLC	10/29/2025	EFT	0.00	1,342.98	316
939	OVERDRIVE	10/29/2025	EFT	0.00	2,558.54	317
8465	QUILL CORPORATION	10/29/2025	EFT	0.00	63.37	318
TLN	THE LIBRARY NETWORK	10/29/2025	EFT	0.00	1,985.25	319
01229	AIRWORTHY PRODUCTIONS	10/01/2025	Regular	0.00	300.00	4346
1223	AT&T MOBILITY	10/01/2025	Regular	0.00	818.13	4347
510	BAKER & TAYLOR BOOKS	10/01/2025	Regular	0.00	187.99	4348
1302	BANK OF ANN ARBOR	10/01/2025	Regular	0.00	50.00	4349
900	BRODART CO.	10/01/2025	Regular	0.00	226.95	4350
01186	BSB COMMUNICATIONS INC	10/01/2025	Regular	0.00	9,083.12	4351
01230	CAKES BY LYNN	10/01/2025	Regular	0.00	210.00	4352
WALMART	CAPITAL ONE	10/01/2025	Regular	0.00	54.56	4353
01044	CARRIE FAIRBANKS	10/01/2025	Regular	0.00	113.42	4354
1164	DEE CRAMER	10/01/2025	Regular	0.00	2,586.87	4355
1143	DELTA DENTAL	10/01/2025	Regular	0.00	37.49	4356
1272	JEREMY EDEN	10/01/2025	Regular	0.00	30.10	4357
01192	FLUTTERBEE EDUCATION GROUP	10/01/2025	Regular	0.00	1,001.31	4358
2850	FRIENDS OF THE LIBRARY	10/01/2025	Regular	0.00	119.50	4359
01046	GORDON RUSS	10/01/2025	Regular	0.00	500.00	4360
01214	LISA BUTKIEWICZ	10/01/2025	Regular	0.00	50.00	4361
1472	HANNAH MULLINS	10/01/2025	Regular	0.00	25.00	4362
1472	HANNAH MULLINS	10/01/2025	Regular	0.00	24.75	4363
01215	SARAH KESSLER	10/01/2025	Regular	0.00	25.00	4364
01219	TINA WALDORF	10/01/2025	Regular	0.00	36.76	4365
1395	ULINE	10/01/2025	Regular	0.00	138.73	4366
01232	UNIVERSITY OF MICHIGAN	10/01/2025	Regular	0.00	18.95	4367
01039	WILLAM LUKE	10/01/2025	Regular	0.00	25.00	4368
MOS	MICHIGAN OFFICE SOLUTIONS	10/15/2025	Regular	0.00	1,222.22	4369
510	BAKER & TAYLOR BOOKS	10/15/2025	Regular	0.00	249.90	4370
900	BRODART CO.	10/15/2025	Regular	0.00	638.50	4371
1101	CHRISTMAN CONSTRUCTORS, INC	10/15/2025	Regular	0.00	88,488.17	4372
01233	CLINTON TOWNSHIP PUBLIC LIBRARY	10/15/2025	Regular	0.00	55.00	4373
01221	CRABTREE PUBLISHING COMPANY	10/15/2025	Regular	0.00	41.90	4374
1164	DEE CRAMER	10/15/2025	Regular	0.00	4,626.99	4375
1549	DTE ENERGY	10/15/2025	Regular	0.00	5,450.71	4376
01034	EVERGREEN OUTDOOR, INC.	10/15/2025	Regular	0.00	890.00	4377
212	FOWLERVILLE DISTRICT LIBRARY	10/15/2025	Regular	0.00	140.00	4378
2850	FRIENDS OF THE LIBRARY	10/15/2025	Regular	0.00	80.50	4379
01223	HSC GROUP	10/15/2025	Regular	0.00	600.00	4380
1061	ICLE	10/15/2025	Regular	0.00	178.50	4381
01135	JESSICA BYRNS	10/15/2025	Regular	0.00	45.00	4382

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01231	KAREN KLINE	10/15/2025	Regular	0.00	300.00	4383
11001	HOLLY WARD LAMB	10/15/2025	Regular	0.00	111.00	4384
5711	LIVINGSTON COUNTY TREASURER	10/15/2025	Regular	0.00	561.08	4385
19	MERS	10/15/2025	Regular	0.00	3,161.42	4386
19	MERS	10/15/2025	Regular	0.00	-3,161.42	4386
01218	OOMA INC.	10/15/2025	Regular	0.00	1,229.21	4387
386	PROQUEST LLC	10/15/2025	Regular	0.00	1,676.12	4388
9390	SONITROL GREAT LAKES - MICHIGAN	10/15/2025	Regular	0.00	290.85	4389
1317	SPRINGSHARE LLC	10/15/2025	Regular	0.00	9,500.00	4390
01158	STRATEGIC ENERGY SOLUTIONS	10/15/2025	Regular	0.00	550.00	4391
1232	T-MOBILE	10/15/2025	Regular	0.00	595.00	4392
1222	CINDY ALESSO	10/29/2025	Regular	0.00	58.20	4393
01070	ANNA HOFFMAN	10/29/2025	Regular	0.00	116.76	4394
1223	AT&T MOBILITY	10/29/2025	Regular	0.00	821.57	4395
510	BAKER & TAYLOR BOOKS	10/29/2025	Regular	0.00	21.97	4396
900	BRODART CO.	10/29/2025	Regular	0.00	457.53	4397
01186	BSB COMMUNICATIONS INC	10/29/2025	Regular	0.00	2,651.77	4398
WALMART	CAPITAL ONE	10/29/2025	Regular	0.00	333.20	4399
58	CEI ROOFING, INC	10/29/2025	Regular	0.00	843.00	4400
01221	CRABTREE PUBLISHING COMPANY	10/29/2025	Regular	0.00	123.90	4401
1164	DEE CRAMER	10/29/2025	Regular	0.00	506.25	4402
1143	DELTA DENTAL	10/29/2025	Regular	0.00	37.49	4403
291	FOSTER, SWIFT, COLLING & SMITH P.C.	10/29/2025	Regular	0.00	918.00	4404
01163	KAT MARKOVICH	10/29/2025	Regular	0.00	400.00	4405
01091	KRISTA SMITH	10/29/2025	Regular	0.00	250.00	4406
1417	MODERN LAWN, TREE AND SHRUB	10/29/2025	Regular	0.00	316.00	4407
503	QUINN EVANS ARCHITECTS	10/29/2025	Regular	0.00	5,383.50	4408
01237	ROD SADLER	10/29/2025	Regular	0.00	300.00	4409
01079	SOPHIE MONTESANTI	10/29/2025	Regular	0.00	200.00	4410
01179	TRELLIS	10/29/2025	Regular	0.00	4,875.72	4411
1473	HEALTH EQUITY	10/01/2025	Bank Draft	0.00	3,887.50	DFT0000584
898	PRIORITY HEALTH	10/01/2025	Bank Draft	0.00	8,233.85	DFT0000587
1250	CONSUMERS ENERGY	10/14/2025	Bank Draft	0.00	574.42	DFT0000588
1473	HEALTH EQUITY	10/08/2025	Bank Draft	0.00	6.00	DFT0000590
1473	HEALTH EQUITY	10/07/2025	Bank Draft	0.00	426.92	DFT0000591
19	MERS	10/08/2025	Bank Draft	0.00	4,000.41	DFT0000592
1378	BANK OF ANN ARBOR - VISA	10/17/2025	Bank Draft	0.00	7,064.70	DFT0000593
19	MERS	10/07/2025	Bank Draft	0.00	3,161.42	DFT0000594
1473	HEALTH EQUITY	10/22/2025	Bank Draft	0.00	426.92	DFT0000595
19	MERS	10/22/2025	Bank Draft	0.00	3,891.10	DFT0000596
19	MERS	10/23/2025	Bank Draft	0.00	8,741.17	DFT0000597
1197	AMAZON	10/27/2025	Bank Draft	0.00	3,274.74	DFT0000598

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	79	66	0.00	154,960.56
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-3,161.42
Bank Drafts	12	12	0.00	43,689.15
EFT's	38	17	0.00	35,935.27
	129	**96**	**0.00**	**231,423.56**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	79	66	0.00	154,960.56
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-3,161.42
Bank Drafts	12	12	0.00	43,689.15
EFT's	38	17	0.00	35,935.27
	129	**96**	**0.00**	**231,423.56**

Fund Summary

Fund	Name	Period	Amount
101	General Fund	10/2025	231,423.56
			231,423.56

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

Payroll

Approve Payrolls of:	In the Amounts of:
10/22/2025	$50,560.29
11/5/2025	$52,500.59
TOTALS	**$103,060.88**

HOWELL CARNEGIE DISTRICT LIBRARY

LIBRARY CLOSINGS 2026

December 31, 2025	Wednesday	New Year's Eve Day
January 1	Thursday	New Year's Day
??	Friday	Staff Development/ Training Day
April 5	Sunday	Easter
May 23	Saturday	Memorial Day Long Weekend
May 24	Sunday	Memorial Day Long Weekend
May 25	Monday	Memorial Day Observed
May 24– Sept 6	Sundays in Summer	
July 3	Friday	Independence Day Long Weekend
July 4	Saturday	Independence Day Observed
July 5	Sunday	Independence Day Long Weekend
September 5	Saturday	Labor Day Long Weekend
September 6	Sunday	Labor Day Long Weekend
September 7	Monday	Labor Day
November 25	Wednesday	5:00 pm Closing Thanksgiving Eve
November 26	Thursday	Thanksgiving
December 24	Thursday	Day before Christmas
December 25	Friday	Christmas Holiday
December 26	Saturday	Christmas Weekend
December 27	Sunday	Sunday between Christmas and New Year's
December 31	Thursday	New Year's Eve Day
January 1, 2027	Friday	New Year's Day

Board Meeting Policies

Opening Statement

Board meetings are held for the purpose of conducting the business of the Howell Carnegie District Library (HCDL). They are meetings of the board held in public and not public hearings. The board desires to hear the viewpoints of citizens and shall schedule times at all meetings for them to be heard. Because the purpose of the Board meetings is to conduct the business of the library, individuals should not expect to engage in discussion with members of the Board of Trustees. The Board President may or may not respond to statements made by the public. If the board wishes to take up discussion, the item will be put on the board agenda at a future meeting. The HCDL will provide necessary and reasonable auxiliary aids/services for board meetings if someone requests such aids or services seven business days prior to the meeting.

Board Meetings: Time and Place

Regular and adjourned regular meetings:
The board shall convene for the purpose of holding meetings at the HCDL, 314 West Grand River, Howell, Michigan provided proper notice is given to the public pursuant to the Michigan Open Meetings Act, being Act 267 of the Public Acts of Michigan, 1976, as amended on the following days, at which meetings shall convene at 7:00p.m.

(See attached list. Note: there is a new list each year).

All above listed meetings shall be considered regular meetings of the HCDL. Any other meetings not listed above shall be special meetings or adjourned sessions of the regular meetings, depending upon the means and methods used in calling said meetings. Unless the board otherwise provides the motion to "adjourn" any meeting of this board, whether special or regular, shall mean to adjourn to the next succeeding regular meeting on the list above cited.

Special Meetings

The board shall convene for the purpose of holding special meetings upon request of the president (or vice president in the president's absence) or upon written request of two (2) board members. Such special meetings shall be posted at least 18 hours before convening stating the date, time, and place and purpose of meeting. Only that business stated in the posted notice may be addressed at the meeting.

Meetings on Legal Holidays

Any regular or adjourned meetings of the board which fall on a legal holiday, shall automatically be set to the next working day following that is not a legal holiday at the same time and place indicated for the original meeting.

Open Meeting Act Posting

The administrative staff shall perform all posting functions required by the Michigan Open Meetings Act, being Act 267 of the Public Acts of Michigan, 1976, as amended.

Conduct of Board Meetings

Quorum - a majority of the Library Board Members appointed and serving shall constitute a quorum for the transaction of the ordinary business of the library and questions which arise at meetings shall be determined by the votes of a majority of the members present.

Order of Business

- Call to order/Approval of agenda
- Attendance
- Consent Agenda
- Announcements & comments from the public
- President's report
- Treasurer's report
- Committee reports
- Director's report
- Action and Discussion Items
  - Unfinished business
  - New business
- In-service training topic
- Adjourn

Robert's Rules of Order

Robert's Rules of Order Modified Procedure shall be used as a guideline for board conduct:

- Motions must be processed in a priority order
- Motions must be seconded
- Votes taken by voice, standing or ballot
- Members are not required to obtain the floor and can make motions or speak while seated.
- The Presiding Officer need not stand
- The Presiding Officer can speak in discussion
- The Presiding Officer will vote on all

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 (city or township only) and group represented, if any.

History

Approved 4-9-2002
Approved 5-12-2009
Approved 12-11-2018
Approved July 2021
Approved Dec 2021
Approved November 2024

Howell Carnegie District Library

HCDL Budget Status Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 10/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 101 - General Fund							
Revenue							
SubAccount: 010 - TAXES							
101-000-410.000	CURRENT PROPERTY TAXES	3,797,796.00	3,797,796.00	0.00	3,428.01	-3,794,367.99	0.09 %
101-000-412.000	DELINQUENT PROPERTY TAXES	0.00	0.00	14.59	5,210.89	5,210.89	0.00 %
	SubAccount: 010 - TAXES Total:	**3,797,796.00**	**3,797,796.00**	**14.59**	**8,638.90**	**-3,789,157.10**	**0.23%**
SubAccount: 030 - STATE GRANTS							
101-000-540.000	STATE AID	59,126.00	59,126.00	0.00	0.00	-59,126.00	0.00 %
101-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	0.00	5,656.64	5,656.64	0.00 %
	SubAccount: 030 - STATE GRANTS Total:	**59,126.00**	**59,126.00**	**0.00**	**5,656.64**	**-53,469.36**	**9.57%**
SubAccount: 040 - CHARGES FOR SERVICES							
101-000-628.000	COPY, PRINTING, FAX	8,000.00	8,000.00	1,595.75	4,805.45	-3,194.55	60.07 %
101-000-629.000	OUT OF AREA FEES	60.00	60.00	30.00	60.00	0.00	100.00 %
101-000-642.000	SALES	150.00	150.00	44.00	219.00	69.00	146.00 %
101-000-651.000	MEETING ROOM FEES	200.00	200.00	0.00	75.00	-125.00	37.50 %
	SubAccount: 040 - CHARGES FOR SERVICES Total:	**8,410.00**	**8,410.00**	**1,669.75**	**5,159.45**	**-3,250.55**	**61.35%**
SubAccount: 050 - FINES & FORFEITS							
101-000-658.000	OVERDUE FEES	200.00	200.00	90.00	315.25	115.25	157.63 %
101-000-658.004	REPLACEMENT FEES	2,000.00	2,000.00	202.07	907.05	-1,092.95	45.35 %
101-000-659.000	PENAL FINES	75,000.00	75,000.00	0.00	0.00	-75,000.00	0.00 %
	SubAccount: 050 - FINES & FORFEITS Total:	**77,200.00**	**77,200.00**	**292.07**	**1,222.30**	**-75,977.70**	**1.58%**
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
101-000-665.000	INTEREST INCOME	50,000.00	50,000.00	26,707.16	115,823.09	65,823.09	231.65 %
101-000-669.000	UNREALIZED INVESTMENT GAIN/L	0.00	0.00	0.00	395.12	395.12	0.00 %
	SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:	**50,000.00**	**50,000.00**	**26,707.16**	**116,218.21**	**66,218.21**	**232.44%**
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
101-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	3.00	3.00	0.00 %
101-000-676.000	REIMBURSEMENTS	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
101-000-689.000	CASH OVER/SHORT	0.00	0.00	-5.15	5.97	5.97	0.00 %
	SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:	**2,000.00**	**2,000.00**	**-5.15**	**8.97**	**-1,991.03**	**0.45%**
SubAccount: 080 - OTHER FINANCING SOURCES							
101-000-692.000	PRIOR YEAR FUND BALANCE	50,000.00	50,000.00	0.00	0.00	-50,000.00	0.00 %
101-000-692.001	PRIOR YEAR DESIGNATED FUND BA	689,425.00	689,425.00	0.00	0.00	-689,425.00	0.00 %
	SubAccount: 080 - OTHER FINANCING SOURCES Total:	**739,425.00**	**739,425.00**	**0.00**	**0.00**	**-739,425.00**	**0.00%**
	Revenue Total:	**4,733,957.00**	**4,733,957.00**	**28,678.42**	**136,904.47**	**-4,597,052.53**	**2.89%**
Expense							
SubAccount: 090 - PERSONNEL SERVICES							
101-790-702.000	SALARIES	1,415,000.00	1,415,000.00	103,246.50	398,551.75	1,016,448.25	28.17 %
101-790-716.000	HEALTH INSURANCE	113,440.00	113,440.00	0.00	30,885.16	82,554.84	27.23 %
101-790-717.000	LIFE INSURANCE	1,500.00	1,500.00	0.00	1,083.84	416.16	72.26 %
101-790-718.000	WORKER'S COMPENSATION	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
101-790-719.000	HEALTH CARE REIMBURSEMENT	9,875.00	9,875.00	0.00	0.00	9,875.00	0.00 %
101-790-719.001	H.S.A.	17,625.00	17,625.00	3,887.50	8,850.00	8,775.00	50.21 %
101-790-719.003	PEDIATRIC DENTAL	500.00	500.00	37.49	187.45	312.55	37.49 %
101-790-721.000	BONUSES	11,794.00	11,794.00	0.00	0.00	11,794.00	0.00 %
101-790-722.000	FICA	108,248.00	108,248.00	7,833.00	29,996.82	78,251.18	27.71 %
101-790-723.000	SICK, VACATION, RETIREMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
101-790-723.010	M.E.R.S.	11,400.00	114,000.00	8,741.17	38,782.08	75,217.92	34.02 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used

Budget Adjustments

Number	Date	Description	Adjustment
RES 25-18	09/09/2025	AMEND MERS AND CONTINGIES	102,600.00

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
	SubAccount: 090 - PERSONNEL SERVICES Total:	**1,715,382.00**	**1,817,982.00**	**123,745.66**	**508,337.10**	**1,309,644.90**	**27.96%**
SubAccount: 100 - LIBRARY SUPPLIES							
101-790-727.000	SUPPLIES	35,000.00	35,000.00	1,201.51	5,154.20	29,845.80	14.73 %
101-790-730.000	POSTAGE	11,000.00	11,000.00	4.61	-20.62	11,020.62	-0.19 %
101-790-745.000	EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
	SubAccount: 100 - LIBRARY SUPPLIES Total:	**47,000.00**	**47,000.00**	**1,206.12**	**5,133.58**	**41,866.42**	**10.92%**
SubAccount: 120 - OTHER SERVICES & CHARGES							
101-790-860.000	TRANSPORTATION	500.00	500.00	116.76	116.76	383.24	23.35 %
101-790-900.000	MARKETING & ADVERTISING	25,000.00	25,000.00	882.00	1,623.52	23,376.48	6.49 %
101-790-940.000	EQUIPMENT RENTAL	100.00	100.00	0.00	0.00	100.00	0.00 %
101-790-956.001	MISCELLANEOUS	50.00	50.00	0.00	0.00	50.00	0.00 %
101-790-957.000	EDUCATION: TRUSTEES	5,000.00	5,000.00	140.00	465.00	4,535.00	9.30 %
101-790-957.001	EDUCATION: EMPLOYEES	35,000.00	35,000.00	4,318.27	5,952.43	29,047.57	17.01 %
101-790-957.002	MEMBERSHIP BOARD & STAFF	4,500.00	4,500.00	2,748.32	2,748.32	1,751.68	61.07 %
101-790-960.000	MEL-CAT REPLACEMENTS	2,000.00	2,000.00	55.00	92.90	1,907.10	4.65 %
101-790-963.000	PROPERTY TAXES	20,000.00	20,000.00	0.00	15,270.91	4,729.09	76.35 %
101-790-964.000	REFUNDS	500.00	500.00	0.00	0.00	500.00	0.00 %
101-790-964.001	CHARGEBACKS	8,000.00	8,000.00	561.08	1,678.30	6,321.70	20.98 %
101-790-965.000	FEES & ACCOUNT CHARGES	3,000.00	3,000.00	246.48	1,351.14	1,648.86	45.04 %
	SubAccount: 120 - OTHER SERVICES & CHARGES Total:	**103,650.00**	**103,650.00**	**9,067.91**	**29,299.28**	**74,350.72**	**28.27%**
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES							
101-790-807.000	AUDIT	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
101-790-818.001	FINANCIAL ADVISORS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
101-790-818.002	LEGAL SERVICES	30,000.00	30,000.00	0.00	2,193.00	27,807.00	7.31 %
101-790-818.003	PERSONNEL SERVICES	80,000.00	80,000.00	0.00	5,750.00	74,250.00	7.19 %
101-790-819.001	PAYROLL SERVICES	10,000.00	10,000.00	762.20	3,303.68	6,696.32	33.04 %
101-790-820.000	DELIVERY SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
	SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES T	**133,500.00**	**133,500.00**	**762.20**	**11,246.68**	**122,253.32**	**8.42%**
SubAccount: 140 - BUILDING & MAINTENANCE							
101-790-775.000	BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	149.26	1,728.76	13,271.24	11.53 %
101-790-808.000	BUILDING SECURITY SYSTEM	4,500.00	4,500.00	290.85	1,163.40	3,336.60	25.85 %
101-790-819.002	GROUNDS MAINTENANCE	55,000.00	55,000.00	316.00	8,723.00	46,277.00	15.86 %
101-790-920.000	PUBLIC UTILITIES	90,200.00	90,200.00	5,450.71	22,041.71	68,158.29	24.44 %
101-790-958.000	BUILDING MAINTENANCE	95,000.00	95,000.00	5,976.24	20,592.06	74,407.94	21.68 %
101-790-969.000	INSURANCE	47,974.00	47,974.00	0.00	-3,639.00	51,613.00	-7.59 %
	SubAccount: 140 - BUILDING & MAINTENANCE Total:	**307,674.00**	**307,674.00**	**12,183.06**	**50,609.93**	**257,064.07**	**16.45%**
SubAccount: 150 - MATERIALS & PROGRAMMING							
101-790-782.000	PERIODICALS	15,000.00	15,000.00	321.00	10,481.47	4,518.53	69.88 %
101-790-782.001	ELECTRONIC MEDIA	196,000.00	196,000.00	4,191.92	108,300.08	87,699.92	55.26 %
101-790-782.002	CIRCULATING HOTSPOTS	17,000.00	17,000.00	605.42	4,087.54	12,912.46	24.04 %
101-790-782.003	DATABASES	43,220.00	43,220.00	2,131.22	2,131.22	41,088.78	4.93 %
101-790-782.004	YS PROGRAMMING	46,000.00	46,000.00	6,229.84	12,280.15	33,719.85	26.70 %
101-790-782.005	ADULT PROGRAMMING	23,500.00	23,500.00	1,699.02	5,347.49	18,152.51	22.76 %
101-790-782.006	YOUTH DATABASES	16,000.00	16,000.00	272.70	6,147.67	9,852.33	38.42 %
101-790-782.007	YS E-MEDIA	12,280.00	12,280.00	0.00	0.00	12,280.00	0.00 %
101-790-982.001	ADULT BOOKS - PRINT	66,500.00	66,500.00	3,586.17	16,282.86	50,217.14	24.49 %
101-790-982.002	LIBRARY OF THINGS	15,000.00	15,000.00	31.32	651.31	14,348.69	4.34 %
101-790-982.006	ADULT AV	14,400.00	14,400.00	1,482.41	3,933.62	10,466.38	27.32 %
101-790-982.018	YS BOOKS - PRINT	33,000.00	33,000.00	169.46	8,573.39	24,426.61	25.98 %
101-790-982.019	KITS & LOT - YOUTH	16,000.00	16,000.00	444.83	3,216.43	12,783.57	20.10 %
101-790-982.024	YS AV	10,000.00	10,000.00	0.00	696.29	9,303.71	6.96 %
	SubAccount: 150 - MATERIALS & PROGRAMMING Total:	**523,900.00**	**523,900.00**	**21,165.31**	**182,129.52**	**341,770.48**	**34.76%**

Account	Description	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 160 - INFORMATION TECHNOLOGY							
101-790-780.000	TECH SUPPLIES	4,500.00	4,500.00	0.00	342.54	4,157.46	7.61 %
101-790-780.001	TECHNOLOGY: SOFTWARE	1,500.00	1,500.00	380.00	1,543.00	-43.00	102.87 %
101-790-781.000	TECHNOLOGY: HARDWARE/EQUIP	21,725.00	21,725.00	94.70	869.16	20,855.84	4.00 %
101-790-830.000	PROFESSIONAL TECHNOLOGY SERV	33,000.00	33,000.00	0.00	0.00	33,000.00	0.00 %
101-790-850.000	COMMUNICATIONS	12,500.00	12,500.00	0.00	4,971.10	7,528.90	39.77 %
101-790-850.002	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	68.99	291.63	2,708.37	9.72 %
101-790-932.000	AUTOMATED SYSTEM MAINT	161,661.00	161,661.00	1,182.89	72,001.79	89,659.21	44.54 %
101-790-934.000	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	131.76	551.76	1,448.24	27.59 %
101-790-972.000	CAPITAL TECHNOLOGY PURCHASES	128,700.00	128,700.00	0.00	19,004.05	109,695.95	14.77 %
	SubAccount: 160 - INFORMATION TECHNOLOGY Total:	**368,586.00**	**368,586.00**	**1,858.34**	**99,575.03**	**269,010.97**	**27.02%**
SubAccount: 170 - CAPITAL OUTLAY							
101-790-971.000	CAPITAL IMPROVEMENT PROJECTS	500,000.00	500,000.00	13,750.99	550,743.84	-50,743.84	110.15 %
	SubAccount: 170 - CAPITAL OUTLAY Total:	**500,000.00**	**500,000.00**	**13,750.99**	**550,743.84**	**-50,743.84**	**110.15%**
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS							
101-790-995.000	TRANSFER OUT	217,150.00	217,150.00	0.00	0.00	217,150.00	0.00 %
101-790-995.002	TRANSFER OUT - RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
101-790-999.000	CONTINGENCIES	617,079.00	515,079.00	0.00	0.00	515,079.00	0.00 %

Budget Adjustments

Number	Date	Description	Adjustment
RES 25-18	09/09/2025	AMEND MERS AND CONTINGIES	-102,000.00

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
	SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS T	**1,034,229.00**	**932,229.00**	**0.00**	**0.00**	**932,229.00**	**0.00%**
	Expense Total:	**4,733,921.00**	**4,734,521.00**	**183,739.59**	**1,437,074.96**	**3,297,446.04**	**30.35%**
	Total Revenues	**4,733,957.00**	**4,733,957.00**	**28,678.42**	**136,904.47**	**-4,597,052.53**	**2.89%**
	Fund: 101 - General Fund Surplus (Deficit):	**36.00**	**-564.00**	**-155,061.17**	**-1,300,170.49**	**-1,299,606.49**	**30,526.68%**
Fund: 272 - Special Revenue							
Revenue							
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
272-000-665.000	INTEREST	1,000.00	1,000.00	3,018.87	12,033.45	11,033.45	1,203.35 %
272-000-665.001	INTEREST - ARCHIVES	100.00	100.00	0.00	0.00	-100.00	0.00 %
	SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:	**1,100.00**	**1,100.00**	**3,018.87**	**12,033.45**	**10,933.45**	**1,093.95%**
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	25,000.00	2,604.50	4,561.25	-20,438.75	18.25 %
272-000-674.387	ARCHIVES DONATIONS	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.00 %
272-000-675.000	SPECIAL EVENTS REVENUE	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
272-000-675.001	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
272-000-675.014	FAMILY PLACE DONATION	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
272-000-675.015	FRIENDS DONATION	5,000.00	5,000.00	900.00	900.00	-4,100.00	18.00 %
272-000-675.017	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	149.85	472.85	-1,527.15	23.64 %
	SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:	**43,000.00**	**43,000.00**	**3,654.35**	**5,934.10**	**-37,065.90**	**13.80%**
SubAccount: 080 - OTHER FINANCING SOURCES							
272-000-692.002	PRIOR YEAR TERRY FUND BALANCE	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
272-000-692.387	PRIOR YEAR ARCHIVES FUND BAL	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
	SubAccount: 080 - OTHER FINANCING SOURCES Total:	**17,000.00**	**17,000.00**	**0.00**	**0.00**	**-17,000.00**	**0.00%**
	Revenue Total:	**61,100.00**	**61,100.00**	**6,673.22**	**17,967.55**	**-43,132.45**	**29.41%**
Expense							
SubAccount: 100 - LIBRARY SUPPLIES							
272-790-760.000	GENERAL DONATION PURCHASES	20,000.00	20,000.00	0.00	2,224.16	17,775.84	11.12 %
272-790-763.000	ARCHIVES PURCHASES	10,000.00	10,000.00	0.00	119.88	9,880.12	1.20 %
272-790-765.000	TERRY TRUST - MISC	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
272-790-766.000	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
272-790-767.000	SPECIAL EVENTS EXPENDITURES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
	SubAccount: 100 - LIBRARY SUPPLIES Total:	**36,000.00**	**36,000.00**	**0.00**	**2,344.04**	**33,655.96**	**6.51%**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 120 - OTHER SERVICES & CHARGES							
272-790-965.000	FEES & ACCOUNT CHARGES	100.00	100.00	0.00	0.00	100.00	0.00 %
272-790-983.000	PILOT PROJECTS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
	SubAccount: 120 - OTHER SERVICES & CHARGES Total:	**2,100.00**	**2,100.00**	**0.00**	**0.00**	**2,100.00**	**0.00%**
SubAccount: 170 - CAPITAL OUTLAY							
272-790-972.000	CAPITAL IMPROVEMENT PROJECTS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
	SubAccount: 170 - CAPITAL OUTLAY Total:	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**5,000.00**	**0.00%**
SubAccount: 190 - FRIENDS OF THE LIBRARY							
272-790-761.000	FRIENDS DONATIONS-MISC.	5,000.00	5,000.00	1,079.78	2,768.06	2,231.94	55.36 %
272-790-762.000	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
272-790-955.000	FRIENDS MDSE/SALES	0.00	0.00	80.50	323.00	-323.00	0.00 %
272-790-980.007	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
	SubAccount: 190 - FRIENDS OF THE LIBRARY Total:	**9,000.00**	**9,000.00**	**1,160.28**	**3,091.06**	**5,908.94**	**34.35%**
	Expense Total:	**52,100.00**	**52,100.00**	**1,160.28**	**5,435.10**	**46,664.90**	**10.43%**
	Total Revenues	**61,100.00**	**61,100.00**	**6,673.22**	**17,967.55**	**-43,132.45**	**29.41%**
	Fund: 272 - Special Revenue Surplus (Deficit):	**9,000.00**	**9,000.00**	**5,512.94**	**12,532.45**	**3,532.45**	**139.25%**
Fund: 371 - Debt Service Fund							
Revenue							
SubAccount: 080 - OTHER FINANCING SOURCES							
371-000-699.000	TRANSFER IN	217,150.00	217,150.00	0.00	0.00	-217,150.00	0.00 %
	SubAccount: 080 - OTHER FINANCING SOURCES Total:	**217,150.00**	**217,150.00**	**0.00**	**0.00**	**-217,150.00**	**0.00%**
	Revenue Total:	**217,150.00**	**217,150.00**	**0.00**	**0.00**	**-217,150.00**	**0.00%**
Expense							
SubAccount: 000 - N/A							
371-790-991.000	PRINCIPLE ON BONDS	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00 %
371-790-993.000	INTEREST ON BONDS	46,650.00	46,650.00	0.00	0.00	46,650.00	0.00 %
	SubAccount: 000 - N/A Total:	**216,650.00**	**216,650.00**	**0.00**	**0.00**	**216,650.00**	**0.00%**
SubAccount: 120 - OTHER SERVICES & CHARGES							
371-790-801.000	PAYING AGENT FEES	500.00	500.00	0.00	0.00	500.00	0.00 %
	SubAccount: 120 - OTHER SERVICES & CHARGES Total:	**500.00**	**500.00**	**0.00**	**0.00**	**500.00**	**0.00%**
	Expense Total:	**217,150.00**	**217,150.00**	**0.00**	**0.00**	**217,150.00**	**0.00%**
	Total Revenues	**217,150.00**	**217,150.00**	**0.00**	**0.00**	**-217,150.00**	**0.00%**
	Fund: 371 - Debt Service Fund Surplus (Deficit):	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Report Surplus (Deficit):	**9,036.00**	**8,436.00**	**-149,548.23**	**-1,287,638.04**	**-1,296,074.04**	**15,263.61%**

Group Summary

SubAccount	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 101 - General Fund						
Revenue						
010 - TAXES	3,797,796.00	3,797,796.00	14.59	8,638.90	-3,789,157.10	0.23%
030 - STATE GRANTS	59,126.00	59,126.00	0.00	5,656.64	-53,469.36	9.57%
040 - CHARGES FOR SERVICES	8,410.00	8,410.00	1,669.75	5,159.45	-3,250.55	61.35%
050 - FINES & FORFEITS	77,200.00	77,200.00	292.07	1,222.30	-75,977.70	1.58%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	26,707.16	116,218.21	66,218.21	232.44%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	-5.15	8.97	-1,991.03	0.45%
080 - OTHER FINANCING SOURCES	739,425.00	739,425.00	0.00	0.00	-739,425.00	0.00%
Revenue Total:	**4,733,957.00**	**4,733,957.00**	**28,678.42**	**136,904.47**	**-4,597,052.53**	**2.89%**
Expense						
090 - PERSONNEL SERVICES	1,715,382.00	1,817,982.00	123,745.66	508,337.10	1,309,644.90	27.96%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	1,206.12	5,133.58	41,866.42	10.92%
120 - OTHER SERVICES & CHARGES	103,650.00	103,650.00	9,067.91	29,299.28	74,350.72	28.27%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	133,500.00	133,500.00	762.20	11,246.68	122,253.32	8.42%
140 - BUILDING & MAINTENANCE	307,674.00	307,674.00	12,183.06	50,609.93	257,064.07	16.45%
150 - MATERIALS & PROGRAMMING	523,900.00	523,900.00	21,165.31	182,129.52	341,770.48	34.76%
160 - INFORMATION TECHNOLOGY	368,586.00	368,586.00	1,858.34	99,575.03	269,010.97	27.02%
170 - CAPITAL OUTLAY	500,000.00	500,000.00	13,750.99	550,743.84	-50,743.84	110.15%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	1,034,229.00	932,229.00	0.00	0.00	932,229.00	0.00%
Expense Total:	**4,733,921.00**	**4,734,521.00**	**183,739.59**	**1,437,074.96**	**3,297,446.04**	**30.35%**
Total Revenues	**4,733,957.00**	**4,733,957.00**	**28,678.42**	**136,904.47**	**-4,597,052.53**	**2.89%**
Total Expenses	**4,733,921.00**	**4,734,521.00**	**183,739.59**	**1,437,074.96**	**3,297,446.04**	**30.35%**
Fund: 101 - General Fund Surplus (Deficit):	**36.00**	**-564.00**	**-155,061.17**	**-1,300,170.49**	**-1,299,606.49**	**30,526.68%**
Fund: 272 - Special Revenue						
Revenue						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	3,018.87	12,033.45	10,933.45	1,093.95%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	3,654.35	5,934.10	-37,065.90	13.80%
080 - OTHER FINANCING SOURCES	17,000.00	17,000.00	0.00	0.00	-17,000.00	0.00%
Revenue Total:	**61,100.00**	**61,100.00**	**6,673.22**	**17,967.55**	**-43,132.45**	**29.41%**
Expense						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	0.00	2,344.04	33,655.96	6.51%
120 - OTHER SERVICES & CHARGES	2,100.00	2,100.00	0.00	0.00	2,100.00	0.00%
170 - CAPITAL OUTLAY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00%
190 - FRIENDS OF THE LIBRARY	9,000.00	9,000.00	1,160.28	3,091.06	5,908.94	34.35%
Expense Total:	**52,100.00**	**52,100.00**	**1,160.28**	**5,435.10**	**46,664.90**	**10.43%**
Total Revenues	**61,100.00**	**61,100.00**	**6,673.22**	**17,967.55**	**-43,132.45**	**29.41%**
Total Expenses	**52,100.00**	**52,100.00**	**1,160.28**	**5,435.10**	**46,664.90**	**10.43%**
Fund: 272 - Special Revenue Surplus (Deficit):	**9,000.00**	**9,000.00**	**5,512.94**	**12,532.45**	**3,532.45**	**139.25%**
Fund: 371 - Debt Service Fund						
Revenue						
080 - OTHER FINANCING SOURCES	217,150.00	217,150.00	0.00	0.00	-217,150.00	0.00%
Revenue Total:	**217,150.00**	**217,150.00**	**0.00**	**0.00**	**-217,150.00**	**0.00%**
Expense						
000 - N/A	216,650.00	216,650.00	0.00	0.00	216,650.00	0.00%
120 - OTHER SERVICES & CHARGES	500.00	500.00	0.00	0.00	500.00	0.00%
Expense Total:	**217,150.00**	**217,150.00**	**0.00**	**0.00**	**217,150.00**	**0.00%**
Total Revenues	**217,150.00**	**217,150.00**	**0.00**	**0.00**	**-217,150.00**	**0.00%**
Total Expenses	**217,150.00**	**217,150.00**	**0.00**	**0.00**	**217,150.00**	**0.00%**
Fund: 371 - Debt Service Fund Surplus (Deficit):	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Report Surplus (Deficit):	**9,036.00**	**8,436.00**	**-149,548.23**	**-1,287,638.04**	**-1,296,074.04**	**15,263.61%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	36.00	-564.00	-155,061.17	-1,300,170.49	-1,299,606.49
272 - Special Revenue	9,000.00	9,000.00	5,512.94	12,532.45	3,532.45
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	**9,036.00**	**8,436.00**	**-149,548.23**	**-1,287,638.04**	**-1,296,074.04**

Howell Carnegie District Library

HCDL Balance Sheet
Account Summary
As Of 10/31/2025

Account	Name	Balance	
Fund: 101 - General Fund			
Assets			
101-000-001.000	CASH - CHECKING.	133,195.67	
101-000-001.002	CASH -CREDIT CHECKING	2,830.62	
101-000-002.000	BANK OF ANN ARBOR MONEY MARKET	5,601,446.48	
101-000-002.001	COMERICA MMKT	43,274.57	
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	46,143.35	
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	11,041.54	
101-000-002.004	BANK OF ANN ARBOR MMKT-TECHNOLO(	137,792.77	
101-000-004.000	PETTY CASH	225.00	
101-000-004.001	CASH ON HAND	0.00	
101-000-007.000	CASH-PAYROLL CHECKING	500.05	
101-000-017.000	MI CLASS - GENERAL	709,392.48	
101-000-018.000	MI CLASS - CAPITAL RESERVE	388,698.29	
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	93,352.93	
101-000-040.000	ACCOUNTS RECEIVABLE - GENERAL	0.00	
101-000-056.000	ACCRUED INTEREST	0.00	
101-000-073.000	DUE FROM LIBRARIES	0.00	
101-000-073.001	DUE FROM TLN	0.00	
101-000-078.000	PENAL FINES RECEIVABLE	0.00	
101-000-078.001	STATE AID RECEIVABLE	0.00	
101-000-078.002	DUE FROM STATE	0.00	
101-000-079.000	DUE FROM FEDERAL GOVERNMENT	0.00	
101-000-081.730	DUE FROM POST OFFICE	138.12	
101-000-084.000	DUE FROM OTHER FUNDS	0.00	
101-000-084.155	DUE FROM ENDOWMENT	0.00	
101-000-084.272	DUE FROM 272 SPECIAL REVENUE	0.50	
101-000-084.371	DUE FROM 371 DEBT SERVICE	0.00	
101-000-084.702	DUE FROM LB TRUST & AGENCY FD	0.00	
101-000-084.727	DUE FROM PENSION	0.00	
101-000-084.900	DUE FROM CAPITAL ASSET FUND	0.00	
101-000-084.950	DUE FROM LONG TERM DEBT	0.00	
101-000-123.000	PREPAID EXPENSE	174,966.11	
101-000-123.001	PREPAID EXPENSE - CONTROL.NET	13,419.00	
101-000-184.000	SUBSCRIPTION ASSETS	29,606.67	
101-000-185.000	ACC AMTZ - SUBSCRIPTION ASSETS	-16,844.30	
	Total Assets:	**7,369,179.85**	**7,369,179.85**
Liability			
101-000-202.000	ACCOUNTS PAYABLE	9,850.35	
101-000-209.000	ACCRUED EXPENSES	0.00	
101-000-214.000	DUE TO OTHER FUNDS	0.00	
101-000-214.272	DUE TO SPECIAL REVENUE	0.00	
101-000-214.371	DUE TO DEBT SERVICE	0.00	
101-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00	
101-000-231.001	AFLAC PAYABLE	0.00	
101-000-231.002	EMPLOYEE H.S.A. PAYABLE	-6,074.53	
101-000-231.003	457 PAYABLE	6,251.76	
101-000-257.000	ACCRUED PAYROLL	0.00	
101-000-258.000	ACCRUED PAYROLL TAXES	0.00	
101-000-260.000	ACCRUED VACATION PAYABLE	0.00	
101-000-261.000	ACCRUED SICK LEAVE PAYABLE	0.00	
101-000-301.000	SUBSCRIPTION LIABILITIES	13,355.23	
	Total Liability:	**23,382.81**	

Account	Name	Balance	
Equity			
101-000-380.000	RESERVE - CAPITAL EXPENDITURE	2,343,475.35	
101-000-381.000	SICK/VACATION/RETIREMENT RESERVE	194,798.39	
101-000-382.000	TECHNOLOGY RESERVE	182,038.44	
101-000-390.000	FUND BALANCE	5,926,248.21	
101-000-390.001	FUND BALANCE - GASB 34	-592.86	
	Total Beginning Equity:	**8,645,967.53**	
Total Revenue		136,904.47	
Total Expense		1,437,074.96	
Revenues Over/Under Expenses		**-1,300,170.49**	
	Total Equity and Current Surplus (Deficit):	**7,345,797.04**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**7,369,179.85**

HCDL Balance Sheet **As Of 10/31/2025**

Account	Name	Balance	
Fund: 155 - Endowment			
Assets			
155-000-001.000	CASH	0.00	
155-000-001.002	ONLINE CASH	0.00	
155-000-082.101	DUE FROM GENERAL FUND	0.00	
155-000-082.272	DUE FROM SPECIAL REVENUE	0.00	
155-000-082.371	DUE FROM DEBT SERVICE	0.00	
155-000-082.472	DUE FROM EQUIPMENT AND FURNISHIN(	0.00	
155-000-084.000	DUE FROM NON-EXPENDABLE	0.00	
155-000-184.000	BENEFICIAL INT IN ASSETS CFSEM	672,492.97	
155-000-184.001	BEN INT IN ASSETS-SONG LINE	54,967.93	
155-000-184.002	BEN INT IN ASSETS-ROSS	29,651.42	
	Total Assets:	**757,112.32**	**757,112.32**
Liability			
155-000-202.000	ACCOUNTS PAYABLE	0.00	
155-000-214.101	DUE TO GENERAL FUNDS	0.00	
155-000-214.272	DUE TO SPECIAL REVENUE	0.00	
	Total Liability:	**0.00**	
Equity			
155-000-375.000	FUND BALANCE - SONG LINE ENDOWMEN	54,967.93	
155-000-376.000	FUND BALANCE - J. ROSS	29,651.42	
155-000-390.000	FUND BALANCE	672,492.97	
155-000-391.000	FUND BALANCE - EXPENDABLE	0.00	
155-100-391.000	FUND BALANCE - EXPENDABLE	0.00	
	Total Beginning Equity:	**757,112.32**	
Total Revenue		0.00	
Total Expense		0.00	
Revenues Over/Under Expenses		**0.00**	
	Total Equity and Current Surplus (Deficit):	**757,112.32**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**757,112.32**

Account	Name	Balance	
Fund: 272 - Special Revenue			
Assets			
272-000-001.000	CASH - CHECKING	47,842.91	
272-000-001.001	BANK OF ANN ARBOR CHECKING	5,000.00	
272-000-001.002	CASH - CREDIT CHECKING	3,263.72	
272-000-002.000	BANK OF ANN ARBOR MONEY MARKET	486,848.93	
272-000-017.000	MI CLASS ACCOUNT	341,680.68	
272-000-040.000	ACCOUNTS RECEIVABLE - GENERAL	0.00	
272-000-056.000	ACCRUED INTEREST	0.00	
272-000-082.000	DUE FROM FRIENDS OF LIBRARY	0.00	
272-000-082.101	DUE FROM GENERAL FUND	0.00	
272-000-082.155	DUE FROM ENDOWMENT	0.00	
272-000-082.371	DUE FROM DEBT SERVICE	0.00	
272-000-082.472	DUE FROM EQUIPMENT AND FURNISHIN(	0.00	
272-000-084.000	DUE FROM OTHER FUNDS	0.00	
	Total Assets:	**884,636.24**	**884,636.24**
Liability			
272-000-202.000	ACCOUNTS PAYABLE	870.00	
272-000-214.101	DUE TO GENERAL FUND	0.00	
272-000-214.371	DUE TO DEBT SERVICE	0.00	
272-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00	
	Total Liability:	**870.00**	
Equity			
272-000-386.000	TERRY RESERVE	549,508.36	
272-000-387.000	ARCHIVES FUND BALANCE	41,151.26	
272-000-390.000	FUND BALANCE	280,574.17	
	Total Beginning Equity:	**871,233.79**	
Total Revenue		17,967.55	
Total Expense		5,435.10	
Revenues Over/Under Expenses		**12,532.45**	
	Total Equity and Current Surplus (Deficit):	**883,766.24**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**884,636.24**

Account	Name	Balance	
Fund: 371 - Debt Service Fund			
Assets			
371-000-001.000	CASH	0.00	
371-000-082.101	DUE FROM GENERAL FUND	0.00	
371-000-082.155	DUE FROM ENDOWMENT	0.00	
371-000-082.272	DUE FROM SPECIAL REVENUE	0.00	
371-000-082.472	DUE FROM EQUIPMENT AND FURNISHIN(	0.00	
	Total Assets:	**0.00**	**0.00**
Liability			
371-000-202.000	ACCOUNTS PAYABLE	0.00	
371-000-214.101	DUE TO GENERAL FUND	0.00	
371-000-214.272	DUE TO SPECIAL REVENUE	0.00	
371-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00	
371-000-251.000	ACCRUED INTEREST PAYABLE	3,887.50	
371-000-300.000	BONDS PAYABLE	1,720,000.00	
	Total Liability:	**1,723,887.50**	
Equity			
371-000-390.000	FUND BALANCE	0.00	
371-000-390.001	FUND BALANCE - EXPENDABLE	-1,723,887.50	
	Total Beginning Equity:	**-1,723,887.50**	
Total Revenue		0.00	
Total Expense		0.00	
Revenues Over/Under Expenses		**0.00**	
	Total Equity and Current Surplus (Deficit):	**-1,723,887.50**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**0.00**

HCDL Banking & Investment Summary

9/30/2025

Bank	Account Type	Description	Current Balance*	Fiscal YTD Interest	Interest Rate	APY	Maturity Date	Maturity Amount	Accrued Interest
BOAA	Checking	General Checking	200,000.00	2,934.86	4.410%	4.50%	n/a		
BOAA	Checking	Payroll Checking	572.70	-	0.000%	0.00%	n/a		
BOAA	Checking	Credit Processing	4,918.32	5.36	0.550%	0.55%	n/a		
BOAA	ICS	General Savings	6,028,474.52	73,212.67	4.400%	4.50%	n/a		
BOAA	ICS	272 Savings	490,047.91	5,314.04	4.400%	4.50%	n/a		
MI Class	Investment	Investment	1,511,055.65	16,604.25	4.408%	4.41%	n/a		
Comerica	Brokerage	Money Market	907.46	148.22	0.390%	0.39%	n/a		
Comerica	Brokerage	Government Bond FHLB	99,552.00	-	1.125%	1.54%	12/15/2025	100,000.00	88.89
			8,335,528.56	98,219.40					
			Overall Return		4.360%	4.45%			

Howell Carnegie District Library

OCTOBER 2025 Treasurer's Report

Detail

Date Range: 10/01/2025 - 10/31/2025

Account	Name	Beginning Cash Balance	Net Change	Ending Balance
101 - General Fund				
101-000-001.000	CASH - CHECKING.	153,354.94	(20,159.27)	133,195.67
101-000-001.002	CASH -CREDIT CHECKING	1,780.09	1,050.53	2,830.62
101-000-002.000	BOAA MONEY MARKET	5,891,358.90	(289,912.42)	5,601,446.48
101-000-002.001	COMERICA MMKT	43,274.57	-	43,274.57
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	46,143.35	-	46,143.35
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	11,041.54	-	11,041.54
101-000-002.004	FNB MMKT-TECHNOLOGY	137,792.77	-	137,792.77
101-000-007.000	CASH-PAYROLL CHECKING	500.05	-	500.05
101-000-017.000	MI CLASS - GENERAL	706,869.11	2,523.37	709,392.48
101-000-018.000	MI CLASS - CAPITAL RESERVE	387,307.77	1,390.52	388,698.29
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	93,020.19	332.74	93,352.93
Fund 101 - General Fund Total:		**7,472,443.28**	**(304,774.53)**	**7,167,668.75**
155 - Endowment				
Beginning Cash Balance				
155-000-001.000	CASH		-	-
155-000-001.002	ONLINE CASH		-	-
Total Beginning Cash Balance:		**-**	**-**	**-**
272 - Special Revenue				
272-000-001.000	CASH	46,267.59	1,575.32	47,842.91
272-000-001.001	BOAA CHECKING	-	5,000.00	5,000.00
272-000-001.002	CASH - CREDIT CHECKING	3,244.97	18.75	3,263.72
272-000-002.000	BOAA MONEY MARKET	490,047.91	(3,198.98)	486,848.93
272-000-017.000	MI CLASS	340,462.83	1,217.85	341,680.68
Fund 272 - Special Revenue Total:		**880,023.30**	**4,612.94**	**884,636.24**
371 - Debt Service Fund				
Beginning Cash Balance				
371-000-001.000	CASH	-	-	-
Fund 371 - Debt Service Fund Total:		**-**	**-**	**-**
Grand Total		**8,352,466.58**	**(300,161.59)**	**8,052,304.99**

Howell Carnegie District Library Board of Trustees
Director's Report for November 11, 2025

BOARD MEETING AGENDA
A-Nov 11, 2025 Agenda

CALL TO ORDER/APPROVAL OF AGENDA

ATTENDANCE

IN-SERVICE TRAINING: Review Financial Audit for 2024-2025 Fiscal Year
Julie McColl, Bredernitz, Wagner & Co., P.C.

POTENTIAL MOTIONS FOR ACTION AND DISCUSSION ITEMS

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

CONSENT AGENDA:
I move to approve the consent agenda.

A. Minutes from Oct 14, 2025
B-Consent Agenda A board_minutes_10-14-25

B. Bills & Payrolls
B-Consent Agenda B-Payment Register
B-Consent Agenda B-Payroll Bill

C. Updates
B-Consent Agenda C- Draft Library Closings 2026
B-Consent Agenda C-Draft update - Board Meeting Policies

Library Closings 2026 include one additional, unpaid day. Traditionally, the library is closed Christmas Eve, Christmas Day, and the Sunday between Christmas and New Year's. In 2026, Christmas Eve is a Thursday, Christmas Day is a Friday, and the Sunday of that weekend is the Sunday between Christmas and New Year's. I'm requesting an additional closing on Saturday, Dec 26, 2026. This is an unpaid closing, not an extra paid holiday.

There is one change to the Board Meeting Policies in the Comments From the Floor section. I've added (city or township only) in the following sentence. *Any individual desiring to speak shall give his/her name, address (city or township only), and group represented, if any.* I'm requesting the additional words added after Clare Membella's presentation last month on the Open Meetings Act and the need to protect Personally Identifiable Information (PII). As this is a simple, minor addition, I did not take this to the Policy Committee.

FINANCE:

1. I do not have October's penal fines to report.
2. The monthly budgetary status report and balance sheet are attached.
3. Treasurer's Report
4. The 9/30/25 HCDL Banking & Investment Summary is attached.

C-Financial Information A- Monthly Budgetary Status Report
C-Financial Information B- Balance Sheet
C-Treasurer's Report – October 2025 Monthly Summary
C-Treasurer's Report- 9/30/25 HCDL Banking & Investment Summary

COMMITTEE REPORTS - none

ACTION ITEMS

UNFINISHED BUSINESS:

- Request for a Motion related to the case before the Michigan Tax Tribunal

  I move to pursue the library's dispute over the change in property status, from exempt from ad valorem property taxation to commercial vacant, for the two contiguous undeveloped parcels of land located at 217 N. Center, Howell, Michigan, (assigned property parcel numbers 4717-36-102-052 and 4717-36-102-053), to the Michigan Tax Tribunal.

NEW BUSINESS:

- Request to Change Meeting Start Time to 6:00 pm for December 9 meeting.

  Traditionally, the board changes the start time for the December meeting to 6:00 pm.

DISCUSSION ITEMS:

- State of Michigan Minimum Wage Increase - January 1, 2026
  E-Draft Pay Structure

  Michigan's minimum wage will increase on January 1, 2026. At the December meeting, I will present a resolution updating the pay structure. The only change will be increasing the minimum wage amount to $13.73.

- Potential topics or guests for the January and April 2026 board meetings

  I have not scheduled a topic or guest speaker for the January or April 2026 board meetings. I've received the following suggestions - Dana Wnuk, Howell Opera House, Executive Director; Lexie Wilcox, Howell Main Street Inc. C.O.O. & Downtown Development Authority Director; newly elected Mayor of Howell, Nikolas Hertrich; Kristi Troy, Interim City Manager, City of Howell.

  Discussion at the meeting about these or any additional potential guests, and what we would like them to cover.

- Service Spotlight

  I will highlight a library service, resource, or collection.

MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- We added another vendor to the ACH Vendor List - Argent Institutional Trust. The full list is here. Argent Institutional Trust handles the library's bond payments; previously, Huntington Bank handled them.

- The annual appeal will be mailed the week before Thanksgiving.

- Gift from the Carnegie Foundation - Celebrating America's 250th Anniversary with $10,000 for Every Carnegie Library

  I am delighted to announce that Carnegie Libraries across America will each receive a $10,000 gift as part of Carnegie Libraries 250, a special initiative by Carnegie Corporation of New York to commemorate the 250th anniversary of the signing of the Declaration of Independence.

  Our founder, Andrew Carnegie, who championed the free public library movement of the late 19th century, described libraries as "cradles of democracy" that "strengthen the democratic idea, the equality of the citizen, and the royalty of man." At Carnegie, we still believe in his vision and are honored to recognize our connection to the libraries he founded.

  We contacted each Carnegie Library and confirmed that about 1,280 still operate and acknowledge their association with Carnegie, making them eligible for this gift. Libraries may use the funds in any way they choose to mark the anniversary, further their mission, and benefit their community.

  The $10,000 library gifts anchor a $20 million special initiative created to celebrate next year's 250th anniversary by supporting America's civic institutions and organizations that foster civic participation and bring people together.

  Please join us in celebrating the service of Carnegie Libraries in communities nationwide.

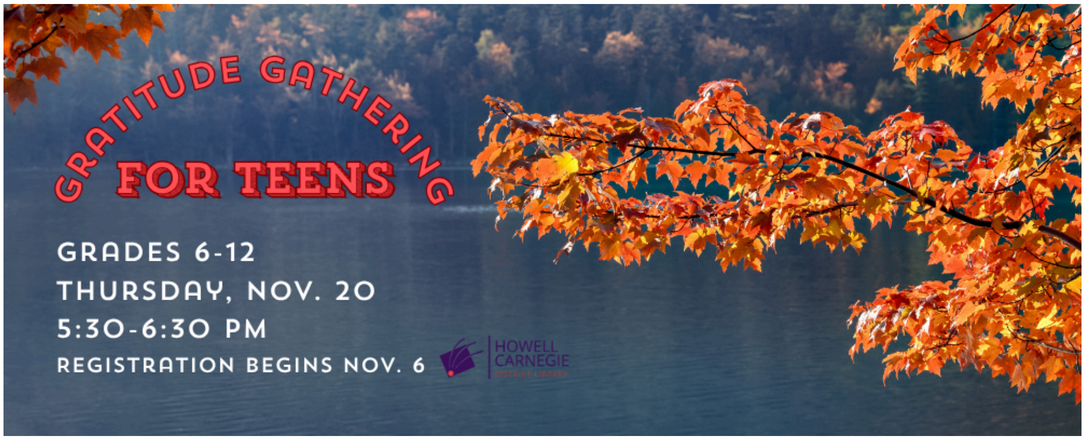
  Dame Louise Richardson
  President, Carnegie Corporation of New York

PERSONNEL:

- Nothing to report.

LIBRARY EVENTS:

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



DIY Holiday Photos
Get decked out in your favorite ugly sweater or holiday best for a DIY photo shoot at the library. Bring your phone or camera and take a picture of you and your friends/family against a festive background. Drop-in; no registration required.

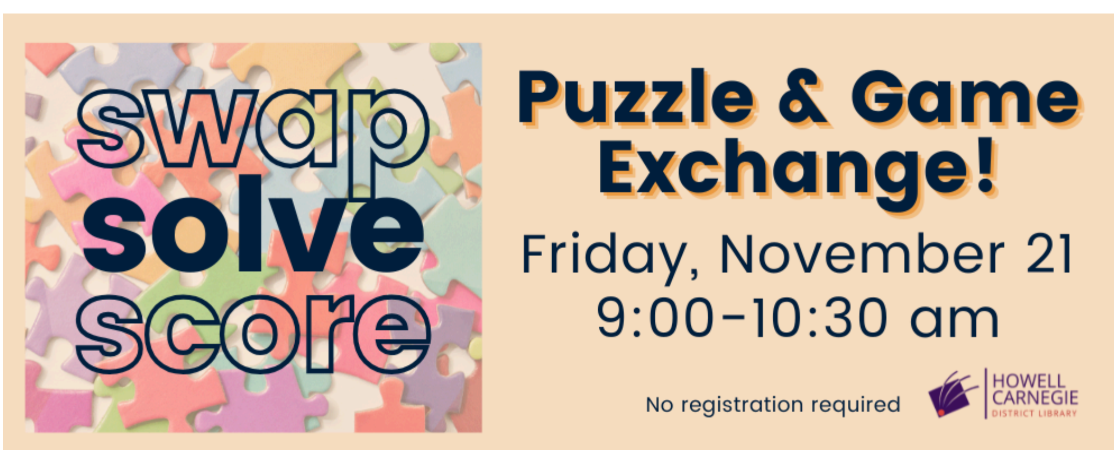
DIY Holiday Photos will be available for the whole weekend:

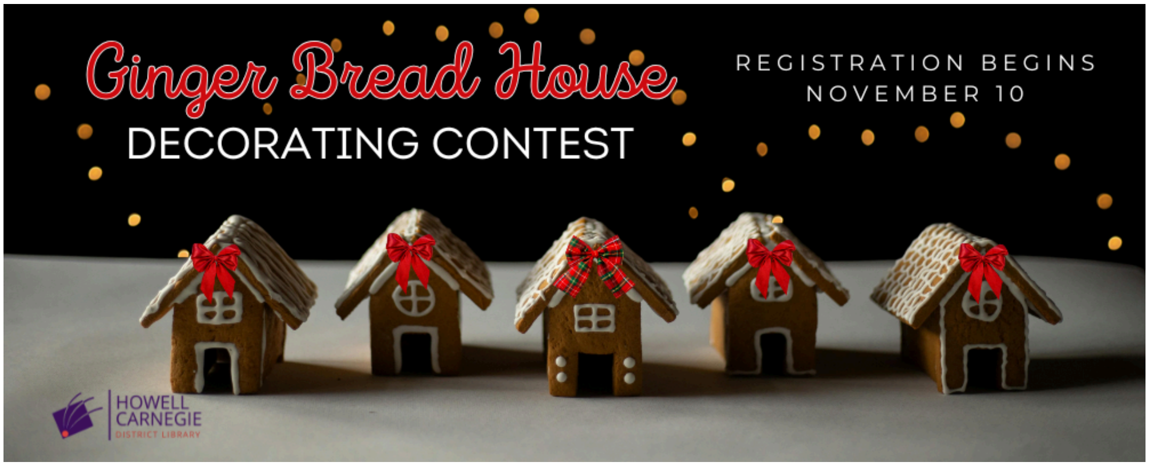
Friday, December 5, 11am-4pm
Saturday, December 6, 9am-4pm
Sunday, December 7, 12-4pm

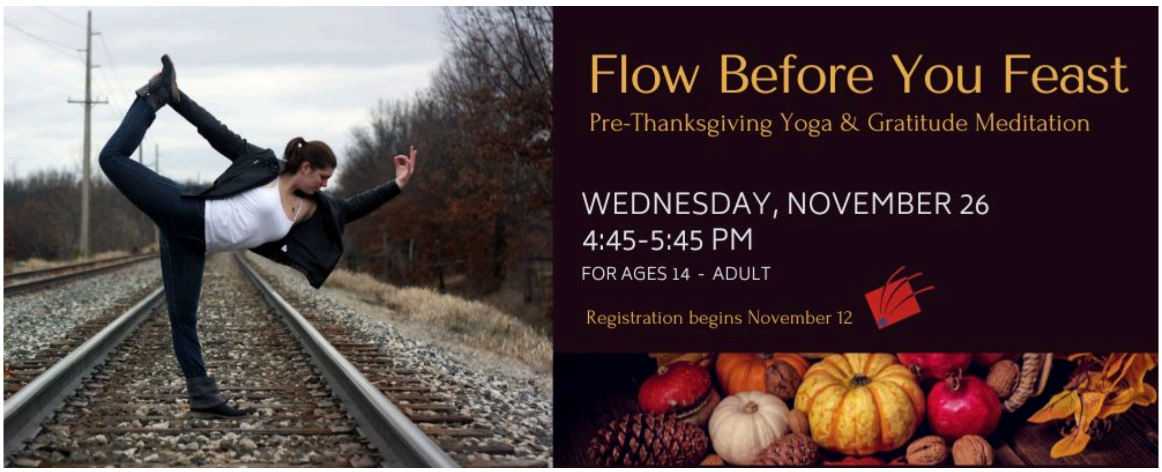
Santa at the Library
Santa is visiting the library! Bring your phone or camera and take photos with Jolly Old St. Nick in our East Wing. Drop-in; no registration required. Free.

Saturday, December 6, 9am-11am

- Reference or Adult Programming [calendar of events](#).







COMMUNITY ENGAGEMENT:

- The library is a Toys for Tots collection site through December 12, 2025.
- View the student artwork and the featured artists of the Livingston Fine Arts Association.

TRUSTEE NOTEBOOK:

Added to Library of Michigan Resources for Trustees (section) Library of MI - Library Law Training (Heading):

OMA - A Refresher (presentation to the library board on October 14, 2025)

Here's the link to the Google Site - Board of Trustees Notebook

Holly Ward Lamb 11/07/25

Pay Structure January 1, 2026

Grade	Job Title	Entry		Mastery	
		Minimum	Developing A	Developing B	Mastery
23	Director	90,100	99,100	108,100	112,600
20	Head of Adult & Technical Services Head of Youth Services	70,100	77,100	84,100	87,600
19	Information Technology Manager	66,200	72,800	79,400	82,800
18	Patron Services 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 - Patron Services Library Asst - Tech Services Maintenance Tech Sub Library Asst - Adult and Youth	18.65	20.14	21.63	22.36
6	Sub Library Asst - Patron Services	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	13.73	13.73	14.23	14.66

Vendors Paid via EFT

Vendor Name	Method	Date Added	
Agilebits (Password1)	ACH	12/2/2024	
Amazon	ACH Debit		
Argent Institutional Trust	ACH	10/31/2025	(Formerly Huntington)
BOAA Visa	ACH Debit		
Cengage	ACH	6/19/2023	
Comcast	ACH Debit		
Consumers	ACH Debit		
Dell Marketing	ACH	11/2/2023	
Fire Pros	ACH	3/20/2024	
Ebsco	ACH	6/14/2023	
Envisionware	ACH	11/7/2023	
Health Equity	ACH Debit		
Hoopla	ACH	7/1/2023	
Innovative	ACH	6/19/2023	
Kanopy	ACH	9/13/2023	
MERS	ACH Debit		
Midwest Tape	ACH	6/12/2023	
MML Liability & Property	ACH	7/1/2023	
OCLC	ACH	7/1/2023	
Ooma	ACH	10/31/2025	
Otis Elevator	ACH	11/1/2023	
OverDrive	ACH	6/14/2023	
PBC Guru	ACH	2/1/2024	
PFM Financial Advisors	ACH	12/1/2023	
Pronunciator	ACH	8/26/2025	
Quill	ACH	9/13/2023	
Springshare LLC	ACH	10/31/2025	
The Library Network	ACH	1/16/2024	
Trevipay (Walmart)	ACH	10/31/2025	