

HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Agenda for June 9, 2026
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 **Consent Agenda:**

A. Minutes from May 12, 2026

B. Bills & Payrolls

C. Annual Resolutions

Resolution 26-03 to authorize transfer of funds from one fund to another fund

Resolution 26-04 to authorize transfer of funds from reserve to revenue

Resolution 26-05 to amend the budget for fiscal year 2025-2026

Resolution 26-06 to adopt a budget for fiscal year 2026-2027

Resolution 26-07 to adopt a new pay rate structure

Resolution 26-08 to authorize a wage adjustment for library staff

Resolution 26-09 to honor the service of Maria Stuart

D. Policy Update - Use of Meeting Rooms

7:15 Announcements & Comments from the public

7:20 President's Report

7:30 Committee Reports - None

7:32 Director's Report

Action Items:

Unfinished Business: None

New Business:

7:35 Use of Library Grounds Request from Allisson Hover for Saturday, June 13, 2026

7:40 Elect Board Officers 2026-2027

Discussion Items:

7:45 Review Trustee Assessment Summary

7:55 Discuss Annual Board Commitment to Excellence

8:00 Conduct Annual Performance Appraisal of the Director

8:20 Comments & Concerns of Board Members

8:21 Next Meeting - Tuesday, July 14, 2026 at 7:00pm

Adjourn

VISION: Inspire and connect

MISSION: Providing a welcoming hub for resources and experiences

(UNAPPROVED)
HOWELL CARNEGIE DISTRICT LIBRARY
Board of Trustees
Minutes of May 12, 2026

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

President Kathryn Tuck had an unexpected and unavoidable situation arise before the meeting and requested that the agenda be amended to postpone the evaluation of the library director. Jennifer Earl moved to approve the agenda with that amendment. Maria Stuart seconded, and a quorum of the board unanimously approved.

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

Member(s) Absent: Kathryn Tuck.

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

Bob Ellis moved to approve the consent agenda as presented, including **a) Minutes of April 14, 2026**, and **b) Bills & Payrolls, including the payment register dated 04/01/2026 through 04/30/2026 for the amount of \$301,768.86**. Jacob Schlittler seconded, and a quorum of the board unanimously approved.

Comments from the Public: None.

There was no President's Report.

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.

Committee Reports: None.

Director Holly Ward Lamb reported that the library will participate with other downtown businesses to celebrate “517 Day” on May 17. She shared the “517 reads” buttons that the library will give away that day. Director Lamb reviewed the kickoff meeting between the library’s leadership team and staff from MCD Architects. The architects reviewed the scope of the project and asked general questions, such as what is working and what isn’t. They reviewed the floor plan, toured and videotaped the building, and we pointed out where things weren’t working. The rough timeline is to have a preliminary space utilization plan to review with the leadership team during the third week in June, and wrap it up by the middle of October. She reiterated that this is a rough timeline.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- Jacob Schlittler moved to approve a purchase agreement with MDIS for an outdoor speaker system for \$31,688.76. Maria Stuart seconded, and a quorum of the board unanimously approved. Trustee Bob Ellis questioned the amount of this purchase and the process used to choose MDIS. Trustee Schlittler asked whether we have a threshold that, when met, would trigger sending out an RFQ and soliciting bids. Director Lamb stated that the library does not have a purchasing policy, but that we do have an existing relationship with MDIS. She stated there are very few companies that do the specific kind of work necessary for this project. He suggested that, for purposes of transparency, we should have something in place for the future. Bob Ellis expressed concern about spending a large sum of money without conducting due diligence.
- Bob Ellis moved to approve the library grounds use request from Howell Recreation, August 10-17, 2026. Jennifer Earl seconded, and a quorum of the board unanimously approved.

DISCUSSION

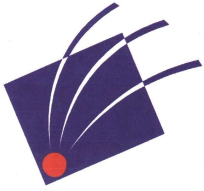
- Director Lamb provided a detailed review of the draft budget for fiscal year 2026-2027.
- Director Lamb reviewed the proposed pay structure with the board.
- Director Lamb asked the board to complete the annual trustee assessment. She will email them a link to the assessment.

COMMENTS & CONCERNS OF BOARD MEMBERS

Susan Pominville expressed her excitement about Art Doing Good and stated that the Rotary Club of Howell is currently offering a \$5,000 match on donations to the project. Holly Ward Lamb reminded the board about the public hearing on the proposed budget on June 9 at 6:45 pm, immediately before the next board meeting.

Without objection, Vice President Susan Pominville adjourned the meeting at 7:40 pm.

Kathleen Murray, Recording Secretary



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Fund 101-General Fund						
01239	ARGENT INSTITUTIONAL TRUST	05/06/2026	EFT	0.00	193,325.00	410
01246	FOLLETT CONTENT SOLUTIONS LLC	05/06/2026	EFT	0.00	682.60	411
01236	INGRAM LIBRARY SERVICES	05/06/2026	EFT	0.00	2,428.05	412
	Void	05/06/2026	EFT	0.00	0.00	413
22	MIDWEST TAPE LLC	05/06/2026	EFT	0.00	2,603.70	414
939	OVERDRIVE	05/06/2026	EFT	0.00	2,241.89	415
8465	QUILL CORPORATION	05/06/2026	EFT	0.00	225.01	416
TLN	THE LIBRARY NETWORK	05/06/2026	EFT	0.00	820.00	417
01240	TREVIPAY	05/06/2026	EFT	0.00	187.32	418
1074	EBSCO	05/20/2026	EFT	0.00	35.99	419
750	ENVISIONWARE INC.	05/20/2026	EFT	0.00	633.94	420
01246	FOLLETT CONTENT SOLUTIONS LLC	05/20/2026	EFT	0.00	624.62	421
1194	HOOPLA-MIDWEST TAPE	05/20/2026	EFT	0.00	12,341.56	422
01236	INGRAM LIBRARY SERVICES	05/20/2026	EFT	0.00	1,195.62	423
1469	KANOPY	05/20/2026	EFT	0.00	450.50	424
22	MIDWEST TAPE LLC	05/20/2026	EFT	0.00	895.97	425
1005	OTIS ELEVATOR COMPANY	05/20/2026	EFT	0.00	203.58	426
939	OVERDRIVE	05/20/2026	EFT	0.00	3,037.78	427
XBS	XEROX CORP	05/06/2026	Regular	0.00	736.00	4691
01269	ALLISON WALTER	05/06/2026	Regular	0.00	25.00	4692
1167	BRANCH DISTRICT LIBRARY	05/06/2026	Regular	0.00	7.55	4693
900	BRODART CO.	05/06/2026	Regular	0.00	574.39	4694
01250	BUGS ON WHEELS LLC	05/06/2026	Regular	0.00	1,000.00	4695
01250	BUGS ON WHEELS LLC	05/06/2026	Regular	0.00	-1,000.00	4695
1225	CITY OF HOWELL	05/06/2026	Regular	0.00	665.20	4696
1440	DATA AXLE	05/06/2026	Regular	0.00	480.00	4697
01034	FOXSCAPES	05/06/2026	Regular	0.00	1,135.00	4698
01228	GENPRO	05/06/2026	Regular	0.00	100.00	4699
01267	Harvey G. Ager M.D., P.L.L.C/Psychiatry	05/06/2026	Regular	0.00	1,000.00	4700
411	JANICE HEILMAN	05/06/2026	Regular	0.00	1,000.00	4701
1091	JUNIOR LIBRARY GUILD	05/06/2026	Regular	0.00	5,484.24	4702
01272	MCD ARCHITECTS	05/06/2026	Regular	0.00	4,900.00	4703
6060	DIANE MCKEE	05/06/2026	Regular	0.00	1,716.23	4704
MCLS	MIDWEST COLLABORATIVE FOR LIBRARY SERVI	05/06/2026	Regular	0.00	5,337.15	4705
588	KATHLEEN MURRAY	05/06/2026	Regular	0.00	50.00	4706
807	PLAYAWAY PRODUCTS, LLC	05/06/2026	Regular	0.00	49.98	4707
01194	ROSEN PUBLISHING	05/06/2026	Regular	0.00	54.60	4708
01190	SARA HEMMEKE	05/06/2026	Regular	0.00	288.03	4709
01198	THE CREATIVE COMPANY	05/06/2026	Regular	0.00	436.26	4710
1232	T-MOBILE	05/06/2026	Regular	0.00	565.25	4711
01262	VALSOFT IRELAND LIMITED	05/06/2026	Regular	0.00	9,831.00	4712
7705	POST OFFICE - PERMIT	05/12/2026	Regular	0.00	5,000.00	4713
XBS	XEROX CORP	05/20/2026	Regular	0.00	131.39	4714
01092	ABLE EYES	05/20/2026	Regular	0.00	99.00	4715
01070	ANNA HOFFMAN	05/20/2026	Regular	0.00	138.04	4716
1223	AT&T MOBILITY	05/20/2026	Regular	0.00	783.40	4717
900	BRODART CO.	05/20/2026	Regular	0.00	155.57	4718
1143	DELTA DENTAL	05/20/2026	Regular	0.00	37.49	4719
1600	DEMCO	05/20/2026	Regular	0.00	240.36	4720
1549	DTE ENERGY	05/20/2026	Regular	0.00	3,249.13	4721
1338	DYNAMIC SCHOOL ASSEMBLIES, INC	05/20/2026	Regular	0.00	395.00	4722
01159	ELEMENTONE CONSULTING INC.	05/20/2026	Regular	0.00	3,500.00	4723
1419	EVAN HALLER	05/20/2026	Regular	0.00	200.00	4724
2760	FIRST IMPRESSIONS PRINT & MARKETING	05/20/2026	Regular	0.00	5,088.23	4725

HCDL Payment Register

Date Range: 05/01/2026 - 05/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01034	FOXSCAPES	05/20/2026	Regular	0.00	1,545.00	4726
01024	GOVERNMENT FORMS & SUPPLIES	05/20/2026	Regular	0.00	211.05	4727
01148	GREY HOUSE PUBLISHING INC.	05/20/2026	Regular	0.00	2,595.00	4728
01223	HSC GROUP	05/20/2026	Regular	0.00	600.00	4729
01135	JESSICA BYRNS	05/20/2026	Regular	0.00	32.18	4730
1141	K & J ELECTRIC, INC.	05/20/2026	Regular	0.00	1,250.00	4731
01091	KRISTA SMITH	05/20/2026	Regular	0.00	300.00	4732
232	LERNER PUBLISHING GROUP	05/20/2026	Regular	0.00	21.99	4733
01182	MELISSA STEWART	05/20/2026	Regular	0.00	500.00	4734
1461	METRO DETROIT INTEGRATED SYSTEMS LLC	05/20/2026	Regular	0.00	15,844.38	4735
588	KATHLEEN MURRAY	05/20/2026	Regular	0.00	260.91	4736
9390	SONITROL GREAT LAKES - MICHIGAN	05/20/2026	Regular	0.00	292.97	4737
1045	THOMSON REUTERS	05/20/2026	Regular	0.00	812.00	4738
01109	TIPTOP ENTERTAINMENT LLC	05/20/2026	Regular	0.00	575.00	4739
1460	TYLER TECHNOLOGIES	05/20/2026	Regular	0.00	16,663.18	4740
01275	WILLIAM HEILMAN, JR.	05/20/2026	Regular	0.00	300.00	4741
01276	CAL J LaFOUNTAIN	05/26/2026	Regular	0.00	450.00	4742
1346	EMILY ALLISON-SIEP	05/27/2026	Regular	0.00	25.00	4743
01206	AMBER CARNAHAN	05/27/2026	Regular	0.00	25.00	4744
14	GERALYN BATTLE	05/27/2026	Regular	0.00	-342.00	4745
14	GERALYN BATTLE	05/27/2026	Regular	0.00	342.00	4745
01250	BUGS ON WHEELS LLC	05/27/2026	Regular	0.00	1,000.00	4746
1316	RACHEL CLEER	05/27/2026	Regular	0.00	25.00	4747
1402	AUTUMN DAVENPORT	05/27/2026	Regular	0.00	50.00	4748
01207	KATE ROSSETTER	05/27/2026	Regular	0.00	25.00	4749
01208	VALERIE SHINABARGER	05/27/2026	Regular	0.00	25.00	4750
01277	SUP DOGS LLC	05/27/2026	Regular	0.00	1,400.00	4751
19	MERS	05/04/2026	Bank Draft	0.00	3,693.95	DFT0000666
1473	HEALTH EQUITY	05/04/2026	Bank Draft	0.00	303.44	DFT0000667
1250	CONSUMERS ENERGY	05/06/2026	Bank Draft	0.00	890.64	DFT0000669
1197	AMAZON	05/07/2026	Bank Draft	0.00	2,921.90	DFT0000670
1378	BANK OF ANN ARBOR - VISA	05/13/2026	Bank Draft	0.00	10,493.27	DFT0000671
1473	HEALTH EQUITY	05/06/2026	Bank Draft	0.00	6.00	DFT0000672
01274	EMPOWER	05/20/2026	Bank Draft	0.00	4,055.99	DFT0000673
1473	HEALTH EQUITY	05/20/2026	Bank Draft	0.00	303.44	DFT0000674
19	MERS	05/18/2026	Bank Draft	0.00	8,667.66	DFT0000675

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	64	61	0.00	99,624.15
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-1,342.00
Bank Drafts	9	9	0.00	31,336.29
EFT's	89	18	0.00	221,933.13
	162	90	0.00	351,551.57

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	64	61	0.00	99,624.15
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-1,342.00
Bank Drafts	9	9	0.00	31,336.29
EFT's	89	18	0.00	221,933.13
	162	90	0.00	351,551.57

Fund Summary

Fund	Name	Period	Amount
101	General Fund	5/2026	351,551.57
			351,551.57

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

Payroll

Approve Payrolls of:	In the Amounts of:
5/20/2026	\$50,099.15
6/3/2026	\$49,254.34
TOTALS	\$99,353.49

Resolution 26-03

RESOLUTION TO AUTHORIZE
THE TRANSFER OF FUNDS from ONE FUND to another FUND
To BALANCE ALL FUNDS in the 2025-2026 BUDGET

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 9th day of June 2026 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Member: XX

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

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

WHEREAS, the Howell Carnegie District Library budgeted some of these fund balances to be spent in 2025-2026, and

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

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

AYES: Members: XX

NAYS: Member: XX

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 9, 2026, 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

HOWELL CARNEGIE DISTRICT LIBRARY

TRANSFERS from One Fund to another Fund 2025-2026

June 9, 2026

In order to balance our budget line items, matching revenue with expenditures, the following transfers between funds are proposed for the 2025-2026 budget:

FUND 101 GENERAL FUND

FUND 101 General Fund to Fund 371 Debt Service

1. Transfer \$217,150 from Fund 101 account 101-790-995.000 Transfer Out to Fund 371 account 371-000-699.000 Transfer In to cover the Debt Service to make the Bond Payments

Resolution 26-04

RESOLUTION TO TRANSFER FUNDS FROM THE FUND BALANCE INTO THE
2025-2026 BUDGET AS REVENUES

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

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PRESENT: Member(s):

ABSENT: Member(s):

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

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

WHEREAS, the Howell Carnegie District Library budgeted some of these fund balances to be spent in 2025-2026, and

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

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

AYES: Members:

NAYS: Members:

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 9, 2026, 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

HOWELL CARNEGIE DISTRICT LIBRARY

FUND TRANSFERS from Reserves to Budget Revenues: 2025-2026

June 9, 2026

In order to balance our budget line items, matching revenue with expenditures, the following transfers are proposed from the fund balance into the 2025-2026 budget as revenues:

FUND 101 GENERAL FUND

REVENUES:

1. Transfer \$114,150.00 from 101 000-382.000 Technology Reserve (Designated Fund Balance) into the 2025-2026 budget line item 101-000-692.001 Prior Year Designated
2. Transfer \$980,672.29 from 101 000-380.000 Reserve-Capital Expenditure (Designated Fund Balance) into the 2025-2026 budget line item 101-000-692.001 Prior Year Designated Fund Balance to show as Revenue.

Resolution 26-05

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

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

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PRESENT: Members: XX

ABSENT: Members: XX

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

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

WHEREAS, the Board practices sound fiscal management,

NOW, THEREFORE BE IT RESOLVED that, the Board hereby adopts the attached amended budget for Funds 101 and 272 for the fiscal year July 1, 2025 through June 30, 2026.

AYES: Members: XX

NAYS: Members: XX

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 9, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

HOWELL CARNEGIE DISTRICT LIBRARY
BUDGET 2025-2026
AMENDMENTS
June 9, 2026

FUND 101

Increase revenues

101-000.692.001	Prior Yr Des. Fund Balance	480,672.29
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Increase expenditures

101-790-971.000	Cap Improv	480,672.29
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Transfer from

101-790.999.000	Contingencies	75,000.00
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Transfer to

101-790-782.001	Electronic Media	75,000.00
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FUND 272

Increase Revenues

272-000-675.000	Special Events Revenue	9,000.00
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Increase expenditures

272 790-767.000	Special Events Expenditures	9,000.00
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Resolution 26-06

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

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 9th day of June 2026 at 7:00pm, Eastern Daylight Time.

PRESENT: Members:

ABSENT: Members:

The following resolution was offered by Member Ellis and supported by Member Earl:

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

WHEREAS, the Board practices sound fiscal management,

NOW, THEREFORE BE IT RESOLVED that, the Board hereby adopts the attached budget for the fiscal year July 1, 2026 through June 30, 2027.

AYES: Members:

NAYS: Members: None

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 9, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

Howell Carnegie District Library Budget

	2026-27		2026-27		2026-27	%
	Budget		Received		Uncollected	Received

Revenues 101

Taxes	3,974,085.00		0.00		3,974,085.00	0.00%
Federal Grants	0.00		0.00		0.00	0.00%
State Grants	62,958.00		0.00		62,958.00	0.00%
Charges for Services	9,560.00		0.00		9,560.00	0.00%
Fines & Forfeits	77,200.00		0.00		77,200.00	0.00%
Investment & Interest Income	50,000.00		0.00		50,000.00	0.00%
Other Revenue	701,600.00		0.00		701,600.00	0.00%

GRAND TOTAL	4,875,403.00		0.00		4,875,403.00	0.00%
	2026-27		2026-27		2026-27	%Spent
	Budget		Spent		Remaining	

Expenditures 101

Personnel Services	1,987,225.00		0.00		1,987,225.00	0.00%
Library Supplies	47,000.00		0.00		47,000.00	0.00%
Other Services & Charges	103,650.00				103,650.00	
Professional & Contractual Services	114,450.00		0.00		114,450.00	0.00%
Bldg & Maintenance	309,147.00		0.00		309,147.00	0.00%
Materials/Programs	576,920.00		0.00		576,920.00	0.00%
Information Technology	358,971.00				358,971.00	
Capital Outlay	500,000.00		0.00		500,000.00	0.00%
Other Financing	878,040.00		0.00		878,040.00	0.00%

GRAND TOTAL	4,875,403.00		0.00		(4,875,403.00)	0.00%
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2026-27	2026-27	2026-27	%
Budget	Received	Uncollected	Received

Revenues 272

Investment & Interest Income	1,100.00		0.00		1,100.00	0.00%
Donations & Other Revenue	44,000.00		0.00		44,000.00	0.00%
Other Financing Sources	17,000.00		0.00		17,000.00	0.00%
GRAND TOTAL	62,100.00		0.00		62,100.00	0.00%

2026-27	2026-27	2026-27	%Spent
Budget	Spent	Remaining	

Expenditures 272

Library Supplies	36,000.00		0.00		36,000.00	0.00%
Other Services & Charges	2,100.00		0.00		2,100.00	0.00%
Capital Outlay	5,000.00		0.00		5,000.00	0.00%
Friends of the Library	12,500.00		0.00		12,500.00	0.00%
GRAND TOTAL	55,600.00		0.00		(55,600.00)	0.00%

2026-27	2026-27	2026-27	%
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Debt Service	Budget	Received	Uncollected	Received
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Revenues 371

Other Financing	222,050.00		0.00		222,050.00	0.00%
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GRAND TOTAL	222,050.00		0.00		222,050.00	0.00%
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2026-27	2026-27	2026-27	%Spent
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Budget	Spent	Remaining
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Expenditures 371

Debt Service	221,550.00		0.00		221,550.00	0.00%
Other Services & Charges	500.00		0.00		500.00	0.00%

GRAND TOTAL	222,050.00		0.00		(222,050.00)	0.00%
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The general appropriations act shall set forth the total number of mills ad valorem property taxes to be levied and the purposes for which that millage is to be levied. The amendatory act that added this subsection shall be known and may be cited as "the truth in budgeting act."

RESOLUTION TO APPROVE PAY RATE STRUCTURE CHANGE

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 9th day of June 2025 at 7:00pm Eastern time.

PRESENT: Members: XX

ABSENT: Member: XX

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED that the Board does hereby approve the new Pay Rate Structure as recommended by the library director effective July 26, 2026.

AYES: Members:

NAYS: Member:

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 June 9, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

Howell Carnegie District Library
 Pay Structure
Proposed Effective July 26, 2026

Grade	Job Title	Entry		Mastery	
		Minimum	Developing A	Developing B	Mastery
23	Director	93,000	102,300	111,600	116,200
20	Head of Adult & Technical Services	72,200	79,400	86,600	90,200
	Head of Youth Services				
19	Information Technology Manager	68,200	75,000	81,800	85,300
18	Patron Services Supervisor	64,500	71,000	77,400	80,600
16	Business Office Administrator	27.93	30.63	33.32	34.66
	Communications Coordinator				
15	Librarian	26.49	28.99	31.49	32.74
12	Library Asst - Adult Services	22.21	24.18	26.11	27.12
	Library Asst - Youth Services				
10	Bookkeeper	20.63	22.36	24.09	24.95
8	Library Asst - Patron Services	19.42	20.96	22.55	23.32
	Library Asst - Tech Services				
	Maintenance Tech				
	Sub Library Asst - Adult and Youth				
6	Sub Library Asst - Patron Services	18.37	19.76	21.15	21.83
4	Administrative Clerk	17.26	18.51	19.76	20.38
3	Custodian	16.78	17.93	19.13	19.71
2	Page/Shelver B	15.91	17.02	18.13	18.70
1	Page/Shelver A	15.00	16.06	17.12	17.64

Resolution 26-08

RESOLUTION TO APPROVE WAGE ADJUSTMENTS AS RECOMMENDED BY
THE LIBRARY DIRECTOR

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 9th day of June 2026 at 7:00pm Eastern Daylight time.

PRESENT: Members: XX

ABSENT: Members: XX

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED that, the Board does hereby approve the wage adjustments as recommended by the library director to take effect on July 26, 2026.

AYES: Members: XX

NAYS: Members: XX

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 9, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees

RESOLUTION TO HONOR THE SERVICE OF

Maria Stuart

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 9th day of June 2026 at 7:00 pm, Eastern Daylight Time.

PRESENT: Members:

ABSENT: Members:

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

WHEREAS, Maria Stuart has served on the Howell Carnegie District Library Board of Trustees for two four-year terms, from July 2018 through June 2026, and

WHEREAS, Maria served on the Policy Committee for all eight years, the Archives Committee for seven years, and the Nominating and Recruiting Committee for seven years, and

WHEREAS, Maria served as the Vice President of the Board for two years, July 2021 - June 2023, and

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

WHEREAS, Maria consistently participated in thoughtful dialogue, gave thoughtful consideration to all discussion topics, and utilized her professional journalism experience and knowledge of grammar 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 Maria Stuart for her years of dedicated service and bestow the title of Library Trustee Emeritus upon her. We wish Maria well in all her future pursuits.

AYES: Members:

NAYS: Members:

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of the Howell Carnegie District Library, County of Livingston, State of Michigan, at a regular meeting held on June 9, 2026 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



Use of Public Meeting Rooms Policy

Policy Statement

The Howell Carnegie District Library (HCDL, Library) provides meeting rooms (the Meabon Room and the Colbert Room) so that the Library can promote its program of service to the community. The Library Board of Trustees recognizes that the Library facilities belong to the community and permits use of the facilities on an equitable basis to as many organized groups and businesses as possible for educational, cultural and informational community meetings and programs conducted on a non-profit basis.

For-profit organizations or businesses using either meeting room are limited to staff training opportunities for employees of that organization or business only.

General Use

1. Library programs and Library related activities have first priority for scheduling use of the facilities, after which other applications will be considered on a first-come, first-served basis.
2. The Library may ask users to reschedule meetings in the event the Library has to schedule a special Library Board meeting or other Library sponsored or co-sponsored event.
3. The Library Board reserves the right to limit an organization to four meetings during a twelve-month period in order to accommodate general demand for the use of the meeting rooms.
4. The applicant is responsible for room setup and cleanup, and these times should be included on the application.
5. The use of paint, glue, markers, or anything else that may stain or damage carpets and furniture will be prohibited in the Colbert Room. Groups using these items in the Meabon Room must bring their own drop cloths and plastic tablecloths to protect the carpet and tables.
6. Private, personal, or family functions are not permitted in the meeting rooms.
7. All meetings shall be open to the public. Events held in meeting rooms shall be open to all without restriction based on religion, race, color, national origin, arrest record, genetic information, sex, age, height, weight, marital status or disability, in accordance with [Michigan law](#).
8. Permission to use the meeting rooms does not imply endorsement by the Library.
9. Users shall not use the Library's name for any purpose other than to indicate the location of the meeting. The name, address, or telephone number of the Library shall not be used as the address, information contact source, or headquarters for users using the Library meeting rooms.
10. Literature may be distributed during the meeting inside the meeting room, but not outside of the meeting room. Printed materials shall not be left on Library property without prior approval of the Library Director.

11. Use of the meeting rooms shall not include an admission fee. Nonprofit users may charge fees for learning materials.
12. The meeting rooms shall not be used by organizations or groups for events which have the primary objective of fundraising unless the library is the sole recipient of the funds raised.
13. The sale of books, CDs and other items by authors or artists as a part of Library programming shall be permitted. Sales or activities that directly benefit the Library shall be permitted. Any exceptions to this must be approved by the Library Director.
14. Only light refreshments (e.g. coffee and cookies, but no meals) may be served in the meeting rooms. Organizations using the meeting rooms shall provide all equipment and utensils needed and leave the room in the condition it was found prior to the meeting, cleaning up thoroughly.
15. No alcoholic beverages are permitted in the meeting rooms.
16. The Library is a smoke free environment, in accordance with [Michigan law](#).
17. The capacity of the meeting rooms is:
 - Colbert Room – up to 15
 - Meabon Room – up to 100

The supervising or responsible adult shall comply with capacity limits and/or local fire department occupancy regulations.

18. Users of Library facilities must observe the [Library's Rules of Conduct policy](#) and all other [Library policies](#). The responsible party must make program attendees aware of the Library's policies and its regulations.
19. Activities that disturb regular Library functions are not permitted.
20. All participants are asked to use the rear (Clinton St.) entrance of the Library.
21. Any application may be rejected or previously granted permission withdrawn for violation of the Use of Public Meeting Rooms policy.

Liability

1. All organizations, groups or businesses will agree to hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during, or be caused in any way by, such use of the Library facilities.
2. In the event of cancellation of the use of the meeting room by the Library due to an emergency, the Library is not obligated to provide an alternate meeting space.
3. Groups using the facilities agree to leave the room and equipment in the same condition it was prior to their meeting. Extra custodial costs or costs of damages incurred as a result of the group using the meeting room shall be paid by the applicant.
4. Adult supervision (over the age of 21) is required for all youth groups.
5. Nonprofit groups within the district that meet more than once per week will be charged the same fee as nonprofit groups outside of the district (see Schedule of Fees).
6. Fees are charged in increments of 4-hour blocks of time. Fees will not be prorated.

Schedule of Fees

	Non-profit Group within HCDL district	Non-profit Group outside HCDL district	*For-profit Group with taxable property within HCDL district	*For-profit Group outside of HCDL district
Meabon Room, regular library hours	\$0.00	\$125 per 4 hour block minimum	\$125 per 4 hour block minimum	\$250 per 4 hour block minimum
Colbert Room, regular library hours	\$0.00	\$50 per 4 hour block minimum	\$50 per 4 hour block minimum	\$100 per 4 hour block minimum
Beyond regular library hours**	\$25.00	\$25.00	\$25.00	\$25.00

*For-profit organizations or businesses are limited to using HCDL's meeting rooms for staff training opportunities for employees of that organization or business

**Regular library hours are: 9:00am – 7:00pm, Monday through Thursday; 9:00am – 4:00pm Friday and Saturday. The fee applies before 9:00am or after 7:00pm. Meeting rooms are not available on Sunday.

Scheduling Procedures

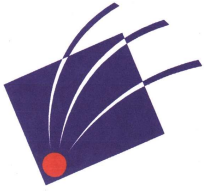
1. The Library Administration Department authorizes the use of the rooms and maintains the schedule. To verify availability of a Meeting Room, please check the [Meeting Rooms space availability webpage](#) or ask at a public service desk.
2. Meeting Rooms may be scheduled no less than 1 week or no more than 45 calendar days prior to the scheduled date. The [online request form](#) must be completed at time of reservation request.
3. Meeting Rooms may be used for meetings during regular Library hours.
4. Provided a building supervisor is available, Meeting Rooms may be used before/beyond the regular hours as follows:
 - a. The Meeting Rooms must be vacated no later than 8 pm Monday through Thursday.
 - b. Meeting Rooms are **not** available: before 8 am or after 8 pm Monday – Thursday; before 8 am or after 4 pm Friday; before 9 am or after 4 pm Saturday; or any time on Sunday.
5. Include time for set-up and clean-up when scheduling times for use of the Meeting Rooms.
6. All Meeting Room setup and amenities shall be requested at the time the application is submitted. Users wishing to use Library-supplied equipment must make that request at

the time of application. Users have no guarantee that equipment will be available for use unless scheduled in advance.

7. The Library will make every effort to notify scheduled users of the unavailability of the meeting room in the case of emergencies.
8. Reservations are considered confirmed after the applicant receives an approval confirmation email.
9. Twenty-four-hour notice is required for cancellation of the use of the room. Future meeting room privileges may be suspended for no-shows or cancellations without 24-hour notice.
10. The applicant shall be responsible for all fees set forth in the Schedule of Fees.
11. Any fees paid will not be refunded for no-shows or cancellations unless 24-hour notice is given.

History

Approved July 2014
Approved August 2021
Approved December 2021



HCDL Budget Status Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 05/31/2026

		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	3,606,645.99	-191,150.01	94.97 %
101-000-412.000	DELINQUENT PROPERTY TAXES	0.00	0.00	147,164.80	154,470.77	154,470.77	0.00 %
	SubAccount: 010 - TAXES Total:	3,797,796.00	3,797,796.00	147,164.80	3,761,116.76	-36,679.24	99.03%
SubAccount: 030 - STATE GRANTS							
101-000-540.000	STATE AID	59,126.00	59,126.00	0.00	31,479.06	-27,646.94	53.24 %
101-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	4,557.05	66,027.03	66,027.03	0.00 %
	SubAccount: 030 - STATE GRANTS Total:	59,126.00	59,126.00	4,557.05	97,506.09	38,380.09	164.91%
SubAccount: 040 - CHARGES FOR SERVICES							
101-000-628.000	COPY, PRINTING, FAX	8,000.00	8,000.00	1,504.60	13,756.15	5,756.15	171.95 %
101-000-629.000	OUT OF AREA FEES	60.00	60.00	30.00	300.00	240.00	500.00 %
101-000-642.000	SALES	150.00	150.00	46.00	770.00	620.00	513.33 %
101-000-651.000	MEETING ROOM FEES	200.00	200.00	125.00	600.00	400.00	300.00 %
	SubAccount: 040 - CHARGES FOR SERVICES Total:	8,410.00	8,410.00	1,705.60	15,426.15	7,016.15	183.43%
SubAccount: 050 - FINES & FORFEITS							
101-000-658.000	OVERDUE FEES	200.00	200.00	28.00	590.25	390.25	295.13 %
101-000-658.004	REPLACEMENT FEES	2,000.00	2,000.00	416.00	3,315.00	1,315.00	165.75 %
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	444.00	3,905.25	-73,294.75	5.06%
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
101-000-665.000	INTEREST INCOME	50,000.00	50,000.00	31,692.08	313,946.77	263,946.77	627.89 %
101-000-669.000	UNREALIZED INVESTMENT GAIN/L	0.00	0.00	0.00	843.11	843.11	0.00 %
	SubAccount: 060 - INVESTMENT & INTEREST INCOME Total:	50,000.00	50,000.00	31,692.08	314,789.88	264,789.88	629.58%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
101-000-675.000	MISCELLANEOUS	0.00	0.00	-1.52	2,024.96	2,024.96	0.00 %
101-000-676.000	REIMBURSEMENTS	2,000.00	2,000.00	0.00	3,436.27	1,436.27	171.81 %
101-000-689.000	CASH OVER/SHORT	0.00	0.00	0.80	-354.48	-354.48	0.00 %
	SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:	2,000.00	2,000.00	-0.72	5,106.75	3,106.75	255.34%
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	185,562.81	4,197,850.88	-536,106.12	88.68%
Expense							
SubAccount: 090 - PERSONNEL SERVICES							
101-790-702.000	SALARIES	1,415,000.00	1,415,000.00	102,037.60	1,165,256.56	249,743.44	82.35 %
101-790-716.000	HEALTH INSURANCE	113,440.00	113,440.00	9,849.90	105,889.61	7,550.39	93.34 %
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	2,571.00	3,429.00	42.85 %
101-790-719.000	HEALTH CARE REIMBURSEMENT	9,875.00	9,875.00	2,153.83	4,798.88	5,076.12	48.60 %
101-790-719.001	H.S.A.	17,625.00	17,625.00	0.00	18,119.24	-494.24	102.80 %
101-790-719.003	PEDIATRIC DENTAL	500.00	500.00	74.98	449.88	50.12	89.98 %
101-790-721.000	BONUSES	11,794.00	11,794.00	0.00	7,625.00	4,169.00	64.65 %
101-790-722.000	FICA	108,248.00	108,248.00	7,759.48	88,794.81	19,453.19	82.03 %
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	8,667.66	104,250.55	9,749.45	91.45 %

		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			
SubAccount: 090 - PERSONNEL SERVICES Total:		1,715,382.00	1,817,982.00	130,543.45	1,498,839.37	319,142.63	82.45%
SubAccount: 100 - LIBRARY SUPPLIES							
101-790-727.000		SUPPLIES	35,000.00	35,000.00	1,007.31	22,923.72	12,076.28 65.50 %
101-790-730.000		POSTAGE	11,000.00	11,000.00	4,549.44	5,202.24	5,797.76 47.29 %
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	5,556.75	28,125.96	18,874.04	59.84%
SubAccount: 120 - OTHER SERVICES & CHARGES							
101-790-860.000		TRANSPORTATION	500.00	500.00	138.04	446.74	53.26 89.35 %
101-790-900.000		MARKETING & ADVERTISING	25,000.00	25,000.00	6,794.37	9,665.39	15,334.61 38.66 %
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	34.10	15.90 68.20 %
101-790-957.000		EDUCATION: TRUSTEES	5,000.00	5,000.00	0.00	515.00	4,485.00 10.30 %
101-790-957.001		EDUCATION: EMPLOYEES	35,000.00	35,000.00	545.55	17,729.68	17,270.32 50.66 %
101-790-957.002		MEMBERSHIP BOARD & STAFF	4,500.00	4,500.00	0.00	3,412.82	1,087.18 75.84 %
101-790-960.000		MEL-CAT REPLACEMENTS	2,000.00	2,000.00	0.00	118.40	1,881.60 5.92 %
101-790-963.000		PROPERTY TAXES	20,000.00	20,000.00	0.00	17,403.79	2,596.21 87.02 %
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	0.00	2,736.91	5,263.09 34.21 %
101-790-965.000		FEES & ACCOUNT CHARGES	3,000.00	3,000.00	-265.70	2,836.34	163.66 94.54 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		103,650.00	103,650.00	7,212.26	54,899.17	48,750.83	52.97%
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES							
101-790-807.000		AUDIT	7,500.00	7,500.00	0.00	7,200.00	300.00 96.00 %
101-790-818.001		FINANCIAL ADVISORS	1,000.00	1,000.00	0.00	1,000.00	0.00 100.00 %
101-790-818.002		LEGAL SERVICES	30,000.00	30,000.00	1,788.90	14,946.10	15,053.90 49.82 %
101-790-818.003		PERSONNEL SERVICES	80,000.00	80,000.00	0.00	14,552.93	65,447.07 18.19 %
101-790-819.000		ACCOUNTING SERVICES	0.00	0.00	0.00	365.00	-365.00 0.00 %
101-790-819.001		PAYROLL SERVICES	10,000.00	10,000.00	773.16	9,972.90	27.10 99.73 %
101-790-820.000		DELIVERY SERVICES	5,000.00	5,000.00	1,572.75	2,097.00	2,903.00 41.94 %
SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES T		133,500.00	133,500.00	4,134.81	50,133.93	83,366.07	37.55%
SubAccount: 140 - BUILDING & MAINTENANCE							
101-790-775.000		BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	447.53	6,928.50	8,071.50 46.19 %
101-790-808.000		BUILDING SECURITY SYSTEM	4,500.00	4,500.00	292.97	4,527.82	-27.82 100.62 %
101-790-819.002		GROUNDS MAINTENANCE	55,000.00	55,000.00	3,405.50	34,079.10	20,920.90 61.96 %
101-790-920.000		PUBLIC UTILITIES	90,200.00	90,200.00	3,489.39	64,949.33	25,250.67 72.01 %
101-790-958.000		BUILDING MAINTENANCE	95,000.00	95,000.00	1,492.86	52,685.02	42,314.98 55.46 %
101-790-969.000		INSURANCE	47,974.00	47,974.00	0.00	43,243.00	4,731.00 90.14 %
SubAccount: 140 - BUILDING & MAINTENANCE Total:		307,674.00	307,674.00	9,128.25	206,412.77	101,261.23	67.09%
SubAccount: 150 - MATERIALS & PROGRAMMING							
101-790-782.000		PERIODICALS	15,000.00	15,000.00	631.48	14,712.73	287.27 98.08 %
101-790-782.001		ELECTRONIC MEDIA	196,000.00	196,000.00	20,653.28	270,859.65	-74,859.65 138.19 %
101-790-782.002		CIRCULATING HOTSPOTS	17,000.00	17,000.00	1,128.11	11,652.67	5,347.33 68.55 %
101-790-782.003		DATABASES	43,220.00	43,220.00	15,814.52	35,679.99	7,540.01 82.55 %
101-790-782.004		YS PROGRAMMING	46,000.00	46,000.00	5,070.64	27,547.40	18,452.60 59.89 %
101-790-782.005		ADULT PROGRAMMING	23,500.00	23,500.00	2,771.96	21,594.12	1,905.88 91.89 %
101-790-782.006		YOUTH DATABASES	16,000.00	16,000.00	6,223.05	13,591.80	2,408.20 84.95 %
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	7,019.54	52,605.73	13,894.27 79.11 %
101-790-982.002		LIBRARY OF THINGS	15,000.00	15,000.00	184.60	4,551.94	10,448.06 30.35 %
101-790-982.006		ADULT AV	14,400.00	14,400.00	1,547.16	15,793.43	-1,393.43 109.68 %
101-790-982.018		YS BOOKS - PRINT	33,000.00	33,000.00	2,569.44	26,437.16	6,562.84 80.11 %
101-790-982.019		KITS & LOT - YOUTH	16,000.00	16,000.00	783.15	6,555.37	9,444.63 40.97 %
101-790-982.024		YS AV	10,000.00	10,000.00	0.00	5,623.84	4,376.16 56.24 %
SubAccount: 150 - MATERIALS & PROGRAMMING Total:		523,900.00	523,900.00	64,396.93	507,205.83	16,694.17	96.81%

		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	593.58	1,497.03	3,002.97	33.27 %
101-790-780.001	TECHNOLOGY: SOFTWARE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
101-790-781.000	TECHNOLOGY: HARDWARE/EQUIP	21,725.00	21,725.00	0.00	1,136.30	20,588.70	5.23 %
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	424.94	9,302.39	3,197.61	74.42 %
101-790-850.002	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	97.41	916.57	2,083.43	30.55 %
101-790-932.000	AUTOMATED SYSTEM MAINT	161,661.00	161,661.00	10,348.14	164,563.73	-2,902.73	101.80 %
101-790-934.000	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	0.00	551.76	1,448.24	27.59 %
101-790-972.000	CAPITAL TECHNOLOGY PURCHASES	128,700.00	128,700.00	15,844.38	96,317.41	32,382.59	74.84 %
SubAccount: 160 - INFORMATION TECHNOLOGY Total:		368,586.00	368,586.00	27,308.45	274,285.19	94,300.81	74.42%
SubAccount: 170 - CAPITAL OUTLAY							
101-790-971.000	CAPITAL IMPROVEMENT PROJECTS	500,000.00	500,000.00	4,900.00	971,572.29	-471,572.29	194.31 %
SubAccount: 170 - CAPITAL OUTLAY Total:		500,000.00	500,000.00	4,900.00	971,572.29	-471,572.29	194.31%
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS							
101-790-995.000	TRANSFER OUT	217,150.00	217,150.00	0.00	217,150.00	0.00	100.00 %
101-790-995.002	TRANSFER OUT - RESERVE	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
101-790-999.000	CONTINGENCIES	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			
SubAccount: 180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS T		1,034,229.00	932,229.00	0.00	217,150.00	715,079.00	23.29%
Expense Total:		4,733,921.00	4,734,521.00	253,180.90	3,808,624.51	925,896.49	80.44%
Total Revenues		4,733,957.00	4,733,957.00	185,562.81	4,197,850.88	-536,106.12	88.68%
Fund: 101 - General Fund Surplus (Deficit):		36.00	-564.00	-67,618.09	389,226.37	389,790.37	59,011.77%
Fund: 272 - Special Revenue							
Revenue							
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
272-000-665.000	INTEREST	1,000.00	1,000.00	3,007.44	32,319.70	31,319.70	3,231.97 %
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	3,007.44	32,319.70	31,219.70	2,938.15%
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	25,000.00	-3,908.50	23,597.22	-1,402.78	94.39 %
272-000-674.387	ARCHIVES DONATIONS	5,000.00	5,000.00	0.00	2,800.00	-2,200.00	56.00 %
272-000-675.000	SPECIAL EVENTS REVENUE	1,000.00	1,000.00	10,000.00	10,000.00	9,000.00	1,000.00 %
272-000-675.001	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
272-000-675.005	MISCELLANEOUS	0.00	0.00	-0.66	-0.66	-0.66	0.00 %
272-000-675.014	FAMILY PLACE DONATION	2,000.00	2,000.00	0.00	861.42	-1,138.58	43.07 %
272-000-675.015	FRIENDS DONATION	5,000.00	5,000.00	0.00	6,100.00	1,100.00	122.00 %
272-000-675.017	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	120.50	1,651.41	-348.59	82.57 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		43,000.00	43,000.00	6,211.34	45,009.39	2,009.39	104.67%
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	9,218.78	77,329.09	16,229.09	126.56%
Expense							
SubAccount: 100 - LIBRARY SUPPLIES							
272-790-760.000	GENERAL DONATION PURCHASES	20,000.00	20,000.00	-2,910.00	2,224.16	17,775.84	11.12 %
272-790-763.000	ARCHIVES PURCHASES	10,000.00	10,000.00	0.00	8,829.11	1,170.89	88.29 %
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	5,205.00	5,205.00	-4,205.00	520.50 %
SubAccount: 100 - LIBRARY SUPPLIES Total:		36,000.00	36,000.00	2,295.00	16,258.27	19,741.73	45.16%

HCDL Budget Status Report

For Fiscal: 2025-2026 Period Ending: 05/31/2026

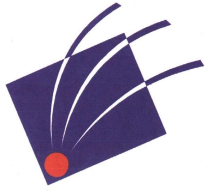
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 120 - OTHER SERVICES & CHARGES							
272-790-965.000	FEES & ACCOUNT CHARGES	100.00	100.00	0.00	0.00	100.00	0.00 %
272-790-983.000	PILOT PROJECTS	2,000.00	2,000.00	0.00	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	3,013.79	12,717.00	-7,717.00	254.34 %
272-790-762.000	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	0.00	861.42	1,138.58	43.07 %
272-790-980.007	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	144.65	1,530.91	469.09	76.55 %
SubAccount: 190 - FRIENDS OF THE LIBRARY Total:		9,000.00	9,000.00	3,158.44	15,109.33	-6,109.33	167.88%
Expense Total:		52,100.00	52,100.00	5,453.44	31,367.60	20,732.40	60.21%
Total Revenues		61,100.00	61,100.00	9,218.78	77,329.09	16,229.09	126.56%
Fund: 272 - Special Revenue Surplus (Deficit):		9,000.00	9,000.00	3,765.34	45,961.49	36,961.49	510.68%
Fund: 371 - Debt Service Fund							
Revenue							
SubAccount: 080 - OTHER FINANCING SOURCES							
371-000-699.000	TRANSFER IN	217,150.00	217,150.00	193,325.00	217,150.00	0.00	100.00 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		217,150.00	217,150.00	193,325.00	217,150.00	0.00	100.00%
Revenue Total:		217,150.00	217,150.00	193,325.00	217,150.00	0.00	100.00%
Expense							
SubAccount: 000 - N/A							
371-790-991.000	PRINCIPLE ON BONDS	170,000.00	170,000.00	0.00	170,000.00	0.00	100.00 %
371-790-993.000	INTEREST ON BONDS	46,650.00	46,650.00	0.00	46,650.00	0.00	100.00 %
SubAccount: 000 - N/A Total:		216,650.00	216,650.00	0.00	216,650.00	0.00	100.00%
SubAccount: 120 - OTHER SERVICES & CHARGES							
371-790-801.000	PAYING AGENT FEES	500.00	500.00	0.00	500.00	0.00	100.00 %
SubAccount: 120 - OTHER SERVICES & CHARGES Total:		500.00	500.00	0.00	500.00	0.00	100.00%
Expense Total:		217,150.00	217,150.00	0.00	217,150.00	0.00	100.00%
Total Revenues		217,150.00	217,150.00	193,325.00	217,150.00	0.00	100.00%
Fund: 371 - Debt Service Fund Surplus (Deficit):		0.00	0.00	193,325.00	0.00	0.00	0.00%
Report Surplus (Deficit):		9,036.00	8,436.00	129,472.25	435,187.86	426,751.86	5,158.70%

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	147,164.80	3,761,116.76	-36,679.24	99.03%
030 - STATE GRANTS	59,126.00	59,126.00	4,557.05	97,506.09	38,380.09	164.91%
040 - CHARGES FOR SERVICES	8,410.00	8,410.00	1,705.60	15,426.15	7,016.15	183.43%
050 - FINES & FORFEITS	77,200.00	77,200.00	444.00	3,905.25	-73,294.75	5.06%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	31,692.08	314,789.88	264,789.88	629.58%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	-0.72	5,106.75	3,106.75	255.34%
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	185,562.81	4,197,850.88	-536,106.12	88.68%
Expense						
090 - PERSONNEL SERVICES	1,715,382.00	1,817,982.00	130,543.45	1,498,839.37	319,142.63	82.45%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	5,556.75	28,125.96	18,874.04	59.84%
120 - OTHER SERVICES & CHARGES	103,650.00	103,650.00	7,212.26	54,899.17	48,750.83	52.97%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	133,500.00	133,500.00	4,134.81	50,133.93	83,366.07	37.55%
140 - BUILDING & MAINTENANCE	307,674.00	307,674.00	9,128.25	206,412.77	101,261.23	67.09%
150 - MATERIALS & PROGRAMMING	523,900.00	523,900.00	64,396.93	507,205.83	16,694.17	96.81%
160 - INFORMATION TECHNOLOGY	368,586.00	368,586.00	27,308.45	274,285.19	94,300.81	74.42%
170 - CAPITAL OUTLAY	500,000.00	500,000.00	4,900.00	971,572.29	-471,572.29	194.31%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	1,034,229.00	932,229.00	0.00	217,150.00	715,079.00	23.29%
Expense Total:	4,733,921.00	4,734,521.00	253,180.90	3,808,624.51	925,896.49	80.44%
Total Revenues	4,733,957.00	4,733,957.00	185,562.81	4,197,850.88	-536,106.12	88.68%
Total Expenses	4,733,921.00	4,734,521.00	253,180.90	3,808,624.51	925,896.49	80.44%
Fund: 101 - General Fund Surplus (Deficit):	36.00	-564.00	-67,618.09	389,226.37	389,790.37	59,011.77%
Fund: 272 - Special Revenue						
Revenue						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	3,007.44	32,319.70	31,219.70	2,938.15%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	6,211.34	45,009.39	2,009.39	104.67%
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	9,218.78	77,329.09	16,229.09	126.56%
Expense						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	2,295.00	16,258.27	19,741.73	45.16%
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	3,158.44	15,109.33	-6,109.33	167.88%
Expense Total:	52,100.00	52,100.00	5,453.44	31,367.60	20,732.40	60.21%
Total Revenues	61,100.00	61,100.00	9,218.78	77,329.09	16,229.09	126.56%
Total Expenses	52,100.00	52,100.00	5,453.44	31,367.60	20,732.40	60.21%
Fund: 272 - Special Revenue Surplus (Deficit):	9,000.00	9,000.00	3,765.34	45,961.49	36,961.49	510.68%
Fund: 371 - Debt Service Fund						
Revenue						
080 - OTHER FINANCING SOURCES	217,150.00	217,150.00	193,325.00	217,150.00	0.00	100.00%
Revenue Total:	217,150.00	217,150.00	193,325.00	217,150.00	0.00	100.00%
Expense						
000 - N/A	216,650.00	216,650.00	0.00	216,650.00	0.00	100.00%
120 - OTHER SERVICES & CHARGES	500.00	500.00	0.00	500.00	0.00	100.00%
Expense Total:	217,150.00	217,150.00	0.00	217,150.00	0.00	100.00%
Total Revenues	217,150.00	217,150.00	193,325.00	217,150.00	0.00	100.00%
Total Expenses	217,150.00	217,150.00	0.00	217,150.00	0.00	100.00%
Fund: 371 - Debt Service Fund Surplus (Deficit):	0.00	0.00	193,325.00	0.00	0.00	0.00%
Report Surplus (Deficit):	9,036.00	8,436.00	129,472.25	435,187.86	426,751.86	5,158.70%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	36.00	-564.00	-67,618.09	389,226.37	389,790.37
272 - Special Revenue	9,000.00	9,000.00	3,765.34	45,961.49	36,961.49
371 - Debt Service Fund	0.00	0.00	193,325.00	0.00	0.00
Report Surplus (Deficit):	9,036.00	8,436.00	129,472.25	435,187.86	426,751.86



Account	Name	Balance
Fund: 101 - General Fund		
Assets		
101-000-001.000	CASH - CHECKING.	140,631.53
101-000-001.002	CASH -CREDIT CHECKING	1,498.28
101-000-002.000	BANK OF ANN ARBOR MONEY MARKET	7,404,052.26
101-000-002.001	COMERICA MMKT	0.00
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	0.00
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	0.00
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	769,790.58
101-000-018.000	MI CLASS - CAPITAL RESERVE	444,837.86
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	106,786.47
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	971.16
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	-247.62
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	87,492.12
101-000-123.001	PREPAID EXPENSE - CONTROL.NET	12,149.00
101-000-159.000	SUBSCRIPTION ASSETS	273,324.74
101-000-160.000	ACC AMTZ - SUBSCRIPTION ASSETS	-92,037.45
	Total Assets:	9,287,766.75
		<u>9,287,766.75</u>
Liability		
101-000-202.000	ACCOUNTS PAYABLE	60,696.86
101-000-209.000	ACCRUED EXPENSES	25,558.80
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
101-000-231.001	AFLAC PAYABLE	0.00
101-000-231.002	EMPLOYEE H.S.A. PAYABLE	0.00
101-000-231.003	457 PAYABLE	0.00
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	181,151.11
	Total Liability:	267,406.77

Equity

HCDL Balance Sheet

As Of 05/31/2026

Account	Name	Balance
101-000-380.000	RESERVE - CAPITAL EXPENDITURE	3,169,917.35
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	5,084,972.29
101-000-390.001	FUND BALANCE - GASB 34	-592.86
	Total Beginning Equity:	8,631,133.61
Total Revenue		4,197,850.88
Total Expense		3,808,624.51
Revenues Over/Under Expenses		389,226.37
	Total Equity and Current Surplus (Deficit):	9,020,359.98
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>9,287,766.75</u>

HCDL Balance Sheet

As Of 05/31/2026

Account	Name	Balance
Fund: 155 - Endowment		
Assets		
155-000-001.000	CASH	0.00
155-000-001.002	ONLINE CASH	0.00
155-000-082.101	DUE FROM GENERAL FUND	0.00
155-000-082.272	DUE FROM SPECIAL REVENUE	0.00
155-000-082.371	DUE FROM DEBT SERVICE	0.00
155-000-082.472	DUE FROM EQUIPMENT AND FURNISHING	0.00
155-000-084.000	DUE FROM NON-EXPENDABLE	0.00
155-000-184.000	BENEFICIAL INT IN ASSETS CFSEM	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
		<u>757,112.32</u>
Liability		
155-000-202.000	ACCOUNTS PAYABLE	0.00
155-000-214.101	DUE TO GENERAL FUNDS	0.00
155-000-214.272	DUE TO SPECIAL REVENUE	0.00
	Total Liability:	0.00
Equity		
155-000-375.000	FUND BALANCE - SONG LINE ENDOWMENT	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):	<u>757,112.32</u>

HCDL Balance Sheet

As Of 05/31/2026

Account	Name	Balance
Fund: 272 - Special Revenue		
Assets		
272-000-001.000	CASH	28,027.57
272-000-001.001	BANK OF ANN ARBOR CHECKING	5,000.00
272-000-001.002	CASH - CREDIT CHECKING	62.85
272-000-002.000	BANK OF ANN ARBOR MONEY MARKET	539,437.96
272-000-017.000	MI CLASS ACCOUNT	349,377.24
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	-2,045.37
272-000-082.101	DUE FROM GENERAL FUND	0.00
272-000-082.155	DUE FROM ENDOWMENT	0.00
272-000-082.371	DUE FROM DEBT SERVICE	0.00
272-000-082.472	DUE FROM EQUIPMENT AND FURNISHING	0.00
272-000-084.000	DUE FROM OTHER FUNDS	0.00
	Total Assets:	919,860.25
		<u>919,860.25</u>
Liability		
272-000-202.000	ACCOUNTS PAYABLE	870.00
272-000-214.101	DUE TO GENERAL FUND	-247.62
272-000-214.371	DUE TO DEBT SERVICE	0.00
272-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00
	Total Liability:	622.38
Equity		
272-000-386.000	TERRY RESERVE	549,508.36
272-000-387.000	ARCHIVES FUND BALANCE	35,122.15
272-000-390.000	FUND BALANCE	288,645.87
	Total Beginning Equity:	873,276.38
Total Revenue		77,329.09
Total Expense		31,367.60
Revenues Over/Under Expenses		45,961.49
	Total Equity and Current Surplus (Deficit):	919,237.87
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>919,860.25</u>

HCDL Balance Sheet

As Of 05/31/2026

Account	Name	Balance
Fund: 371 - Debt Service Fund		
Assets		
371-000-001.000	CASH	0.00
371-000-082.101	DUE FROM GENERAL FUND	0.00
371-000-082.155	DUE FROM ENDOWMENT	0.00
371-000-082.272	DUE FROM SPECIAL REVENUE	0.00
371-000-082.472	DUE FROM EQUIPMENT AND FURNISHING	0.00
	Total Assets:	0.00
		<u><u>0.00</u></u>
Liability		
371-000-202.000	ACCOUNTS PAYABLE	0.00
371-000-214.101	DUE TO GENERAL FUND	0.00
371-000-214.272	DUE TO SPECIAL REVENUE	0.00
371-000-214.472	DUE TO EQUIPMENT AND FURNISHING	0.00
371-000-251.000	ACCRUED INTEREST PAYABLE	0.00
371-000-300.000	BONDS PAYABLE	1,385,000.00
	Total Liability:	1,385,000.00
Equity		
371-000-390.000	FUND BALANCE	0.00
371-000-390.001	FUND BALANCE - EXPENDABLE	-1,385,000.00
	Total Beginning Equity:	-1,385,000.00
Total Revenue		217,150.00
Total Expense		217,150.00
Revenues Over/Under Expenses		0.00
	Total Equity and Current Surplus (Deficit):	-1,385,000.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>0.00</u></u>



Account	Name	Beginning Cash Balance	Net Change	Ending Balance
101 - General Fund				
101-000-001.000	CASH - CHECKING.	2,556.42	138,075.11	140,631.53
101-000-001.002	CASH -CREDIT CHECKING	7,392.08	(5,893.80)	1,498.28
101-000-002.000	BOAA MONEY MARKET	7,802,764.14	(398,711.88)	7,404,052.26
101-000-002.001	COMERICA MMKT	-	-	-
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	-	-	-
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	-	-	-
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	767,370.33	2,420.25	769,790.58
101-000-018.000	MI CLASS - CAPITAL RESERVE	443,432.17	1,405.69	444,837.86
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	106,450.10	336.37	106,786.47
Fund 101 - General Fund Total:		\$ 9,268,258.06	\$ (262,368.26)	\$ 9,005,889.80
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	26,952.01	1,075.56	28,027.57
272-000-001.001	BOAA CHECKING	5,000.00	-	5,000.00
272-000-001.002	CASH - CREDIT CHECKING	379.85	(317.00)	62.85
272-000-002.000	BOAA MONEY MARKET	537,531.67	1,906.29	539,437.96
272-000-017.000	MI CLASS	348,276.75	1,100.49	349,377.24
Fund 272 - Special Revenue Total:		\$ 918,140.28	\$ 3,765.34	\$ 921,905.62
371 - Debt Service Fund				
Beginning Cash Balance				
371-000-001.000	CASH	-	-	-
Fund 371 - Debt Service Fund Total:		-	-	-
Grand Total		10,186,398.34	(258,602.92)	9,927,795.42

Howell Carnegie District Library Board of Trustees
Director's Report for June 9, 2026

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

BUDGET HEARING AGENDA

[A-Budget Hearing Agenda](#)
[A-HCDL 26-27 Draft Budget](#)

BOARD MEETING AGENDA

[A-June 9, 2026 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.

CONSENT AGENDA:

I move to approve the consent agenda.

A. Minutes from May 12, 2026

[B-Consent Agenda A-board_minutes_5-12-26](#)

B. Bills & Payrolls

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

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

C. Annual Resolutions

Resolution 26-03 to authorize transfer of funds from one fund to another fund

[B-Consent Agenda C-Resolution 26-03 to authorize the transfer of funds from one fund to another fund](#)

Resolution 26-04 to authorize transfer of funds from reserve to revenue

[B-Consent Agenda C-Resolution 26-04 to authorize transfer of funds from reserve to revenue](#)

Resolution 26-05 to amend the budget for fiscal year 2025-2026

[B-Consent Agenda C-Resolution 26-05 to amend the budget for fiscal year 2025-2026](#)

Resolution 26-06 to adopt a budget for fiscal year 2026-2027

[B-Consent Agenda C-Resolution 26-06 to adopt a budget for fiscal year 2026-2027](#)

Resolution 26-07 to adopt a new pay rate structure

[B-Consent Agenda C-Resolution 26-07 to adopt a new pay rate structure](#)

[B-Consent Agenda C-Resolution 26-07 updated pay rate structure](#)

Resolution 26-08 to authorize a wage adjustment for library staff

[B-Consent Agenda C-Resolution 26-08 to authorize a wage adjustment for library staff](#)

Resolution 26-09 to honor Maria Stuart

[B-Consent Agenda C-Resolution 26-09 to honor the service of Maria Stuart](#)

D. Policy Update

[B-Consent Agenda D-Policy Proposed Update to Use of Public Meeting Rooms Policy](#)

Note D - the requested policy update did not go before the Policy Committee. The update is the addition of the following sentence under General Use: "5. The use of paint, glue, markers, or anything else that may stain or damage carpets and furniture will be prohibited in the Colbert Room. Groups using these items in the Meabon Room must bring their own drop cloths and plastic tablecloths to protect the carpet and tables." The addition is highlighted in the attached version of the policy. I am requesting that this rule be added to protect the table and chairs in the Colbert Room. We have noticed increased use of the room and some stains that were difficult to remove. There are additional changes our attorney recommends to this policy, which will be reviewed by the Policy Committee before being brought to the full board.

FINANCE:

1. I have not received the May 2026 penal fine amount. The year-to-date total for penal fines through April 2026 is \$417,578, a 20% increase from April 2025.
2. The library received the delinquent tax payout from the county in the amount of \$147,025.93.
3. The monthly budgetary status report and balance sheet are attached.
4. Treasurer's Report

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

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

[C-Treasurer's Report – May 2026 Monthly Summary](#)

COMMITTEE REPORTS - None

ACTION ITEMS

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Use of Library Grounds Request from Allisson Hoover for Saturday, June 13, 2026
[E-Use of Library Grounds Request-StompLoudDanceProud](#)

I move to approve the Use of Library Grounds Request for Saturday, June 13, 2026.

I recommend that the Use of Library Grounds request be approved.

- Elect Board Officers 2026-2027

I move to elect the slate of officers as presented.

2026-2027 Slate of Officers:

President - Kathryn Tuck
Vice President - Susan Pominville
Secretary - Jennifer Earl
Treasurer - Bob Ellis

DISCUSSION ITEMS:

- Review Trustee Assessment Summary

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

- Discuss Annual Board Commitment to Excellence
[F-AnnualBoardCommitmentoExcellence](#)

Each July, board members are asked to sign the Annual Board Commitment to Excellence. Please review the document. If you have any questions, concerns, or suggestions, we will discuss them at the meeting.

- Conduct an Annual Performance Appraisal of the Director

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

MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- Friday, June 5, I will be meeting Joe Karnes from Central National Bank at the McPherson Mansion. The moving company will be arriving at 9 a.m. with the items from Jennifer Browning's estate. I will also be attending the burial of her ashes in the afternoon at Lakeview Cemetery.
- I will attend the Howell Public School Board of Education meeting on Monday, June 8. The school board will be interviewing two, possibly three, candidates for the library board position that starts on July 1, 2026, and ends on June 30, 2030. The School Board will make the appointment at their special meeting on Monday, June 15.
- On Wednesday, May 27, Amy Wright, Circulation Supervisor, sent the following email to staff:
I just spoke to a patron who has been coming to the library since she was little and is now older and starting to experience mobility issues. She wanted to let us know how much she appreciated our work to make material accessible. She stated how much she loved curbside and the night drop box. Last night she tried our 24/7 lockers for the first time and

was so excited she could pick up materials when it was more convenient for her. She wanted to make sure everyone in the building realized how much the library and staff mean to her, even saying that, aside from first responders, she thought the library was the biggest resource for the community. Thank you to everyone for making her experience a great one.

PERSONNEL:

- Nothing to report.

LIBRARY EVENTS:

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

It was an amazing turnout on Monday, June 1, as we kicked off our Summer Reading Challenge. 640 people attended the morning events for preschool and elementary-aged children. Last year, 400 people attended the morning kickoff, translating to a 60% increase. Summer Lunch Bunch gave out 100 lunches in 15 minutes. 80 people attended in the afternoon for grades 4-12. Kudos to the staff in our Youth Services Department for an amazing event, and special thanks to all staff who worked that day.



FAMILY CONCERT
WITH EVAN HALLER
AT 242 COMMUNITY CENTER

Ages 0-8 with parents/caregivers
Thursday, June 11, 10:30-11:15 am
No registration required

HOWELL CARNEGIE DISTRICT LIBRARY

The poster features a purple background with musical notes on a treble clef staff on the left. Below the staff is a colorful xylophone. The text is in various colors: pink for 'FAMILY CONCERT', teal for 'WITH EVAN HALLER', and yellow for 'AT 242 COMMUNITY CENTER'. The event details are in orange and white text.



Candy Sushi
for Teens
Grades 6-12

Thursday, June 11
2:00-3:00 pm
Registration begins May 28

HOWELL CARNEGIE DISTRICT LIBRARY

The poster has a light green background. On the left, the title 'Candy Sushi for Teens Grades 6-12' is written in large, bold, blue letters. Below the title is a small image of a candy sushi kit. On the right, there are two images of candy sushi: one in a bamboo tray and one on a white plate with chopsticks. The event details are in black text. The library logo is in the bottom right corner.



Outdoors
And the beat goes on:
a family musical celebration with Katie Welty
Monday, June 22
11-11:45 am
No registration required



Learn to Play
CHESS
AGES 9-17
MON., JUNE 22 & WEDS., JUNE 24
1:00-2:30 PM
REGISTRATION BEGINS JUNE 8



with  MICHIGAN SCIENCE CENTER

MONDAY, JUNE 29, 11-11:45 AM
Ages 5-12 with parents/caregivers
No registration required



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

ADULTS ONLY

Library's Got Game Night!

FRIDAY, JUNE 12
5:30-8:00 PM
 REGISTRATION BEGINS MAY 29




Memory Cafe

For People with Memory Loss & their Caregivers

FRIDAY, JUNE 19
9:00 AM - 11:00 AM
 Registration begins May 29





ArtConnect

CONNECT, CONVERSE, CREATE

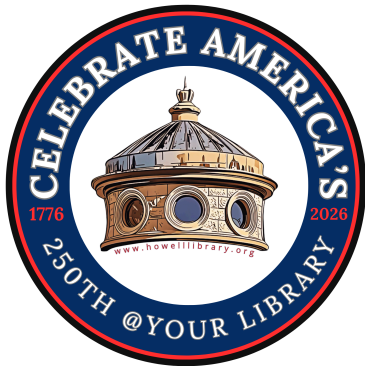
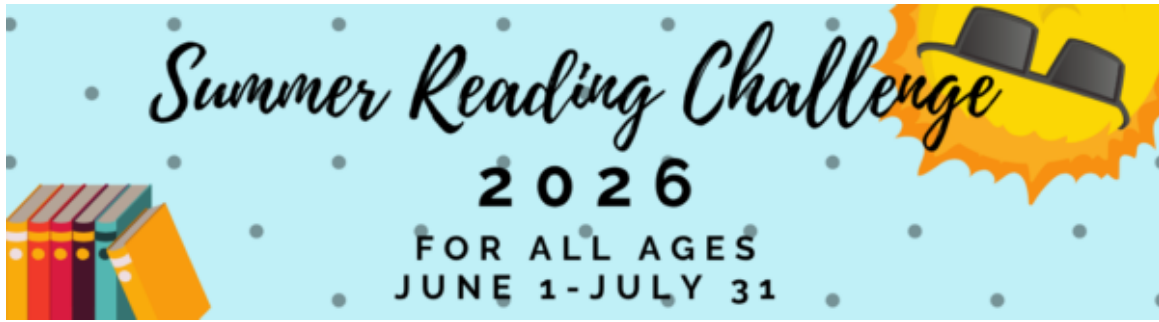
MONDAY, JUNE 29
5:00-6:00 PM

Patriotic Coasters

REGISTRATION BEGINS JUNE 15





- Something for Everyone -




Celebrate America's 250th anniversary at the Howell Carnegie Library! A gift from the Carnegie Corporation of New York partially funds this series of events. Part of the "Carnegie Libraries 250" initiative, these funds honor the 250th anniversary of the United States and libraries' role as "cradles of democracy." Events take place the week of Monday, June 15 - Saturday, June 20.





Copy the Constitution
 Activism for Introverts

Monday, June 15, 6:30-8:30 pm
 Registration begins June 1



RED, WHITE & BLUE TIE DYE FOR ALL AGES

Tuesday, June 16
 11:00 am - 6:15 pm

Registration begins June 2




FAMILY PATRIOTIC CRAFTS

Wednesday, June 17
 10:30-11:00 am
 Ages 3-5 with parents/caregivers
 No Registration Required





WORDS THAT MATTER

WEDNESDAY
 JUNE 17, 2026
 4:00-5:30 PM
 REGISTRATION BEGINS MAY 27

The Greatest Sentence Ever Written
 Walter Isaacson
New York Times bestselling author of Benjamin Franklin

A DIFFERENT KIND OF BOOK DISCUSSION
 TO CELEBRATE AMERICA'S 250TH ANNIVERSARY






COMMUNITY ENGAGEMENT:

- Stories in Storefronts (Downtown Howell) kicked off on Monday, June 1, with the book *Acoustic Rooster and His Backyard Band* by Kwame Alexander.
- The library will have a table with staff in attendance at the Farmer's Market on Sunday, June 7, 2026.
- The library will have a table with staff in attendance at the Pride Parade on Saturday, June 13, 2026, on the Courthouse Lawn.
- The library is participating in the Veteran Resource Fair on July 1, 2026, at the Livingston County Veteran Services.
- The Salvation Army's "Summer Lunch Bunch" will serve free lunches on Mondays, June 1 - Aug 3 (except June 29), at the library. Lunch will be served at 11:45 am, following a library event that will run from 11-11:45 am. The full Summer Lunch Bunch schedule can be found [here](#). See the library's website for the Monday programs.
- The library is partnering with the Livingston County League of Women Voters to host three virtual candidate forums:
 - [Livingston County Circuit Court Judge Candidates Monday, June 15](#)
 - [Genoa Township Clerk Candidates Wednesday, June 17](#)
 - [District 7 Candidates Forum Thursday, July 2](#)
- [View](#) the student artwork and the featured artists of the Livingston Fine Arts Association.

TRUSTEE NOTEBOOK:

Nothing added this month.

Holly Ward Lamb 6/5/26

HOWELL CARNEGIE DISTRICT LIBRARY
Use of Library Grounds Application

Please Read the Library Grounds Use Policy
Before Completing This Form
(complete one application per activity)

Organization Stamp Land Dance Proud
Contact Name Allisson Hoover Person Conducting Activity Allisson Hoover Stacy Shultz
Work Phone & Ext [REDACTED] Home Phone _____
Address [REDACTED] City & Zip Howell MT 48843

DESCRIBE ACTIVITY (include number of people expected to attend activity):

Line Dance Crawl downtown Howell. About 40 participants. Going from 1 location to the next and dancing to 1 song at each location. Would to finish the event in front of our beautiful library!

DATE AND TIMES OF ACTIVITY:

Date 6/13/26 Set Up Time begins 6 pm Clean Up Time Begins 6.30 pm library! (outside)

**All set ups and necessary equipment are the responsibility of the applicant.
{Please provide diagram of equipment set up}**

NOTE: I have read the accompanying Policy for use of Library Ground as well as this application form and agree as a condition of and in partial consideration for the use of the library grounds that my organization will leave the grounds and equipment in the same condition it was prior to our activity, be responsible for any damage to the facility or damage or loss of equipment and release and hold harmless the Howell Carnegie District Library from any and all claims for personal injury or property damage.

Signed By [Signature] Allisson Hoover
Date 6/3/26 Title Event Organizer

Please return completed application to the Administration Dept. as soon as possible.
Fax 517-546-1494 Phone 517-546-0720 x110

Library Staff Use Only

Library Board Action – Date _____ Approved _____ Denied _____
Insurance Liability Policy Provided _____
Pre-Event Meeting Date _____

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