HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Agenda for July 14, 2026
Meabon Room, Howell Carnegie District Library
314 West Grand River Ave, Howell, MI 48843
517-546-0720
Enter through Clinton St. Doors

7:00 Call to Order/Approval of Agenda
7:03 Attendance

New Business:
7:05 Oath of Office for Lauren Weber (Howell School Board appointment)
7:10 Appoint board mentor for Lauren Weber

7:15 **In-Service Training:** Board Orientation

7:30 **Consent Agenda:**

A. Public Hearing for Review of Proposed Budget and Board of Trustees Meeting Minutes from June 9, 2026, including closed session
B. Bills & Payrolls
C. Annual Resolutions
   Resolution 26-10 to Authorize Bank Signatures
   Resolution 26-11 to Authorize Transfer of Funds to the Sick/Vacation/Retirement Reserve
   Resolution 26-12 to Authorize Library Director to Approve Expenditures
   Resolution 26-13 to Authorize Library Bookkeeper to Transfer Funds Between Library Accounts
   Resolution 26-14 to Authorize Designated Library Use of a Business Credit Card
   Resolution 26-15 to Amend the Budget for Fiscal Year 2025-2026
   Resolution 26-16 to Authorize Transfer of Funds from Reserve to Revenue
D. Board Meeting Topics Calendar for 2026-2027
E. Approve MERS 2026 Officer and Employee Delegate Certificate Form
F. Requesting approval of a purchase agreement with Dell for new servers
G. Use of Library Grounds Request from HAPRA

7:40 Announcements & Comments from the public
7:45 President's Report
7:50 Treasurer's Report
7:55 Committee Reports - None
7:56 Director's Report

Action Items:

Unfinished Business: None

New Business:
8:10 Annual Board Commitment to Excellence

Discussion Items:
8:15 Review Director Evaluation
8:20 Strategic Plan Update
8:25 Board Training Topics for 2026-2027
8:30 Review Board Roster
8:35 Discuss Board Committees
8:40 Livingston County Trustees & Directors Meeting - Consider dates, topics & location
8:45 Service Spotlight
8:50 Comments & Concerns of Board Members
8:55 Next Meeting - Tuesday, August 11, 2026 at 7:00pm in the Colbert Room
Adjourn

VISION: Inspire and connect
MISSION: Providing a welcoming hub for resources and experiences

(UNAPPROVED)
HOWELL CARNEGIE DISTRICT LIBRARY
Public Hearing for Review of Proposed Budget and Board of Trustees Meeting
Minutes of June 9, 2026

President Kathryn Tuck called the Public Hearing for Review of Proposed Budget 2026-2027 to order at 6:45 pm. There were no comments from the public. Without objection, President Kathryn Tuck closed the public hearing at 7:00 pm.

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

Bob Ellis moved to approve the **agenda** as presented. Maria Stuart 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.

Bob Ellis moved to approve the **consent agenda** as presented, including **a) Minutes of May 12, 2026, b) Bills & Payrolls, including the payment register dated 05/01/26 through 05/31/26 for the amount of $351,551.57, 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; and **d) Policy Update on Use of Meeting Rooms**. Susan Pominville seconded, and the board was polled. All board members approved.

Comments from the Public: Trevor J. Gronseth stated he is a member of the Capital Improvement and Rate Advisory Board for the City of Howell. He recommended the library reconsider its use of "volcano mulching" around the trees on library property. He recommended creating mulch rings around the trees. He explained the technical reasons why flat mulching is better for tree longevity and volunteered to correct the issue for trees on library property.

Lauren Weber thanked the library and Trustee Jacob Schlittler for their help in launching this summer's Downtown Howell Stories in Storefronts, in collaboration with Great Start Livingston.

President Kathryn Tuck gave a detailed report about her attendance at the Michigan Library Advocacy Day 2026, where she met with Representative Woolford and his staff. She brought various handouts from Advocacy Day for the other trustees to review. She advised that she watched the Howell Public Schools Board meeting earlier in the week, where potential library board members were interviewed. She noted that the appointment from the school board will be made Monday, June 15, and she will also attend that meeting.

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 gave a shout-out to the Youth Services department for the incredible Summer Reading kickoff events on the library lawn June 1. Youth Services estimated that approximately 640 people attended the two events (a 40 percent increase over last year). She noted that staff represented the library at the Farmers Market on June 7, and that Monday, June 15 is the first day of the library's week-long Semiquincentennial Celebration events. She also recounted time spent with representatives of the Jennifer Browning Trust, during which she procured the family histories for the Archives. She will contact attorney Kelly Myers to ask for a signed document acknowledging that the other bequeathed items are on permanent loan to the McPherson Mansion.

ACTION ITEMS
UNFINISHED BUSINESS:
None.

NEW BUSINESS:
- Bob Ellis moved to approve the library grounds-use request from Allisson Hover for Saturday, June 13, 2026, with the caveat that anyone who wants to join the activity on the library lawn be allowed to do so. Jennifer Earl seconded, and a quorum of the board unanimously approved.
- Bob Ellis moved to approve the following slate of officers for fiscal year 2026-2027: Kathryn Tuck, President; Susan Pominville, Vice President; Jennifer Earl, Secretary; and Bob Ellis, Treasurer. Jacob Schlittler seconded, and a quorum of the board unanimously approved.

DISCUSSION
- The board reviewed and discussed its Trustee Assessment Summary.
- Director Lamb reminded the trustees to review the Annual Commitment to Excellence for signature at the June board meeting.
- At 7:38 pm, Director Holly Ward Lamb requested the board enter into a closed session to discuss her performance evaluation. Bob Ellis moved to enter into a closed session to

discuss the performance evaluation of Holly Ward Lamb. Jennifer Earl seconded, and a quorum of the board unanimously approved. At 8:19 pm, Bob Ellis moved to end the closed session and return to an open meeting. Jacob Schlitter supported, and a quorum of the board unanimously approved.

<u>COMMENTS & CONCERNS OF BOARD MEMBERS</u>

Kathryn Tuck wished to let the trustee who came to her (whom she promised not to “call out) know that she understands some board members do not feel comfortable speaking in front of the whole group, and that she will do her best to make space for that.

Without objection, President Kathryn Tuck adjourned the meeting at 8:21 pm.

Kathleen Murray, Recording Secretary

Howell Carnegie District Library

HCDL Payment Register

By Check Number

Date Range: 06/01/2026 - 06/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Fund 101-General Fund						
1074	EBSCO	06/03/2026	EFT	0.00	8.55	428
01246	FOLLETT CONTENT SOLUTIONS LLC	06/03/2026	EFT	0.00	595.06	429
01236	INGRAM LIBRARY SERVICES	06/03/2026	EFT	0.00	1,049.29	430
	Void	06/03/2026	EFT	0.00	0.00	431
22	MIDWEST TAPE LLC	06/03/2026	EFT	0.00	1,203.11	432
1005	OTIS ELEVATOR COMPANY	06/03/2026	EFT	0.00	175.00	433
939	OVERDRIVE	06/03/2026	EFT	0.00	4,514.12	434
8465	QUILL CORPORATION	06/03/2026	EFT	0.00	223.62	435
01240	TREVIPAY	06/03/2026	EFT	0.00	209.47	436
3010	CENGAGE GROUP	06/17/2026	EFT	0.00	68.95	437
1074	EBSCO	06/17/2026	EFT	0.00	1,924.00	438
750	ENVISIONWARE INC.	06/17/2026	EFT	0.00	97.50	439
01246	FOLLETT CONTENT SOLUTIONS LLC	06/17/2026	EFT	0.00	1,299.35	440
01236	INGRAM LIBRARY SERVICES	06/17/2026	EFT	0.00	2,669.91	441
743	INNOVATIVE INTERFACES	06/17/2026	EFT	0.00	57,364.22	442
1469	KANOPY	06/17/2026	EFT	0.00	422.45	443
22	MIDWEST TAPE LLC	06/17/2026	EFT	0.00	380.79	444
01218	OOMA INC.	06/17/2026	EFT	0.00	578.02	445
939	OVERDRIVE	06/17/2026	EFT	0.00	16,019.92	446
8465	QUILL CORPORATION	06/17/2026	EFT	0.00	114.61	447
01240	TREVIPAY	06/17/2026	EFT	0.00	163.45	448
14	GERALYN BATTLE	06/03/2026	Regular	0.00	1,153.83	4752
01263	BEN FOLK	06/03/2026	Regular	0.00	500.00	4753
01268	BOB STARK	06/03/2026	Regular	0.00	100.00	4754
900	BRODART CO.	06/03/2026	Regular	0.00	195.36	4755
1404	BYRUM ACE HARDWARE - HOWELL	06/03/2026	Regular	0.00	59.98	4756
01264	CHAMBERLIN PONY RIDES	06/03/2026	Regular	0.00	1,650.00	4757
01196	COUGHLAN COMPANIES LLC	06/03/2026	Regular	0.00	556.06	4758
01265	DAN RIPKE	06/03/2026	Regular	0.00	500.00	4759
0183	DANIEL BRIERE	06/03/2026	Regular	0.00	950.00	4760
291	FOSTER, SWIFT, COLLING & SMITH P.C.	06/03/2026	Regular	0.00	1,788.90	4761
01034	FOXSCAPES	06/03/2026	Regular	0.00	1,050.00	4762
2850	FRIENDS OF THE LIBRARY	06/03/2026	Regular	0.00	144.65	4763
411	JANICE HEILMAN	06/03/2026	Regular	0.00	77.36	4764
1443	KATIE WELTY	06/03/2026	Regular	0.00	275.00	4765
01270	KEN GIORLANDO	06/03/2026	Regular	0.00	100.00	4766
11001	HOLLY WARD LAMB	06/03/2026	Regular	0.00	1,021.01	4767
01271	LARISSA FLEISHMAN	06/03/2026	Regular	0.00	100.00	4768
01124	MICHAEL NIKITIN	06/03/2026	Regular	0.00	250.00	4769
01026	MML WORKER'S COMPENSATION FUND	06/03/2026	Regular	0.00	2,092.00	4770
588	KATHLEEN MURRAY	06/03/2026	Regular	0.00	362.27	4771
1215	RAINMAKER IRRIGATION, LLC	06/03/2026	Regular	0.00	810.50	4772
1045	THOMSON REUTERS	06/03/2026	Regular	0.00	948.00	4773
01109	TIPTOP ENTERTAINMENT LLC	06/03/2026	Regular	0.00	595.00	4774
1232	T-MOBILE	06/03/2026	Regular	0.00	549.38	4775
XBS	XEROX CORP	06/17/2026	Regular	0.00	2,181.80	4776
1304	A & B CONSTRUCTION	06/17/2026	Regular	0.00	95.00	4777
01101	ANN ARBOR HANDS-ON MUSEUM	06/17/2026	Regular	0.00	241.02	4778
01156	BERNARD MEINKE	06/17/2026	Regular	0.00	250.00	4779
1224	BIG JIM'S SEWER AND DRAIN CLEANING INC.	06/17/2026	Regular	0.00	289.00	4780
900	BRODART CO.	06/17/2026	Regular	0.00	235.24	4781
1549	DTE ENERGY	06/17/2026	Regular	0.00	6,411.22	4782
2850	FRIENDS OF THE LIBRARY	06/17/2026	Regular	0.00	120.50	4783
01278	HARLAN EPPERSON	06/17/2026	Regular	0.00	150.00	4784

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01223	HSC GROUP	06/17/2026	Regular	0.00	600.00	4785
01253	HUNTER GIBSON	06/17/2026	Regular	0.00	100.00	4786
11001	HOLLY WARD LAMB	06/17/2026	Regular	0.00	207.79	4787
712	LIVINGSTON COUNTY UNITED WAY	06/17/2026	Regular	0.00	10.00	4788
01272	MCD ARCHITECTS	06/17/2026	Regular	0.00	4,200.00	4789
6060	DIANE MCKEE	06/17/2026	Regular	0.00	33.48	4790
6255	MICHIGAN COMPANY, INC.	06/17/2026	Regular	0.00	345.33	4791
1080	MICHIGAN SCIENCE CENTER	06/17/2026	Regular	0.00	449.20	4792
MLA	MICHIGAN LIBRARY ASSC., THE	06/17/2026	Regular	0.00	2,360.49	4793
807	PLAYAWAY PRODUCTS, LLC	06/17/2026	Regular	0.00	653.88	4794
9390	SONITROL GREAT LAKES - MICHIGAN	06/17/2026	Regular	0.00	292.97	4795
01109	TIPTOP ENTERTAINMENT LLC	06/17/2026	Regular	0.00	1,150.00	4796
01222	TITAN PLUMBING GROUP	06/17/2026	Regular	0.00	1,644.00	4797
01277	SUP DOGS LLC	06/23/2026	Regular	0.00	2,975.00	4798
898	PRIORITY HEALTH	06/01/2026	Bank Draft	0.00	9,849.90	DFT0000676
1250	CONSUMERS ENERGY	06/16/2026	Bank Draft	0.00	774.38	DFT0000677
01274	EMPOWER	06/03/2026	Bank Draft	0.00	3,710.07	DFT0000678
1473	HEALTH EQUITY	06/03/2026	Bank Draft	0.00	303.44	DFT0000679
1197	AMAZON	06/15/2026	Bank Draft	0.00	2,928.73	DFT0000680
1473	HEALTH EQUITY	06/05/2026	Bank Draft	0.00	6.00	DFT0000681
1473	HEALTH EQUITY	06/16/2026	Bank Draft	0.00	303.44	DFT0000682
01274	EMPOWER	06/17/2026	Bank Draft	0.00	3,644.57	DFT0000683
19	MERS	06/17/2026	Bank Draft	0.00	8,667.66	DFT0000684
1378	BANK OF ANN ARBOR - VISA	06/29/2026	Bank Draft	0.00	4,273.45	DFT0000685
01274	EMPOWER	06/30/2026	Bank Draft	0.00	4,050.25	DFT0000686
1473	HEALTH EQUITY	06/30/2026	Bank Draft	0.00	5,378.44	DFT0000688

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	53	47	0.00	40,825.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	43,890.33
EFT's	82	21	0.00	89,081.39
	147	**80**	**0.00**	**173,796.94**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	53	47	0.00	40,825.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	43,890.33
EFT's	82	21	0.00	89,081.39
	147	**80**	**0.00**	**173,796.94**

Fund Summary

Fund	Name	Period	Amount
101	General Fund	6/2026	173,796.94
			173,796.94

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

Payroll

Approve Payrolls of:	In the Amounts of:
6/17/2026	$49,810.76
7/1/2026	$50,172.55
TOTALS	**$99,983.31**

Resolution 26-10

RESOLUTION TO AUTHORIZE THE SIGNATURES ON LIBRARY BANK ACCOUNTS

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 14th day of July 2026 at 7:00pm, Eastern Daylight Time.

PRESENT: Members: XX

ABSENT: Members: XX

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

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

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

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

AYES: Members: XX

NAYS: Members: XX

RESOLUTION DECLARED ADOPTED.

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Jennifer Earl
Secretary, Board of Trustees

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

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Jennifer Earl
Secretary, Board of Trustees

Resolution 26-11

RESOLUTION TO SET ASIDE MONEY FOR SICK, VACATION AND RETIREMENT RESERVE

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 14th day of July 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 Howell Carnegie District Library has a current policy to pay some accumulated sick leave to regular employees who retire, and

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

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

NOW, THEREFORE BE IT RESOLVED that, $20,000 from the General Revenue Fund 101 Balance be transferred to the Sick and Retirement Reserve in the General Fund for this fiscal year 2026-27.

AYES Members: XX

NAYS Members: XX

RESOLUTION DECLARED ADOPTED.

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Jennifer Earl
Secretary, Board of Trustees

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

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Jennifer Earl
Secretary, Board of Trustees

Resolution 26-12

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

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 14th day of July 2026 at 7:00pm Eastern Standard time.

PRESENT: Members: XX

ABSENT: Members: XX

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

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

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

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

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

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

AYES: Members: XX

NAYS: Members: XX

RESOLUTION DECLARED ADOPTED.

____
Jennifer Earl
Secretary, Board of Trustees

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

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Jennifer Earl
Secretary, Board of Trustees

Resolution 26-13

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

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 14th day of July 2026 at 7:00pm, Eastern Time.

PRESENT: XX

ABSENT: XX

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

WHEREAS, the Board of Trustees of the Howell Carnegie District Library authorizes and directs the Library Treasurer and Library Director 1) to invest the balances available in the various funds of the Library and 2) to time liquidity in the investments so that funds are available without penalty annually through a resolution, and

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

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

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

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

AYES: Members: XX

NAYS: Members: XX

Jennifer Earl
Secretary, Board of Trustees

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

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Jennifer Earl
Secretary, Board of Trustees

Resolution 26-14

RESOLUTION AUTHORIZING DESIGNATED LIBRARY USE OF A BUSINESS CREDIT CARD

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 14th day of July 2026 at 7:00pm Eastern Standard time.

PRESENT: XX

ABSENT: XX

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

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

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

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

AYES: Members: XX

NAYS: Members: XX

Jennifer Earl
Secretary, Board of Trustees

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

Jennifer Earl
Secretary, Board of Trustees

Resolution 26-15

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

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 14th day of July 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 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 Fund 272 for the fiscal year July 1, 2025 through June 30, 2026.

AYES: Members: XX

NAYS: Members: XX

Jennifer Earl
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 theJuly 14, 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.

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Jennifer Earl
Secretary, Board of Trustees

HOWELL CARNEGIE DISTRICT LIBRARY
BUDGET 2025-2026
AMENDMENTS
July 14, 2026

FUND 272

Increase Revenues

272-000-675.015	Friends Donations	6,000.00
272-000-692.000	Prior Year Fund Balance	3,750.00

Increase expenditures

272 790-761.000	Friends Donations	9,750.00

Resolution 26-16

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

Howell Carnegie District Library
County of Livingston,
Howell, Michigan

Minutes of a regular meeting of the Board of Trustees of Howell Carnegie District Library, County of Livingston, Michigan, held in the Howell Carnegie District Library in Howell, Michigan, on Tuesday, the 14th day of July 2026 at 7:00pm, Eastern Daylight Time.

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 follow transfer from the fund balances be approved.

Transfer $3,750.00 from 272-000-390.000 Fund Balance (General Fund Balance) into the 2025-2026 budget line item 272-000-692.00 Prior Year Fund Balance

AYES: Members:

NAYS: Members:

Jennifer Earl
Secretary, Board of Trustees

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

Jennifer Earl
Secretary, Board of Trustees

HOWELL CARNEGIE DISTRICT LIBRARY BOARD OF TRUSTEES

Board Meeting Topics Calendar 2026-2027

July
July 14, 2026
	Welcome New Trustee(s), Oath of Office & Appoint Board Sponsor(s)
	Sign Annual Commitment to Excellence
	
	Consent Agenda
	    Annual Resolutions – Consent Agenda
	        Resolution to amend 2025-26 budget if needed
	        Resolution to authorize bank signatures
	        Resolution to transfer funds to Sick/Vacation/Retirement reserve
	        Resolution authorizing Library Director to Approve Expenditures
	        Resolution authorizing Bookkeeper to transfer library funds between library accounts
	        Resolution authorizing designated use of a business credit card
	        Planning calendar of board meeting topics for 2026-27
	    Certify delegates/alternates to MERS annual meeting
	Update bank signature forms
	Review Board Roster
	Discuss in-service training topics calendar for board meetings 2026-27
	    Ask top 3 topics interested in receiving training on
	Discuss Board Committees & Nominating Committee Chair
	Discuss Livingston County Trustees & Directors Meeting – consider dates and topics
	Strategic Plan - Action Plan review
	
	Director Note - update Board of Trustee Page, update Trustee Notebook (board roster, purchasing authority, bookkeeper transferring funds, use of business credit card, board meeting topics)

August
Aug 11, 2026
	Consent Agenda
	    Authorize operating millage (verify rates with LivCo Equalization Department)
	    Appoint Board Committees & Nominating Committee Chair
	    Set in-service training topics calendar for board meetings 2026-27
	Review bylaws
	Review Ethics Policy
	Review Process for Performance Appraisal of the Director
	Plan Holiday celebration date
	
	Director Note - update Trustee Notebook (process for Performance Appraisal of the Director and form, committees, in-service training topics)

September September 8, 2026	
October Oct 13, 2026	Strategic Plan - Action Plan review Director Note- watch for annual disclosure information request
November Nov 10, 2026	Review Audit Report for Fiscal Year 20245-26 Approve calendar of library closings for 2027 Change meeting start time for December meeting to 6:00pm – remember to update website Director Note – watch for bond payment notice Wire transfer bond payment
December Dec 8, 2026 6pm start	Resolution to transfer funds to reserves Holiday Dinner/ Celebration Set date & format for Board & Administrator’s retreat After board meeting, post meeting dates for 2027 on website Director Note – end of year filings: Annual Disclosure, Qualifying Statement, Pension Statement (P202), Audit report to Standard & Poor’s

January Jan 12, 2027	Annual Fundraising Appeal Update Review/update Library Trustee Orientation/Recruitment Plan Which trustees' terms are ending? Strategic Plan - Action Plan review Director Note - update Trustee Notebook (Board Packet Folder - Current Year link)
February Feb 9, 2027	 Director Note - update Board of Trustee Page - term beginning July 1, 2027 and schedule FaceBook and enewsletter
March Mar 9, 2027	Review Process of annual performance appraisal of Director and form Set date for Board Nomination & Recruiting Committee to meet Director Note - Google Form for Director appraisal - ready for April board meeting
April April 13, 2027	Review process for performance appraisal of Library Director Review process/wording for Trustee Assessment Strategic Plan - Action Plan review Director Note – after the board meeting the Board President emails the annual performance appraisal form to trustees.

May
May 11, 2027
	Review preliminary budget for 2027-28
	Publish notice of public hearing for proposed budget
	Report of the Nominating & Recruiting Committee
	Conduct performance appraisal of Library Director
	Review Library Trustee Orientation/Recruitment Plan
	
	Director Note – watch for bond payment notice
	    Wire transfer bond payment
	    After board meeting email the trustee evaluation form to trustees

June
June 8, 2027
	Hold Public Hearing for 2027-28 budget
	Consent Agenda
	    Adopt 2027-28 budget
	    Transfer Budgeted Funds from Reserves to Revenues
	    Transfer Budgeted Funds from one fund to another fund
	    Resolution to amend 2026-27 budget if needed
	Elect Board Officers
	Honor Board Members
	Review Trustee Evaluation summary
	Review meeting between board president and director - performance appraisal
	Elect Board Officers
	
	Director Note - Email board members on Monday before meeting to remind of early start/budget hearing

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

VISION: Inspire and connect
MISSION: Providing a welcoming hub for resources and experiences

		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	1,560.39	3,608,206.38	-189,589.62	95.01 %
101-000-412.000	DELINQUENT PROPERTY TAXES	0.00	0.00	283.21	154,753.98	154,753.98	0.00 %
	SubAccount: 010 - TAXES Total:	**3,797,796.00**	**3,797,796.00**	**1,843.60**	**3,762,960.36**	**-34,835.64**	**99.08%**
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 %
101-000-569.000	STATE GRANTS - OTHER	0.00	0.00	4,557.05	4,557.05	4,557.05	0.00 %
101-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	-4,557.05	61,469.98	61,469.98	0.00 %
	SubAccount: 030 - STATE GRANTS Total:	**59,126.00**	**59,126.00**	**0.00**	**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	972.40	14,728.85	6,728.85	184.11 %
101-000-629.000	OUT OF AREA FEES	60.00	60.00	150.00	450.00	390.00	750.00 %
101-000-642.000	SALES	150.00	150.00	45.00	815.00	665.00	543.33 %
101-000-651.000	MEETING ROOM FEES	200.00	200.00	0.00	600.00	400.00	300.00 %
	SubAccount: 040 - CHARGES FOR SERVICES Total:	**8,410.00**	**8,410.00**	**1,167.40**	**16,593.85**	**8,183.85**	**197.31%**
SubAccount: 050 - FINES & FORFEITS							
101-000-658.000	OVERDUE FEES	200.00	200.00	81.00	671.25	471.25	335.63 %
101-000-658.004	REPLACEMENT FEES	2,000.00	2,000.00	666.00	3,945.62	1,945.62	197.28 %
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**	**747.00**	**4,616.87**	**-72,583.13**	**5.98%**
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
101-000-665.000	INTEREST INCOME	50,000.00	50,000.00	30,118.85	344,069.02	294,069.02	688.14 %
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**	**30,118.85**	**344,912.13**	**294,912.13**	**689.82%**
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
101-000-675.000	MISCELLANEOUS	0.00	0.00	4.00	2,028.96	2,028.96	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	447.52	93.04	93.04	0.00 %
	SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:	**2,000.00**	**2,000.00**	**451.52**	**5,558.27**	**3,558.27**	**277.91%**
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	2,264,919.58	0.00	0.00	-2,264,919.58	0.00 %

Budget Adjustments

Number	Date	Description	Adjustment
RES 26-05	06/10/2026	BUDGET AMENDMENTS RES 26-05	-480,672.29
RES 26-04	06/10/2026	TXFR FROM RESERVES TO BUDGET REV	-114,150.00
RES 26-04	06/10/2026	TXFR FROM RESERVES TO BUDGET REV	-980,672.29

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
	SubAccount: 080 - OTHER FINANCING SOURCES Total:	**739,425.00**	**2,314,919.58**	**0.00**	**0.00**	**-2,314,919.58**	**0.00%**
	Revenue Total:	**4,733,957.00**	**6,309,451.58**	**34,328.37**	**4,232,147.57**	**-2,077,304.01**	**67.08%**
Expense							
SubAccount: 090 - PERSONNEL SERVICES							
101-790-702.000	SALARIES	1,415,000.00	1,415,000.00	150,286.38	1,315,542.94	99,457.06	92.97 %
101-790-716.000	HEALTH INSURANCE	113,440.00	113,440.00	0.00	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	33.48	4,832.36	5,042.64	48.94 %
101-790-719.001	H.S.A.	17,625.00	17,625.00	5,075.00	23,194.24	-5,569.24	131.60 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101-790-719.003	PEDIATRIC DENTAL	500.00	500.00	0.00	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	11,427.37	100,222.18	8,025.82	92.59 %
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	112,918.21	1,081.79	99.05 %

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**	**175,489.89**	**1,674,329.26**	**143,652.74**	**92.10%**

SubAccount: 100 - LIBRARY SUPPLIES

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101-790-727.000	SUPPLIES	35,000.00	35,000.00	2,308.58	25,346.91	9,653.09	72.42 %
101-790-730.000	POSTAGE	11,000.00	11,000.00	6.97	5,209.21	5,790.79	47.36 %
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**	**2,315.55**	**30,556.12**	**16,443.88**	**65.01%**

SubAccount: 120 - OTHER SERVICES & CHARGES

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101-790-860.000	TRANSPORTATION	500.00	500.00	0.00	446.74	53.26	89.35 %
101-790-900.000	MARKETING & ADVERTISING	25,000.00	25,000.00	1,884.65	11,550.04	13,449.96	46.20 %
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	208.95	17,938.63	17,061.37	51.25 %
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	338.78	3,149.30	-149.30	104.98 %
	SubAccount: 120 - OTHER SERVICES & CHARGES Total:	**103,650.00**	**103,650.00**	**2,432.38**	**57,305.73**	**46,344.27**	**55.29%**

SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
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	480.60	15,426.70	14,573.30	51.42 %
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	769.54	10,742.44	-742.44	107.42 %
101-790-820.000	DELIVERY SERVICES	5,000.00	5,000.00	0.00	2,097.00	2,903.00	41.94 %
	SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES T	**133,500.00**	**133,500.00**	**1,250.14**	**51,384.07**	**82,115.93**	**38.49%**

SubAccount: 140 - BUILDING & MAINTENANCE

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101-790-775.000	BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	345.33	7,273.83	7,726.17	48.49 %
101-790-808.000	BUILDING SECURITY SYSTEM	4,500.00	4,500.00	292.97	4,820.79	-320.79	107.13 %
101-790-819.002	GROUNDS MAINTENANCE	55,000.00	55,000.00	1,185.00	35,264.10	19,735.90	64.12 %
101-790-920.000	PUBLIC UTILITIES	90,200.00	90,200.00	7,878.93	72,828.26	17,371.74	80.74 %
101-790-958.000	BUILDING MAINTENANCE	95,000.00	95,000.00	2,164.00	55,733.02	39,266.98	58.67 %
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**	**11,866.23**	**219,163.00**	**88,511.00**	**71.23%**

SubAccount: 150 - MATERIALS & PROGRAMMING

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101-790-782.000	PERIODICALS	15,000.00	15,000.00	1,163.11	15,875.84	-875.84	105.84 %
101-790-782.001	ELECTRONIC MEDIA	196,000.00	271,000.00	6,811.52	277,671.17	-6,671.17	102.46 %

Budget Adjustments

Number	Date	Description	Adjustment
RES 26-05	06/10/2026	BUDGET AMENDMENTS RES 26-05	75,000.00

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101-790-782.002	CIRCULATING HOTSPOTS	17,000.00	17,000.00	1,127.35	12,780.02	4,219.98	75.18 %
101-790-782.003	DATABASES	43,220.00	43,220.00	209.78	35,958.72	7,261.28	83.20 %
101-790-782.004	YS PROGRAMMING	46,000.00	46,000.00	2,630.00	30,177.40	15,822.60	65.60 %
101-790-782.005	ADULT PROGRAMMING	23,500.00	23,500.00	1,273.89	22,868.01	631.99	97.31 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101-790-782.006	YOUTH DATABASES	16,000.00	16,000.00	0.00	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	3,562.22	56,167.95	10,332.05	84.46 %
101-790-982.002	LIBRARY OF THINGS	15,000.00	15,000.00	366.83	4,918.77	10,081.23	32.79 %
101-790-982.006	ADULT AV	14,400.00	14,400.00	1,408.17	17,201.60	-2,801.60	119.46 %
101-790-982.018	YS BOOKS - PRINT	33,000.00	33,000.00	221.89	26,659.05	6,340.95	80.79 %
101-790-982.019	KITS & LOT - YOUTH	16,000.00	16,000.00	0.00	6,555.37	9,444.63	40.97 %
101-790-982.024	YS AV	10,000.00	10,000.00	1,735.86	7,359.70	2,640.30	73.60 %
SubAccount: 150 - MATERIALS & PROGRAMMING Total:		**523,900.00**	**598,900.00**	**20,510.62**	**527,785.40**	**71,114.60**	**88.13%**
SubAccount: 160 - INFORMATION TECHNOLOGY							
101-790-780.000	TECH SUPPLIES	4,500.00	4,500.00	59.92	1,556.95	2,943.05	34.60 %
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	2,096.30	11,398.69	1,101.31	91.19 %
101-790-850.002	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	97.41	1,013.98	1,986.02	33.80 %
101-790-932.000	AUTOMATED SYSTEM MAINT	161,661.00	161,661.00	709.41	165,370.64	-3,709.64	102.29 %
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	0.00	96,317.41	32,382.59	74.84 %
SubAccount: 160 - INFORMATION TECHNOLOGY Total:		**368,586.00**	**368,586.00**	**2,963.04**	**277,345.73**	**91,240.27**	**75.25%**
SubAccount: 170 - CAPITAL OUTLAY							
101-790-971.000	CAPITAL IMPROVEMENT PROJECTS	500,000.00	980,672.29	4,200.00	975,772.29	4,900.00	99.50 %

Budget Adjustments

Number	Date	Description	Adjustment
RES 26-05	06/10/2026	BUDGET AMENDMENTS RES 26-05	480,672.29

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 170 - CAPITAL OUTLAY Total:		**500,000.00**	**980,672.29**	**4,200.00**	**975,772.29**	**4,900.00**	**99.50%**
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	440,079.00	0.00	0.00	440,079.00	0.00 %

Budget Adjustments

Number	Date	Description	Adjustment
RES 25-18	09/09/2025	AMEND MERS AND CONTINGIES	-102,000.00
RES 26-05	06/10/2026	BUDGET AMENDMENTS RES 26-05	-75,000.00

		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**	**857,229.00**	**0.00**	**217,150.00**	**640,079.00**	**25.33%**
Expense Total:		**4,733,921.00**	**5,215,193.29**	**221,027.85**	**4,030,791.60**	**1,184,401.69**	**77.29%**
Total Revenues		**4,733,957.00**	**6,309,451.58**	**34,328.37**	**4,232,147.57**	**-2,077,304.01**	**67.08%**
Fund: 101 - General Fund Surplus (Deficit):		**36.00**	**1,094,258.29**	**-186,699.48**	**201,355.97**	**-892,902.32**	**18.40%**

Fund: 272 - Special Revenue

Revenue

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 060 - INVESTMENT & INTEREST INCOME							
272-000-665.000	INTEREST	1,000.00	1,000.00	2,928.89	35,249.19	34,249.19	3,524.92 %
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**	**2,928.89**	**35,249.19**	**34,149.19**	**3,204.47%**
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES							
272-000-674.000	DONATIONS/FUNDRAISING	25,000.00	25,000.00	900.00	24,497.22	-502.78	97.99 %
272-000-674.387	ARCHIVES DONATIONS	5,000.00	5,000.00	66,760.57	69,560.57	64,560.57	1,391.21 %
272-000-675.000	SPECIAL EVENTS REVENUE	1,000.00	10,000.00	0.00	10,000.00	0.00	100.00 %

Budget Adjustments

Number	Date	Description	Adjustment
RES 26-05	06/10/2026	BUDGET AMENDMENTS RES 26-05	-9,000.00

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
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	0.00	-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 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
272-000-675.015	FRIENDS DONATION	5,000.00	5,000.00	2,730.00	8,830.00	3,830.00	176.60 %
272-000-675.017	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	173.41	1,824.82	-175.18	91.24 %
SubAccount: 070 - OTHER REVENUE & FINANCING SOURCES Total:		**43,000.00**	**52,000.00**	**70,563.98**	**115,573.37**	**63,573.37**	**222.26%**
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**	**70,100.00**	**73,492.87**	**150,822.56**	**80,722.56**	**215.15%**
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	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	10,000.00	3,906.44	9,111.44	888.56	91.11 %

Budget Adjustments

Number	Date	Description	Adjustment
RES 26-05	06/10/2026	BUDGET AMENDMENTS RES 26-05	9,000.00

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
SubAccount: 100 - LIBRARY SUPPLIES Total:		**36,000.00**	**45,000.00**	**3,906.44**	**20,164.71**	**24,835.29**	**44.81%**
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	565.55	13,282.55	-8,282.55	265.65 %
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	120.50	1,651.41	348.59	82.57 %
SubAccount: 190 - FRIENDS OF THE LIBRARY Total:		**9,000.00**	**9,000.00**	**686.05**	**15,795.38**	**-6,795.38**	**175.50%**
Expense Total:		**52,100.00**	**61,100.00**	**4,592.49**	**35,960.09**	**25,139.91**	**58.85%**
Total Revenues		**61,100.00**	**70,100.00**	**73,492.87**	**150,822.56**	**80,722.56**	**215.15%**
Fund: 272 - Special Revenue Surplus (Deficit):		**9,000.00**	**9,000.00**	**68,900.38**	**114,862.47**	**105,862.47**	**1,276.25%**
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	217,150.00	0.00	100.00 %
SubAccount: 080 - OTHER FINANCING SOURCES Total:		**217,150.00**	**217,150.00**	**0.00**	**217,150.00**	**0.00**	**100.00%**
Revenue Total:		**217,150.00**	**217,150.00**	**0.00**	**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**	**0.00**	**217,150.00**	**0.00**	**100.00%**
Fund: 371 - Debt Service Fund Surplus (Deficit):		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Report Surplus (Deficit):		**9,036.00**	**1,103,258.29**	**-117,799.10**	**316,218.44**	**-787,039.85**	**28.66%**

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	1,843.60	3,762,960.36	-34,835.64	99.08%
030 - STATE GRANTS	59,126.00	59,126.00	0.00	97,506.09	38,380.09	164.91%
040 - CHARGES FOR SERVICES	8,410.00	8,410.00	1,167.40	16,593.85	8,183.85	197.31%
050 - FINES & FORFEITS	77,200.00	77,200.00	747.00	4,616.87	-72,583.13	5.98%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	30,118.85	344,912.13	294,912.13	689.82%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	451.52	5,558.27	3,558.27	277.91%
080 - OTHER FINANCING SOURCES	739,425.00	2,314,919.58	0.00	0.00	-2,314,919.58	0.00%
Revenue Total:	**4,733,957.00**	**6,309,451.58**	**34,328.37**	**4,232,147.57**	**-2,077,304.01**	**67.08%**
Expense						
090 - PERSONNEL SERVICES	1,715,382.00	1,817,982.00	175,489.89	1,674,329.26	143,652.74	92.10%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	2,315.55	30,556.12	16,443.88	65.01%
120 - OTHER SERVICES & CHARGES	103,650.00	103,650.00	2,432.38	57,305.73	46,344.27	55.29%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	133,500.00	133,500.00	1,250.14	51,384.07	82,115.93	38.49%
140 - BUILDING & MAINTENANCE	307,674.00	307,674.00	11,866.23	219,163.00	88,511.00	71.23%
150 - MATERIALS & PROGRAMMING	523,900.00	598,900.00	20,510.62	527,785.40	71,114.60	88.13%
160 - INFORMATION TECHNOLOGY	368,586.00	368,586.00	2,963.04	277,345.73	91,240.27	75.25%
170 - CAPITAL OUTLAY	500,000.00	980,672.29	4,200.00	975,772.29	4,900.00	99.50%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	1,034,229.00	857,229.00	0.00	217,150.00	640,079.00	25.33%
Expense Total:	**4,733,921.00**	**5,215,193.29**	**221,027.85**	**4,030,791.60**	**1,184,401.69**	**77.29%**
Total Revenues	**4,733,957.00**	**6,309,451.58**	**34,328.37**	**4,232,147.57**	**-2,077,304.01**	**67.08%**
Total Expenses	**4,733,921.00**	**5,215,193.29**	**221,027.85**	**4,030,791.60**	**1,184,401.69**	**77.29%**
Fund: 101 - General Fund Surplus (Deficit):	**36.00**	**1,094,258.29**	**-186,699.48**	**201,355.97**	**-892,902.32**	**18.40%**
Fund: 272 - Special Revenue						
Revenue						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	2,928.89	35,249.19	34,149.19	3,204.47%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	52,000.00	70,563.98	115,573.37	63,573.37	222.26%
080 - OTHER FINANCING SOURCES	17,000.00	17,000.00	0.00	0.00	-17,000.00	0.00%
Revenue Total:	**61,100.00**	**70,100.00**	**73,492.87**	**150,822.56**	**80,722.56**	**215.15%**
Expense						
100 - LIBRARY SUPPLIES	36,000.00	45,000.00	3,906.44	20,164.71	24,835.29	44.81%
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	686.05	15,795.38	-6,795.38	175.50%
Expense Total:	**52,100.00**	**61,100.00**	**4,592.49**	**35,960.09**	**25,139.91**	**58.85%**
Total Revenues	**61,100.00**	**70,100.00**	**73,492.87**	**150,822.56**	**80,722.56**	**215.15%**
Total Expenses	**52,100.00**	**61,100.00**	**4,592.49**	**35,960.09**	**25,139.91**	**58.85%**
Fund: 272 - Special Revenue Surplus (Deficit):	**9,000.00**	**9,000.00**	**68,900.38**	**114,862.47**	**105,862.47**	**1,276.25%**
Fund: 371 - Debt Service Fund						
Revenue						
080 - OTHER FINANCING SOURCES	217,150.00	217,150.00	0.00	217,150.00	0.00	100.00%
Revenue Total:	**217,150.00**	**217,150.00**	**0.00**	**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**	**0.00**	**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**	**0.00**	**0.00**	**0.00**	**0.00%**
Report Surplus (Deficit):	**9,036.00**	**1,103,258.29**	**-117,799.10**	**316,218.44**	**-787,039.85**	**28.66%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	36.00	1,094,258.29	-186,699.48	201,355.97	-892,902.32
272 - Special Revenue	9,000.00	9,000.00	68,900.38	114,862.47	105,862.47
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	**9,036.00**	**1,103,258.29**	**-117,799.10**	**316,218.44**	**-787,039.85**

Howell Carnegie District Library

HCDL Balance Sheet
Account Summary
As Of 06/30/2026

Account	Name	Balance	
Fund: 101 - General Fund			
Assets			
101-000-001.000	CASH - CHECKING.	89,244.69	
101-000-001.002	CASH -CREDIT CHECKING	2,462.26	
101-000-002.000	BANK OF ANN ARBOR MONEY MARKET	7,164,870.78	
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	51,061.46	
101-000-017.000	MI CLASS - GENERAL	773,532.55	
101-000-018.000	MI CLASS - CAPITAL RESERVE	444,837.86	
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	107,115.46	
101-000-040.000	ACCOUNTS RECEIVABLE - GENERAL	12,678.93	
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	0.00	
101-000-084.371	DUE FROM 371 DEBT SERVICE	0.00	
101-000-084.702	DUE FROM LB TRUST & AGENCY FD	0.00	
101-000-084.727	DUE FROM PENSION	0.00	
101-000-084.900	DUE FROM CAPITAL ASSET FUND	0.00	
101-000-084.950	DUE FROM LONG TERM DEBT	0.00	
101-000-123.000	PREPAID EXPENSE	145,785.53	
101-000-123.001	PREPAID EXPENSE - CONTROL.NET	11,729.00	
101-000-159.000	SUBSCRIPTION ASSETS	273,324.74	
101-000-160.000	ACC AMTZ - SUBSCRIPTION ASSETS	-92,037.45	
	Total Assets:	**9,123,594.74**	**9,123,594.74**
Liability			
101-000-202.000	ACCOUNTS PAYABLE	34,269.07	
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	-303.44	
101-000-231.003	457 PAYABLE	-4,050.25	
101-000-257.000	ACCRUED PAYROLL	50,722.74	
101-000-258.000	ACCRUED PAYROLL TAXES	3,857.13	
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:	**291,205.16**	

Equity

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	5,084,872.29	
101-000-390.001	FUND BALANCE - GASB 34	-592.86	
	Total Beginning Equity:	**8,631,033.61**	
Total Revenue		4,232,147.57	
Total Expense		4,030,791.60	
Revenues Over/Under Expenses		**201,355.97**	
	Total Equity and Current Surplus (Deficit):	**8,832,389.58**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**9,123,594.74**

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	94,211.02	
272-000-001.001	BANK OF ANN ARBOR CHECKING	5,000.00	
272-000-001.002	CASH - CREDIT CHECKING	98.51	
272-000-002.000	BANK OF ANN ARBOR MONEY MARKET	541,291.11	
272-000-017.000	MI CLASS ACCOUNT	350,453.58	
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 FURNISHIN(	0.00	
272-000-084.000	DUE FROM OTHER FUNDS	0.00	
	Total Assets:	**989,008.85**	**989,008.85**
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	35,122.15	
272-000-390.000	FUND BALANCE	288,645.87	
	Total Beginning Equity:	**873,276.38**	
Total Revenue		150,822.56	
Total Expense		35,960.09	
Revenues Over/Under Expenses		**114,862.47**	
	Total Equity and Current Surplus (Deficit):	**988,138.85**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**989,008.85**

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	3,462.50	
371-000-300.000	BONDS PAYABLE	1,385,000.00	
	Total Liability:	**1,388,462.50**	
Equity			
371-000-390.000	FUND BALANCE	0.00	
371-000-390.001	FUND BALANCE - EXPENDABLE	-1,388,462.50	
	Total Beginning Equity:	**-1,388,462.50**	
Total Revenue		217,150.00	
Total Expense		217,150.00	
Revenues Over/Under Expenses		**0.00**	
	Total Equity and Current Surplus (Deficit):	**-1,388,462.50**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**0.00**

HCDL Banking & Investment Summary

6/30/2026

Bank	Account Type	Description	Current Balance*	Fiscal YTD Interest	Interest Rate	APY	Maturity Date
BOAA	Checking	General Checking	200,000.00	8,491.57	3.840%	3.91%	n/a
BOAA	Checking	Payroll Checking	898.91	-	0.000%	0.00%	n/a
BOAA	Checking	Credit Processing	2,520.97	35.19	0.550%	0.55%	n/a
BOAA	Checking	272 Fund	5,000.00	5.29	0.150%	0.15%	n/a
BOAA	ICS	General Savings	7,353,473.99	286,242.45	4.170%	4.26%	n/a
BOAA	ICS	272 Savings	541,290.45	21,552.01	4.170%	4.26%	n/a
MI Class	Investment	Investment	1,675,939.45	63,971.14	3.742%	3.75%	n/a
Comerica	Brokerage	Money Market	-	153.82	0.050%	0.05%	n/a
Comerica	Brokerage	Government Bond FHLB	-	1,000.00			
			9,779,123.77	381,451.47			
			Overall Return		4.087%	4.16%	

*Current balance is per bank statement.

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Bank	Account Type	Description	Maturity Amount	Accrued Interest		Calculations	
BOAA	Checking	General Checking				7,680.00	7,820.00
BOAA	Checking	Payroll Checking				-	-
BOAA	Checking	Credit Processing				13.87	13.87
BOAA	Checking	272 Fund				7.50	7.50
BOAA	ICS	General Savings				306,639.87	313,257.99
BOAA	ICS	272 Savings				22,571.81	23,058.97
MI Class	Investment	Investment				62,718.68	62,830.97
Comerica	Brokerage	Money Market				-	-
Comerica	Brokerage	Government Bond FHLB		-		-	-
						399,631.72	406,989.30

*Current balance is per bank statement.

Howell Carnegie District Library

May 2026 Treasurer's Report

Detail

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

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 July 14, 2026

All content on the library's website, including the pdf board packets and mobile apps, must be accessible under the ADA Title II by April 26, 2027. Starting with this director's report, I will include more written information and fewer attachments.

BOARD MEETING AGENDA
A-July 14, 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.

NEW BUSINESS

- Oath of Office for Lauren Weber (Howell Board of Education appointment)
  No board motion needed.

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

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

- Appoint board mentors for new board members.
  I move to appoint Susan Pominville as Lauren Weber's board mentor.

  Susan Pominville has agreed to serve as Lauren Weber's board mentor.

IN-SERVICE TRAINING: Board Orientation - Part 1

CONSENT AGENDA:
I move to approve the consent agenda.

A. Public Hearing for Review of Proposed Budget and Board of Trustees Meeting Minutes from June 9, 2026, including closed session
   B-Consent Agenda A-board_minutes_6-9-26
   (Paper copies of the closed session minutes will be provided at the meeting)

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

C. Annual Resolutions
   Resolution 26-10 to Authorize Bank Signatures
   B-Consent Agenda C-Resolution 26-10 to Authorize Bank Signature

   Resolution 26-11 to Authorize Transfer of Funds to the Sick/Vacation/Retirement Reserve
   B-Consent Agenda C-Resolution 26-11 to Authorize Transfer of Funds to the Sick/Vacation/Retirement Reserve

   Resolution 26-12 to Authorize Library Director to Approve Expenditures
   B-Consent Agenda C-Resolution 26-12 to Authorize Library Director to Approve Expenditures

   Resolution 26-13 to Authorize Library Bookkeeper to Transfer Funds Between Library Accounts
   B-Consent Agenda C-Resolution 26-13 to Authorize Library Bookkeeper to Transfer Funds Between Library Accounts

   Resolution 26-14 to Authorize Designated Library Use of a Business Credit Card
   B-Consent Agenda C-Resolution 26-14 to Authorize Designated Library Use of a Business Credit Card

   Resolution 26-15 to Amend the Budget for Fiscal Year 2025-2026
   B-Consent Agenda C-Resolution 26-15 to Amend the Budget for Fiscal Year 2025-2026

   Resolution 26-16 to Authorize Transfer of Funds from Reserve to Revenue
   B-Consent Agenda C-Resolution 26-16 to Authorize Transfer of Funds from Reserve to Revenue

D. Board Meeting Topics Calendar for 2026-2027
   B-Consent Agenda D- Board Meeting Topics Calendar for 2026-2027

E. Approve MERS 2026 Officer and Employee Delegate Certificate Form
   B-Consent Agenda E- MERS 2026 Officer and Employee Delegate Certificate Form

   Note - Amy Wright will serve as the Officer Delegate and Jeremy Eden as the Officer Alternate. Diane McKee will serve as the Employee Delegate and Heather Knapp will serve as the Employee Alternate.

F. Requesting approval of a purchase agreement with Dell for new servers
   B-Consent Agenda F-Purchase agreement with Dell for new servers

   Note: I am requesting a purchase agreement with Dell for $33,504.12 for 4 replacement servers. Funds are included in the 2026-2027 fiscal year budget in the information technology category.

G. Use of Library Grounds Request from HAPRA
   B-Consent Agenda G-Use of Library Grounds Request HAPRA

Note: HAPRA is requesting use of the library lawn outside the Youth Services area on Saturday, August 15, 2026, for a bubble party hosted by Bubbles R Fun. This is the Saturday of the Melon Festival.

FINANCE:

1. June 2026 penal fines total $47,662.40. The year-to-date total for penal fines through June 2026 is $513,67, a 20% increase from May 2025. We should receive the penal fine check later this month.
2. The monthly budgetary status report and balance sheet are attached.
3. Treasurer’s Report

C-Financial Information A- Monthly Budgetary Status Report
C-Financial Information B- Balance Sheet
C-Treasurer's Report -June 2026 Monthly Summary
C-Treasurer’s Report-Quarterly Investment Summary June 30, 2026

COMMITTEE REPORTS - None

ACTION ITEMS

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Annual Board Commitment to Excellence
  No motion needed.

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

DISCUSSION ITEMS:

- Review Director Evaluation

  Kathryn Tuck, Board President, and I met in June. I will review our conversation at the meeting.

- Strategic Plan Update
  E-Quarterly Strategic Plan Update July 2026

  Please review and bring any questions you might have to the meeting for discussion.

- Board Training Topics for 2026-2027

  The In-Service Training portion of the board meeting lasts approximately 15-20 minutes. This is a mix of training presented by the library director or library leadership team members, as well as presenters from outside the library, such as the library’s auditor or attorney, or organizations with which the library collaborates.

  Currently on the calendar:
  August - Board Orientation Part 2

November - Audit Review
December - Holiday Gathering of current board members and Trustee Emeritus
We need to determine a venue for this year's gathering
May - 2027-2028 Budget Review

Please bring ideas for training topics or organizations to consider this year, keeping in mind the results from last month's Board Assessment.

- Review Board Roster

  I will have a physical copy at the board meeting for your review.

- Discuss Board Committees

  There are three standing board committees:
  Finance - reviews investments and all aspects of library finances to assist the library Treasurer in managing the funds. Monitors current funding sources and takes action to defend or protect them as needed.

  Current Finance Members: Bob Ellis, Susan Pominville, Jake Schlittler, and myself

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

  Current Nominating and Recruiting Members: Susan Pominville, Kathryn Tuck, and myself with one open position

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

  Current Policy Members: Jessica Byrns (staff representative), Jennifer Earl, Heather White, and myself with one open position.

  Discussion at the meeting regarding committee assignments.

- Livingston County Trustees & Directors Meeting - Consider dates, topics & location

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

MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- Nancy Oeswein of Auburn Moon Productions withdrew her Use of Library Grounds Application.

- MERS Annual Actuarial Valuation Report December 31, 2025 is available in the Trustee Notebook. The funded ratio, including the Surplus Division, as of December 31, 2025, is 105%. Projection scenarios, excluding the Surplus Division, and a 6.79% rate of return indicate a funded percentage of 76% as of December 31, 2025. The employer contribution is calculated without the Surplus Division. The projection scenario graph shows full funding between 2040 and 2041.

- The audit for fiscal year 2025-2026 is scheduled for the week of September 28, 2026.

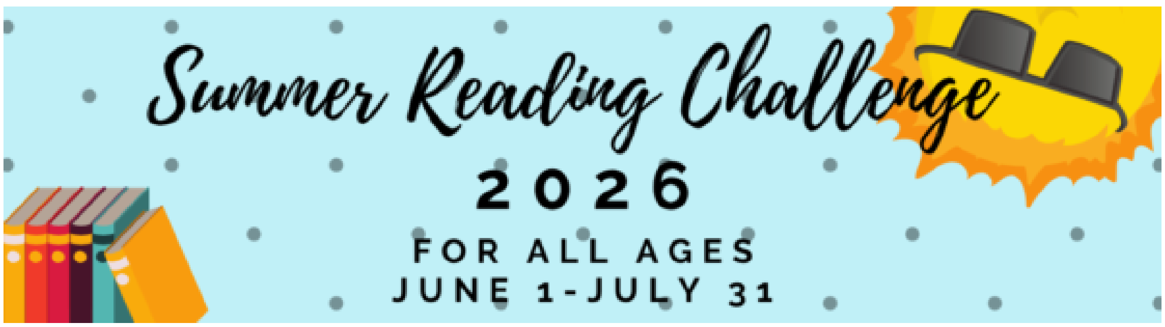
- The library has a display in the reference area for the 36th anniversary of the ADA. The two pillars have information on all four sides, and the display itself has a mix of books and photographs. Disability Pride Month is celebrated every July.

LIBRARY EVENTS:

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

- **Reference or Adult Programming** calendar of events.

- **Something for Everyone -**



COMMUNITY ENGAGEMENT:

- The library serves as a donation drop-off location for the LESA backpack supplies drive. The last day to drop off items is July 29th.
- The library partnered with the Livingston County League of Women Voters to host three virtual candidate forums which are available on the library's YouTube channel:
  - 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:

- MERS Annual Actuarial Valuation Report December 31, 2025 is available in the Trustee Notebook.
- Board Assessment:
  - Written Summary June 2026
  - Slides

Holly Ward Lamb 7/10/26

July 2026 updates in bold including changes in timelines
ACTION PLAN July 2025 - December 2026

Community Connection

Goal 1.1 Strengthen community outreach and communication to build connections.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Create a Partnership Plan	Janice/Leadership Team		
Create an outreach calendar	Amy /Leadership Team		
Investigate patron engagement systems	Jeremy/ Leadership Team	Completed ✅	3-year contract signed with Spring Share for Patron Point engagement product (Oct 25 update)
Patron Point - patron engagement system (added Oct 25)	Jeremy/ Leadership Team	Gradual Implemen-tation starting in Nov. 25	Implementation started, currently working on circulation notices (Jan 26 update) Work continues on implementation (April 26 update) **Patron email notices and enewsletter sent using Patron Point/ LibConnectPro. The Welcome Journey and Care Renewal Journey have been enabled. (July 26 update)**
Follow up with those interested in serving on the library board	Holly/Kathleen		

Ongoing activities include: e-newsletter, Facebook, Instagram, website, outreach via book deliveries to preschools and senior centers, two Farmers Markets per season, YS collaboration with Great Start, Salvation Army/Summer Lunch Bunch, Howell Public Schools, and adult partnership with Livingston County Veteran Services.

Goal 1.2 Provide programming for entertainment and lifelong learning.			

Activity	Person/Group Responsible	Timeline	Update
Create an evaluation plan for programming	Leadership Team		
Investigate a permanent outdoor speaker system	Janice	**Completed ✅**	Janice is investigating potential sources. (April 26 update) **New system installed in June (July 26 update)**

Ongoing activities include: adult and youth programming.

Goal 1.3 Offer collections to meet diverse community needs.

Activity	Person/Group Responsible	Timeline	Update
Word of Mouth Marketing Plan/calendar and evaluation plan	Leadership Team		
Leverage collectionHQ	Janice and Jessica	Completed ✅	Reference will focus on overstocked nonfiction. Youth Services will focus on additional training on system enhancements for weeding (Oct. 25). Collections divided amongst staff for ongoing weeding in Reference. YS completed additional training. Our collectionHQ rep is readily available for any additional training as needed. Focus completed while use of collectionHQ continues as part of normal workflow. (April 26 update)

Ongoing activities include: adult and youth collection development.

Goal 1.4 Increase access to the Howell Carnegie Library Archives.

Activity	Person/Group Responsible	Timeline	Update
Evaluate appointment system	Jessica/Jeremy /Holly	Completed ✅	April 2025, when the appointment system started, through Mar 13, 2026 there were 19 appointments. June 2025 was the only month where there were no appointments. Completed (April 26 update)
Collection Development Policy for Archives	Jessica/Jeremy /Holly	~~July-Dec 2025~~ ~~Mar 26~~ Sept 26	
Identify other policies and forms needed	Jessica/Jeremy	FY 25-26	
Create a to-do list and prioritize	Jeremy/Jessica	~~July-Dec 2025~~ ~~June 26~~ **Dec 26**	
Recruit and Train Volunteers	Jessica/Jeremy	ongoing	

Ongoing activities include: assistance to individuals and digitization/metadata projects.

Optimizing Library Spaces

Goal 2.1 Ensure all library spaces are accessible, optimally utilized, and relevant to meet community needs.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Steps and Ramp project	Holly	in progress	
Space usage study	Holly	RFP by end of ~~Sept~~ Nov **In progress**	Samples of RFPs and list of consultants requested from other library directors. (Oct 25) RFP sent Jan 7, 2026 Target date to award - March 2026 board meeting (Jan 26 update) Consultant selected at March board meeting. Kick off meeting scheduled for

			April 28, 2026 (Apr 26 update) **Space Utilization Study completed. Work on Master Plan has started (July 26 update)**
Options for library lot – staff parking and garden space	Holly/Diane	in progress	See below
next level environmental study	Holly/Diane	in progress	Chasing down the consultant for level 2 environmental study for the lot. Investigating possibility of State of MI assistance with level 2 study. (Oct 25) Based on a conversation with the State of MI, a detailed design is needed before it can be determined which areas of the lot need a level 2 environmental study. The library lot is included in the space assessment RFP (Jan 26 update)
Facilities Maintenance Plan	Holly/Diane	~~April Sept~~ ~~Nov 2025~~ ~~Mar 26~~ July 26	
Air Duct Cleaning	Holly/Diane	FY 25-26	
Evaluate bulletin boards - what, where, etc	Holly/Kathleen/Janice	Completed ✅	Evaluation and reorganization completed (April 26 update)
Signage	Holly/Diane	Completed ✅	Emergency exits, Friends Bookroom, YS restroom, Meabon Room, YS end caps all updated. (April 26 update)
Update electrical - inverter/emergency lighting	Holly/Diane	FY 25-26	
Update plumbing - back hall, new toilets in restrooms in back hall, staff lounge, and restroom	Holly/Diane	FY 25-26	

Evolve Capacity

Goal 3.1 Prioritize staff development for connection.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Establish quarterly staff development requirements	Holly/Diane	FY 25-26	Via Google Classroom: Technology Training in Aug-Sept 25 Cyber Security Training in Oct. In person: Emergency Procedures on 10/3 (Oct 25) Google Classroom Emergency Procedures training created (Jan 26 update)
Create and implement Customer Service Philosophy/Expectations and training plan	Holly/Diane with consultant	~~July-Dec 2025~~ ~~Jan-June 2026~~ **July - Dec 26**	

Goal 3.2 Build operational structure.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Develop Performance Development System	Holly/Diane	**Completed** ✅	Adding wording to job descriptions related to development appraisal and determining format for development appraisal (Oct 25, Jan 26 and April 26 updates) **Job descriptions updated and format for annual development review selected (July 26 update)**
Values in Action (added Sept 25)	Holly/Diane	~~Sept - Dec 2025~~ ~~Mar 26~~ July 26	Contract signed with ElementOne, background work with Leadership Team, staff meeting to launch

			project scheduled for Nov (Oct 25 update) Second draft ready to review with Leadership, then ElementOne will offer a focus group for staff (Jan 26 update) Staff focus group conducted, Leadership will review and finalize. ElementOne will "train the trainer" to implement. (April 26 update)
Update Orientation Process (including utilizing Niche Academy and Google Classroom)	Diane/Holly		
Continue review and update of policies and procedures	Holly	ongoing	Emergency procedures and building information binder rewritten. Staff training conducted on Oct 3 (Oct 25)
Evaluation plan - what stats to keep, switch to Gimlet at all service desks, etc.	Leadership Team	by ~~10/31/25~~ ~~12/31/25~~ 6/30/26 **9/30/26**	
New phone system	Jeremy	Completed ✅	The phone system switched in Sept, working through final steps. (Oct 25) Working through a few remaining punchlist items (Jan 26 update) Completed (April update)
Implementation of updated job classification and pay structure	Holly/Diane	FY 25-26 - FY 27-28	
Implement Performance Development System	Leadership Team	Jan-June 2026	**Development Reviews process started in June 26, continuing into July 26**