

Dexter District Library
Board of Trustees - Meeting Agenda
November 7, 2022 - 7:00 p.m.

Board meetings are in-person events in the Library's Lower Level Meeting Room

- 1) Call to order, attendance and introductions (7:00 pm)
- 2) Approval of agenda – **action item**
- 3) Oath of Office
- 4) Approval of minutes from the October 3, 2022 Board meeting – **action items**
- 5) Public comment
 - Prearranged public comment – none
 - General public comment
- 6) Consent agenda – **action item**
 - Library Director's narrative report
 - Friends of the Library Report (contained in Director's narrative report)
 - Balance sheets
 - Michigan CLASS report
 - Library statistical report
 - Committee meeting minutes
 - Items from Legislature, MLA, TLN, AAACF, local municipalities
 - Patron comments
- 7) Treasurer's Report (7:20 pm)
 - Approval of bills paid during October and the first week of November, 2022 – **action item**
 - Budget changes – Water fountain replacement – see Treasurer's Report – **action item**
 - Reimbursement – Krista Pedersen – see Treasurer's Report – **action item**
- 8) Administrative Items (7:40 pm)
 - Anniversaries – Library Assistants (Circulation): Jane Anderson (6 yrs), Ann Smart (16 yrs)
 - New Hire – Library Page: Elle Nickerson – **action item**
- 9) Old Business (8:00 pm)
 - Millage renewal
 - Board terms
 - Schindler Elevator service
- 10) New Business (8:30 pm)
 - 2023 Board meetings, closing and paid holiday schedules – **potential action item**
- 11) Public comment
- 12) Board member comments
- 13) Adjourn (8:59 pm)



Dexter District Library Board of Trustees
DRAFT - Meeting Minutes
October 3, 2022
7:00 p.m.

Members present: Barbara Davenport, Martha Gregg, Cassy Korinek,
Sherry Simpson, Shelly Vrsek

Members absent: Jim LaVoie, Donna Palmer, No representative has yet been appointed by
Dexter Township

Others present: Paul McCann, Library Director
Michelle Joppeck, Recording Secretary
Kim Swoverland, Outgoing Recording Secretary

President Vrsek called the meeting to order at 7:03 p.m.

Vrsek called for additions/changes to the presented agenda. Gregg moved to approve the meeting agenda as presented. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

The Oath of Office was taken.

Election of Officers and Committee Assignments: With the start of the new fiscal year, the slate of Board Officers, as well as committee assignments were discussed. Members present were in favor of continuing with the current slate of officers and committee assignments. Simpson moved to approve the continuation of the current committee assignments and the current slate of Board Officers to serve for the 2022-2023 fiscal year as follows:

<u>President:</u>	<u>Shelly Vrsek</u>
<u>Vice-President:</u>	<u>Sherry Simpson</u>
<u>Secretary:</u>	<u>Barbara Davenport</u>
<u>Treasurer:</u>	<u>James LaVoie (provided he is reappointed by Dexter Twp.)</u>
<u>Policy Committee:</u>	<u>Korinek, Simpson, Vrsek</u>
<u>Facilities Committee:</u>	<u>Davenport, Gregg</u>
<u>Finance Committee:</u>	<u>Palmer, LaVoie (provided he is reappointed by Dexter Twp.)</u>

Second by Davenport. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Regarding the Budget Hearing meeting minutes, an error was noted and corrected. Simpson moved to approve the minutes from the August 29, 2022 Budget Hearing Meeting as corrected. Second by Vrsek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Korinek moved to approve the minutes from the August 29, 2022 regular Board Meeting as presented. Second by Vrsek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Public Comment: None.

Circulation Statistics: Statistical charts for the month of September 2022 were available for review:

September 2022

Circulation Statistics	September
Adult Books	3761
Young Adult Books	597
Children's Books	8663
Magazines	115
DVD	1381
Books on CD	347
Music CD	198
Realia/Objects/Equip	47
Overdrive	3189
hoopla	1677
Kanopy	509
Renewals via web	981
Auto-renewals	9067
In-House	2061
Total	32593
Library visits	8985
Reference questions	1918
Items withdrawn	536
New items added	853
Total holdings	114070
New cards issued	107
Total card holders	11336
Internet usage	1617
Museum/Park Pass	10
Web site visits	9352
Program attendance	870
Fax	16
ILL lent out	1827
ILL borrowed	2450
In-house renewals	307
Unique borrowers	1786

Consent Agenda: Vrsek called for consideration of the Consent agenda, including the following: Library Director's narrative report, Friends of the Library report, Balance Sheets,

Library statistical report, items from Legislature, local municipalities and other organizations, and patron comments. Davenport moved to approve the Consent agenda. Second by Gregg. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Treasurer's Report: McCann presented the current Treasurer's report. The paid bills for the month of September were reviewed. Gregg moved to approve the bills paid in the month of September. Second by Korinek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

A recent lightning strike on Library property that caused a tree to fall on an employee's parked vehicle was discussed. Motion to reimburse Ann Smart's \$100 comprehensive deductible made by Davenport. Second by Korinek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Budget Changes: None

Reimbursement: None

Personnel: Library staff reaching their anniversary date of hire in the month of October include Youth Reference Librarians: Amy Hyde (6 years) and Xanthe Muller (1 year). Muller's wage increase was on hold for her 1-year anniversary, which will occur on October 20, 2022. Simpson moved to approve increasing X. Muller's hourly wage to \$18.62/hr. effective on her anniversary date of hire. Second by Korinek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried. McCann also noted the recent new hire for the open Youth Reference Librarian position: Elizabeth Grapentine/Stauch. Davenport moved to approve the new hire of E. Grapentine/Stauch. Second by Korinek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried. McCann also noted the recent resignation of Library Page, Sarah Burns.

Old Business: McCann reviewed the topics of the upcoming millage renewal in November 2022, joint programming, and Board Terms. McCann and Jim LaVoie have an appointment with Dexter Township in the coming week. Regarding the Schindler Elevator proposal for hydraulic oil maintenance, the Board felt the service can be postponed and appreciated the amount of research McCann has done.

New Business: A recent inquiry from the Washtenaw Genealogical Society was discussed. Board consensus centered on using the strategic plan for guidance, as well as the lack of available space. McCann presented a proposal from Altech Mechanical for needed repairs to the HVAC boiler system at an estimated cost of \$10,521.36. Davenport moved to approve the repairs as presented. Second by Gregg. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Public Comment: None

Board Member Comments: None

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by consensus at 8:21 p.m.

Respectfully submitted,

Barbara Davenport,
Secretary

Michelle Joppeck,
Recording Secretary

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Director's Report

Library Board meeting – November 7, 2022

The previous Library Board meeting was held on Monday, October 3, 2022

Dexter Township has reappointed Jim LaVoie for a new term. Due to Rosemary Quigley's retirement, we will have a new Board member joining us. James (Jamie) Estill was appointed by Dexter Township. Due to his service as an election poll worker, Jamie's appointment is effective as of November 9, 2022 and will run the four-year cycle, ending on September 30, 2026.

On November 2, an article appeared in the Sun Times News noting the City of Dexter, Arts, Culture and Heritage Committee was considering commissioning David Zinn to do a piece or pieces around town. <https://thesuntimesnews.com/g/dexter-mi/n/129358/dexter-considering-permanent-zinn-artwork-around-town>. The City reached out to the Library to ask if we were interested. I wrote back to the City requesting more information. Their initial request was for something 'in the lobby.' I noted that more details would need to be presented to the Board for discussion. The text of the Sun Times article seemed to imply that the Library site was under consideration by the City. Unfortunately, neither the City nor the Committee can make this decision without consulting the Library Board. Zinn's work is well known and he most recently presented a sidewalk chalk drawing program at the Library on September 23, 2022 - <https://dexter.lib.mi.us/events/sidewalk-art-with-david-zinn/>, which attracted 30 attendees. If more information is provided by the City, it will be presented at the Board meeting.

During the month, staff held interviews for open reference librarian positions. Response to the postings was minimal and, after the interviews, an appropriate candidate was not found. The lack of appropriate candidates will require the positions be reposted. In conjunction with the pending minimum wage increase, the Finance Committee began discussions on the payroll structure (see Finance Committee minutes.)

The parts for the HVAC repair/replacement of the expansion tank for HVAC hot water circulation have been ordered by Altech, but they have been coming in slowly. At the end of the month, Altech reported that the majority of the parts have been received and the company is working on scheduling, but they are working around a number of emergency calls.

We continue to work with an environmental recycling company, ERG in Livonia to arrange for recycling of some hazardous materials. The materials are primarily florescent tubes, battery packs, and replaced electrical equipment with heavy metals. We hope to make a recycling run on Thursday, November 3, but that is pending ERG drop-off scheduling.

Michelle Joppeck has been quickly learning the ropes of the Administrative Assistant position and is poised to fully take over the role. Kim Swoverland has been cutting back on hours and will be essentially done in early November.

The audit was completed the week of October 17. The auditors are now utilizing a portal allowing the Library to upload a variety of documents for processing, including the entire Quickbooks accounting file. The auditors only spent one day on site, Tuesday, October 18. The expectation is that the draft audit

will be available in mid-November for Library Board review with a final presentation by the auditors to happen at the December Board meeting.

Library Director McCann, as well as Michelle Joppeck and Kim Swoverland substituted in for miscellaneous maintenance duties and meeting room preparations during the October 8 through 16 period while Matt Erwin was on vacation.

The Library hosted a very successful Red Cross Blood Drive on Thursday, October 6. Pre-registration was essentially full, with only a few open donation slots open during the day. The Library exceeded the Red Cross goal by collecting 44 pints. This was almost 25% above the goal set by the Red Cross.

During the month, the Library's Amazon account was converted to a 'business' account. The change was necessary due to Amazon and Synchrony Bank dissolving their relationship. Future billing will be directly through Amazon. Details are still evolving, but during the conversion process, the customer service representative noted that monthly billing would still be an option.

On October 27, the wire for the November Bond payment was initiated. This is the smaller of the two annual payments. The November 1 payment simply covers interest and was in the amount of \$24,500.00, including the \$125.00 paying agent fee to Huntington Bank. Confirmation from Huntington was received.

Election day is scheduled for Tuesday, November 8. While there are many contentious races on the ballot, we hope the Library's millage renewal will be non-controversial. The Library has not been the focus of any contentious topics in the weeks leading up to the election. Over the past month, the Library's election information page on our web site has only been accessed 15 times and the Library value calculator accessed nine times. All individuals who have expressed early, mail in voting have noted they have voted in favor of the Library's issue. The most hotly contested race locally will be the School Board election, which has the potential to bring passionate voters to the polls. Please see the Friends report for additional information.

The Library has issued its RFP for a new telephone system. The current system was installed prior to opening the building over 13 years ago and the equipment is at the end of its life. Replacement prior to May 2023 will allow the Library to avoid fees if the new solution is VOIP and we are able to do away with the T-1 line, which currently handles the phone traffic. Over the first two days, the RFP was viewed 22 times on the Library web site, has been sent to bidnet.com for public posting and was made available to several contractors who have contacted the Library in the past with cold call sales pitches.

Friends of the Library

The Friends are returning to normal for their monthly Book Sales. In November, the Friends will be utilizing their sorting room and moving to use of the small side of the meeting room space for the standard Saturday sales. The group feels comfortable that the traffic has become manageable and the sales will still be profitable by using the smaller space. This was the practice prior to the pandemic.

The Friends organization of a ballot question committee has been uneven. The Friends Board discussed the issue at length, but the group reports lackluster response from the Friends membership to make

phone calls in support of the ballot question. Production and distribution of signs was late in getting started and has had minimal impact.

E-mails noting scheduling of volunteers for Book Sale staffing indicate a lower level of volunteer turnout. Volunteer staffing for ongoing sorting efforts seems to be stable. While not explicit, it seems there is a greater response for activities which are isolated, rather than those that require constant public contact.

Youth Department

Fall Story Time in the Youth Department was in full swing this month with nine Drop-In Story Times offered to 236 people in October. Toddler Story Times reached 166 people and Preschool Story Time reached 135 people. The Department also held two additional programs for ages five and younger this month: Fall Crafts for Preschoolers had 60 people attend and a special Halloween Story Time attracted 69 people. The three youth book clubs saw 39 children from pre-K through fifth grade attend.

For the school-age kids we offered a few Drop-In programs with 93 people visiting our STEMfest and 29 participating in Makerspace. Registration required programs included the Lego Challenge in which all 25 people that registered came to the program, the Spooky Crafts for Kids program, which saw 42 people attend, Chess Club program, which drew 16 people.

The Teen Department offered six, in-person programs this month. The 'Stranger Things Fandom' night was popular with 15 people attending. The rest of the programs, such as the bookclubs, Teen Advisory Group, Magic the Gathering, and Zom-Beanies, had a combined total of 19 attendees. At the beginning of the month, the Library hosted about 50 fifth graders for a class field trip.

Adult Department

In October, the Adult Department presented 16 programs on-site and two Zoom events. The Zoom events were movie discussions with a total of nine people attending. Over the course of the winter, the Department expects to offer a few more remote presentations. A number of patrons noted this was more convenient for their schedules and with the earlier sundown, dark driving conditions and potential for ice and snow, this may help more seniors participate over the winter.

The Library presented the Manhattan Short Film Festival for several showings. This event attracted 77 patrons in total. The Library offered four Thursday morning Restorative Yoga classes this month with attendance averaging between eight and 11 people. The Medicare Made Easy program, offered by the Washtenaw County Farm Bureau, was well attended by 34 patrons and there was also a good turnout for the Detroit Historical Society presentation 'Houdini in Detroit' with 25 patrons attending.

Technology Department

Scott Wright spent time this month revising the RFP for phone system replacement. The RFP was posted on November 1. The Library also added a Ricoh Cloud apps subscription, which enabled the OCR functionality on the main office copier. This will be integral for a document scanning project in the

Administration area that will help with both records retention and eliminating paper storage. Scott will also be managing a network attached storage device to expand local backup capabilities.

Scott also resolved problems with the Dexter School issued Mac laptops and how those connect to the Library Wi-Fi. He also resolved a new issue with two factor authentication required to access Google accounts used by departmental staff to manage calendars. Additionally, he offered four technology classes and two extended One-on-One help session.

Circulation Department

October saw many patrons coming into the library for story times and programs, resulting in many people coming to the Circulation Desk to check items out or get a new card. Saturday mornings remain consistently busy while the Farmers Market is open. We have seen an increase of delivery bins which means more patrons are placing items on hold and receiving items from other libraries. The staff that process MeL interlibrary loan items have also seen an increase in books arriving for our patrons from libraries around the state.

We have added a new page, Ella Nickerson, who is the sister of Anna, also a page. Ella is a student at Washtenaw Community College so she is able to come in earlier in the day than the high school students. She is replacing one of the pages who quit because of her commitment to the drama club at the high school. Ella has been doing a great job and we are happy to have a college student who has different schedule flexibility from Dexter High School students.

It seems that the activity at the Library has returned to pre-pandemic levels which we are all happy to see. Knowing that the Library is providing so many services to so many patrons is very gratifying for the circulation department.

Maintenance

Matt spent a significant amount of time this month setting up and tearing down the meeting room as programs continue to ramp up. Routine maintenance and small repairs inside also continue to fill his schedule. Projects for the month included finishing the landscaping and continuing to work on fall maintenance outside, additional graffiti removal from the emergence exit area on the lower level, unclogging the first floor women's and staff restroom sinks, as well as cutting up a fallen tree and branches around the back terrace.

Howlett Lock & Door replaced a magnetic hold on door, but it still was not working so Matt had to contact Riverside. This is still unresolved, but he is in the process of getting Hopp Electric in touch with Riverside to see if they can get it fixed. Ken Cook plumbing installed a new drinking fountain with a bottle filler and Hopp Electric changed the first floor women's restroom lighting ballast and battery pack as well as installed a new pack light sensor.

DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-PRELIMINARY
 As of **October 31, 2022**

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,106,155.14
Total Checking/Savings	1,106,155.14
Other Current Assets	
101-000-010 REGISTER CHANGE	217.00
101-000-011 CASH REGISTER	200.00
101-000-012 PETTY CASH	50.00
101-000-013 ACH RECEIVABLES	262,626.53
101-000-056 ACCRUED INT REC	200.00
101-000-102 CD 1 FLAGSTAR	262,622.70
101-000-103 CD COMERICA	211,368.00
101-000-106 CD OLD NATIONAL	262,091.05
101-000-107 CD 1 HUNTINGTON	211,836.46
101-000-109 CD NORTHSTAR BANK	261,183.35
101-000-110 CD 2 HUNTINGTON	262,666.71
101-000-111 CD OLD NATIONAL	262,200.79
101-000-112 CD 2 FLAGSTAR	235,382.52
101-000-120 MICHIGAN CLASS	1,020,493.96
Total Other Current Assets	3,253,139.07
Total Current Assets	4,359,294.21
TOTAL ASSETS	4,359,294.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	14,256.20
101-000-228 STATE PAYROLL TAXES	-3,065.96
101-000-229 FEDERAL PR TAX	12,282.07
101-000-231 OTHER PAYABLE	1,604.15
101-000-232 LIFE INS DEDUCTION	-13.03
101-000-233 TASC-FSA DEDUCTION	25.00
101-000-257 WAGES PAYABLE-AUDIT	22,658.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	738.73
Total Other Current Liabilities	48,486.30
Total Current Liabilities	48,486.30
Total Liabilities	48,486.30
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,315,806.82
Net Income	-111,098.84
Total Equity	4,310,807.91
TOTAL LIABILITIES & EQUITY	4,359,294.21

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10/26/22

Cash Basis

DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY

October 2022

	Oct 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	0.00	1,664,820.00	-1,664,820.00	0.0%
OTHER INCOME	3,076.59	33,960.00	-30,883.41	9.1%
OTHER MISC REVENUE	610.34	54,300.00	-53,689.66	1.1%
PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
Total Income	3,686.93	1,774,330.00	-1,770,643.07	0.2%
Expense				
LIBRARY MATERIALS	8,416.58	329,500.00	-321,083.42	2.6%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	3,715.00	25,000.00	-21,285.00	14.9%
GENERAL OPERATIONS	28,427.06	345,300.00	-316,872.94	8.2%
WAGES & BENEFITS	74,227.13	1,044,482.00	-970,254.87	7.1%
Total OPERATING EXPENSES	106,369.19	1,414,782.00	-1,308,412.81	7.5%
Total Expense	114,785.77	1,744,282.00	-1,629,496.23	6.6%
Net Income	-111,098.84	30,048.00	-141,146.84	-369.7%

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**DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY**

October 2022

	Oct 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	0.00	264,700.00	-264,700.00	0.0%
101-000-401 DEXTER TOWNSHIP	0.00	311,649.00	-311,649.00	0.0%
101-000-402 FREEDOM TOWNSHIP	0.00	908.00	-908.00	0.0%
101-000-403 HAMBURG TOWNSHIP	0.00	88,565.00	-88,565.00	0.0%
101-000-404 LIMA TOWNSHIP	0.00	121,537.00	-121,537.00	0.0%
101-000-405 LODI TOWNSHIP	0.00	9,968.00	-9,968.00	0.0%
101-000-406 NORTHFIELD TWP	0.00	2,603.00	-2,603.00	0.0%
101-000-407 SCIO TOWNSHIP	0.00	354,564.00	-354,564.00	0.0%
101-000-408 WEBSTER TOWNSHIP	0.00	509,826.00	-509,826.00	0.0%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	0.00	1,664,820.00	-1,664,820.00	0.0%
OTHER INCOME				
101-000-507 GRANT INCOME	0.00	100.00	-100.00	0.0%
101-000-591 FRIENDS OF THE LIBR	0.00	12,000.00	-12,000.00	0.0%
101-000-592 GIFTS/MEMORIALS	100.00	7,000.00	-6,900.00	1.4%
101-000-607 FAX SERVICES	9.70	200.00	-190.30	4.9%
101-000-608 PURCHASES	6.00	100.00	-94.00	6.0%
101-000-609 FINES	2,863.69	9,000.00	-6,136.31	31.8%
101-000-610 NON RESIDENT FEES	0.00	360.00	-360.00	0.0%
101-000-627 COPIER	97.20	3,000.00	-2,902.80	3.2%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	0.00	2,000.00	-2,000.00	0.0%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
Total OTHER INCOME	3,076.59	33,960.00	-30,883.41	9.1%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	0.00	25,000.00	-25,000.00	0.0%
101-000-575 STATE AID	0.00	18,000.00	-18,000.00	0.0%
101-000-665 INTEREST INCOME	610.34	10,000.00	-9,389.66	6.1%
101-000-666 ENDOWMENT INCOME	0.00	1,300.00	-1,300.00	0.0%
Total OTHER MISC REVENUE	610.34	54,300.00	-53,689.66	1.1%
PENAL FINES REVENUE				
101-000-581 LV CTY PENAL FINES	0.00	1,250.00	-1,250.00	0.0%
101-000-582 WASHTN CTY PENAL FD	0.00	20,000.00	-20,000.00	0.0%
Total PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
Total Income	3,686.93	1,774,330.00	-1,770,643.07	0.2%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	1,523.98	54,000.00	-52,476.02	2.8%
101-790-741 CHILDREN'S BOOKS	16.09	75,000.00	-74,983.91	0.0%
101-790-742 PROGRAMMING	1,087.69	50,000.00	-48,912.31	2.2%
101-790-743 ELECTRONIC RESOURCE	880.00	12,000.00	-11,120.00	7.3%
101-790-744 PERIOD & SUBSCRIPT	0.00	8,500.00	-8,500.00	0.0%
101-790-745 BOOKS ON CD-ADULT	0.00	8,000.00	-8,000.00	0.0%
101-790-746 BOOKS ON CD CHILD	204.95	4,000.00	-3,795.05	5.1%
101-790-747 DVD-ADULT	105.83	8,000.00	-7,894.17	1.3%
101-790-748 DVD-CHILD	698.61	8,000.00	-7,301.39	8.7%
101-790-749 AUDIO MUSIC ADULT	0.00	2,500.00	-2,500.00	0.0%
101-790-750 AUDIO MUSIC CHILD	0.00	1,000.00	-1,000.00	0.0%
101-790-751 E-BOOKS/AUDIO	3,764.40	75,000.00	-71,235.60	5.0%
101-790-752 COMMUNITY READ	0.00	3,000.00	-3,000.00	0.0%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	135.03	20,000.00	-19,864.97	0.7%
Total LIBRARY MATERIALS	8,416.58	329,500.00	-321,083.42	2.6%

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10/26/22

Cash Basis

**DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY**

October 2022

	Oct 22	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	745.00	25,000.00	-24,255.00	3.0%
101-901-972 CAPITAL REPLACEMENT	2,970.00			
Total CAPITAL OUTLAY IMPROVE	3,715.00	25,000.00	-21,285.00	14.9%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	118.00	2,000.00	-1,882.00	5.9%
101-790-727 LIBRARY SUPPLIES	405.75	13,000.00	-12,594.25	3.1%
101-790-728 POSTAGE	248.42	1,100.00	-851.58	22.6%
101-790-729 BUILDING SUPPLIES	744.12	10,000.00	-9,255.88	7.4%
101-790-800 COOPERATIVE FEES	14,626.94	62,900.00	-48,273.06	23.3%
101-790-801 PROF SERVICES	0.00	18,500.00	-18,500.00	0.0%
101-790-802 ATTORNEY FEES	0.00	3,000.00	-3,000.00	0.0%
101-790-803 BOOKKEEPING SERV	913.35	13,500.00	-12,586.65	6.8%
101-790-818 INSTITUTION DUE/FEE	0.00	1,500.00	-1,500.00	0.0%
101-790-851 TELEPHONE	339.47	5,200.00	-4,860.53	6.5%
101-790-860 TRANSPORTATION	0.00	1,000.00	-1,000.00	0.0%
101-790-880 ADVERTISING	200.00	2,000.00	-1,800.00	10.0%
101-790-882 NEWSLETTER	0.00	29,000.00	-29,000.00	0.0%
101-790-910 INSURANCE	0.00	22,500.00	-22,500.00	0.0%
101-790-920 UTILITIES	4,761.00	62,500.00	-57,739.00	7.6%
101-790-930 BLDING MAINTENANCE	2,699.19	60,000.00	-57,300.81	4.5%
101-790-932 BUILDING REPAIRS	497.12	16,000.00	-15,502.88	3.1%
101-790-934 EQUIPMENT REPAIR	0.00	3,000.00	-3,000.00	0.0%
101-790-936 GROUNDS KEEPING	2,200.00	7,500.00	-5,300.00	29.3%
101-790-940 EQUIPMENT LEASE	673.70	7,500.00	-6,826.30	9.0%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	0.00	500.00	-500.00	0.0%
101-790-958 S.E.V. ADJUSTMENT	0.00	3,000.00	-3,000.00	0.0%
Total GENERAL OPERATIONS	28,427.06	345,300.00	-316,872.94	8.2%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	59,606.65	870,378.00	-810,771.35	6.8%
101-790-703 LONGEVITY	250.00	8,500.00	-8,250.00	2.9%
101-790-713 FSA	346.14	4,500.00	-4,153.86	7.7%
101-790-714 EMPLR SHARE (FICA)	4,575.96	66,584.00	-62,008.04	6.9%
101-790-715 MEDICAL REIMBUR	230.80	2,400.00	-2,169.20	9.6%
101-790-716 MEDICAL	5,435.38	62,250.00	-56,814.62	8.7%
101-790-717 LIFE INSURANCE	164.64	1,968.00	-1,803.36	8.4%
101-790-718 457 ANNUITY CONTRB	3,337.19	24,421.00	-21,083.81	13.7%
101-790-719 SHORT TERM DISBLTY	280.37	3,481.00	-3,200.63	8.1%
Total WAGES & BENEFITS	74,227.13	1,044,482.00	-970,254.87	7.1%
Total OPERATING EXPENSES	106,369.19	1,414,782.00	-1,308,412.81	7.5%
Total Expense	114,785.77	1,744,282.00	-1,629,496.23	6.6%
Net Income	-111,098.84	30,048.00	-141,146.84	-369.7%

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DEXTER DISTRICT LIBRARY-GENERAL FUND

BALANCE SHEET-FINAL

10/18/22

As of September 30, 2022

Cash Basis

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,216,260.17
Total Checking/Savings	1,216,260.17
Other Current Assets	
101-000-010 REGISTER CHANGE	217.00
101-000-011 CASH REGISTER	200.00
101-000-012 PETTY CASH	50.00
101-000-013 ACH RECEIVABLES	262,626.53
101-000-056 ACCRUED INT REC	200.00
101-000-102 CD 1 FLAGSTAR	262,622.70
101-000-103 CD COMERICA	211,104.00
101-000-106 CD OLD NATIONAL	262,091.05
101-000-107 CD 1 HUNTINGTON	211,598.42
101-000-109 CD NORTHSTAR BANK	261,183.35
101-000-110 CD 2 HUNTINGTON	262,558.41
101-000-111 CD OLD NATIONAL	262,200.79
101-000-112 CD 2 FLAGSTAR	235,382.52
101-000-120 MICHIGAN CLASS	1,020,493.96
Total Other Current Assets	3,252,528.73
Total Current Assets	4,468,788.90
TOTAL ASSETS	<u>4,468,788.90</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	14,256.20
101-000-228 STATE PAYROLL TAXES	-3,065.96
101-000-229 FEDERAL PR TAX	12,282.07
101-000-232 LIFE INS DEDUCTION	-13.03
101-000-233 TASC-FSA DEDUCTION	25.00
101-000-257 WAGES PAYABLE-AUDIT	22,658.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	738.73
Total Other Current Liabilities	46,882.15
Total Current Liabilities	46,882.15
Total Liabilities	46,882.15
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,075,646.27
Net Income	240,160.55
Total Equity	4,421,906.75
TOTAL LIABILITIES & EQUITY	<u>4,468,788.90</u>

FINAL

DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-FINAL
 October 2021 through **September 2022**

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	1,593,355.36	1,592,248.00	1,107.36	100.1%
OTHER INCOME	42,950.73	31,735.00	11,215.73	135.3%
OTHER MISC REVENUE	73,963.27	49,950.00	24,013.27	148.1%
PENAL FINES REVENUE	21,545.39	13,500.00	8,045.39	159.6%
Total Income	1,731,814.75	1,687,433.00	44,381.75	102.6%
Expense				
LIBRARY MATERIALS	263,539.74	300,000.00	-36,460.26	87.8%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	43,511.50	49,780.00	-6,268.50	87.4%
GENERAL OPERATIONS	294,811.28	313,400.00	-18,588.72	94.1%
WAGES & BENEFITS	889,791.68	1,022,880.00	-133,088.32	87.0%
Total OPERATING EXPENSES	1,228,114.46	1,386,060.00	-157,945.54	88.6%
Total Expense	1,491,654.20	1,686,060.00	-194,405.80	88.5%
Net Income	240,160.55	1,373.00	238,787.55	17,491.7%

FINAL

DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-FINAL
 October 2021 through **September 2022**

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	254,303.64	254,135.00	168.64	100.1%
101-000-401 DEXTER TOWNSHIP	301,846.86	300,275.00	1,571.86	100.5%
101-000-402 FREEDOM TOWNSHIP	871.04	871.00	0.04	100.0%
101-000-403 HAMBURG TOWNSHIP	83,281.05	83,261.00	20.05	100.0%
101-000-404 LIMA TOWNSHIP	116,652.79	116,888.00	-235.21	99.8%
101-000-405 LODI TOWNSHIP	9,768.73	9,769.00	-0.27	100.0%
101-000-406 NORTHFIELD TWP	2,548.58	2,549.00	-0.42	100.0%
101-000-407 SCIO TOWNSHIP	338,872.43	338,508.00	364.43	100.1%
101-000-408 WEBSTER TOWNSHIP	485,156.19	485,492.00	-335.81	99.9%
101-000-445 DELINQUENT TAX COL	54.05	500.00	-445.95	10.8%
Total MILLAGE REVENUE	1,593,355.36	1,592,248.00	1,107.36	100.1%
OTHER INCOME				
101-000-507 GRANT INCOME	250.00	0.00	250.00	100.0%
101-000-591 FRIENDS OF THE LIBR	6,302.23	15,000.00	-8,697.77	42.0%
101-000-592 GIFTS/MEMORIALS	17,749.87	5,000.00	12,749.87	355.0%
101-000-607 FAX SERVICES	231.50	200.00	31.50	115.8%
101-000-608 PURCHASES	174.06	75.00	99.06	232.1%
101-000-609 FINES	11,782.41	7,000.00	4,782.41	168.3%
101-000-610 NON RESIDENT FEES	720.00	360.00	360.00	200.0%
101-000-627 COPIER	3,239.66	1,500.00	1,739.66	216.0%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	2,501.00	2,000.00	501.00	125.1%
101-000-673 OTHER MISC INCOME	0.00	500.00	-500.00	0.0%
Total OTHER INCOME	42,950.73	31,735.00	11,215.73	135.3%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	36,741.09	25,000.00	11,741.09	147.0%
101-000-575 STATE AID	21,244.76	16,000.00	5,244.76	132.8%
101-000-665 INTEREST INCOME	12,902.59	7,500.00	5,402.59	172.0%
101-000-666 ENDOWMENT INCOME	3,074.83	1,450.00	1,624.83	212.1%
Total OTHER MISC REVENUE	73,963.27	49,950.00	24,013.27	148.1%
PENAL FINES REVENUE				
101-000-581 LV CTY PENAL FINES	2,233.04	1,000.00	1,233.04	223.3%
101-000-582 WASHTN CTY PENAL FD	19,312.35	12,500.00	6,812.35	154.5%
Total PENAL FINES REVENUE	21,545.39	13,500.00	8,045.39	159.6%
Total Income	1,731,814.75	1,687,433.00	44,381.75	102.6%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	43,046.52	50,000.00	-6,953.48	86.1%
101-790-741 CHILDREN'S BOOKS	68,936.97	70,000.00	-1,063.03	98.5%
101-790-742 PROGRAMMING	41,457.11	41,000.00	457.11	101.1%
101-790-743 ELECTRONIC RESOURCE	8,569.91	11,000.00	-2,430.09	77.9%
101-790-744 PERIOD & SUBSCRIPT	9,820.65	6,000.00	3,820.65	163.7%
101-790-745 BOOKS ON CD-ADULT	5,082.94	8,000.00	-2,917.06	63.5%
101-790-746 BOOKS ON CD CHILD	3,921.34	4,000.00	-78.66	98.0%
101-790-747 DVD-ADULT	5,229.92	8,000.00	-2,770.08	65.4%
101-790-748 DVD-CHILD	4,096.17	8,000.00	-3,903.83	51.2%
101-790-749 AUDIO MUSIC ADULT	1,573.35	2,500.00	-926.65	62.9%
101-790-750 AUDIO MUSIC CHILD	853.81	1,000.00	-146.19	85.4%
101-790-751 E-BOOKS/AUDIO	63,674.45	71,000.00	-7,325.55	89.7%
101-790-752 COMMUNITY READ	1,208.00	3,000.00	-1,792.00	40.3%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	6,068.60	16,000.00	-9,931.40	37.9%
Total LIBRARY MATERIALS	263,539.74	300,000.00	-36,460.26	87.8%

FINAL

**DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-FINAL**

October 2021 through **September 2022**

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	20,361.65	26,600.00	-6,238.35	76.5%
101-901-971 CAPITAL REPAIRS-ANN	12,469.85	12,500.00	-30.15	99.8%
101-901-972 CAPITAL REPLACEMENT	10,680.00	10,680.00	0.00	100.0%
Total CAPITAL OUTLAY IMPROVE	43,511.50	49,780.00	-6,268.50	87.4%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	0.00	2,000.00	-2,000.00	0.0%
101-790-727 LIBRARY SUPPLIES	11,202.92	13,000.00	-1,797.08	86.2%
101-790-728 POSTAGE	924.30	1,100.00	-175.70	84.0%
101-790-729 BUILDING SUPPLIES	10,282.09	7,500.00	2,782.09	137.1%
101-790-800 COOPERATIVE FEES	52,704.49	58,700.00	-5,995.51	89.8%
101-790-801 PROF SERVICES	16,770.00	18,000.00	-1,230.00	93.2%
101-790-802 ATTORNEY FEES	1,200.00	3,000.00	-1,800.00	40.0%
101-790-803 BOOKKEEPING SERV	11,763.54	12,000.00	-236.46	98.0%
101-790-818 INSTITUTION DUE/FEE	1,400.79	1,500.00	-99.21	93.4%
101-790-851 TELEPHONE	5,063.78	6,000.00	-936.22	84.4%
101-790-860 TRANSPORTATION	53.15	1,000.00	-946.85	5.3%
101-790-880 ADVERTISING	1,557.24	2,000.00	-442.76	77.9%
101-790-882 NEWSLETTER	24,345.92	27,500.00	-3,154.08	88.5%
101-790-910 INSURANCE	21,032.00	22,500.00	-1,468.00	93.5%
101-790-920 UTILITIES	63,509.25	60,000.00	3,509.25	105.8%
101-790-930 BLDING MAINTENANCE	47,367.15	50,000.00	-2,632.85	94.7%
101-790-932 BUILDING REPAIRS	11,856.74	10,000.00	1,856.74	118.6%
101-790-934 EQUIPMENT REPAIR	2,236.94	3,000.00	-763.06	74.6%
101-790-936 GROUNDS KEEPING	6,240.63	7,500.00	-1,259.37	83.2%
101-790-940 EQUIPMENT LEASE	4,936.74	3,500.00	1,436.74	141.0%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	311.38	500.00	-188.62	62.3%
101-790-958 S.E.V. ADJUSTMENT	52.23	3,000.00	-2,947.77	1.7%
Total GENERAL OPERATIONS	294,811.28	313,400.00	-18,588.72	94.1%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	744,850.97	844,941.00	-100,090.03	88.2%
101-790-703 LONGEVITY	8,000.00	8,500.00	-500.00	94.1%
101-790-713 FSA	4,928.62	4,500.00	428.62	109.5%
101-790-714 EMPLR SHARE (FICA)	57,529.38	64,638.00	-7,108.62	89.0%
101-790-715 MEDICAL REIMBUR	3,600.48	4,900.00	-1,299.52	73.5%
101-790-716 MEDICAL	43,637.56	65,985.00	-22,347.44	66.1%
101-790-717 LIFE INSURANCE	1,785.20	2,000.00	-214.80	89.3%
101-790-718 457 ANNUITY CONTRB	22,342.19	24,116.00	-1,773.81	92.6%
101-790-719 SHORT TERM DISBLTY	3,117.28	3,300.00	-182.72	94.5%
Total WAGES & BENEFITS	889,791.68	1,022,880.00	-133,088.32	87.0%
Total OPERATING EXPENSES	1,228,114.46	1,386,060.00	-157,945.54	88.6%
Total Expense	1,491,654.20	1,686,060.00	-194,405.80	88.5%
Net Income	240,160.55	1,373.00	238,787.55	17,491.7%

FINAL

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND
BALANCE SHEET-PRELIMINARY
As of **October 31, 2022**

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	75,596.52
Total Checking/Savings	75,596.52
Other Current Assets	
301-000-120 MICHIGAN CLASS	16,665.10
Total Other Current Assets	16,665.10
Total Current Assets	92,261.62
TOTAL ASSETS	<u>92,261.62</u>
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	92,261.62
Total Equity	92,261.62
TOTAL LIABILITIES & EQUITY	<u>92,261.62</u>

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DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY
October 2022

	Oct 22	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	0.00	99,677.00	-99,677.00	0.0%
301-000-401 DEXTER TOWNSHIP	0.00	103,998.00	-103,998.00	0.0%
301-000-402 FREEDOM TOWNSHIP	0.00	303.00	-303.00	0.0%
301-000-403 HAMBURG TOWNSHIP	0.00	29,555.00	-29,555.00	0.0%
301-000-404 LIMA TOWNSHIP	0.00	40,557.00	-40,557.00	0.0%
301-000-405 LODI TOWNSHIP	0.00	3,326.00	-3,326.00	0.0%
301-000-406 NORTHFIELD TOWNSHIP	0.00	869.00	-869.00	0.0%
301-000-407 SCIO TOWNSHIP	0.00	125,995.00	-125,995.00	0.0%
301-000-408 WEBSTER TOWNSHIP	0.00	170,131.00	-170,131.00	0.0%
301-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
301-000-573 PERS PROP TAX REIMB	0.00	10,388.00	-10,388.00	0.0%
301-000-665 INTEREST INCOME	0.00	1,200.00	-1,200.00	0.0%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
Total Income	0.00	586,499.00	-586,499.00	0.0%
Expense				
301-906-801 PROFESSIONAL SRV	0.00	250.00	-250.00	0.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	0.00	588,750.00	-588,750.00	0.0%
Total Expense	0.00	589,120.00	-589,120.00	0.0%
Net Income	0.00	-2,621.00	2,621.00	0.0%

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10/18/22

Cash Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-FINAL

As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	75,596.52
Total Checking/Savings	75,596.52
Other Current Assets	
301-000-120 MICHIGAN CLASS	16,665.10
Total Other Current Assets	16,665.10
Total Current Assets	92,261.62
TOTAL ASSETS	92,261.62
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	104,951.50
Net Income	-12,689.88
Total Equity	92,261.62
TOTAL LIABILITIES & EQUITY	92,261.62

FINAL

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

STATEMENT OF OPERATIONS-YTD-FINAL

October 2021 through September 2022

	<u>Oct '21 - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
301-000-400 CITY OF DEXTER	100,671.47	101,325.00	-653.53	99.4%
301-000-401 DEXTER TOWNSHIP	105,408.71	104,866.00	542.71	100.5%
301-000-402 FREEDOM TOWNSHIP	304.19	304.00	0.19	100.1%
301-000-403 HAMBURG TOWNSHIP	29,082.46	29,078.00	4.46	100.0%
301-000-404 LIMA TOWNSHIP	40,736.57	40,821.00	-84.43	99.8%
301-000-405 LODI TOWNSHIP	3,411.58	3,412.00	-0.42	100.0%
301-000-406 NORTHFIELD TOWNSHIP	890.01	890.00	0.01	100.0%
301-000-407 SCIO TOWNSHIP	125,482.50	126,251.00	-768.50	99.4%
301-000-408 WEBSTER TOWNSHIP	169,423.76	169,550.00	-126.24	99.9%
301-000-445 DELINQUENT TAX COL	19.02	500.00	-480.98	3.8%
301-000-573 PERS PROP TAX REIMB	0.00	0.00	0.00	0.0%
301-000-665 INTEREST INCOME	317.35	0.00	317.35	100.0%
301-000-672 REBATES/REFUNDS	0.00	0.00	0.00	0.0%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
Total Income	575,747.62	576,997.00	-1,249.38	99.8%
Expense				
301-906-801 PROFESSIONAL SRV	250.00	250.00	0.00	100.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	588,187.50	588,188.00	-0.50	100.0%
Total Expense	588,437.50	588,558.00	-120.50	100.0%
Net Income	-12,689.88	-11,561.00	-1,128.88	109.8%

FINAL



Summary Statement

October 31, 2022

Page 1 of 4

Investor ID: [REDACTED]

0000423-0002595 PDF 468677

Dexter District Library
 3255 Alpine St
 Dexter, MI 48130

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 3.1518%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[REDACTED] GENERAL OPERATIONS	1,020,493.96	0.00	0.00	2,735.11	10,591.35	1,021,924.47	1,023,229.07
[REDACTED] DEBT SERVICE	16,665.10	0.00	0.00	44.69	172.96	16,688.47	16,709.79
TOTAL	1,037,159.06	0.00	0.00	2,779.80	10,764.34	1,038,612.94	1,039,938.86

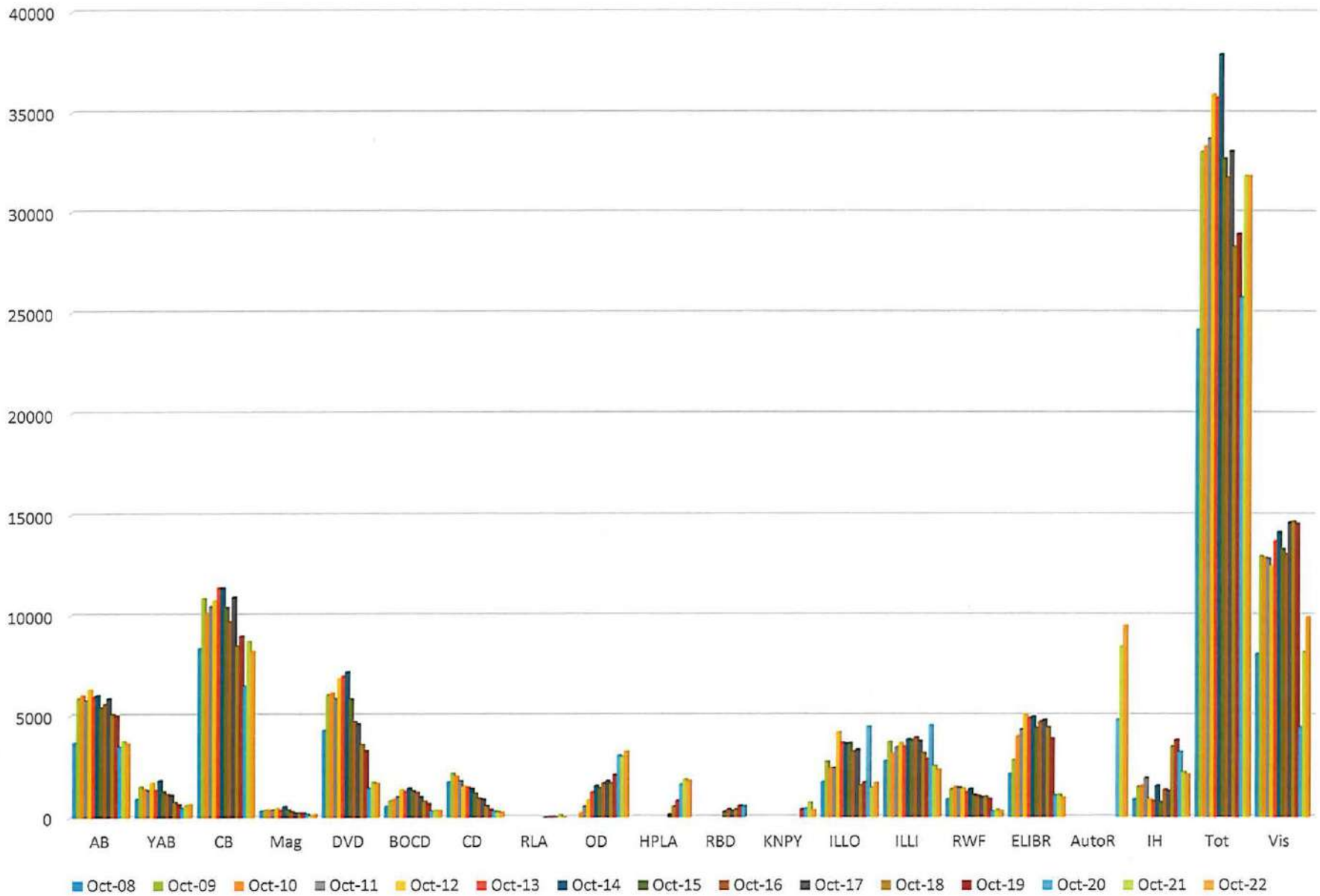
Tel: (855) 382-0496

<https://www.michiganclass.org/>

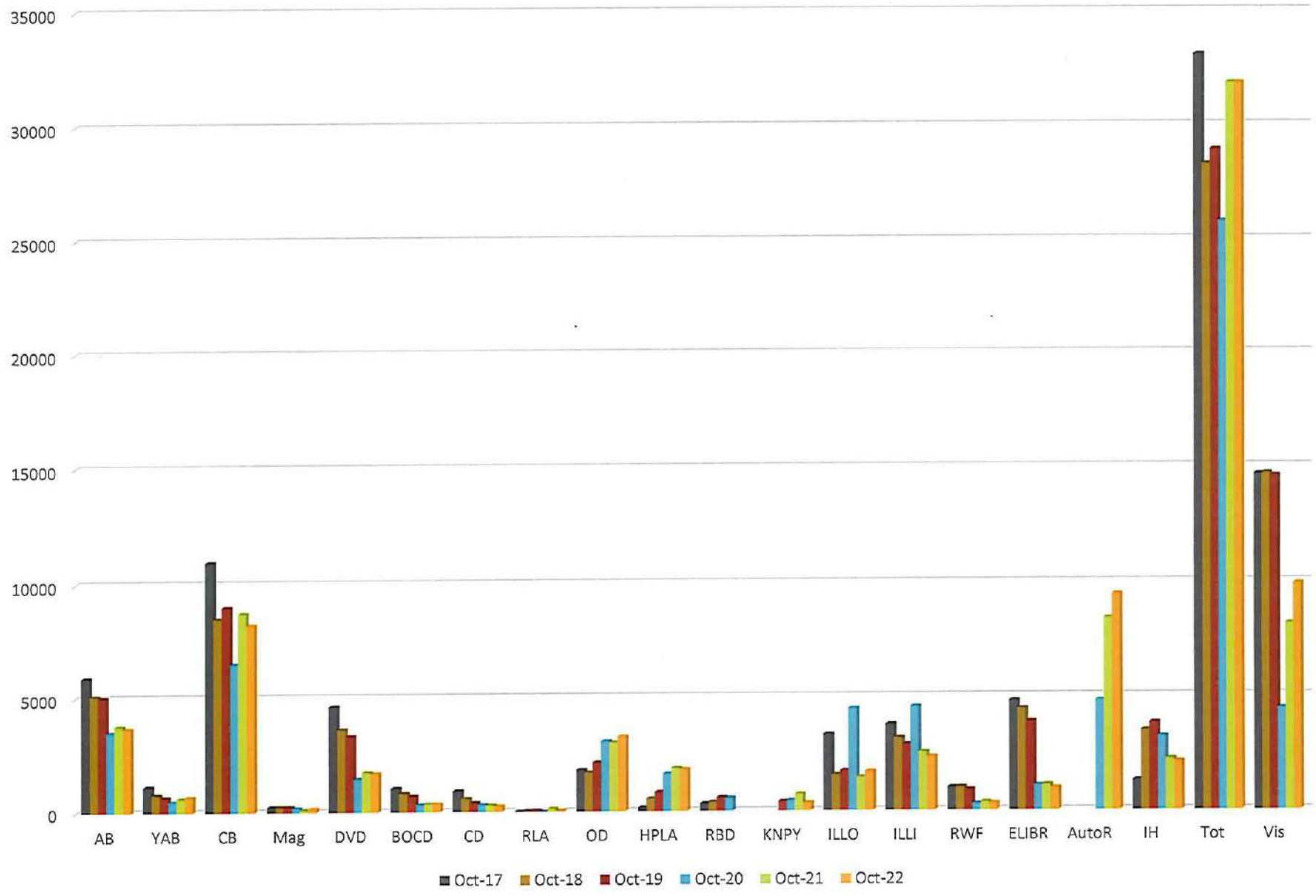
October 2022

Circulation Statistics	October	September	%change
Adult Books	3639	3761	-3%
Young Adult Books	670	597	12%
Children's Books	8190	8663	-5%
Magazines	154	115	34%
DVD	1672	1381	21%
Books on CD	343	347	-1%
Music CD	239	198	21%
Realia/Objects/Equip	35	47	-26%
Overdrive	3237	3189	2%
hoopla	1805	1677	8%
Kanopy	348	509	-32%
Renewals via web	972	981	-1%
Auto-renewals	9478	9067	5%
In-House	2098	2061	2%
Total	32880	32593	1%
Library visits	9912	8985	10%
Reference questions	2043	1918	7%
Items withdrawn	737	536	38%
New items added	979	853	15%
Total holdings	114145	114070	0%
New cards issued	58	107	-46%
Total card holders	11249	11336	-1%
Internet usage	1702	1617	5%
Museum/Park Pass	15	10	50%
Web site visits	10121	9352	8%
Program attendance	1253	870	44%
Fax	23	16	44%
ILL lent out	1701	1827	-7%
ILL borrowed	2323	2450	-5%
In-house renewals	2098	307	583%
Unique borrowers	1702	1786	-5%

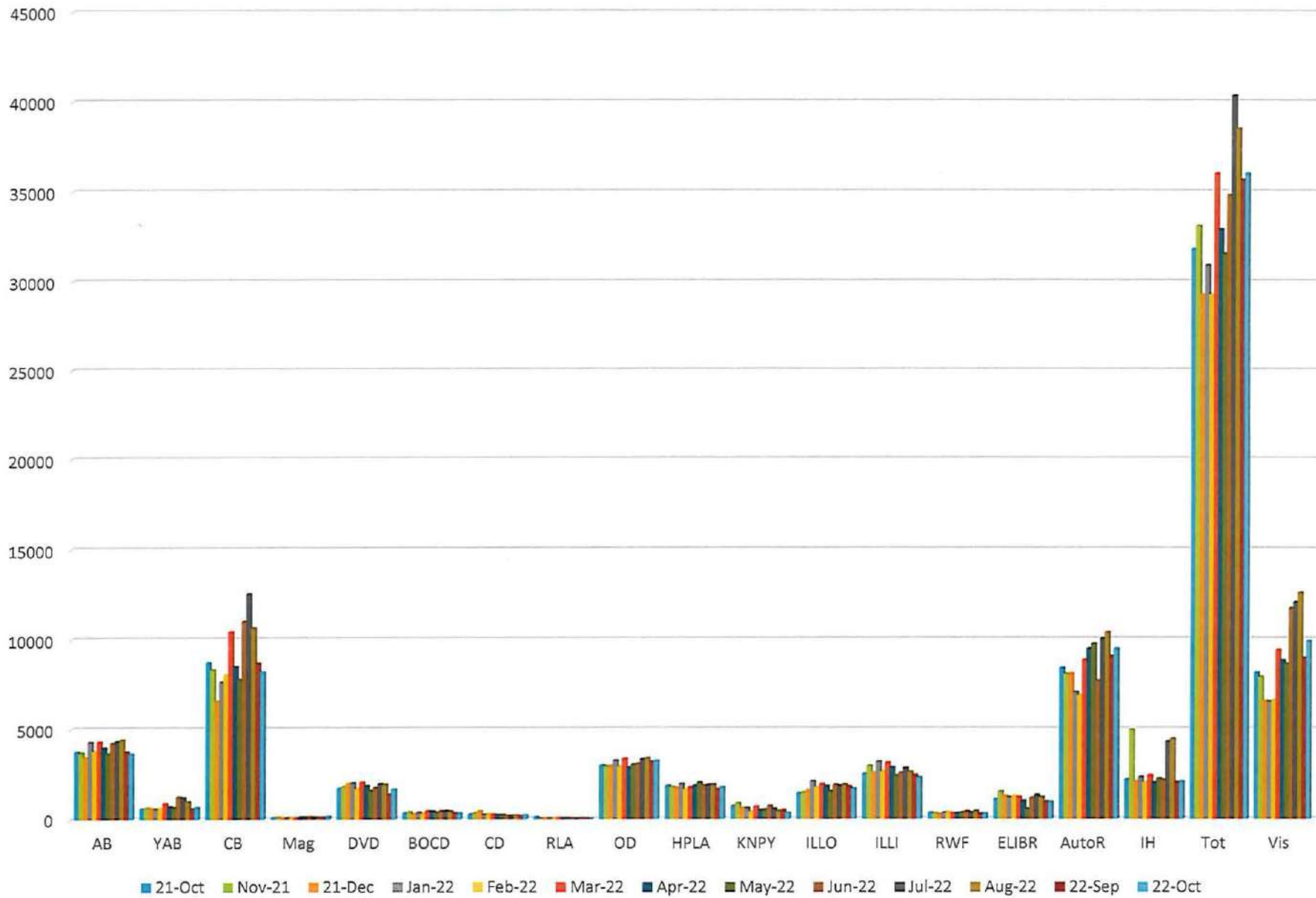
Circulation - October 2008-2022



Circulation - October 2017-2022



13 Month Circulation





**Policy Committee Meeting
October 11, 2022
-DRAFT-Meeting Minutes**

Members present: Cassy Korinek, Paul McCann, Sherry Simpson

Members absent: Shelly Vrsek

Others present: Michelle Joppeck, Recording Secretary

This meeting was conducted via the online video conferencing program Zoom and was called to order at 7:06 p.m.

The presented agenda was reviewed and approved by consensus.

Meeting minutes from August 26, 2022 were reviewed and approved by consensus.

Board terms were discussed. McCann and LaVoie had a meeting with Dexter Township on October 6, 2022 regarding Jim's reappointment. They also had a meeting with someone who has applied to be appointed for the open position. Jim and the new potential board member are expected to be appointed at the next meeting, October 18, 2022.

Setting a new meeting date and time was postponed until all members could be present and be a part of the conversation. Correspondence may be made through email to try to find a good date and time for regular meetings. A discussion was made about continuing to meet via Zoom as well.

A review of the Policy for Discussing and Voting on Matters of Policy was made. No changes will be made at this time.

A review of the necessity for the creation of a policy for joint programming was discussed. The definition of joint programming in regards to the policy was also discussed.

There was a discussion of copyright challenges with joint programming. The Library's umbrella copyright license for movie showings only covers movies shown inside the Library so it wouldn't cover any events held outside of the Library building or off of Library property. The umbrella license also doesn't always cover the most recent and popular movies, but buying one-time licenses are possible. A cost analysis needs to be made to see if it would be worth it to buy the one-time license with relations to the number of anticipated attenders.

When discussing criterion to allow specific joint programming opportunities, it was mentioned that it might be a good idea to potentially have a mixed list of requirements. There may be some that are hard requirements that have to be met in order to be considered, but then there would be some soft requirements as well. The soft requirements would help balance out what is offered

and help score the programming to decide if the Library will get involved in that programming opportunity.

It was brought up that the Library doesn't have a way for patrons to offer evaluations of events and programs. If we could figure out a way to do evaluations of the events and programs offered, that may be a way to collect data on what kinds of programs are desirable and what kind of impact certain events have on the Library and patrons. That would be something to extend to joint programming as well to gauge how the joint programming is affecting Library use and what joint programming patrons are interested in participating in.

Library delivery for people with mobility issues was brought up as a possible joint program opportunity. Connecting with organizations like Meals-On-Wheels might be a good place to get started or at least start making connections. It would need to be a mostly volunteer operated program due to the amount of time it would take to deliver materials, but it would provide an opportunity for those who are home bound to have some interactions with other people and meet some of the social needs that they may have.

A recommendation was made that a policy or procedure for joint programming should be put off until after the next Strategic Planning cycle. If we start offering them now and joint programming takes off, that may make the Strategic Planning more complicated. Additionally, if we go ahead and continue to flesh out the joint programming policy and our Strategic Plan determines that joint programming is not desired, then a lot of time and effort will have been put into something that may never be used. A discussion on when the next Strategic Planning session may be was made.

A decision was made that, at this time, joint programming is not ready to be brought to the Board, but it might be good to let them know what is being thought about to get their ideas and input.

For updates on the pandemic, refreshments are still not being offered at Library sponsored events at this time. If the infection rates continue with their downward trend, refreshments may begin being offered again in the near future. Quotes on adding a dishwasher and/or a washer and dryer are still being requested. Those appliances would be used to clean and sanitize toys and games in the youth department, allowing those to be brought back out for the public to use. Everything else is close to or back to normal pre-covid procedures.

Having reached the end of agenda, the meeting was deemed adjourned by consensus at 8:22 p.m.

Respectfully submitted,

Michelle Joppeck
Recording Secretary



**Finance Committee Meeting
November 3, 2022
-DRAFT-Meeting Minutes**

The meeting was called to order at 8:41 am.

Members present: Jim LaVoie, Donna Palmer, Paul McCann
Members absent: None
Others present: Michelle Joppeck, Recording Secretary

The presented agenda was approved by consensus.

Minutes from the previous Finance Committee on July 21st were included/approved with the prior Board Packet, and were not reviewed at this meeting.

Positive Pay through Chelsea State Bank was discussed. Positive Pay is basically insurance against someone being able to create and cash fraudulent checks. Chelsea State Bank has offered three options; two of which require monthly payments to Chelsea State Bank. The first option would be to have someone check the bank account every day to see if any checks are processing that have not been authorized. This option is free, but if fraudulent check aren't caught by 12 pm the following business day, there is no action that can be taken to correct the fraud. The second option would be to have someone check the bank account, but there would be an additional 24 hours buffer to catch any fraudulent checks. This option costs \$50/month. The third option would be to send Chelsea State Bank a list of all checks that have been authorized and only those items will be cleared and paid by Chelsea State Bank. This option costs \$75/month, but if any fraudulent checks get processed, Chelsea State Bank would be responsible since they are the ones clearing everything. A discussion was held about what option would be best for our processes and situations. A discussion also transpired about moving to all payroll checks to direct deposit and all invoices to ACH. A decision was made to continue with the first option and have the Library Director check the daily account activity.

The Michigan Municipal League Liability and Property policy was reviewed. The Miscellaneous Outdoor Equipment limit was determined to be too low. The recommendation was made to make sure that the Replacement Cost and Limits are sufficient.

The potential minimum wage increase was discussed. It was recommended to wait and see what happens with the election. Depending on who is elected, it is possible that a new law could be passed that would render the court's decision no longer necessary. It was requested to find out what other libraries are doing and/or have already done about the potential minimum wage increase and how it has or is expected to affect their overall budget.

Staffing and starting wages was also discussed. It was determined that a review of the payroll structure is warranted. It was recommended to get comparison starting wages for comparable libraries and continue the discussion after those numbers are obtained.

Another Finance Committee meeting is requested to be held before the December Board Meeting in order to continue the timeline and discussion of minimum wage and the payroll structure.

A review of the budget and the current statement of operations was made. It was recommended to add a note for the public about the e-content credit that is received by TLN on behalf of the Dexter District Library. The credit is already calculated into the annual budget for cooperative fees, but not reflected in the income section of the budget.

Investments continue to improve. The transfer of the money from the closed out Level One CD to the MI Class account hasn't happened quite yet. The rates for CDs are bounding back, but are still not quite as high as MI Class.

The millage renewal will be voted on at the November 8th election.

Fine Free has not made any progress.

LaVoie presented his feelings that the Board is on a stall for future planning.

The meeting was deemed adjourned at 10:25 a.m.

Respectfully submitted,

Michelle Joppeck
Recording Secretary

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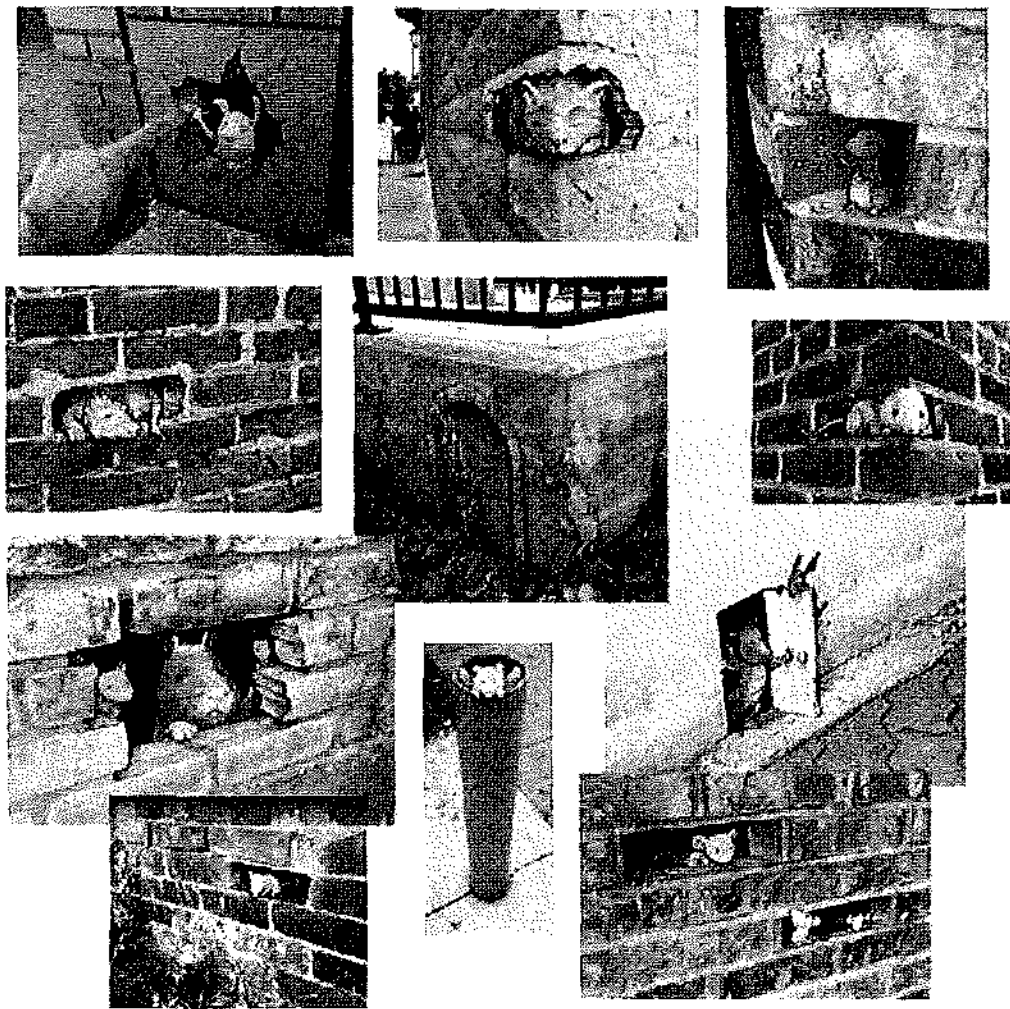
11-02-2022 8:06am

Dexter Considering Permanent Zinn Artwork Around Town



Doug Marrin Editor ✓





A collection of Zinn art examples included in the ACHC proposal. Source: city council meeting packet.

“Everyone benefits from the positive effects of smiling and laughter.”

So begins Dexter’s Art, Culture, & Heritage Commission’s (ACHC) proposal to the city council to place artwork by renowned area artist David Zinn around town.

Zinn lives in Ann Arbor and is well-known for his family-friendly 3D chalk art drawings. His permanent art includes the full-size 3D mural “Laughing at Clouds” in Ann Arbor. He has created permanent works outside the Toledo Museum of Art and inside the U of M Museum of Natural History. His art can be found worldwide in places including Sweden, Taiwan, Germany, France, and the Netherlands.

His presentation at TEDx UofM (<https://www.youtube.com/watch?v=iSVXYrJs4S8>) has been viewed almost 37,000 times. “I am a compulsive doodler,” he begins his talk.

The ACHC proposes to have Zinn create a permanent mini mural in Dexter, which will be the first of several. The goal from there is to develop a series of Zinn 3D art scenes around town depicting Dexter's life featuring creatures indigenous to the area drawn in Zinn's characteristic fun and cheerful style. The art would be unique to Dexter and hidden around town for people to discover while walking.

The commission thinks that adding Zinn's outdoor art would enhance Dexter's character and increase its place as a destination city. People have been known to go to Ann Arbor for a treasure hunt of Zinn's art. The same could be expected of Dexter. And while visiting the town, Zinn treasure hunters will most likely visit local shops and browse the shelves of unique items or stop for stop food and drink.

The ACHC suggests having Zinn create a mini mural either inside the library or at the farmers market pavilion. If public feedback is positive, the plan would be to add 6-8 mini murals around town in time for Dexter's bicentennial in 2024.

Possible characters include chipmunks, blue herons, wild turkeys, farm animals, brook trout, groundhogs, beavers, and more. Possible activities include cycling, kayaking, farming, hiking, sledding, stargazing, and other outdoor fun. Other topics to be considered include the Memorial Day Parade, scenic Dexter, Dexter Daze, the 1966 UFOs, and other events.

The sizes of the artwork range from 4-18 inches in length. Each piece is expected to cost \$700-\$1,000.

The ACHC's proposal was included in City Manager Justin Breyer's report and not on the agenda for council discussion or action. Initial comments from the council supported the idea. Breyer speculates the next steps are for the ACHC to decide on the initial installation location and other details before making a final recommendation to the council.



Dexter District Library Endowment Fund-agency

Account ID: 10690

Statement Period: 01/01/2022 - 09/30/2022

Fund Activity Summary

Beginning Fund Balance:	\$20,149.87
Contributions:	\$0.00
Grants:	(\$644.28)
Administrative Expenses:	(\$161.07)
Other Activity**:	\$0.00
Investment Performance*:	(\$3,389.16)
Ending Balance:	<u>\$15,955.36</u>

* Investment Return may include dividend and interest income, realized gains and losses, gain or loss on sale of contributed shares, investment advisor expenses, and market value fluctuations associated with the underlying investments.

** Other Activity may include future grant commitments and third party processing fees.

Holdings at End of Period

Description	Units/Shares	As of	Price per Share*	Amount	% of Total
AAACF Equity Pool	79.9338	09/30/2022	199.607230	\$15,955.36	100.00
Total Holdings at End of Period:				<u>\$15,955.36</u>	

* Unit price shown above is rounded to 6 decimal places

Fund Activity Detail

Description	Units/Shares	Date	Amount
Grant Activity			
Dexter District Library		09/20/2022	(\$644.28)
Total Period Grant Activity			<u>(\$644.28)</u>

Investment Return Summary

Description	Amount
Interest & Dividends	\$16.56
Realized Short-Term Gains/Losses	\$0.00
Realized Long-Term Gains/Losses	\$1,640.72
Unrealized Gains/Losses	(\$5,046.44)
Other	\$0.00
Investment Return Total	<u>(\$3,389.16)</u>



Dexter District Library Endowment Fund

Account ID: 10336

Statement Period: 01/01/2022 - 09/30/2022

Fund Activity Summary

Beginning Fund Balance:	\$29,407.93
Contributions:	\$0.00
Grants:	(\$940.02)
Administrative Expenses:	(\$235.01)
Other Activity**:	\$0.00
Investment Performance*:	(\$4,946.34)
Ending Balance:	<u>\$23,286.56</u>

* Investment Return may include dividend and interest income, realized gains and losses, gain or loss on sale of contributed shares, investment advisor expenses, and market value fluctuations associated with the underlying investments.

** Other Activity may include future grant commitments and third party processing fees.

Holdings at End of Period

Description	Units/Shares	As of	Price per Share*	Amount	% of Total
AAACF Equity Pool	118.6619	09/30/2022	199.607230	\$23,286.56	100.00
Total Holdings at End of Period:				<u>\$23,286.56</u>	

* Unit price shown above is rounded to 6 decimal places

Fund Activity Detail

Description	Units/Shares	Date	Amount
Grant Activity			
Dexter District Library		09/20/2022	(\$940.02)
Total Period Grant Activity			<u>(\$940.02)</u>

Investment Return Summary

Description	Amount
Interest & Dividends	\$24.18
Realized Short-Term Gains/Losses	\$0.00
Realized Long-Term Gains/Losses	\$2,394.55
Unrealized Gains/Losses	(\$7,365.07)
Other	\$0.00
Investment Return Total	<u>(\$4,946.34)</u>

Treasurer's Report November 2022 Board Meeting

1) Draft reports for General Operations and Debt Service funds for October 2022 are included in the Board packet. Final, reconciled reports for both General Operations and Debt Service through the month of September, 2022 are also included.

Current General Fund combined bank balance – \$1,106,155.14

Current Debt Service Fund balance – \$67,816.95

Current General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>
\$262,622.70	Flagstar (1)	3/21/2023	CD	102
\$211,368.00	Comerica	1/11/2023	CD	103
\$262,091.05	Old National (1)	5/22/2023	CD	106
\$211,836.46	Huntington	11/15/2022	CD	107
\$261,292.18	Northstar	1/17/2023	CD	109
\$262,666.71	Huntington (2)	11/15/2022	CD	110
\$262,200.79	Old National (2)	1/6/2023	CD	111
\$235,382.52	Flagstar (2)	6/6/2023	CD	112
\$1,017,870.78	Michigan CLASS	N/A	Investment	120

2) Review of paid bills from October 2022 – **action item**

3) Budget changes – Motion: Allocate \$2,970.00 from unbudgeted income over expenses to line 101-901-792 Capital Replacement to cover the cost of installing the new water fountains. This allocation will reduce surplus income over expenses from \$30,048.00 to \$27,078.00 – **action item**

4) Reimbursements – Krista Pedersen \$163.21 – Krista purchased several programming related supplies at the end of September for October programs. This was in a period where direct ordering was suspended at the end of the fiscal year. – **action item**

Notes:

The Library's audit took place between October 17 through 19. The auditors continue to utilize technology to increase their efficiency. Kim Swoverland spent significant time working with Michelle Joppeck reviewing the Library's preparations for annual audits. Swoverland, Joppeck and McCann uploaded a significant number of documents, as well as the Library's Quickbooks accounting file, to the auditor's secure portal. This allowed the auditors to perform a good deal of preliminary work, prior to visiting the Library. The auditors were on site for just one day this year, but did send a few follow-up e-mails for additional documentation. It is expected the draft audit will be available for Board review by mid-November and the auditors are scheduled to provide a presentation to the Board at the December Library Board meeting.

CD investment rates continue to see significant interest rate increases. The Michigan CLASS investment pool continues to outpace the CDs, with the daily dividend increasing to 3.1868% on November 4.

The current check register also includes a check run performed on November 1. These are included for more timely Board review. Please note, the Statements of Operation and Balance Sheets only reflect expenses through October 31.

Check Register notes:

Arbor Care Tree Surgeons – check #26256 – cost for removing the remaining portion of the tree that fell during the September 20 wind storm

Ken Cook Plumbing – check #26281 – purchase and installation of new drinking fountains and water bottle filler for first floor

Livingston County Treasurer – check #26310 and Washtenaw County Treasurer – check #26318 – Tax Tribunal judgements in favor of petitioner

Madison Electric – check #26311 – lighting ballast restock

Quadient – checks #26286 was for postage purchases and check #26263 was for quarterly meter rental

The Library Network – checks #26265, 26291 and 26317 represent first quarter charges for shared system participation, telecommunications and annual charges for database and software licensing as well as the annual charge for delivery

The Squall – check #26292 – annual advertisement in the High School newspaper, which includes the subscription cost and guarantees delivery of the paper for Library retention

		Target
General Operations - all cash assets	\$4,359,294	
General Operations Assigned Funds		
Cash Flow	\$300,000	
Collection Development Reserve Fund	\$200,000	
Programming Reserve Fund	\$200,000	
Capital Project Reserve Fund	\$200,000	
Annual Capital Maintenance Fund	\$237,734	\$237,734
Long-Term Capital Replacement Fund	\$2,680,233	\$2,680,233
Emergency Reserve	\$200,000	
Remaining annual expenses through December	(\$240,000)	
Unassigned Fund Balance	\$101,327	
Total	\$4,359,294	

DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER

September 30 through November 7, 2022

Type	Date	Num	Split	Debit	Credit	Amount
ALLIANCE ENTERTAINMENT LLC						
Bill	10/18/2022	PLS67760574	101-790-748 DVD-CHILD		698.61	-698.61
Bill Pmt -Check	10/21/2022	26267	101-000-202 ACCOUNTS PAYABLE		698.61	-698.61
ALLIED-EAGLE SUPPLY CO						
Bill	10/18/2022	1243657	101-790-729 BUILDING SUPPLIES		375.58	-375.58
Bill Pmt -Check	10/21/2022	26268	101-000-202 ACCOUNTS PAYABLE		375.58	-375.58
APPLIED CAPITAL LLC						
Bill	10/04/2022	32443236	101-790-940 EQUIPMENT LEASE		645.46	-645.46
Bill Pmt -Check	10/07/2022	26254	101-000-202 ACCOUNTS PAYABLE		645.46	-645.46
Bill	11/01/2022	32642164	101-790-940 EQUIPMENT LEASE		519.58	-519.58
Bill Pmt -Check	11/01/2022	26297	101-000-202 ACCOUNTS PAYABLE		519.58	-519.58
APPLIED INNOVATION						
Bill	10/04/2022	2054093	101-790-940 EQUIPMENT LEASE		28.24	-28.24
Bill Pmt -Check	10/07/2022	26255	101-000-202 ACCOUNTS PAYABLE		28.24	-28.24
Bill	10/18/2022	A150407-001-0	101-901-970 CAPITAL OUTLAY IMPR		745.00	-745.00
Bill Pmt -Check	10/21/2022	26269	101-000-202 ACCOUNTS PAYABLE		745.00	-745.00
ARBOR CARE TREE SURGEONS						
Bill	10/04/2022	09-23-2022 SERVICE	101-790-936 GROUNDS KEEPING		2,200.00	-2,200.00
Bill Pmt -Check	10/07/2022	26256	101-000-202 ACCOUNTS PAYABLE		2,200.00	-2,200.00
AT&T MOBILITY						
Bill	11/01/2022	287290549820	101-790-754 NON-TRAD COLLECTION		129.69	-129.69
Bill Pmt -Check	11/01/2022	26298	101-000-202 ACCOUNTS PAYABLE		129.69	-129.69
BAKER & TAYLOR						
Bill	10/18/2022	75024552	101-790-747 DVD-ADULT		20.93	-20.93
Bill	10/18/2022	L3361652	101-790-740 ADULT BOOKS		551.42	-551.42
Bill Pmt -Check	10/21/2022	26270	101-000-202 ACCOUNTS PAYABLE		572.35	-572.35
BLACKSTONE PUBLISHING						
Bill	10/18/2022	2067573	101-790-746 BOOKS ON CD CHILD		204.95	-204.95
Bill Pmt -Check	10/21/2022	26271	101-000-202 ACCOUNTS PAYABLE		204.95	-204.95
Bill	11/01/2022	2068414	101-790-745 BOOKS ON CD-ADULT		126.98	-126.98
Bill	11/01/2022	2069289	101-790-745 BOOKS ON CD-ADULT		38.95	-38.95
Bill	11/01/2022	2070370	101-790-746 BOOKS ON CD CHILD		221.61	-221.61
Bill Pmt -Check	11/01/2022	26299	101-000-202 ACCOUNTS PAYABLE		387.54	-387.54
CHASE CARD SERVICES						
Bill	11/01/2022	4246315227033006	101-790-880 ADVERTISING		210.00	-210.00
Bill Pmt -Check	11/01/2022	26300	101-000-202 ACCOUNTS PAYABLE		210.00	-210.00
CINTAS CORPORATION-300						
Bill	10/18/2022	14204261	101-790-930 BLDG MAINTENANCE		275.19	-275.19
Bill Pmt -Check	10/21/2022	26272	101-000-202 ACCOUNTS PAYABLE		275.19	-275.19
CLEAR RATE COMMUNICATIONS INC						
Bill	10/18/2022	3242496	101-790-851 TELEPHONE		339.47	-339.47
Bill Pmt -Check	10/21/2022	26273	101-000-202 ACCOUNTS PAYABLE		339.47	-339.47
DEMCO						
Bill	10/18/2022	7200212	101-790-727 LIBRARY SUPPLIES		94.84	-94.84
Bill Pmt -Check	10/21/2022	26274	101-000-202 ACCOUNTS PAYABLE		94.84	-94.84
Bill	11/01/2022	7206618	101-901-970 CAPITAL OUTLAY IMPR		1,120.60	-1,120.60
Bill Pmt -Check	11/01/2022	26301	101-000-202 ACCOUNTS PAYABLE		1,120.60	-1,120.60
DETROIT HISTORICAL SOCIETY						
Bill	10/04/2022	10840307	101-790-742 PROGRAMMING		275.00	-275.00
Bill Pmt -Check	10/07/2022	26257	101-000-202 ACCOUNTS PAYABLE		275.00	-275.00
DISTINCT DESIGN INC						
Bill	11/01/2022	4124	101-790-801 PROF SERVICES		1,607.00	-1,607.00
Bill Pmt -Check	11/01/2022	26302	101-000-202 ACCOUNTS PAYABLE		1,607.00	-1,607.00
DTE ENERGY						
Bill	10/18/2022	911007568348	101-790-920 UTILITIES		4,761.00	-4,761.00
Bill Pmt -Check	10/21/2022	26275	101-000-202 ACCOUNTS PAYABLE		4,761.00	-4,761.00
EHIM						
Bill	10/18/2022	ADM00029045	101-790-716 MEDICAL		2.40	-2.40
Bill Pmt -Check	10/21/2022	26276	101-000-202 ACCOUNTS PAYABLE		2.40	-2.40
EQUITABLE FINANCIAL						
Bill	10/04/2022	765461 000	-SPLIT-		2,212.14	-2,212.14
Bill Pmt -Check	10/07/2022	26258	101-000-202 ACCOUNTS PAYABLE		2,212.14	-2,212.14
Bill	10/18/2022	765461 000	-SPLIT-		2,512.98	-2,512.98
Bill Pmt -Check	10/21/2022	26277	101-000-202 ACCOUNTS PAYABLE		2,512.98	-2,512.98
Bill	11/01/2022	765164 000	-SPLIT-		2,083.55	-2,083.55
Bill Pmt -Check	11/01/2022	26303	101-000-202 ACCOUNTS PAYABLE		2,083.55	-2,083.55
FUN EXPRESS, LLC						
Bill	10/18/2022	719471786-01	101-790-742 PROGRAMMING		160.58	-160.58
Bill Pmt -Check	10/21/2022	26278	101-000-202 ACCOUNTS PAYABLE		160.58	-160.58
Bill	11/01/2022	719941637-02	101-790-742 PROGRAMMING		39.99	-39.99
Bill	11/01/2022	719941637-01	101-790-742 PROGRAMMING		225.82	-225.82
Bill	11/01/2022	720308887-01	101-790-742 PROGRAMMING		129.13	-129.13
Bill Pmt -Check	11/01/2022	26304	101-000-202 ACCOUNTS PAYABLE		394.94	-394.94
GARY BRANDT						
Bill	11/01/2022	NOVEMBER 2ND PROGRAM	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	11/01/2022	26305	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
HACKNEY ACE HARDWARE						
Bill	10/04/2022	6075	101-790-729 BUILDING SUPPLIES		26.40	-26.40
Bill Pmt -Check	10/07/2022	26259	101-000-202 ACCOUNTS PAYABLE		26.40	-26.40
Bill	11/01/2022	6075	-SPLIT-		455.39	-455.39
Bill Pmt -Check	11/01/2022	26306	101-000-202 ACCOUNTS PAYABLE		455.39	-455.39
HOWLETT LOCK AND DOOR						
Bill	10/18/2022	82726	101-790-932 BUILDING REPAIRS		361.62	-361.62
Bill	10/18/2022	82733	101-790-932 BUILDING REPAIRS		135.50	-135.50
Bill Pmt -Check	10/21/2022	26279	101-000-202 ACCOUNTS PAYABLE		497.12	-497.12
INGRAM LIBRARY SERVICES						
Bill	10/18/2022	2083960	-SPLIT-		887.56	-887.56
Bill Pmt -Check	10/21/2022	26280	101-000-202 ACCOUNTS PAYABLE		887.56	-887.56

DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER

September 30 through November 7, 2022

Type	Date	Num	Split	Debit	Credit	Amount
KANOPY INC						
Bill	10/04/2022	315614	101-790-751 E-BOOKS/AUDIO		380.80	-380.80
Bill Pmt -Check	10/07/2022	29260	101-000-202 ACCOUNTS PAYABLE		380.80	-380.80
Bill	11/01/2022	320340-FPU	101-790-751 E-BOOKS/AUDIO		359.55	-359.55
Bill Pmt -Check	11/01/2022	26307	101-000-202 ACCOUNTS PAYABLE		359.55	-359.55
KEN COOK'S PLUMBING & HEATING, INC.						
Bill	10/18/2022	25623	101-901-972 CAPITAL REPLACEMENT		2,970.00	-2,970.00
Bill Pmt -Check	10/21/2022	26281	101-000-202 ACCOUNTS PAYABLE		2,970.00	-2,970.00
KEVIN J WOOD						
Bill	11/01/2022	NOVEMBER 9TH PROGRAM	101-790-742 PROGRAMMING		300.00	-300.00
Bill Pmt -Check	11/01/2022	26308	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
LIBRARY IDEAS LLC						
Bill	11/01/2022	93822	101-790-741 CHILDREN'S BOOKS		886.56	-886.56
Bill Pmt -Check	11/01/2022	26309	101-000-202 ACCOUNTS PAYABLE		886.56	-886.56
LIVINGSTON COUNTY TREASURER						
Bill	11/01/2022	QCT 13TH BILL	101-790-958 S.E.V. ADJUSTMENT		40.36	-40.36
Bill Pmt -Check	11/01/2022	26310	101-000-202 ACCOUNTS PAYABLE		40.36	-40.36
MADISON ELECTRIC						
Bill	11/01/2022	6081110-00	101-790-729 BUILDING SUPPLIES		831.15	-831.15
Bill Pmt -Check	11/01/2022	26311	101-000-202 ACCOUNTS PAYABLE		831.15	-831.15
MAGIC CARPET THEATRE INC						
Bill	10/04/2022	MAGIC CARPET SHOW	101-790-742 PROGRAMMING		275.00	-275.00
Bill Pmt -Check	10/07/2022	26261	101-000-202 ACCOUNTS PAYABLE		275.00	-275.00
Bill	10/18/2022	NOVEMBER SHOW	101-790-742 PROGRAMMING		300.00	-300.00
Bill Pmt -Check	10/21/2022	26282	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
MICHAEL VENIA						
Bill	10/18/2022	REFUND	101-000-609 FINES		20.20	-20.20
Bill Pmt -Check	10/21/2022	26283	101-000-202 ACCOUNTS PAYABLE		20.20	-20.20
MIDWEST TAPE, LLC						
Bill	10/04/2022	502756261	101-790-751 E-BOOKS/AUDIO		3,383.60	-3,383.60
Bill Pmt -Check	10/07/2022	26262	101-000-202 ACCOUNTS PAYABLE		3,383.60	-3,383.60
MOLLIE HALL						
Bill	10/18/2022	REIMBURSEMENT	101-790-742 PROGRAMMING		77.11	-77.11
Bill Pmt -Check	10/21/2022	26284	101-000-202 ACCOUNTS PAYABLE		77.11	-77.11
OVERDRIVE, INC						
Bill	11/01/2022	CD0157822386626	101-790-751 E-BOOKS/AUDIO		2,000.00	-2,000.00
Bill Pmt -Check	11/01/2022	26312	101-000-202 ACCOUNTS PAYABLE		2,000.00	-2,000.00
PAUL MCCANN						
Bill	10/18/2022	ALA MEMBERSHIP	101-790-723 PROF DEVELOPMENT		118.00	-118.00
Bill Pmt -Check	10/21/2022	26285	101-000-202 ACCOUNTS PAYABLE		118.00	-118.00
PENGUIN RANDOM HOUSE LLC						
Bill	11/01/2022	1087014772	101-790-752 COMMUNITY READ		2,856.00	-2,856.00
Bill Pmt -Check	11/01/2022	26313	101-000-202 ACCOUNTS PAYABLE		2,856.00	-2,856.00
QUADIENT FINANCE USA, INC.						
Bill	10/18/2022	7900040057975967	101-790-728 POSTAGE		185.00	-185.00
Bill Pmt -Check	10/21/2022	26286	101-000-202 ACCOUNTS PAYABLE		185.00	-185.00
QUADIENT INC						
Bill	10/04/2022	59585897	101-790-728 POSTAGE		63.42	-63.42
Bill Pmt -Check	10/07/2022	26283	101-000-202 ACCOUNTS PAYABLE		63.42	-63.42
SBAM PLAN						
Bill	10/18/2022	96697	-SPLIT-		5,888.64	-5,888.64
Bill Pmt -Check	10/21/2022	26287	101-000-202 ACCOUNTS PAYABLE		5,888.64	-5,888.64
SENSOURCE						
Bill	10/18/2022	54032	101-790-930 BLDING MAINTENANCE		282.00	-282.00
Bill Pmt -Check	10/21/2022	26288	101-000-202 ACCOUNTS PAYABLE		282.00	-282.00
SERVICEMASTER						
Bill	10/04/2022	1420	101-790-930 BLDING MAINTENANCE		2,142.00	-2,142.00
Bill Pmt -Check	10/07/2022	26284	101-000-202 ACCOUNTS PAYABLE		2,142.00	-2,142.00
Bill	11/01/2022	1452	101-790-930 BLDING MAINTENANCE		2,142.00	-2,142.00
Bill Pmt -Check	11/01/2022	26314	101-000-202 ACCOUNTS PAYABLE		2,142.00	-2,142.00
STAPLES BUSINESS ADVANTAGE						
Bill	10/18/2022	3518952752	101-790-727 LIBRARY SUPPLIES		10.39	-10.39
Bill	10/18/2022	518952751	101-790-727 LIBRARY SUPPLIES		188.52	-188.52
Bill Pmt -Check	10/21/2022	26289	101-000-202 ACCOUNTS PAYABLE		198.91	-198.91
Bill	11/01/2022	3520943626	101-790-727 LIBRARY SUPPLIES		164.41	-164.41
Bill	11/01/2022	3520297153	101-790-727 LIBRARY SUPPLIES		139.19	-139.19
Bill Pmt -Check	11/01/2022	26315	101-000-202 ACCOUNTS PAYABLE		303.60	-303.60
SYNCHAMAZON						
Bill	10/18/2022	6045787810176616	-SPLIT-		503.64	-503.64
Bill Pmt -Check	10/21/2022	26290	101-000-202 ACCOUNTS PAYABLE		503.64	-503.64
T-MOBILE						
Bill	11/01/2022	966192749	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	11/01/2022	26316	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
THE LIBRARY NETWORK						
Bill	10/04/2022	71003	101-790-800 COOPERATIVE FEES		1,060.82	-1,060.82
Bill	10/04/2022	71032	101-790-800 COOPERATIVE FEES		1,601.40	-1,601.40
Bill Pmt -Check	10/07/2022	26285	101-000-202 ACCOUNTS PAYABLE		2,662.22	-2,662.22
Bill	10/18/2022	70749	101-790-743 ELECTRONIC RESOURCE		880.00	-880.00
Bill	10/18/2022	71174	101-790-800 COOPERATIVE FEES		11,964.72	-11,964.72
Bill	10/18/2022	70694	101-790-727 LIBRARY SUPPLIES		112.00	-112.00
Bill Pmt -Check	10/21/2022	26291	101-000-202 ACCOUNTS PAYABLE		12,956.72	-12,956.72
Bill	11/01/2022	71251	101-790-800 COOPERATIVE FEES		3,495.00	-3,495.00
Bill Pmt -Check	11/01/2022	26317	101-000-202 ACCOUNTS PAYABLE		3,495.00	-3,495.00
THE SQUALL						
Bill	10/18/2022	ADVERTISEMENT	101-790-880 ADVERTISING		200.00	-200.00
Bill Pmt -Check	10/21/2022	26292	101-000-202 ACCOUNTS PAYABLE		200.00	-200.00
VERIZON WIRELESS						
Bill	10/18/2022	9916991184	101-790-754 NON-TRAD COLLECTION		135.03	-135.03
Bill Pmt -Check	10/21/2022	26293	101-000-202 ACCOUNTS PAYABLE		135.03	-135.03

**DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER**

September 30 through November 7, 2022

Type	Date	Num	Split	Debit	Credit	Amount
WASHTENAW COUNTY TREASURER						
Bill	11/01/2022	11039	101-790-958 S.E.V. ADJUSTMENT		796.38	-796.36
Bill Pmt -Check	11/01/2022	26318	101-000-202 ACCOUNTS PAYABLE		796.38	-796.36
WATERFORD TOWNSHIP PUBLIC LIBRARY						
Bill	10/18/2022	BOOK PURCHASE	101-790-740 ADULT BOOKS		18.99	-18.99
Bill Pmt -Check	10/21/2022	26294	101-000-202 ACCOUNTS PAYABLE		18.99	-18.99
WHITE PINE LIBRARY COOPERATIVE						
Bill	10/18/2022	788	101-790-740 ADULT BOOKS		5.50	-5.50
Bill Pmt -Check	10/21/2022	26295	101-000-202 ACCOUNTS PAYABLE		5.50	-5.50
WSR CERTIFIED PUBLIC ACCOUNTANTS						
Bill	10/18/2022	34340	101-790-803 BOOKKEEPING SERV		705.00	-705.00
Bill Pmt -Check	10/21/2022	26296	101-000-202 ACCOUNTS PAYABLE		705.00	-705.00

Ken Cook's Plumbing and Heating, Inc.

3704 Trade Center Dr.
Ann Arbor, MI 48108 US
(734) 971-0304
kcplumbing@provide.net



RECEIVED
OCT 10 2022
Dexter District Library

INVOICE

BILL TO
Dexter District Library
3255 Alpine Street
Dexter, MI 48130

INVOICE 35623
DATE 10/10/2022
TERMS Net 30
DUE DATE 11/09/2022

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Job: Dexter Library Work Date: 10-07-22 Replace existing bi-level water cooler with new bi-level with bottle filler option.			
06 Plumbing	Bottle Filler Bi-level Cooler as per quote:	1	2,770.00	2,770.00
06 Plumbing	Up-Grade to filter type unit	1	200.00	200.00

BALANCE DUE

\$2,970.00

Will need budget change - BOARD -

Approved for Payment

Account #

[Signature]

101-901-972

Dexter District Library Meetings of the Board of Trustees

Meetings are held the first Monday of each month at 7:00 p.m.

Meeting dates for 2023 and January 2024 are:

*January 9

February 6

March 6

April 3

May 1

June 5

**July 10

August 7

***September 11

October 2

November 6

December 4

*January 8, 2024

* January meetings on the 2nd Monday of the month

** July meeting moved to 2nd Monday of the month due to Independence Date

*** September meeting moved to the 2nd Monday due to the Labor Day holiday.

All meetings are open to the public.

Notice of special meetings will be posted in this space at least two days before the meeting date.

Dexter District Library

Staff Paid Holiday Schedule 2023 and January 2024

One (1) Floating Holiday day to be used any day during the 2023 calendar year

New Year's Day - January 1, 2023 (Saturday)

Memorial Day - May 29 (Monday)

Independence Day - July 4 (Tuesday)

Labor Day - September 4 (Monday)

Thanksgiving - November 23 (Thursday)

December 24 and 25 (Sunday and Monday)

New Year's Day - January 1, 2024 (Monday)

Eight (8) paid holidays per calendar year for staff with benefits

- Approved by the Library Board of Trustees 11/___/2022
- Paid Holiday schedule subject to change, dependent on community health conditions and Library closures.

Dexter District Library

Library Closing Schedule 2023 and January 2024

New Year's Day - Closed January 1 (Sunday)

Closed April 9 (Sunday)

Memorial Day - Closed May 28 and 29 (Sunday and Monday)

Independence Day - Closed July 4 (Tuesday)

Labor Day - Closed September 3 and 4 (Sunday and Monday)

Night Before Thanksgiving - Early closing at 6pm November 22 (Wednesday)

Thanksgiving - Closed November 23 (Thursday)

Closed December 24 and 25 (Sunday and Monday)

New Year's Eve/Day - Closed Dec 31, 2023 and Jan 1, 2024 (Sun and Mon)

Scheduled closings of 11 1/4 days per calendar year

Approved by the Library Board of Trustees 11/___/2022

NOVEMBER 2022 - YOUTH PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
<p>Dexter District Library 3255 Alpine Street, Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us</p>		<p>1 Fall Story Time Ages 5 & under Toddler: 10:00-10:30 Preschool: 11:00-11:30 <i>In Person</i> REGISTRATION REQUIRED</p> <p>Lego Challenge Grades K - 8 4:30 - 5:30 pm <i>In Person</i> Registration Required</p>	<p>2 Fall Story Time Ages 5 & under Toddler: 10:00-10:30 Preschool: 11:00-11:30 <i>In Person</i> REGISTRATION REQUIRED</p>	<p>3 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am <i>In Person</i></p>	<p>4</p>	<p>5 </p>
<p>6 </p>	<p>7 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am <i>In Person</i></p>	<p>8 Fall Story Time Ages 5 & under Toddler: 10:00-10:30 Preschool: 11:00-11:30 <i>In Person</i> REGISTRATION REQUIRED</p> <p>Super Stories Book Club Young Fives & K 4:30 - 5:00 pm <i>In Person</i> Registration Required</p>	<p>9 Fall Story Time Ages 5 & under Toddler: 10:00-10:30 Preschool: 11:00-11:30 <i>In Person</i> REGISTRATION REQUIRED</p>	<p>10 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am <i>In Person</i></p> <p>Club Create Book Club Grades 1 & 2 4:30 - 5:15 pm <i>In Person</i> Registration Required</p>	<p>11 Drop-In Preschool Makerspace Ages 5 & under 10:30 - 11:30 am <i>In Person</i></p> <p>Reader's Choice Teen Book Club Grades 7 - 12 7:00 - 8:00 pm <i>In Person</i> Registration Required </p>	<p>12 Teen Advisory Group Grades 7 - 12 1:00 pm - 2:00 pm <i>In Person</i> Registration Required</p> <p>Magic Carpet Theatre All Ages 2:00 pm - 3:00 pm <i>In Person</i> Registration required</p>
<p>13</p>	<p>14 </p>	<p>15 TWEEN BOOK CLUB GRADES 5 & 6 4:30 - 5:30 pm <i>In Person</i> Registration Required</p>	<p>16 </p>	<p>17 All Star Readers Grades 3 & 4 4:30 - 5:30 pm <i>In Person</i> Registration Required</p>	<p>18 Magic: The Gathering Grades 6 - 12 6:00 - 8:30 pm <i>In Person</i> REGISTRATION REQUIRED</p>	<p>19 Drop-In Thanksgiving Story Time Ages 5 & under 11:00 - 11:30 am <i>In Person</i></p> <p>Custom Keychains Grades 5 - 12 2:00-3:00 pm <i>In Person</i> REGISTRATION REQUIRED</p>
<p>20</p>	<p>21</p>	<p>22 Chess Club Kids and Teens 6:30 - 8:00 pm <i>In Person</i> REGISTRATION REQUIRED </p>	<p>23 Library Closes at 6:00 PM</p>	<p>24 Library Closed</p>	<p>25 HAPPY THANKSGIVING </p>	<p>26 Drop-in Makerspace Grades K - 8 11:00 am -12:00 pm <i>In person</i></p>
<p>27 </p>	<p>28 DIY Treasure Box Craft Grade K - 4 4:30 - 5:15 pm <i>In Person</i> Registration Required</p>	<p>29</p>	<p>30</p>	<p>In-Person Programs May Require Registration Check Our Website Calendar Of Events</p>		


November 2022

Dexter District Library Adult Programs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 9:00 AM 	2 JACKIE & GARY Singing the Good Old Songs Again 7:00 pm Registration	3 6:00 PM  Gentle Restorative Yoga 9:30 am In person Registration 	4	5  Used Book Sale 9 am – 3 pm
6	7  Library Board Meeting 7:00 pm Open to the public	8 ELECTION DAY 	9 Abraham Lincoln & Thanksgiving 6:00 pm In-person, Registration 	10 Gentle Restorative Yoga 9:30 am In person Registration	11 Friday Night Movie, 6:00 pm: THE OUTFIT (2022) Registration required	12  Mindful Meditation 9:30 am
13	14 <i>Somewhere in Time</i> Book Club, 7:00 pm	15	16 AUTHOR & HISTORIAN PAUL VACHON PRESENTS BECOMING THE MOTOR CITY 7:00 PM REGISTRATION 	17 Gentle Restorative Yoga 9:30 am  1:00 pm	18 Afternoon Movie @ 1:00 pm: Channing Tatum in DOG Registration required	19
20	21	22	23 Library Closing at 6:00 pm	24 	25 Library Reopens at 9:00 am	26
27	28 Reel Talk Discussion of: Nowhere in Africa 7:00 pm on Zoom Registration	29 No Friends of the Library Meeting this month	30	Wednesday, November 16 at 7:00 pm Becoming the Motor City: A Timeline of Detroit's Auto Industry Detroit author Paul Vachon presents an exploration of Detroit's automotive history. Through photos and stories, he shares insights about how the industry and city grew, prospered, and ultimately suffered together. Registration. 		



3255 Alpine Street Dexter, Michigan 48130
734-426-4477 · dexter.lib.mi.us

 Computer Class: Registration Required