

Dexter District Library
Board of Trustees - Meeting Agenda
August 30, 2021 - 7:00 p.m.

This meeting will take place via Zoom remote conferencing software due to the COVID-19 pandemic and group meeting restrictions. The meeting is open to the public and details on how to connect are provided on the Library's web site events calendar <https://dexter.lib.mi.us/events/>.

- 1) Call to order, attendance and introductions (7:00 pm)
- 2) Approval of agenda – **action item**
- 3) Approval of minutes from the August 2, 2021 virtual Board meeting – **action item**
- 4) Public comment
 Prearranged public comment - none
 General public comment
- 5) Friends of the Library Report
- 6) Treasurer's Report (7:15 pm)
 Approval of bills paid during August 2021 – **action item**
 Balance Sheets
 Michigan CLASS
 Investment products (TCF)
 Budget changes – none
- 7) Director's Report (7:35 pm)
 Library statistical report
 Personnel – Anniversaries: Mary Graulich, Circulation Supervisor (27 yrs.), Library Assistants Jill Hall-Brown (11 yrs.), Megan Rittenger (7 yrs.) and Melissa Shaieb, (2 yrs.); Transitions: Mollie Hall (4.5 yrs.) moving from Youth Reference to Tween/Teen Programming Librarian, Diane Alson (12 yrs.) moving from Teen Programming Librarian to Adult Reference Librarian – **action item**
 Items from Legislature, MLA, TLN, AAACF, local municipalities
 Expiring Board terms – Pat Cousins, Cassy Korinek
 Patron comments
- 8) Committee Reports (8:00 pm)
 No Committee meetings in August
- 9) Old Business (8:10 pm)
 Resolution to adopt 2021-22 fiscal year budget – **action item**
 Approval of 2021 L-4029 millage rate request forms – **action item**
 Staff COVID bonus – **action item**
 Temporary Policy for Attendance at Indoor Library Programming, Events and Room Use – **action item**
 HVAC controls
 Board meeting location (in-person/virtual) – **action item**
- 10) New Business (8:50 pm)
- 11) Public comment
- 12) Board member comments
- 13) Adjourn (8:59 pm)



Dexter District Library Board of Trustees

DRAFT - Meeting Minutes

August 2, 2021

7:00 p.m.

Due to COVID-19 precautions, this meeting was conducted through online video conferencing via Zoom. Meeting details and instructions for joining the meeting were publicized on the Library's website, as was the meeting agenda and Board packet.

President Vrsek called the meeting to order at 7:02 p.m.

Members present:

- Barbara Davenport, remote from Scio Twp, MI
- Cassy Korinek, (arrived at 7:21pm) remote from the City of Dexter, MI
- Jim LaVoie, remote from Dexter Twp, MI (exited at 8:48 pm)
- Donna Palmer, remote from Scio Twp, MI
- Rosemary Quigley, remote from Dexter Twp, MI
- Sherry Simpson, remote from Webster Twp, MI
- Shelly Vrsek, remote from Kent County, MI

Members absent:

- Patricia Cousins

Others present:

- Paul McCann, Library Director, attending from Dexter District Library
- Kim Swoverland, Recording Secretary, remote from Jackson County, MI

President Vrsek called for additions/changes to the presented agenda. McCann announced additions to the agenda, including a discussion item of investments under the Treasurer's Report section of the agenda, and possible furniture replacement and possible staff bonuses under the Director's Report section of the agenda. Quigley moved to approve the agenda as amended. Second by Davenport. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the July 6, 2021 regular Board Meeting (virtual). No corrections were requested. Simpson moved to approve the minutes from the July 6, 2021 regular Board Meeting (virtual) as presented. Second by LaVoie. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: There was no pre-arranged public comment or general public comment.

Friends of the Library Report: McCann reported the Friends are making tentative plans to resume book sales. A one-day sale of existing stock has been suggested, depending on the availability of the book-sale coordinator and her team of volunteers. Many details remain to be worked out.

Korinek entered the meeting at 7:21 pm.

Treasurer's Report: McCann presented the Treasurer's report for July 2021. Balance Sheets and Statements of Operation were provided for the months of June and July 2021 for both 101 General Operations and 301 Debt Service. The paid bills for July 2021 were reviewed. Quigley moved to approve the bills paid during the month of July 2021. Second by LaVoie. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

Michigan CLASS: End of the month statements for July 2021 were reviewed. Rate of returns continue to be almost non-existent. A letter from Michigan CLASS, dated July 26, 2021 was provided to the Board. The letter outlines proposed amendments to the participation agreement and seeks for an approval of the amendments from the participants. After much discussion regarding "Setoff" as proposed in Article VII, Section 7.8, Library Board consensus was to vote "Not approved" to the proposed amendments.

Budget Changes: McCann noted the line 101-901-970 Capital Outlay Improvements was over budget due to the unanticipated project of UV light installation. LaVoie moved to increase the budgeted balance for line 101-901-970 Capital Outlay Improvements by \$2,200.00 increasing from \$21,000.00 to \$23,200.00 drawing from an intentional use of Fund Balance. Second by Simpson. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=nay, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=1. Motion carried.

Reimbursements: None.

Director's Report: The written director's report for July 2021 was reviewed.

Personnel / Anniversaries: Regarding anniversary dates of hire, McCann informed the Board Aileen Clark, Circulation Library Assistant (7 years), and Library Pages Whitney Sutherland (5 years) and Paige O'Connor (1 year) will all be reaching their anniversary dates of hire in the month of August. No board action was necessary due to the Jan 2021 wage rate adjustments.

Personnel / Resignations: McCann noted the following employees have submitted their notice of resignation: Jane Hamilton, Library Assistant, and Anna Withrow and Allison Berkholz, Library Pages. Jane Hamilton intends to remain on staff as an on-call substitute.

Personnel / New Hires: The interview process for the openings in the Circulation Department has resulted in the selection of Shelly Beach, Library Page and Joanne Beckman, Library Assistant. Simpson moved to approve the hiring of S. Beach effective July 8, 2021 as part-time Library Page at \$9.65/hr and J. Beckman effective July 27, 2021 as part-time Library Assistant at \$12.02/hr. Second by Quigley. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

Circulation Statistics: Stats for the months of July include:

July 2021

Circulation Statistics	July
Adult Books	6675
Young Adult Books	1574
Children's Books	16498
Magazines	284
DVD	3799
Books on CD	751
Music CD	493
Realia/Objects/Equip	64
Overdrive	3094
hoopla	1932
Kanopy	560
Renewals via web	697
Auto-renewals	9941
In-House	2627
Total	48989
Library visits	7831
Reference questions	1491
Items withdrawn	332
New items added	1165
Total holdings	111382
New cards issued	92
Total card holders	11376
Internet usage	978
Museum/Park Pass	20
Web site visits	9074
Program attendance	976
Fax	23
ILL lent out	3466
ILL borrowed	4749
In-house renewals	139
Unique borrowers	1850

Furniture Replacement: McCann broached the subject of possibly replacing some soft upholstered patron furniture with something more easily cleanable, such as plastic or leather-type covered furniture, or perhaps finding plastic covers for the existing furniture. Due to the possible expense of furniture replacement it was suggested this discussion might best be started with the Facilities Committee. Korinek's experience with plastic-covered furniture at the schools found it to be disappointing in durability, holes were easily poked through, and cleaning was not easier. More discussion will be expected at the next Facilities Committee Meeting.

Possible Staff Bonuses: McCann stated he wanted to plant the seed of an idea he has been mulling. Due to reduced hours of operation, the wages budget line is running well below expectations, but the staff have been working very hard, adapting to constantly changing COVID policies, taking on new and extra COVID-related duties, and giving exceptional effort to ensure patrons have access to services and materials. McCann would expect himself to be excluded. The Board requested for the director to submit a proposal or sample bonus schedule for the Trustees to review before the next Board Meeting on August 30, 2021

Items from Legislature and Local Municipalities: McCann reported The Library Network held its annual membership meeting and unveiled its proposed new mission and vision statements.

Expiring Board Terms: McCann reported he has heard back from the City of Dexter that they have a couple of candidates they are considering for the City's open appointment to the Library Board. Korinek is not aware of the Dexter Schools discussing the issue of her possible re-appointment yet. McCann will send a reminder to Superintendent Timmis.

Committee Reports: Finance Committee Meeting minutes from July 22, 2021 were reviewed.

Old Business: Regarding discussion of general services, McCann noted he is planning to return to full open hours and the restoration of taking fines and fees at the cash register after Labor Day. Regarding Library Programming, the staff were beginning to plan for in-person events for the Fall, but with the recent up-swing of COVID cases, McCann was wondering if this would be wise. Board suggestions included: in-person, but with pre-registration to ensure smaller groups; offer some virtual events for those who do not feel comfortable being in groups; possibly offer 2 sets of story times to satisfy differing parental opinions of mask-usage; and proceed with in-person programming with the full awareness that conditions may change and events may need to be cancelled. McCann intends to meet with programming staff on Tuesday, August 3rd to get their input. Regarding the HVAC Controls project, McCann has a close-out meeting scheduled for Thursday, August 5th for a final review of the punch-list.

LaVoie exited the meeting at 8:48 p.m.

New Business:

Signatory on Old National Certificate of Deposit: Policy at Old National Bank is such that they require a motion in the Library Board Meeting Minutes in order change signatories on certificates of deposit. With Pat Cousins unable to continue as Library Treasurer, her name will need to be removed as a signatory and replaced by Acting Treasurer/Interim Treasurer LaVoie. Quigley moved to remove Treasurer Patricia Cousins as signatory for the Dexter District Library on Old National Bank Certificates of Deposit, and to replace her with Acting Treasurer/Interim Treasurer James LaVoie. Second by Korinek. A roll call vote was taken. Davenport=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=2. Motion Carried.

Preliminary Approval of the 2021-2022 Fiscal Year Budget: The Finance Committee presented the 2021-2022 fiscal year preliminary budget and L-4029 forms for the Board's review. Palmer moved to give preliminary approval to the 2021-2022 Fiscal Year Budget. Second by Simpson. A roll call vote was taken. Davenport=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=2. Motion Carried.

Virtual vs. In-Person Board Meetings: McCann requested Board input as to continuing to host Library Board Meetings virtually, or if the Trustees would prefer to resume meeting in person. Washtenaw County Emergency Health Orders allow for public bodies to meet virtually through the end of 2021. The Board was in consensus for the next meeting on August 30, 2021 to be virtual via Zoom, and the October, November, and December meetings can be decided at a later date.

Public Comment: None.

Board Member Comments: None.

Adjournment: Having completed all items on the agenda, Simpson moved to adjourn the meeting. Second by Quigley. A voice vote was taken. Aye=all, nay=none, absent= 2. Motion carried, and the meeting was adjourned at 9:08 pm.

Respectfully submitted,

Barbara Davenport,
Secretary

Kimberly Swoverland,
Recording Secretary

Treasurer's Report September 2021 Board Meeting

1) Draft reports for General Operations and Debt Service funds for August, 2021 are included in the Board packet. Final, reconciled reports for both General Operations and Debt Service through the month of July, 2021 are also included.

General Fund checking balance – \$1,167,171.64

Debt Service Fund balance – \$104,767.02

2) General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>
\$261,943.35	Flagstar (1)	9/21/2021	CD	102
\$210,821.93	Comerica	10/13/2021	CD	103
\$261,809.82	Old National (1)	9/16/2021	CD	106
\$211,399.98	TCF	9/3/2021	CD	107
\$262,070.06	Level 1	11/3/2021	CD	108
\$260,888.63	Northstar	11/14/2021	CD	109
\$262,205.97	TCF (2)	8/28/2021	CD	110
\$261,965.16	Old National (2)	1/6/2022	CD	111
\$235,127.38	Flagstar (2)	1/6/2022	CD	112
\$1,012,525.34	Michigan CLASS	N/A	Investment	120

3) Review of paid bills from August 2021 – **action item**

4) Budget changes – none

5) Reimbursements – none

Notes:

The current check run was 24 of 26, or 92% of the 2020-21 fiscal year. The Library has received 99.9% of its income from the townships and 99.8% of overall income for the year.

The Library has received penal fines from both Livingston and Washtenaw counties. Penal fine amounts were within budget expectations. Due to the pandemic there could have been shortfalls in these lines.

The Library renewed several CDs during the month. Renewals remain mired in low rates of return, generally hovering around 0.05%. The exception to this was the Level 1 CD. This was reinvested at 0.1%. When the Library refinanced its construction bond in 2015, the new paying agent became Huntington Bank. At that time, we asked about CD products and were told that Huntington's rates were poor. This seems to still be the case. TCF (and by association, Chemical Bank) has been acquired by Huntington Bank. Renewals of TCF CDs during the

month yielded just 0.01%. Huntington is continuing to show the worst rates for CDs, but our representative has asked if the Library would be interested in pursuing additional products such as commercial paper, CDs at banks other than TCF/Huntington but managed by Huntington and/or Treasury securities. The following information is dated and the product rates were from a period in time when the Library's CDs were generally being renewed at 0.07% to 0.10%

The Michigan CLASS fund continues to provide low dividend rates but the yield seems to have stabilized with a seven-day yield of 0.0194%. The ballot was returned to Michigan CLASS with a nay vote from Dexter. The Library Director did receive a 'get out the vote' phone call from a former representative. The ballot will require a majority of members to cast a vote and it sounded like the organization was concerned that not enough votes had come in to make this a valid election.

Check register notes:

Arbor Inspection – check #25526 – annual inspection of fire suppression system

Chase Card Services – check #25530 – high expenses were due to wrap-up of Summer Reading Program and purchase of prizes for final drawing

Nicola's Books – check #25516 – Summer Reading prizes

		Target
General Operations - all cash assets	\$4,381,430	
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	\$115,238	\$115,238
Long-Term Capital Replacement Fund	\$2,680,233	\$2,680,233
Emergency Reserve	\$200,000	
Remaining annual expenses	(\$480,000)	
Unassigned Fund Balance	\$5,959	
Total	\$4,381,430	

RE: CD Maturity 7/5/21

From : Tam Flake <tam.r.flake@huntington.com>
Subject : RE: CD Maturity 7/5/21
To : Paul McCann <pmccann@dexter.lib.mi.us>

Thu, Jul 08, 2021 09:55 AM

2 attachments

Hi Paul,

The following is information from our Director of Institutional Investments. Take a look and if you need to talk through these options I can set up a call to discuss.

I included commercial paper (1-9 months), plus a list of CD's from 9 months to 5 years, and finally Treasuries from 6-24 months. All listed are net yields, so no other costs would be associated. If you have questions or want to move forward in activating an account, let me know and we'll get things moving on our end.

Commercial Paper:

NAME	MATURITY	YIELD	RATING
ARABELLA FINANCE	9/7	0.13	A2P1
BASF	9/23	0.10	A1P2
ARABELLA FINANCE	10/6	0.16	A2P1
ENEL UTILITY CO	10/12	0.13	A2P2
WASTE MANAGEMENT	10/21	0.10	A2P2
BP OIL	11/4	0.10	A2P1
AEP	11/16	0.14	A2P2
MIZUHO BANK	12/6	0.10	A1P1
NATWEST MARKETS	1/7	0.14	A2P2
MOUNTCLIFF FUNDING CO	2/1	0.12	A1P1
LEXINGTON PARKER INC	2/3	0.14	A1P1
ENEL UTILITY CO	2/11	0.15	A2P2
LLOYDS BANK	4/1	0.11	A1P1

CD's:

ISSUER	TERM	YIELD
BEAL BANK	9 MONTH	0.05
BEAL BANK	12 MONTH	0.07
UBS BANK	18 MONTH	0.15
UBS BANK	24 MONTH	0.25
FLAGSTAR BANK	24 MONTH	0.25
UBS BANK	36 MONTH	0.45
FIRST NATIONAL BANK OF	48 MONTH	0.50

EAST LANSING
UBS BANK 60 MONTH 0.90
JP MORGAN (callable in 6 months) 60 MONTH 0.85

US TREASURIES:

NAME	MATURITY	YIELD
US TREASURY BILL	6 MONTH	0.02
US TREASURY BILL	12 MONTH	0.03
US TREASURY NOTE	18 MONTH	0.10
US TREASURY NOTE	24 MONTH	0.16

Tamara Flake, VP, ACPFIM, CDP | Sr Commercial Relationship Manager | Government Banking | The Huntington National Bank |
Phone: 313.481.1656 | Mobile: 313.570.1969 | huntington.com



The Huntington National Bank

Upcoming out of office:

From: Tam Flake
Sent: Wednesday, July 7, 2021 3:51 PM
To: Paul McCann <pmccann@dexter.lib.mi.us>
Subject: RE: CD Maturity 7/5/21

Hi Paul,

I have requested the renewal. I'll send you an email with a list of options first thing tomorrow.

Thank you,
Tam

From: Paul McCann <pmccann@dexter.lib.mi.us>
Sent: Wednesday, July 7, 2021 11:53 AM
To: Tam Flake <tam.r.flake@huntington.com>
Subject: Re: CD Maturity 7/5/21

Huntington Security Checkpoint: External email. Please make sure you trust this source before clicking links or opening attachments.

Hi Tamara,

9:24 AM
08/25/21

DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER

August 2021

Type	Date	Num	Split	Debit	Credit	Amount
ALLIANCE ENTERTAINMENT LLC						
Bill	08/10/2021	PLS58145429	-SPLIT-		435.70	-435.70
Bill	08/10/2021	PLS58024119	101-790-748 DVD-CHILD		200.02	-200.02
Bill Pmt -Check	08/10/2021	25501	101-000-202 ACCOUNTS PAYABLE		635.72	-635.72
Bill	08/24/2021	PLS58314515	101-790-748 DVD-CHILD		323.32	-323.32
Bill	08/24/2021	PLS58464055	-SPLIT-		190.69	-190.69
Bill	08/24/2021	PLS57667123	-SPLIT-		136.48	-136.48
Bill Pmt -Check	08/24/2021	25525	101-000-202 ACCOUNTS PAYABLE		650.49	-650.49
ANN ARBOR NEWS						
Bill	08/10/2021	36100-50914910	101-790-744 PERIOD & SUBSCRIPT		87.88	-87.88
Bill Pmt -Check	08/10/2021	25502	101-000-202 ACCOUNTS PAYABLE		87.88	-87.88
APPLIED IMAGING						
Bill	08/10/2021	1784326	101-790-940 EQUIPMENT LEASE		255.97	-255.97
Bill Pmt -Check	08/10/2021	25503	101-000-202 ACCOUNTS PAYABLE		255.97	-255.97
ARBOR INSPECTION SERVICES, LLC						
Bill	08/24/2021	3261	101-790-930 BLDING MAINTENANCE		300.00	-300.00
Bill Pmt -Check	08/24/2021	25526	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
AT&T MOBILITY						
Bill	08/24/2021	287290549820	101-790-754 NON-TRAD COLLECTION		129.69	-129.69
Bill Pmt -Check	08/24/2021	25527	101-000-202 ACCOUNTS PAYABLE		129.69	-129.69
BACKYARD BIRDS AND BEYOND						
Bill	08/24/2021	2021-33	101-790-742 PROGRAMMING		275.00	-275.00
Bill Pmt -Check	08/24/2021	25528	101-000-202 ACCOUNTS PAYABLE		275.00	-275.00
BAKER & TAYLOR						
Bill	08/10/2021	H56054150	101-790-747 DVD-ADULT		13.95	-13.95
Bill	08/10/2021	L3361652	101-790-740 ADULT BOOKS		464.73	-464.73
Bill	08/10/2021	L5007932	101-790-740 ADULT BOOKS		2,089.16	-2,089.16
Bill Pmt -Check	08/10/2021	25504	101-000-202 ACCOUNTS PAYABLE		2,567.84	-2,567.84
BLACKSTONE PUBLISHING						
Bill	08/24/2021	1237240	101-790-745 BOOKS ON CD-ADULT		99.00	-99.00
Bill	08/24/2021	1236543	101-790-745 BOOKS ON CD-ADULT		201.19	-201.19
Bill	08/24/2021	1238073	101-790-746 BOOKS ON CD CHILD		154.16	-154.16
Bill	08/24/2021	1238170	101-790-745 BOOKS ON CD-ADULT		42.94	-42.94
Bill Pmt -Check	08/24/2021	25529	101-000-202 ACCOUNTS PAYABLE		497.29	-497.29
CHASE CARD SERVICES						
Bill	08/24/2021	4246315227033006	-SPLIT-		1,574.01	-1,574.01
Bill Pmt -Check	08/24/2021	25530	101-000-202 ACCOUNTS PAYABLE		1,574.01	-1,574.01
CHERRY LAKE PUBLISHING						
Bill	08/24/2021	171759	101-790-741 CHILDREN'S BOOKS		180.55	-180.55
Bill	08/24/2021	171775	101-790-741 CHILDREN'S BOOKS		146.65	-146.65
Bill Pmt -Check	08/24/2021	25531	101-000-202 ACCOUNTS PAYABLE		327.20	-327.20
CINTAS CORPORATION-300						
Bill	08/10/2021	14204261	101-790-930 BLDING MAINTENANCE		200.85	-200.85
Bill Pmt -Check	08/10/2021	25505	101-000-202 ACCOUNTS PAYABLE		200.85	-200.85
CLEAR RATE COMMUNICATIONS INC						
Bill	08/24/2021	2847190	101-790-851 TELEPHONE		475.36	-475.36
Bill Pmt -Check	08/24/2021	25532	101-000-202 ACCOUNTS PAYABLE		475.36	-475.36
DIANE ALSON						
Bill	08/10/2021	REIMBURSEMENT	101-790-742 PROGRAMMING		96.54	-96.54
Bill Pmt -Check	08/10/2021	25506	101-000-202 ACCOUNTS PAYABLE		96.54	-96.54
DORE PRODUCTIONS						
Bill	08/10/2021	8/18 ELECTRIC CARS	101-790-742 PROGRAMMING		200.00	-200.00
Bill Pmt -Check	08/10/2021	25507	101-000-202 ACCOUNTS PAYABLE		200.00	-200.00
DTE ENERGY						
Bill	08/24/2021	910007568348	101-790-920 UTILITIES		5,984.59	-5,984.59
Bill Pmt -Check	08/24/2021	25533	101-000-202 ACCOUNTS PAYABLE		5,984.59	-5,984.59
DUSTIN PARI						
Bill	08/24/2021	7	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	08/24/2021	25534	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
EHIM						
Bill	08/10/2021	ADM00026853	101-790-716 MEDICAL		2.40	-2.40
Bill Pmt -Check	08/10/2021	25508	101-000-202 ACCOUNTS PAYABLE		2.40	-2.40
EQUITABLE FINANCIAL						
Bill	08/10/2021	765461000	101-790-718 457 ANNUITY CONTRB		832.22	-832.22
Bill Pmt -Check	08/10/2021	25509	101-000-202 ACCOUNTS PAYABLE		832.22	-832.22
Bill	08/24/2021	765461000	101-790-718 457 ANNUITY CONTRB		832.22	-832.22
Bill Pmt -Check	08/24/2021	25535	101-000-202 ACCOUNTS PAYABLE		832.22	-832.22
FOSTER SWIFT						
Bill	08/10/2021	813400	101-790-802 ATTORNEY FEES		63.00	-63.00
Bill Pmt -Check	08/10/2021	25510	101-000-202 ACCOUNTS PAYABLE		63.00	-63.00
FUN EXPRESS, LLC						
Bill	08/10/2021	710964192-01	101-790-742 PROGRAMMING		127.81	-127.81
Bill	08/10/2021	711048718-01	101-790-742 PROGRAMMING		218.14	-218.14
Bill Pmt -Check	08/10/2021	25511	101-000-202 ACCOUNTS PAYABLE		345.95	-345.95
Bill	08/24/2021	711047874-01	101-790-742 PROGRAMMING		531.48	-531.48
Bill Pmt -Check	08/24/2021	25536	101-000-202 ACCOUNTS PAYABLE		531.48	-531.48
HACKNEY ACE HARDWARE						
Bill	08/10/2021	6075	101-790-729 BUILDING SUPPLIES		12.57	-12.57
Bill Pmt -Check	08/10/2021	25512	101-000-202 ACCOUNTS PAYABLE		12.57	-12.57

9:24 AM
08/25/21

DEXTER DISTRICT LIBRARY-GENERAL FUND A/P CHECK REGISTER

August 2021

Type	Date	Num	Split	Debit	Credit	Amount
INGRAM LIBRARY SERVICES						
Bill	08/10/2021	2083960	-SPLIT-		8,007.19	-8,007.19
Bill Pmt -Check	08/10/2021	25513	101-000-202 ACCOUNTS PAYABLE		8,007.19	-8,007.19
J. APPLESEED PUBLISHERS' CO-OP						
Bill	08/24/2021	163424	101-790-741 CHILDREN'S BOOKS		131.70	-131.70
Bill Pmt -Check	08/24/2021	25537	101-000-202 ACCOUNTS PAYABLE		131.70	-131.70
KATHERINE R. WILLSON						
Bill	08/24/2021	9-22 PRESENTATION	101-790-742 PROGRAMMING		150.00	-150.00
Bill Pmt -Check	08/24/2021	25538	101-000-202 ACCOUNTS PAYABLE		150.00	-150.00
MICHIGAN MUNICIPAL LEAGUE						
Bill	08/10/2021	1887206	101-790-910 INSURANCE		2,710.00	-2,710.00
Bill Pmt -Check	08/10/2021	25514	101-000-202 ACCOUNTS PAYABLE		2,710.00	-2,710.00
MIDWEST TAPE						
Bill	08/10/2021	500790365	101-790-751 E-BOOKS/AUDIO		3,660.83	-3,660.83
Bill Pmt -Check	08/10/2021	25515	101-000-202 ACCOUNTS PAYABLE		3,660.83	-3,660.83
MOTION PICTURE LICENSING CORP						
Bill	08/24/2021	504359795	101-790-742 PROGRAMMING		151.71	-151.71
Bill Pmt -Check	08/24/2021	25539	101-000-202 ACCOUNTS PAYABLE		151.71	-151.71
NICOLA'S BOOKS						
Bill	08/10/2021	14509269	101-790-742 PROGRAMMING		855.00	-855.00
Bill Pmt -Check	08/10/2021	25516	101-000-202 ACCOUNTS PAYABLE		855.00	-855.00
QUADIENT FINANCE USA, INC.						
Bill	08/24/2021	7900044057975967	101-790-728 POSTAGE		130.00	-130.00
Bill Pmt -Check	08/24/2021	25540	101-000-202 ACCOUNTS PAYABLE		130.00	-130.00
RAYMOND SZYMANSKI						
Bill	08/24/2021	20210706	101-790-742 PROGRAMMING		150.00	-150.00
Bill Pmt -Check	08/24/2021	25541	101-000-202 ACCOUNTS PAYABLE		150.00	-150.00
ROURKE EDUCATIONAL MEDIA						
Bill	08/24/2021	739618	101-790-741 CHILDREN'S BOOKS		611.75	-611.75
Bill Pmt -Check	08/24/2021	25542	101-000-202 ACCOUNTS PAYABLE		611.75	-611.75
SBAM PLAN						
Bill	08/10/2021	CID115972	-SPLIT-		4,221.62	-4,221.62
Bill Pmt -Check	08/10/2021	25517	101-000-202 ACCOUNTS PAYABLE		4,221.62	-4,221.62
SMALL BUSINESS ASSOC OF MICHIGAN						
Bill	08/10/2021	96697	101-790-818 INSTITUTION DUE/FEE		129.00	-129.00
Bill Pmt -Check	08/10/2021	25518	101-000-202 ACCOUNTS PAYABLE		129.00	-129.00
STAMBOULELLIS LANDSCAPING						
Bill	08/24/2021	JULY 2021	101-790-936 GROUNDS KEEPING		210.00	-210.00
Bill Pmt -Check	08/24/2021	25543	101-000-202 ACCOUNTS PAYABLE		210.00	-210.00
STAPLES BUSINESS ADVANTAGE						
Bill	08/10/2021	3482527035	101-790-727 LIBRARY SUPPLIES		20.49	-20.49
Bill	08/10/2021	3482527036	101-790-727 LIBRARY SUPPLIES		218.78	-218.78
Bill Pmt -Check	08/10/2021	25519	101-000-202 ACCOUNTS PAYABLE		239.27	-239.27
Bill	08/24/2021	3484243306	101-790-727 LIBRARY SUPPLIES		150.49	-150.49
Bill Pmt -Check	08/24/2021	25544	101-000-202 ACCOUNTS PAYABLE		150.49	-150.49
SYNCB/AMAZON						
Bill	08/24/2021	6045787810176616	-SPLIT-		2,239.07	-2,239.07
Bill Pmt -Check	08/24/2021	25545	101-000-202 ACCOUNTS PAYABLE		2,239.07	-2,239.07
T-MOBILE						
Bill	08/10/2021	966192749	101-790-754 NON-TRAD COLLECTION		190.73	-190.73
Bill Pmt -Check	08/10/2021	25520	101-000-202 ACCOUNTS PAYABLE		190.73	-190.73
THE CHILD'S WORLD						
Bill	08/10/2021	NA151012	101-790-741 CHILDREN'S BOOKS		1,101.25	-1,101.25
Bill Pmt -Check	08/10/2021	25521	101-000-202 ACCOUNTS PAYABLE		1,101.25	-1,101.25
VERIZON WIRELESS						
Bill	08/10/2021	9885171920	101-790-754 NON-TRAD COLLECTION		135.03	-135.03
Bill Pmt -Check	08/10/2021	25522	101-000-202 ACCOUNTS PAYABLE		135.03	-135.03
WASHTENAW COUNTY TREASURER						
Bill	08/10/2021	7924	101-790-958 S.E.V. ADJUSTMENT		20.80	-20.80
Bill Pmt -Check	08/10/2021	25523	101-000-202 ACCOUNTS PAYABLE		20.80	-20.80
WSR CERTIFIED PUBLIC ACCOUNTANTS						
Bill	08/10/2021	31979	101-790-803 BOOKKEEPING SERV		680.00	-680.00
Bill Pmt -Check	08/10/2021	25524	101-000-202 ACCOUNTS PAYABLE		680.00	-680.00

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DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-PRELIMINARY
As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,167,171.64
Total Checking/Savings	1,167,171.64
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	1.00
101-000-050 ACCOUNT RECEIVABLE	5,508.00
101-000-056 ACCRUED INT REC	1,063.00
101-000-102 CD 1 FLAGSTAR	261,943.35
101-000-103 CD COMERICA	210,891.62
101-000-106 CD OLD NATIONAL	261,840.45
101-000-107 CD CHEMICAL BANK	211,399.98
101-000-108 CD LEVEL ONE	262,070.06
101-000-109 CD NORTHSTAR BANK	260,888.63
101-000-110 CD CHEMICAL BANK	262,205.97
101-000-111 CD OLD NATIONAL	261,965.16
101-000-112 CD 2 FLAGSTAR	235,127.38
101-000-120 MICHIGAN CLASS	1,012,513.52
1015 · PAYROLL CLEARING ACCOUNT	-8,384.51
1016 · ACH BANK TRANSFER ACCOUNT	-25,241.81
Total Other Current Assets	3,214,258.80
Total Current Assets	4,381,430.44
TOTAL ASSETS	4,381,430.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	8,166.20
101-000-228 STATE PAYROLL TAXES	-1,785.59
101-000-229 FEDERAL PR TAX	7,547.80
101-000-231 OTHER PAYABLE	-1,296.15
101-000-232 LIFE INS DEDUCTION	-13.04
101-000-233 TASC-FSA DEDUCTION	25.12
101-000-234 TASC-FSA CHILD CARE	0.12
101-000-257 WAGES PAYABLE-AUDIT	19,338.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	851.73
Total Other Current Liabilities	32,835.33
Total Current Liabilities	32,835.33
Total Liabilities	32,835.33
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	940,371.71
Net Income	302,123.47
Total Equity	4,348,595.11
TOTAL LIABILITIES & EQUITY	4,381,430.44

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DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY
October 2020 through August 2021

	Oct '20 - Aug 21	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	1,557,824.04	1,558,917.00	-1,092.96	99.9%
OTHER INCOME	27,292.39	37,383.22	-10,090.83	73.0%
OTHER MISC REVENUE	50,687.17	31,400.00	19,287.17	161.4%
PENAL FINES REVENUE	2,664.16	13,500.00	-10,835.84	19.7%
Total Income	1,638,467.76	1,641,200.22	-2,732.46	99.8%
Expense				
LIBRARY MATERIALS	213,914.91	296,000.00	-82,085.09	72.3%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	125,591.41	136,487.00	-10,895.59	92.0%
GENERAL OPERATIONS	252,224.68	345,860.00	-93,635.32	72.9%
WAGES & BENEFITS	744,613.29	1,016,398.00	-271,784.71	73.3%
Total OPERATING EXPENSES	1,122,429.38	1,498,745.00	-376,315.62	74.9%
Total Expense	1,336,344.29	1,794,745.00	-458,400.71	74.5%
Net Income	302,123.47	-153,544.78	455,668.25	-196.8%

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DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY
October 2020 through **August 2021**

	Oct '20 - Aug 21	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	252,038.81	255,657.00	-3,618.19	98.6%
101-000-401 DEXTER TOWNSHIP	295,984.84	294,394.00	1,590.84	100.5%
101-000-402 FREEDOM TOWNSHIP	789.39	789.00	0.39	100.0%
101-000-403 HAMBURG TOWNSHIP	79,294.16	78,806.00	488.16	100.6%
101-000-404 LIMA TOWNSHIP	113,745.07	114,068.00	-322.93	99.7%
101-000-405 LODI TOWNSHIP	9,354.37	9,355.00	-0.63	100.0%
101-000-406 NORTHFIELD TWP	2,505.61	2,506.00	-0.39	100.0%
101-000-407 SCIO TOWNSHIP	331,263.56	331,567.00	-303.44	99.9%
101-000-408 WEBSTER TOWNSHIP	471,145.80	471,575.00	-429.20	99.9%
101-000-445 DELINQUENT TAX COL	1,702.43	200.00	1,502.43	851.2%
Total MILLAGE REVENUE	1,557,824.04	1,558,917.00	-1,092.96	99.9%
OTHER INCOME				
101-000-507 GRANT INCOME	481.50	500.00	-18.50	96.3%
101-000-591 FRIENDS OF THE LIBR	6,758.54	15,000.00	-8,241.46	45.1%
101-000-592 GIFTS/MEMORIALS	9,645.00	5,000.00	4,645.00	192.9%
101-000-607 FAX SERVICES	0.00	200.00	-200.00	0.0%
101-000-608 PURCHASES	0.00	75.00	-75.00	0.0%
101-000-609 FINES	3,166.89	7,000.00	-3,833.11	45.2%
101-000-610 NON RESIDENT FEES	70.00	600.00	-530.00	11.7%
101-000-627 COPIER	0.00	1,500.00	-1,500.00	0.0%
101-000-672 REBATES/REFUNDS	1,578.00	2,000.00	-422.00	78.9%
101-000-673 OTHER MISC INCOME	5,592.46	5,508.22	84.24	101.5%
Total OTHER INCOME	27,292.39	37,383.22	-10,090.83	73.0%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	27,122.51	0.00	27,122.51	100.0%
101-000-575 STATE AID	16,991.25	15,000.00	1,991.25	113.3%
101-000-665 INTEREST INCOME	5,112.84	15,000.00	-9,887.16	34.1%
101-000-666 ENDOWMENT INCOME	1,460.57	1,400.00	60.57	104.3%
Total OTHER MISC REVENUE	50,687.17	31,400.00	19,287.17	161.4%
PENAL FINES REVENUE				
101-000-581 LV CTY PENAL FINES	2,664.16	1,000.00	1,664.16	266.4%
101-000-582 WASHTN CTY PENAL FD	0.00	12,500.00	-12,500.00	0.0%
Total PENAL FINES REVENUE	2,664.16	13,500.00	-10,835.84	19.7%
Total Income	1,638,467.76	1,641,200.22	-2,732.46	99.8%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	40,693.21	55,000.00	-14,306.79	74.0%
101-790-741 CHILDREN'S BOOKS	49,357.88	70,000.00	-20,642.12	70.5%
101-790-742 PROGRAMMING	30,851.42	41,000.00	-10,148.58	75.2%
101-790-743 ELECTRONIC RESOURCE	8,020.76	11,000.00	-2,979.24	72.9%
101-790-744 PERIOD & SUBSCRIPT	5,481.85	6,000.00	-518.15	91.4%
101-790-745 BOOKS ON CD-ADULT	3,609.27	8,000.00	-4,390.73	45.1%
101-790-746 BOOKS ON CD CHILD	3,635.14	4,000.00	-364.86	90.9%
101-790-747 DVD-ADULT	3,436.50	10,000.00	-6,563.50	34.4%
101-790-748 DVD-CHILD	4,754.82	8,000.00	-3,245.18	59.4%
101-790-749 AUDIO MUSIC ADULT	1,001.10	2,500.00	-1,498.90	40.0%
101-790-750 AUDIO MUSIC CHILD	982.40	1,000.00	-17.60	98.2%
101-790-751 E-BOOKS/AUDIO	55,159.69	60,000.00	-4,840.31	91.9%
101-790-752 COMMUNITY READ	800.25	3,000.00	-2,199.75	26.7%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	6,130.62	16,000.00	-9,869.38	38.3%
Total LIBRARY MATERIALS	213,914.91	296,000.00	-82,085.09	72.3%

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Cash Basis

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

October 2020 through **August 2021**

	Oct '20 - Aug 21	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	23,138.35	23,200.00	-61.65	99.7%
101-901-971 CAPITAL REPAIRS-ANN	4,953.36	4,954.00	-0.64	100.0%
101-901-972 CAPITAL REPLACEMENT	97,499.70	108,333.00	-10,833.30	90.0%
Total CAPITAL OUTLAY IMPROVE	125,591.41	136,487.00	-10,895.59	92.0%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	490.50	2,000.00	-1,509.50	24.5%
101-790-727 LIBRARY SUPPLIES	8,766.92	16,000.00	-7,233.08	54.8%
101-790-728 POSTAGE	993.55	1,000.00	-6.45	99.4%
101-790-729 BUILDING SUPPLIES	3,771.99	7,500.00	-3,728.01	50.3%
101-790-800 COOPERATIVE FEES	52,095.24	55,000.00	-2,904.76	94.7%
101-790-801 PROF SERVICES	12,880.00	18,000.00	-5,120.00	71.6%
101-790-802 ATTORNEY FEES	189.00	4,000.00	-3,811.00	4.7%
101-790-803 BOOKKEEPING SERV	10,442.40	11,360.00	-917.60	91.9%
101-790-818 INSTITUTION DUE/FEE	1,533.20	1,400.00	133.20	109.5%
101-790-851 TELEPHONE	5,255.59	6,000.00	-744.41	87.6%
101-790-860 TRANSPORTATION	0.00	1,000.00	-1,000.00	0.0%
101-790-880 ADVERTISING	415.00	2,000.00	-1,585.00	20.8%
101-790-882 NEWSLETTER	20,938.81	27,500.00	-6,561.19	76.1%
101-790-910 INSURANCE	22,265.00	22,500.00	-235.00	99.0%
101-790-920 UTILITIES	54,143.10	63,000.00	-8,856.90	85.9%
101-790-930 BLDING MAINTENANCE	39,160.63	77,500.00	-38,339.37	50.5%
101-790-932 BUILDING REPAIRS	11,048.96	10,000.00	1,048.96	110.5%
101-790-934 EQUIPMENT REPAIR	1,534.51	3,000.00	-1,465.49	51.2%
101-790-936 GROUNDS KEEPING	2,010.00	10,000.00	-7,990.00	20.1%
101-790-940 EQUIPMENT LEASE	3,472.53	3,500.00	-27.47	99.2%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	177.60	500.00	-322.40	35.5%
101-790-958 S.E.V. ADJUSTMENT	640.15	3,000.00	-2,359.85	21.3%
Total GENERAL OPERATIONS	252,224.68	345,860.00	-93,635.32	72.9%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	619,646.80	845,127.00	-225,480.20	73.3%
101-790-703 LONGEVITY	5,750.00	8,750.00	-3,000.00	65.7%
101-790-713 FSA	3,634.47	4,500.00	-865.53	80.8%
101-790-714 EMPLR SHARE (FICA)	47,513.81	64,652.00	-17,138.19	73.5%
101-790-715 MEDICAL REIMBUR	3,969.76	4,800.00	-830.24	82.7%
101-790-716 MEDICAL	40,220.28	58,660.00	-18,439.72	68.6%
101-790-717 LIFE INSURANCE	1,541.99	1,909.00	-367.01	80.8%
101-790-718 457 ANNUITY CONTRB	19,587.93	24,900.00	-5,312.07	78.7%
101-790-719 SHORT TERM DISBLTY	2,748.25	3,100.00	-351.75	88.7%
Total WAGES & BENEFITS	744,613.29	1,016,398.00	-271,784.71	73.3%
Total OPERATING EXPENSES	1,122,429.38	1,498,745.00	-376,315.62	74.9%
Total Expense	1,336,344.29	1,794,745.00	-458,400.71	74.5%
Net Income	302,123.47	-153,544.78	455,668.25	-196.8%

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DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-FINAL
As of July 31, 2021

	Jul 31, 21
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,230,621.45
Total Checking/Savings	1,230,621.45
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	1.00
101-000-050 ACCOUNT RECEIVABLE	5,508.00
101-000-056 ACCRUED INT REC	1,063.00
101-000-102 CD 1 FLAGSTAR	261,943.35
101-000-103 CD COMERICA	210,891.62
101-000-106 CD OLD NATIONAL	261,840.45
101-000-107 CD CHEMICAL BANK	211,398.22
101-000-108 CD LEVEL ONE	262,059.29
101-000-109 CD NORTHSTAR BANK	260,877.76
101-000-110 CD CHEMICAL BANK	262,203.78
101-000-111 CD OLD NATIONAL	261,965.16
101-000-112 CD 2 FLAGSTAR	235,050.14
101-000-120 MICHIGAN CLASS	1,012,513.52
1015 · PAYROLL CLEARING ACCOUNT	-8,384.51
Total Other Current Assets	3,239,397.78
Total Current Assets	4,470,019.23
TOTAL ASSETS	4,470,019.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	8,166.20
101-000-228 STATE PAYROLL TAXES	-918.76
101-000-229 FEDERAL PR TAX	7,317.00
101-000-231 OTHER PAYABLE	-1,296.15
101-000-232 LIFE INS DEDUCTION	-13.03
101-000-233 TASC-FSA DEDUCTION	25.04
101-000-234 TASC-FSA CHILD CARE	0.04
101-000-257 WAGES PAYABLE-AUDIT	19,338.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	851.73
Total Other Current Liabilities	33,471.21
Total Current Liabilities	33,471.21
Total Liabilities	33,471.21
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	940,371.71
Net Income	390,076.38
Total Equity	4,436,548.02
TOTAL LIABILITIES & EQUITY	4,470,019.23

FINAL

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08/25/21

Cash Basis

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

October 2020 through July 2021

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	1,557,372.61	1,558,917.00	-1,544.39	99.9%
OTHER INCOME	23,937.53	37,383.22	-13,445.69	64.0%
OTHER MISC REVENUE	42,016.93	31,400.00	10,616.93	133.8%
PENAL FINES REVENUE	0.00	13,500.00	-13,500.00	0.0%
Total Income	1,623,327.07	1,641,200.22	-17,873.15	98.9%
Expense				
LIBRARY MATERIALS	188,823.41	296,000.00	-107,176.59	63.8%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	125,591.41	136,487.00	-10,895.59	92.0%
GENERAL OPERATIONS	239,875.03	345,860.00	-105,984.97	69.4%
WAGES & BENEFITS	678,960.84	1,016,398.00	-337,437.16	66.8%
Total OPERATING EXPENSES	1,044,427.28	1,498,745.00	-454,317.72	69.7%
Total Expense	1,233,250.69	1,794,745.00	-561,494.31	68.7%
Net Income	390,076.38	-153,544.78	543,621.16	-254.0%

FINAL

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Cash Basis

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

October 2020 through July 2021

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	252,038.81	255,657.00	-3,618.19	98.6%
101-000-401 DEXTER TOWNSHIP	295,984.84	294,394.00	1,590.84	100.5%
101-000-402 FREEDOM TOWNSHIP	789.39	789.00	0.39	100.0%
101-000-403 HAMBURG TOWNSHIP	79,294.16	78,806.00	488.16	100.6%
101-000-404 LIMA TOWNSHIP	113,745.07	114,068.00	-322.93	99.7%
101-000-405 LODI TOWNSHIP	9,354.37	9,355.00	-0.63	100.0%
101-000-406 NORTHFIELD TWP	2,505.61	2,506.00	-0.39	100.0%
101-000-407 SCIO TOWNSHIP	331,263.56	331,567.00	-303.44	99.9%
101-000-408 WEBSTER TOWNSHIP	471,145.80	471,575.00	-429.20	99.9%
101-000-445 DELINQUENT TAX COL	1,251.00	200.00	1,051.00	625.5%
Total MILLAGE REVENUE	1,557,372.61	1,558,917.00	-1,544.39	99.9%
OTHER INCOME				
101-000-507 GRANT INCOME	481.50	500.00	-18.50	96.3%
101-000-591 FRIENDS OF THE LIBR	6,758.54	15,000.00	-8,241.46	45.1%
101-000-592 GIFTS/MEMORIALS	7,145.00	5,000.00	2,145.00	142.9%
101-000-607 FAX SERVICES	0.00	200.00	-200.00	0.0%
101-000-608 PURCHASES	0.00	75.00	-75.00	0.0%
101-000-609 FINES	2,312.03	7,000.00	-4,687.97	33.0%
101-000-610 NON RESIDENT FEES	70.00	600.00	-530.00	11.7%
101-000-627 COPIER	0.00	1,500.00	-1,500.00	0.0%
101-000-672 REBATES/REFUNDS	1,578.00	2,000.00	-422.00	78.9%
101-000-673 OTHER MISC INCOME	5,592.46	5,508.22	84.24	101.5%
Total OTHER INCOME	23,937.53	37,383.22	-13,445.69	64.0%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	27,122.51	0.00	27,122.51	100.0%
101-000-575 STATE AID	8,423.84	15,000.00	-6,576.16	56.2%
101-000-665 INTEREST INCOME	5,010.01	15,000.00	-9,989.99	33.4%
101-000-666 ENDOWMENT INCOME	1,460.57	1,400.00	60.57	104.3%
Total OTHER MISC REVENUE	42,016.93	31,400.00	10,616.93	133.8%
PENAL FINES REVENUE				
101-000-581 LV CTY PENAL FINES	0.00	1,000.00	-1,000.00	0.0%
101-000-582 WASHTN CTY PENAL FD	0.00	12,500.00	-12,500.00	0.0%
Total PENAL FINES REVENUE	0.00	13,500.00	-13,500.00	0.0%
Total Income	1,623,327.07	1,641,200.22	-17,873.15	98.9%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	35,799.70	55,000.00	-19,200.30	65.1%
101-790-741 CHILDREN'S BOOKS	41,412.24	70,000.00	-28,587.76	59.2%
101-790-742 PROGRAMMING	24,677.68	41,000.00	-16,322.32	60.2%
101-790-743 ELECTRONIC RESOURCE	8,020.76	11,000.00	-2,979.24	72.9%
101-790-744 PERIOD & SUBSCRIPT	5,393.97	6,000.00	-606.03	89.9%
101-790-745 BOOKS ON CD-ADULT	3,266.14	8,000.00	-4,733.86	40.8%
101-790-746 BOOKS ON CD CHILD	3,480.98	4,000.00	-519.02	87.0%
101-790-747 DVD-ADULT	3,422.55	10,000.00	-6,577.45	34.2%
101-790-748 DVD-CHILD	3,810.54	8,000.00	-4,189.46	47.6%
101-790-749 AUDIO MUSIC ADULT	1,001.10	2,500.00	-1,498.90	40.0%
101-790-750 AUDIO MUSIC CHILD	640.47	1,000.00	-359.53	64.0%
101-790-751 E-BOOKS/AUDIO	51,498.86	60,000.00	-8,501.14	85.8%
101-790-752 COMMUNITY READ	800.25	3,000.00	-2,199.75	26.7%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	5,598.17	16,000.00	-10,401.83	35.0%
Total LIBRARY MATERIALS	188,823.41	296,000.00	-107,176.59	63.8%

FINAL

18

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

October 2020 through July 2021

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	23,138.35	23,200.00	-61.65	99.7%
101-901-971 CAPITAL REPAIRS-ANN	4,953.36	4,954.00	-0.64	100.0%
101-901-972 CAPITAL REPLACEMENT	97,499.70	108,333.00	-10,833.30	90.0%
Total CAPITAL OUTLAY IMPROVE	125,591.41	136,487.00	-10,895.59	92.0%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	490.50	2,000.00	-1,509.50	24.5%
101-790-727 LIBRARY SUPPLIES	8,317.77	16,000.00	-7,682.23	52.0%
101-790-728 POSTAGE	863.55	1,000.00	-136.45	86.4%
101-790-729 BUILDING SUPPLIES	3,356.96	7,500.00	-4,143.04	44.8%
101-790-800 COOPERATIVE FEES	52,095.24	55,000.00	-2,904.76	94.7%
101-790-801 PROF SERVICES	12,880.00	18,000.00	-5,120.00	71.6%
101-790-802 ATTORNEY FEES	126.00	4,000.00	-3,874.00	3.2%
101-790-803 BOOKKEEPING SERV	9,436.50	11,360.00	-1,923.50	83.1%
101-790-818 INSTITUTION DUE/FEE	1,404.20	1,400.00	4.20	100.3%
101-790-851 TELEPHONE	4,780.23	6,000.00	-1,219.77	79.7%
101-790-860 TRANSPORTATION	0.00	1,000.00	-1,000.00	0.0%
101-790-880 ADVERTISING	415.00	2,000.00	-1,585.00	20.8%
101-790-882 NEWSLETTER	20,938.81	27,500.00	-6,561.19	76.1%
101-790-910 INSURANCE	19,555.00	22,500.00	-2,945.00	86.9%
101-790-920 UTILITIES	48,158.51	63,000.00	-14,841.49	76.4%
101-790-930 BLDING MAINTENANCE	38,659.78	77,500.00	-38,840.22	49.9%
101-790-932 BUILDING REPAIRS	11,048.96	10,000.00	1,048.96	110.5%
101-790-934 EQUIPMENT REPAIR	1,534.51	3,000.00	-1,465.49	51.2%
101-790-936 GROUNDS KEEPING	1,800.00	10,000.00	-8,200.00	18.0%
101-790-940 EQUIPMENT LEASE	3,216.56	3,500.00	-283.44	91.9%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	177.60	500.00	-322.40	35.5%
101-790-958 S.E.V. ADJUSTMENT	619.35	3,000.00	-2,380.65	20.6%
Total GENERAL OPERATIONS	239,875.03	345,860.00	-105,984.97	69.4%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	565,098.54	845,127.00	-280,028.46	66.9%
101-790-703 LONGEVITY	5,250.00	8,750.00	-3,500.00	60.0%
101-790-713 FSA	3,365.25	4,500.00	-1,134.75	74.8%
101-790-714 EMPLR SHARE (FICA)	43,334.21	64,652.00	-21,317.79	67.0%
101-790-715 MEDICAL REIMBUR	3,692.80	4,800.00	-1,107.20	76.9%
101-790-716 MEDICAL	36,385.99	58,660.00	-22,274.01	62.0%
101-790-717 LIFE INSURANCE	1,405.09	1,909.00	-503.91	73.6%
101-790-718 457 ANNUITY CONTRB	17,923.49	24,900.00	-6,976.51	72.0%
101-790-719 SHORT TERM DISBLTY	2,505.47	3,100.00	-594.53	80.8%
Total WAGES & BENEFITS	678,960.84	1,016,398.00	-337,437.16	66.8%
Total OPERATING EXPENSES	1,044,427.28	1,498,745.00	-454,317.72	69.7%
Total Expense	1,233,250.69	1,794,745.00	-561,494.31	68.7%
Net Income	390,076.38	-153,544.78	543,621.16	-254.0%

FINAL

1:53 PM

08/25/21

Cash Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-FINAL

As of July 31, 2021

	Jul 31, 21
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	88,232.21
Total Checking/Savings	88,232.21
Other Current Assets	
301-000-120 MICHIGAN CLASS	16,534.81
Total Other Current Assets	16,534.81
Total Current Assets	104,767.02
TOTAL ASSETS	104,767.02
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	79,383.17
Net Income	25,383.85
Total Equity	104,767.02
TOTAL LIABILITIES & EQUITY	104,767.02

FINAL

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DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

STATEMENT OF OPERATIONS-YTD-FINAL

October 2020 through July 2021

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	105,556.96	106,290.00	-733.04	99.3%
301-000-401 DEXTER TOWNSHIP	110,708.25	110,119.00	589.25	100.5%
301-000-402 FREEDOM TOWNSHIP	295.27	295.00	0.27	100.1%
301-000-403 HAMBURG TOWNSHIP	29,658.51	29,478.00	180.51	100.6%
301-000-404 LIMA TOWNSHIP	42,544.41	42,668.00	-123.59	99.7%
301-000-405 LODI TOWNSHIP	3,499.04	3,499.00	0.04	100.0%
301-000-406 NORTHFIELD TOWNSHIP	937.16	937.00	0.16	100.0%
301-000-407 SCIO TOWNSHIP	131,966.71	131,879.00	87.71	100.1%
301-000-408 WEBSTER TOWNSHIP	176,224.98	176,394.00	-169.02	99.9%
301-000-445 DELINQUENT TAX COL	464.93	200.00	264.93	232.5%
301-000-573 PERS PROP TAX REIMB	10,145.25	0.00	10,145.25	100.0%
301-000-665 INTEREST INCOME	174.63	0.00	174.63	100.0%
301-000-672 REBATES/REFUNDS	0.00	0.00	0.00	0.0%
301-000-673 OTHER INCOME	32.75			
Total Income	612,208.85	601,759.00	10,449.85	101.7%
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	586,575.00	586,576.00	-1.00	100.0%
Total Expense	586,825.00	586,946.00	-121.00	100.0%
Net Income	25,383.85	14,813.00	10,570.85	171.4%

FINAL

21

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND
BALANCE SHEET-PRELIMINARY
As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	88,401.07
Total Checking/Savings	88,401.07
Other Current Assets	
301-000-120 MICHIGAN CLASS	16,534.81
Total Other Current Assets	16,534.81
Total Current Assets	104,935.88
TOTAL ASSETS	104,935.88
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	79,383.17
Net Income	25,552.71
Total Equity	104,935.88
TOTAL LIABILITIES & EQUITY	104,935.88

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22

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08/25/21

Accrual Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY
 October 2020 through August 2021

	Oct '20 - Aug 21	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	105,556.96	106,290.00	-733.04	99.3%
301-000-401 DEXTER TOWNSHIP	110,708.25	110,119.00	589.25	100.5%
301-000-402 FREEDOM TOWNSHIP	295.27	295.00	0.27	100.1%
301-000-403 HAMBURG TOWNSHIP	29,658.51	29,478.00	180.51	100.6%
301-000-404 LIMA TOWNSHIP	42,544.41	42,668.00	-123.59	99.7%
301-000-405 LODI TOWNSHIP	3,499.04	3,499.00	0.04	100.0%
301-000-406 NORTHFIELD TOWNSHIP	937.16	937.00	0.16	100.0%
301-000-407 SCIO TOWNSHIP	131,966.71	131,879.00	87.71	100.1%
301-000-408 WEBSTER TOWNSHIP	176,224.98	176,394.00	-169.02	99.9%
301-000-445 DELINQUENT TAX COL	633.79	200.00	433.79	316.9%
301-000-573 PERS PROP TAX REIMB	10,145.25	0.00	10,145.25	100.0%
301-000-665 INTEREST INCOME	174.63	0.00	174.63	100.0%
301-000-672 REBATES/REFUNDS	0.00	0.00	0.00	0.0%
301-000-673 OTHER INCOME	32.75			
Total Income	612,377.71	601,759.00	10,618.71	101.8%
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	586,575.00	586,576.00	-1.00	100.0%
Total Expense	586,825.00	586,946.00	-121.00	100.0%
Net Income	25,552.71	14,813.00	10,739.71	172.5%

DRAFT

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Director's Report

Dexter District Library Board meeting – August 30, 2021

The previous Board meeting took place on Monday, August 2 and the minutes are contained in the Board packet.

Statistics will not be available for August, due to the Library Board meeting taking place before the end of the month. Statistics will be e-mailed to the Board after Labor Day and included as an addendum to the meeting minutes.

Area-wide power outages on 8/11 and 8/12 resulted in minor, unplanned closing of the Library. The Library closed at 5:30 pm on 8/11 and reopened at 5:00 pm on 8/12 due to lack of power.

The Washtenaw Reads committee wrapped up its initial work for the 2022 program. Three titles were selected as candidates. Instead of a panel of judges, the program steering committee elected to move the final selection to a public vote. The vote is currently open at washtenawreads.org and will be open until September 13. The selection committee was instructed to put forward three strong titles for consideration.

In reviewing the web site traffic statistics, the pages associated with the Library budget did not receive much traffic during August. The Budget Hearing was publicized through the Sun Times and prominently placed on the Library web site as well as advertised in the Library. To date (August 26, 2021) the budget page was visited nine times with six visitors viewing the actual budget documents.

At their July 26 meeting, the Dexter Community Schools Board of Trustees reappointed Cassy Korinek for a new term, running from October 2021 through September, 2025. In reviewing the meeting minutes, there appears to be an error in the record and we have asked the Schools to correct. As part of the July 26 packet, a suggested motion was offered, which matched the standard Library Board term. In reviewing the minutes, it was recorded that Cassy's new term would run through September, 2021. This is a slight typo, but needs to be corrected to ensure there are no problems down the road.

The Summer Reading Program wrapped up the weekend of August 7. The Library's combination of in-person tracking and use of the remote application Beanstack resulted in an increase from last year's participation. The Library saw 128 adults participate and 792 children and teens register. While this is down from pre-pandemic levels, we saw a 32% increase in participation from 2020.

The Friday of Dexter Daze presented the biggest challenge to occupancy since reopening. The maximum occupancy on 8/13 was 47. The HVAC fresh air flow was increased ahead of Dexter Daze in anticipation of additional foot traffic. This year, Mill Creek Park North (behind the Library) was not used for the bounce house location.

Throughout all departments, the Library is juggling staff in order to provide vacation time to various employees. This is a standard late summer situation, but it is a little more difficult this year with a few open positions.

Whether it is because summer is in full swing or the pandemic has dragged on, presenting programs in a virtual environment has seen a decline in attendance. "Zoom fatigue" is often cited among library colleagues participating in business meeting. Attendance at virtual Library programs has reached a

stasis point, well below what we were able to attract with in-person programming. We hope to be able to return to in-person programming in the fall.

A proposal for temporary rules for in-person use of smaller rooms as well as conditions for attending in-person programming is included. The "Temporary Policy for Attendance at Indoor Library Programming, Events and Room Use" has been sent to our attorney for review, but we have not received a response. Given the Board meeting schedule, if the Board adopts this policy, the motion should include 'subject to attorney approval' and acceptance of attorney language changes.

A proposal for bonuses for staff working through the COVID-19 pandemic is included.

Children's Department

During the month, Jansen and McCann concluded the interviews with Mollie Hall and offered her the position of Tween and Teen Programming Librarian. Mollie has accepted the position and we have begun the transition for Diane Alson. Diane will begin serving as an Adult Reference Librarian, part time as of the start of the fiscal year. In the interim, we will have both Diane and Mollie working full time. This will help with an issue of short staffing in the Youth Department.

We have posted a position for part-time Youth Reference Librarian. To date, we have not received many applicants. This reflects a general trend in employment with many employers struggling to find sufficient workforce.

The Teens had their last virtual program for the Summer Reading Program. They learned Watercolor Painting techniques. 25 people registered and 23 of the kits were picked up. The day of the program 10 devices participated with perhaps multiple people logging on with one device.

The Summer Reading Wrap Up Program on August 6 was "Professor Snoopenheimer Snoops Out Kooky Kryptids." The performer entertained his audience with comedy, juggling, and other antics. 10 devices logged in. We had 30 individuals register for the program and 18 people were counted among the visible screens.

Virtual Summer Story Time and Virtual All Ages Super Stories wrapped up as well. We had a combined total of about 20 devices for those virtual programs.

We recently drew names for the Final Prize drawing of the Summer Reading Program and are currently compiling the completed list of winners.

Three days ago (on August 24) we started handing out End of Summer Mystery Craft Grab Bags. Krista put together 230 bags and as of this morning we only have a handful of bags left. The Take & Make craft kits are always a big hit.

Adult Department

The Adult Services Department continued a variety of programming during the month, which included two editions of the "Reel Talk," attracting nine patrons, a program with the Ann Arbor Storytellers Guild with eight attendees, two editions of Book Discussion groups, attracting 11 patrons and a presentation of "Electric Cars: Past, Present and Future," which drew six participants. Unfortunately, August tends to show poorer response to programming due to vacations.

Fall programs have been scheduled and write-ups for the Fall Newsletter submitted. Onsite programs will begin in September.

The Adult Service Staff is handing out SRP prizes, monitoring the hold list, placing book orders using Ingram services as we migrate away from Baker and Taylor, answering reference questions received in person/by phone/webmail, handling fax, copy, print services and helping with computer issues.

Staff are maintaining the window displays and creating fliers to promote library materials, and virtual programs. As we transition back to onsite programs we are working on monthly tri-fold program handouts and programming calendars. Staff are learning to use the Cricut Machine for display work.

Lisa Ryan & Amy Johnson have begun training Diane Alson for her move to the Adult Service Department from the Teen Department.

Technology Department

The TLN E-Content Committee voted in favor of participating in a statewide resource sharing consortium. This will allow Dexter Patrons access to the Overdrive (Download Destination) collections of several other Michigan consortia. Access will be limited to items in each consortium's unlimited use collection. Materials that expire are not included and home patrons from each consortium have priority use of all materials. This will expand access to the overall number of titles available, but will still prioritize local use over consortium use.

Scott Wright taught a class on using the Ancestry.com web site on Thursday, August 26.

Scott also met virtually with representatives from various RFID vendors to get quotes for adding RFID tags to our collection and the required hardware to use RFID. A full report will be generated. This would be a project outside the annual budget, should it move forward.

He also attended the TLN Technology Committee meeting on Tuesday, August 17th, worked with the representative from Manhattan Film Fest for content prep compatible with our display equipment, selected and configured a digital camera which will be used to record on-site programming for upload and later viewing of limited in-person attendance fall programming.

Scott purchased a license for Microsoft Server 2019 to upgrade the newspaper server with an operating system compatible with TLN's new CrowdStrike antivirus software and dealt with various Wi-Fi hotspot issues including a replacement and an overdue shutoff.

Circulation Department

The month of August at the library usually has a lot less foot traffic than June and July. With school starting soon, it seems a lot of families are going on end of summer vacations and busy with back to school preparations. So circulation staff was not as busy as last month but still has a steady stream of patrons coming into check out. A lot of material was being checked back in as patrons cleared out their homes before fall. We have had two pages leave that are going away to college. Since we had already hired their replacements earlier in the summer, all the pages know how to do their tasks and are doing a great job. Our new Library Assistant, Joanne Beckman, has caught on quickly and we are happy she seems to enjoy working here.

Maintenance

The Library hosted representatives from Metro Controls and Peter Basso Associates for a close-out meeting for the HVAC controls replacement project on August 5. The physical work met with approval. Minor controls/e-mail notification issues were discussed. At this point, the punch list is complete. We are still awaiting a final pay application from Metro Controls and approval of the application by Peter Basso. Metro has been reminded three times of our year-end timeline to issue the final payment.

The Library's fire suppression system was inspected on 8/10. Minor deficiencies were identified, centering on 5-year testing. Arbor Inspection has been called and they will schedule a return visit to test the various backflow meters and the Fire Department Connection. Due to short staffing, they could not specify dates at this time, but the Library is in their queue for this testing.

The power outages on 8/11-8/12 caused some minor damage to various systems. The Library's recently replaced automatic opener for the staff door is once again not working. Several ballasts burned out due to power fluctuations. These will need to be replaced. Due to the lack of maintenance personnel, these will either need to wait until the position is filled or bring in an electrician to fix the ballasts.

Additionally, Schindler Elevator was called out to effect elevator repairs. The second floor call button saw a circuit board malfunction due to the power fluctuations. This did not affect overall use of the elevator, patrons could use the car to move between floors and Schindler used their remote diagnostics to ensure the elevator was safe to operate. Patrons could not call the car to the second floor to ride down, but staff on the first floor could send it up and the panel in the car was unaffected. Repairs were completed on 8/17 and preventative maintenance was completed during the visit.

High winds caused some minor damage to the Library's exterior drop boxes. Library Design visited the site and effected repairs on 8/13. The damage was easily fixed at no charge to the Library.

The women's soap dispenser in the first floor restroom was repaired on 8/16. It was unclear if it was damaged over Dexter Daze or at some time after.

Dexter Library

From 

Mon, Aug 02, 2021 05:25 PM

Subject : Dexter Library**To :** pmccann@dexter.lib.mi.us

Mr McCann,

My daughter was visiting town from Houston the last 2 weeks. She took 4 of her kids to the library and was so impressed by the Dexter Library. She stated the selection of books was excellent. The children's section is beautiful and peaceful overlooking the river, train tracks and forest. She greatly appreciated the fact that there was no technology visible in the toddler and early reader areas. And she was impressed with the fact that the books were hand stamped with the date which is way easier for a busy Mom to keep track of due dates this way and is educational for the kids. She wishes her library in Houston was half as nice! She is a certified Montessori Teacher and so this is quite a compliment to your library. I think we need to advertise these qualities because maybe I have taken my gem of our library for granted and so want to thank you for all you and your staff do for the public.

Sincerely,




Proposal for COVID bonuses for staff members for Library Board consideration

The Staff of the Dexter District Library has worked diligently throughout the course of the pandemic. The Library has imposed significant alterations to services, work patterns and processes in order to keep a level of continuity to our public services and ensure staff health. Throughout this difficult time, our staff have responded with enthusiasm for providing the community with Library service. We have not seen any staff members resign due to concerns surrounding the pandemic, though a few have left to find full time positions elsewhere or move on to college. While many businesses have seen their operations hampered by lack of employees, the Library has had a high retention rate.

After the initial three-month closure between March and June, 2020, the staff have worked consistently, first providing curbside service and then balancing curbside service with walk-in service beginning in February 2021. The Dexter District Library began serving the public in-person a full four months ahead of neighboring libraries in Ann Arbor and Chelsea. We have been fortunate to date that, throughout the COVID-19 pandemic, we have not had one staff member become infected.

I would like to propose the Library Board authorize a staff bonus to show our appreciation for the hard work and dedication our staff members have shown through the pandemic. Due to the Library having shortened hours during the current fiscal year, our wages line is running significantly below budgeted expectations.

The COVID-19 bonus would provide a one-time payment of \$1,000 to full and part-time employees. Library Pages would receive a \$500 bonus. The reduced amount for Library pages is a reflection of these employees' lower weekly number of hours worked. There are also a few exceptions. Librarian staff with less than six months of service would receive a \$500 bonus. Library Pages with less than six months of service would receive a \$250 bonus. Substitutes and employees working minimal weekly hours would see a similar reduction in amount. New hires and substitutes who did not work during the pandemic would not qualify for a bonus. A COVID Bonus is not budgeted for the Library Director. An anonymized schedule is attached for review.

The total cost would be \$25,750 as proposed. The current budget would support this one-time bonus program from the Gross Wages line 101-790-702. As we move forward and out of the pandemic, we may see pressure to increase wages to attract new candidates. That would require a full examination of the wage schedule. However, this suggested bonus would acknowledge the work current staff have provided, impress upon them their worth in the eyes of the Board and contain additional expenses in a fiscal year that has some cushion. As noted during the budget process, the 2021-22 fiscal year saw a minimal increase in income and may prove to be more challenging for future budgets.

Respectfully submitted
Paul McCann
Library Director

Administration

Director	\$0
Administrative Assistant	\$1,000

Circulation

Circulation employee	\$1,000
Circulation employee	\$1,000
Circulation employee	\$1,000
Circulation employee	\$1,000
Circulation employee	\$1,000
Circulation employee	\$1,000
Circulation employee	\$1,000
Circulation employee	\$1,000
Circulation employee	\$1,000
Circulation employee	\$1,000
(sub) Circulation employee	\$0 did not work during COVID
(sub) Circulation employee	\$0 did not work during COVID
Circulation employee	\$0 new hire fall 2021

Adult Services

Adult Dept. employee	\$1,000
Adult Dept. employee	\$1,000
Adult Dept. employee	\$1,000
Adult Dept. employee	\$1,000

Youth Services

Youth Dept employee	\$1,000
Youth Dept employee	\$1,000
Youth Dept employee	\$1,000
Youth Dept employee	\$1,000
Youth Dept employee	\$1,000
Youth Dept employee	\$500 spring 2021 hire
Youth Dept employee	\$500 spring 2021 hire
Youth Dept employee	\$500 works limited hours

Maintenance

Open / Available	\$0
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Technology

Technology Dept emplo	\$1,000
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Pages

Circulation employee	\$500
Circulation employee	\$500 will be leaving in August
Circulation employee	\$500 has left for college
Circulation employee	\$250 summer 2021 hire
Circulation employee	\$250 summer 2021 hire, has left for college
Circulation employee	\$250 summer 2021 hire
Circulation employee	\$250 summer 2021 hire
Circulation employee	\$250 summer 2021 hire
Circulation employee	\$250 has worked limited hours
Circulation employee	\$250 summer 2021 hire

Bonus Program Total**\$25,750**



Temporary Policy for Attendance at Indoor Library Programming, Events and Room Use

The Dexter District Library will attempt to offer indoor programs and use of communal meeting spaces as pandemic conditions permit. For safety during the pandemic, use of enclosed Library meeting spaces and attendance at in-person Library programs may be subject to additional safety measures. Gathering people from different households into smaller enclosed spaces during a pandemic will present a different level of risk than everyday Library use. Individuals will be seated in an enclosed environment for 30 to 90 minutes at a time. The Library will base changes in safety measures on the CDC COVID Data Tracker, located at <https://covid.cdc.gov/covid-data-tracker/#county-view>.

If Washtenaw County is in the Substantial or High levels of viral spread:






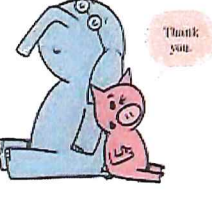

- 1) Registration for all in-person programs will be required and walk-ins will not be admitted. This will help the Library ensure capacity limits are not exceeded and proper social distancing can be maintained.
- 2) All attendees who are medically able to wear face coverings will be required to wear face coverings for the duration on any in-person program, regardless of vaccination status.
- 3) The Library has provided additional, in-room ventilation fans with MERV-13 filters. These fans must remain on and running through the duration of any meeting or program.
- 4) Food and beverages will not be served for Library programs and are not encouraged during any use.
- 5) The person in charge of a public group using the meeting space will be responsible for ensuring all meeting participants adhere to Library policy
- 6) Lower Level meeting room capacity will be capped at 25 individuals
- 7) Small group study space will be capped at two (2) individuals

If Washtenaw County is in the Low or Moderate levels for viral spread:

- 1) Registration for all in-person programs will be required and walk-ins will not be admitted. This will help the Library ensure capacity limits are not exceeded and proper social distancing can be maintained.
- 2) Individuals who are not vaccinated for COVID-19 must wear face coverings.
- 3) Individuals who have been vaccinated for COVID-19 may opt to not wear face coverings.
- 4) The Library has provided additional, in-room ventilation fans with MERV-13 filters. These fans must remain on and running through the duration of any meeting or program.
- 5) Food and beverages may be served.
- 6) The person in charge of a public group using the meeting space will be responsible for ensuring all meeting participants adhere to Library policy.
- 7) Lower Level meeting room capacity will be capped at 25 individuals
- 8) Small group study space will be capped at two (2) individuals

The Library Board will continue to monitor the spread of COVID-19 on a monthly basis and will make changes to or repeal of this policy as conditions warrant.

SEPTEMBER 2021 - YOUTH PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
Dexter District Library 3255 Alpine Street, Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us			1	2	3	4
All In Person Programs Require Registration On Our Website Calendar Of Events						
5  LABOR DAY	6 Library Closed	7 	8	9 Super Stories Book Club Young Fives & K 4:30 - 5:00 pm <i>In Person</i>	10 Registration for Fall Story Time Begins	11 
12	13 	14	15 	16 Club Create Book Club Grades 1 & 2 4:30 - 5:15 pm <i>In Person</i>	17 Magic: The Gathering Grades 6 - 12 6:00 - 8:30 pm <i>In Person</i>	18 Bob-a-loo Ages 5 & under Session 1: 9:30 - 10:15 Session 2: 10:30 - 11:15 <i>In Person</i>
19 	20 Elephant & Piggie Craft Take & Make Activity Bags All Ages September 20 - September 26 Limit 5 per family - While supplies last	21	22	23 All Star Readers Grades 3 & 4 4:30 - 5:30 pm <i>In Person</i> Applying to College Grade 9 - Adult 7:00 - 7:45 pm <i>In Person</i>	24	25 Mad Science: Spy Academy Grades K - 5 Session 1: 10:00 - 11:00 Session 2: 11:30 - 12:30 <i>In Person</i>
26	27 Fall Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i>	28 Fall Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i> TWEEN BOOK CLUB GRADES 5 & 6 4:30 - 5:30 <i>In Person</i>	29 Fall Virtual Story Time Ages 5 & under 10:30 am Facebook Live	30 Fall Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i>		

Dexter District Library - September 2021 - Adult Programs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The library has added some In-Person programs this month. Please note whether the program you are attending is Virtual or In-Person. Registration is required for all programs, including movie showings.			1	2	3 Movies are back, with a new 6:00 pm start time!	4
5	6 Library Closed for Labor Day 	7	8 How Soon is Now? Presented by Dustin Pari 7:00 pm Virtual event Registration required 	9	10 Friday Night Movies Four Good Days Starring Glenn Close 6:00 pm In-Person, Registration	11  Virtual Mindfulness Meditation 9:30 am
12	13 <i>Somewhere in Time</i> Book Club In-Person 7 pm, registration	14 Let's Go Birding Greg Bodker presents a follow-up to Bird Watching, this time covering field guides. 7:00 pm Virtual program Registration	15 Reel Talk – Film discussion 7:00 pm Four Good Days Virtual Program Registration	16 Better Off Read Book Club 1:00 pm In-Person, Registration	17	18
19	20	21	22 Wednesday, September 22, 7:00 pm Resources for Genealogical Research in Foreign Countries Presented by Katherine R. Willson In-Person program, Registration		24	25
26  MANHATTAN SHORT Film Festival 1:30 pm In-person event Registration	27  Not Swamp Gas: The Story of the 1966 Michigan 'Swamp Gas' UFO 6:30 pm In-Person, Registration	28 9:00 am  Friends of the Library Meeting 7:00 pm	29 Flu Shot Clinic 10 a.m. – 12:00 p.m. Provided by Walgreens Pharmacy. Ages 4+ Bring insurance info. No appt. needed	30 6:00 pm  MANHATTAN SHORT Film Festival 6:00 pm In-person event Registration	MANHATTAN SHORT Film Festival Sept. 26, Sept. 30, and October 3 Choose one date to view and vote on the Finalists' Films in the 24th Annual MANHATTAN SHORT Film Festival. This In-Person Program lasts approximately 2 hours with a 10-minute intermission. Films are intended for adults and have not been rated. Registration.	

