

**Dexter District Library  
Board of Trustees - Meeting Agenda  
July 10, 2023 - 7:00 pm**

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) Approval of minutes from the June 5, 2023 Board meeting – **action item**
- 4) Public comment
  - Prearranged public comment
  - General public comment
- 5) Consent agenda – **action item**
  - Library Director's narrative report
  - Library Statistical Report
  - Friends of the Library Report (contained in Director's narrative report)
  - Balance sheets
  - Michigan CLASS report
  - Committee meeting minutes
  - Items from Legislature, MLA, TLN, AAACF, local municipalities
  - Patron comments
- 6) Treasurer's Report (7:20 pm)
  - Approval of bills paid during June 2023 – **action item**
  - Budget changes – none
  - Reimbursements – none
- 7) Administrative Items (7:40 pm)
  - Anniversaries: Joanne Beckman (2 yr.) and Nan Stoll (18 yrs.), Library Assistants, Circulation
- 8) Old Business (8:00 pm)
  - Strategic Planning - **action item**
  - Meeting room A/V replacement
  - Second floor lighting replacement
  - Library Board member e-mail accounts
  - Library Design circulation desk repair quote – **potential action item**
- 9) New Business (8:30 pm)
  - Check fraud – Positive Pay
  - City park improvement endorsement
- 10) Public comment
- 11) Board member comments
- 12) Adjourn (8:59 pm)



**Dexter District Library Board of Trustees  
DRAFT - Meeting Minutes**

June 5, 2023  
7:00 p.m.

Members present: Barbara Davenport, Jamie Estill, Martha Gregg, Jim LaVoie (arrived at 7:12 pm),  
Donna Palmer, Sherry Simpson

Members absent: Cassy Korinek, Shelly Vrsek

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

In the absence of President Vrsek, Vice President Simpson called the meeting to order at 7:04 p.m.

Simpson called for additions/changes to the presented agenda. No changes or additions were requested. Palmer moved to approve the meeting agenda as presented. Second by Davenport. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Simpson called for corrections to the minutes of the May 1, 2023 regular Board Meeting. No corrections were requested. Estill moved to approve the minutes from the May 1, 2023 regular Board Meeting as presented. Second by Palmer. A voice vote. Aye=all, nay=none, absent=3. Motion carried.

**Public Comment:** None.

**Consent Agenda:** Simpson 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.

LaVoie arrived at 7:12 pm

A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, LaVoie=abstain, Palmer=aye, Simpson=aye, absent=2. Motion carried.

**Circulation Statistics:** Statistical charts for the month of May 2023 were available for review and appended to the end of the minutes.

**Treasurer's Report:** McCann presented the current Treasurer's report. The paid bills for the month of May were reviewed. LaVoie moved to approve the bills paid in the month of May. Second by Davenport. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=2. Motion carried.

**Budget Changes:** None

**Reimbursement:** None

**Personnel:** Library staff reaching their anniversary date of hire in the month of June include Library Assistant Julia Janosi (1 year) and Page Grace Sharon (2 years). Both were included in the February 2023 wage rate adjustments, therefore no Board action was necessary.

**Old Business:**

All of the responses from the Strategic Planning RFP were emailed to the board members the prior week.

While it was agreed that we might be able to get some new ideas from Converge since they do not usually do strategic planning for libraries, their cost was so much more than even the second highest bidder, which put them out of contention.

Gregg did not like the proposals that have the Library doing the interviewing and wanted to throw those proposals out of contention. Simpson agreed with Gregg on this point. OhioNet's proposal states that the strategic planning committee "will attend three meetings and will interview stakeholders" which suggests that the Library will need to do the interviewing. IvyGroup also stated in their proposal that "It is our experience that having the Library, e.g., trustees and managers, rather than outside consultants, conduct the interviews makes it possible for the Library to connect personally with individuals to cultivate important relationships." This resulted in OhioNet and IvyGroup's proposals being thrown out of contention.

LaVoie did not feel that we had 8-10 months to wait to get the results and wanted to throw Cordelia Anderson out of contention for this reason.

LibraryIQ's proposal seemed more like a business proposal to McCann and many of the Board members. According to Wikipedia, LibraryIQ's parent company, LS&S "is a private for-profit company that manages municipal libraries on an outsourced basis. It is the largest library outsourcing company in the United States." This did not settle well with McCann or the Board so it was decided to throw them out of contention as well.

Gregg mentioned that she liked the proposals that said that they would follow up to see how our progress was going.

After a lengthy discussion, the top three proposals were decided on: Attain, Fast Forward, and Rethink Libraries. It was suggested to have the Board reread those three proposals and send any questions for those companies to McCann. McCann will then set up Zoom interviews with the three companies that have been selected in order to go over those questions. The Board will be invited to those Zoom meetings so that if they are available and want to attend that they are able to. Following those interviews, the next step would be to schedule a special meeting for the Board to make the final selection since the Board agreed that they did not want to wait until the July Board Meeting to make that decision.

There were only two responses from the meeting room A/V replacement RFP. Wright and McCann's recommendation is to go with the proposal from TelSystems. Davenport has had experiences with TelSystems and had a very favorable experience and view of them. Gregg made a motion to offer TelSystems the contract for updating the A/V technology in the Lower Level meeting room. Second by Palmer. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=2. Motion carried.

The second floor fiction section lightening replacement project is still on hold. We are waiting on Hopp to answer some questions that we have.

Everyone seems to be receiving emails through their Library email accounts. The account logins for Gregg and Davenport (who were absent last meeting) will be distributed after the meeting.

**New Business:**

Library Design sent us quotes for replacing the laminate on the Circulation desk and work countertop. The quotes were included in the board packet. Library Design said that replacing the laminate top with a new solid surface top would last twice as long as just replacing the laminate. Davenport recommended asking Dexter Cabinet & Countertop for a second opinion. This recommendation was supported by most of the Board. This will be looked into and will be presented to the Board at the next regular Board Meeting.

**Public Comment:** None

**Board Member Comments:** Gregg attended a roundtable trustees meeting held at the Adrian District Library. There were about ten different libraries represented at the event. She said that they talked a lot about policies and funding at the meeting. The biggest problems that the different libraries had were staff turnover and keeping up with the facilities and technology updates. The group also recommended having a contract between the Friends of the Library organization and the library. The contract would cover both parties legally. McCann would be interested in seeing an example contract.

**Adjournment:** Having completed all items on the agenda, LaVoie moved to adjourn at 8:53 pm. Second by Estill. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,

Barbara Davenport,  
Secretary

Michelle Joppeck,  
Recording Secretary



### May 2023

	May
Circulation Statistics	
Adult Books	3847
Young Adult Books	680
Children's Books	7664
Magazines	114
DVD	1222
Books on CD	373
Music CD	192
Realia/Objects/Equip	35
Overdrive	3440
hoopla	2030
Kanopy	439
Auto-renewals	8515
In-House	2196
<b>Total</b>	<b>30747</b>
Library visits	10190
Reference questions	1872
Items withdrawn	497
New items added	987
Total holdings	115744
New cards issued	66
Total card holders	11221
Internet usage	1128
Museum/Park Pass	10
Web site visits	8385
Program attendance	1732
Fax	20
ILL lent out	1612
ILL borrowed	2242
Renewals via web	985
Unique borrowers	1734

## July 2023 Library Board meeting

### Director's Report for June 2023

The Board's previous meeting took place on Monday, June 5, 2023.

#### **Administration Report**

The Library was closed on Tuesday, July 4 for Independence Day.

Community groups using the Library's meeting room space in June included Rebekah Harmony Lodge, the Rug Hookers, the Dexter Bi-Centennial Committee, Huron Commons Homeowners Association and Juice Plus. With the advent of summer, community use of the meeting room tends to dip.

The Library kicked off another great summer on Monday, June 19 with a visit from comedian and magician Doug Scheer. The weather was great and the Library greeted over 700 visitors during the first five hours of business that day. The nice weather contributed to success of the program, which was held outdoors on the terrace and in the park. Many people enjoyed the cake at the Farmers Market after the show, but there was surprisingly little enthusiasm for a game of kickball in the park. This may have been for the best as the poison ivy near the river edge and at the base of the hillside has not yet been addressed by the City. During this summer, the vast majority of offerings have returned to a pre-pandemic style of presentation and people of all ages have responded with good attendance numbers at programs.

Building issues are noted in the maintenance report. Spring is a good time to get many of these projects done, but a number of tasks are weather dependent. We were able to squeeze in the building power washing, window cleaning, storm drain cleaning and parking lot sealing and restriping during the late spring/early summer months. Scheduling was helped by the dry weather, but hindered by the City's water tower repair and water use restrictions.

Hopp Electric and Gasser Bush came to the Library to finalize the lighting fixture replacement in the adult fiction section. Hopp seemed optimistic about the late August/early September installation, but will be supplying additional information when the fixture supplier responds.

Dexter Cabinet was contacted to provide a quote for replacing the main circulation desk counter. Due to existing work and the holidays, they were not able to visit until 7/7. Any further update will be provided at the Board meeting.

Tel Systems has submitted their first invoice for equipment purchased and stored as part of the A/V improvements in the lower level meeting rooms.

A review of the strategic planning consultant interviews was distributed to the Board. This topic will require discussion and a vote at the July meeting.

Recently, a discussion topic was started on the Michlib-L list concerning check fraud. From the description of events, it appears that checks routed through Atlanta are being intercepted and having the payee names and amounts “washed” and replaced with fraudulent names and new amounts. The item caught notice because a Michigan library had a few checks to Baker and Taylor altered and cashed. Chelsea State Bank offers a fee service called ‘positive pay’ whereby Dexter District Library would upload a list of checks, payees and amounts with each check run and only items matching this list would be authorized for payment. The monthly fee for bank maintained positive pay is \$75 per month. Client maintained positive pay is \$50 per month. We have been monitoring the account regularly for suspicious activity and have not come across an issue. With the notice of one of our standard vendors appearing to have a receipt hub in an affected area, it may be time to reconsider.

The Washtenaw Reads Screening Committee is making headway in selecting the finalist titles for next year. Over 50 titles were considered at the outset and the list is narrowing. The Committee will submit two finalist titles in August and the Ann Arbor District Library will handle an online, public voting process to select the final title. There has been some concern raised by members of the Committee that the composition of the Screening Committee needs to diversify membership to ensure all demographics of Washtenaw County are adequately represented. This will be a matter for the Steering Committee to discuss and implement a new method to attract screening readers.

ServiceMaster janitorial has settled in a new cleaning crew after some disruption. We have had three different groups over the course of the spring. Hopefully, we are at a point of stability.

### **Children’s Department**

June was an extremely busy month for the Youth Department. The Librarians continued to visit more elementary classes to promote our Summer Reading Program. During the first twelve days of the month presentations were made to 43 classes of Y5 through 4th graders and reached about a thousand students. Over one hundred middle-schoolers visited the Library for field trips this month. We wrapped up the Book Character Eye Spy game that happens in the Youth Department and 492 kids interacted with this activity over the course of three months.

The Youth Department offered two programs specifically geared for ages 5 and under this month. Preschool Makerspace and a special Beach Party Story Time had a combined total of 97 people. The Summer session of Story Time started the last week of June and those two days of Story Time had a combined total of 109 participants.

Our Summer Reading Program kicked off on Monday, June 19. Doug Scheer’s Comedy and Magic show was our kickoff event and about 400 people attended and enjoyed the show and cake afterwards. The following day we had 141 people come and paint Kindness Rocks. We offered three more drop-in programs - Build Together Now, Makerspace, and a marionette puppet show which had a combined total of 307 people. The three youth book clubs combined had a total of 50 participants.

The Teen Department offered six programs this month specifically geared for teens and tweens. Sand Art and the Theatrical Sword Fight Workshops were definitely the most popular programs with the teens this month. Sand Art had 37 people attend and the two sessions of the Sword Fighting Workshop had a combined total of 32 tweens and teens attending. The Relaxing Crafts, Tween Book Club and Magic the Gathering had a combined total of 19 teens and tweens that participated. The Teen Advisory Group helped out the Youth Department by stuffing over 300 envelopes that will go in the goody bags that each child receives when they complete the reading program.

### **Adult Department**

In June, 14 programs were held on-site at the Library and one program was a virtual event. The Reel Talk movie discussion program was held virtually. This program continues to struggle with participation and is earmarked for elimination if participation cannot be improved by the end of the year. On-site events included four Thursday sessions of Morning Restorative Yoga classes. These classes are well attended, but the weekly cost is being examined. The Department showed two movies during the month including "The Whale" and "Uncharted." Other in-person events included Mindful Meditation, "Let's Go Birding" and "Medicare Made Easy." The Ann Arbor Storytellers presented on June 23 as the opening event for this year's Adult Summer Reading Program (44 attended). Genot Picor was a really big hit. He told stories about the French communities in Michigan from 1710-1800. Initial adult participation in the Summer Reading Program has reach 124 participants. The Library participated in the 2023 Michigan Notable Books Author Tour and on June 25, Phyllis Michael Wong, presented on her book, "We Kept Our Towns Going: The Gossard Girls of Michigan's Upper Peninsula" with 27 patrons attending.

### **Technology Department**

During the month, Scott Wright presented two in-person group classes on the iPhone, iPad, and Apple Watch and offered eight one-on-one technology help sessions. Topics for these sessions included backups, full tablet orientation, Windows 11 basics, Android basics, iPhone basics, using downloadable Library content and using Library databases. Wright reports distribution of the monthly Library e-newsletter has reached 763 subscribers.

### **Circulation Department**

The month of June has been extremely busy in circulation. According to the statistics from TLN, the Dexter Library was the third busiest Library in the Shared System. The foot traffic has increased dramatically averaging 400 patrons a day. The programs have been very popular with many patrons and their children. They are not only attending but taking the time to sign up their children for the Summer Reading Program. The line for signing up sometimes has been very long but the pages are doing a great job. There has been a lot of material to shelve and new items to process but they are really keeping up with all the additional work.

The circulation staff is also registering many new patrons. Not only people moving into the area, but people who have lived here awhile and just now decided to get a library card. Many people are coming

into the Library for the first time. The circulation staff is also really busy with all the returns. Children check out lots of books and return them fairly quickly so they can get their prizes. The amount of material being delivered from the TLN delivery has also increased. So there is a lot to do for all the circulation staff when they are here working.

One of our long-time circulation employees, Megan Rittinger, is getting married July 15 so we had a small shower for her around lunchtime on July 5 here at the Library. It is wonderful to have circulation staff all pitch in to help celebrate different members of the staff who are experiencing important events in their lives.

## **Maintenance**

June was a busy month for building activities. During the month, Duke Roofing was called out to patch a hole in the membrane roof. This was the result of storm damage when an errant limb created a puncture. Schindler Elevator performed quarterly preventative maintenance. Best Way cleaned the carpet throughout the building. Altech performed the spring preventative maintenance on the HVAC system. Stanley performed maintenance on the front sliding doors. PIKK Alarm Service replaced the alarm system battery. Hopp Electric replaced a battery pack in teen zone and replaced a ballast on 2nd floor. Daily Rain turned on the irrigation and replaced two sprinkler heads. TYE Painting pressure washed the building. M+K Jetting cleaned out the storm drains. Fish Window Cleaning washed the windows. Wolverine Glass replaced the broken windows at the first floor youth area. Poison Ivy Control sprayed for poison ivy.

Matt Erwin washed rocks for Kindness Rock Painting Program, trimmed branches around the parking lot, adjusted the temperature on the mixing valve in the lower level sinks, installed new handicap parking signs, applied Scott's Set 2 fertilizer to the front grass, cleaned the parking lot after the building was done being pressure washed and removed graffiti from a bookshelf on 1st floor.

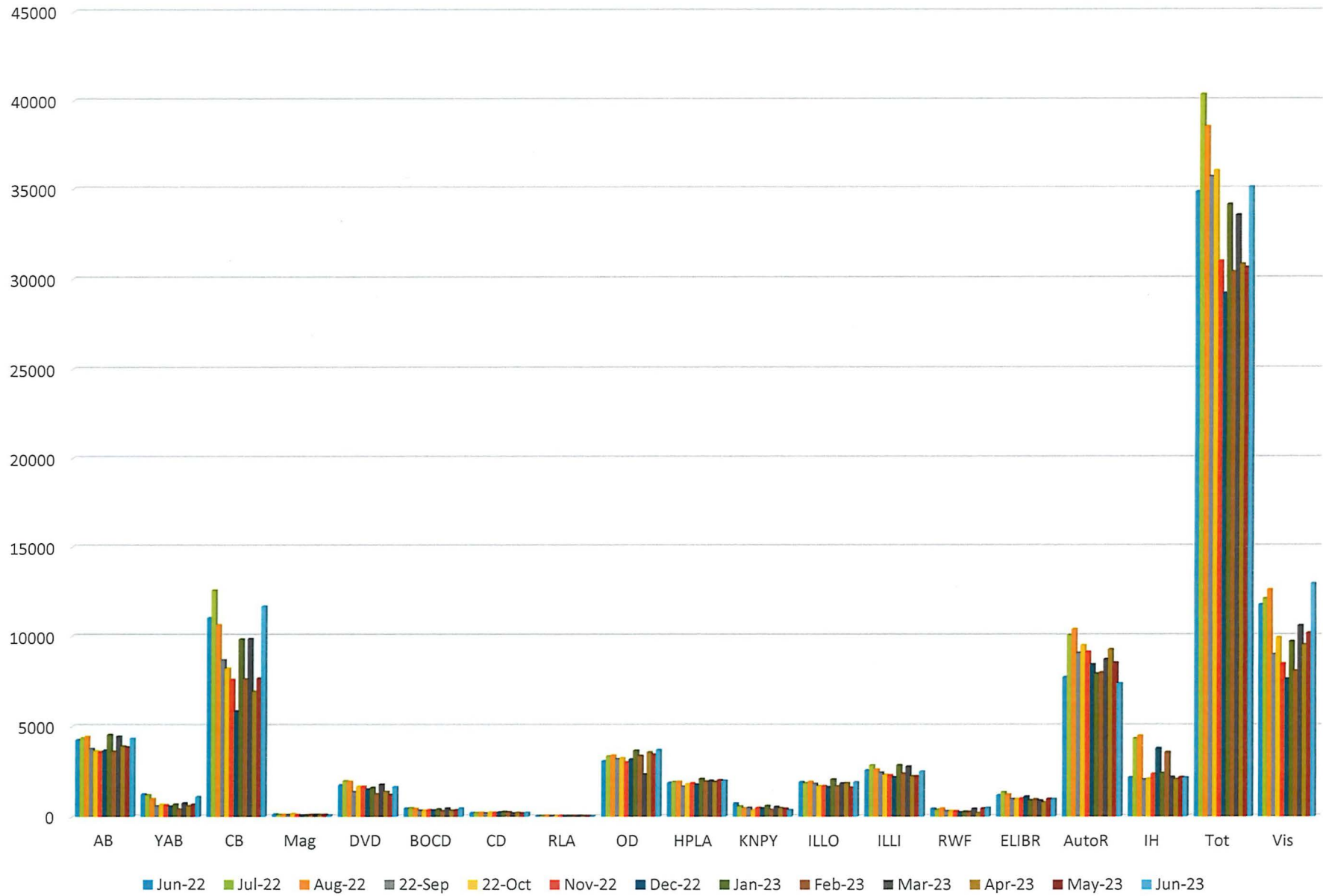
## **Friends of the Library**

The Friends met on Tuesday, June 27, but did not have a quorum. The Friends discussed printing additional bookmarks to advertise Book Sale Dates as well as replacing the roadside advertising signs, pointing people to the Saturday sales. With the lack of a quorum, members will bring information back for a rescheduled meeting in July.

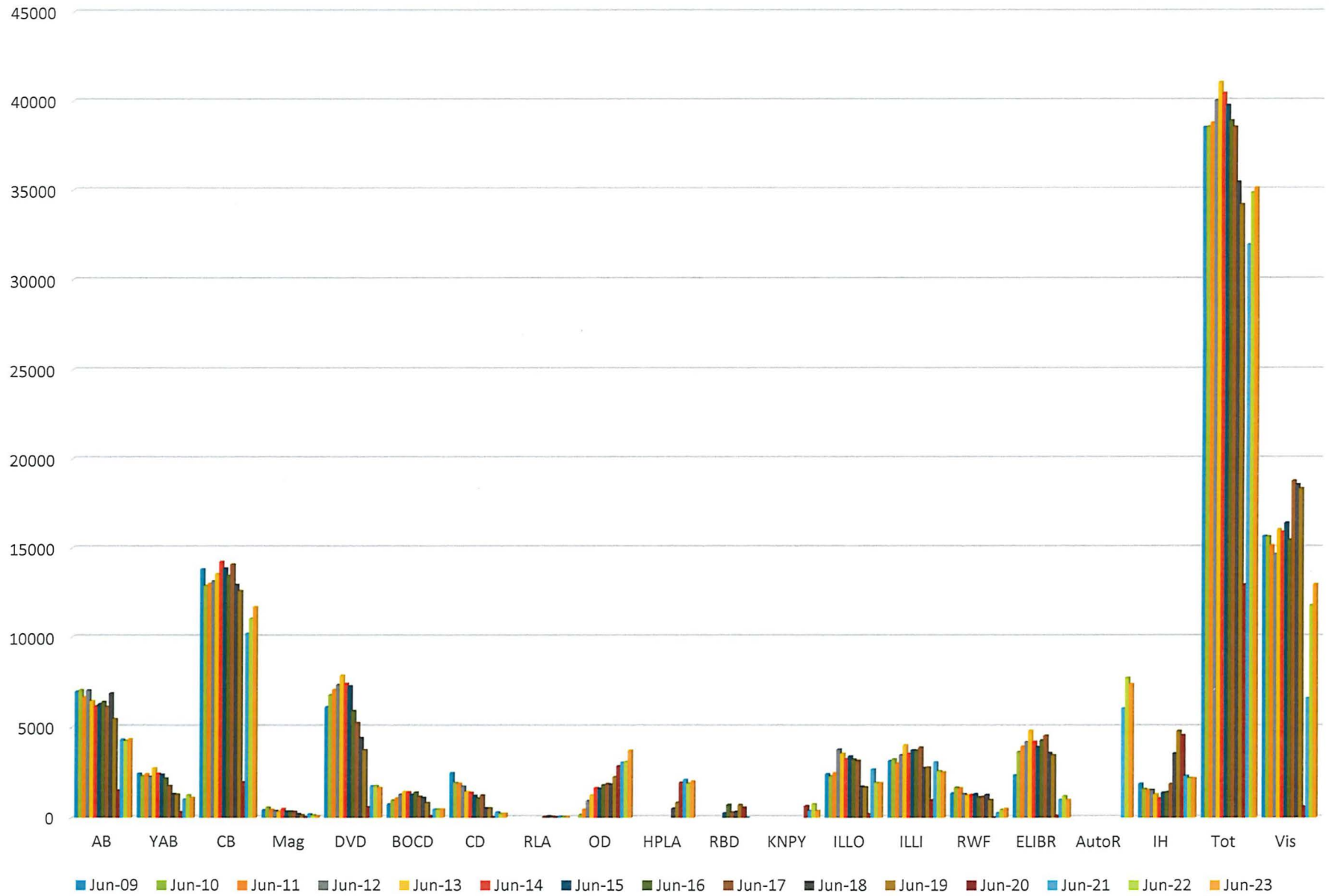
## June 2023

Circulation Statistics	June	May	%change
Adult Books	4334	3847	13%
Young Adult Books	1100	680	62%
Children's Books	11678	7664	52%
Magazines	90	114	-21%
DVD	1659	1222	36%
Books on CD	473	373	27%
Music CD	225	192	17%
Realia/Objects/Equip	39	35	11%
Overdrive	3700	3440	8%
hoopla	2001	2030	-1%
Kanopy	367	439	-16%
Auto-renewals	7379	8515	-13%
In-House	2175	2196	-1%
<b>Total</b>	<b>35220</b>	<b>30747</b>	<b>15%</b>
Library visits	12919	10190	27%
Reference questions	3090	1872	65%
Items withdrawn	323	497	-35%
New items added	905	987	-8%
Total holdings	116277	115744	0%
New cards issued	112	66	70%
Total card holders	11190	11221	0%
Internet usage	1302	1128	15%
Museum/Park Pass	18	10	80%
Web site visits	10804	8385	29%
Program attendance	2020	1732	17%
Fax	21	20	5%
ILL lent out	1814	1612	13%
ILL borrowed	2516	2242	12%
Renewals via web	977	985	-1%
Unique borrowers	2112	1734	22%

### 13 Month Circulation

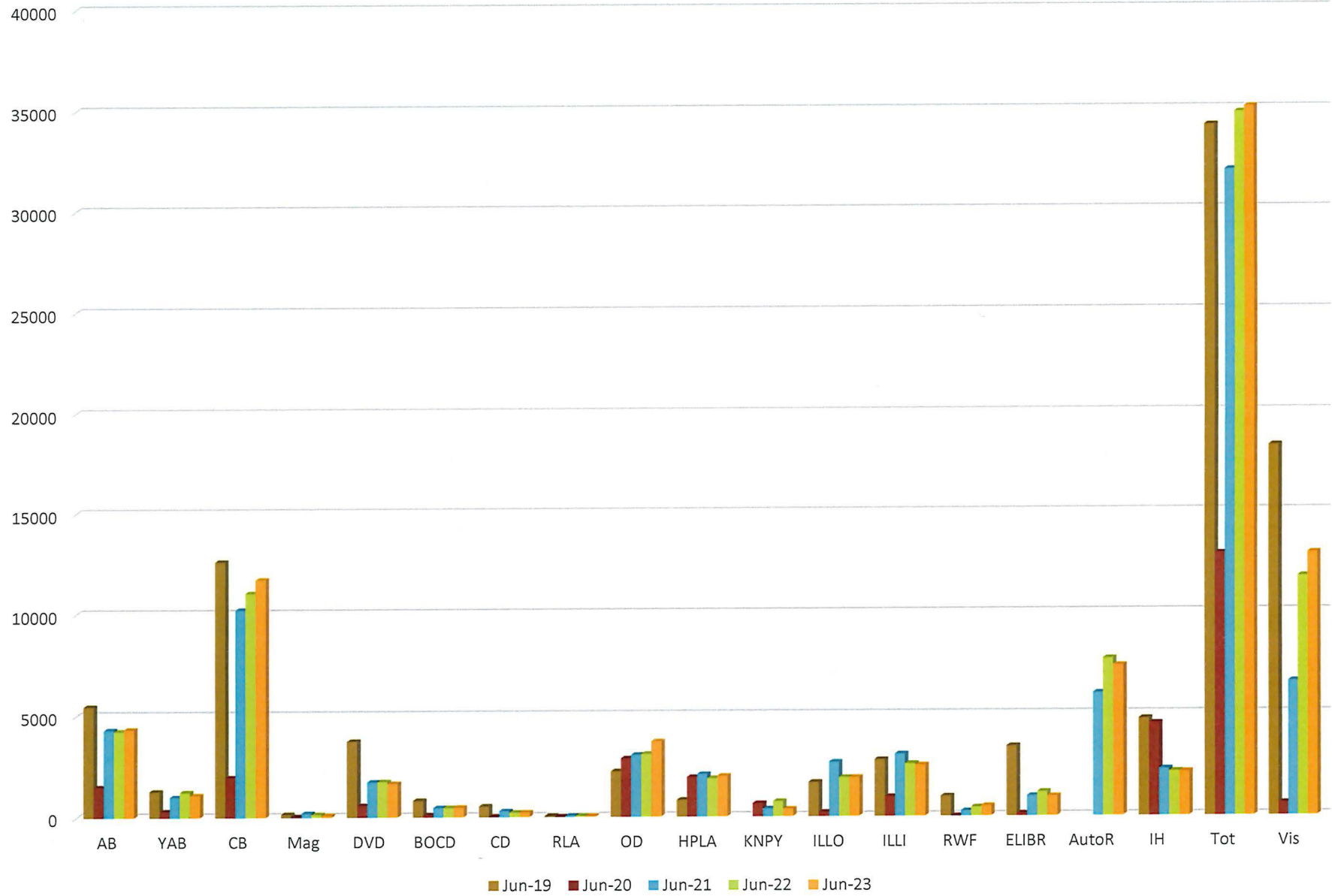


### Circulation - June 2009-2023





### Circulation - June 2019-2023



**DEXTER DISTRICT LIBRARY-GENERAL FUND  
BALANCE SHEET-FINAL**

As of **May 31, 2023**

	May 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,489,422.44
Total Checking/Savings	1,489,422.44
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
101-000-056 ACCRUED INT REC	1,874.00
101-000-102 CD 1 FLAGSTAR	266,026.95
101-000-103 CD COMERICA	212,873.99
101-000-106 CD OLD NATIONAL	264,549.07
101-000-107 CD 1 HUNTINGTON	212,628.62
101-000-109 CD NORTHSTAR BANK	262,600.82
101-000-110 CD 2 HUNTINGTON	263,648.95
101-000-112 CD 2 FLAGSTAR	235,382.52
101-000-120 MICHIGAN CLASS	1,957,991.67
Total Other Current Assets	3,678,044.59
Total Current Assets	5,167,467.03
<b>TOTAL ASSETS</b>	<b>5,167,467.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	19,464.20
101-000-228 STATE PAYROLL TAXES	-3,065.96
101-000-229 FEDERAL PR TAX	8,417.07
101-000-231 OTHER PAYABLE	1,604.15
101-000-232 LIFE INS DEDUCTION	-7.71
101-000-233 TASC-FSA DEDUCTION	160.76
101-000-257 WAGES PAYABLE-AUDIT	26,009.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	823.73
Total Other Current Liabilities	53,406.38
Total Current Liabilities	53,406.38
Total Liabilities	53,406.38
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,316,261.82
Net Income	691,698.90
Total Equity	5,114,060.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,167,467.03</b>

FINAL

**DEXTER DISTRICT LIBRARY-GENERAL FUND  
 STATEMENT OF OPERATIONS-YTD-FINAL  
 October 2022 through May 2023**

	Oct '22 - May 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
MILLAGE REVENUE	1,622,747.47	1,664,820.00	-42,072.53	97.5%
OTHER INCOME	44,058.98	33,960.00	10,098.98	129.7%
OTHER MISC REVENUE	109,624.70	99,300.00	10,324.70	110.4%
PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
<b>Total Income</b>	<u>1,776,431.15</u>	<u>1,819,330.00</u>	<u>-42,898.85</u>	<u>97.6%</u>
<b>Expense</b>				
LIBRARY MATERIALS	168,708.21	329,500.00	-160,791.79	51.2%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	27,250.79	44,870.00	-17,619.21	60.7%
GENERAL OPERATIONS	213,820.41	345,300.00	-131,479.59	61.9%
WAGES & BENEFITS	674,952.84	1,078,930.00	-403,977.16	62.6%
<b>Total OPERATING EXPENSES</b>	<u>916,024.04</u>	<u>1,469,100.00</u>	<u>-553,075.96</u>	<u>62.4%</u>
<b>Total Expense</b>	<u>1,084,732.25</u>	<u>1,798,600.00</u>	<u>-713,867.75</u>	<u>60.3%</u>
<b>Net Income</b>	<u><u>691,698.90</u></u>	<u><u>20,730.00</u></u>	<u><u>670,968.90</u></u>	<u><u>3,336.7%</u></u>

**FINAL**

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

October 2022 through May 2023

	Oct '22 - May 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>MILLAGE REVENUE</b>				
101-000-400 CITY OF DEXTER	258,851.54	264,700.00	-5,848.46	97.8%
101-000-401 DEXTER TOWNSHIP	302,932.89	311,649.00	-8,716.11	97.2%
101-000-402 FREEDOM TOWNSHIP	908.34	908.00	0.34	100.0%
101-000-403 HAMBURG TOWNSHIP	88,403.28	88,565.00	-161.72	99.8%
101-000-404 LIMA TOWNSHIP	116,512.38	121,537.00	-5,024.62	95.9%
101-000-405 LODI TOWNSHIP	9,651.75	9,968.00	-316.25	96.8%
101-000-406 NORTHFIELD TWP	2,602.52	2,603.00	-0.48	100.0%
101-000-407 SCIO TOWNSHIP	342,896.65	354,564.00	-11,667.35	96.7%
101-000-408 WEBSTER TOWNSHIP	498,786.52	509,826.00	-11,039.48	97.8%
101-000-445 DELINQUENT TAX COL	1,201.60	500.00	701.60	240.3%
<b>Total MILLAGE REVENUE</b>	<b>1,622,747.47</b>	<b>1,664,820.00</b>	<b>-42,072.53</b>	<b>97.5%</b>
<b>OTHER INCOME</b>				
101-000-507 GRANT INCOME	0.00	100.00	-100.00	0.0%
101-000-591 FRIENDS OF THE LIBR	14,484.69	12,000.00	2,484.69	120.7%
101-000-592 GIFTS/MEMORIALS	9,893.24	7,000.00	2,893.24	141.3%
101-000-607 FAX SERVICES	150.95	200.00	-49.05	75.5%
101-000-608 PURCHASES	83.00	100.00	-17.00	83.0%
101-000-609 FINES	8,680.40	9,000.00	-319.60	96.4%
101-000-610 NON RESIDENT FEES	540.00	360.00	180.00	150.0%
101-000-627 COPIER	2,096.70	3,000.00	-903.30	69.9%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	1,650.00	2,000.00	-350.00	82.5%
101-000-673 OTHER MISC INCOME	6,480.00	100.00	6,380.00	6,480.0%
<b>Total OTHER INCOME</b>	<b>44,058.98</b>	<b>33,960.00</b>	<b>10,098.98</b>	<b>129.7%</b>
<b>OTHER MISC REVENUE</b>				
101-000-573 PERS PROP TAX REIMB	26,966.90	25,000.00	1,966.90	107.9%
101-000-575 STATE AID	10,883.18	18,000.00	-7,116.82	60.5%
101-000-665 INTEREST INCOME	70,125.12	55,000.00	15,125.12	127.5%
101-000-666 ENDOWMENT INCOME	1,649.50	1,300.00	349.50	126.9%
<b>Total OTHER MISC REVENUE</b>	<b>109,624.70</b>	<b>99,300.00</b>	<b>10,324.70</b>	<b>110.4%</b>
<b>PENAL FINES REVENUE</b>				
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%
<b>Total PENAL FINES REVENUE</b>	<b>0.00</b>	<b>21,250.00</b>	<b>-21,250.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>1,776,431.15</b>	<b>1,819,330.00</b>	<b>-42,898.85</b>	<b>97.6%</b>
<b>Expense</b>				
<b>LIBRARY MATERIALS</b>				
101-790-740 ADULT BOOKS	27,773.61	54,000.00	-26,226.39	51.4%
101-790-741 CHILDREN'S BOOKS	40,740.75	75,000.00	-34,259.25	54.3%
101-790-742 PROGRAMMING	26,192.61	50,000.00	-23,807.39	52.4%
101-790-743 ELECTRONIC RESOURCE	10,316.93	12,000.00	-1,683.07	86.0%
101-790-744 PERIOD & SUBSCRIPT	5,836.14	8,500.00	-2,663.86	68.7%
101-790-745 BOOKS ON CD-ADULT	2,757.14	8,000.00	-5,242.86	34.5%
101-790-746 BOOKS ON CD CHILD	2,447.28	4,000.00	-1,552.72	61.2%
101-790-747 DVD-ADULT	2,554.34	8,000.00	-5,445.66	31.9%
101-790-748 DVD-CHILD	2,348.31	8,000.00	-5,651.69	29.4%
101-790-749 AUDIO MUSIC ADULT	1,146.16	2,500.00	-1,353.84	45.8%
101-790-750 AUDIO MUSIC CHILD	133.07	1,000.00	-866.93	13.3%
101-790-751 E-BOOKS/AUDIO	41,470.71	75,000.00	-33,529.29	55.3%
101-790-752 COMMUNITY READ	1,462.00	3,000.00	-1,538.00	48.7%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	3,529.16	20,000.00	-16,470.84	17.6%
<b>Total LIBRARY MATERIALS</b>	<b>168,708.21</b>	<b>329,500.00</b>	<b>-160,791.79</b>	<b>51.2%</b>

FINAL



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

October 2022 through **May 2023**

	Oct '22 - May 23	Budget	\$ Over Budget	% of Budget
<b>OPERATING EXPENSES</b>				
<b>CAPITAL OUTLAY IMPROVE</b>				
101-901-970 CAPITAL OUTLAY IMPR	4,098.57	25,000.00	-20,901.43	16.4%
101-901-971 CAPITAL REPAIRS-ANN	6,210.86	6,300.00	-89.14	98.6%
101-901-972 CAPITAL REPLACEMENT	16,941.36	13,570.00	3,371.36	124.8%
<b>Total CAPITAL OUTLAY IMPROVE</b>	<b>27,250.79</b>	<b>44,870.00</b>	<b>-17,619.21</b>	<b>60.7%</b>
<b>GENERAL OPERATIONS</b>				
101-790-723 PROF DEVELOPMENT	1,190.50	2,000.00	-809.50	59.5%
101-790-727 LIBRARY SUPPLIES	7,578.69	13,000.00	-5,421.31	58.3%
101-790-728 POSTAGE	875.26	1,100.00	-224.74	79.6%
101-790-729 BUILDING SUPPLIES	7,960.27	10,000.00	-2,039.73	79.6%
101-790-800 COOPERATIVE FEES	45,146.73	62,900.00	-17,753.27	71.8%
101-790-801 PROF SERVICES	13,317.00	18,500.00	-5,183.00	72.0%
101-790-802 ATTORNEY FEES	0.00	3,000.00	-3,000.00	0.0%
101-790-803 BOOKKEEPING SERV	6,858.80	13,500.00	-6,641.20	50.8%
101-790-818 INSTITUTION DUE/FEE	1,285.00	1,500.00	-215.00	85.7%
101-790-851 TELEPHONE	3,184.28	5,200.00	-2,015.72	61.2%
101-790-860 TRANSPORTATION	100.87	1,000.00	-899.13	10.1%
101-790-880 ADVERTISING	602.00	2,000.00	-1,398.00	30.1%
101-790-882 NEWSLETTER	13,238.28	29,000.00	-15,761.72	45.6%
101-790-910 INSURANCE	24,023.00	22,500.00	1,523.00	106.8%
101-790-920 UTILITIES	37,784.68	62,500.00	-24,715.32	60.5%
101-790-930 BLDING MAINTENANCE	31,320.03	60,000.00	-28,679.97	52.2%
101-790-932 BUILDING REPAIRS	8,454.30	16,000.00	-7,545.70	52.8%
101-790-934 EQUIPMENT REPAIR	526.59	3,000.00	-2,473.41	17.6%
101-790-936 GROUNDS KEEPING	3,944.98	7,500.00	-3,555.02	52.6%
101-790-940 EQUIPMENT LEASE	5,374.03	7,500.00	-2,125.97	71.7%
101-790-942 MTING ROOM REFUNDS	50.00	100.00	-50.00	50.0%
101-790-956 MISCELLANEOUS	168.40	500.00	-331.60	33.7%
101-790-958 S.E.V. ADJUSTMENT	836.72	3,000.00	-2,163.28	27.9%
<b>Total GENERAL OPERATIONS</b>	<b>213,820.41</b>	<b>345,300.00</b>	<b>-131,479.59</b>	<b>61.9%</b>
<b>WAGES &amp; BENEFITS</b>				
101-790-702 GROSS WAGES	561,538.98	902,378.00	-340,839.02	62.2%
101-790-703 LONGEVITY	5,250.00	8,500.00	-3,250.00	61.8%
101-790-713 FSA	2,942.19	4,500.00	-1,557.81	65.4%
101-790-714 EMPLR SHARE (FICA)	43,303.12	69,032.00	-25,728.88	62.7%
101-790-715 MEDICAL REIMBUR	1,707.92	2,400.00	-692.08	71.2%
101-790-716 MEDICAL	38,065.29	62,250.00	-24,184.71	61.1%
101-790-717 LIFE INSURANCE	1,270.08	1,968.00	-697.92	64.5%
101-790-718 457 ANNUITY CONTRB	18,658.49	24,421.00	-5,762.51	76.4%
101-790-719 SHORT TERM DISBLTY	2,216.77	3,481.00	-1,264.23	63.7%
<b>Total WAGES &amp; BENEFITS</b>	<b>674,952.84</b>	<b>1,078,930.00</b>	<b>-403,977.16</b>	<b>62.6%</b>
<b>Total OPERATING EXPENSES</b>	<b>916,024.04</b>	<b>1,469,100.00</b>	<b>-553,075.96</b>	<b>62.4%</b>
<b>Total Expense</b>	<b>1,084,732.25</b>	<b>1,798,600.00</b>	<b>-713,867.75</b>	<b>60.3%</b>
<b>Net Income</b>	<b>691,698.90</b>	<b>20,730.00</b>	<b>670,968.90</b>	<b>3,336.7%</b>

FINAL

**DEXTER DISTRICT LIBRARY-GENERAL FUND  
BALANCE SHEET-PRELIMINARY**

As of June 30, 2023

	Jun 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,382,595.25
Total Checking/Savings	1,382,595.25
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
101-000-056 ACCRUED INT REC	1,874.00
101-000-102 CD 1 FLAGSTAR	266,026.95
101-000-103 CD COMERICA	212,873.99
101-000-106 CD OLD NATIONAL	264,549.07
101-000-107 CD 1 HUNTINGTON	216,562.24
101-000-109 CD NORTHSTAR BANK	262,600.82
101-000-110 CD 2 HUNTINGTON	268,526.45
101-000-112 CD 2 FLAGSTAR	238,975.62
101-000-120 MICHIGAN CLASS	1,957,991.67
Total Other Current Assets	3,690,448.81
Total Current Assets	5,073,044.06
<b>TOTAL ASSETS</b>	<b>5,073,044.06</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	19,464.20
101-000-228 STATE PAYROLL TAXES	-3,065.96
101-000-229 FEDERAL PR TAX	8,417.07
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	26,009.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	823.73
Total Other Current Liabilities	53,265.30
Total Current Liabilities	53,265.30
Total Liabilities	53,265.30
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,316,261.82
Net Income	597,417.01
Total Equity	5,019,778.76
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,073,044.06</b>

**DRAFT**

**DEXTER DISTRICT LIBRARY-GENERAL FUND**  
**STATEMENT OF OPERATIONS-YTD-PRELIMINARY**  
 October 2022 through **June 2023**

	Oct '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
MILLAGE REVENUE	1,664,563.54	1,664,820.00	-256.46	100.0%
OTHER INCOME	45,948.95	33,960.00	11,988.95	135.3%
OTHER MISC REVENUE	122,030.73	99,300.00	22,730.73	122.9%
PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
<b>Total Income</b>	<b>1,832,543.22</b>	<b>1,819,330.00</b>	<b>13,213.22</b>	<b>100.7%</b>
<b>Expense</b>				
LIBRARY MATERIALS	189,884.18	329,500.00	-139,615.82	57.6%
<b>OPERATING EXPENSES</b>				
CAPITAL OUTLAY IMPROVE	34,762.09	44,870.00	-10,107.91	77.5%
GENERAL OPERATIONS	254,249.05	345,300.00	-91,050.95	73.6%
WAGES & BENEFITS	756,230.89	1,078,930.00	-322,699.11	70.1%
<b>Total OPERATING EXPENSES</b>	<b>1,045,242.03</b>	<b>1,469,100.00</b>	<b>-423,857.97</b>	<b>71.1%</b>
<b>Total Expense</b>	<b>1,235,126.21</b>	<b>1,798,600.00</b>	<b>-563,473.79</b>	<b>68.7%</b>
<b>Net Income</b>	<b>597,417.01</b>	<b>20,730.00</b>	<b>576,687.01</b>	<b>2,881.9%</b>

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

October 2022 through **June 2023**

	Oct '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>MILLAGE REVENUE</b>				
101-000-400 CITY OF DEXTER	264,109.82	264,700.00	-590.18	99.8%
101-000-401 DEXTER TOWNSHIP	313,254.81	311,649.00	1,605.81	100.5%
101-000-402 FREEDOM TOWNSHIP	908.34	908.00	0.34	100.0%
101-000-403 HAMBURG TOWNSHIP	88,403.28	88,565.00	-161.72	99.8%
101-000-404 LIMA TOWNSHIP	120,989.22	121,537.00	-547.78	99.5%
101-000-405 LODI TOWNSHIP	9,967.66	9,968.00	-0.34	100.0%
101-000-406 NORTHFIELD TWP	2,602.52	2,603.00	-0.48	100.0%
101-000-407 SCIO TOWNSHIP	353,334.66	354,564.00	-1,229.34	99.7%
101-000-408 WEBSTER TOWNSHIP	509,791.63	509,826.00	-34.37	100.0%
101-000-445 DELINQUENT TAX COL	1,201.60	500.00	701.60	240.3%
<b>Total MILLAGE REVENUE</b>	<b>1,664,563.54</b>	<b>1,664,820.00</b>	<b>-256.46</b>	<b>100.0%</b>
<b>OTHER INCOME</b>				
101-000-507 GRANT INCOME	0.00	100.00	-100.00	0.0%
101-000-591 FRIENDS OF THE LIBR	14,484.69	12,000.00	2,484.69	120.7%
101-000-592 GIFTS/MEMORIALS	10,688.24	7,000.00	3,688.24	152.7%
101-000-607 FAX SERVICES	164.95	200.00	-35.05	82.5%
101-000-608 PURCHASES	91.00	100.00	-9.00	91.0%
101-000-609 FINES	9,152.74	9,000.00	152.74	101.7%
101-000-610 NON RESIDENT FEES	660.00	360.00	300.00	183.3%
101-000-627 COPIER	2,317.35	3,000.00	-682.65	77.2%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	1,909.98	2,000.00	-90.02	95.5%
101-000-673 OTHER MISC INCOME	6,480.00	100.00	6,380.00	6,480.0%
<b>Total OTHER INCOME</b>	<b>45,948.95</b>	<b>33,960.00</b>	<b>11,988.95</b>	<b>135.3%</b>
<b>OTHER MISC REVENUE</b>				
101-000-573 PERS PROP TAX REIMB	26,968.71	25,000.00	1,968.71	107.9%
101-000-575 STATE AID	10,883.18	18,000.00	-7,116.82	60.5%
101-000-665 INTEREST INCOME	82,529.34	55,000.00	27,529.34	150.1%
101-000-666 ENDOWMENT INCOME	1,649.50	1,300.00	349.50	126.9%
<b>Total OTHER MISC REVENUE</b>	<b>122,030.73</b>	<b>99,300.00</b>	<b>22,730.73</b>	<b>122.9%</b>
<b>PENAL FINES REVENUE</b>				
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%
<b>Total PENAL FINES REVENUE</b>	<b>0.00</b>	<b>21,250.00</b>	<b>-21,250.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>1,832,543.22</b>	<b>1,819,330.00</b>	<b>13,213.22</b>	<b>100.7%</b>
<b>Expense</b>				
<b>LIBRARY MATERIALS</b>				
101-790-740 ADULT BOOKS	31,207.74	54,000.00	-22,792.26	57.8%
101-790-741 CHILDREN'S BOOKS	45,262.31	75,000.00	-29,737.69	60.3%
101-790-742 PROGRAMMING	32,039.79	50,000.00	-17,960.21	64.1%
101-790-743 ELECTRONIC RESOURCE	10,321.93	12,000.00	-1,678.07	86.0%
101-790-744 PERIOD & SUBSCRIPT	5,966.02	8,500.00	-2,533.98	70.2%
101-790-745 BOOKS ON CD-ADULT	2,975.62	8,000.00	-5,024.38	37.2%
101-790-746 BOOKS ON CD CHILD	2,653.19	4,000.00	-1,346.81	66.3%
101-790-747 DVD-ADULT	2,572.30	8,000.00	-5,427.70	32.2%
101-790-748 DVD-CHILD	2,659.49	8,000.00	-5,340.51	33.2%
101-790-749 AUDIO MUSIC ADULT	1,160.35	2,500.00	-1,339.65	46.4%
101-790-750 AUDIO MUSIC CHILD	216.92	1,000.00	-783.08	21.7%
101-790-751 E-BOOKS/AUDIO	47,201.43	75,000.00	-27,798.57	62.9%
101-790-752 COMMUNITY READ	1,462.00	3,000.00	-1,538.00	48.7%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	4,185.09	20,000.00	-15,814.91	20.9%
<b>Total LIBRARY MATERIALS</b>	<b>189,884.18</b>	<b>329,500.00</b>	<b>-139,615.82</b>	<b>57.6%</b>

# DRAFT



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

October 2022 through **June 2023**

	Oct '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>OPERATING EXPENSES</b>				
<b>CAPITAL OUTLAY IMPROVE</b>				
101-901-970 CAPITAL OUTLAY IMPR	11,609.87	25,000.00	-13,390.13	46.4%
101-901-971 CAPITAL REPAIRS-ANN	6,210.86	6,300.00	-89.14	98.6%
101-901-972 CAPITAL REPLACEMENT	16,941.36	13,570.00	3,371.36	124.8%
<b>Total CAPITAL OUTLAY IMPROVE</b>	<b>34,762.09</b>	<b>44,870.00</b>	<b>-10,107.91</b>	<b>77.5%</b>
<b>GENERAL OPERATIONS</b>				
101-790-723 PROF DEVELOPMENT	1,190.50	2,000.00	-809.50	59.5%
101-790-727 LIBRARY SUPPLIES	8,075.13	13,000.00	-4,924.87	62.1%
101-790-728 POSTAGE	875.26	1,100.00	-224.74	79.6%
101-790-729 BUILDING SUPPLIES	8,418.11	10,000.00	-1,581.89	84.2%
101-790-800 COOPERATIVE FEES	45,146.73	62,900.00	-17,753.27	71.8%
101-790-801 PROF SERVICES	13,317.00	18,500.00	-5,183.00	72.0%
101-790-802 ATTORNEY FEES	0.00	3,000.00	-3,000.00	0.0%
101-790-803 BOOKKEEPING SERV	8,635.54	13,500.00	-4,864.46	64.0%
101-790-818 INSTITUTION DUE/FEE	1,285.00	1,500.00	-215.00	85.7%
101-790-851 TELEPHONE	3,631.18	5,200.00	-1,568.82	69.8%
101-790-860 TRANSPORTATION	100.87	1,000.00	-899.13	10.1%
101-790-880 ADVERTISING	602.00	2,000.00	-1,398.00	30.1%
101-790-882 NEWSLETTER	29,683.29	29,000.00	683.29	102.4%
101-790-910 INSURANCE	24,023.00	22,500.00	1,523.00	106.8%
101-790-920 UTILITIES	42,060.66	62,500.00	-20,439.34	67.3%
101-790-930 BLDING MAINTENANCE	45,434.15	60,000.00	-14,565.85	75.7%
101-790-932 BUILDING REPAIRS	8,973.30	16,000.00	-7,026.70	56.1%
101-790-934 EQUIPMENT REPAIR	1,675.05	3,000.00	-1,324.95	55.8%
101-790-936 GROUNDS KEEPING	3,944.98	7,500.00	-3,555.02	52.6%
101-790-940 EQUIPMENT LEASE	6,122.18	7,500.00	-1,377.82	81.6%
101-790-942 MTING ROOM REFUNDS	50.00	100.00	-50.00	50.0%
101-790-956 MISCELLANEOUS	168.40	500.00	-331.60	33.7%
101-790-958 S.E.V. ADJUSTMENT	836.72	3,000.00	-2,163.28	27.9%
<b>Total GENERAL OPERATIONS</b>	<b>254,249.05</b>	<b>345,300.00</b>	<b>-91,050.95</b>	<b>73.6%</b>
<b>WAGES &amp; BENEFITS</b>				
101-790-702 GROSS WAGES	629,520.33	902,378.00	-272,857.67	69.8%
101-790-703 LONGEVITY	5,250.00	8,500.00	-3,250.00	61.8%
101-790-713 FSA	3,461.40	4,500.00	-1,038.60	76.9%
101-790-714 EMPLR SHARE (FICA)	48,497.06	69,032.00	-20,534.94	70.3%
101-790-715 MEDICAL REIMBUR	1,892.56	2,400.00	-507.44	78.9%
101-790-716 MEDICAL	43,023.46	62,250.00	-19,226.54	69.1%
101-790-717 LIFE INSURANCE	1,430.80	1,968.00	-537.20	72.7%
101-790-718 457 ANNUITY CONTRB	20,657.95	24,421.00	-3,763.05	84.6%
101-790-719 SHORT TERM DISBLTY	2,497.33	3,481.00	-983.67	71.7%
<b>Total WAGES &amp; BENEFITS</b>	<b>756,230.89</b>	<b>1,078,930.00</b>	<b>-322,699.11</b>	<b>70.1%</b>
<b>Total OPERATING EXPENSES</b>	<b>1,045,242.03</b>	<b>1,469,100.00</b>	<b>-423,857.97</b>	<b>71.1%</b>
<b>Total Expense</b>	<b>1,235,126.21</b>	<b>1,798,600.00</b>	<b>-563,473.79</b>	<b>68.7%</b>
<b>Net Income</b>	<b>597,417.01</b>	<b>20,730.00</b>	<b>576,687.01</b>	<b>2,881.9%</b>

# DRAFT

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06/27/23

Cash Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-FINAL

As of May 31, 2023

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	<u>May 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	4,458.55
Total Checking/Savings	4,458.55
Other Current Assets	
301-000-120 MICHIGAN CLASS	74,697.47
Total Other Current Assets	74,697.47
Total Current Assets	79,156.02
<b>TOTAL ASSETS</b>	<u><u>79,156.02</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
301-000-395 OPENING FUND BAL	92,261.62
Net Income	-13,105.60
Total Equity	79,156.02
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>79,156.02</u></u>

FINAL

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

STATEMENT OF OPERATIONS-YTD-FINAL

October 2022 through May 2023

	Oct '22 - May 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
301-000-400 CITY OF DEXTER	98,305.04	99,677.00	-1,371.96	98.6%
301-000-401 DEXTER TOWNSHIP	101,084.04	103,998.00	-2,913.96	97.2%
301-000-402 FREEDOM TOWNSHIP	303.12	303.00	0.12	100.0%
301-000-403 HAMBURG TOWNSHIP	29,498.69	29,555.00	-56.31	99.8%
301-000-404 LIMA TOWNSHIP	38,877.86	40,557.00	-1,679.14	95.9%
301-000-405 LODI TOWNSHIP	3,220.85	3,326.00	-105.15	96.8%
301-000-406 NORTHFIELD TOWNSHIP	868.45	869.00	-0.55	99.9%
301-000-407 SCIO TOWNSHIP	121,774.00	125,995.00	-4,221.00	96.6%
301-000-408 WEBSTER TOWNSHIP	166,438.39	170,131.00	-3,692.61	97.8%
301-000-445 DELINQUENT TAX COL	419.99	500.00	-80.01	84.0%
301-000-573 PERS PROP TAX REIMB	8,999.04	10,388.00	-1,388.96	86.6%
301-000-665 INTEREST INCOME	6,104.93	1,200.00	4,904.93	508.7%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>575,894.40</b>	<b>586,499.00</b>	<b>-10,604.60</b>	<b>98.2%</b>
<b>Expense</b>				
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	588,750.00	588,750.00	0.00	100.0%
<b>Total Expense</b>	<b>589,000.00</b>	<b>589,120.00</b>	<b>-120.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-13,105.60</b>	<b>-2,621.00</b>	<b>-10,484.60</b>	<b>500.0%</b>

FINAL

**DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND**  
**BALANCE SHEET-PRELIMINARY**  
As of June 30, 2023

	<u>Jun 30, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	19,012.91
Total Checking/Savings	19,012.91
Other Current Assets	
301-000-120 MICHIGAN CLASS	74,697.47
Total Other Current Assets	74,697.47
Total Current Assets	93,710.38
<b>TOTAL ASSETS</b>	<b>93,710.38</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
301-000-395 OPENING FUND BAL	92,261.62
Net Income	1,448.76
Total Equity	93,710.38
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>93,710.38</b>

**DRAFT**

**DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND**  
**STATEMENT OF OPERATIONS-YTD-PRELIMINARY**  
 October 2022 through June 2023

	Oct '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
301-000-400 CITY OF DEXTER	100,059.77	99,677.00	382.77	100.4%
301-000-401 DEXTER TOWNSHIP	104,528.21	103,998.00	530.21	100.5%
301-000-402 FREEDOM TOWNSHIP	303.12	303.00	0.12	100.0%
301-000-403 HAMBURG TOWNSHIP	29,498.69	29,555.00	-56.31	99.8%
301-000-404 LIMA TOWNSHIP	40,371.81	40,557.00	-185.19	99.5%
301-000-405 LODI TOWNSHIP	3,326.27	3,326.00	0.27	100.0%
301-000-406 NORTHFIELD TOWNSHIP	868.45	869.00	-0.55	99.9%
301-000-407 SCIO TOWNSHIP	125,857.61	125,995.00	-137.39	99.9%
301-000-408 WEBSTER TOWNSHIP	170,110.87	170,131.00	-20.13	100.0%
301-000-445 DELINQUENT TAX COL	419.99	500.00	-80.01	84.0%
301-000-573 PERS PROP TAX REIMB	8,999.04	10,388.00	-1,388.96	86.6%
301-000-665 INTEREST INCOME	6,104.93	1,200.00	4,904.93	508.7%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>590,448.76</b>	<b>586,499.00</b>	<b>3,949.76</b>	<b>100.7%</b>
<b>Expense</b>				
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	588,750.00	588,750.00	0.00	100.0%
<b>Total Expense</b>	<b>589,000.00</b>	<b>589,120.00</b>	<b>-120.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>1,448.76</b>	<b>-2,621.00</b>	<b>4,069.76</b>	<b>-55.3%</b>

DRAFT



Summary Statement

June 30, 2023

Page 1 of 4

Investor ID: [REDACTED]

0000426-0002670 PDF 546130

Dexter District Library  
3255 Alpine St  
Dexter, MI 48130

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 5.2245%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[REDACTED]	GENERAL OPERATIONS	1,957,991.67	0.00	0.00	8,424.79	42,972.95	1,962,477.26	1,966,416.46
[REDACTED]	DEBT SERVICE	74,697.47	0.00	0.00	321.40	5,927.02	74,868.59	75,018.87
<b>TOTAL</b>		<b>2,032,689.14</b>	<b>0.00</b>	<b>0.00</b>	<b>8,746.19</b>	<b>48,899.97</b>	<b>2,037,345.85</b>	<b>2,041,435.33</b>

Tel: (855) 382-0496

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



Account Statement

June 30, 2023

Page 2 of 4

Account Number: [REDACTED]

GENERAL OPERATIONS

Account Summary

Average Monthly Yield: 5.2245%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	1,957,991.67	0.00	0.00	8,424.79	42,972.95	1,962,477.26	1,966,416.46

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2023	Beginning Balance			1,957,991.67	
06/30/2023	Income Dividend Reinvestment	8,424.79			
06/30/2023	Ending Balance			1,966,416.46	



Account Statement

June 30, 2023

Page 3 of 4

Account Number: [REDACTED]

DEBT SERVICE

Account Summary

Average Monthly Yield: 5.2245%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	74,697.47	0.00	0.00	321.40	5,927.02	74,868.59	75,018.87

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2023	Beginning Balance			74,697.47	
06/30/2023	Income Dividend Reinvestment	321.40			
06/30/2023	Ending Balance			75,018.87	





Michigan CLASS

Michigan CLASS		
Date	Dividend Rate	Daily Yield
06/01/2023	0.000142874	5.2149%
06/02/2023	0.000428877	5.2180%
06/03/2023	0.000000000	5.2180%
06/04/2023	0.000000000	5.2180%
06/05/2023	0.000142881	5.2152%
06/06/2023	0.000142643	5.2066%
06/07/2023	0.000142621	5.2056%
06/08/2023	0.000142771	5.2111%
06/09/2023	0.000428844	5.2176%
06/10/2023	0.000000000	5.2176%
06/11/2023	0.000000000	5.2176%
06/12/2023	0.000142963	5.2182%
06/13/2023	0.000142986	5.2190%
06/14/2023	0.000143021	5.2202%
06/15/2023	0.000143114	5.2237%
06/16/2023	0.000572824	5.2270%
06/17/2023	0.000000000	5.2270%
06/18/2023	0.000000000	5.2270%
06/19/2023	0.000000000	5.2270%
06/20/2023	0.000143128	5.2242%
06/21/2023	0.000143092	5.2229%
06/22/2023	0.000143207	5.2271%
06/23/2023	0.000430005	5.2317%
06/24/2023	0.000000000	5.2317%
06/25/2023	0.000000000	5.2317%
06/26/2023	0.000143333	5.2314%
06/27/2023	0.000143464	5.2364%
06/28/2023	0.000143453	5.2360%
06/29/2023	0.000143931	5.2535%
06/30/2023	0.000144114	5.2602%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



**Finance Committee Meeting  
DRAFT – June 15, 2023  
Meeting Minutes**

The meeting was called to order at 8:54 am.

Members present: Jim LaVoie, Paul McCann, Donna Palmer

Members absent: None

Others present: Michelle Joppeck, Recording Secretary

The presented agenda was approved by consensus.

Minutes from the previous Finance Committee on May 18, 2023 were included and approved with a prior Board Packet. No changes were requested.

The two Huntington CDs renewed on the same day. Huntington's first response was that the interest rate would be 3.95% at renewal. McCann responded and let them know that every other bank was offering much higher interest rates. They came back saying that their manager said that they could offer 4.3%. McCann renewed both CDs with different periods at that rate so that they wouldn't renew on the same date in the future.

The City of Dexter has requested a letter of support from the Dexter District Library for their park improvements. While their plan is not extremely exciting to McCann or the Board, there is the idea that if we offer a generalized letter of support for their grant application, that may make the City more open to our requests for changing their plans to fit our needs better. Access to the Library for maintenance and repair is the main complaint. The City's plan would make it more costly to the Library if any damage is done to their property. Palmer also had an issue with the complexity and the maintenance requirements that that would be required for the proposed play structures. A similar park ended up removing everything after a few years because of the cost and maintenance requirements.

Hopp and Gasser Bush came out yesterday to discuss questions about the second floor lighting replacements above the fiction section. All questions were answered satisfactorily. The current target time to replace those is mid-August to September. We have to wait until they get the fixtures in before we can nail down the timing more.

The information back from Washtenaw County is that there will be no rollback on the millage this coming fiscal year. This results in about an 8% increase in the income section of the budget.

McCann is currently suggesting a 4% increase in gross wages. With the wage adjustments from February 2023, this makes the gross wage line increase by 16%. The budget for the current fiscal year was only adjusted for the wage rate adjustments for the remainder of the current fiscal year which is why the gross wage line is increasing so much. An assistant director position is projected into the payroll and accounts for a significant portion of that increase. If that position was removed, it would be a 9% increase in the payroll expenses. Committee members were satisfied with those recommendations.

At present, the budget has a positive balance of just over \$34,000. The committee will discuss the remainder of the expense lines at the July committee meeting and is on track to present the preliminary budget to the Board at the August 2023 Library Board meeting.

The meeting was deemed adjourned at 10:00 a.m.

Respectfully submitted,

Michelle Joppeck  
Recording Secretary



**Facilities Committee Meeting  
June 30, 2023  
-DRAFT-Meeting Minutes**

Members present: Matt Erwin, Martha Gregg, Jamie Estill, Paul McCann

Members absent: Barbara Davenport

Others present: Michelle Joppeck, Recording Secretary

The meeting was called to order at 8:37 am.

The presented agenda was reviewed and approved by consensus.

Meeting minutes from May 19, 2023 were reviewed and approved by consensus.

Gasser-Bush and Hopp came in for a meeting about the second floor lighting project on June 14, 2023. All questions were answered and they are in the process of procurement. We are shooting for an August-September timeline for installing the new lights, but they aren't sure if they will be able to get the lights in time for that timeline.

McCann has called Dexter Cabinet & Countertop to get their input on the replacement of the Circulation desk countertops, but no response has been received from them yet. McCann will follow up again after the Facilities Committee Meeting.

The proposal for the Lower Level meeting room A/V replacement project was selected and approved at the last Board Meeting and the first bill has been received from TelSystems. The timing of receiving that check means that it will get paid during the next check run. It looks like they will be able to do those upgrades during the slow period after the SRP ends.

McCann switched the natural gas provider over from DTE to Constellation. Our DTE bill going forward will be electricity only and we will get an additional bill from Constellation for the natural gas usage. Constellation estimated that they would be able to save us about \$2,000 a year on our natural gas bill, which amounts to about a month's usage in savings.

There is no progress on security cameras at this time. We have had a lot of graffiti issues over the past few years. Estill verified that there are security cameras that are run on wifi and there are potentially cameras that run off of solar energy. McCann wants the Facilities Committee to think about what they want to do and it will be brought to the Board to see what they want to do as well. The more cameras that we have, the more that police and other agencies are going to be asking for footage. Also, if cameras need to be powered, then there would need to be holes made in the building to be able to provide that power which could create more maintenance issues with the building in the future.

We have had issues with the sink sensors in the women's bathroom on the first floor. Erwin said that new sensors have been ordered. He is unsure if they are still in warranty since they were just replaced about a year and a half ago.

In the fall, we will likely have the Friends do a walkthrough of the building to see if they find anything that needs repaired or replaced that staff have not noticed since the Friends will have a fresher eye than the staff who are in the building all the time. This will likely coincide with the Strategic Planning sessions, which will work out well if anything is found that needs brought up in those sessions.

A review of the recently completed projects and events was completed.

Having completed all items on the agenda, the meeting was deemed adjourned at 9:11 am.

Respectfully submitted,

Michelle Joppeck,  
Recording Secretary



## Constellation - Natural Gas Distribution Savings Program

Dexter District Library - Thursday, June 8, 2023

	<u>DTE GS-1 Rate</u>	<u>Constellation Rate</u>	<u>Estimated Annual Savings</u>
Estimated Historical Usage (Ccf)	16,748	16,748	
Meter Count	1	1	
Customer Charge per Meter per Month	\$40.00	-	\$480.00
IRM Surcharge per Meter per Month	\$10.06	-	\$120.72
Distribution Charge per Ccf	\$0.38069	\$0.3236	\$956.14
Energy Waste Reduction Charge per Ccf	\$0.05540	-	\$927.84
Reservation Charge per Ccf	\$0.04000	-	\$669.92
Gas Commodity Charge per Ccf/Therm	\$0.2750	\$0.3190	(\$1,004.04)
Michigan City/State Tax			
Total Estimated Annual Tax			\$0.00
<b>Total Estimated Annual Costs with Tax Included</b>	<b>\$13,179.98</b>	<b>\$10,762.26</b>	<b>\$2,150.58</b>

---

*Gas Commodity Charge of \$0.319 per Therm is based on a 16 month term and subject to refresh due to market volatility. This is compared to DTE's current variable rate of \$0.275.*

---

*Distribution and Surcharge Savings Summary analysis provides information to customers to assist them in making informed energy decisions. Information presented in these cost savings computations reflect previous period valuation / prices and actual results may vary from these estimates / projections.*

---

*The information contained herein is confidential between Constellation and the intended recipient and may not be disclosed to a third party without the express written consent.*

---

**Fwd: Thank You!**

---

**From :** Scott Wright <swright@dexter.lib.mi.us> Fri, Jun 23, 2023 04:16 PM  
**Subject :** Fwd: Thank You!  
**To :** Paul T. McCann <pmccann@dexter.lib.mi.us>

FYI - patron comment from last night's iPhone class. -Scott

---

**From:** [REDACTED]  
**To:** swright@dexter.lib.mi.us  
**Sent:** Friday, June 23, 2023 04:01:31 PM  
**Subject:** Thank You!

Scott Wright: I felt terrible that I showed up a minute late last night...without my phone; I had tried to pack too much into one day. But I took notes and tried everything you taught when I returned home and it (almost all) worked. I learned some valuable things. Thank you for your teaching time...and your patience. I already look forward to your August class.

[REDACTED]

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## Treasurer's Report July 2023 Board Meeting

1) Draft reports for General Operations and Debt Service funds for June 2023 are included in the Board packet. Final, reconciled reports for both General Operations and Debt Service through the month of May 2023 are also included.

Current General Fund checking balance – \$1,382,595.25

Current Debt Service Fund balance – \$93,710.38

Current General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>
\$266,026.95	Flagstar (1)	8/23/2023	CD	102
\$212,873.99	Comerica	7/11/2023	CD	103
\$264,549.07	Old National (1)	2/22/2024	CD	106
\$216,562.24	Huntington	9/12/2023	CD	107
\$262,600.82	Northstar	8/15/2023	CD	109
\$268,526.45	Huntington (2)	12/14/2023	CD	110
\$235,382.52	Flagstar (2)	9/19/2023	CD	112
\$1,966,416.46	Michigan CLASS	N/A	Investment	120

2) Review of paid bills in June 2023 – **action item**

3) Budget changes – none

4) Reimbursements – none

Notes:

The payroll and A/P check run from June 30 represents the 20<sup>th</sup> of 26 check runs or 77% of expenditures through the fiscal year.

The Michigan CLASS investment fund continues to outpace CD investments, returning a dividend rate of 5.2602% as of June 30.

Check Register notes:

Altech – check #26735 – charge for spring preventative maintenance

Applied Capital – check #26737 – photocopier lease

Best Way – check #26701 – annual, full building carpet cleaning



Cribley – check #26708 – water softener repair

M&K Jetting – check #26747 – storm drain cleaning (3-5 yr cycle)

SBIS – check #26726 – health, life and disability insurances

Team Schutmaat – check #26755 – advance payment for children’s interactive PLAY table – sponsored by Friends of the Library

Township of Scio – check #26731 – reimbursement of overpayment from DDA capture splitback

Tye Painting – check #26731 – building power washing – erroneously posted to newsletter line – will be corrected during the 7/11 bookkeeper visit

		Target
General Operations - all cash assets	\$5,073,044	
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	(\$720,000)	
Unassigned Fund Balance	\$335,077	
Total	\$5,073,044	

DEXTER DISTRICT LIBRARY-GENERAL FUND  
A/P CHECK REGISTER

June 5 - 30, 2023

Type	Date	Num	Split	Debit	Credit	Amount
<b>ALLIANCE ENTERTAINMENT LLC</b>						
Bill	06/13/2023	PLS73123921	-SPLIT-		77.98	-77.98
Bill Pmt -Check	06/13/2023	26696	101-000-202 ACCOUNTS PAYABLE	77.98		-77.98
Bill	06/27/2023	PLS73247102	101-790-748 DVD-CHILD	249.69		-249.69
Bill	06/27/2023	PLS73392708	-SPLIT-		67.36	-67.36
Bill Pmt -Check	06/30/2023	26734	101-000-202 ACCOUNTS PAYABLE	317.05		-317.05
<b>ALTECH MECHANICAL</b>						
Bill	06/27/2023	9661	101-790-930 BLDING MAINTENANCE		3,429.60	-3,429.60
Bill Pmt -Check	06/30/2023	26735	101-000-202 ACCOUNTS PAYABLE	3,429.60		-3,429.60
<b>AMAZON CAPITAL SERVICES</b>						
Bill	06/13/2023	1YKH-W9KD-7W9N	101-790-742 PROGRAMMING		161.12	-161.12
Bill	06/13/2023	13N1-YC4M-7C9Q	101-790-729 BUILDING SUPPLIES		16.65	-16.65
Bill	06/13/2023	1L17-N94V-6DWJ	101-790-729 BUILDING SUPPLIES		328.42	-328.42
Bill	06/13/2023	116R-FFRL-66YM	101-790-754 NON-TRAD COLLECTION		46.96	-46.96
Bill Pmt -Check	06/13/2023	26697	101-000-202 ACCOUNTS PAYABLE	553.15		-553.15
Bill	06/27/2023	17HK-PYLW-7C4H	101-790-742 PROGRAMMING		71.06	-71.06
Bill	06/27/2023	1FTT-Y1GT-3DCW	101-790-729 BUILDING SUPPLIES		19.99	-19.99
Bill	06/27/2023	1GWK-FV4T-4YML	101-790-742 PROGRAMMING		121.97	-121.97
Bill	06/27/2023	1VRQ-FPFR-3FPG	101-790-754 NON-TRAD COLLECTION		255.00	-255.00
Bill	06/27/2023	14KD-33JJ-47PG	-SPLIT-		78.26	-78.26
Bill	06/27/2023	1DRG-4C3V-7GT6	101-790-727 LIBRARY SUPPLIES		154.00	-154.00
Bill Pmt -Check	06/30/2023	26736	101-000-202 ACCOUNTS PAYABLE	700.28		-700.28
<b>ANN ARBOR NEWS</b>						
Bill	06/13/2023	36100-22008612	101-790-744 PERIOD & SUBSCRIPT		129.88	-129.88
Bill Pmt -Check	06/13/2023	26698	101-000-202 ACCOUNTS PAYABLE	129.88		-129.88
<b>APPLIED CAPITAL LLC</b>						
Bill	06/27/2023	34267104	101-790-940 EQUIPMENT LEASE		748.15	-748.15
Bill Pmt -Check	06/30/2023	26737	101-000-202 ACCOUNTS PAYABLE	748.15		-748.15
<b>AT&amp;T MOBILITY</b>						
Bill	06/27/2023	06182023	101-790-754 NON-TRAD COLLECTION		129.69	-129.69
Bill Pmt -Check	06/30/2023	26738	101-000-202 ACCOUNTS PAYABLE	129.69		-129.69
<b>BACKYARD BIRDS AND BEYOND</b>						
Bill	06/13/2023	2023-06	101-790-742 PROGRAMMING		300.00	-300.00
Bill Pmt -Check	06/13/2023	26699	101-000-202 ACCOUNTS PAYABLE	300.00		-300.00
<b>BAKER &amp; TAYLOR</b>						
Bill	06/13/2023	L3361652	101-790-740 ADULT BOOKS		658.45	-658.45
Bill Pmt -Check	06/13/2023	26700	101-000-202 ACCOUNTS PAYABLE	658.45		-658.45
<b>BEST WAY CARPET CLEANING</b>						
Bill	06/13/2023	7456	101-790-930 BLDING MAINTENANCE		3,400.00	-3,400.00
Bill Pmt -Check	06/13/2023	26701	101-000-202 ACCOUNTS PAYABLE	3,400.00		-3,400.00
<b>BLACKSTONE PUBLISHING</b>						
Bill	06/13/2023	2102753	101-790-746 BOOKS ON CD CHILD		30.95	-30.95
Bill Pmt -Check	06/13/2023	26702	101-000-202 ACCOUNTS PAYABLE	30.95		-30.95
Bill	06/27/2023	2105710	101-790-745 BOOKS ON CD-ADULT		140.59	-140.59
Bill	06/27/2023	2104642	101-790-745 BOOKS ON CD-ADULT		77.89	-77.89
Bill	06/27/2023	2104387	101-790-746 BOOKS ON CD CHILD		174.96	-174.96
Bill Pmt -Check	06/30/2023	26739	101-000-202 ACCOUNTS PAYABLE	393.44		-393.44
<b>BUSCH'S INC</b>						
Bill	06/13/2023	67-492877	101-790-742 PROGRAMMING		43.73	-43.73
Bill Pmt -Check	06/13/2023	26703	101-000-202 ACCOUNTS PAYABLE	43.73		-43.73
<b>CALLHARBOR</b>						
Bill	06/13/2023	27515	101-790-851 TELEPHONE		446.90	-446.90
Bill Pmt -Check	06/13/2023	26704	101-000-202 ACCOUNTS PAYABLE	446.90		-446.90
<b>CHASE CARD SERVICES</b>						
Bill	06/27/2023	JUNE STATEMENT	-SPLIT-		1,633.65	-1,633.65
Bill Pmt -Check	06/30/2023	26740	101-000-202 ACCOUNTS PAYABLE	1,633.65		-1,633.65
<b>CINTAS CORPORATION-300</b>						
Bill	06/13/2023	4154516805	101-790-930 BLDING MAINTENANCE		224.52	-224.52
Bill Pmt -Check	06/13/2023	26705	101-000-202 ACCOUNTS PAYABLE	224.52		-224.52
<b>CLAIRE EVANS</b>						
Bill	06/13/2023	JAMES HERRIOT TALK	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	06/13/2023	26706	101-000-202 ACCOUNTS PAYABLE	250.00		-250.00
<b>COSTUME SPECIALISTS</b>						
Bill	06/13/2023	SH12681	101-790-742 PROGRAMMING		320.00	-320.00
Bill Pmt -Check	06/13/2023	26707	101-000-202 ACCOUNTS PAYABLE	320.00		-320.00
<b>CRIBLEY DRILLING CO INC</b>						
Bill	06/13/2023	102790	101-790-934 EQUIPMENT REPAIR		998.46	-998.46
Bill Pmt -Check	06/13/2023	26708	101-000-202 ACCOUNTS PAYABLE	998.46		-998.46
<b>CRYSTERRA WELLNESS</b>						
Bill	06/13/2023	MAY	101-790-742 PROGRAMMING		300.00	-300.00
Bill Pmt -Check	06/13/2023	26709	101-000-202 ACCOUNTS PAYABLE	300.00		-300.00
<b>DAILY RAIN</b>						
Bill	06/13/2023	6269	101-790-932 BUILDING REPAIRS		47.50	-47.50
Bill Pmt -Check	06/13/2023	26710	101-000-202 ACCOUNTS PAYABLE	47.50		-47.50
<b>DEXTER CREAMERY</b>						
Bill	06/13/2023	ICE CREAM SOCIAL	101-790-742 PROGRAMMING		600.00	-600.00
Bill Pmt -Check	06/13/2023	26711	101-000-202 ACCOUNTS PAYABLE	600.00		-600.00
<b>DTE ENERGY</b>						
Bill	06/13/2023	MAY	101-790-920 UTILITIES		4,275.98	-4,275.98
Bill Pmt -Check	06/13/2023	26712	101-000-202 ACCOUNTS PAYABLE	4,275.98		-4,275.98
<b>DUKE ROOFING</b>						
Bill	06/13/2023	72098	101-790-932 BUILDING REPAIRS		471.50	-471.50
Bill Pmt -Check	06/13/2023	26713	101-000-202 ACCOUNTS PAYABLE	471.50		-471.50
<b>ECONO PRINT</b>						
Bill	06/27/2023	69916	101-790-882 NEWSLETTER		6,907.01	-6,907.01
Bill Pmt -Check	06/30/2023	26741	101-000-202 ACCOUNTS PAYABLE	6,907.01		-6,907.01
<b>EHIM</b>						
Bill	06/13/2023	ADM00030363	101-790-716 MEDICAL		2.40	-2.40
Bill Pmt -Check	06/13/2023	26714	101-000-202 ACCOUNTS PAYABLE	2.40		-2.40

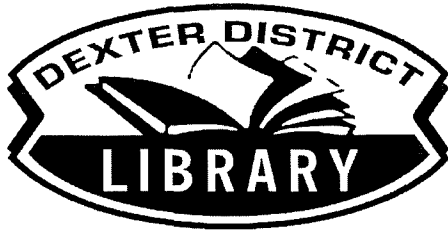
DEXTER DISTRICT LIBRARY-GENERAL FUND  
A/P CHECK REGISTER

June 5 - 30, 2023

Type	Date	Num	Split	Debit	Credit	Amount
<b>EQUITABLE FINANCIAL</b>						
Bill	06/13/2023	MAY	-SPLIT-		2,687.73	-2,687.73
Bill Pmt -Check	06/13/2023	26715	101-000-202 ACCOUNTS PAYABLE	2,687.73		-2,687.73
Bill	06/27/2023		-SPLIT-		3,042.00	-3,042.00
Bill Pmt -Check	06/30/2023	26742	101-000-202 ACCOUNTS PAYABLE	3,042.00		-3,042.00
<b>FISH WINDOW CLEANING</b>						
Bill	06/27/2023	2897-42931	101-790-930 BLDING MAINTENANCE		2,625.00	-2,625.00
Bill Pmt -Check	06/30/2023	26743	101-000-202 ACCOUNTS PAYABLE	2,625.00		-2,625.00
<b>FOLKMANIS PUPPETS INC</b>						
Bill	06/13/2023	1674001	101-790-742 PROGRAMMING		209.88	-209.88
Bill Pmt -Check	06/13/2023	26716	101-000-202 ACCOUNTS PAYABLE	209.88		-209.88
<b>FUN EXPRESS, LLC</b>						
Bill	06/27/2023	72468888401	101-790-742 PROGRAMMING		201.52	-201.52
Bill Pmt -Check	06/30/2023	26744	101-000-202 ACCOUNTS PAYABLE	201.52		-201.52
<b>GENOT PINCOR</b>						
Bill	06/13/2023	STORIES OF COMMUNITY	101-790-742 PROGRAMMING		100.00	-100.00
Bill Pmt -Check	06/13/2023	26717	101-000-202 ACCOUNTS PAYABLE	100.00		-100.00
<b>HAMLETT LAVENDER FARM</b>						
Bill	06/27/2023	0028	101-790-742 PROGRAMMING		200.00	-200.00
Bill Pmt -Check	06/30/2023	26745	101-000-202 ACCOUNTS PAYABLE	200.00		-200.00
<b>INGRAM LIBRARY SERVICES</b>						
Bill	06/13/2023	2083960	-SPLIT-		7,158.32	-7,158.32
Bill Pmt -Check	06/13/2023	26718	101-000-202 ACCOUNTS PAYABLE	7,158.32		-7,158.32
<b>KALLI NOWITZKE</b>						
Bill	06/13/2023		101-000-609 FINES		68.19	-68.19
Bill Pmt -Check	06/13/2023	26719	101-000-202 ACCOUNTS PAYABLE	68.19		-68.19
<b>KANOPY INC</b>						
Bill	06/13/2023	350994	101-790-751 E-BOOKS/AUDIO		451.35	-451.35
Bill Pmt -Check	06/13/2023	26720	101-000-202 ACCOUNTS PAYABLE	451.35		-451.35
<b>KATHERINE R. WILLSON</b>						
Bill	06/13/2023	06-27 CLASS	101-790-742 PROGRAMMING		165.00	-165.00
Bill	06/13/2023	06-28 CLASS	101-790-742 PROGRAMMING		165.00	-165.00
Bill Pmt -Check	06/13/2023	26721	101-000-202 ACCOUNTS PAYABLE	330.00		-330.00
Bill	06/27/2023	07/17/2023 CLASS	101-790-742 PROGRAMMING		165.00	-165.00
Bill	06/27/2023	07/19 CLASS	101-790-742 PROGRAMMING		165.00	-165.00
Bill Pmt -Check	06/30/2023	26746	101-000-202 ACCOUNTS PAYABLE	330.00		-330.00
<b>LORI FITHIAN</b>						
Bill	06/13/2023	70723	101-790-742 PROGRAMMING		450.00	-450.00
Bill Pmt -Check	06/13/2023	26722	101-000-202 ACCOUNTS PAYABLE	450.00		-450.00
<b>M&amp;K JETTING &amp; TELEVISION INC</b>						
Bill	06/27/2023	230916	101-790-930 BLDING MAINTENANCE		2,250.00	-2,250.00
Bill Pmt -Check	06/30/2023	26747	101-000-202 ACCOUNTS PAYABLE	2,250.00		-2,250.00
<b>MAD SCIENCE OF DETROIT</b>						
Bill	06/13/2023	3554	101-790-742 PROGRAMMING		572.00	-572.00
Bill Pmt -Check	06/13/2023	26723	101-000-202 ACCOUNTS PAYABLE	572.00		-572.00
<b>MANCHESTER DISTRICT LIBRARY</b>						
Bill	06/27/2023	MY LIFE AFTER DEATH	101-000-609 FINES		14.95	-14.95
Bill Pmt -Check	06/30/2023	26748	101-000-202 ACCOUNTS PAYABLE	14.95		-14.95
<b>MIDWEST TAPE, LLC</b>						
Bill	06/13/2023	503871477	101-790-751 E-BOOKS/AUDIO		4,279.37	-4,279.37
Bill Pmt -Check	06/13/2023	26724	101-000-202 ACCOUNTS PAYABLE	4,279.37		-4,279.37
<b>MOLLIE HALL</b>						
Bill	06/27/2023	REIMBURSEMENT	101-790-742 PROGRAMMING		96.97	-96.97
Bill Pmt -Check	06/30/2023	26749	101-000-202 ACCOUNTS PAYABLE	96.97		-96.97
<b>OVERDRIVE, INC</b>						
Bill	06/27/2023	CD0157623190761	101-790-751 E-BOOKS/AUDIO		1,000.00	-1,000.00
Bill Pmt -Check	06/30/2023	26750	101-000-202 ACCOUNTS PAYABLE	1,000.00		-1,000.00
<b>PERMA-BOUND</b>						
Bill	06/13/2023	1962631-00	101-790-741 CHILDREN'S BOOKS		92.81	-92.81
Bill Pmt -Check	06/13/2023	26725	101-000-202 ACCOUNTS PAYABLE	92.81		-92.81
<b>PIKK SERVICES LLC</b>						
Bill	06/27/2023	11408	101-790-934 EQUIPMENT REPAIR		150.00	-150.00
Bill Pmt -Check	06/30/2023	26751	101-000-202 ACCOUNTS PAYABLE	150.00		-150.00
<b>SBIS</b>						
Bill	06/13/2023		-SPLIT-		5,407.70	-5,407.70
Bill Pmt -Check	06/13/2023	26726	101-000-202 ACCOUNTS PAYABLE	5,407.70		-5,407.70
<b>SERVICEMASTER</b>						
Bill	06/27/2023	1670	101-790-930 BLDING MAINTENANCE		2,185.00	-2,185.00
Bill Pmt -Check	06/30/2023	26752	101-000-202 ACCOUNTS PAYABLE	2,185.00		-2,185.00
<b>STAPLES BUSINESS ADVANTAGE</b>						
Bill	06/13/2023	3538661539	101-790-727 LIBRARY SUPPLIES		151.07	-151.07
Bill Pmt -Check	06/13/2023	26727	101-000-202 ACCOUNTS PAYABLE	151.07		-151.07
Bill	06/27/2023	3540182660	101-790-727 LIBRARY SUPPLIES		191.37	-191.37
Bill Pmt -Check	06/30/2023	26753	101-000-202 ACCOUNTS PAYABLE	191.37		-191.37
<b>STEVE DAUT</b>						
Bill	06/13/2023	STORIES OF COMMUNITY	101-790-742 PROGRAMMING		100.00	-100.00
Bill Pmt -Check	06/13/2023	26728	101-000-202 ACCOUNTS PAYABLE	100.00		-100.00
<b>T-MOBILE</b>						
Bill	06/13/2023	MAY	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	06/13/2023	26729	101-000-202 ACCOUNTS PAYABLE	89.25		-89.25
<b>TASTE A COOK'S PLACE</b>						
Bill	06/27/2023	BASICS OF GRILLING	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	06/30/2023	26754	101-000-202 ACCOUNTS PAYABLE	250.00		-250.00
<b>TEAM SCHUTMAAT INC</b>						
Bill	06/27/2023	1425	101-901-970 CAPITAL OUTLAY IMPR		6,575.00	-6,575.00
Bill Pmt -Check	06/30/2023	26755	101-000-202 ACCOUNTS PAYABLE	6,575.00		-6,575.00
<b>THE LIBRARY NETWORK</b>						
Bill	06/13/2023	72026	101-901-970 CAPITAL OUTLAY IMPR		936.30	-936.30
Bill Pmt -Check	06/13/2023	26730	101-000-202 ACCOUNTS PAYABLE	936.30		-936.30

**DEXTER DISTRICT LIBRARY-GENERAL FUND**  
**A/P CHECK REGISTER**  
June 5 - 30, 2023

Type	Date	Num	Split	Debit	Credit	Amount
<b>TOWNSHIP OF SCIO</b>						
Bill	06/13/2023		101-000-407 SCIO TOWNSHIP		1,799.13	-1,799.13
Bill Pmt -Check	06/13/2023	26731	101-000-202 ACCOUNTS PAYABLE		1,799.13	-1,799.13
<b>TYE PAINTING LLC</b>						
Bill	06/27/2023	477	101-790-882 NEWSLETTER		9,538.00	-9,538.00
Bill Pmt -Check	06/30/2023	26756	101-000-202 ACCOUNTS PAYABLE		9,538.00	-9,538.00
<b>VERIZON WIRELESS</b>						
Bill	06/13/2023	9936073806	101-790-754 NON-TRAD COLLECTION		135.03	-135.03
Bill Pmt -Check	06/13/2023	26732	101-000-202 ACCOUNTS PAYABLE		135.03	-135.03
<b>WSR CERTIFIED PUBLIC ACCOUNTANTS</b>						
Bill	06/13/2023	36006	101-790-803 BOOKKEEPING SERV		700.00	-700.00
Bill Pmt -Check	06/13/2023	26733	101-000-202 ACCOUNTS PAYABLE		700.00	-700.00
<b>YANKEE AIR MUSEUM</b>						
Bill	06/27/2023		101-790-742 PROGRAMMING		150.00	-150.00
Bill Pmt -Check	06/30/2023	26757	101-000-202 ACCOUNTS PAYABLE		150.00	-150.00



## INTEROFFICE MEMORANDUM

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**TO:** Library Board members  
**FROM:** Paul McCann  
**SUBJECT:** Strategic Planning firm interviews  
**DATE:** 6/29/23

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Greetings everyone,

Please find in the following pages, write ups regarding interviews with the strategic planning firms the Board selected for the first cutr at the June Board meeting.

We had presentations from Fast Forward Libraries, Attain Partners and ReThinking Libraries.

Both Fast Forward and ReThinking Libraries offer very similar models to what we contracted for in the past. With all respondents being out of state, there will be less in-person, in-library contact than our previous strategic planning process.

One concerning answer from Attain is that they have not provided this type of planning for a public library client.

There are references to the 'Harwood Institute' planning model. This model centers on the "Turning outward" approach and is a step-by-step process developed by The Harwood Institute for Public Innovation. It entails taking steps to better understand communities; changing processes and thinking to make conversations more community-focused; being proactive to community issues; and putting community aspirations first.

Likewise, the "SOAR process is an evolution of the SWOT method. SOAR stands for Strengths, Opportunities, Aspirations, and Results analysis. It combines data about an organization's current position with people's ideas and dreams about its future, so that you can build an energizing vision to work toward. This is juxtaposed to SWOT method (Strengths, Weaknesses, Opportunities and Threats.) While SWOT analysis takes a look at where a company is, SOAR strives to be forward-thinking to address the potential of the business. By eliminating weaknesses and threats, SOAR focuses on positive elements more likely to be influenced by the company. SOAR seems to have supplanted SWOT in recent years.

## Notes and Questions for Strategic Planning interviews

### Fast Forward Libraries

#### Paul's notes:

##### General questions:

*Describe how you will go about soliciting input from non-users.* Through community engagement – Cindy is Harwood trained – has settled on set of scripts to gather opinions – more about community – focus groups are formed through soliciting for partners. Community survey gets about 1-3% response rate -

*How much time (number of visits, length) do you envision on site in Dexter?* – Planning team meets virtually exclusively – two in-person visits – meets with Board and staff and focus groups – second is for the retreat sessions. Sessions are about 60-90 minutes. Retreats – 90 minutes. Board 3-4 hours – Cindy 2-2.5 days

*Describe how much data entry you envision local staff will need to accomplish as part of this project.* – Community survey – only for hard copies for surveys from patrons who do not want to do it online – FF has had a maximum of 50. More work for planning committee. Opportunity to boost a superstar employee

*What would set your firm apart from other firms which submitted responses?* – Approach is not just about the plan but how you transform the Library – getting libraries to think about building capacity in different ways – being intentional about impact and using data to make future decisions. Process is a model to carry forward. Harwood inspired aspects built into plan. Traditional focus groups attract super users – whereas FF approach draws less active members of the community

*What do you find most challenging when preparing strategic plans?* – Amanda - Libraries that concerns with internal culture – turnover in library sector – instability in leadership – discussions of culture – values work of employees at libraries – Cindy – scheduling – finding the time for people to participate in the process – work back from end product date to create a good timeline – willing to work around summer reading – can move slower, halt and restart if necessary

*Many surveys, focus groups, etc. focus on new opportunities, renovating for different uses or expanded services. At the same time, libraries operate on a finite budget. How do you approach balancing the desire for new services and identifying areas that are under-performing?* – Amanda -survey is about current user perceptions – questions on life stage – what is important to people – where the rubber hits the road happens during implementation – going into the future – decisions are left to Board/admin – develop decision trees to look at capacity questions; Cindy – why you do planning allows you to do definitively be able to say yes or no – believes programs and services should be weeded just like materials. Planning now is optimal and library can rely on results.

*Describe for us a strategic planning process you had with a client (can be anonymous) where the process when extremely well. One that went poorly and what solutions you were able to offer to keep things on track.* - Bad – Library was not ready to do planning – construction, too large of team, painful due to lack

of communication, lack of resource allocation – Good – involving staff from the get go – embraced community mapping – staff became topic leaders – all staff contributed to objective level – natural leaders rose to top – helped staff keep evaluation methods in mind as changes occurred

*What is the most unexpected thing that has happened during one of your strategic planning processes? – Outside factors which unnecessarily disrupt the process – corporate authority wanted to highly edit the final product - municipalities (other than library – e.g. city departments) micromanaging process*

### **Specific questions to Fast Forward proposal**

*One-page plan – Will these, by necessity, be more general statements or do some of your one page plans set out specific accomplishments to achieve? - Evergreen plan – things libraries should be doing – generally all high level statements – used example of increasing card holders – these go into activities in major plan but one page is designed to be more generalized – our advocacy tool – gave a way to get out of the Library and into other environments*

*Covid-19 programming question #6 on survey identifies a number of things that Allegan presumably implemented and attempts to gauge the need to continue. Are you still querying about COVID adaptations or has this shifted to more general questions about services? – Shifted in last six months – not seeing as much – some things are baked and no longer covid specific*

*Does the “Dream” portion of the process include members of the public? – Public input in the Learning process – Vision/Mission last and only by Board – team writes options based on input – Board does not write the statement – tries to limit wordsmithing – choose between statements and tweak rather than come up from scratch – fit vision and mission to incorporate goals*

FF notes “While a mailed survey is not recommended,” how do you recommend reaching non-users and how have you controlled for varying levels of home high speed internet for responses if a mailer is used to point people to a web site? – Riverforest go a good response with a postcard mailer – hope for 1% response rate – tries to segment by zip code

(Sherry) For Fast Forward, they mention incorporating DEI into their work. I would like to know more about how they do that. – Cindy trained in being a white ally/anti-racist – going through community mapping – looks for who is not represented – thread continues in dream phase -

Client list – can we assume to a greater or lesser degree, all clients listed under Library Strategic Planning have worked through a process similar to the one outlined in FF response to Dexter’s RFP? – Yes – for the most part.

Smaller staff – four-person – Cindy has a local connection – firm has worked with multiple Michigan clients.

Learn phase – smaller group – most involved/longest – collects broad and deep data – starts with environmental scan and SOAR process – participatory, in person – external learning survey – add community engagement points – community mapping – come up with focus group composition for in-person and virtual meetings – culminates in the Learning Report moves to...

Dream Phase – Board has a session; Staff has a session – discussions center on the future of the Library – how does the data

Do phase – Planning team discusses the language and finalizes language – will revise vision and mission as necessary – showed slide of traditional vision/mission/strategic direction/goals/activities. Strategic direction and goals are fairly evergreen – goals and activities are specific plans and resource allocations on an annual basis

Firm makes an implementation guide to bridge the gap between planning and implementation – helps transition the style of management  
Appreciative inquiry

Flexible in start time – can start after summer reading – if we are ready to start, so is FF

Know Michigan libraries well –

Would make a good continuum from Char Ezell and Hartzell/Mika

Lapeer – Amy was not there – has experience with many different plans; as good as any; general and good enough to report back on, as good as any she's worked with before.

Franklin – In process, one follow-up session, easy to work with, very organized, very punctual. Amanda will be doing a session at MLA this year. Very good with library advice. Current plan was subtler and focusing on services and sustainability rather than bigger facilities/organizational change. Teresa called three of the smaller references and those were all stellar. Included succession plan – bought after the fact session.

### **Michelle's notes**

Amanda Standerfer and Cindy Fesemyer

Amanda based in Champagne, IL. Cindy out of Madison, WI in-laws live in Dexter. Both are librarians and previous directors.

3 phase process:

Learn – form a planning team (process management team). Longest phase. Collect data from Board and staff via a survey. Environmental scan and SOAR (replacement for SWAT) survey before collecting data – collected in person. Community survey – deploy 3-4 weeks. We are responsible for marketing of community survey. Community engagement groups. Starts with community mapping – brain dump of community relationships in the area. From that brainstorm, create a list of virtual interviews and focus groups. Those are more about the community than the Library specifically, but give a lot of information about the Library. Culminates in the Learning Report

Dream – make meaning of the data from the Learn phase. Retreat sessions – one for the Board and one for the staff. Planning team reviews the information from the retreat sessions.

Do – design plan documents



They create an implementation guide to help get the plan started.

**What do you find to be the best way to solicit information from non-Library users?**

Set of scripts that will be used during the stakeholder interviews and groups. Those scripts help get information from the non-Library users. Groups will be held in a setting usually other than at the Library and are determined by the person hosting the meeting. This helps members feel free to open up.

**DEI as one of the foundational**

Will structure the interviews and groups to be sure to include the DEI segments. Data will show who has multiple cross sections and who is not included in any of them. Thinking about using the language used.

**Within your proposal, how much time, how many visits, and length of visits vs how much time virtually?**

Planning team meetings exclusively virtually and via email. There are 2 in person visits: one for the meeting with the Board and staff and hopefully some of the interviews and groups and the retreats would be. Potentially come for the presentation to the Board.

Board meeting– 90 minutes

Staff meeting– 60 minutes

Focus group sessions – 60 minutes

Retreats – staff: 90 minutes for groups. If all staff, 3.5 hours; board retreat: 3-4 hours

**How much data entry from local staff for this?**

Entering paper surveys in Survey Monkey. 50 is probably the most they have ever gotten back in paper form.

**What would set your proposal and firm apart from the other respondents?**

Our approach is not just about the plan, but about helping \_\_\_\_

Mindset – the way you think about the work you are doing and the impact it has on the community.

Harwood inspired community engagement included in the plan – they don't just send out an invitation to everyone because then the only people who would show up are the people who use the Library all the time.

**What do you find most challenging when working through the process?**

Libraries that have concerns with their internal culture. Talking about culture especially when there have been some recent significant changes. It involves a lot of feelings and can be difficult and painful.

Scheduling – finding time for the meetings and retreats that work with everyone. Will figure out a do or die date for passing the plan first and working backwards.

Willing and very flexible to accommodate especially during SRP.

**Surveys and focus groups – at lot of discussion is focused on new different, expansive. How do you approach aspects of service that may be underperforming or may need to go away? How do you address that in the process and the end product?**

The survey is about the current perceptions. Focus groups are more broad and about the community as a whole. Working on the implementation process is where the decisions of getting rid of programs will happen. Libraries need to evaluate and weed their programs just as they do their materials. Coming out of covid, there were a lot of things added for covid. Some of those may need to go away and some may need to stay for a bit longer.

**Can you describe for us a process that you went through that went extremely well and one that went poorly and what contributed to the success/failure?**

Library wasn't ready to do strategic planning. Multiple locations, currently constructing, too large of a planning team. Took twice as long, but a plan was created.

Involving staff from the get-go. The staff really embraced the community mapping. Those staff became the topic leaders at the retreats. The greatest successes come when the staff is really invested.

**What is the most unexpected thing that has happened during one of your processes?**

When there are outside factors that unnecessarily disrupt the process. A city library whose corporate government wanted to manage things to the word.

When the municipality micromanages the process.

**One the one-page plan, are these always more generalized statements or do they set out specific goals to achieve?**

Hesitate to make promises that you may not be able to keep. More specific in the activities, but one-page plan is usually very general. One-page plan is an evergreen plan. It is our advocacy plan.

**How much stress do you put on questions about covid and covid-related services or have things shifted more to general questions about library services?**

It has switched back to more general questions, but could include covid if needed. Some covid things may be "backed into the survey" though.

**When we get to the Dream segment, is that then brought back down to include just the Library staff or are there still public input sessions in that segment?**

No, it is staff only. Public input is only in the Learn segment.

**Within the Dream phase, is that where you are looking at revised mission/vision statements?**

Yes, but only at the Board retreat. Don't let the Board write the statements; they write down options and bring them to the Board to discuss and decide on. Helps create buy in from the Board.

**Proposal says that mailed survey is not recommended. What is your experience with the response rate especially with the lack of high speed internet? Do you recommend a mailing to point people to the website?**

Postcard with QR code to the survey – library got over 3% response. Hope for 1% of the community to respond to the survey. Most people under 18 won't respond. Survey isn't very long to get more people to complete it. Boosted ads on Facebook have gotten a good response too.

**Is there a question on the survey to filter out the people who aren't residents of the District other than if they have a card?**

They can be included, but it is usually just asking if they have a Library card.

**From your client list, can we assume that everyone under the strategic planning column has gone through a process similar to what you are proposing to us?**

Yes, a similar process.

Amanda left meeting at 10:29 am

Meeting ended at 10:38 am

## ReThinking Libraries Interview

### Paul's notes

#### General questions:

*Describe how you will go about soliciting input from non-users.* – Invite non-users in a different way – looking for them to express needs – personal invitations – working with community partners – doing work outside the Library – high school lunch hours – going to churches for input sessions – mailed postcards – sending out through utility bills.

*How much time (number of visits, length) do you envision on site in Dexter?* – tailor approach to client – on site twice – 2-3 days for community engagement and retreat 1-2 days

*What would set your firm apart from other firms which submitted responses?* – Really thinks about the library and customizes the approach. Listening, do whatever they need to do to meet our needs. Collaborative relationship, work closely with customer – focus on facilitating, not deciding

*What do you find most challenging when preparing strategic plans?* – Unique nature of individual libraries – team has seen many library scenarios – can quickly understand – ask a lot of questions – through process learns more – helps them learn uniqueness of libraries – good communication from client is key to keep achieving milestones

*Many surveys, focus groups, etc. focus on new opportunities, renovating for different uses or expanded services. At the same time, libraries operate on a finite budget. How do you approach balancing the desire for new services and identifying areas that are under-performing?* – Hard to get clients to think about what things to stop doing – easier to look at new ideas – hard part of process – high level plan is intentionally not specific but focuses on general ideas and where specifically you want to move the needle – during retreat, get more focuses on specific ideas followed by work plan that specifies tasks that relate to idea areas

*Describe for us a strategic planning process you had with a client (can be anonymous) where the process went extremely well. What contributed to this good process? One that went poorly and what solutions you were able to offer to keep things on track.* – Novi – good – community engagement great – 2200 surveys – great turnout at engagement sessions – 30+ people at retreat – leadership/frontline staff and board all engaged one of the best projects of all time – there was a focus on right sizing and living within budgetary limitations; Bad – high level plan produced silence back from client and felt like plan could not culminate – engagement broke down. Disconnect – plan is driven by what comes out of the retreat – library may have wanted an innovation plan rather than feedback from the community brought to the surface.

*What is the most unexpected thing that has happened during one of your strategic planning processes?* – Last couple of years – input session – warned about certain people posing problems but these have not materialized – problems have not risen to a point of monopolization – get to the end of the project and the budget is different than expected – had to develop contingencies

*(Sherry) For Rethinking Libraries, I did want to better understand whether their interviews included separate interviews for the public. My read of it made me think that they were going to incorporate invited public into the staff and board interviews. I do think it would be important to speak with those individuals privately.* – Public meetings are separate – Board members and staff are not invited to promote free conversation

Specific questions coming out of the individual RFP

*In the cover letter, you note Rethinking Libraries does not adhere to a specific methodology for strategic planning. What aspects of various planning methods do you encourage be incorporated?* – mentioned Harwood, Aspen, engineering field – aspiration output – wanted to develop a more organic process – conglomeration of many tools seen used in other venues – wanted to avoid staff sitting in a room trying to decide what things to focus on.

*Is the annual work plan update part of this contract or will there be an annual consultant fee for this work?* – ongoing covers follow up meetings in subsequent years

*Please give an example of how you “motivated a library to the next level”. (p6)* – Jennings Co, IN – have done multiple rounds with them – have seen improvements each return – amped up spaces and continued to change thought pattern into how to continue to evolve – ‘Wow’ book mobile – Cataba Co. NC – outreach to underserved communities – book locker in a laundrette – did programming at commercial facility – brought wider focus to a generally underserved community (food desert).

*What is the foundational software for the survey?* – Survey Monkey

*For expenses – Travel includes flights, lodging meals, vehicle rental...anything else? What would you estimate the 3-day onsite visit would run in expenses (ballpark)* – two people on site focus / 3-4 for retreat – staff is spread out across country - \$1,500-\$2,000 focus and for the retreat \$3,000-\$4,000 – happy to set a not to exceed number on travel expenses.

*Who was the key contact for the Saline project? (Mary Ellen Mulcrone or Karrie Waarala?)* – Mary Ellen retired towards the end – Kaarie very familiar

90% of work with public libraries – national firm but primarily mid-west – Detroit regional area been a strong place for their work

Four-person team – providing core services – Rob started eVanced Solutions

Would like the process to be directional and aspirational – roadmap provides detailed action plan – no surprises because everyone has been part of the process

Strategic Planning Retreat – encourage inclusion of staff board, public

Will return for subsequent years work plans

Data – three peer groups – local, national, aspirational

8 to 10 community input sessions – guided conversation – data – provides the basis for the findings book

Can alter without budget changes

Kaarie Waarala (SALN) – very happy with the group, listened to the Library, tailored to the Library’s needs. Got caught in the pandemic and had to put on hold because of the pandemic. Added extra focus group post-pandemic. Likes high level plan that is flexible. Up to Library to come up with deliverables for areas of focus. Good communicators.

Julie Farkas (NOVI) – Excellent – great communicators, wonderful process, would definitely hire again.

### **Michelle’s notes**

ReThinking Libraries – Wednesday, June 14, 2023 at 2:30 pm

Randy Maxey, Janet Nelson, Kathy Stewart, Rob Cullin

Works exclusively with Libraries. 95% of them are public libraries. Michigan is one of their core markets. Only one librarian on the team. “We focus on facilitating NOT deciding”

3 phases: Engage, Envision, Evolve

Engage: project kickoff, information gathering, stakeholder input and analysis (survey and engagement)

Envision: strategic planning retreat, high-level plan development

Evolve: annual work plan creation, implantation and follow-up

8-10 community sessions, don’t take any names

Retreat process – about an hour divided in between two days

Will not have board members or staff members in community discussions/interviews/meetings.

### **Describe the best ways to solicit input from non-users**

Invite them in a different way. Personal invitations and working with community partners. Holding meetings at other locations. Mail postcards to everyone.

### **How much time will you spend in Dexter, on site, in person?**

Tailored to each and every client. More typical client is on site twice: 3 days for community engagement and one day for the retreat session.

### **What do you find most challenging about creating strategic plans?**

Every library and every library community is unique. When you can’t get good communication going.

### **How do you go about identifying how to make room for new ideas in a world that doesn’t have ever expanding resources?**

Missed this answer due to call from Lisa

**Describe a process that went especially well and one that went poorly and what factors influenced those two different outcomes?**

Novi: community engagement was great (2200 surveys back), 30 people at the retreat, board members were really engaged

It seemed like things were going ok until the retreat. Once they delivered the high level plan, the client went radio silent. It felt like the plan couldn't go forward or culminate. The client never really told them what they were looking for and it turned out that they were looking for an innovation plan which they are not really prepared or qualified to create that.

**What is the most unexpected thing that has happened during one of your processes?**

They have been told in the past few years, that they have been told that they were going to have trouble with certain community members, but that never happened. They think it is because of how they structure and run those meetings as just a time to find out what they are thinking.

They get to the end of the process and the budget is completely different than they expected. Just before they got to the retreat session, they found out that their budget had been slashed and there was no way that they would be able to accomplish what came out from the community.

**You mentioned about not following a certain methodology. Which main methodology do your plans usually follow?**

They have just combined a bunch of different ideas and don't really follow any main methodology; it is kind of a compilation of different little tricks that they have picked up over time.

**When you mention follow up and adjusting the annual work plan, is that already billed into the plan or is that a separate price?**

Built into the planning pricing. Not everyone takes them up on it, but they are always there if we wanted to.

**"Motivated a library to the next level" Can you give an example of what you motivated a library to get to a next level?**

James County, IN. One branch serving the whole county. They have done the strategic planning for them multiple times. Each time they come back, they see the library take another step forward. That library incorporated the strategic planning into their daily decisions.

County in NC. Fairly rural county, but they have 8 branches. One of the outcomes of the planning was to do outreach to the underserved communities. They decided to put a book locker in a laundromat. They also added story time during the weekends. Through all of that, the community discovered that they were a food desert and a job desert. That led to discussions in the community of how to help move them forward with those issues.

**What do you guys use as the foundational software for the online survey?**

SurveyMonkey. They do subscribe to the level that allows translations into other languages.

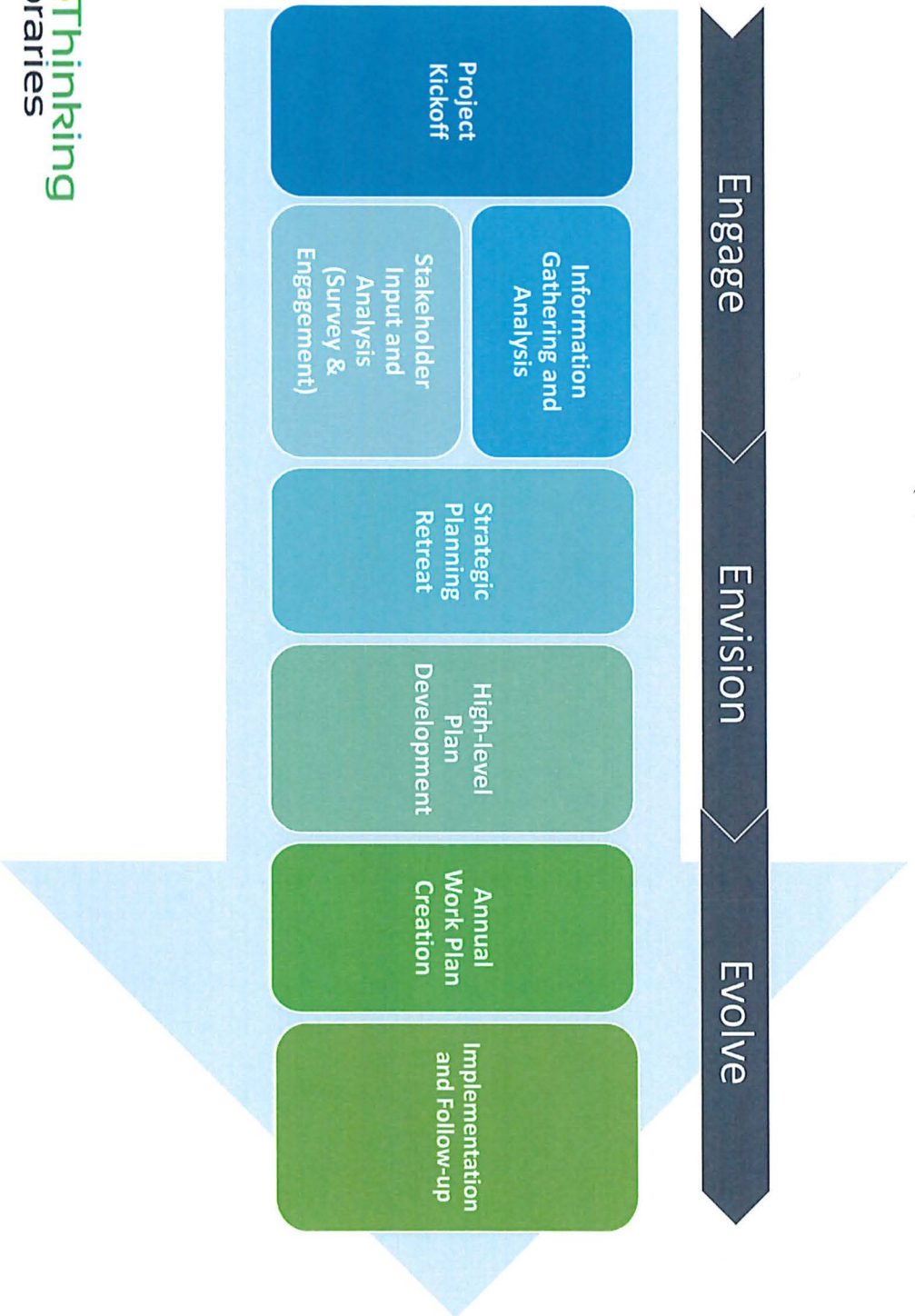
**How many people do you expect to travel for the on-site visits?**

They are Delta people so flights are pretty affordable and flights are pretty available. Generally, 2 people come for the engagement session and then at least 3-4 for the retreat session. \$1500-2000 for the first visit. Should be under \$5000 total for travel expenses. Happy to set a not-to-exceed price for travel if needed.

Meeting ended at 3:44 pm



# Overview of Planning Process



## Notes and Questions for Strategic Planning interviews

### Attain Partners

#### Paul's notes

General questions:

*Describe how you will go about soliciting input from non-users.* – Reaches out to other organizations in the community – great place to start is with young users – community/senior centers, neighborhoods

*How much time (number of visits, length) do you envision on site in Dexter?* – Ideally - beginning (2-3 days) for observation and kick-off meetings; other status update meetings virtually; would come out for focus groups and interviews – better if outside unbiased interviewer was on site – 2-3 additional days

*What would set your firm apart from other firms which submitted responses?* – Community assessment – Trust from management to allow AP team to implement – has a fantastic team behind them to overcome sticky problems – has huge team resources – change management

*What do you find most challenging when preparing strategic plans?* – Getting the relationship established throughout the project. Maintaining the relationship – staying in touch – having steady communication plan

*Many surveys, focus groups, etc. focus on new opportunities, renovating for different uses or expanded services. At the same time, libraries operate on a finite budget. How do you approach balancing the desire for new services and identifying areas that are under-performing?* (May have missed – PM)

*Describe for us a strategic planning process you had with a client (can be anonymous) where the process went extremely well. One that went poorly and what solutions you were able to offer to keep things on track.* – None ever go as planned – flexible approach – always a switch – what is going to work for our group – work to adjust based on client needs – will deliver a meaningful, usable product, period.

*What is the most unexpected thing that has happened during one of your strategic planning processes?* – Lack of communication – admin did not let people on the ground know a consultant was coming in.

#### Questions specific to Attain proposal

*In the introduction, you note “The Library (Dexter) is poised for growth.” Expand on that impression.* – liked amount of background – curious to see how stats rebounded – recognizing revisiting the old strategic plan to see what is reusable – what can still be achieved – is it still needed – good positioning.

*In the opening, Attain notes there is a staff of 225. Will the team for Dexter be Wally, Blake and Michelle?* - Yes

*Page 5 – lists “Typical services provided.” Are there any services listed that follow that deviate from ‘typical?’* – All following is considered typical

*Will all community input be gathered through surveys or will there be any remote or in-person input gathered?* – just a direct link to a survey – doesn't run constantly -

*Please give us an example of how the iterative process may change during the course of the project. Would this lead to a change in cost? – should not affect cost – built into approach – strategy team would be seeing all survey questions and can adapt to feedback*

*(Sherry) For Attain, benchmarking, which I think is unique. I would be interested in hearing more about their benchmarking process. I would also be concerned about the ability of patrons and interested parties to access their survey if they do not have devices that support QR codes. I would also want more information about subcontractors – Don't root everything in benchmarking – looks at community needs – looks for peer groups in collaboration with staff – looks geographically – can look at national level for aspirational issues for ideas to be adapted -*

*Explain where the hourly billing would come into play. – cost proposal overall – would only come into play if something crazy came up (cited architectural services)*

*Your references section refers to academic libraries. Can you provide one for a public library client? Any Michigan clients? – do not have a PL*

*Sample strategic plan at end – Was this the format provided to the client? – Sample was very specific to a client – final product would be branded with more measurable goals*

*Large firm – highlighted multi-story office building. Stressed delivering product – Firm focused on hiring individuals who have worked in the field.*

*In-person introduction – sounded like this was the only in-person visit*

*Mentioned collaborations and partnerships*

*Community engagement plan – Alchemer is online data collection tool –*

*Javascript online survey – discuss*

*SOAR – positive movement forward – all data provided – supplementary exhibits – works with team to determine appropriate peer group for benchmarking*

*Priorities, actions and outcomes will be very specific task oriented – such as 'increase users by 10%'*

*Implementation roadmap – defines roles, accountability, timeline communicates operating priorities*

*Sees project going 6 months*

### **Michelle's notes**

*Attain Partners – Tuesday, June 13, 2023 at 2 pm*

*Blake Norby, lead consultant on the project and a librarian, and Wallace Davis, partner and founding member*

*Management, strategy and technology consulting firm*

*Purchased Library Services business in early 2019*

*Completely rooted in a community assessment. Iterative feedback loop for plan buy in and adoption.*

Four phases:

Planning – in person kick off meeting preferred

Community Assessment – town hall meeting(s), talking to all staff (including pages), one-on-one interviews with key staff, user surveys (paper, web surveys), outreach strategies for non-users, SOAR analysis, we get every bit of information that they collect

Strategic Plan – measurement units for each goal

Implementation Roadmap – will have accountability and communicates operating priorities, roles, and responsibilities

6 months total (holiday closures will affect that if it starts in August or later)

They don't disappear when they deliver the final report; they want to maintain the relationship. They will stay available to us.

**Best way to get input from non-users**

Reach out to other organizations in the community (senior centers, schools, community centers). Get creative based on community and what staff is available and willing to do.

**How many direct visits to Dexter and how long will you be here?**

In ideal world, come out for introductions, kick-off, and observations for 2-3 days. Come out to conduct focus groups and interviews for 2-3 days.

**What sets your firm apart from the other firms who bid?**

Upper management doesn't micromanage. They have a bunch of teams and resources supporting them.

**Most challenging aspect for entities that you just drop into?**

Getting the relationship established and built throughout the entire project. Not bogging things down with a bunch of virtual meetings.

**Extremely well and unexpected examples?**

They never go as planned. Never had a client go completely south. They don't find that acceptable. If a client says that they can't do something, then they find something else. They will deliver something that is actually useable and meaningful.

**Most unexpected thing that has happened?**

Lack of communication so the people they were supposed to work with had no idea who they were or what they were supposed to be doing

**Proposal says that we are poised for growth. Where did this come from?**

Details in proposal. The bounce back for circ stats after covid is the biggest thing that they are basing that on and they would really like to know how we achieved that.

**Where would hourly billing come in?**

They estimated how many hours it would take for them to complete the work and used their billing rates to calculate the proposal cost amount.

**Do you have any public library references?**

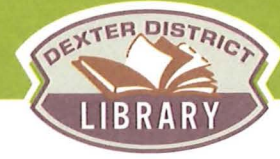
No

**Do you have any Michigan client references that they can point us to?**

Probably not

**Is the provided example document approximately what is delivered to the Board?**

It is more branded with more measurable goals. They had to remove all of the branding and pictures to make it anonymous.



June 20, 2023

Daniel Eichinger, Director  
Michigan Department of Natural Resources, Executive Division  
P.O. Box 30028  
Lansing, MI 48909

Dear Mr. Eichinger,

Please accept this letter of endorsement for the City of Dexter's "Mill Creek Park North Playground project." This area is directly behind the Dexter District Library's property.

Over the years, Mill Creek Park North has seen a significant increase in use. Further development will enhance citizens' opportunities to stay active, enjoy the outdoors, develop a greater appreciation of the City's natural beauty and serve as a magnet, drawing people to the downtown commercial district.

During my time as director of the Library, Mill Creek Park North has seen significant transformation. Originally, this area was little used and relatively unknown by the community at large. It would be uncommon to see more than a couple of people use the park during a given month. The City has been able to remove an old dam which blocked the free flow of Mill Creek, added pedestrian and bicycle paths, improved pedestrian access to the City and helped make Dexter a destination for residents of greater Washtenaw County who look for outdoor activities. This has led hundreds of people to take advantage of the park on a weekly basis.

Enhancing the dynamism of this area will continue to stimulate interest in Dexter, help support the downtown economy and further the enthusiasm of our local residents to spend time in communal settings. The Library frequently makes use of the park space as part of our programming and these enhancements will help further support our mission in the community. I hope the Department of Natural Resources will consider funding the City of Dexter's grant request. Please feel free to contact me at the Library if I can provide further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul McCann".

Paul McCann, Library Director

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**Re: Request for Letter of Support - City of Dexter**

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**From :** Paul McCann <pmccann@dexter.lib.mi.us> Wed, Jun 21, 2023 11:06 AM  
**Subject :** Re: Request for Letter of Support - City of Dexter 5 attachments  
**To :** Joshua Tanghe <jtanghe@dextermi.gov>  
**Cc :** jbreyer <jbreyer@dextermi.gov>

Hi Josh,

Please find the revised letter attached. The letter is being provided to assist the City in receiving the grant funding, but the Library does have concerns about the project as proposed.

The layout for the playground eliminates the majority of the green space near the current play structure. The Library has used this area for a variety of events in the past such as whiffle ball, kickball, Quiddich matches, etc., where children need space to run around. I am also aware that the local fly fishing group has also used this area for programs and casting training. The green space has also been used to expand Dexter Daze offerings. The expanded playscape and hillside will be a different kind of attraction and have value, but also curtail the ability to have activities which require open space. It should be recognized that the Library will have to alter or eliminate some offerings if the open space is consumed by improvements.

Of more concern is the suggestion for hammock structures in close proximity to the Library. I am attaching pictures of our most recent summer reading kickoff program. As you can see, the Library terrace is a great space for a performer to project out into a crowd that is utilizing the green space in the park. The Library drew a large crowd this past Monday. We estimate over 300 parents, children, caregivers and seniors attended this event. We expect similar crowds for events throughout the summer. Placing permanent structures close to the Library's property will impinge on viewing areas and lessen the effectiveness of the outdoor programming space. Additionally, while we did see teens using hammocks during the early stages of the pandemic, this fad seems to have passed last summer and we noticed a significant drop off in hammock users stringing up between existing trees in the park.

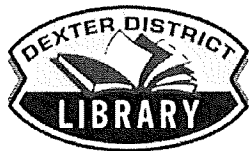
The park improvement plan also puts additional pressure on Library maintenance at the rear of the building. While neither you nor Justin were here, in 2002, at that time sitting City officials opposed a previous plan for a new Library with the main concern that the Library be in a downtown location. After two and a half years of research and property negotiation, the Library was able to find space in the Central Business District to build the existing facility. However positioning of the building was not easy and our current location is a direct result of City officials opposing other options. With that in mind I need to ask that the City maintain, in perpetuity, a grassy path for the Library to move heavy equipment (specifically person lifts) through the park to access the rear of the Library building. As the park is further developed and grassy areas are eliminated, the chances of damage to the park paths increase. The Library complies with the permitting process to move heavy equipment through the park, but weight damage to grass is infinitely more affordable to repair than seeing a several ton piece of equipment crack concrete pedestrian paths. Maintaining a grassy pathway from the

parking area to the rear of the Library will help us both avert damage and potentially lengthy or expensive repairs. Of specific concern in the Smith Group renderings is the addition of a concrete path between the existing path paralleling the creek and connecting to the playscape. This introduces an additional obstacle which the heavy equipment would need to traverse and potentially damage. In all renderings, the playscape area has accessible concrete paths from the bottom of the stairs and the restroom area. Eliminating the proposed path between the creekside path and the playscape would help preserve more green space and help avoid damage.

Please feel free to share this information with Justin, the Parks Commission and the Council as plans move forward. These concerns were expressed at the initial public hearing regarding development of Mill Creek Park North. While we would love to see use of the park continue to increase, please note the current Library location is in large part due to the actions of previous City government officials and we expect consideration of our ongoing programming and maintenance needs to be included in a final plan. The Library expects to welcome over 125,000 visitors to the downtown area during our current fiscal year. A large part of our popularity is due to the programming we provide and our ability to maintain a top notch facility. Please keep the value the Library brings to the economic development of the downtown Central Business District in mind as you develop your plans.

Feel free to contact me with any questions.

Best regards,  
Paul McCann



Paul McCann  
Library Director  
Phone: 734-426-4477  
Fax: 734-426-1217

Dexter District Library  
3255 Alpine St.  
Dexter, MI 48130  
[www.dexter.lib.mi.us](http://www.dexter.lib.mi.us)

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**From:** "Joshua Tanghe" <[jtanghe@dextermi.gov](mailto:jtanghe@dextermi.gov)>  
**To:** "Paul McCann" <[pmccann@dexter.lib.mi.us](mailto:pmccann@dexter.lib.mi.us)>  
**Sent:** Tuesday, June 20, 2023 2:34:08 PM  
**Subject:** Re: Request for Letter of Support - City of Dexter

Hi Paul,

All in all, the letter looks great! The only change I may offer is referring to the project as the "Mill Creek Park North Playground project". We have the project listed as that in the DNR Spark grant system and it would keep the project name consistent. Also, I think there is a spare comma in the first sentence.

Thank you so much for working on this for us. We appreciate the Library's support for the project!

On Tue, Jun 20, 2023 at 1:57 PM Paul McCann <[pmccann@dexter.lib.mi.us](mailto:pmccann@dexter.lib.mi.us)> wrote:  
Hi Josh,

Let me know how the attached works for the park improvement endorsement.



Thanks,  
Paul



Paul McCann  
Library Director  
Phone: 734-426-4477  
Fax: 734-426-1217

Dexter District Library  
3255 Alpine St.  
Dexter, MI 48130  
www.dexter.lib.mi.us

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**From:** "Joshua Tanghe" <jtanghe@dextermi.gov>  
**To:** "Paul McCann" <pmccann@dexter.lib.mi.us>  
**Cc:** "Justin Breyer" <jbreyer@dextermi.gov>  
**Sent:** Friday, June 9, 2023 5:10:27 PM  
**Subject:** Request for Letter of Support - City of Dexter

Hi Paul,

I am reaching out to request a letter of support from the Dexter District Library regarding Dexter's application for the DNR Spark Grant Program that will go toward the renovation/construction of a new playground located in Mill Creek Park North in Downtown Dexter along the County Border-to-Border Trail. With this project, the City is hoping to accomplish the following:

- Provide greater ADA accessible recreation options for children of various mobility situations
- Create a multi-faceted playscape along the County B2B Trail that will become a regional recreational destination
- Utilize the natural landscape of the park to create a unique play area that incorporates the slope that is found in the park
- Expand recreational opportunities for children of all ages that maintains the natural beauty of the park
- Create greater play opportunities for children serviced by Dexter Community Schools

The grant's primary goal is to assist communities that have been impacted by COVID to create/renovate/improve recreational opportunities within the community that benefit the residents as well as the region. With this grant, we know that the City can effectively meet this goal with the project taking place in Mill Creek Park North.

With this project fulfilling a portion of our Recreation Master Plan and having received community feedback via our recently completed 2022 community survey, we have utilized this feedback, our park consultant, SmithGroup, and our Parks & Commission meetings this year to take the necessary steps toward completing this project.

Below I have attached links to a few resource to provide additional information on the subject:

- [Dexter Recreation Master Plan](#)
- [DNR Spark Grant Program Information](#)

I have also attached a Parks & Rec packet item that includes items we utilized in our Parks & Recreation Commission discussion and our most recent Mill Creek Master Plan presentation from SmithGroup.

I want to thank you in advance for your support and will be happy to answer any and all questions you may have. If you need additional information, please feel free to contact me. With the deadline for the grant being June 26th, we would kindly request a letter by the morning of June 23rd. If you have any questions at all, please feel free to contact me at any time and I'd be happy to provide more information.

--

Josh Tanghe  
Assistant to the City Manager  
City of Dexter  
3515 Broad Street  
Dexter, MI 48130  
Office: (734) 426-8303  
Direct: (734) 580-2229  
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# JULY 2023 - YOUTH PROGRAMS



SUN	MON	TUE	WED	THU	FRI	SAT
In-Person Programs May Require Registration * Check Our Website Calendar Of Events						1
2	3 Drop-In Story Time Ages 5 & under 10:30 am - 11:00 am Outside	4  Library Closed	5 Ice Cream Social 11:00 am-1:00 pm Outside DDL Library card holders Drop-In Crafts All ages 11:00 am - 1:00 pm	6 Drop-In Story Time Ages 5 & under 10:30 am - 11:00 am Outside	7  Drop-In Drummunity All Ages 11:00 am - 12:00 pm	8 Drop-In Bluey Bash Ages 5 & under 1:00 - 2:00 pm 
9	10 Drop-In Story Time Ages 5 & under 10:30 am - 11:00 am Outside	11 Drop-In Suncatcher Craft All Ages 10:00 - 11:00 am Drop-In Lego Club Grades K-8 4:30 - 5:30 pm	12 Radical Robots Grades K - 4 Session 1: 1:00-2:00 pm Session 2: 2:30-3:30 pm Registration Required 	13 Drop-In Story Time Ages 5 & under 10:30 am - 11:00 am Outside Club Create Book Club Grades 1 & 2 2:00 pm - 2:45 pm REGISTRATION REQUIRED	14 Big Truck Day All Ages 10:00 am - 12:00 pm Outside 	15
16	17 Drop-In Story Time Ages 5 & under 10:30 am - 11:00 am Outside	18 Drop-In Wings of Fire Party Grades K - 8 2:00 - 3:30 pm	19 	20 Drop-In Story Time Ages 5 & under 10:30 am - 11:00 am Outside	21 Drop-In Baffling Bill the Magician All Ages 11:00 am - 12:00 pm Outside	22 Drop-In Makerspace Grades K - 8 11:00 am - 12:00 pm
23 	24 Drop-In Story Time Ages 5 & under 10:30 am - 11:00 am Outside	25 Drop-In Stuffed Animal Play Date Ages 5 & under 10:00 - 11:00 am Super Stories Book Club Young Fives & K 2:00 pm - 2:45 pm REGISTRATION REQUIRED	26 Science Alive Live Animal Program Grades K - 4 Session 1: 10:00-11:00am Session 2: 11:30am-12:30pm Registration Required	27 Drop-In Story Time Ages 5 & under 10:30 am - 11:00 am Outside All Star Readers Book Club Grades 3 & 4 2:00 pm - 3:00 pm REGISTRATION REQUIRED	28 Drop-In Kevin Devine Outdoor Concert All Ages 11:00 am - 12:00 pm	29 
30	31 Drop-In Story Time Ages 5 & under 10:30 am - 11:00 am Outside				Dexter District Library * 3255 Alpine Street Dexter MI 48130 (734) 426-4477 * <a href="http://dexter.lib.mi.us">dexter.lib.mi.us</a>	



# JULY 2023 - TEEN & TWEEN PROGRAMS

SUN MON TUE WED THU FRI SAT

In-Person Programs May Require Registration  
Check Our Website Calendar Of Events

2	3	4	5	6	7	8
		 Library Closed	5 Ice Cream Social 11:00 am-1:00 pm outside DDL Library card holders  Drop-In Crafts All ages 11:00 am - 1:00 pm	6 Humane Society Presentation and Shelter Dog Visit Grades 5 - 12 3:00 - 4:00 pm Registration Required		MILIBRARYQUEST  SURVIVE TOGETHER NOW
9	10	11	12	13	14	15
	10 Crime Lab Grades 5 - 12 1:00 - 2:30 pm Registration Required		12 Game Night & Pizza Party Grades 5 - 12 6:30 - 8:00 pm Registration Required	13 Teen Advisory Group Grades 7 - 12 1:00 - 2:00 pm Registration Required		
16	17	18	19	20	21	22
	17 Special Effects Makeup Workshop Grades 5 - 12 2:00 - 3:30 pm Registration Required	18 Drop-In Wings of Fire Party Grades K - 8 2:00 - 3:30 pm				22 Drop-In Makerspace Grades K - 8 11:00 am - 12:00 pm
23	24	25	26	27	28	29
		25 TWEEN BOOK CLUB GRADES 5 & 6 1:00 - 2:00 pm Registration Required	26 Michigan Monsters & MiLibraryQuest Grades 5 - 12 3:00 - 4:30 pm Registration Required		28 Mini Catapult Challenge Grades 5 - 12 2:30 - 3:45 pm Registration Required	

30  
31  
DIY Neon Signs  
Grades 5 - 12  
2:00 - 3:15pm  
Registration Required



Dexter District Library \* 3255 Alpine Street \* Dexter MI 48130 \* (734) 426-4477  
\* dexter.lib.mi.us



# Dexter District Library Adult Programs

July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<p>It's not too late to sign up for the Adult Summer Reading Program!</p> 		<p><b>Wednesday, July 12 at 7:00 pm</b>            Claire Evans presents:  <b>James Herriot: The Simple Life of the World's Most Famous Veterinarian</b>            7:00 pm on Zoom. Registration.</p>		<p><b>Card Making with Katherine Willson</b>            Choose <u>one</u> session:            July 17 at 6:00 pm            July 19 at 9:30 am            Registration required.</p> 		<p>1            NO book sale this month. Next sale August 11-12.</p>	
2	3	<p><b>JULY 4TH</b>            LIBRARY CLOSED</p>	5	6	7	<p>8    <b>Mindful Meditation</b>            9:30 am</p>	
9	<p>10 <b>Library Board Meeting – 7:00 pm</b>            Open to the public</p> <p><b>Somewhere in Time Book Club, 7:00 pm</b></p>	<p>11 9:00 AM </p>	<p>12 <b>James Herriot: The Simple Life of the World's Most Famous Vet</b>            7:00 pm on Zoom            Registration</p>	<p>13 6:00 PM </p> <p><b>Gentle Restorative Yoga: 9:30 am</b>            Registration</p>	<p>14 <b>Friday Night Movie – 6:00 pm:</b>  <b>5000 Blankets</b>            Starring Anna Camp            Registration</p>	15	
16	<p>17 <b>Card Making with Katherine Willson</b>            6:00 pm            Registration required</p>	18	<p>19 <b>Card Making with Katherine Willson</b>            9:30 am            Registration required</p>	<p>20 <b>Yoga: 9:30 am</b>            Registration</p> <p><b>Better Off Read Book Club, 1 pm</b></p>	<p><b>Friday, July 21 at 1:00 pm</b>  <b>Afternoon Movie for Adults:</b>  <b>In the Heights</b>            From the creator of <i>Hamilton</i>            Directed by Jon M. Chu            Registration.</p> 		
23	<p><b>Monday, July 24 at 7:00 pm</b>  <b>We Can Do It! Rosie the Riveter &amp; Willow Run</b>            Hear the incredible history of the Willow Run B-24 Bomber Plant and the dramatic and vital roles played by women. Registration suggested.</p> 		<p>26 <b>Cooking on the Grill with Mary Spencer</b>            7:00 pm - Zoom            Registration</p> 	<p>27 <b>Gentle Restorative Yoga: 9:30 am</b>            Registration</p>	28	29	
30	<p>31 <b>Hamlett Lavender Farm: Lavender Sugar Scrub</b>            Make-n-take a lavender sugar scrub that is great for your skin.            6:00 pm. - Registration required.</p>	<p><b>Coming August 2</b>  <b>Historian Jim Craft presents: The Chautauqua Movement</b></p>		<p> 3255 Alpine Street            Dexter, Michigan 48130            734-426-4477 · dexter.lib.mi.us</p>			<p> <b>Computer Class:</b>            Registration Required</p>

## Free Technology Classes



### One-on-One Technology Help

1:00-3:00 PM Thursday, Jun. 29  
6:00-8:00 PM Thursday, Jun. 29  
1:00-3:00 PM Thursday, Jul. 27  
6:00-8:00 PM Thursday, Jul. 27  
1:00-3:00 PM Thursday, Aug. 31  
6:00-8:00 PM Thursday, Aug. 31



### Downloadable Library Content

9:00 AM Tuesday, Jun. 13  
6:00 PM Thursday, Jun. 15



### iPhone, iPad, and Apple Watch

9:00 AM Tuesday, Jun. 20  
6:00 PM Thursday, Jun. 22



### Android Phones and Tablets

9:00 AM Tuesday, Jul. 11  
6:00 PM Thursday, Jul. 13



### Getting the Most out of Your Smart Phone

9:00 AM Tuesday, Aug. 1  
6:00 PM Thursday, Aug. 3



Registration is required for all these events.  
Sign up at the Adult Reference Desk or  
online at [dexter.lib.mi.us/events](http://dexter.lib.mi.us/events)