

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

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

- 1) Call to order, attendance and introductions (7:00 pm)
- 2) Approval of agenda – **action item**
- 3) Oath of Office, Committee Assignments and Election of Officers – **action item**
- 4) Approval of minutes from the August 29, 2022 Budget Hearing and Board meeting – **action items**
- 5) Public comment
 - Prearranged public comment – none
 - General public comment
- 6) Consent agenda – **action item**
 - Library Director's narrative report
 - Friends of the Library Report (contained in Director's narrative report)
 - Balance sheets
 - Michigan CLASS report (to be distributed at Board October meeting)
 - Library statistical report (to be distributed at Board October meeting)
 - Committee meeting minutes (no committee meetings in September)
 - Items from Legislature, MLA, TLN, AAACF, local municipalities
 - Patron comments
- 7) Treasurer's Report (7:20 pm)
 - Approval of bills paid during September 2022 – **action item**
 - Budget changes - none
 - Reimbursement – none
- 8) Administrative Items (7:40 pm)
 - Anniversaries - Youth Reference Librarians: Amy Hyde (6 years) and Xanthe Muller (1 yr. – **action item**); New Hire – Youth Reference Librarian: Elizabeth Stauch – **action item**; Resignation - Library Page: Sarah Burns
- 9) Old Business (8:00 pm)
 - Millage renewal
 - Board terms
 - Discussion of joint programming
 - Schindler Elevator service
- 10) New Business (8:30 pm)
 - Genealogical Society of Washtenaw County
 - Altech repair proposal – **action item**
- 11) Public comment
- 12) Board member comments
- 13) Adjourn (8:59 pm)



Dexter District Library
Board of Trustees
Public Budget Hearing Meeting Minutes
August 29, 2022
6:30 p.m.

Budget Hearing details were publicized in the Sun Times News and on the Library's website.

Members Present:

- Sherry Simpson
- Shelly Vrsek

Members Absent:

- Barbara Davenport
- Cassy Korinek
- Jim LaVoie
- Donna Palmer
- Rosemary Quigley

Others Present:

- Paul McCann, Library Director
- Kim Swoverland, Recording Secretary

The 2022-2023 Budget Hearing was called to order at 6:35 p.m.

The Budget Hearing agenda was presented with no changes or additions.

The 2022-2023 fiscal year budgets for General Operations and Debt Service were presented for public comment. The 2022-2023 fiscal year L-4029 Millage Rate Request Forms for Washtenaw and Livingston Counties were presented for public comment.

No members of the public were present to offer comment and the public budget hearing was deemed adjourned by consensus at 7:00 p.m.

Respectfully submitted,

Kimberly Swoverland,
Recording Secretary



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

August 29, 2022
7:00 p.m.

Members present: Barbara Davenport, Martha Gregg, Cassy Korinek,
Jim LaVoie (entered at 7:55pm), Rosemary Quigley,
Sherry Simpson, Shelly Vrsek

Members absent: Donna Palmer

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

President Vrsek called the meeting to order at 7:05 p.m. and began by formally recognizing this would be Trustee Rosemary Quigley's final meeting, after serving 30 years on the Library Board. The Board expressed their appreciation for Quigley's longstanding dedication.

Vrsek called for additions/changes to the presented agenda. Quigley moved to approve the meeting agenda as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the August 1, 2022 regular Board Meeting. No corrections were requested. Simpson moved to approve the minutes from the August 1, 2022 regular Board Meeting as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: None.

Consent Agenda: Vrsek called for consideration of the Consent agenda, including the following: Library Director's narrative report, Friends of the Library report, Balance Sheets, Committee meeting minutes and Items from MLA. Gregg moved to approve the Consent agenda. Second by Simpson. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Treasurer's Report: McCann presented the current Treasurer's report. McCann requested Board input as to CD renewals while the interest rates remain so low, versus moving funds into MI CLASS with its much higher interest rates. The Board would be supportive of some CDs, but not all, to be moved into MI CLASS with the Finance Committee's recommendation. McCann will have the topic on the next Finance Committee's meeting agenda. The paid bills for the month of August were reviewed. Gregg moved to approve the bills paid during the month of August 2022. Second by Quigley. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Budget Changes: None.

Reimbursements: None.

Circulation Statistics: Statistical charts for the month of August 2022 were not available for review due to the timing of the meeting, but were provided at a later date, and are as follows:

August 2022	
Circulation Statistics	August
Adult Books	4428
Young Adult Books	992
Children's Books	10637
Magazines	119
DVD	1945
Books on CD	446
Music CD	223
Realia/Objects/Equip	52
Overdrive	3391
hoopla	1936
Kanopy	471
Renewals via web	1232
Auto-renewals	10396
In-House	2240
Total	38508
Library visits	12586
Reference questions	2363
Items withdrawn	771
New items added	906
Total holdings	113657
New cards issued	108
Total card holders	11509
Internet usage	1858
Museum/Park Pass	19
Web site visits	10002
Program attendance	687
Fax	22
ILL lent out	1938
ILL borrowed	2626
In-house renewals	463
Unique borrowers	2041

Personnel: Library staff reaching their anniversary date of hire at the end of August, and September include Library Assistants Meg Rittinger (8yrs), Jill Hall-Brown (12yrs) and Melissa Shaieb (3yrs) and Circulation Supervisor Mary Graulich (28yrs), all of which had wage increases included with the January 2022 wage rate adjustments, therefore no Board action was necessary. Teen/Tween Librarian Mollie Hall and Library Assistant Abbey Dinsdale will also have an anniversary in September in promoted positions, with their wage rate increase on hold for their 1-year anniversary and needing Board approval. Simpson moved to approve raising M. Hall's annual salary to \$46,800 and A. Dinsdale's hourly rate to \$12.50, effective on their respective dates of promotion. Second by Davenport. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

LaVoie entered the meeting at 7:55 p.m.

Personnel, continued: Recent resignations include Youth Reference Librarians, Anna Hinkley and Jennifer Schultz, and Library Pages Eliza Colby and Olivia Fitzgerald. Additionally, the Library will be hiring two new Library Pages, Anna Nickerson and Isabel McCleary, and a new Administrative Assistant, Michelle Joppeck. Quigley moved to approve the new hires for A. Nickerson and I. McCleary at starting wages of \$9.87/hr. and to approve the hiring of M. Joppeck at a starting annual salary of \$44,000. Second by LaVoie. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

Old Business: McCann reviewed the upcoming millage renewal vote slated for the November election. Volunteers from the Friends of the Library group have formed an election committee and will be making phone calls in the coming months to encourage people to vote. For expiring board terms, Scio Township has re-appointed Barbara Davenport, and Webster Township has re-appointed Shelly Vrsek and Sherry Simpson, all for 4-year terms through September 30, 2026. Dexter Township has not yet taken any action for their 2 expiring appointee terms. For joint programming requests, McCann summarized the intentions of the Policy Committee for possible future Board approval, but it is currently a work-in-progress and will take some time. Regarding Library drinking fountains, the Facilities Committee presented a proposal for the main floor drinking fountain to be replaced with a new bi-level unit with a bottle filler feature. The Board was in support of this upgrade. Simpson moved to approve Ken Cook Plumbing & Heating, Inc to replace the main floor drinking fountains with a new bottle-filler unit as presented at an estimated cost of \$2770.00. Second by Korinek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

New Business, Resolution to Adopt the 2022-2023 Fiscal Year Budget: The Board held a Public Budget Hearing immediately preceding the regular Board Meeting, with no members of the public making comment or having questions. The printed resolution to adopt the 2022-2023 fiscal year budget was read by Secretary Davenport. Quigley moved to adopt the foregoing resolution. Second by LaVoie. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried. See addendum for full text of the resolution.

New Business, Approval of the 2022 L-4029 Millage Rate Request Forms: Simpson moved to approve the 2022 L-4029 Millage Rate Request Forms for both Washtenaw and Livingston Counties as presented. Second by Gregg. A roll call vote was taken. Davenport=aye, Greg=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

New Business, Schindler Elevator: McCann presented a proposal from Schindler Elevator Corporation for the removal and replacement of the hydraulic oil contained within the working components of the Library's elevator. Replacement of the oil is recommended to be done every 10 years. Trustees has questions regarding the cost of the proposal. McCann will do some research and bring his findings back to the Board.

Public Comment: None.

Board Member Comments: The Board again expressed their appreciation to Rosemary Quigley for her 30 years of service to the Dexter District Library.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by consensus at 8:45pm.

Respectfully submitted,

Barbara Davenport,
Secretary

Kimberly Swoverland,
Recording Secretary

**BOARD OF TRUSTEES
DEXTER DISTRICT LIBRARY**

**RESOLUTION TO ADOPT BUDGET
(GENERAL APPROPRIATIONS ACT)**

At the regular meeting of the Board of Trustees of the Dexter District Library, County of Washtenaw, held in the Library on the 29th day of August, 2022, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members DAVENPORT, GREGG, KORINEK, LAVOIE, QUIGLEY, SIMPSON, VRSEK

ABSENT: Members PALMEK

The following preamble and resolution were offered by Member QUIGLEY and supported by Member LAVOIE:

WHEREAS, the District Library is established under the District Library Establishment Act, 1989 PA 24 ("DLEA");

WHEREAS, pursuant to Section 12 of the DLEA, the District Library Board is responsible for the expenditure of district library funds;

WHEREAS, the District Library Board desires to adopt the budget according to the provisions of the Michigan Uniform Budgeting and Account Act 1968 PA 2; and

WHEREAS, the District Library Board has determined to hold a public hearing and to adopt the budget for the District Library for the October 1, 2022 to September 30, 2023 fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title

This resolution shall be known as the Dexter District Library General Appropriations Act.

Section 2: Chief Administrative Officer

The Library Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation (The Sun Times News) on August 11 and August 18, 2022, and a public hearing on the proposed budget was held on August 29, 2022.

Section 5: Estimated Revenues

Estimated library Operational Fund revenues for the fiscal year October 1, 2022 to September 30, 2023, including a voter-authorized millage of 1.0788 mills and various miscellaneous revenues, shall total \$1,664,820. The Library shall also levy an additional 0.36 mills for debt service, generating an additional \$586,500.

Section 6: Millage Levy

The Dexter District Library Board shall levy and collect the general property tax on all real and personal property within the Dexter District Library district upon the current tax roll an amount equal to 1.4388 mills as authorized under state law and approved by the electorate. The purpose of such millage levy is for all district library purposes authorized by law.

Section 7: Estimated Expenditures

Estimated library fund expenditures for fiscal year October 1, 2022 to September 30, 2023 for the various library activities (line-items) are as follows: \$1,744,282 for operational purposes and \$589,120 for debt service.

Section 8: Adoption of Budget by Reference

The general library fund budget of the Dexter District Library is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act (See attached Exhibit A).

Section 9: Adoption of Budget by Line Item

The Board of Trustees of the Dexter District Library adopts the fiscal year library fund budget by line item. Library officials responsible for the expenditures authorized in the budget may expend Library funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

Section 9(a): Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various line items without prior board approval, if the amount to be transferred does not exceed \$5,000 or 10% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfers made and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Library Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Library Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and any policy that may apply to any responsible employee.


Section 15: Board Adoption

Motion made by QUIGLEY, seconded by LAVOIE to adopt the foregoing resolution. Upon roll call vote, the following voted aye: DAVENPORT, GREGG, KORINEK, LAVOIE, QUIGLEY, SIMPSON, VRSEK. The following voted nay: NONE. PRESIDENT VRSEK declared the motion carried and the resolution duly adopted on the 29th day of August 2022.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF WASHTENAW)

I, the undersigned, the duly qualified and acting Secretary of the Dexter District Library, Washtenaw County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board at a special meeting held on the 29 day of August, 2022 at 7:00 p.m.


Secretary

Director's Report

October 2022 Library Board Meeting

Administration

The previous Board meeting was held on August 29, 2022. This served as the September meeting and allowed for adoption of the budget resolution and approval of the L-4029 millage rate request forms for the December 2022 tax collection. This is the basis of the funding for the 2022-23 fiscal year, running from October 1, 2022 through September 30, 2023.

The Library was closed Sunday and Monday, September 4 and 5 in observance of Labor Day. The month of September also saw a number of staff taking vacation time in order to avoid losing hours at the end of the fiscal year. This, combined with personnel departures, made for tight staffing during the month.

Subsequent to the Board meeting, the 2022 L-4029 forms were scanned and e-mailed to all the appropriate township clerks and county departments. Some minor follow-up was necessary with some of the smaller townships, but notification of receipt was received from all municipalities and the Library's millage should be reflected on the tax bills for properties within our service area.

As we start the new fiscal year, the Flexible Spending Plan with TASC has been set up for all qualifying employees. This is the supplemental funding for employees to cover expenses related to co-pays, optical, dental, etc. The Library annually contributes \$500 per employee. Employees may opt to deduct up to an additional \$1,200 per year for medical FSA expenses. All data was entered and it appears to be set up properly, but we are awaiting final confirmation prior to the October 7 check run.

There has been no movement on Trustee appointments from Dexter Township. The Library has confirmed reappointments of Shelly Vrsek and Sherry Simpson from Webster Township and Barbara Davenport through Scio Township. Dexter Township was contacted in July regarding Rosemary Quigley's retirement and Jim LaVoie's interest in being reappointed. A review of the Dexter Township minutes and agendas to date does not reflect this issue has been discussed. I contacted Township Supervisor Diane Ratkovich personally in August to check on progress. I have an additional call out to her. I also contacted eight Dexter Township residents who are known Library supporters to let them know of the vacancy created by Rosemary's retirement and encouraged them to contact the Township if they had interest. A number of them responded noting personal commitments that would not allow them to dedicate the necessary time to the position, but hopefully, this would help the Township expedite the appointment process.

The piano was tuned ahead of the Grandparent's Day and KinderConcert events. Unfortunately, the Grandparent's Day concert, scheduled for Sunday, September 11, was canceled by the presenter due to COVID related issues among performers. We remain concerned for the health of our regular piano tuner, Ron Harris. Repeated attempts to contact him have been unsuccessful and a substitute tuner was secured through King's Keyboards in Ann Arbor. King's also noted their concern for Ron.

Several mechanical issues were discovered during the month and are discussed in the maintenance section of the report.

The Library has experienced several incidents of graffiti centered at the emergency exit from the lower level to the terrace. Matt has removed and repainted the area, but additional surveillance may be necessary as the graffiti has returned. This is a fairly hidden area on the Library grounds. A report was filed with the Sheriff's office.

Interviews for a Youth Reference position were completed during the month and the Library has hired Liz Stauch for the position. Final approval will be pending a Board motion at the October meeting. Liz has recently relocated to Ann Arbor from Troy, Michigan and has previous experience at both the Ann Arbor District and Saline District Libraries.

The Finance Committee will need to review the overall payroll structure this fall. It does not appear that a new, minimum wage issue will be on the November ballot. However, the Court of Claims decision from summer 2022, invalidating the amendments to the 2018 Michigan Improved Workforce Opportunity Wage Act, MCL 408.931 et seq. and the Michigan Paid Medical Leave Act MCL 408.961 et seq., will be effective as of February 19, 2023. This raises the minimum wage to \$12.00 per hour. The court decision is stayed until February in order to give employers time to adapt to the changes. I am still gathering both comparative wages as well as trying to interpret the Court of Claims decision.

The Genealogical Society of Washtenaw County put out a message to a Library discussion list, noting their need for a new home. I responded back to get additional information. The list of their needs/wants is included in the Board packet. The Board can briefly discuss the issue and determine whether it is a topic for further research by the Facilities Committee or, if based on the initial information, it is not something we want to pursue.

On September 20, there was a lightning strike to a tree on the far side of the retaining wall. This strike sheared off a limb and caused some damage to a couple of cars parked in the lot. One car belonged to a staff member and the other to a patron. The fire department responded and cut the limbs off of the cars. Both cars were drivable. The staff car was almost totaled and is in line for approximately \$13,000 in repairs, but the staff member has a \$100 deductible. In discussing the event with our insurance company, they noted that this was not a matter of coverage from our insurance. The tree also has some insect damage at the base and will be completely taken down. The Board should discuss whether the Library would like to cover the employee's deductible. The tree was completely removed on September 30.

We are getting very pinched on records storage space. In an effort to comply with State records retention guidelines, make finding information in older records as easy as possible and facilitate any future FOIA requests, we have obtained a quote for an OCR scanner add on for the main office copier. This will allow staff to scan documents into a word searchable format. Kim Swoverland and Michelle Joppeck have been identifying good candidates for this type of scanning. Storing these in an electric format will allow us to dispose of the paper records and save space. The cost for the module is \$745 and will last the life of the current lease – five years.

The Board will need to discuss the boiler repair estimate from Altech. There has been some uneven heating in the building. We had Altech out to check why some zones were not reaching temperature. Through an examination of the system, the main issue identified was the replacement of the expansion tank. The work on the relief valve on boiler #1 is relatively minor. There has been a slow leak from this valve for some time. Located behind the boiler, this was not evident and the seepage was not so great

as to be noticeable. Given that we are entering the new fiscal year, I would suggest we fund this from 101-901-971 – Capital Repairs Annual, rather than either the building or equipment repairs lines. The \$10,521.36 cost would be a major hit to the budget in October and utilizing fund balance would allow for more regular expenditures throughout the year from the standard budget lines. This would require a budget change, which can be accomplished after the work is finished and the check cut.

Friends of the Library

The Friends of the Library met on Tuesday, September 27. They initially had a quorum, but an early exit dissolved the business meeting. The Friends discussed the efforts they are engaged in to support the Library's millage issue.

Youth Department

The Youth Department has started the fall programming line-up, offering drop-in programs as well as some programs that require registration. Three youth book clubs for kids from young 5s to 4th graders had a combined in-person attendance of 32 people. In-person Story Time has been very popular. The Library is offering six sessions a week for kids ages 5 and younger. On Mondays and Thursdays, we are offering Drop-In Story Time. On Tuesdays and Wednesdays, we have one session of Toddler Story Time and one session of Preschool Story Time, which require registration. Our first week saw a total Story Time attendance of 123 people (53 families).

Two additional programs for ages five and younger were offered this month. Two sessions of Bob-a-Loo Preschool Movement program was held outdoors. The combined attendance of both sessions was about 90 people (28 families). KinderConcert also performed the following week. There were 38 people in attendance for that drop-in program.

For the school-age kids we had our first Chess Club the other night and 17 kids had a lot of fun playing chess. A drop-in Makerspace program on September 29 attracted 12 children.

Mollie Hall offered five tween/teen programs this month, all in-person. David Zinn was the most popular event with 30 people attending. The rest of the programs had a combined total of 16 attendees. We also had about 50 fifth graders visit the Library for their field trip.

The virtual Page Turner Adventure offered during our Summer Reading Program was accessed 44 times with an Average Site Session Duration of 7 minutes 13 seconds.

Adult Department

In September, the department offered 12 programs that were held on-site and one program that was a Zoom event. The Thursday morning Restorative Yoga classes have been popular with a consistent 10 to 12 attendees at each session. "The Ultimate Michigan Football Program & Ticket Guide" saw 23 patrons attended. Master Gardner, Cheryl English presented Autumn Jewels on September 14 with eight attendees. "One Year on Mackinac Island" drew 48 attendees and the Manhattan Short Film Festival

kicked off on September 22 with 22 patrons attending and additional screenings on September 29 and October 2. Book Clubs continued through the month, drawing five to eight attendees per session. The study rooms have been busy, especially during power or Internet outages, of which, there have been several. The small group study room policy was altered during longer outages to allow individuals to reserve the group rooms in advance and set a 2-hour limit for everyone. This allowed people to engage in Zoom meetings and conference calls. This has helped more users to schedule important meetings and allows a larger number of people access to the rooms.

Technology Department

During the month, Scott Wright installed and configured new Bayscan optical scanners for the circulation desk. These scanners can read the information encoded on the back of driver's licenses directly into Carl.X and speeds data entry with new registrations. He also replaced the slideshow module used on our web site as it was no longer being supported. He converted the Manhattan Short Film Festival from digital files into a DVD so that it could be used more easily with our existing AV setup. He also resolved various issues with our new copiers such as the patron copier not defaulting to copy mode, the same unit defaulting to two-sided copying, and the replacement of the file server content on the main office copier. Scott also moved Krista Pedersen's desk phone and PC back into its original location in the youth workroom. The Story Time room is now available for programming use. He presented two sessions of "Cut the Cord: Cable TV Alternatives" with 13 patrons attending and offered extended one-on-one technology help sessions on Thursday, September 29.

Circulation Department

The month of September for the circulation department has remained consistent with most other Septembers in the past. The kids are back in school so we don't have a lot of parents with grade-school age children coming into the Library before 3:00 pm. We see a lot of caregivers with very young children and many retirees. Since Story Time has resumed, Monday through Thursday mornings are busy with checking out lots of picture books and board books. After 3:00 pm, the Library gets very busy with many school-age kids visiting.

The Library has purchased driver's license scanners for the three circulation workstations. These will make issuing new library cards a much quicker and more accurate task. If the screen for registering new users is open, when staff scans in the code on the back of the license, the fields for the name, address, license number, and birth date will be populated. The staff will then only have to enter the phone number, the email address and the municipality. Also, the scanners can be used when a patron presents staff with only a driver's license (not having their library card with them). The staff can scan in the barcode on the back of the license when in the "charge" screen, and the patron will come up on the screen. We are all very excited to use these new scanners as it will make the tasks of creating a new user and trying to find a patron's name with their license much easier and more accurate.

At the circulation meeting on Sept. 23, the staff also learned how to create a new user in the web-based CarlConnect software. This software cannot utilize the driver's license scanners now but will be able to do so sometime in the future.

The teen librarian Mollie has been hosting fourth and fifth grade classes. She gives them a tour and talks to them about using the library. The circulation staff is very involved in this before the event because they register many children for cards whose parents have filled out the applications. Then after Mollie's presentation, the students are allowed to choose their books and bring them to the circulation desk to check their choices out.

Maintenance Department

During September, Schindler Elevator came out to perform third quarter preventative maintenance as well as replace a part on the first floor door. The Library was without elevator service for about one day. As a follow up to discussions at the late August meeting, the Library has received varying feedback regarding replacing the hydraulic fluid in the elevator system. MEI Total Elevator in Livonia provided a quote which was 41% less than Schindler. Discussing the issue with Rich Henes, he recommended having the fluid tested to determine if replacement was warranted and there are firms in the area that could compare a new sample to the exiting fluid. Matt Ratzow from O'Neill Construction noted that he asked a couple of property owners and it was reported that those individuals only replaced fluid twice: once because 'something broke' and the other because the elevator was in a purchased property and the elevator had not run for several years.

Altech visited to service an actuator on the one of the VAV boxes and provided a quote for replacing the existing expansion tank because of a bad bladder. The quote is included in the Board packet and also contains minor work to replace a pressure relief valve on one of the boilers.

Matt got the dimming ballasts ordered from Madison Electrical as they have a 6-8-month order time. Fire suppression backflow testing was completed and the system is functioning as expected. Lots of small repair tasks were requested and completed this month such as ordering a new magnetic hold open for a door, repairing a sharp corner on the drop box, replacing caster wheels on book carts, etc.

Drinking fountain replacement is in the process of being scheduled.

Matt spent several days this month cleaning, and then painting the lower level retaining wall and emergency exit door to cover graffiti. It has since been defaced again.

4:28 PM

09/29/22

Cash Basis

DEXTER DISTRICT LIBRARY-GENERAL FUND BALANCE SHEET-PRELIMINARY

As of **September 30, 2022**

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,216,051.58
Total Checking/Savings	<u>1,216,051.58</u>
Other Current Assets	
101-000-010 REGISTER CHANGE	217.00
101-000-011 CASH REGISTER	200.00
101-000-012 PETTY CASH	50.00
101-000-013 ACH RECEIVABLES	262,626.53
101-000-056 ACCRUED INT REC	200.00
101-000-102 CD 1 FLAGSTAR	262,622.70
101-000-103 CD COMERICA	211,104.00
101-000-106 CD OLD NATIONAL	262,091.05
101-000-107 CD 1 HUNTINGTON	211,598.42
101-000-109 CD NORTHSTAR BANK	261,183.35
101-000-110 CD 2 HUNTINGTON	262,558.41
101-000-111 CD OLD NATIONAL	262,200.79
101-000-112 CD 2 FLAGSTAR	235,382.52
101-000-120 MICHIGAN CLASS	<u>1,018,327.88</u>
Total Other Current Assets	<u>3,250,362.65</u>
Total Current Assets	<u>4,466,414.23</u>
TOTAL ASSETS	<u><u>4,466,414.23</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	14,256.20
101-000-228 STATE PAYROLL TAXES	-3,065.96
101-000-229 FEDERAL PR TAX	12,282.07
101-000-232 LIFE INS DEDUCTION	-13.03
101-000-233 TASC-FSA DEDUCTION	25.00
101-000-257 WAGES PAYABLE-AUDIT	22,658.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	<u>738.73</u>
Total Other Current Liabilities	<u>46,882.15</u>
Total Current Liabilities	<u>46,882.15</u>
Total Liabilities	46,882.15
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,075,646.27
Net Income	<u>237,785.88</u>
Total Equity	<u>4,419,532.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,466,414.23</u></u>

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Cash Basis

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

October 2021 through **September 2022**

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	1,593,355.36	1,592,248.00	1,107.36	100.1%
OTHER INCOME	42,950.73	31,735.00	11,215.73	135.3%
OTHER MISC REVENUE	71,582.00	49,950.00	21,632.00	143.3%
PENAL FINES REVENUE	21,545.39	13,500.00	8,045.39	159.6%
Total Income	1,729,433.48	1,687,433.00	42,000.48	102.5%
Expense				
LIBRARY MATERIALS	263,539.74	300,000.00	-36,460.26	87.8%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	43,511.50	49,780.00	-6,268.50	87.4%
GENERAL OPERATIONS	294,804.68	313,400.00	-18,595.32	94.1%
WAGES & BENEFITS	889,791.68	1,022,880.00	-133,088.32	87.0%
Total OPERATING EXPENSES	1,228,107.86	1,386,060.00	-157,952.14	88.6%
Total Expense	1,491,647.60	1,686,060.00	-194,412.40	88.5%
Net Income	237,785.88	1,373.00	236,412.88	17,318.7%

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

09/29/22

Cash Basis

October 2021 through **September 2022**

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	254,303.64	254,135.00	168.64	100.1%
101-000-401 DEXTER TOWNSHIP	301,846.86	300,275.00	1,571.86	100.5%
101-000-402 FREEDOM TOWNSHIP	871.04	871.00	0.04	100.0%
101-000-403 HAMBURG TOWNSHIP	83,281.05	83,261.00	20.05	100.0%
101-000-404 LIMA TOWNSHIP	116,652.79	116,888.00	-235.21	99.8%
101-000-405 LODI TOWNSHIP	9,768.73	9,769.00	-0.27	100.0%
101-000-406 NORTHFIELD TWP	2,548.58	2,549.00	-0.42	100.0%
101-000-407 SCIO TOWNSHIP	338,872.43	338,508.00	364.43	100.1%
101-000-408 WEBSTER TOWNSHIP	485,156.19	485,492.00	-335.81	99.9%
101-000-445 DELINQUENT TAX COL	54.05	500.00	-445.95	10.8%
Total MILLAGE REVENUE	1,593,355.36	1,592,248.00	1,107.36	100.1%
OTHER INCOME				
101-000-507 GRANT INCOME	250.00	0.00	250.00	100.0%
101-000-591 FRIENDS OF THE LIBR	6,302.23	15,000.00	-8,697.77	42.0%
101-000-592 GIFTS/MEMORIALS	17,749.87	5,000.00	12,749.87	355.0%
101-000-607 FAX SERVICES	231.50	200.00	31.50	115.8%
101-000-608 PURCHASES	174.06	75.00	99.06	232.1%
101-000-609 FINES	11,782.41	7,000.00	4,782.41	168.3%
101-000-610 NON RESIDENT FEES	720.00	360.00	360.00	200.0%
101-000-627 COPIER	3,239.66	1,500.00	1,739.66	216.0%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	2,501.00	2,000.00	501.00	125.1%
101-000-673 OTHER MISC INCOME	0.00	500.00	-500.00	0.0%
Total OTHER INCOME	42,950.73	31,735.00	11,215.73	135.3%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	36,741.09	25,000.00	11,741.09	147.0%
101-000-575 STATE AID	21,244.76	16,000.00	5,244.76	132.8%
101-000-665 INTEREST INCOME	10,521.32	7,500.00	3,021.32	140.3%
101-000-666 ENDOWMENT INCOME	3,074.83	1,450.00	1,624.83	212.1%
Total OTHER MISC REVENUE	71,582.00	49,950.00	21,632.00	143.3%
PENAL FINES REVENUE				
101-000-581 LV CTY PENAL FINES	2,233.04	1,000.00	1,233.04	223.3%
101-000-582 WASHTN CTY PENAL FD	19,312.35	12,500.00	6,812.35	154.5%
Total PENAL FINES REVENUE	21,545.39	13,500.00	8,045.39	159.6%
Total Income	1,729,433.48	1,687,433.00	42,000.48	102.5%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	43,046.52	50,000.00	-6,953.48	86.1%
101-790-741 CHILDREN'S BOOKS	68,936.97	70,000.00	-1,063.03	98.5%
101-790-742 PROGRAMMING	41,457.11	41,000.00	457.11	101.1%
101-790-743 ELECTRONIC RESOURCE	8,569.91	11,000.00	-2,430.09	77.9%
101-790-744 PERIOD & SUBSCRIPT	9,820.65	6,000.00	3,820.65	163.7%
101-790-745 BOOKS ON CD-ADULT	5,082.94	8,000.00	-2,917.06	63.5%
101-790-746 BOOKS ON CD CHILD	3,921.34	4,000.00	-78.66	98.0%
101-790-747 DVD-ADULT	5,229.92	8,000.00	-2,770.08	65.4%
101-790-748 DVD-CHILD	4,096.17	8,000.00	-3,903.83	51.2%
101-790-749 AUDIO MUSIC ADULT	1,573.35	2,500.00	-926.65	62.9%
101-790-750 AUDIO MUSIC CHILD	853.81	1,000.00	-146.19	85.4%
101-790-751 E-BOOKS/AUDIO	63,674.45	71,000.00	-7,325.55	89.7%
101-790-752 COMMUNITY READ	1,208.00	3,000.00	-1,792.00	40.3%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	6,068.60	16,000.00	-9,931.40	37.9%
Total LIBRARY MATERIALS	263,539.74	300,000.00	-36,460.26	87.8%

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

October 2021 through **September 2022**

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	20,361.65	26,600.00	-6,238.35	76.5%
101-901-971 CAPITAL REPAIRS-ANN	12,469.85	12,500.00	-30.15	99.8%
101-901-972 CAPITAL REPLACEMENT	10,680.00	10,680.00	0.00	100.0%
Total CAPITAL OUTLAY IMPROVE	43,511.50	49,780.00	-6,268.50	87.4%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	0.00	2,000.00	-2,000.00	0.0%
101-790-727 LIBRARY SUPPLIES	11,202.92	13,000.00	-1,797.08	86.2%
101-790-728 POSTAGE	924.30	1,100.00	-175.70	84.0%
101-790-729 BUILDING SUPPLIES	10,282.09	7,500.00	2,782.09	137.1%
101-790-800 COOPERATIVE FEES	52,704.49	58,700.00	-5,995.51	89.8%
101-790-801 PROF SERVICES	16,770.00	18,000.00	-1,230.00	93.2%
101-790-802 ATTORNEY FEES	1,200.00	3,000.00	-1,800.00	40.0%
101-790-803 BOOKKEEPING SERV	11,763.54	12,000.00	-236.46	98.0%
101-790-818 INSTITUTION DUE/FEE	1,400.79	1,500.00	-99.21	93.4%
101-790-851 TELEPHONE	5,063.78	6,000.00	-936.22	84.4%
101-790-860 TRANSPORTATION	53.15	1,000.00	-946.85	5.3%
101-790-880 ADVERTISING	1,557.24	2,000.00	-442.76	77.9%
101-790-882 NEWSLETTER	24,345.92	27,500.00	-3,154.08	88.5%
101-790-910 INSURANCE	21,032.00	22,500.00	-1,468.00	93.5%
101-790-920 UTILITIES	63,509.25	60,000.00	3,509.25	105.8%
101-790-930 BLDING MAINTENANCE	47,367.15	50,000.00	-2,632.85	94.7%
101-790-932 BUILDING REPAIRS	11,856.74	10,000.00	1,856.74	118.6%
101-790-934 EQUIPMENT REPAIR	2,236.94	3,000.00	-763.06	74.6%
101-790-936 GROUNDS KEEPING	6,240.63	7,500.00	-1,259.37	83.2%
101-790-940 EQUIPMENT LEASE	4,936.74	3,500.00	1,436.74	141.0%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	304.78	500.00	-195.22	61.0%
101-790-958 S.E.V. ADJUSTMENT	52.23	3,000.00	-2,947.77	1.7%
Total GENERAL OPERATIONS	294,804.68	313,400.00	-18,595.32	94.1%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	744,850.97	844,941.00	-100,090.03	88.2%
101-790-703 LONGEVITY	8,000.00	8,500.00	-500.00	94.1%
101-790-713 FSA	4,928.62	4,500.00	428.62	109.5%
101-790-714 EMPLR SHARE (FICA)	57,529.38	64,638.00	-7,108.62	89.0%
101-790-715 MEDICAL REIMBUR	3,600.48	4,900.00	-1,299.52	73.5%
101-790-716 MEDICAL	43,637.56	65,985.00	-22,347.44	66.1%
101-790-717 LIFE INSURANCE	1,785.20	2,000.00	-214.80	89.3%
101-790-718 457 ANNUITY CONTRB	22,342.19	24,116.00	-1,773.81	92.6%
101-790-719 SHORT TERM DISBLTY	3,117.28	3,300.00	-182.72	94.5%
Total WAGES & BENEFITS	889,791.68	1,022,880.00	-133,088.32	87.0%
Total OPERATING EXPENSES	1,228,107.86	1,386,060.00	-157,952.14	88.6%
Total Expense	1,491,647.60	1,686,060.00	-194,412.40	88.5%
Net Income	237,785.88	1,373.00	236,412.88	17,318.7%

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Cash Basis

DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-FINAL

As of August 31, 2022

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,344,486.97
Total Checking/Savings	1,344,486.97
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	200.00
101-000-102 CD 1 FLAGSTAR	262,360.34
101-000-103 CD COMERICA	211,104.00
101-000-106 CD OLD NATIONAL	262,091.05
101-000-107 CD 1 HUNTINGTON	211,598.42
101-000-108 CD LEVEL ONE	262,447.58
101-000-109 CD NORTHSTAR BANK	261,067.32
101-000-110 CD 2 HUNTINGTON	262,459.99
101-000-111 CD OLD NATIONAL	262,200.79
101-000-112 CD 2 FLAGSTAR	235,382.52
101-000-120 MICHIGAN CLASS	1,018,327.88
Total Other Current Assets	3,249,707.89
Total Current Assets	4,594,194.86
TOTAL ASSETS	4,594,194.86
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	14,256.20
101-000-228 STATE PAYROLL TAXES	-3,065.96
101-000-229 FEDERAL PR TAX	12,282.07
101-000-232 LIFE INS DEDUCTION	-13.03
101-000-233 TASC-FSA DEDUCTION	25.12
101-000-257 WAGES PAYABLE-AUDIT	22,658.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	738.73
Total Other Current Liabilities	46,882.27
Total Current Liabilities	46,882.27
Total Liabilities	46,882.27
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,075,646.27
Net Income	365,566.39
Total Equity	4,547,312.59
TOTAL LIABILITIES & EQUITY	4,594,194.86

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

October 2021 through **August 2022**

	Oct '21 - Aug 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	1,593,355.36	1,592,248.00	1,107.36	100.1%
OTHER INCOME	42,106.49	31,735.00	10,371.49	132.7%
OTHER MISC REVENUE	69,342.94	49,950.00	19,392.94	138.8%
PENAL FINES REVENUE	21,545.39	13,500.00	8,045.39	159.6%
Total Income	1,726,350.18	1,687,433.00	38,917.18	102.3%
Expense				
LIBRARY MATERIALS	236,207.45	300,000.00	-63,792.55	78.7%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	42,956.50	49,780.00	-6,823.50	86.3%
GENERAL OPERATIONS	268,755.64	313,400.00	-44,644.36	85.8%
WAGES & BENEFITS	812,864.20	1,022,880.00	-210,015.80	79.5%
Total OPERATING EXPENSES	1,124,576.34	1,386,060.00	-261,483.66	81.1%
Total Expense	1,360,783.79	1,686,060.00	-325,276.21	80.7%
Net Income	365,566.39	1,373.00	364,193.39	26,625.4%

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

October 2021 through August 2022

	Oct '21 - Aug 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	254,303.64	254,135.00	168.64	100.1%
101-000-401 DEXTER TOWNSHIP	301,846.86	300,275.00	1,571.86	100.5%
101-000-402 FREEDOM TOWNSHIP	871.04	871.00	0.04	100.0%
101-000-403 HAMBURG TOWNSHIP	83,281.05	83,261.00	20.05	100.0%
101-000-404 LIMA TOWNSHIP	116,652.79	116,888.00	-235.21	99.8%
101-000-405 LODI TOWNSHIP	9,768.73	9,769.00	-0.27	100.0%
101-000-406 NORTHFIELD TWP	2,548.58	2,549.00	-0.42	100.0%
101-000-407 SCIO TOWNSHIP	338,872.43	338,508.00	364.43	100.1%
101-000-408 WEBSTER TOWNSHIP	485,156.19	485,492.00	-335.81	99.9%
101-000-445 DELINQUENT TAX COL	54.05	500.00	-445.95	10.8%
Total MILLAGE REVENUE	1,593,355.36	1,592,248.00	1,107.36	100.1%
OTHER INCOME				
101-000-507 GRANT INCOME	250.00	0.00	250.00	100.0%
101-000-591 FRIENDS OF THE LIBR	6,302.23	15,000.00	-8,697.77	42.0%
101-000-592 GIFTS/MEMORIALS	17,749.87	5,000.00	12,749.87	355.0%
101-000-607 FAX SERVICES	224.70	200.00	24.70	112.4%
101-000-608 PURCHASES	166.31	75.00	91.31	221.7%
101-000-609 FINES	11,309.62	7,000.00	4,309.62	161.6%
101-000-610 NON RESIDENT FEES	660.00	360.00	300.00	183.3%
101-000-627 COPIER	2,942.76	1,500.00	1,442.76	196.2%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	2,501.00	2,000.00	501.00	125.1%
101-000-673 OTHER MISC INCOME	0.00	500.00	-500.00	0.0%
Total OTHER INCOME	42,106.49	31,735.00	10,371.49	132.7%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	36,741.09	25,000.00	11,741.09	147.0%
101-000-575 STATE AID	21,244.76	16,000.00	5,244.76	132.8%
101-000-665 INTEREST INCOME	9,866.56	7,500.00	2,366.56	131.6%
101-000-666 ENDOWMENT INCOME	1,490.53	1,450.00	40.53	102.8%
Total OTHER MISC REVENUE	69,342.94	49,950.00	19,392.94	138.8%
PENAL FINES REVENUE				
101-000-581 LV CTY PENAL FINES	2,233.04	1,000.00	1,233.04	223.3%
101-000-582 WASHTN CTY PENAL FD	19,312.35	12,500.00	6,812.35	154.5%
Total PENAL FINES REVENUE	21,545.39	13,500.00	8,045.39	159.6%
Total Income	1,726,350.18	1,687,433.00	38,917.18	102.3%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	38,317.60	50,000.00	-11,682.40	76.6%
101-790-741 CHILDREN'S BOOKS	59,923.55	70,000.00	-10,076.45	85.6%
101-790-742 PROGRAMMING	39,260.92	41,000.00	-1,739.08	95.8%
101-790-743 ELECTRONIC RESOURCE	8,369.91	11,000.00	-2,630.09	76.1%
101-790-744 PERIOD & SUBSCRIPT	5,531.63	6,000.00	-468.37	92.2%
101-790-745 BOOKS ON CD-ADULT	4,145.76	8,000.00	-3,854.24	51.8%
101-790-746 BOOKS ON CD CHILD	3,863.45	4,000.00	-136.55	96.6%
101-790-747 DVD-ADULT	4,035.41	8,000.00	-3,964.59	50.4%
101-790-748 DVD-CHILD	4,042.21	8,000.00	-3,957.79	50.5%
101-790-749 AUDIO MUSIC ADULT	1,562.87	2,500.00	-937.13	62.5%
101-790-750 AUDIO MUSIC CHILD	853.81	1,000.00	-146.19	85.4%
101-790-751 E-BOOKS/AUDIO	59,466.95	71,000.00	-11,533.05	83.8%
101-790-752 COMMUNITY READ	1,208.00	3,000.00	-1,792.00	40.3%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	5,625.38	16,000.00	-10,374.62	35.2%
Total LIBRARY MATERIALS	236,207.45	300,000.00	-63,792.55	78.7%

FINAL

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

	Oct '21 - Aug 22	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	19,806.65	26,600.00	-6,793.35	74.5%
101-901-971 CAPITAL REPAIRS-ANN	12,469.85	12,500.00	-30.15	99.8%
101-901-972 CAPITAL REPLACEMENT	10,680.00	10,680.00	0.00	100.0%
Total CAPITAL OUTLAY IMPROVE	42,956.50	49,780.00	-6,823.50	86.3%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	0.00	2,000.00	-2,000.00	0.0%
101-790-727 LIBRARY SUPPLIES	10,009.45	13,000.00	-2,990.55	77.0%
101-790-728 POSTAGE	874.30	1,100.00	-225.70	79.5%
101-790-729 BUILDING SUPPLIES	9,398.94	7,500.00	1,898.94	125.3%
101-790-800 COOPERATIVE FEES	51,204.91	58,700.00	-7,495.09	87.2%
101-790-801 PROF SERVICES	14,910.00	18,000.00	-3,090.00	82.8%
101-790-802 ATTORNEY FEES	1,155.00	3,000.00	-1,845.00	38.5%
101-790-803 BOOKKEEPING SERV	11,136.04	12,000.00	-863.96	92.8%
101-790-818 INSTITUTION DUE/FEE	1,400.79	1,500.00	-99.21	93.4%
101-790-851 TELEPHONE	4,723.36	6,000.00	-1,276.64	78.7%
101-790-860 TRANSPORTATION	39.40	1,000.00	-960.60	3.9%
101-790-880 ADVERTISING	1,137.24	2,000.00	-862.76	56.9%
101-790-882 NEWSLETTER	18,130.31	27,500.00	-9,369.69	65.9%
101-790-910 INSURANCE	21,032.00	22,500.00	-1,468.00	93.5%
101-790-920 UTILITIES	56,724.90	60,000.00	-3,275.10	94.5%
101-790-930 BLDING MAINTENANCE	43,593.14	50,000.00	-6,406.86	87.2%
101-790-932 BUILDING REPAIRS	11,856.74	10,000.00	1,856.74	118.6%
101-790-934 EQUIPMENT REPAIR	1,781.94	3,000.00	-1,218.06	59.4%
101-790-936 GROUNDS KEEPING	4,940.63	7,500.00	-2,559.37	65.9%
101-790-940 EQUIPMENT LEASE	4,487.51	3,500.00	987.51	128.2%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	176.59	500.00	-323.41	35.3%
101-790-958 S.E.V. ADJUSTMENT	42.45	3,000.00	-2,957.55	1.4%
Total GENERAL OPERATIONS	268,755.64	313,400.00	-44,644.36	85.8%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	681,691.99	844,941.00	-163,249.01	80.7%
101-790-703 LONGEVITY	6,250.00	8,500.00	-2,250.00	73.5%
101-790-713 FSA	4,620.78	4,500.00	120.78	102.7%
101-790-714 EMPLR SHARE (FICA)	52,567.48	64,638.00	-12,070.52	81.3%
101-790-715 MEDICAL REIMBUR	3,323.52	4,900.00	-1,576.48	67.8%
101-790-716 MEDICAL	39,439.19	65,985.00	-26,545.81	59.8%
101-790-717 LIFE INSURANCE	1,620.56	2,000.00	-379.44	81.0%
101-790-718 457 ANNUITY CONTRB	20,513.77	24,116.00	-3,602.23	85.1%
101-790-719 SHORT TERM DISBLTY	2,836.91	3,300.00	-463.09	86.0%
Total WAGES & BENEFITS	812,864.20	1,022,880.00	-210,015.80	79.5%
Total OPERATING EXPENSES	1,124,576.34	1,386,060.00	-261,483.66	81.1%
Total Expense	1,360,783.79	1,686,060.00	-325,276.21	80.7%
Net Income	365,566.39	1,373.00	364,193.39	26,625.4%

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09/29/22

Cash Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND
BALANCE SHEET-PRELIMINARY
As of **September 30, 2022**

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	75,590.31
Total Checking/Savings	75,590.31
Other Current Assets	
301-000-120 MICHIGAN CLASS	16,629.73
Total Other Current Assets	16,629.73
Total Current Assets	92,220.04
TOTAL ASSETS	92,220.04
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	104,951.50
Net Income	-12,731.46
Total Equity	92,220.04
TOTAL LIABILITIES & EQUITY	92,220.04

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY
 October 2021 through **September 2022**

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	100,671.47	101,325.00	-653.53	99.4%
301-000-401 DEXTER TOWNSHIP	105,408.71	104,866.00	542.71	100.5%
301-000-402 FREEDOM TOWNSHIP	304.19	304.00	0.19	100.1%
301-000-403 HAMBURG TOWNSHIP	29,082.46	29,078.00	4.46	100.0%
301-000-404 LIMA TOWNSHIP	40,736.57	40,821.00	-84.43	99.8%
301-000-405 LODI TOWNSHIP	3,411.58	3,412.00	-0.42	100.0%
301-000-406 NORTHFIELD TOWNSHIP	890.01	890.00	0.01	100.0%
301-000-407 SCIO TOWNSHIP	125,482.50	126,251.00	-768.50	99.4%
301-000-408 WEBSTER TOWNSHIP	169,423.76	169,550.00	-126.24	99.9%
301-000-445 DELINQUENT TAX COL	19.02	500.00	-480.98	3.8%
301-000-573 PERS PROP TAX REIMB	0.00	0.00	0.00	0.0%
301-000-665 INTEREST INCOME	275.77	0.00	275.77	100.0%
301-000-672 REBATES/REFUNDS	0.00	0.00	0.00	0.0%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
Total Income	575,706.04	576,997.00	-1,290.96	99.8%
Expense				
301-906-801 PROFESSIONAL SRV	250.00	250.00	0.00	100.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	588,187.50	588,188.00	-0.50	100.0%
Total Expense	588,437.50	588,558.00	-120.50	100.0%
Net Income	-12,731.46	-11,561.00	-1,170.46	110.1%

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09/27/22

Cash Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-FINAL

As of August 31, 2022

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	75,590.31
Total Checking/Savings	75,590.31
Other Current Assets	
301-000-120 MICHIGAN CLASS	16,629.73
Total Other Current Assets	16,629.73
Total Current Assets	92,220.04
TOTAL ASSETS	<u><u>92,220.04</u></u>
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	104,951.50
Net Income	-12,731.46
Total Equity	92,220.04
TOTAL LIABILITIES & EQUITY	<u><u>92,220.04</u></u>

FINAL

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

09/27/22

STATEMENT OF OPERATIONS-YTD-FINAL

Accrual Basis

October 2021 through August 2022

	Oct '21 - Aug 22	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	100,671.47	101,325.00	-653.53	99.4%
301-000-401 DEXTER TOWNSHIP	105,408.71	104,866.00	542.71	100.5%
301-000-402 FREEDOM TOWNSHIP	304.19	304.00	0.19	100.1%
301-000-403 HAMBURG TOWNSHIP	29,082.46	29,078.00	4.46	100.0%
301-000-404 LIMA TOWNSHIP	40,736.57	40,821.00	-84.43	99.8%
301-000-405 LODI TOWNSHIP	3,411.58	3,412.00	-0.42	100.0%
301-000-406 NORTHFIELD TOWNSHIP	890.01	890.00	0.01	100.0%
301-000-407 SCIO TOWNSHIP	125,482.50	126,251.00	-768.50	99.4%
301-000-408 WEBSTER TOWNSHIP	169,423.76	169,550.00	-126.24	99.9%
301-000-445 DELINQUENT TAX COL	19.02	500.00	-480.98	3.8%
301-000-573 PERS PROP TAX REIMB	0.00	0.00	0.00	0.0%
301-000-665 INTEREST INCOME	275.77	0.00	275.77	100.0%
301-000-672 REBATES/REFUNDS	0.00	0.00	0.00	0.0%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
Total Income	575,706.04	576,997.00	-1,290.96	99.8%
Expense				
301-906-801 PROFESSIONAL SRV	250.00	250.00	0.00	100.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	588,187.50	588,188.00	-0.50	100.0%
Total Expense	588,437.50	588,558.00	-120.50	100.0%
Net Income	-12,731.46	-11,561.00	-1,170.46	110.1%

FINAL



Purchase Agreement

Date	9/28/2022
Delivery Date	
Tax Exempt	Yes
Sales Rep	Jacob Bayer

Ship To:	
Dexter District Library	
3255 Alpine St	
Dexter MI	
48130-1015	
Contact:	Scott Wright
Phone/Mobile:	734-426-4477

Charge To:	
Dexter District Library	
3255 Alpine St	
Dexter MI	
48130-1015	
PO Number:	
Contact:	Paul McCann
Phone/Fax:	734-426-4477 (734) 426-1217

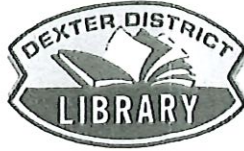
Lease Type:	Lease Months:	Monthly Payment:
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Quantity	Product #	Description	Unit Price	Total Price
60	RSI-Essentials	RSI-Essentials Pkg 1 Device/5 Years	\$745.00	\$745.00

Contact Name	Paul McCann	Subtotal	\$745.00
Phone	734-426-4477	Delivery/Installation	
Email	pmccann@dexter.lib.mi.us	Sales Tax	\$0.00
Stairs		TOTAL AMOUNT	\$745.00
Credit Terms		Less Payment (Check # _____)	
Service charge of 1% per Month (12% Per Annum) or highest legal rate, will be charged on all past due accounts		AMOUNT DUE	\$745.00

Customer Acceptance

Print Name	Title	Authorized Signature	Date
		X	
Credit Card No.	Expiration Date	Security Code	



Patron Suggestion/Comment Form

Date: 9-23-22

Please help us continue to improve our service to the community by telling us how the library met your expectations today. Let us know what other suggestions you have for the library facility, services, grounds, or programming.

Your Comments:

Thank you for ordering this book. I believe I first saw it on a meditation site. It got my attention when comparing the gentleness of Marcus Bridgewater aka Garden Marcus to Mister Rogers and Bob Ross.

Good for anyone seeking personal growth and but especially relatable for gardeners.

'See what lessons the soil can offer your soul..

Treasurer's Report October 2022 Board Meeting

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

Current General Fund combined bank balance – \$1,216,051.58

Current Debt Service Fund balance – \$92,220.04

Current General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>
\$262,622.70	Flagstar (1)	3/21/2023	CD	102
\$211,104.00	Comerica	10/13/2022	CD	103
\$262,091.05	Old National (1)	5/22/2023	CD	106
\$211,598.42	Huntington	10/11/2022	CD	107
\$0.00	Level 1		CD	108
\$261,183.35	Northstar	10/19/2022	CD	109
\$262,558.41	Huntington (2)	10/12/2022	CD	110
\$262,200.79	Old National (2)	1/6/2023	CD	111
\$235,382.52	Flagstar (2)	6/6/2023	CD	112
\$1,017,870.78	Michigan CLASS	N/A	Investment	120

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

3) Budget changes – none

4) Reimbursements – none

Notes:

The current check run completes the 2021-22 fiscal year. The Library scheduled a final check run for September 29 to clear out the last of the materials expense bills and a few miscellaneous items. All income sections exceeded budget for the current year and all expense sections finished under budget. The Library's cash holdings will continue to decline through the end of December 2022. Both the annual and long-term capital maintenance funds are at their target balances.

CD investment rates have seen significant increases over the last month due to increases in the Fed interest rate. Most have climbed from the 0.05% range to the 0.45% to 0.75% range. The Michigan CLASS investment pool continues to outpace the CDs, with the daily dividend increasing to 2.8765%. The Library closed the CD through Level 1/First Merchants. The funds are currently in the Library's ACH account and will be transferred over to Michigan Class after October 1. The bank institutions are only offering CDARS as a means to approach the rate of return offered by Michigan Class and these are

generally long-term deposits. Michigan Class offers a level of return and liquidity unmatched by the banks.

Check Register notes:

On the check register, items for Baker and Taylor and Ingram show a number of individual invoices. Throughout the year, we pay these vendors via monthly statements, which results in a just a few dollar lines on the check stubs and the check register, reflecting total expenses to specific budget lines such as adult or children’s books, DVDs, etc. The itemized invoices from 9/29/22 appear on the check register because these were all entered individually without the benefit of a statement. The October statement is reviewed and only invoices issued after this check run will be paid from that statement. Generally, the October Ingram and Baker and Taylor statements are very small.

Arbor Care Tree Surgeons – check #26197 – remove of dead redbud tree at the far end of the parking lot

Arbor Inspection – check #26196 – Annual fire suppression system maintenance and backflow testing

Geoffrey Stanton – check #26228 – piano tuning

MML Workers’ Comp Fund – check #26248 – reissue of check #25928. The original check was sent in April and never cashed. The original check was voided. At the time of the check run, we were at 175 of 180 days before the check would automatically be void, so no stop check was issued. The missing check was discovered in a review of outstanding items prior to the audit. MML did not contact us regarding the past due account.

RNL Graphic Solutions – check #26233 – reorder of adhesive hub labels to property stamp individual DVD and CD discs.

Washtenaw News – check #26214 – annual subscription cost for Detroit News and Free Press and the Wall Street Journal

		Target
General Operations - all cash assets	\$4,466,414	
General Operations Assigned Funds		
Cash Flow	\$300,000	
Collection Development Reserve Fund	\$200,000	
Programming Reserve Fund	\$200,000	
Capital Project Reserve Fund	\$200,000	
Annual Capital Maintenance Fund	\$115,238	\$115,238
Long-Term Capital Replacement Fund	\$2,680,233	\$2,680,233
Emergency Reserve	\$200,000	
Remaining annual expenses through December	(\$360,000)	
Unassigned Fund Balance	\$210,943	
Total	\$4,466,414	

DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER
 September 2022

Type	Date	Num	Split	Debit	Credit	Amount
ALTECH MECHANICAL						
Bill	09/20/2022	8215	101-790-930 BLDING MAINTENANCE		620.81	-620.81
Bill Pmt -Check	09/20/2022	26216	101-000-202 ACCOUNTS PAYABLE		620.81	-620.81
Bill	09/29/2022	8365	101-790-934 EQUIPMENT REPAIR		330.00	-330.00
Bill Pmt -Check	09/29/2022	26237	101-000-202 ACCOUNTS PAYABLE		330.00	-330.00
ANN ARBOR NEWS						
Bill	09/29/2022	36100-50914910	101-790-744 PERIOD & SUBSCRIPT		119.87	-119.87
Bill Pmt -Check	09/29/2022	26238	101-000-202 ACCOUNTS PAYABLE		119.87	-119.87
APPLIED INNOVATION						
Bill	09/06/2022	2032453	101-790-940 EQUIPMENT LEASE		418.99	-418.99
Bill Pmt -Check	09/06/2022	26196	101-000-202 ACCOUNTS PAYABLE		418.99	-418.99
Bill	09/29/2022	2040588	101-790-940 EQUIPMENT LEASE		30.24	-30.24
Bill Pmt -Check	09/29/2022	26239	101-000-202 ACCOUNTS PAYABLE		30.24	-30.24
ARBOR CARE TREE SURGEONS						
Bill	09/06/2022	#125	101-790-936 GROUNDS KEEPING		1,300.00	-1,300.00
Bill Pmt -Check	09/06/2022	26197	101-000-202 ACCOUNTS PAYABLE		1,300.00	-1,300.00
ARBOR INSPECTION SERVICES, LLC						
Bill	09/06/2022	5788	101-790-930 BLDING MAINTENANCE		800.00	-800.00
Bill Pmt -Check	09/06/2022	26198	101-000-202 ACCOUNTS PAYABLE		800.00	-800.00
AT&T MOBILITY						
Bill	09/20/2022	287290549820	101-790-754 NON-TRAD COLLECTION		129.69	-129.69
Bill Pmt -Check	09/20/2022	26217	101-000-202 ACCOUNTS PAYABLE		129.69	-129.69
BAKER & TAYLOR						
Bill	09/20/2022	75024552	101-790-749 AUDIO MUSIC ADULT		10.48	-10.48
Bill	09/20/2022	L3361652	101-790-740 ADULT BOOKS		768.96	-768.96
Bill Pmt -Check	09/20/2022	26218	101-000-202 ACCOUNTS PAYABLE		779.44	-779.44
Bill	09/29/2022	2036987864	101-790-740 ADULT BOOKS		201.93	-201.93
Bill	09/29/2022	2036968369	101-790-740 ADULT BOOKS		11.89	-11.89
Bill	09/29/2022	H62428740	101-790-747 DVD-ADULT		837.62	-837.62
Bill	09/29/2022	T24145030	101-790-747 DVD-ADULT		20.93	-20.93
Bill	09/29/2022	2037007226	101-790-740 ADULT BOOKS		107.97	-107.97
Bill	09/29/2022	T24146570	101-790-747 DVD-ADULT		24.42	-24.42
Bill	09/29/2022	H62449400	101-790-747 DVD-ADULT		32.10	-32.10
Bill	09/29/2022	H62460950	101-790-747 DVD-ADULT		18.14	-18.14
Bill	09/29/2022	2036990009	101-790-740 ADULT BOOKS		15.67	-15.67
Bill	09/29/2022	H62472050	101-790-747 DVD-ADULT		18.14	-18.14
Bill	09/29/2022	H62494080	101-790-747 DVD-ADULT		41.87	-41.87
Bill	09/29/2022	H62507380	101-790-747 DVD-ADULT		20.91	-20.91
Bill	09/29/2022	H62570240	101-790-747 DVD-ADULT		55.82	-55.82
Bill Pmt -Check	09/29/2022	26240	101-000-202 ACCOUNTS PAYABLE		1,407.41	-1,407.41
BLACKSTONE PUBLISHING						
Bill	09/06/2022	2058882	101-790-746 BOOKS ON CD CHILD		30.94	-30.94
Bill Pmt -Check	09/06/2022	26199	101-000-202 ACCOUNTS PAYABLE		30.94	-30.94
Bill	09/20/2022	2061614	101-790-745 BOOKS ON CD-ADULT		34.95	-34.95
Bill	09/20/2022	2062529	101-790-745 BOOKS ON CD-ADULT		101.89	-101.89
Bill	09/20/2022	2062930	101-790-745 BOOKS ON CD-ADULT		201.20	-201.20
Bill Pmt -Check	09/20/2022	26219	101-000-202 ACCOUNTS PAYABLE		338.04	-338.04
Bill	09/29/2022	2064278	101-790-745 BOOKS ON CD-ADULT		564.19	-564.19
Bill	09/29/2022	2065507	101-790-746 BOOKS ON CD CHILD		26.95	-26.95
Bill	09/29/2022	066007	101-790-745 BOOKS ON CD-ADULT		34.95	-34.95
Bill Pmt -Check	09/29/2022	26241	101-000-202 ACCOUNTS PAYABLE		626.09	-626.09
CHASE CARD SERVICES						
Bill	09/20/2022	4246315227033006	-SPLIT-		570.99	-570.99
Bill Pmt -Check	09/20/2022	26220	101-000-202 ACCOUNTS PAYABLE		570.99	-570.99
CINTAS CORPORATION-300						
Bill	09/20/2022	14204261	101-790-930 BLDING MAINTENANCE		211.20	-211.20
Bill Pmt -Check	09/20/2022	26221	101-000-202 ACCOUNTS PAYABLE		211.20	-211.20
CITY OF DEXTER						
Bill	09/20/2022	1012205718	101-790-920 UTILITIES		970.83	-970.83
Bill Pmt -Check	09/20/2022	26222	101-000-202 ACCOUNTS PAYABLE		970.83	-970.83
CLEAR RATE COMMUNICATIONS INC						
Bill	09/20/2022	3214213	101-790-851 TELEPHONE		340.42	-340.42
Bill Pmt -Check	09/20/2022	26223	101-000-202 ACCOUNTS PAYABLE		340.42	-340.42
CRYSTERRA WELLNESS						
Bill	09/29/2022	SEPTEMBER YOGA	101-790-742 PROGRAMMING		150.00	-150.00
Bill Pmt -Check	09/29/2022	26242	101-000-202 ACCOUNTS PAYABLE		150.00	-150.00
DEMCO						
Bill	09/20/2022	7180897	101-790-727 LIBRARY SUPPLIES		144.02	-144.02
Bill Pmt -Check	09/20/2022	26224	101-000-202 ACCOUNTS PAYABLE		144.02	-144.02
DISTINCT DESIGN INC						
Bill	09/06/2022	4123	101-790-801 PROF SERVICES		1,860.00	-1,860.00
Bill Pmt -Check	09/06/2022	26200	101-000-202 ACCOUNTS PAYABLE		1,860.00	-1,860.00
DTE ENERGY						
Bill	09/20/2022	910007565348	101-790-920 UTILITIES		5,813.52	-5,813.52
Bill Pmt -Check	09/20/2022	26225	101-000-202 ACCOUNTS PAYABLE		5,813.52	-5,813.52
ECONO PRINT						
Bill	09/06/2022	68629	101-790-882 NEWSLETTER		6,215.61	-6,215.61
Bill Pmt -Check	09/06/2022	26201	101-000-202 ACCOUNTS PAYABLE		6,215.61	-6,215.61
Bill	09/29/2022	68741	101-790-727 LIBRARY SUPPLIES		144.90	-144.90
Bill Pmt -Check	09/29/2022	26243	101-000-202 ACCOUNTS PAYABLE		144.90	-144.90
EHIM						
Bill	09/20/2022	ADM00028895	101-790-716 MEDICAL		2.40	-2.40
Bill Pmt -Check	09/20/2022	26226	101-000-202 ACCOUNTS PAYABLE		2.40	-2.40
EQUITABLE FINANCIAL						
Bill	09/06/2022	765461 000	-SPLIT-		2,447.55	-2,447.55
Bill Pmt -Check	09/06/2022	26202	101-000-202 ACCOUNTS PAYABLE		2,447.55	-2,447.55
Bill	09/20/2022	765461 000	-SPLIT-		2,364.43	-2,364.43
Bill Pmt -Check	09/20/2022	26227	101-000-202 ACCOUNTS PAYABLE		2,364.43	-2,364.43

DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER

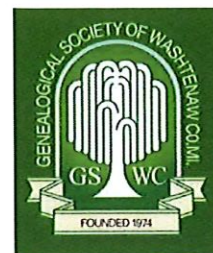
September 2022

Type	Date	Num	Split	Debit	Credit	Amount
FOSTER SWIFT						
Bill	09/29/2022	841767	101-790-802 ATTORNEY FEES		45.00	-45.00
Bill Pmt -Check	09/29/2022	26244	101-000-202 ACCOUNTS PAYABLE		45.00	-45.00
FUN EXPRESS, LLC						
Bill	09/06/2022	718476415-02	101-790-742 PROGRAMMING		63.98	-63.98
Bill	09/06/2022	717553057-01	101-790-742 PROGRAMMING		487.89	-487.89
Bill	09/06/2022	718595047-01	101-790-742 PROGRAMMING		125.61	-125.61
Bill Pmt -Check	09/06/2022	26203	101-000-202 ACCOUNTS PAYABLE		677.48	-677.48
GEOFFREY STANTON						
Bill	09/20/2022	647505	101-790-934 EQUIPMENT REPAIR		125.00	-125.00
Bill Pmt -Check	09/20/2022	26228	101-000-202 ACCOUNTS PAYABLE		125.00	-125.00
HACKNEY ACE HARDWARE						
Bill	09/06/2022	6075	101-790-729 BUILDING SUPPLIES		158.70	-158.70
Bill Pmt -Check	09/06/2022	26204	101-000-202 ACCOUNTS PAYABLE		158.70	-158.70
INGRAM LIBRARY SERVICES						
Bill	09/06/2022	2083960	-SPLIT-		9,006.02	-9,006.02
Bill Pmt -Check	09/06/2022	26205	101-000-202 ACCOUNTS PAYABLE		9,006.02	-9,006.02
Bill	09/29/2022	71320369	-SPLIT-		33.98	-33.98
Bill	09/29/2022	71320370	-SPLIT-		32.88	-32.88
Bill	09/29/2022	71320371	-SPLIT-		16.38	-16.38
Bill	09/29/2022	71335376	-SPLIT-		114.22	-114.22
Bill	09/29/2022	71335377	-SPLIT-		99.77	-99.77
Bill	09/29/2022	71344811	-SPLIT-		62.28	-62.28
Bill	09/29/2022	71367720	-SPLIT-		30.98	-30.98
Bill	09/29/2022	71367721	-SPLIT-		16.80	-16.80
Bill	09/29/2022	71367722	-SPLIT-		39.41	-39.41
Bill	09/29/2022	1367723	-SPLIT-		16.38	-16.38
Bill	09/29/2022	71376038	-SPLIT-		784.18	-784.18
Bill	09/29/2022	71384476	-SPLIT-		59.08	-59.08
Bill	09/29/2022	71384477	-SPLIT-		11.21	-11.21
Bill	09/29/2022	71384478	-SPLIT-		274.96	-274.96
Bill	09/29/2022	71425550	-SPLIT-		32.86	-32.86
Bill	09/29/2022	71425551	-SPLIT-		17.27	-17.27
Bill	09/29/2022	71425552	-SPLIT-		12.08	-12.08
Bill	09/29/2022	71425553	-SPLIT-		16.72	-16.72
Bill	09/29/2022	71425554	-SPLIT-		93.78	-93.78
Bill	09/29/2022	71425555	-SPLIT-		13.19	-13.19
Bill	09/29/2022	71425556	-SPLIT-		25.95	-25.95
Bill	09/29/2022	71425557	-SPLIT-		9.67	-9.67
Bill	09/29/2022	1439701	-SPLIT-		14.36	-14.36
Bill	09/29/2022	71452404	-SPLIT-		48.50	-48.50
Bill	09/29/2022	71452405	-SPLIT-		14.58	-14.58
Bill	09/29/2022	71452406	-SPLIT-		16.38	-16.38
Bill	09/29/2022	71465205	-SPLIT-		32.87	-32.87
Bill	09/29/2022	71465206	-SPLIT-		13.96	-13.96
Bill	09/29/2022	71465207	-SPLIT-		10.87	-10.87
Bill	09/29/2022	71465208	-SPLIT-		17.48	-17.48
Bill	09/29/2022	71465209	-SPLIT-		4.04	-4.04
Bill	09/29/2022	71465210	-SPLIT-		98.54	-98.54
Bill	09/29/2022	71484497	-SPLIT-		10.86	-10.86
Bill	09/29/2022	71484498	-SPLIT-		367.35	-367.35
Bill	09/29/2022	71484499	-SPLIT-		303.23	-303.23
Bill	09/29/2022	71484500	-SPLIT-		193.53	-193.53
Bill	09/29/2022	71484501	-SPLIT-		10.66	-10.66
Bill	09/29/2022	71484502	-SPLIT-		374.40	-374.40
Bill	09/29/2022	71504175	-SPLIT-		12.52	-12.52
Bill	09/29/2022	71504176	-SPLIT-		42.97	-42.97
Bill	09/29/2022	71529562	-SPLIT-		27.69	-27.69
Bill	09/29/2022	71557010	-SPLIT-		68.72	-68.72
Bill	09/29/2022	71557009	-SPLIT-		77.18	-77.18
Bill	09/29/2022	71609341	-SPLIT-		22.02	-22.02
Bill	09/29/2022	71609342	-SPLIT-		9.62	-9.62
Bill	09/29/2022	71609343	-SPLIT-		11.21	-11.21
Bill	09/29/2022	71609344	-SPLIT-		13.08	-13.08
Bill	09/29/2022	71655622	-SPLIT-		16.72	-16.72
Bill	09/29/2022	71655623	-SPLIT-		10.86	-10.86
Bill	09/29/2022	71655624	-SPLIT-		32.67	-32.67
Bill	09/29/2022	71674770	-SPLIT-		4.66	-4.66
Bill	09/29/2022	71674771	-SPLIT-		31.20	-31.20
Bill	09/29/2022	71683291	-SPLIT-		36.56	-36.56
Bill	09/29/2022	71683292	-SPLIT-		20.24	-20.24
Bill	09/29/2022	71683293	-SPLIT-		9.91	-9.91
Bill	09/29/2022	71683294	-SPLIT-		15.84	-15.84
Bill	09/29/2022	71683295	-SPLIT-		17.35	-17.35
Bill	09/29/2022	71723396	-SPLIT-		10.22	-10.22
Bill	09/29/2022	71723397	-SPLIT-		22.02	-22.02
Bill	09/29/2022	71723398	-SPLIT-		28.31	-28.31
Bill	09/29/2022	71723399	-SPLIT-		15.49	-15.49
Bill	09/29/2022	71791144	-SPLIT-		15.62	-15.62
Bill	09/29/2022	71791145	-SPLIT-		57.81	-57.81
Bill Pmt -Check	09/29/2022	26254	101-000-202 ACCOUNTS PAYABLE		3,938.26	-3,938.26
JONATHAN MATTHEW ERWIN						
Bill	09/20/2022	MILEAGE REIMBURSEMNT	101-790-860 TRANSPORTATION		13.75	-13.75
Bill Pmt -Check	09/20/2022	26229	101-000-202 ACCOUNTS PAYABLE		13.75	-13.75
JULIE ELLIS						
Bill	09/29/2022	OCT 18TH PROGRAM	101-790-742 PROGRAMMING		100.00	-100.00
Bill Pmt -Check	09/29/2022	26246	101-000-202 ACCOUNTS PAYABLE		100.00	-100.00
KANOPY INC						
Bill	09/06/2022	310794-PPU	101-790-751 E-BOOKS/AUDIO		475.15	-475.15
Bill Pmt -Check	09/06/2022	26206	101-000-202 ACCOUNTS PAYABLE		475.15	-475.15

DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER
 September 2022

Type	Date	Num	Split	Debit	Credit	Amount
KIM SWOVERLAND						
Bill	09/06/2022	REIMBURSEMENT	101-790-956 MISCELLANEOUS		58.23	-58.23
Bill Pmt -Check	09/06/2022	26207	101-000-202 ACCOUNTS PAYABLE		58.23	-58.23
LIVINGSTON COUNTY TREASURER						
Bill	09/20/2022		101-790-958 S.E.V. ADJUSTMENT		9.78	-9.78
Bill Pmt -Check	09/20/2022	26230	101-000-202 ACCOUNTS PAYABLE		9.78	-9.78
MANGO LANGUAGES						
Bill	09/20/2022	INV011008	101-790-743 ELECTRONIC RESOURCE		200.00	-200.00
Bill Pmt -Check	09/20/2022	26231	101-000-202 ACCOUNTS PAYABLE		200.00	-200.00
MANHATTAN SHORT						
Bill	09/29/2022	4768	101-790-742 PROGRAMMING		600.00	-600.00
Bill Pmt -Check	09/29/2022	26247	101-000-202 ACCOUNTS PAYABLE		600.00	-600.00
MIDWEST TAPE, LLC						
Bill	09/06/2022	502615179	101-790-751 E-BOOKS/AUDIO		3,732.35	-3,732.35
Bill Pmt -Check	09/06/2022	26208	101-000-202 ACCOUNTS PAYABLE		3,732.35	-3,732.35
MML WORKERS' COMP FUND						
Bill Pmt -Check	09/29/2022	26248	101-000-202 ACCOUNTS PAYABLE		1,883.00	-1,883.00
QUADIENT FINANCE USA, INC.						
Bill	09/20/2022	7900044057975967	101-790-728 POSTAGE		50.00	-50.00
Bill Pmt -Check	09/20/2022	26232	101-000-202 ACCOUNTS PAYABLE		50.00	-50.00
RNL GRAPHIC SOLUTIONS LLC						
Bill	09/20/2022	7270	101-790-727 LIBRARY SUPPLIES		327.74	-327.74
Bill Pmt -Check	09/20/2022	26233	101-000-202 ACCOUNTS PAYABLE		327.74	-327.74
SBAM PLAN						
Bill	09/20/2022	96697	-SPLIT-		4,651.63	-4,651.63
Bill Pmt -Check	09/20/2022	26234	101-000-202 ACCOUNTS PAYABLE		4,651.63	-4,651.63
SERVICEMASTER						
Bill	09/06/2022	1396	101-790-930 BLDING MAINTENANCE		2,142.00	-2,142.00
Bill Pmt -Check	09/06/2022	26209	101-000-202 ACCOUNTS PAYABLE		2,142.00	-2,142.00
STAPLES BUSINESS ADVANTAGE						
Bill	09/06/2022	3515930091	101-790-727 LIBRARY SUPPLIES		201.40	-201.40
Bill Pmt -Check	09/06/2022	26210	101-000-202 ACCOUNTS PAYABLE		201.40	-201.40
Bill	09/29/2022	3517812460	101-790-727 LIBRARY SUPPLIES		375.41	-375.41
Bill Pmt -Check	09/29/2022	26249	101-000-202 ACCOUNTS PAYABLE		375.41	-375.41
SYNCB/AMAZON						
Bill	09/29/2022	6045787810176616	-SPLIT-		941.21	-941.21
Bill Pmt -Check	09/29/2022	26250	101-000-202 ACCOUNTS PAYABLE		941.21	-941.21
T-MOBILE						
Bill	09/06/2022	966192749	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	09/06/2022	26211	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
Bill	09/29/2022	966192749	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	09/29/2022	26251	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
THE LIBRARY NETWORK						
Bill	09/06/2022	70577	101-790-800 COOPERATIVE FEES		1,499.58	-1,499.58
Bill Pmt -Check	09/06/2022	26212	101-000-202 ACCOUNTS PAYABLE		1,499.58	-1,499.58
Bill	09/29/2022	70668	101-901-970 CAPITAL OUTLAY IMPR		555.00	-555.00
Bill Pmt -Check	09/29/2022	26252	101-000-202 ACCOUNTS PAYABLE		555.00	-555.00
THE SHERMAN WILLIAMS CO.						
Bill	09/20/2022	6989-5	101-790-729 BUILDING SUPPLIES		88.37	-88.37
Bill Pmt -Check	09/20/2022	26235	101-000-202 ACCOUNTS PAYABLE		88.37	-88.37
Bill	09/29/2022	7312-9	101-790-729 BUILDING SUPPLIES		47.88	-47.88
Bill	09/29/2022	7310-3	101-790-729 BUILDING SUPPLIES		50.87	-50.87
Bill Pmt -Check	09/29/2022	26253	101-000-202 ACCOUNTS PAYABLE		98.75	-98.75
VERIZON WIRELESS						
Bill	09/06/2022	9914631141	101-790-754 NON-TRAD COLLECTION		135.03	-135.03
Bill Pmt -Check	09/06/2022	26213	101-000-202 ACCOUNTS PAYABLE		135.03	-135.03
WASHTENAW NEWS						
Bill	09/06/2022	154740	101-790-744 PERIOD & SUBSCRIPT		4,169.15	-4,169.15
Bill Pmt -Check	09/06/2022	26214	101-000-202 ACCOUNTS PAYABLE		4,169.15	-4,169.15
WESTON WOODS STUDIOS						
Bill	09/06/2022	40676041	101-790-748 DVD-CHILD		53.96	-53.96
Bill Pmt -Check	09/06/2022	26215	101-000-202 ACCOUNTS PAYABLE		53.96	-53.96
WSR CERTIFIED PUBLIC ACCOUNTANTS						
Bill	09/20/2022	34217	101-790-803 BOOKKEEPING SERV		425.00	-425.00
Bill Pmt -Check	09/20/2022	26236	101-000-202 ACCOUNTS PAYABLE		425.00	-425.00

Specifications for GSWC Library Collection Space



The Library Collection of the Genealogical Society of Washtenaw County, MI Inc., a 501c(3) organization founded in 1974, needs a new home. There are approximately 3000 items in the collection, comprised of books, microfilms, microfiche, correspondence, ancestor charts, atlases and other items of genealogical and historical interest.

- **Books:** see the Library Catalog on the website for specifics. We concentrate on Washtenaw County, and the surrounding counties and states, but there are materials from other areas.
- **Microfilms:** We have a set of vital records of Washtenaw County including births and deaths 1967-1912, and marriages beginning a bit before the state specified that records be recorded. The microfilm index includes later years, but you would need to visit the county court house for details. There are tax assessment rolls, as well as the microfilms that were on loan to the Family History Center at the time the LDS cut off loaning out microfilms.
- **Microfiche:** We have a set of Probate Record INDEXES, with the first 1200 probate files on microfilm.
- GSWC Materials such as GSWC members' **Ancestor charts** and Research Committee **correspondence files**.

An important aspect of the mission of the Genealogical Society is to provide a local resource for genealogical researchers and historians that is open to the public. The collection is not an archive and is to remain as non-circulating. The Research Committee of the Society assists people through requests made, whether it may be found in the GSWC library collection or elsewhere.

At minimum, the collection requires:

20' x 25' space, preferably self-contained

Adequate lighting, temperature and humidity control (within reason)

Room inside or adjacent to the space for tables and chairs for researchers

A computer and access to the internet is highly desirable

GSWC has shelves, cabinets and filing cabinets to store the materials.

We would like to keep the collection intact and oversee its continuing development. We are prepared to furnish volunteers to staff the room.

We would like to be more accessible to more people – open more days, including weekend and evenings as volunteers are available.

There may be opportunities for our organization to offer more services to the community (i.e., digitizing records) through grants or donations for such purposes.

Thank you for considering such a partnership.

Nancy Howard, President

The Genealogical Society of Washtenaw County, MI, Inc.

president@washtenawgenealogy.org

8/13/2022 NH

Estimate



7885 Jackson Rd. Ste. 4
ANN ARBOR, MI 48103
(734) 669-6100

• Heating • Air-Conditioning • Refrigeration

ESTIMATE #	1005421064
DATE	09/23/2022
ESTIMATOR	MHW

CUSTOMER
DEXTER LIBRARY 3255 ALPINE STREET DEXTER, MICHIGAN, 48130

SERVICE LOCATION
DEXTER LIBRARY 3255 ALPINE STREET DEXTER, MICHIGAN, 48130 maintenance@dexter.lib.mi.us

Description of Work

To provide and install (1)ASME Rated Expansion Tank, (1)BG Pressure Reducing Valve, & (1) Boiler Relief Valve:

*New Parts Meet or exceed current rating on Equipment *OEM Relief for Boiler

- Demolition & recycle/dispose of all equipment proposed
- Isolate existing expansion tank, remove & re-pipe into replace
- Include pressure gauge, shut-off, and air bleeder in piping
- Isolate existing PRV & remove. Install (1)NEW PRV, and set proper feed pressure
- Isolate (1) boiler#1, and drain to necessary level to replace releif valve
- Install (1) new relief valve, refill boiler, and check overall operation of releif
- * Repairs are needed for proper hydronic system operation, and for proper CSD1 Pass

RECEIVED

SEP 23 2022

Dexter District Library

Total Investment Cost: \$10,521.36

Price does NOT include:

- Overtime/After hour labor
- Parts/Equipment not stated above
- Work beyond above scope
- Thermal Insulation

50% down upon acceptance of proposal, balance due upon completion

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

This proposal may be withdrawn by Altech Mechanical Services, LLC if not accepted withith 30 days. A service charge of 1.5% per month or minimum of \$50.00 will be made on Accounts over (30) days. A \$50 charge will be added for all returned checks.

Date of Acceptance

Signature

Signature

Wendell J. ...
Altech Mechanical Service, LLC.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>2 MANHATTAN SHORT FILM FESTIVAL 2:00 pm Registration</p>	<p>3 Reel Talks: Manhattan Short Films 7:00 pm on Zoom Library Board Meeting 7:00 pm Open to the public</p>	<p>4 9:00 AM The Ones Who Remember: <u>Second-Generation Voices of the Holocaust</u> This book provides a window into the experiences of families grappling with the legacy of genocide. Join us for a panel discussion of survivors who will discuss their unique experiences as the child of a holocaust survivor. Books available for purchase. Registration.</p>	<p> The Ones Who Remember</p>	<p>6 6:00 PM Yoga 9:30 am Registration Blood Drive 1:00 – 6:45 pm </p>	<p>1 Used Book Sale 9 am – 3 pm</p>	
<p>9</p>	<p>10 <i>Somewhere in Time</i> Book Club, 7:00 pm</p>	<p>11</p>	<p>12 Medicare Made Easy 6:00 pm Registration</p>	<p>13 Gentle Restorative Yoga 9:30 am In person Registration </p>	<p>14 Friday Night Movie for Adults: The Lightkeepers (2009) 6:00 pm Registration required</p>	<p>8 Mindful Meditation 9:30 am</p>
<p>16</p>	<p>17</p>	<p>18 9:00 AM The Ones Who Remember: Second-Generation Voices of the Holocaust 7:00 pm Registration</p>	<p>19 Elder Financial Abuse & Fraud 6:00 pm Registration </p>	<p>20 6:00 PM Yoga 9:30 am Registration Better Off Read Book Club 1:00 pm</p>	<p>21 Afternoon Movie for Adults: ELVIS (2022) 1:00 pm Registration</p>	<p>22</p>
<p>23</p>	<p>24 Reel Talk Discussion of: Sundown 7:00 pm on Zoom Registration</p>	<p>25 Friends of the Library Meeting 7:00 pm</p>	<p>26</p>	<p>27 Yoga - 9:30 am Houdini in Detroit 7:00 pm registration</p>	<p>28</p>	<p>29</p>
<p>30</p>	<p>31 HAPPY HALLOWEEN</p>					<p> Computer Class: Registration Required</p>



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