

**Dexter District Library
Board of Trustees - Meeting Agenda
January 9, 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) Oath of Office
- 4) Approval of minutes from the December 5, 2022 Board meeting – **action items**
- 5) Public comment
 - Prearranged public comment – none
 - General public comment
- 6) Consent agenda – **action item**
 - Library Director's narrative report
 - Friends of the Library Report (contained in Director's narrative report)
 - Balance sheets
 - Michigan CLASS report
 - Library statistical report
 - Committee meeting minutes
 - Items from Legislature, MLA, TLN, AAACF, local municipalities
 - Patron comments
- 7) Treasurer's Report (7:20 pm)
 - Approval of bills paid during December 2022 – **action item**
 - Budget changes – none
 - Reimbursements – none
- 8) Administrative Items (7:40 pm)
 - Anniversaries: Lisa Ryan, Head of Adult Services (13 yrs.); Mollie Hall, Tween and Teen Librarian (6 yrs.)
 - Resignations: Josh Burns, Library Page (3 yrs.)
- 9) Old Business (8:00 pm)
 - Director's evaluation
 - Strategic Planning
 - Wage review – Finance Committee
 - Committee Assignments
- 10) New Business (8:30 pm)
 - 2023 Personnel pay raises – **action item**
 - Behavior Policy change – **action item**
 - Telephone system contract – **action item**
- 11) Public comment
- 12) Board member comments
- 13) Adjourn (8:59 pm)



Dexter District Library Board of Trustees

DRAFT -Meeting Minutes

December 5, 2022

7:00 p.m.

Members present: Barbara Davenport, James (Jaime) Estill, Martha Gregg, Cassy Korinek, Sherry Simpson, Shelly Vrsek

Members absent: Jim LaVoie, Donna Palmer

Others present: Ailie Weaver, Auditor from Maner Costerisan CPAs, remote from Lansing, MI
Hannah Hartenburg, Auditor from Maner Costerisan CPAs, remote from Lansing, MI
Paul McCann, Library Director
Michelle Joppeck, Recording Secretary

President Vrsek called the meeting to order at 7:01 p.m.

Vrsek called for additions/changes to the presented agenda. No changes or additions were requested. Davenport moved to approve the meeting agenda as presented. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

The Oath of Office was taken.

Vrsek called for corrections to the minutes of the November 7, 2022 regular Board Meeting. No corrections were requested. Gregg moved to approve the minutes from the November 7, 2022 regular Board Meeting as presented. Second by Simpson. A voice vote. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: None.

Audit Presentation: Ailie Weaver and Hannah Hartenburg of Maner Costerisan, CPAs reviewed the 2021-2022 audit report, which concludes with an unmodified, clean opinion with no areas of concern. The completed audit will be uploaded to the State Treasury on December 6, 2022. Questions were asked of Weaver and Hartenburg to the Board's satisfaction.

Weaver and Hartenburg were thanked for their time and expertise and exited the meeting at 7:32 p.m. The Board had no objections to the audit report and was in consensus to accept it as presented. Davenport moved to approve the 2021-2022 audit. Second by Simpson. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Consent Agenda: Vrsek called for consideration of the Consent agenda, including the following: Library Director's narrative report; Friends of the Library report; Balance Sheets; Library statistical report; items from Legislature, local municipalities and other organizations; and patron comments.

Gregg moved to approve the Consent agenda. Second by Korinek. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

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

November 2022	
Circulation Statistics	November
Adult Books	3583
Young Adult Books	647
Children's Books	7592
Magazines	108
DVD	1687
Books on CD	384
Music CD	230
Realia/Objects/Equip	51
Overdrive	3024
hoopla	1868
Kanopy	498
Renewals via web	1014
Auto-renewals	9123
In-House	2378
Total	32187
Library visits	8457
Reference questions	1791
Items withdrawn	269
New items added	1091
Total holdings	114823
New cards issued	54
Total card holders	11292
Internet usage	1635
Museum/Park Pass	0
Web site visits	8353
Program attendance	1221
Fax	17
ILL lent out	1699
ILL borrowed	2299
In-house use	2378
Unique borrowers	1623

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

Budget Changes: McCann suggested a budget change for line 101-901-972 Capital Replacement as outlined in the Treasurer's Report. Simpson moved to allocate \$10,600.00 from unbudgeted income over expenses to line 101-901-972 Capital Replacement to cover the cost of installing the replacement expansion tank for the HVAC system. This allocation will reduce surplus income over expenses from

\$27,078.00 to \$16,478.00. Second by Korinek. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Reimbursement: None

Personnel: Library staff reaching their anniversary date of hire in the month of December include: Technology Librarian, Scott Wright (12 years) and Library Director, Paul McCann (28 years). Wage increases were included with the January wage rate adjustments and therefore no Board action was necessary for Wright and McCann.

Old Business:

The millage renewal was reviewed. The results were heartening and show that many people value the Library's services enough to pay the property taxes to support the operations.

New Business:

Materials for the Director's evaluation are currently being pulled together. They should be available for the Board soon.

The Board was in agreement that we are ready to start a new Strategic planning session in the next couple month. There will need to be a RFP put out to figure out who will be our consultant for our upcoming Strategic planning session. The company that we used in the past is no longer offering services in that area.

With the upcoming minimum wage increase in February, a wage review will need to be completed. That review is currently under way with the Finance Committee. It will likely be brought to the Board for a decision in January or February.

Public Comment: None

Board Member Comments: None

Adjournment: Having completed all items on the agenda, Estill moved to adjourn at 8:25 pm. Second by Korinek. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,

Barbara Davenport,
Secretary

Michelle Joppeck,
Recording Secretary

Director's Report

Library Board Meeting 1/9/2023

The previous Library Board meeting was held on December 5, 2022. Items below have occurred since the previous Board meeting.

In addition to the wide variety of programs offered by the Library, community groups using the Library's meeting room space during the month included the Cubing Club, the Dexter Weavers, the Rug Hookers, Quail Ridge Homeowners Association, Dexter (youth) Football, Brownie Troop 40698, the Dexter Bicentennial Committee, the Dexter Daze Committee, Rebekah Harmony Lodge and the Friends of the Library Book Sale.

Administration

Historically, December always shows a slump in Library use. People get busy with the holidays, standard programming attracts fewer attendees until after Christmas day and the Library is closed for three days on December 24, 25 and 31. The closed dates affect checkout numbers. This year, the Library closed an additional day on Friday, December 23 in anticipation of an extreme weather event. On the whole, Library use was stable, showing the natural decrease from November, but consistent with trends from pre-pandemic Decembers.

As with any December, the Library saw numerous staff members take advantage of vacation and holiday time, stretching staffing to a thin margin. We are also facing ongoing staff shortages in the part time reference positions. While we continue to advertise, applications over the holiday season have been paltry and many applicants have either lacked qualifications or shown significant conflicts reducing their flexibility. We will continue to post to attract new candidates.

Related to this issue is the overall wage structure. The Finance Committee has been examining this issue and, in the light of potential changes to the State minimum wage law, will have a plan for Board approval at either the February or March meeting. Due to ongoing legal wrangling, the Finance Committee is recommending waiting until the appeals process is complete before altering the overall wage structure. The Board will be presented with a list of standard wage increases for existing employees at the January meeting. This represents a substantial portion of staff who have been migrated to a January wage increase schedule. The remainder of the employees will see their wage increases presented to the Board prior to their anniversary dates.

As noted in the maintenance report, there are a few issues needing additional information to come to a course of action. These include repair of the staff entrance door, lighting over the fiction section on the second floor and replacement of the condenser motor for boiler #2. As we gather information, the Facilities Committee will discuss and recommend courses of action. Unfortunately, all three of these issues present varying recommendations and levels of legwork to determine a course of action.

After presentation of the audit at the December Board meeting, the audit was filed with Standard and Poor's financial rating service and the Continuing Disclosure for the Library's bond was submitted to the Municipal Securities Rating Board. The latter includes a report on the general nature of the community and Library for prospective bond buyers. The Dexter Community Schools provide us with the current list of top ten taxpayers in the service area. As a result of the lengthy court battle over the tax exempt status

between the Wellness Center and the City of Dexter, the Dexter Wellness Center fell off the list. Five of the top ten taxpayers in our district are utility/energy providers. This is undoubtedly due to their landholdings. While stable entities, this is an unbalanced concentration of tax base in relatively undeveloped property. What could be considered standard taxpayers include Dexter Fastener, the Cedars of Dexter and the Walkabout Creek apartment complex. New this year was Fernco, Lenco, Norco Development, which is the firm developing the property near the Baker Rd/Jackson Rd. area.

Scott Wright, Michelle Joppeck and Paul McCann all participated in the RFP process for a new telephone system. The current telephone system was installed as part of the building construction. The installation firm, Netech, is no longer in business. The on-site hardware (the controller for extensions, multiple lines, on hold music, voice attendant messages, etc.) is past end of life. With no servicer, the Library issued an RFP. The request was structured in a way that various providers could suggest in-house solutions, similar to what we currently have, as well as cloud based solutions. After review of the six firms that responded to the RFP, the recommendation is to accept the Call Harbor proposal. The distinguishing features of this proposal include no up-front installation costs, a three-year lease of the equipment which can be upgraded at the end of the contract and all software updates and special features included with the contract price. By eliminating all installation costs, Call Harbor was the least expensive option as well as highly recommended by existing customer references. While the Library did see some significant savings when we pulled out the copper POTS lines for the emergency services, the new bill will be about \$100 more per month than we are currently paying for the existing service. However, the new total of approximately \$450 per month, including all taxes and fees, will only be slightly over the \$5,200 we originally budgeted for telephone service. We should come in under budget for the current year, due to savings realized in the first quarter. We do need to provide the current carrier with a termination notice by March. We still may find some early termination fees applied, but these will be significantly less than the costs other bidders noted for up-front installation.

A revision to the previous Strategic Planning RFP is included in the Board packet. The Library Board will need to determine whether to send this out to committee for further refinement, discuss as the Board of the whole or to proceed with the posting as is. Through contact with other libraries, we have built a small list of consultants. Both of our previous planning consultants have retired.

During the month, a number of southeast Michigan libraries noted the arrival of 'First Amendment auditors' to their facilities. This process is carried out by private citizens with the intent of generating controversial Internet content. In general, there is no rule or policy the Library could put in place to prevent someone from walking around the Library and videoing the surroundings. The issue was discussed at the Policy Committee meeting. It was recommended that the Library Board remove the word 'photographing' from the Library's rules of behavior as follows:

Section 2 – Rules of Personal Conduct – Item 5 - Staring, ~~photographing~~, following, stalking, harassing, or threatening library users or staff while in the Library or on Library property so that it interferes with Library patrons' use of the Library or the ability of the staff person to do his or her job. "Harass" is defined as any repeated verbal or non-verbal conduct which is specifically intended to frighten, embarrass, or anger the person or persons who are the object of such conduct.

The intent here will be to not generate controversy and satisfy the 'auditor's' pursuit of content. Should one of these individuals threaten, harass or otherwise disturb other Library users, the behavioral aspects of the policy remain enforceable. Staff will be directed to not interact with these individuals.

Children's Department

This December, the Youth Department held the second annual Winter Reading Challenge for ages 0-18. Participants signed up exclusively via Beanstack. The Winter Reading Challenge ran from December 5 through January 6 with 286 kids participating. Children who complete the Winter Reading Challenge will be able to come to the Library to receive a small reward in January.

The Department also offered two programs specifically for ages 5 and under in December. Pint-Sized Picasso had 23 people attend and 45 people came to a special Drop-In Winter Wonderland Story Time. The three youth book clubs for kids from young fives through 4th grade had a combined in-person attendance of 30 people.

For the school-aged kids, the beginning of the month featured a Virtual Cooking Class with 31 participants. The remainder of the December programs were all in-person and included a Lego Challenge, New Year's Hat and Noisemaker craft program, Reindeer Craft, Children's Movie and Makerspace. December programs attracted a combined total of 409 parents and children.

The Teen Department offered five in-person programs in December which included Bad Art, Community Conversations with SRSLY, the Teen Advisory Group, Magic the Gathering and Tween Book Club with a total attendance of 38 tweens and teens.

Adult Department

In December, the Adult Department offered eight programs in-person and two via Zoom. The virtual programs included "Larry Martin's WWII in Their Own Words: Colin McKenzie - Pearl Harbor" and a session of the Reel Talk: Film Discussion group.

Adult oriented, in-person presentations included Restorative Yoga (three sessions), the Ann Arbor Storytellers, two movie showings and three book club meetings. Book clubs discussed "True Raiders" by Brad Ricca, "Marley" by Jon Clinch and "Once Upon a River" by Bonnie Jo Campbell. Total adult program attendance for the month was 113.

Technology Department

During the month, Scott Wright's time was dominated by the telephone RFP process. He thoroughly evaluated the phone replacement bids that were received in November, made a scoring rubric spreadsheet which was used to evaluate bids and facilitated discussion of the results. Wright, Michelle Joppeck and Paul McCann met in-person with Call Harbor representatives on Wednesday, December 14 to go over questions regarding the bid, attended a webinar detailing Call Harbor's administrator portal on Wednesday, December 21 and conducted extensive testing of the Call Harbor sample phone/headset which was delivered to us on Monday, December 19 and no problems were encountered with the devices or the service.

During the month, Scott also negotiated a ten-day credit on the T-Mobile hotspots due to a lengthy service outage, converted the Library website's Google Analytics to the latest version, received and configured the

new copier for the youth services patron area and repurposed the cart that formerly held the previous youth copier into a new stand for the adult department's patron printer.

He also offered one-on-one technology sessions on topics such as Windows and Mac backups, iPhone basics, Windows basics and transferring photos from iPhone to PC.

Circulation Department

December has traditionally been a slow month for circulation and this December was no different. Patrons are busy preparing for the holidays and thus put off coming into the Library. Despite the slow foot traffic, we still sent out 50 items through MeL delivery and dealt with an average of nine delivery bins a day. Staff took the time to check past library card applications, cull old items from the magazine exchange that sits in the lobby, link many new items in the catalog, copy forms and straighten shelves. Many staff take time off during the holidays so the slower foot traffic helps because fewer staff are available to work. Now that the holidays are over, we have seen a big increase in foot traffic. For example, we had 149 patrons come in the day after Christmas, but the day after New Year's we had 429 patrons.

Maintenance Department

This month, Altech repaired boiler #2. We received an estimate from Howlett Lock for a new lock cylinder on the staff entry door, although a follow up visit brought up more questions as to whether the locking problem is related to the cylinder or another issue. Hopp Electric diagnosed the issues with the magnetic door hold opens in the first floor staff area and the wall pack lights above the exterior doors. Both need new relays. Repair was scheduled for December 23, but Hopp canceled due to the weather. This work was rescheduled to January 6.

Matt assembled a new salt spreader for the parking lot and inspected and repositioned the trail camera to prevent graffiti outside of the lower level meeting room emergency exit area. Matt tried to replace some LED tubes in the adult fiction area, but was unsuccessful. He also came in on Christmas Eve to remove snow and salt the parking lot and sidewalk. Mid-month, he discovered the faucet in lower level men's restroom had been damaged by teenagers on December 7, but was able to reattach it.

Friends of the Library

The Friends of the Library annual meeting was sparsely attended. Only current Board members were in attendance. The Friends did select a Volunteer of the Year for 2022, but the name is being withheld until the next Friends Board meeting so the volunteer can be surprised. Unfortunately, the recently recruited Publicity Coordinator needed to step back from volunteering due to personal reasons. The group continues to look for officers to serve as Secretary and Publicity Coordinator. That did not stop the group from having a great sale in December (reported out at the December Board meeting) and they will hopefully have decent weather for the January Sale, which will take place the Saturday before the Board meeting.

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

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	926,932.40
Total Checking/Savings	926,932.40
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	1,874.00
101-000-102 CD 1 FLAGSTAR	262,622.70
101-000-103 CD COMERICA	211,368.00
101-000-106 CD OLD NATIONAL	262,091.05
101-000-107 CD 1 HUNTINGTON	212,628.62
101-000-109 CD NORTHSTAR BANK	261,292.18
101-000-110 CD 2 HUNTINGTON	263,648.95
101-000-111 CD OLD NATIONAL	262,200.79
101-000-112 CD 2 FLAGSTAR	235,382.52
101-000-120 MICHIGAN CLASS	1,026,411.90
Total Other Current Assets	3,262,614.24
Total Current Assets	4,189,546.64
TOTAL ASSETS	4,189,546.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	15,904.20
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	49,705.30
Total Current Liabilities	49,705.30
Total Liabilities	49,705.30
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,316,261.82
Net Income	-282,520.41
Total Equity	4,139,841.34
TOTAL LIABILITIES & EQUITY	4,189,546.64

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

October through **December 2022**

	Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	101,193.40	1,664,820.00	-1,563,626.60	6.1%
OTHER INCOME	7,564.50	33,960.00	-26,395.50	22.3%
OTHER MISC REVENUE	9,951.88	54,300.00	-44,348.12	18.3%
PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
Total Income	118,709.78	1,774,330.00	-1,655,620.22	6.7%
Expense				
LIBRARY MATERIALS	50,010.89	329,500.00	-279,489.11	15.2%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	15,686.95	38,570.00	-22,883.05	40.7%
GENERAL OPERATIONS	88,167.62	345,300.00	-257,132.38	25.5%
WAGES & BENEFITS	247,364.73	1,044,482.00	-797,117.27	23.7%
Total OPERATING EXPENSES	351,219.30	1,428,352.00	-1,077,132.70	24.6%
Total Expense	401,230.19	1,757,852.00	-1,356,621.81	22.8%
Net Income	-282,520.41	16,478.00	-298,998.41	-1,714.5%

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

	Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	0.00	264,700.00	-264,700.00	0.0%
101-000-401 DEXTER TOWNSHIP	24,177.68	311,649.00	-287,471.32	7.8%
101-000-402 FREEDOM TOWNSHIP	0.00	908.00	-908.00	0.0%
101-000-403 HAMBURG TOWNSHIP	8,365.69	88,565.00	-80,199.31	9.4%
101-000-404 LIMA TOWNSHIP	7,522.65	121,537.00	-114,014.35	6.2%
101-000-405 LODI TOWNSHIP	0.00	9,968.00	-9,968.00	0.0%
101-000-406 NORTHFIELD TWP	208.94	2,603.00	-2,394.06	8.0%
101-000-407 SCIO TOWNSHIP	0.00	354,564.00	-354,564.00	0.0%
101-000-408 WEBSTER TOWNSHIP	60,918.44	509,826.00	-448,907.56	11.9%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	101,193.40	1,664,820.00	-1,563,626.60	6.1%
OTHER INCOME				
101-000-507 GRANT INCOME	0.00	100.00	-100.00	0.0%
101-000-591 FRIENDS OF THE LIBR	0.00	12,000.00	-12,000.00	0.0%
101-000-592 GIFTS/MEMORIALS	2,700.00	7,000.00	-4,300.00	38.6%
101-000-607 FAX SERVICES	54.95	200.00	-145.05	27.5%
101-000-608 PURCHASES	47.50	100.00	-52.50	47.5%
101-000-609 FINES	3,976.45	9,000.00	-5,023.55	44.2%
101-000-610 NON RESIDENT FEES	240.00	360.00	-120.00	66.7%
101-000-627 COPIER	545.60	3,000.00	-2,454.40	18.2%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	0.00	2,000.00	-2,000.00	0.0%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
Total OTHER INCOME	7,564.50	33,960.00	-26,395.50	22.3%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	0.00	25,000.00	-25,000.00	0.0%
101-000-575 STATE AID	0.00	18,000.00	-18,000.00	0.0%
101-000-665 INTEREST INCOME	9,951.88	10,000.00	-48.12	99.5%
101-000-666 ENDOWMENT INCOME	0.00	1,300.00	-1,300.00	0.0%
Total OTHER MISC REVENUE	9,951.88	54,300.00	-44,348.12	18.3%
PENAL FINES REVENUE				
101-000-581 LV CTY PENAL FINES	0.00	1,250.00	-1,250.00	0.0%
101-000-582 WASHTN CTY PENAL FD	0.00	20,000.00	-20,000.00	0.0%
Total PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
Total Income	118,709.78	1,774,330.00	-1,655,620.22	6.7%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	8,580.26	54,000.00	-45,419.74	15.9%
101-790-741 CHILDREN'S BOOKS	14,901.94	75,000.00	-60,098.06	19.9%
101-790-742 PROGRAMMING	6,254.85	50,000.00	-43,745.15	12.5%
101-790-743 ELECTRONIC RESOURCE	905.00	12,000.00	-11,095.00	7.5%
101-790-744 PERIOD & SUBSCRIPT	111.88	8,500.00	-8,388.12	1.3%
101-790-745 BOOKS ON CD-ADULT	831.21	8,000.00	-7,168.79	10.4%
101-790-746 BOOKS ON CD CHILD	1,012.56	4,000.00	-2,987.44	25.3%
101-790-747 DVD-ADULT	200.38	8,000.00	-7,799.62	2.5%
101-790-748 DVD-CHILD	1,151.86	8,000.00	-6,848.14	14.4%
101-790-749 AUDIO MUSIC ADULT	0.00	2,500.00	-2,500.00	0.0%
101-790-750 AUDIO MUSIC CHILD	0.00	1,000.00	-1,000.00	0.0%
101-790-751 E-BOOKS/AUDIO	13,772.30	75,000.00	-61,227.70	18.4%
101-790-752 COMMUNITY READ	1,258.00	3,000.00	-1,742.00	41.9%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	1,030.65	20,000.00	-18,969.35	5.2%
Total LIBRARY MATERIALS	50,010.89	329,500.00	-279,489.11	15.2%

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

October through **December 2022**

	Oct - Dec 22	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	2,195.59	25,000.00	-22,804.41	8.8%
101-901-972 CAPITAL REPLACEMENT	13,491.36	13,570.00	-78.64	99.4%
Total CAPITAL OUTLAY IMPROVE	15,686.95	38,570.00	-22,883.05	40.7%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	118.00	2,000.00	-1,882.00	5.9%
101-790-727 LIBRARY SUPPLIES	1,966.51	13,000.00	-11,033.49	15.1%
101-790-728 POSTAGE	248.42	1,100.00	-851.58	22.6%
101-790-729 BUILDING SUPPLIES	2,923.32	10,000.00	-7,076.68	29.2%
101-790-800 COOPERATIVE FEES	18,121.94	62,900.00	-44,778.06	28.8%
101-790-801 PROF SERVICES	7,807.00	18,500.00	-10,693.00	42.2%
101-790-802 ATTORNEY FEES	0.00	3,000.00	-3,000.00	0.0%
101-790-803 BOOKKEEPING SERV	2,527.40	13,500.00	-10,972.60	18.7%
101-790-818 INSTITUTION DUE/FEE	0.00	1,500.00	-1,500.00	0.0%
101-790-851 TELEPHONE	1,018.87	5,200.00	-4,181.13	19.6%
101-790-860 TRANSPORTATION	0.00	1,000.00	-1,000.00	0.0%
101-790-880 ADVERTISING	410.00	2,000.00	-1,590.00	20.5%
101-790-882 NEWSLETTER	0.00	29,000.00	-29,000.00	0.0%
101-790-910 INSURANCE	21,308.00	22,500.00	-1,192.00	94.7%
101-790-920 UTILITIES	14,380.83	62,500.00	-48,119.17	23.0%
101-790-930 BLDING MAINTENANCE	11,116.23	60,000.00	-48,883.77	18.5%
101-790-932 BUILDING REPAIRS	1,104.30	16,000.00	-14,895.70	6.9%
101-790-934 EQUIPMENT REPAIR	64.96	3,000.00	-2,935.04	2.2%
101-790-936 GROUNDS KEEPING	2,500.00	7,500.00	-5,000.00	33.3%
101-790-940 EQUIPMENT LEASE	1,698.52	7,500.00	-5,801.48	22.6%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	16.60	500.00	-483.40	3.3%
101-790-958 S.E.V. ADJUSTMENT	836.72	3,000.00	-2,163.28	27.9%
Total GENERAL OPERATIONS	88,167.62	345,300.00	-257,132.38	25.5%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	203,346.78	870,378.00	-667,031.22	23.4%
101-790-703 LONGEVITY	2,500.00	8,500.00	-6,000.00	29.4%
101-790-713 FSA	1,211.49	4,500.00	-3,288.51	26.9%
101-790-714 EMPLR SHARE (FICA)	15,727.58	66,584.00	-50,856.42	23.6%
101-790-715 MEDICAL REIMBUR	692.40	2,400.00	-1,707.60	28.9%
101-790-716 MEDICAL	14,724.69	62,250.00	-47,525.31	23.7%
101-790-717 LIFE INSURANCE	466.48	1,968.00	-1,501.52	23.7%
101-790-718 457 ANNUITY CONTRB	7,881.34	24,421.00	-16,539.66	32.3%
101-790-719 SHORT TERM DISBLTY	813.97	3,481.00	-2,667.03	23.4%
Total WAGES & BENEFITS	247,364.73	1,044,482.00	-797,117.27	23.7%
Total OPERATING EXPENSES	351,219.30	1,428,352.00	-1,077,132.70	24.6%
Total Expense	401,230.19	1,757,852.00	-1,356,621.81	22.8%
Net Income	-282,520.41	16,478.00	-298,998.41	-1,714.5%

DRAFT

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

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	84,897.90
Total Checking/Savings	84,897.90
Other Current Assets	
301-000-120 MICHIGAN CLASS	16,761.78
Total Other Current Assets	16,761.78
Total Current Assets	101,659.68
TOTAL ASSETS	<u>101,659.68</u>
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	92,261.62
Net Income	9,398.06
Total Equity	101,659.68
TOTAL LIABILITIES & EQUITY	<u>101,659.68</u>

DRAFT

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

	<u>Oct - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
301-000-400 CITY OF DEXTER	0.00	99,677.00	-99,677.00	0.0%
301-000-401 DEXTER TOWNSHIP	8,067.56	103,998.00	-95,930.44	7.8%
301-000-402 FREEDOM TOWNSHIP	0.00	303.00	-303.00	0.0%
301-000-403 HAMBURG TOWNSHIP	2,791.47	29,555.00	-26,763.53	9.4%
301-000-404 LIMA TOWNSHIP	2,510.17	40,557.00	-38,046.83	6.2%
301-000-405 LODI TOWNSHIP	0.00	3,326.00	-3,326.00	0.0%
301-000-406 NORTHFIELD TOWNSHIP	69.73	869.00	-799.27	8.0%
301-000-407 SCIO TOWNSHIP	0.00	125,995.00	-125,995.00	0.0%
301-000-408 WEBSTER TOWNSHIP	20,327.60	170,131.00	-149,803.40	11.9%
301-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
301-000-573 PERS PROP TAX REIMB	0.00	10,388.00	-10,388.00	0.0%
301-000-665 INTEREST INCOME	131.53	1,200.00	-1,068.47	11.0%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
Total Income	33,898.06	586,499.00	-552,600.94	5.8%
Expense				
301-906-801 PROFESSIONAL SRV	125.00	250.00	-125.00	50.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	24,375.00	588,750.00	-564,375.00	4.1%
Total Expense	24,500.00	589,120.00	-564,620.00	4.2%
Net Income	9,398.06	-2,621.00	12,019.06	-358.6%

DRAFT

DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-FINAL
 As of **November 30, 2022**

	Nov 30, 22
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	976,943.43
Total Checking/Savings	976,943.43
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	1,874.00
101-000-102 CD 1 FLAGSTAR	262,622.70
101-000-103 CD COMERICA	211,368.00
101-000-106 CD OLD NATIONAL	262,091.05
101-000-107 CD 1 HUNTINGTON	212,186.57
101-000-109 CD NORTHSTAR BANK	261,292.18
101-000-110 CD 2 HUNTINGTON	263,100.83
101-000-111 CD OLD NATIONAL	262,200.79
101-000-112 CD 2 FLAGSTAR	235,382.52
101-000-120 MICHIGAN CLASS	1,026,411.90
Total Other Current Assets	3,261,624.07
Total Current Assets	4,238,567.50
TOTAL ASSETS	4,238,567.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	15,904.20
101-000-228 STATE PAYROLL TAXES	-3,065.96
101-000-229 FEDERAL PR TAX	8,417.07
101-000-231 OTHER PAYABLE	131.60
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	48,232.75
Total Current Liabilities	48,232.75
Total Liabilities	48,232.75
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,316,261.82
Net Income	-232,027.00
Total Equity	4,190,334.75
TOTAL LIABILITIES & EQUITY	4,238,567.50

FINAL

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

October through **November 2022**

	Oct - Nov 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	0.00	1,664,820.00	-1,664,820.00	0.0%
OTHER INCOME	5,171.13	33,960.00	-28,788.87	15.2%
OTHER MISC REVENUE	8,961.71	54,300.00	-45,338.29	16.5%
PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
Total Income	14,132.84	1,774,330.00	-1,760,197.16	0.8%
Expense				
LIBRARY MATERIALS	31,048.16	329,500.00	-298,451.84	9.4%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	15,686.95	27,970.00	-12,283.05	56.1%
GENERAL OPERATIONS	53,375.02	345,300.00	-291,924.98	15.5%
WAGES & BENEFITS	146,049.71	1,044,482.00	-898,432.29	14.0%
Total OPERATING EXPENSES	215,111.68	1,417,752.00	-1,202,640.32	15.2%
Total Expense	246,159.84	1,747,252.00	-1,501,092.16	14.1%
Net Income	-232,027.00	27,078.00	-259,105.00	-856.9%

FINAL

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

October through **November 2022**

	Oct - Nov 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	0.00	264,700.00	-264,700.00	0.0%
101-000-401 DEXTER TOWNSHIP	0.00	311,649.00	-311,649.00	0.0%
101-000-402 FREEDOM TOWNSHIP	0.00	908.00	-908.00	0.0%
101-000-403 HAMBURG TOWNSHIP	0.00	88,565.00	-88,565.00	0.0%
101-000-404 LIMA TOWNSHIP	0.00	121,537.00	-121,537.00	0.0%
101-000-405 LODI TOWNSHIP	0.00	9,968.00	-9,968.00	0.0%
101-000-406 NORTHFIELD TWP	0.00	2,603.00	-2,603.00	0.0%
101-000-407 SCIO TOWNSHIP	0.00	354,564.00	-354,564.00	0.0%
101-000-408 WEBSTER TOWNSHIP	0.00	509,826.00	-509,826.00	0.0%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	0.00	1,664,820.00	-1,664,820.00	0.0%
OTHER INCOME				
101-000-507 GRANT INCOME	0.00	100.00	-100.00	0.0%
101-000-591 FRIENDS OF THE LIBR	0.00	12,000.00	-12,000.00	0.0%
101-000-592 GIFTS/MEMORIALS	1,100.00	7,000.00	-5,900.00	15.7%
101-000-607 FAX SERVICES	31.50	200.00	-168.50	15.8%
101-000-608 PURCHASES	20.50	100.00	-79.50	20.5%
101-000-609 FINES	3,559.38	9,000.00	-5,440.62	39.5%
101-000-610 NON RESIDENT FEES	60.00	360.00	-300.00	16.7%
101-000-627 COPIER	399.75	3,000.00	-2,600.25	13.3%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	0.00	2,000.00	-2,000.00	0.0%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
Total OTHER INCOME	5,171.13	33,960.00	-28,788.87	15.2%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	0.00	25,000.00	-25,000.00	0.0%
101-000-575 STATE AID	0.00	18,000.00	-18,000.00	0.0%
101-000-665 INTEREST INCOME	8,961.71	10,000.00	-1,038.29	89.6%
101-000-666 ENDOWMENT INCOME	0.00	1,300.00	-1,300.00	0.0%
Total OTHER MISC REVENUE	8,961.71	54,300.00	-45,338.29	16.5%
PENAL FINES REVENUE				
101-000-581 LV CTY PENAL FINES	0.00	1,250.00	-1,250.00	0.0%
101-000-582 WASHTN CTY PENAL FD	0.00	20,000.00	-20,000.00	0.0%
Total PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
Total Income	14,132.84	1,774,330.00	-1,760,197.16	0.8%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	4,446.54	54,000.00	-49,553.46	8.2%
101-790-741 CHILDREN'S BOOKS	7,983.27	75,000.00	-67,016.73	10.6%
101-790-742 PROGRAMMING	3,512.56	50,000.00	-46,487.44	7.0%
101-790-743 ELECTRONIC RESOURCE	880.00	12,000.00	-11,120.00	7.3%
101-790-744 PERIOD & SUBSCRIPT	0.00	8,500.00	-8,500.00	0.0%
101-790-745 BOOKS ON CD-ADULT	353.75	8,000.00	-7,646.25	4.4%
101-790-746 BOOKS ON CD CHILD	836.09	4,000.00	-3,163.91	20.9%
101-790-747 DVD-ADULT	168.58	8,000.00	-7,831.42	2.1%
101-790-748 DVD-CHILD	994.44	8,000.00	-7,005.56	12.4%
101-790-749 AUDIO MUSIC ADULT	0.00	2,500.00	-2,500.00	0.0%
101-790-750 AUDIO MUSIC CHILD	0.00	1,000.00	-1,000.00	0.0%
101-790-751 E-BOOKS/AUDIO	9,790.90	75,000.00	-65,209.10	13.1%
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	620.03	20,000.00	-19,379.97	3.1%
Total LIBRARY MATERIALS	31,048.16	329,500.00	-298,451.84	9.4%

FINAL

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

October through **November 2022**

	Oct - Nov 22	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	2,195.59	25,000.00	-22,804.41	8.8%
101-901-972 CAPITAL REPLACEMENT	13,491.36	2,970.00	10,521.36	454.3%
Total CAPITAL OUTLAY IMPROVE	15,686.95	27,970.00	-12,283.05	56.1%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	118.00	2,000.00	-1,882.00	5.9%
101-790-727 LIBRARY SUPPLIES	1,011.64	13,000.00	-11,988.36	7.8%
101-790-728 POSTAGE	248.42	1,100.00	-851.58	22.6%
101-790-729 BUILDING SUPPLIES	1,911.17	10,000.00	-8,088.83	19.1%
101-790-800 COOPERATIVE FEES	18,121.94	62,900.00	-44,778.06	28.8%
101-790-801 PROF SERVICES	6,827.00	18,500.00	-11,673.00	36.9%
101-790-802 ATTORNEY FEES	0.00	3,000.00	-3,000.00	0.0%
101-790-803 BOOKKEEPING SERV	1,569.75	13,500.00	-11,930.25	11.6%
101-790-818 INSTITUTION DUE/FEE	0.00	1,500.00	-1,500.00	0.0%
101-790-851 TELEPHONE	339.47	5,200.00	-4,860.53	6.5%
101-790-860 TRANSPORTATION	0.00	1,000.00	-1,000.00	0.0%
101-790-880 ADVERTISING	410.00	2,000.00	-1,590.00	20.5%
101-790-882 NEWSLETTER	0.00	29,000.00	-29,000.00	0.0%
101-790-910 INSURANCE	0.00	22,500.00	-22,500.00	0.0%
101-790-920 UTILITIES	9,412.80	62,500.00	-53,087.20	15.1%
101-790-930 BLDING MAINTENANCE	7,207.71	60,000.00	-52,792.29	12.0%
101-790-932 BUILDING REPAIRS	1,104.30	16,000.00	-14,895.70	6.9%
101-790-934 EQUIPMENT REPAIR	64.96	3,000.00	-2,935.04	2.2%
101-790-936 GROUNDS KEEPING	2,500.00	7,500.00	-5,000.00	33.3%
101-790-940 EQUIPMENT LEASE	1,674.54	7,500.00	-5,825.46	22.3%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	16.60	500.00	-483.40	3.3%
101-790-958 S.E.V. ADJUSTMENT	836.72	3,000.00	-2,163.28	27.9%
Total GENERAL OPERATIONS	53,375.02	345,300.00	-291,924.98	15.5%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	118,396.71	870,378.00	-751,981.29	13.6%
101-790-703 LONGEVITY	500.00	8,500.00	-8,000.00	5.9%
101-790-713 FSA	692.28	4,500.00	-3,807.72	15.4%
101-790-714 EMPLR SHARE (FICA)	9,085.86	66,584.00	-57,498.14	13.6%
101-790-715 MEDICAL REIMBUR	415.44	2,400.00	-1,984.56	17.3%
101-790-716 MEDICAL	10,056.57	62,250.00	-52,193.43	16.2%
101-790-717 LIFE INSURANCE	305.76	1,968.00	-1,662.24	15.5%
101-790-718 457 ANNUITY CONTRB	6,063.68	24,421.00	-18,357.32	24.8%
101-790-719 SHORT TERM DISBLTY	533.41	3,481.00	-2,947.59	15.3%
Total WAGES & BENEFITS	146,049.71	1,044,482.00	-898,432.29	14.0%
Total OPERATING EXPENSES	215,111.68	1,417,752.00	-1,202,640.32	15.2%
Total Expense	246,159.84	1,747,252.00	-1,501,092.16	14.1%
Net Income	-232,027.00	27,078.00	-259,105.00	-856.9%

FINAL

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND
BALANCE SHEET-FINAL
As of **November 30, 2022**

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	51,131.37
Total Checking/Savings	51,131.37
Other Current Assets	
301-000-120 MICHIGAN CLASS	16,761.78
Total Other Current Assets	16,761.78
Total Current Assets	67,893.15
TOTAL ASSETS	67,893.15
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	92,261.62
Net Income	-24,368.47
Total Equity	67,893.15
TOTAL LIABILITIES & EQUITY	67,893.15

FINAL

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

STATEMENT OF OPERATIONS-YTD-FINAL

October through November 2022

	Oct - Nov 22	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	0.00	99,677.00	-99,677.00	0.0%
301-000-401 DEXTER TOWNSHIP	0.00	103,998.00	-103,998.00	0.0%
301-000-402 FREEDOM TOWNSHIP	0.00	303.00	-303.00	0.0%
301-000-403 HAMBURG TOWNSHIP	0.00	29,555.00	-29,555.00	0.0%
301-000-404 LIMA TOWNSHIP	0.00	40,557.00	-40,557.00	0.0%
301-000-405 LODI TOWNSHIP	0.00	3,326.00	-3,326.00	0.0%
301-000-406 NORTHFIELD TOWNSHIP	0.00	869.00	-869.00	0.0%
301-000-407 SCIO TOWNSHIP	0.00	125,995.00	-125,995.00	0.0%
301-000-408 WEBSTER TOWNSHIP	0.00	170,131.00	-170,131.00	0.0%
301-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
301-000-573 PERS PROP TAX REIMB	0.00	10,388.00	-10,388.00	0.0%
301-000-665 INTEREST INCOME	131.53	1,200.00	-1,068.47	11.0%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
Total Income	131.53	586,499.00	-586,367.47	0.0%
Expense				
301-906-801 PROFESSIONAL SRV	125.00	250.00	-125.00	50.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	24,375.00	588,750.00	-564,375.00	4.1%
Total Expense	24,500.00	589,120.00	-564,620.00	4.2%
Net Income	-24,368.47	-2,621.00	-21,747.47	929.7%

FINAL



Summary Statement

December 31, 2022

Page 1 of 4

Investor ID: [REDACTED]

0000425-0002579 PDF 488776

Dexter District Library
3255 Alpine St
Dexter, MI 48130

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 4.2646%

Table with 9 columns: Account, Description, Beginning Balance, Contributions, Withdrawals, Income Earned, Income Earned YTD, Average Daily Balance, Month End Balance. Rows include MI-01 GENERAL OPERATIONS, MI-0 DEBT SERVICE, and a TOTAL row.

Tel: (855) 382-0496

https://www.michiganclass.org/



Account Statement

December 31, 2022

Page 2 of 4

Account Number: [REDACTED]

GENERAL OPERATIONS

Account Summary

Average Monthly Yield: 4.2646%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	1,026,411.90	262,625.53	0.00	3,820.79	17,594.98	1,062,245.08	1,292,858.22

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
12/01/2022	Beginning Balance			1,026,411.90	
12/28/2022	Contribution	262,625.53			2586358
12/31/2022	Income Dividend Reinvestment	3,820.79			
12/31/2022	Ending Balance			1,292,858.22	



Account Statement

December 31, 2022

Page 3 of 4

Account Number: [REDACTED]

DEBT SERVICE

Account Summary

Average Monthly Yield: 4.2646%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	16,761.78	0.00	0.00	60.82	285.79	16,793.44	16,822.60

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
12/01/2022	Beginning Balance			16,761.78	
12/31/2022	Income Dividend Reinvestment	60.82			
12/31/2022	Ending Balance			16,822.60	



Michigan CLASS

Michigan CLASS

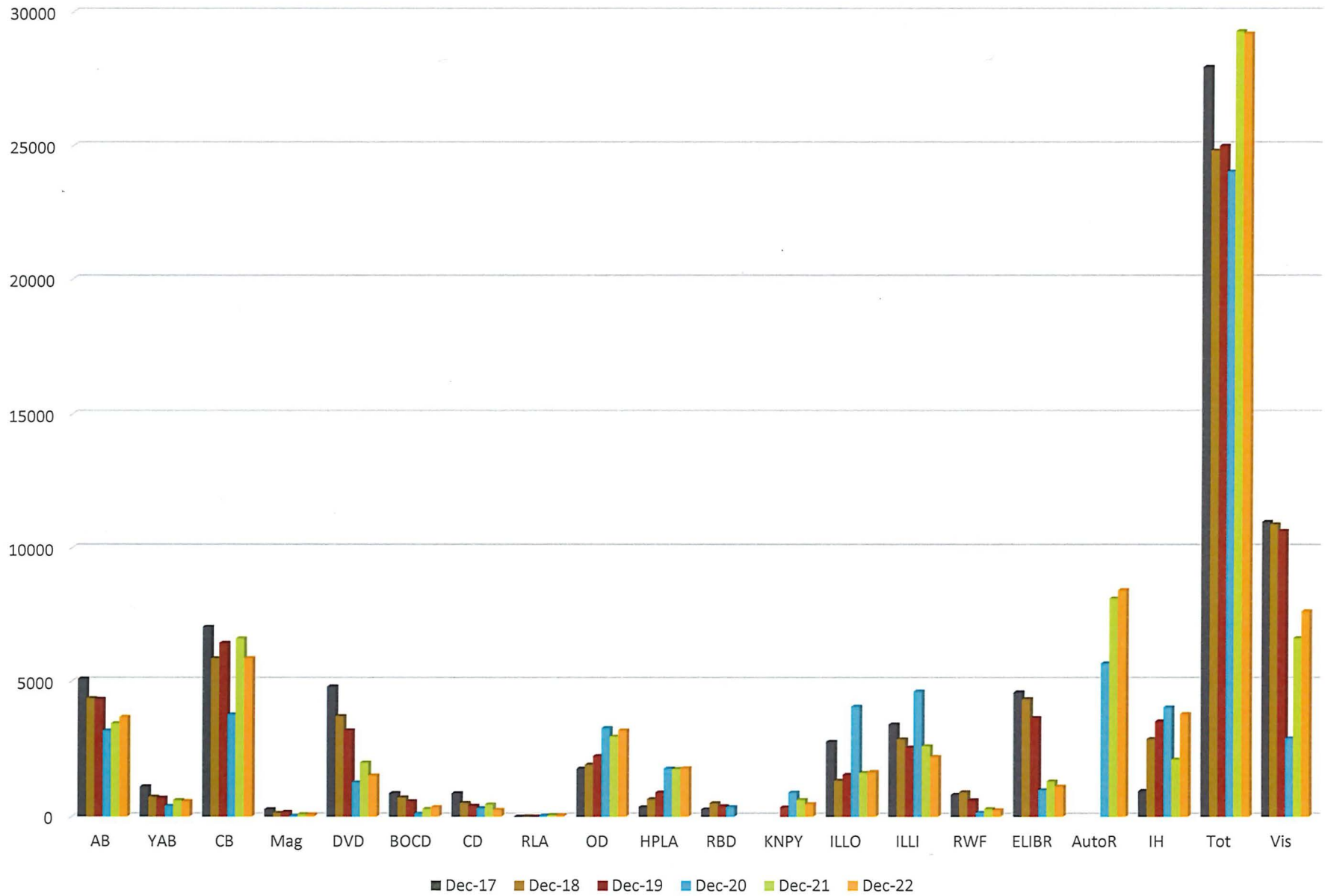
Date	Dividend Rate	Daily Yield
12/01/2022	0.000109967	4.0138%
12/02/2022	0.000332127	4.0409%
12/03/2022	0.000000000	4.0409%
12/04/2022	0.000000000	4.0409%
12/05/2022	0.000110871	4.0468%
12/06/2022	0.000110968	4.0503%
12/07/2022	0.000111022	4.0523%
12/08/2022	0.000111746	4.0787%
12/09/2022	0.000336180	4.0902%
12/10/2022	0.000000000	4.0902%
12/11/2022	0.000000000	4.0902%
12/12/2022	0.000112591	4.1096%
12/13/2022	0.000112705	4.1138%
12/14/2022	0.000113152	4.1300%
12/15/2022	0.000113871	4.1563%
12/16/2022	0.000357240	4.3465%
12/17/2022	0.000000000	4.3464%
12/18/2022	0.000000000	4.3464%
12/19/2022	0.000122486	4.4707%
12/20/2022	0.000121728	4.4430%
12/21/2022	0.000121973	4.4520%
12/22/2022	0.000121810	4.4461%
12/23/2022	0.000487704	4.4503%
12/24/2022	0.000000000	4.4503%
12/25/2022	0.000000000	4.4503%
12/26/2022	0.000000000	4.4503%
12/27/2022	0.000122253	4.4623%
12/28/2022	0.000122840	4.4836%
12/29/2022	0.000122909	4.4862%
12/30/2022	0.000245820	4.4862%
12/31/2022	0.000000000	4.4862%

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.**

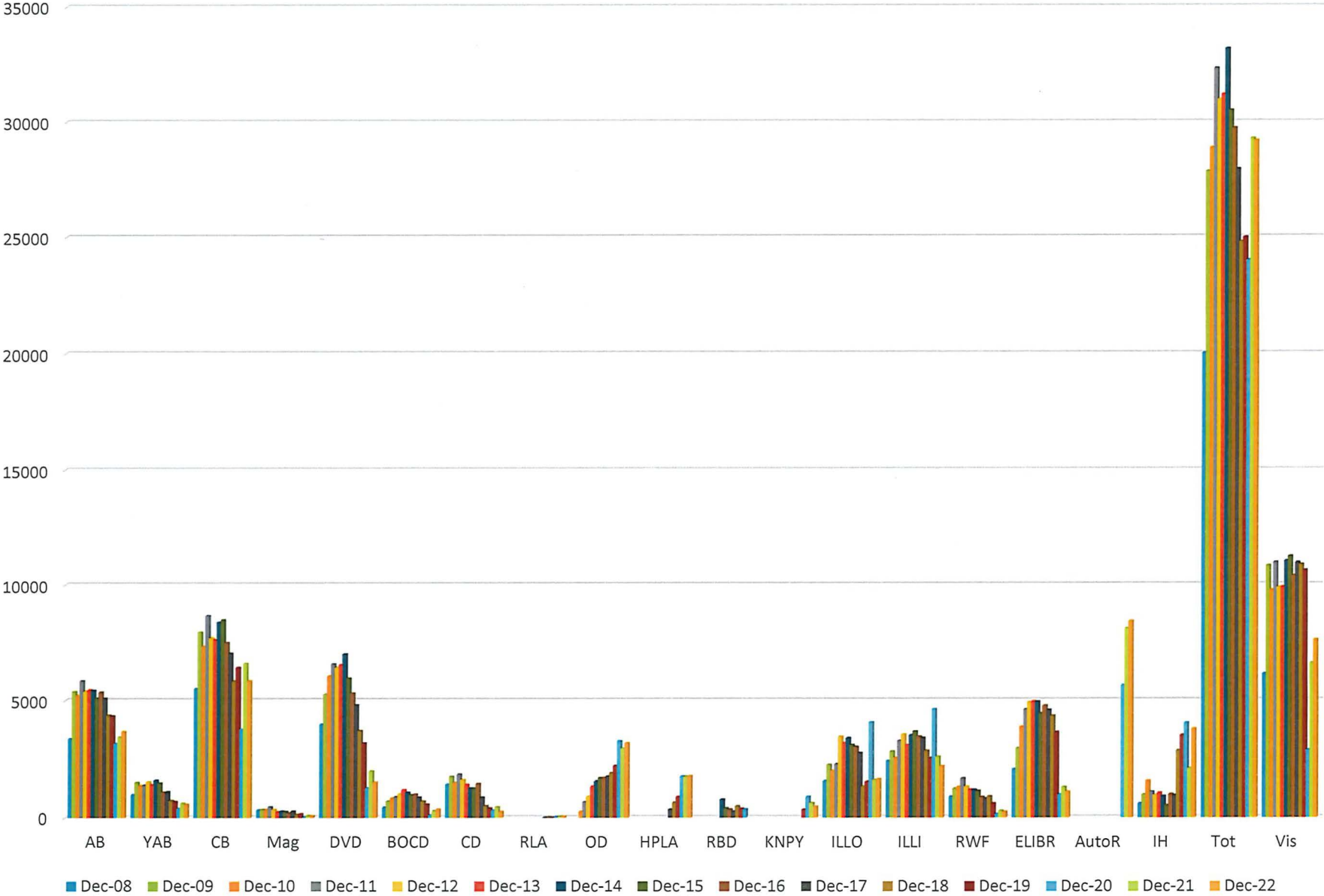
December 2022

Circulation Statistics	November	October	%change
Adult Books	3672	3583	2%
Young Adult Books	572	647	-12%
Children's Books	5843	7592	-23%
Magazines	77	108	-29%
DVD	1516	1687	-10%
Books on CD	358	384	-7%
Music CD	253	230	10%
Realia/Objects/Equip	47	51	-8%
Overdrive	3181	3024	5%
hoopla	1783	1868	-5%
Kanopy	468	498	-6%
Renewals via web	1114	1014	10%
Auto-renewals	8410	9123	-8%
In-House	1894	2378	-20%
Total	29188	32187	-9%
Library visits	7610	8457	-10%
Reference questions	1696	1791	-5%
Items withdrawn	235	269	-13%
New items added	932	1091	-15%
Total holdings	114495	114823	0%
New cards issued	49	54	-9%
Total card holders	11172	11292	-1%
Internet usage	1517	1635	-7%
Museum/Park Pass	5	0	
Web site visits	8143	8353	-3%
Program attendance	564	1221	-54%
Fax	25	17	47%
ILL lent out	1650	1699	-3%
ILL borrowed	2202	2299	-4%
In-house use	1894	2378	-20%
Unique borrowers	1529	1623	-6%

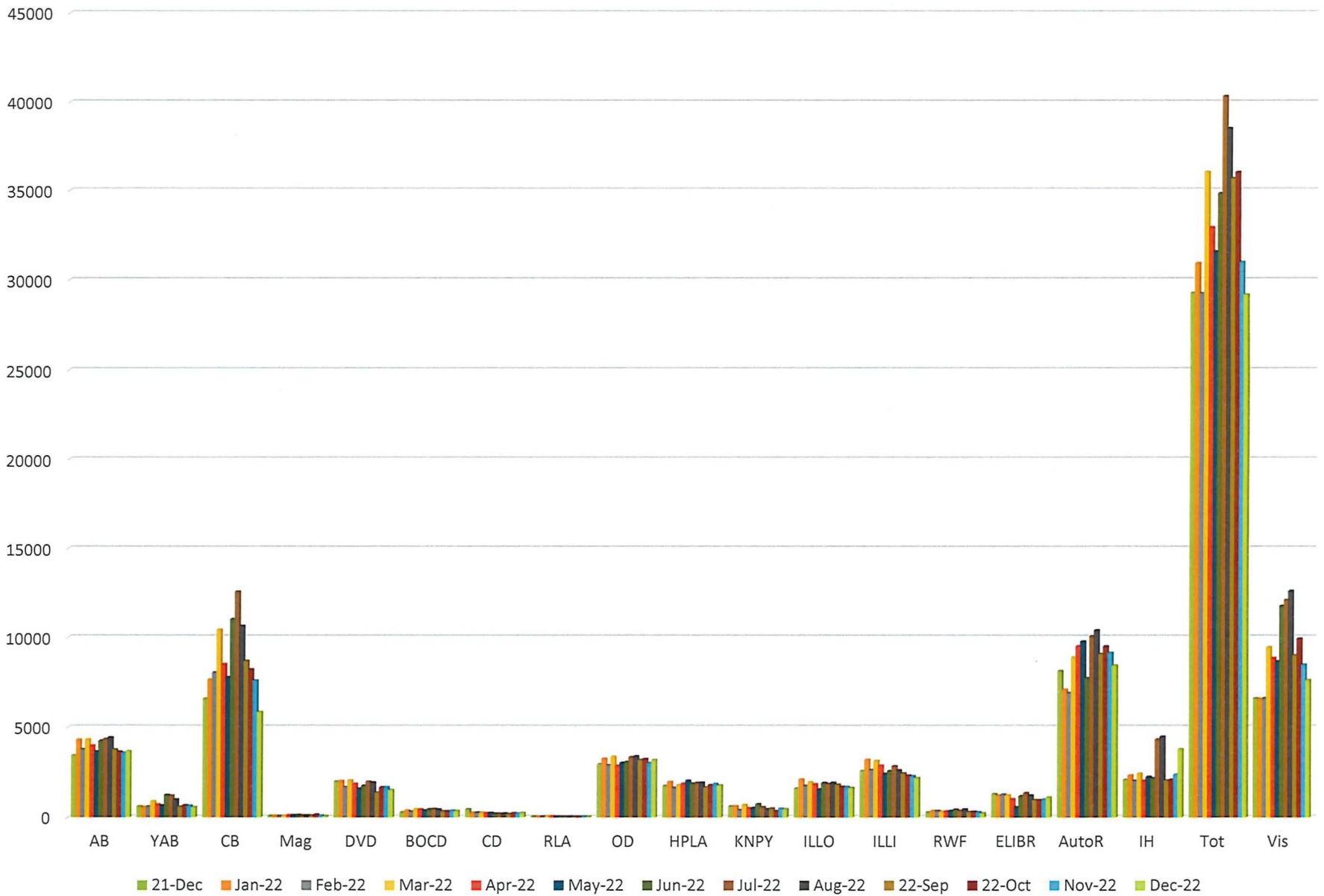
Circulation - December 2017-2022



Circulation - December 2008-2022



Circulation - Dec 2021 to Dec 2022





**Policy Committee Meeting
December 13, 2022
-DRAFT-Meeting Minutes**

Members present: Cassy Korinek, Paul McCann, Sherry Simpson, Shelly Vrsek

Members absent: None

Others present: Michelle Joppeck, Recording Secretary

This meeting was conducted via the online video conferencing program Zoom and was called to order at 7:01 p.m.

The presented agenda was reviewed and approved by consensus.

Meeting minutes from October 11, 2022 were reviewed and approved by consensus.

Setting a consistent date and time schedule for the Policy Committee meetings was tabled for further discussion.

First Amendment audits were discussed. A First Amendment audit is defined as the practice of exercising one's constitutional right to record video for the purpose of educating anyone who attempts to infringe that right and commending those who respect it. Generally, these audits are made as a form of activism and are meant to stir up a response worth posting online about. These audits are in conflict with our Behavior Policy, which does not allow photographing inside the Library. The general recommendation for dealing with these auditors is to not engage with them; if you engage them, that will generate the drama and argumentation that they are looking for. The general consensus was that those general recommendations are a good place to start, but it was recommended that the word 'photographing' will need to be removed from the Behavior Policy. This change to the Behavior Policy will be brought to the Board for a vote. The staff will also need to be instructed on how to engage people who are engaging in harassing or stalking behaviors in relation to filming or photographing so that the response isn't about the filming or photographing specifically.

The idea of introducing toys, puzzles, and interactive items back on display for use in the Youth Department was discussed. It was recognized that this is a difficult issue. There are many people who are still being very cautious concerning covid and other illnesses, but there are others who aren't as cautious anymore. The general recommendation was to put out at least select items and putting a sign out with them to remind people to wash their hands before and after using the items as well as having hand sanitizer out for use by the items. In order to correctly sanitize the items, having a washer/dryer unit and a dishwasher installed in the Library for staff to be able to sanitize the items has been recommended, but that would require putting in additional plumbing and electrical lines and would be quite costly. Another idea would be to obtain a UV sanitizer to put the toys in and sanitize them that way. This way would likely be faster, easier and cheaper

than installing a washer/dryer unit and a dishwasher. More research will be done into the cost and use of obtaining and using a UV sanitizer.

The likely upcoming minimum wage increase was discussed. The question was brought up as to whether it would make sense from a policy standpoint to tie the entire wage structure to the minimum wage so that as the minimum wage increases, the rest of the wages would increase in step. It was generally agreed that this was something that should be handled by the Finance Committee rather than creating a formula for the wage structure through policy.

Regarding Board terms, the lawyers are suggesting that research needs to be done to figure out what the original schedule was and how it got off. That will take a significant amount of research and then a decision would need to be made as how to correct this. Correcting this may be a sensitive issue with the townships or other governing boards. It was a general consensus that this isn't a pressing issue that may not even need to be addressed.

Having reached the end of agenda, the meeting was deemed adjourned by consensus at 8:06 p.m.

Respectfully submitted,

Michelle Joppeck
Recording Secretary



**Finance Committee Meeting
December 22, 2022
-DRAFT-Meeting Minutes**

The meeting was called to order at 8:48 am.

Members present: Jim LaVoie, Paul McCann
Members absent: Donna Palmer
Others present: Michelle Joppeck, Recording Secretary

The presented agenda was approved by consensus.

Minutes from the previous Finance Committee on November 17, 2022 were included and approved with the prior Board Packet. No changes were requested.

The upcoming changes to the State Minimum wage and the effects on the Library payroll wage structure were discussed at length. LaVoie made the recommendation to wait until the Court of Claims stay is lifted in February and all appeals have expired before implementing any major changes to the wage structure. LaVoie also recommended that, based on timing of changes to the law and Board meeting scheduling, any revised wage structure should be retroactive to the date the law is changed.

The standard January wage increases were discussed and it was agreed that the proposed schedule would be presented at the January Board Meeting for approval.

The meeting was deemed adjourned at 10:06 a.m.

Respectfully submitted,

Michelle Joppeck
Recording Secretary



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

December 16, 2022

Approval

Municipality Code: 818002
Fiscal Year Ended: 9/2022
Report ID Number: 138051

Dear Chief Administrative Officer:

Thank you for submitting a Qualifying Statement for Dexter District Library to the Michigan Department of Treasury on December 16, 2022. Based upon the information provided in the Qualifying Statement, we have determined that the municipality is in material compliance with the criteria identified in Section 303(3) of Public Act 34 of 2001.

The municipality is now authorized to issue municipal securities under this Act without further approval from the Department. This authorization will remain in effect for six months plus 30 business days after the end of your next fiscal year, or when the Department has made a new determination, whichever occurs first.

Within 15 business days after the issuance of a municipal security, you will need to upload with the Department a Treasury Website (Security Report) and the documents required in Michigan Legislature Website (Section 319) of Public Act 34 of 2001.

If you would like to speak with a member of our team, please email our office at Treas_MunicipalFinance@Michigan.gov.

Sincerely,

Rod Taylor, Administrator
Community Engagement and Finance Division

Treasurer's Report January 2023 Board Meeting

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

Current General Fund bank balance – \$926,932.40

Current Debt Service Fund balance – \$101,659.58

Current General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>
\$262,622.70	Flagstar (1)	3/21/2023	CD	102
\$211,368.00	Comerica	1/11/2023	CD	103
\$262,091.05	Old National (1)	5/22/2023	CD	106
\$212,628.62	Huntington	6/13/2023	CD	107
\$261,292.18	Northstar	1/17/2023	CD	109
\$263,648.95	Huntington (2)	6/13/2023	CD	110
\$262,200.79	Old National (2)	1/6/2023	CD	111
\$235,382.52	Flagstar (2)	6/6/2023	CD	112
\$1,292,858.22	Michigan CLASS	N/A	Investment	120

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

3) Budget changes – none

4) Reimbursements – none

Notes:

CD investment rates continue to see significant interest rate increases. Several CDs are coming due in January and the expectations are that rates on these will continue to rise. The Michigan CLASS investment pool continues to outpace the CDs, with the daily dividend increasing to 4.4862% on December 31.

Income from the millage is arriving. In December, the Library received \$101,193.04 in operational millage income and \$33,898.06 in debt service millage income.

Funds from the closing of a CD were transferred to the Michigan Class fund. Given the interest rate, there may be opportunities for additional funds residing in Chelsea State Bank or underperforming CDs to be moved to Michigan Class and transferred back to Chelsea State Bank as needed. The Finance Committee will need to discuss and provide a recommendation to the Board to ensure proper oversight of transfers.

Lines 101-790-801 – Professional Services and 101-790-910 – Insurance show expenses well above progress through the year. This is due to large, one-time bills in each category. Professional Services was credited the costs associated with the annual audit. Insurance is reflecting the annual bill for property and liability insurance. The lines should remain in balance and minor ongoing expenses are anticipated. Line 101-790-936 – Grounds keeping is running ahead of budget due to the large expense of removing the tree that blew down in the fall. The remainder of the budget is falling within expected parameters at the end of the fiscal year’s first quarter.

Check Register notes:

Ann Arbor Symphony – check #26361 – The Symphony failed to bill for the September Kinderconcert and the current check contains charges for the September 2022 and January 2023 presentations

Krista Pedersen – check #26374 – reimbursement approved at the November Board meeting

Maner Costerisan – check #26400 – final billing for audit

MML Liability and Property – check #26376 – Liability and property insurance payment for January 1, 2023 through December 31, 2023

MML Worker’s Comp Fund – check #26376 – retroactive charge for underpayment in 2022

Stanley Access Tech – check #26380 – annual service contract for front sliding doors

		Target
General Operations - all cash assets	\$4,189,546	
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	\$1,291,812	\$2,680,233
Emergency Reserve	\$200,000	
Remaining annual expenses through December	(\$1,560,000)	
Unassigned Fund Balance	\$0	
Total	\$4,189,546	

DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER

December 3 - 31, 2022

Type	Date	Num	Split	Debit	Credit	Amount
ALLIANCE ENTERTAINMENT LLC						
Bill	12/13/2022	PLS69380016	101-790-748 DVD-CHILD		166.86	-166.86
Bill Pmt -Check	12/13/2022	26358	101-000-202 ACCOUNTS PAYABLE		157.42	-157.42
ALLIED-EAGLE SUPPLY CO						
Bill	12/13/2022	1248876	101-790-729 BUILDING SUPPLIES		264.10	-264.10
Bill Pmt -Check	12/13/2022	26359	101-000-202 ACCOUNTS PAYABLE		264.10	-264.10
AMAZON CAPITAL SERVICES						
Bill	12/13/2022	19QX-JMCV-M6NY	101-790-742 PROGRAMMING		17.98	-17.98
Bill	12/13/2022	1H1J-QCH1-9T66	101-790-727 LIBRARY SUPPLIES		35.94	-35.94
Bill	12/13/2022	1PLM-P6P9-7H3Q	101-790-729 BUILDING SUPPLIES		113.66	-113.66
Bill	12/13/2022	1H1J-QCH1-9DH3	101-790-740 ADULT BOOKS		35.06	-35.06
Bill	12/13/2022	14CC-6D1C-7C4N	101-790-740 ADULT BOOKS		15.00	-15.00
Bill	12/13/2022	1PXR-7PGJ-6F9K	101-790-742 PROGRAMMING		37.96	-37.96
Bill Pmt -Check	12/13/2022	26360	101-000-202 ACCOUNTS PAYABLE		255.60	-255.60
ANN ARBOR NEWS						
Bill	12/27/2022	36100-22008612	101-790-744 PERIOD & SUBSCRIPT		111.88	-111.88
Bill Pmt -Check	12/27/2022	26388	101-000-202 ACCOUNTS PAYABLE		111.88	-111.88
ANN ARBOR SYMPHONY ORCHESTRA						
Bill	12/27/2022	151149	101-790-742 PROGRAMMING		160.00	-160.00
Bill	12/27/2022	148678	101-790-742 PROGRAMMING		160.00	-160.00
Bill Pmt -Check	12/27/2022	26389	101-000-202 ACCOUNTS PAYABLE		320.00	-320.00
APPLIED INNOVATION						
Bill	12/13/2022	2096464	101-790-940 EQUIPMENT LEASE		6.32	-6.32
Bill	12/13/2022	2094281	101-790-940 EQUIPMENT LEASE		17.66	-17.66
Bill Pmt -Check	12/13/2022	26361	101-000-202 ACCOUNTS PAYABLE		23.98	-23.98
AT&T MOBILITY						
Bill	12/27/2022	287290549820	101-790-754 NON-TRAD COLLECTION		129.69	-129.69
Bill Pmt -Check	12/27/2022	26390	101-000-202 ACCOUNTS PAYABLE		129.69	-129.69
BAKER & TAYLOR						
Bill	12/27/2022	2037122353	101-790-740 ADULT BOOKS		18.65	-18.65
Bill	12/27/2022	2037138761	101-790-740 ADULT BOOKS		75.03	-75.03
Bill	12/27/2022	2037153424	101-790-740 ADULT BOOKS		241.83	-241.83
Bill	12/27/2022	2037172722	101-790-740 ADULT BOOKS		45.36	-45.36
Bill Pmt -Check	12/27/2022	26391	101-000-202 ACCOUNTS PAYABLE		380.87	-380.87
BLACKSTONE PUBLISHING						
Bill	12/13/2022	2076167	101-790-746 BOOKS ON CD CHILD		176.47	-176.47
Bill Pmt -Check	12/13/2022	26362	101-000-202 ACCOUNTS PAYABLE		176.47	-176.47
Bill	12/27/2022	2077356	101-790-745 BOOKS ON CD-ADULT		72.26	-72.26
Bill	12/27/2022	2079089	101-790-745 BOOKS ON CD-ADULT		201.20	-201.20
Bill Pmt -Check	12/27/2022	26392	101-000-202 ACCOUNTS PAYABLE		273.46	-273.46
CHASE CARD SERVICES						
Bill	12/27/2022	4246315227033006	-SPLIT-		842.50	-842.50
Bill Pmt -Check	12/27/2022	26393	101-000-202 ACCOUNTS PAYABLE		833.78	-833.78
CINTAS CORPORATION-300						
Bill	12/13/2022	14204261	101-790-930 BLDING MAINTENANCE		224.52	-224.52
Bill Pmt -Check	12/13/2022	26363	101-000-202 ACCOUNTS PAYABLE		224.52	-224.52
CLEAR RATE COMMUNICATIONS INC						
Bill	12/27/2022	3298122	101-790-851 TELEPHONE		339.47	-339.47
Bill Pmt -Check	12/27/2022	26394	101-000-202 ACCOUNTS PAYABLE		339.47	-339.47
COACHING KIDS 4 SUCCESS						
Bill	12/13/2022	VISION BOARD PROGRAM	101-790-742 PROGRAMMING		225.00	-225.00
Bill Pmt -Check	12/13/2022	26364	101-000-202 ACCOUNTS PAYABLE		225.00	-225.00
COLLABORATIVE SUMMER LIBRARY PROGRAM						
Bill	12/27/2022	24826	101-790-742 PROGRAMMING		444.09	-444.09
Bill Pmt -Check	12/27/2022	26395	101-000-202 ACCOUNTS PAYABLE		444.09	-444.09
CRYSTERRA WELLNESS						
Bill	12/27/2022	RESTORATIVE YOGA	101-790-742 PROGRAMMING		225.00	-225.00
Bill Pmt -Check	12/27/2022	26396	101-000-202 ACCOUNTS PAYABLE		225.00	-225.00
DEMCO						
Bill	12/27/2022	7234129	101-790-727 LIBRARY SUPPLIES		294.72	-294.72
Bill Pmt -Check	12/27/2022	26397	101-000-202 ACCOUNTS PAYABLE		294.72	-294.72
DTE ENERGY						
Bill	12/13/2022	910007568348	101-790-920 UTILITIES		4,968.03	-4,968.03
Bill Pmt -Check	12/13/2022	26365	101-000-202 ACCOUNTS PAYABLE		4,968.03	-4,968.03
EHIM						
Bill	12/13/2022	ADM00029352	101-790-716 MEDICAL		2.40	-2.40
Bill Pmt -Check	12/13/2022	26366	101-000-202 ACCOUNTS PAYABLE		2.40	-2.40
EQUITABLE FINANCIAL						
Bill	12/13/2022	765461 000	-SPLIT-		2,315.58	-2,315.58
Bill Pmt -Check	12/13/2022	26367	101-000-202 ACCOUNTS PAYABLE		2,315.58	-2,315.58
Bill	12/27/2022	765461 000	-SPLIT-		2,329.43	-2,329.43
Bill Pmt -Check	12/27/2022	26398	101-000-202 ACCOUNTS PAYABLE		2,329.43	-2,329.43
FLAGS USA LLC						
Bill	12/13/2022	105250	101-790-729 BUILDING SUPPLIES		189.00	-189.00
Bill Pmt -Check	12/13/2022	26368	101-000-202 ACCOUNTS PAYABLE		189.00	-189.00
FUN EXPRESS, LLC						
Bill	12/27/2022	721866370-01	101-790-742 PROGRAMMING		131.22	-131.22
Bill Pmt -Check	12/27/2022	26399	101-000-202 ACCOUNTS PAYABLE		131.22	-131.22
HACKNEY ACE HARDWARE						
Bill	12/13/2022	6075	-SPLIT-		25.95	-25.95
Bill Pmt -Check	12/13/2022	26369	101-000-202 ACCOUNTS PAYABLE		25.95	-25.95
INGRAM LIBRARY SERVICES						
Bill	12/13/2022	2083960	-SPLIT-		9,924.18	-9,924.18
Bill Pmt -Check	12/13/2022	26370	101-000-202 ACCOUNTS PAYABLE		9,924.18	-9,924.18
JAMES N CRAFT						
Bill	12/13/2022	FEDERAL WRITERS PROJ	101-790-742 PROGRAMMING		200.00	-200.00
Bill Pmt -Check	12/13/2022	26371	101-000-202 ACCOUNTS PAYABLE		200.00	-200.00
KANOPY INC						
Bill	12/13/2022	324736	101-790-751 E-BOOKS/AUDIO		471.75	-471.75
Bill Pmt -Check	12/13/2022	26372	101-000-202 ACCOUNTS PAYABLE		471.75	-471.75

DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER

December 3 - 31, 2022

Type	Date	Num	Split	Debit	Credit	Amount
KEN COOK'S PLUMBING & HEATING, INC.						
Bill	12/13/2022	35954	101-790-729 BUILDING SUPPLIES		190.00	-190.00
Bill Pmt -Check	12/13/2022	26373	101-000-202 ACCOUNTS PAYABLE		190.00	-190.00
KRISTA PEDERSEN						
Bill	12/13/2022	REIMBURSEMENT	101-790-742 PROGRAMMING		163.21	-163.21
Bill Pmt -Check	12/13/2022	26374	101-000-202 ACCOUNTS PAYABLE		163.21	-163.21
MANER COSTERISAN						
Bill	12/27/2022	32818	101-790-801 PROF SERVICES		980.00	-980.00
Bill Pmt -Check	12/27/2022	26400	101-000-202 ACCOUNTS PAYABLE		980.00	-980.00
MICHELLE JOPPECK						
Bill	12/27/2022	UKULELE REPAIR	101-790-754 NON-TRAD COLLECTION		56.65	-56.65
Bill Pmt -Check	12/27/2022	26401	101-000-202 ACCOUNTS PAYABLE		56.65	-56.65
MIDWEST TAPE, LLC						
Bill	12/13/2022	503039286	101-790-751 E-BOOKS/AUDIO		3,509.65	-3,509.65
Bill Pmt -Check	12/13/2022	26375	101-000-202 ACCOUNTS PAYABLE		3,509.65	-3,509.65
MML LIABILITY AND PROPERTY POOL						
Bill	12/27/2022	8758206	101-790-910 INSURANCE		21,212.00	-21,212.00
Bill Pmt -Check	12/27/2022	26402	101-000-202 ACCOUNTS PAYABLE		21,212.00	-21,212.00
MML WORKERS' COMP FUND						
Bill	12/13/2022	5005290-21	101-790-910 INSURANCE		96.00	-96.00
Bill Pmt -Check	12/13/2022	26376	101-000-202 ACCOUNTS PAYABLE		96.00	-96.00
PENGUIN RANDOM HOUSE LLC						
Bill	12/27/2022	1087851226	101-790-745 BOOKS ON CD-ADULT		204.00	-204.00
Bill Pmt -Check	12/27/2022	26403	101-000-202 ACCOUNTS PAYABLE		204.00	-204.00
PERMA-BOUND						
Bill	12/13/2022	1942040-00	101-790-741 CHILDREN'S BOOKS		130.42	-130.42
Bill Pmt -Check	12/13/2022	26377	101-000-202 ACCOUNTS PAYABLE		130.42	-130.42
PHILLIP KOLLIN						
Bill	12/13/2022	1423	101-790-742 PROGRAMMING		200.00	-200.00
Bill Pmt -Check	12/13/2022	26378	101-000-202 ACCOUNTS PAYABLE		200.00	-200.00
SBAM PLAN						
Bill	12/13/2022	96697	-SPLIT-		5,117.65	-5,117.65
Bill Pmt -Check	12/13/2022	26379	101-000-202 ACCOUNTS PAYABLE		5,117.65	-5,117.65
SERVICEMASTER						
Bill	12/27/2022	1507	101-790-930 BLDING MAINTENANCE		2,142.00	-2,142.00
Bill Pmt -Check	12/27/2022	26404	101-000-202 ACCOUNTS PAYABLE		2,142.00	-2,142.00
SLOAN MUSEUM & LONGWAY PLANETARIUM						
Bill	12/27/2022	SPACE ART PROGRAM	101-790-742 PROGRAMMING		282.50	-282.50
Bill Pmt -Check	12/27/2022	26405	101-000-202 ACCOUNTS PAYABLE		282.50	-282.50
STANLEY ACCESS TECH LLC						
Bill	12/13/2022	906706633	101-790-930 BLDING MAINTENANCE		1,542.00	-1,542.00
Bill Pmt -Check	12/13/2022	26380	101-000-202 ACCOUNTS PAYABLE		1,542.00	-1,542.00
STAPLES BUSINESS ADVANTAGE						
Bill	12/13/2022	3524157675	101-790-727 LIBRARY SUPPLIES		136.74	-136.74
Bill	12/13/2022	3523698401	101-790-727 LIBRARY SUPPLIES		136.74	-136.74
Bill Pmt -Check	12/13/2022	26381	101-000-202 ACCOUNTS PAYABLE		273.48	-273.48
Bill	12/27/2022	3524913689	101-790-727 LIBRARY SUPPLIES		206.80	-206.80
Bill Pmt -Check	12/27/2022	26406	101-000-202 ACCOUNTS PAYABLE		206.80	-206.80
SYNCB/AMAZON						
Bill	12/27/2022	6045787810176616	101-790-727 LIBRARY SUPPLIES		58.96	-58.96
Bill Pmt -Check	12/27/2022	26407	101-000-202 ACCOUNTS PAYABLE		58.96	-58.96
T-MOBILE						
Bill	12/13/2022	966192749	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	12/13/2022	26382	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
THE CHILD'S WORLD						
Bill	12/13/2022	NA155145	101-790-741 CHILDREN'S BOOKS		660.60	-660.60
Bill Pmt -Check	12/13/2022	26383	101-000-202 ACCOUNTS PAYABLE		660.60	-660.60
THE LIBRARY NETWORK						
Bill	12/13/2022	71373	101-790-740 ADULT BOOKS		28.95	-28.95
Bill Pmt -Check	12/13/2022	26384	101-000-202 ACCOUNTS PAYABLE		28.95	-28.95
TOBIN T BUHK						
Bill	12/13/2022	013123	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	12/13/2022	26385	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
VERIZON WIRELESS						
Bill	12/13/2022	9921747381	101-790-754 NON-TRAD COLLECTION		135.03	-135.03
Bill Pmt -Check	12/13/2022	26386	101-000-202 ACCOUNTS PAYABLE		135.03	-135.03
WSR CERTIFIED PUBLIC ACCOUNTANTS						
Bill	12/13/2022	34745	101-790-803 BOOKKEEPING SERV		650.00	-650.00
Bill Pmt -Check	12/13/2022	26387	101-000-202 ACCOUNTS PAYABLE		650.00	-650.00



Dexter District Library
3255 Alpine St.
Dexter, MI 48130
Ph: (734) 426-4477
Fax: (734) 426-1217
Email: pmccann@dexter.lib.mi.us

Request for Proposal Strategic Planning

PROJECT

The Dexter District Library is seeking consultant services to assist the Board, staff, and community in envisioning a new comprehensive strategic plan. The Library's last strategic planning window took place in 2017. The new plan will include goals, measurable objectives, and proposed activities to meet expressed community needs for library service over the next three to five years. It will examine community growth patterns and demographics and identify the need for service with respect to future trends in collections, programming services and technologies as well as take into account changes in public library services in a post-pandemic environment. It will also analyze funding needs to respond to goals.

BACKGROUND

The Dexter District Library is located in Washtenaw County Michigan. The Library was founded in 1927 and became a District Library in 1966. The Library is governed by an eight member Board of Trustees appointed by founding municipalities. The Library is an independent unit of local government, responsible for levying operational funds and providing Library service to a population 21,616 residents within an 85 square mile service area. The Library currently services approximately 11,500 active card holders with a collection of 114,000 items housed in a single service point. Annual circulation for the recently concluded 2021-22 fiscal year was 402,165. The number of materials borrowed annual has substantially returned to pre-pandemic levels and this level of use continues to make the Dexter District Library one of the highest circulating Class IV library in the State of Michigan. The Library's current annual operational budget is approximately \$1.77 million.

In 2005, the Library was successful in securing bonds to build a new facility. The new building on Alpine Street was opened in March 2009. While the Library saw a 60% increase in circulation and a 77% increase in the number of annual visitors between 2008 and 2015, use plateaued after recovery from the 2008 housing market crash. Due to the 2020-21 COVID-19

pandemic and related closures and use restrictions, the Library experienced times of reduced access to the facility and collections as well as reduced attendance at Library sponsored programs. One main goal of this process will be to determine which of the prior strategic planning goals are still valid in relation to new habits community members have developed over the course of the last three years.

The Library is seeking to update its strategic plan and address its mission as well as ensure facilities, collections, services, technology, staffing and funding will meet the needs expressed by the community. The current Library vision statement is “A community path to imagination, creativity, and learning” and the current mission statement is “As a community gathering place, the Dexter District Library inspires literacy, provides engaging programming, facilitates access to information and serves as a gateway to lifelong learning.” Confirmation or change to these statements will be part of the process.

CONTACT PERSON:

Chief Contact Person for this contract is Paul McCann, Library Director, Dexter District Library, (734) 426-4477, pmccann@dexter.lib.mi.us.

SCOPE OF WORK

Grounded in statistical comparisons of peer libraries, the consultant will solicit, collect, analyze and interpret input from the community at large, the Library staff, Board of Trustees and Friends of the Library regarding the current state of Library services with the goal of identifying services to continue, develop, drop or improve. The consultant will analyze and interpret findings and present these to the Library Director and Board of Trustees. The consultant will facilitate a consensus building process and assist the organization in revising the Library’s mission statement and setting strategic goals.

Based on a mutually agreed upon timetable, the consultant will provide the Library Director and Library Board with a plan to gather information, synthesize responses and provide regular updates throughout the process. The consultant will prepare a final version of the strategic plan including goals, objectives, and strategies.

METHODOLOGY

The library is not committed to any particular methodology for generating the strategic plan. The method proposed by the consultant response must include:

1. How the process will be structured, including reference to any specific library planning method.
2. Descriptions of methods that will be used to engage community members and gather their input.

PROPOSAL FORMAT

The proposal shall include, at a minimum, the following:

Project Work Tasks:

Describe the specific approach and methods the firm will use to completing the project. A proposed work schedule, timeline for deliverables and a list of any products must be included.

Project Staffing & Management Plan:

Identify the staff persons or subcontractors who will be responsible for carrying out the specific work tasks. Identify the project manager who will be the person responsible for assuring that all tasks are completed on schedule. Describe the relevant qualifications of personnel to be assigned to the project.

Cost Proposal:

Identify the total “not to exceed” cost for completing the individual work tasks included in the proposal. Include any direct, indirect or reimbursable costs. Include in the budget an itemized cost for each staff member assigned to the project and subcontractor (if applicable) including the hourly/daily rate to be charged. The proposal should include the total cost of services, supplies, materials, travel and any other relevant expenses.

Qualifications of Firm and Prospective Team Members:

State the firm’s experience with comparable projects including the name and telephone number of three client references. Include resumes for all principal members of the project team and any proposed subcontractors. Contact information for at least three organizations for which the facilitator has provided strategic planning services, and one sample of a complete report which the facilitator has prepared for a similar project.

EVALUATION

Proposals will be evaluated based on methodology, proposed cost and company experience. The Library Director will analyze the proposals received and make a recommendation to the Library Board. Final contract approval is made by the Library Board of Trustees.

FINAL PRODUCT

The Dexter District Library expects the following key deliverables from the consultant at the conclusion of the project:

- 1) A written strategic plan which integrates the elements described in this RFP.
- 2) An implementation plan with timelines to achieve recommendations contained in the strategic plan.
- 3) A data package which incorporates all statistics, reports, surveys, technical evaluations, facilities data, drawings and any other supporting data used during the planning process.
- 4) A multi-media presentation to the Board of Trustees, and other stakeholders to communicate highlights of the Strategic Plan.

All project deliverables will be provided in printed and electronic formats. All electronic material shall be provided in mutually agreed upon software formats. The final product and all related materials shall be the sole property of the Dexter District Library.

PAYMENT

The Library will make periodic payments during the course of the project. A billing schedule will be included in the response to the RFP. Costs specified in the response must remain valid for at least six months from date of Proposal being received.

SCHEDULE TO RECEIVE AND ANALYZE PROPOSALS.

Proposals shall be submitted to the Library Director no later than TBD. Proposals may be delivered to deliver to:

Paul McCann, Library Director
Dexter District Library
3255 Alpine St.
Dexter, MI 48130
Or e-mailed to pmccann@dexter.lib.mi.us

- [Still necessary? or submit via electronic/pdf] NINE (9) PRINTED COPIES of your proposal are required, specifically stating your interest and any other specific information or statements called for in the enclosed Request for Proposals. Proposals submitted digitally must be in Microsoft Word or pdf format.

Dates: [REVISE]

September 3, 2015: RFP distributed and posted

September 25, 2015: Proposals due

October 5, 2015: Initial Library Board review

October 2015: follow-up, interviews

November 2, 2015: Final selection

November 2015: Work to commence

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Your Custom CallHarbor Business Communications Proposal

The phone system that you can count on.



Thank you!

Our team at CallHarbor would like to thank you for taking the time to review your custom business phone system proposal. We are proud of our service and would love to welcome you to the CallHarbor family.

Each of our proposals are specially built for your specific business needs. We hope that is reflected within the proposal below.

The proposal presented below this page will cover our value adds and what sets us apart from other providers, as well as some of the reliable features we provide.

If any changes need to be made to this proposal, do not hesitate to reach out to your sales executive.

Proposal prepared for:
Dexter District Library Dexter, MI Scott Wright

Proposal prepared by:
Bailey Terrell E: sales@callharbor.com P: 313-263-3663 x1 Proposed on: Nov 23, 2022



A step above the rest – see the CallHarbor difference.



24/7/365 In House Support

Our in house support team is there to assist when you need it most. If that is at 2am or 2pm, we're ready to answer your call. With an average of under 8 seconds on hold, with no transfers, or repair tickets, our customers can trust in us.



Geographically Redundant

With three different geographic points of presence, you will have a low latency connection to your system. In the event a single location is down, or two, your phone system remains online and fully functional.



No Maintenance Fees

With on-premise systems you need a maintenance contract for a company to maintain it + provide ongoing support. We have no such contract – all support is included in your monthly user price. From onsite to phone support, it's all included.



Free Onsite Installation + Training

You'll receive a dedicated CallHarbor onboarding specialist. Once they set up your system, they'll also come onsite to complete your free onsite installation and training, to make sure everything is done correctly + your team is confident for deployment.

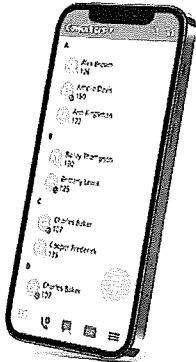


Keep Your Numbers

After your new phone system is setup, our team will work on porting your numbers from your existing provider. Your clients will be unaware that you switched phone providers – other than hearing the relief in your voice!

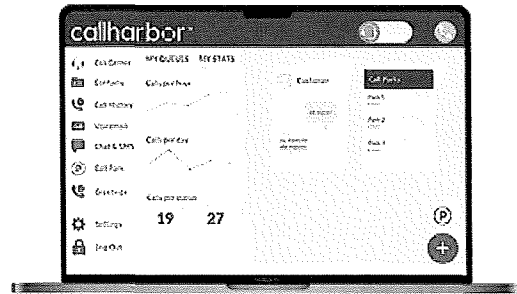


Reliable features that you can count on.



Mobile App Flexibility

The CallHarbor mobile app makes life easy - whether in office or on the road. You are always available when needed the most and have full functionality from the palm of your hand. See coworker presence, send an SMS to a client, check your voicemails, and adjust your answering rules. With the CallHarbor mobile app, you'll never skip a beat.



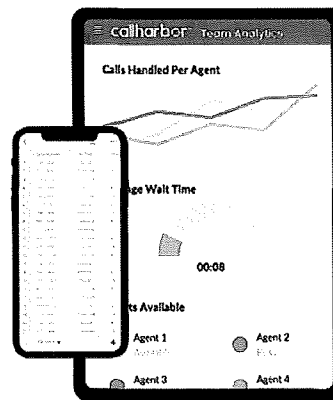
Easy to Use Web Softphone

The easily available and fully functional Web Softphone makes connecting to your phone system a breeze. Our web softphone can be used from any browser - no downloads necessary. Simply log in using your CallHarbor username and password, and you're ready to go. From seeing your personal call center stats, to handling calls + messages, you can do it all.



Call Center Capabilities

Our full Call Center capabilities are included with every seat. Make your call center more than just support. With CallHarbor's intuitive reporting + analytics, you can keep track of your call center in real time. Allow your call center agents to log in and out, assign call center managers, and give your call center the full force of softphones and deskphones.



Analytics + Reporting

When it comes to extensive reporting, CallHarbor has your back. Look at stats such as abandoned calls, call volume, and handle time to help your department run smarter + more productive. From having your live analytics dashboard up, to receiving automated weekly spreadsheet reports, you'll feel connected and in control of your analytics and reporting.



Your personalized agreement:

Term Length/Commitment: 36 months

Name	Price/Month	QTY	Subtotal
User Access Provides full feature set to a user. Allows for a single physical phone, unlimited US & Canada calling, Web Phone, Mobile App, Portal, Call Recording, and more.	\$20.00	22	\$440.00
Yealink T54W premium business desk phone 4.3" Color Screen - 27 Programmable Keys - Gigabit Ethernet - Wi-Fi Built In - Bluetooth Built In - Sidecar Supported	\$6.00	22	\$132.00

Subtotal **\$572.00**

Term + Promotional Discount **-\$200.20**

*** Estimated Total Per Month \$371.80**
See next page

Charges Summary

Recurring

Recurring Charges	\$371.80
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Taxes & Fees

COUNTY 911 CHARGE-RESOLUTION	\$4.82
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FEDERAL COST RECOVERY CHARGE	\$0.42
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FEDERAL COST RECOVERY FEE	\$0.37
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STATE 9-1-1 CHARGE	\$2.80
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REGULATORY RECOVERY FEE	\$65.78
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STATE USE TAX	\$3.48
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Sub Total	\$77.67
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One-Time

One-Time Charges	\$0.00
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Taxes & Fees

Sub Total	\$0.00
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Totals

Recurring Total	\$449.47
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One-Time Total	\$0.00
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Total	\$449.47
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Your personalized agreement:

Term Length/Commitment: One Time Purchase

Name	Price	QTY	Subtotal
YEA-WH62 Mono (wireless) Premium Business Wireless Headset 13 hours talking time - 90 hours of standby time - wireless range up to 520 feet - acoustic shield technology	\$159.00	2	\$318.00

Subtotal **\$318.00**

***Total \$318.00**

**Does not include sales tax*



By signing the agreement below you are agreeing to the terms and conditions set forth within our:

- Master Services Agreement
- Privacy Policy
- Acceptable Use Policy

Policies and terms are located on our website <https://callharbor.com/legal>. Terms and policies are subject to change at anytime.

By signing the agreement below you are further acknowledging that if any changes are made to your account during the onboarding process (i.e. additional/less phones, eFax, power adapters, etc.) that those changes will be made automatically at the same rates and term length for which you signed. All changes must be agreed upon in writing within the onboarding ticket to process.

Free onsite installation & training is included on systems with **five or more** User Access licenses. If your system has under five User Access licenses you will receive free virtual installation & training unless otherwise stated in your agreement.

Notes
<i>Amendment to Master Service Agreement: CallHarbor has agreed to allow Customer a Net 30 payment term</i>

Customer
Printed Name:
Signature:
Date:
By checking this box you agree that you have read the above mentioned terms + conditions and agree to them <input type="checkbox"/>



Information to assist our onboarding team

Required Information for Onboarding

Onboarding Contact Name:
Onboarding Contact Email:
Onboarding Contact Phone:

This information is utilized to set the point of contact for your installation coordination. Our team will reach out to the listed contact below to determine information for system setup, as well as scheduling installation.

Preferred Installation Time:
Losing Carrier:
Will numbers be ported?

This information will help to speed up our onboarding process. If you do not know the above information you do not need to fill it out at this time.

Required Information for Billing

Billing Contact Name:
Billing Contact Email:
Billing Contact Phone:

This information is utilized to set the point of contact for future bills.

Tax ID Number:
Billing Address:

This information is utilized to setup billing for your new phone system. You will not be billed until your CallHarbor services have been activated.



Question? Concerns? We're here to deliver.



Sales Email: sales@callharbor.com
Support Email: support@callharbor.com
Sales & Support: 1-313-263-3663
Sales & Support: 1-833-363-VOIP

Corporate Address:
330 Town Center Dr. Suite 330
Dearborn, MI 48126

Our Sales Team is Available 9 AM - 5 PM EST, Monday-Friday.
Our Support Team is Available 24/7.
Raising the Bar for Business Phone Service Nationwide.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 LIBRARY CLOSED	2	3 9:00 AM	4 America's Native Spirits: Kentucky Distillers 7:00 pm Zoom program	5 6:00 PM	6	7 Used Book Sale 9 am – 3 pm
8	9 Library Board Meeting 7:00 pm Open to the public Somewhere in Time Book Club, 7:00 pm	10 9:00 AM	11	12 6:00 PM Gentle Restorative Yoga 9:30 am Registration	13 Friday Night Movie, 6:00 pm: Mrs. Harris Goes to Paris In-Person, Registration required	14 Mindful Meditation 9:30 am
15	16	17 9:00 AM	18	19 6:00 PM Gentle Restorative Yoga 9:30 am Better Off Read Book Club 1 pm	20 Friday, January 20, 1:00 pm Afternoon movie: WHERE THE CRAWDADS SING Registration required 	
22	23 Reel Talk Discussion of: THE MAN WHO KNEW INFINITY 7:00 pm on Zoom Registration	24	25 The American Guide Series: The New Deal's Travel Books of the 1930's 6:00 pm registration	26 Gentle Restorative Yoga 9:30 am Registration	27	28
29	30 Air Fryer Cooking with Mary Spencer 7:00 pm on Zoom Registration	31 <i>Michigan's Most Dangerous Women</i> 7:00 pm Registration	32 Wednesday, January 4 at 7:00 pm: America's Native Spirits: Kentucky Distillers Who Shaped What You Drink Today Presented by Phil Kollin Zoom Program - Registration		33 Sign up for the <i>Winter Read BINGO Challenge!</i>	



3255 Alpine Street Dexter, Michigan 48130
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Computer Class:
Registration Required
Page 52 of 55

Free Technology Classes

One-on-One Technology Help



1:00-3:00 PM Thursday, Jan. 26

6:00-8:00 PM Thursday, Jan. 26

1:00-3:00 PM Thursday, Feb. 23

6:00-8:00 PM Thursday, Feb. 23

1:00-3:00 PM Thursday, Mar. 23

6:00-8:00 PM Thursday, Mar. 23



iPhone, iPad,

and Apple Watch



9:00 AM Tuesday, Jan. 3

6:00 PM Thursday, Jan. 5



Android Phones

and Tablets



9:00 AM Tuesday, Jan. 10

6:00 PM Thursday, Jan. 12



Getting the Most Out of Your Smart Phone



9:00 AM Tuesday, Jan. 17

6:00 PM Thursday, Jan. 19



Canva.com



9:00 AM Tuesday, Feb. 28











6:00 PM Thursday, Mar. 2



Registration is required for all these events.

Sign up at the Adult Reference Desk.

JANUARY 2023 - YOUTH PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
1 Library Closed	2 Registration for Winter Toddler & Preschool Story Time Begins Monday, January 2	3 Drop-in Winter Gnome Craft All Ages 11:00 - 12:00 pm In person Lego Challenge Grades K - 8 4:30 - 5:30 pm In Person Registration Required	4 Vision Board K - 4 10:00-11:00 am In Person Registration Required	5  Drop-in Games Grades K - 8 2:00 - 3:00 pm In Person	6 Last Day of Winter Break Reading Challenge	7 
8	9 	10 Super Stories Book Club Young Fives & K 4:30 - 5:00 pm In Person REGISTRATION REQUIRED	11 Chess Club Kids and Teens 6:30 - 8:00 pm In Person REGISTRATION REQUIRED 	12 Club Create Book Club Grades 1 & 2 4:30 - 5:15 pm In Person REGISTRATION REQUIRED	13 	14 KinderConcert Ages 5 & under 12:00 - 12:45 pm In Person 
15 	16 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am In Person Space Art Grades K-4 Session 1: 1:00-2:00pm Session 2: 2:30-3:30pm In Person Registration Required	17 Winter Story Time Ages 5 & under Toddler: 10:00-10:30 Preschool: 11:00-11:30 In Person REGISTRATION REQUIRED	18 Winter Story Time Ages 5 & under Toddler: 10:00-10:30 Preschool: 11:00-11:30 In Person REGISTRATION REQUIRED	19 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am In Person All Star Readers Book Club Grades 3 & 4 4:30 - 5:30 pm In Person REGISTRATION REQUIRED	20 	21 Drop-in Winter Crafts for Preschoolers Ages 5 & under 11:00 - 12:00 pm In person
22	23 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am In Person	24 Winter Story Time Ages 5 & under Toddler: 10:00-10:30 Preschool: 11:00-11:30 In Person REGISTRATION REQUIRED	25 Winter Story Time Ages 5 & under Toddler: 10:00-10:30 Preschool: 11:00-11:30 In Person REGISTRATION REQUIRED	26 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am In Person Drop-in Makerspace Grades K - 8 3:00 - 4:00 pm In person	27 Drop-In Children's Movie Wonder Park (PG) All Ages 2:00 - 4:00 pm In Person	28 
29 	30 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am In Person	31 Winter Story Time Ages 5 & under Toddler: 10:00-10:30 Preschool: 11:00-11:30 In Person REGISTRATION REQUIRED	In-Person Programs May Require Registration Check Out Website Calendar Of Events			
Dexter District Library * 3255 Alpine Street * Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us						

SEE OTHER SIDE FOR TWEEN & TEEN CALENDAR

JANUARY 2023 - TEEN & TWEEN PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT	
1 Library Closed	2 	3 Lego Challenge Grades K - 8 4:30 - 5:30 pm In Person Registration Required	4 Teen Anime Fandom Hangout Grades 7 - 12 2:00 - 3:15 pm In Person Registration Required 	5  Drop-in Games Grades K - 8 2:00 - 3:00 pm In Person	6 Last Day of Winter Break Reading Challenge	7 	
8	9 	10	11 Chess Club Kids and Teens 6:30 - 8:00 pm In Person REGISTRATION REQUIRED 	12	13	14 VOLUNTEER Teen Advisory Group Grades 7 - 12 1:00 - 2:00 pm In Person 	
15	16  VIRTUAL Cooking Class Grades 5 - 12 4:00 - 5:00 pm Registration Required	17 TWEEN BOOK CLUB GRADES 5 & 6 4:30 - 5:30 pm In Person Registration required	18 	19	20 Magic: The Gathering with SRSly Dexter Grades 6 - 12 6:00 - 8:30 pm In Person Registration Required	21 	
22	23	24 	25	26  Drop-in Makerspace Grades K - 8 3:00 - 4:00 pm In person	27  Comic Book Collage Canvas Grades 5 - 12 2:30 - 3:30 pm In Person	28	
29 	30	31	MiLibraryQuest Virtual Event Begins February 1 Grades 5 - 12 	In-Person Programs May Require Registration Check Out Website Calendar Of Events			

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SEE OTHER SIDE FOR YOUTH CALENDAR