

**Dexter District Library
Board of Trustees - Meeting Agenda
May 1, 2023 - 7:00 pm**

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

- 1) Call to order, attendance and introductions (7:00 pm)
- 2) Approval of agenda – **action item**
- 3) Approval of minutes from the April 3, 2023 Board meeting – **action item**
- 4) Public comment
 - Pearranged public comment
 - General public comment
- 5) Consent agenda – **action item**
 - Library Director's narrative report
 - Library Statistical Report – distributed at meeting due to Sunday month end
 - Friends of the Library Report (contained in Director's narrative report)
 - Balance sheets
 - Michigan CLASS report – distributed at meeting due Sunday month end
 - Committee meeting minutes
 - Items from Legislature, MLA, TLN, AAACF, local municipalities
 - Patron comments
- 6) Treasurer's Report (7:20 pm)
 - Approval of bills paid during April 2023 – **action item**
 - Budget changes – none
 - Reimbursements – none
- 7) Administrative Items (7:40 pm)
 - Anniversaries: Amy Johnson, Adult Reference Librarian (14 yrs.); Sandy Colson, Library Assistant, Circulation (17 yrs.)
 - New Hire: Amelia Herron, Youth Reference Librarian – **action item**
- 8) Old Business (8:00 pm)
 - Strategic Planning
 - Meeting room A/V replacement
 - Second floor lighting replacement – Hopp quote – **action item**
 - Library Board member e-mail accounts
- 9) New Business (8:30 pm)
 - Building power washing – Tye Painting quote – **action item**
 - Behavior Policy change – **action item**
 - Request for Materials Reconsideration form
- 10) Public comment
- 11) Board member comments
- 12) Adjourn (8:59 pm)



Dexter District Library Board of Trustees

DRAFT - Meeting Minutes

April 3, 2023

7:00 p.m.

Members present: Barbara Davenport, Jamie Estill, Martha Gregg, Donna Palmer, Sherry Simpson, Shelly Vrsek

Members absent: Cassy Korinek, Jim LaVoie

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

President Vrsek called the meeting to order at 7:07 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 Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the March 6, 2023 regular Board Meeting. No corrections were requested. Gregg moved to approve the minutes from the March 6, 2023 regular Board Meeting as presented. Second by Simpson. A voice vote. 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; Library statistical report; items from Legislature, local municipalities and other organizations; and patron comments. Simpson moved to approve the Consent agenda. Second by Davenport. McCann discussed the current issue with the treat by the Lapeer County Prosecutor to arrest the Director of the Lapeer District Library over material provided in the Lapeer District Library collections. The Board discussed the general issue of censorship and will continue the issue in the Policy Committee and with further Board discussion to ensure newer Board members are familiar with the book challenge process. A voice vote. Aye=all, nay=none, absent=2. Motion carried.

Circulation Statistics: Statistical charts for the month of March 2023 were available for review. (For formatting, March statistics are inserted at the end of the minutes.)

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

Budget Changes: Davenport moved to allocate \$6,300.00 to line 101-790-971, Building Repairs – Annual, increasing that line’s budgeted balance from \$0 to \$6,300.00. Second by Simpson. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Reimbursement: None

Personnel: Library staff reaching their anniversary date of hire in the month of April include: Youth Reference Librarian Rori Bielak (2 years), Library Page Haila Moazami (1 year), Children’s Librarian Krista Pedersen (6 years), and Maintenance Supervisor Matt Erwin (1 year full time). All of had wage increases included with the February 2023 wage rate adjustments, therefore no Board action was necessary.

The Library hired Rachael Kosinski as a part-time Youth Reference Librarian starting at \$21.00/hour starting March 16, 2023. Palmer moved to approve the hiring of Rachael Kosinski at a starting wage of \$21.00/hour. Second by Gregg. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Old Business:

The Director’s Evaluation has been completed and the report was compiled and distributed to the Board members at the meeting. Overall, the evaluation was excellent and the Board agrees that a wage increase is in order. Simpson moved to approve a 4% wage increase for McCann retroactive effective his anniversary date provided the budget supports it. Second by Davenport. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

The Strategic Planning RFP is ready to be published on the national clearing-house website that was recently discovered for library related RFPs. Since this would be posted nationally, some thought needs to be made about how to address questions and walk-throughs so that the same questions will not need to be answered for each potential bidder.

The RFP for the meeting room A/V replacement is almost finished and will be posted soon. With the rise of high-end home theaters, finding companies who are able to do this kind of work should not be difficult.

The second floor lighting replacement is still waiting on a meeting with Hopp Electric before any decisions or progress can be made.

New Business:

The idea of having Library email accounts (@dexter.lib.mi.us) for Board members was brought up. Since all emails containing Library information are subject to FOIA, using personal email accounts can make that more complicated and potentially make personal emails open for FOIA. The main concern would be whether Library issued email accounts would be regularly checked so that important information is not missed. The general consensus was that it would be a good idea to set those up for all Board members. This will be looked into and setup.

Public Comment: None

Board Member Comments: None

Adjournment: Having completed all items on the agenda, Simpson moved to adjourn at 8:31 pm. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,

Barbara Davenport,
Secretary

Michelle Joppeck,
Recording Secretary

Statistics

March 2023

Circulation Statistics	March
Adult Books	4448
Young Adult Books	761
Children's Books	9848
Magazines	121
DVD	1796
Books on CD	474
Music CD	191
Realia/Objects/Equip	51
Overdrive	2361
hoopla	2002
Kanopy	553
Auto-renewals	8709
In-House	2210
Total	33525
Library visits	10597
Reference questions	2759
Items withdrawn	404
New items added	1066
Total holdings	115079
New cards issued	212
Total card holders	11197
Internet usage	2104
Museum/Park Pass	8
Web site visits	10783
Program attendance	1720
Fax	30
ILL lent out	1854
ILL borrowed	2788
Renewals via web	904
Unique borrowers	2146

Director's Report

May 2023 Library Board meeting

Administration

The previous Board meeting was held on April 3. Due to the month ending on Sunday, April 30, circulation statistics and the Michigan CLASS report will be distributed at the meeting. The Library saw the following community groups use the lower level meeting rooms during the course of the month: Rebekah Harmony Lodge, the Rug Hookers, Boy Scouts of America, Woven Kin, Westridge Homeowners Association, the Warped Weavers, the Cubing Club, 567 Workshops, the Dexter Bicentennial Committee, the Huron Commons Condo Association, the Michigan Sailing Club and Brownie Troop 40698.

The Library currently has two requests for proposals posted. One is for Strategic Planning Services (<https://dexter.lib.mi.us/wp-content/uploads/2023/04/2023-strategic-plan-rfp-002.pdf>) and the other is for modernizing the lower level A/V equipment in the lower level meeting room (<https://dexter.lib.mi.us/wp-content/uploads/2023/04/Dexter-District-Library-Lower-Level-AV-Modernization-RFP-4-18-2023.pdf>). McCann held a walk-through for interested bidders for the strategic planning proposal on April 26. Attendance was good with 14 firms participating. At this point, two firms have notified the Library they do not intend to bid. Bids for this project are due on May 10. Evaluations and interviews will take place during the latter half of May and it is anticipated that the Board will consider an award at the June meeting. The RFP for the A/V modernization will see a walk-through for interested vendors on May 10 and proposals will be due on May 17. After evaluation of proposals and contract negotiation, it is expected the Board will be presented options at the July meeting.

The Library's May 1 bond payment was completed on April 27. This payment was in the amount of \$564,000.00. This was completed via wire transfer from Michigan CLASS to Huntington. In the past, we have initiated these transfers through Chelsea State Bank. With the need for dual signatures and the Bank's daily wire windows, we needed to leave buffer time. Future payments can be cut closer to the due date as MI CLASS process wire transfer requests on an hourly basis until 3:00 pm. The Board previously approved setting up Huntington Bank as an authorized payee. Michigan CLASS requires authorizations to be filed ahead of transactions and proof of Board approval. The MI CLASS web site does not allow for simultaneous entry of a payee account information and distribution of funds to an instantly generated new vendor. Huntington Bank is the only authorized payee. The Library does have the ability to transfer funds between MI CLASS and our accounts at Chelsea State Bank.

McCann, Jansen and Graulich held a post-First Grade Reader Round Up meeting to discuss some issues. This was the first year the children returned to visiting the Library since the pandemic started. Overall, the program went very well and it was great to have the children visit again. We did encounter an increase in the number of parents who did not return Library card applications to the teachers and either went to the Library web site to register the morning of the class visits or came to the Library. Staff discussed the issues and we will be scheduling additional staff next year to help deal with any rush of last minute registrations.

McCann and Jansen conducted an interview and follow-up for an additional Youth Reference Librarian. The hiring of Amelia Herron is on the Board agenda for approval.

McCann participated in the Shared System Executive Committee, Library of Michigan Directors, the TLN Reciprocal Borrowing and the Shared System Users Group committee meetings during the month. McCann's book club discussed "American Dirt" by Jeanine Cummins with nine attendees. McCann also coordinated the Red Cross Blood Drive, which collected 34 good pints. McCann coordinated the monthly Mindful Meditation program with 12 attendees.

The Library was closed for Easter Sunday on April 9. McCann was out of the office for three days on bereavement leave.

Children's Department

Spring Story Time sessions are in full swing in the Youth Department. This month over 600 children and their grownups attended Spring Story Time. We offered two Makerspaces this month – one specifically for preschoolers and the other one geared to elementary aged children. The sessions had a combined total of 31 participants.

Our recurring monthly programs included Lego Challenge, Chess Club, and our three youth books clubs. These programs had a combined total of 89 participants. The Department offered a "Live Insects" program on a Saturday morning which required registration and 39 people had a chance to learn about bugs. A "Drop-In Games" program was held the Friday before Easter and 9 people, both adults and children, had fun trying out different games.

The Teen Department offered four programs during the month. Several of our other programs are for grades K-8, so our Teen Librarian helps with those programs as well. The Teen Advisory Group, Magic the Gathering, Tween Book Club and Earth Day Crafts had a combined total of 18 teens and tweens that participated.

Adult Department

In April, the department held 10 virtual and in-person programs. Refreshments have been reinstated for in-house programs. Virtual events included Reel Talk, which discussed the movie "The Forgiven" with four attendees.

In-person events included three sessions of Restorative Yoga, which attracted a total of 52 participants; the Somewhere in Time book club, which discussed "Stolen: Five Free Boys Kidnapped into Slavery" by Richard Bell, attracted four attendees; and the Better Off Read Book Club, which discussed "Northern Spy" by Flynn Berry, had nine participants. The Friday Night Movie "Angry Neighbors" drew 21 viewers and the Friday Afternoon Movie "Mack & Rita" drew 18. Using Social Media for Genealogy saw 20 attendees.

Technology Department

Scott Wright finalized and published the lower level AV modernization RFP. He also assisted the TLN technology team with rolling out the new version of SAM to our patron and staff computers for time and

print management. The new version has a number of improvements including branding specific to our Library, a less intrusive timer notification system, and the ability to remove unwanted pages from print jobs after they've already been sent to the release station.

He corrected a handful of bugs that occurred in the aftermath of the SAM upgrade, including the session timer no longer displaying the patrons' account balance and the default downloads folder getting reset.

Wright arranged the replacement and return of a faulty hands-free headset with Call Harbor, finalized the cancellation of our old phone provider Clear Rate and disconnected and returned the T1 modem. He also attended a webinar for the CARL GO app for catalog use.

During the month, Wright offered three in-house technology classes: Excel Part 1, Excel Part 2 and eight sessions of One-on-One Technology Help.

Circulation Department

April has been a little slower month for circulation. People's lives are starting to get really busy with all of the end-of-the-year activities. We have had some busy weekends though. Sunday afternoons have been very steady with patrons coming in from walking on the B2B trail or looking for an activity to do with their children. The first Saturday of the month with the Friends' Book Sale is always very busy in the morning.

So far this month, we have filled 63 holds for the MeL state-wide library system. This continues to be a wonderful resource for our patrons. Circulation staff continue to be busy processing all the material that comes through TLN every day in the delivery. A lot of new material has been linked by circulation staff and there have been quite a few new cards entered into the system. The drop box bins have had a lot of material to be checked back in. The staff empty the outside bins four times a day and the inside bins are emptied continuously. When there are programs going on at the Library, the bins become quite full of returned material.

Everyone is very glad to see spring arrive and know that the Library will be bursting with patrons soon with summer reading and kids out of school.

Maintenance

Altech performed preventative maintenance on both boilers and replaced boiler exhaust venting pipes in a few areas because of leaks. Altech also completed Fall 2022 general preventative maintenance, which included inspecting all VAV boxes and valves. The Library received a quote from Tye Painting for pressure washing the exterior of the building. Matt Erwin scheduled carpeting cleaning with Best Way. Erwin also adjusted the temperature on the mixing valve on a sink in the lower level men's restroom and reattached an outlet cover on the back side of the building.

Over the course of the winter (and especially during high wind events) the Silent Reading Room fireplace was not functioning properly. Chelsea Hearth and Fireplaces replaced the flame sensor on fireplace and added an air reduction cover. The problems seem to have been resolved.

The quote from Hopp Electric to replace the second floor florescent fixtures is included in the Board packet. This is an expensive proposition, but both McCann and Erwin see little alternative. With the existing tubes essentially fused to the receptacles, there is no good way to change the tubes when they burn out. Multiple options have been explored. We will still need to verify that the recommended fixture and LED strips will provide sufficient light to meet general library stack requirements. There are multiple configurations for these fixtures. Prior to signing, we will also need to ensure parts for these fixtures are replaceable. The quote provides the basis for moving forward.

Erwin spent significant time this month beginning the beautification of the outside of the Library. This included weed whipping, mowing, washing Pat Cousin's statue, cleaning up debris, fertilizing, etc. Lisa Ryan's son, Ethan, and two of his classmates came to do community service for school on April 26 and assisted with some of the outdoor work.

Friends of the Library

The Friends of the Library met in April. They reported netting \$1,524.65 at the April Book Sale. This return was comparable to both the 2019 (pre-pandemic) and 2022 book sales, which is good to see. The Friends also approved \$14,484.69 in Library funding. Sponsorships included annual Summer Reading Program support, sponsorship of the online Consumer Reports database, purchase of a children's electronic Play Table, the Library's subscription to Zoom, annual purchase of a set of Michigan and US flags for outdoors, sponsorship of the movie showings and licensing, a small annual stipend for purchase of children's program supplies, purchase of toy trucks to raffle at Big Truck Day and reimbursement for the purchase of the UV cabinet to sanitize children's area toys.

9:53 AM

04/19/23

Cash Basis

DEXTER DISTRICT LIBRARY-GENERAL FUND BALANCE SHEET-PRELIMINARY

As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,641,098.35
Total Checking/Savings	1,641,098.35
Other Current Assets	
101-000-010 REGISTER CHANGE	217.00
101-000-011 CASH REGISTER	200.00
101-000-012 PETTY CASH	50.00
101-000-013 ACH RECEIVABLES	1.00
101-000-056 ACCRUED INT REC	1,874.00
101-000-102 CD 1 FLAGSTAR	266,026.95
101-000-103 CD COMERICA	212,873.99
101-000-106 CD OLD NATIONAL	262,091.05
101-000-107 CD 1 HUNTINGTON	212,628.62
101-000-109 CD NORTHSTAR BANK	262,600.82
101-000-110 CD 2 HUNTINGTON	263,648.95
101-000-112 CD 2 FLAGSTAR	235,382.52
101-000-120 MICHIGAN CLASS	1,941,410.28
Total Other Current Assets	3,659,005.18
Total Current Assets	5,300,103.53
TOTAL ASSETS	5,300,103.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	19,464.20
101-000-228 STATE PAYROLL TAXES	-3,065.96
101-000-229 FEDERAL PR TAX	8,417.07
101-000-231 OTHER PAYABLE	1,604.15
101-000-232 LIFE INS DEDUCTION	-13.03
101-000-233 TASC-FSA DEDUCTION	25.00
101-000-257 WAGES PAYABLE-AUDIT	26,009.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	823.73
Total Other Current Liabilities	53,265.30
Total Current Liabilities	53,265.30
Total Liabilities	53,265.30
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,316,261.82
Net Income	824,476.48
Total Equity	5,246,838.23
TOTAL LIABILITIES & EQUITY	5,300,103.53

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

	Oct '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	1,620,818.18	1,664,820.00	-44,001.82	97.4%
OTHER INCOME	15,415.76	33,960.00	-18,544.24	45.4%
OTHER MISC REVENUE	84,360.18	99,300.00	-14,939.82	85.0%
PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
Total Income	1,720,594.12	1,819,330.00	-98,735.88	94.6%
Expense				
LIBRARY MATERIALS	136,912.36	329,500.00	-192,587.64	41.6%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	27,235.34	44,870.00	-17,634.66	60.7%
GENERAL OPERATIONS	176,812.57	345,300.00	-168,487.43	51.2%
WAGES & BENEFITS	555,157.37	1,078,930.00	-523,772.63	51.5%
Total OPERATING EXPENSES	759,205.28	1,469,100.00	-709,894.72	51.7%
Total Expense	896,117.64	1,798,600.00	-902,482.36	49.8%
Net Income	824,476.48	20,730.00	803,746.48	3,977.2%

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04/19/23

Cash Basis

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

	Oct '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	258,851.54	264,700.00	-5,848.46	97.8%
101-000-401 DEXTER TOWNSHIP	302,932.89	311,649.00	-8,716.11	97.2%
101-000-402 FREEDOM TOWNSHIP	908.34	908.00	0.34	100.0%
101-000-403 HAMBURG TOWNSHIP	86,734.24	88,565.00	-1,830.76	97.9%
101-000-404 LIMA TOWNSHIP	116,512.38	121,537.00	-5,024.62	95.9%
101-000-405 LODI TOWNSHIP	9,651.75	9,968.00	-316.25	96.8%
101-000-406 NORTHFIELD TWP	2,342.27	2,603.00	-260.73	90.0%
101-000-407 SCIO TOWNSHIP	342,896.65	354,564.00	-11,667.35	96.7%
101-000-408 WEBSTER TOWNSHIP	498,786.52	509,826.00	-11,039.48	97.8%
101-000-445 DELINQUENT TAX COL	1,201.60	500.00	701.60	240.3%
Total MILLAGE REVENUE	1,620,818.18	1,664,820.00	-44,001.82	97.4%
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	5,468.24	7,000.00	-1,531.76	78.1%
101-000-607 FAX SERVICES	116.55	200.00	-83.45	58.3%
101-000-608 PURCHASES	66.00	100.00	-34.00	66.0%
101-000-609 FINES	5,807.82	9,000.00	-3,192.18	64.5%
101-000-610 NON RESIDENT FEES	480.00	360.00	120.00	133.3%
101-000-627 COPIER	1,827.15	3,000.00	-1,172.85	60.9%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	1,650.00	2,000.00	-350.00	82.5%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
Total OTHER INCOME	15,415.76	33,960.00	-18,544.24	45.4%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	26,966.90	25,000.00	1,966.90	107.9%
101-000-575 STATE AID	10,883.18	18,000.00	-7,116.82	60.5%
101-000-665 INTEREST INCOME	46,510.10	55,000.00	-8,489.90	84.6%
101-000-666 ENDOWMENT INCOME	0.00	1,300.00	-1,300.00	0.0%
Total OTHER MISC REVENUE	84,360.18	99,300.00	-14,939.82	85.0%
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	1,720,594.12	1,819,330.00	-98,735.88	94.6%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	22,458.38	54,000.00	-31,541.62	41.6%
101-790-741 CHILDREN'S BOOKS	34,970.93	75,000.00	-40,029.07	46.6%
101-790-742 PROGRAMMING	20,164.06	50,000.00	-29,835.94	40.3%
101-790-743 ELECTRONIC RESOURCE	10,144.93	12,000.00	-1,855.07	84.5%
101-790-744 PERIOD & SUBSCRIPT	271.76	8,500.00	-8,228.24	3.2%
101-790-745 BOOKS ON CD-ADULT	2,094.98	8,000.00	-5,905.02	26.2%
101-790-746 BOOKS ON CD CHILD	1,723.71	4,000.00	-2,276.29	43.1%
101-790-747 DVD-ADULT	2,526.43	8,000.00	-5,473.57	31.6%
101-790-748 DVD-CHILD	1,808.77	8,000.00	-6,191.23	22.6%
101-790-749 AUDIO MUSIC ADULT	1,111.70	2,500.00	-1,388.30	44.5%
101-790-750 AUDIO MUSIC CHILD	133.07	1,000.00	-866.93	13.3%
101-790-751 E-BOOKS/AUDIO	34,996.14	75,000.00	-40,003.86	46.7%
101-790-752 COMMUNITY READ	1,462.00	3,000.00	-1,538.00	48.7%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	3,045.50	20,000.00	-16,954.50	15.2%
Total LIBRARY MATERIALS	136,912.36	329,500.00	-192,587.64	41.6%

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9:56 AM

04/19/23

Cash Basis

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

	Oct '22 - Apr 23	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	4,083.12	25,000.00	-20,916.88	16.3%
101-901-971 CAPITAL REPAIRS-ANN	6,210.86	6,300.00	-89.14	98.6%
101-901-972 CAPITAL REPLACEMENT	16,941.36	13,570.00	3,371.36	124.8%
Total CAPITAL OUTLAY IMPROVE	27,235.34	44,870.00	-17,634.66	60.7%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	1,190.50	2,000.00	-809.50	59.5%
101-790-727 LIBRARY SUPPLIES	6,114.81	13,000.00	-6,885.19	47.0%
101-790-728 POSTAGE	575.26	1,100.00	-524.74	52.3%
101-790-729 BUILDING SUPPLIES	6,925.43	10,000.00	-3,074.57	69.3%
101-790-800 COOPERATIVE FEES	33,009.48	62,900.00	-29,890.52	52.5%
101-790-801 PROF SERVICES	11,337.00	18,500.00	-7,163.00	61.3%
101-790-802 ATTORNEY FEES	0.00	3,000.00	-3,000.00	0.0%
101-790-803 BOOKKEEPING SERV	5,527.25	13,500.00	-7,972.75	40.9%
101-790-818 INSTITUTION DUE/FEE	1,285.00	1,500.00	-215.00	85.7%
101-790-851 TELEPHONE	2,486.76	5,200.00	-2,713.24	47.8%
101-790-860 TRANSPORTATION	100.87	1,000.00	-899.13	10.1%
101-790-880 ADVERTISING	486.00	2,000.00	-1,514.00	24.3%
101-790-882 NEWSLETTER	13,238.28	29,000.00	-15,761.72	45.6%
101-790-910 INSURANCE	21,308.00	22,500.00	-1,192.00	94.7%
101-790-920 UTILITIES	33,329.66	62,500.00	-29,170.34	53.3%
101-790-930 BLDING MAINTENANCE	23,425.51	60,000.00	-36,574.49	39.0%
101-790-932 BUILDING REPAIRS	7,180.28	16,000.00	-8,819.72	44.9%
101-790-934 EQUIPMENT REPAIR	426.59	3,000.00	-2,573.41	14.2%
101-790-936 GROUNDS KEEPING	3,735.00	7,500.00	-3,765.00	49.8%
101-790-940 EQUIPMENT LEASE	4,093.37	7,500.00	-3,406.63	54.6%
101-790-942 MTING ROOM REFUNDS	50.00	100.00	-50.00	50.0%
101-790-956 MISCELLANEOUS	150.80	500.00	-349.20	30.2%
101-790-958 S.E.V. ADJUSTMENT	836.72	3,000.00	-2,163.28	27.9%
Total GENERAL OPERATIONS	176,812.57	345,300.00	-168,487.43	51.2%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	459,858.53	902,378.00	-442,519.47	51.0%
101-790-703 LONGEVITY	3,750.00	8,500.00	-4,750.00	44.1%
101-790-713 FSA	2,596.05	4,500.00	-1,903.95	57.7%
101-790-714 EMPLR SHARE (FICA)	35,419.79	69,032.00	-33,612.21	51.3%
101-790-715 MEDICAL REIMBUR	1,430.96	2,400.00	-969.04	59.6%
101-790-716 MEDICAL	33,397.17	62,250.00	-28,852.83	53.7%
101-790-717 LIFE INSURANCE	1,109.36	1,968.00	-858.64	56.4%
101-790-718 457 ANNUITY CONTRB	15,659.30	24,421.00	-8,761.70	64.1%
101-790-719 SHORT TERM DISBLTY	1,936.21	3,481.00	-1,544.79	55.6%
Total WAGES & BENEFITS	555,157.37	1,078,930.00	-523,772.63	51.5%
Total OPERATING EXPENSES	759,205.28	1,469,100.00	-709,894.72	51.7%
Total Expense	896,117.64	1,798,600.00	-902,482.36	49.8%
Net Income	824,476.48	20,730.00	803,746.48	3,977.2%

DRAFT

9:52 AM
04/19/23
Cash Basis

DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-FINAL
As of March 31, 2023

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,740,919.57
Total Checking/Savings	1,740,919.57
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	10,884.18
101-000-056 ACCRUED INT REC	1,874.00
101-000-102 CD 1 FLAGSTAR	266,026.95
101-000-103 CD COMERICA	212,873.99
101-000-106 CD OLD NATIONAL	262,091.05
101-000-107 CD 1 HUNTINGTON	212,628.62
101-000-109 CD NORTHSTAR BANK	262,600.82
101-000-110 CD 2 HUNTINGTON	263,648.95
101-000-112 CD 2 FLAGSTAR	235,382.52
101-000-120 MICHIGAN CLASS	1,941,410.28
Total Other Current Assets	3,669,888.36
Total Current Assets	5,410,807.93
TOTAL ASSETS	5,410,807.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	19,464.20
101-000-228 STATE PAYROLL TAXES	-3,065.96
101-000-229 FEDERAL PR TAX	8,417.07
101-000-231 OTHER PAYABLE	1,604.15
101-000-232 LIFE INS DEDUCTION	-13.03
101-000-233 TASC-FSA DEDUCTION	25.00
101-000-257 WAGES PAYABLE-AUDIT	26,009.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	823.73
Total Other Current Liabilities	53,265.30
Total Current Liabilities	53,265.30
Total Liabilities	53,265.30
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,316,261.82
Net Income	935,180.88
Total Equity	5,357,542.63
TOTAL LIABILITIES & EQUITY	5,410,807.93

FINAL

9:55 AM

04/19/23

Cash Basis

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

	Oct '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	1,611,858.50	1,664,820.00	-52,961.50	96.8%
OTHER INCOME	14,878.71	33,960.00	-19,081.29	43.8%
OTHER MISC REVENUE	84,360.18	99,300.00	-14,939.82	85.0%
PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
Total Income	1,711,097.39	1,819,330.00	-108,232.61	94.1%
Expense				
LIBRARY MATERIALS	115,434.62	329,500.00	-214,065.38	35.0%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	27,100.50	44,870.00	-17,769.50	60.4%
GENERAL OPERATIONS	159,828.45	345,300.00	-185,471.55	46.3%
WAGES & BENEFITS	473,552.94	1,078,930.00	-605,377.06	43.9%
Total OPERATING EXPENSES	660,481.89	1,469,100.00	-808,618.11	45.0%
Total Expense	775,916.51	1,798,600.00	-1,022,683.49	43.1%
Net Income	935,180.88	20,730.00	914,450.88	4,511.2%

FINAL

9:54 AM

04/19/23

Cash Basis

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

	Oct '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	258,851.54	264,700.00	-5,848.46	97.8%
101-000-401 DEXTER TOWNSHIP	302,932.89	311,649.00	-8,716.11	97.2%
101-000-402 FREEDOM TOWNSHIP	908.34	908.00	0.34	100.0%
101-000-403 HAMBURG TOWNSHIP	86,734.24	88,565.00	-1,830.76	97.9%
101-000-404 LIMA TOWNSHIP	115,846.87	121,537.00	-5,690.13	95.3%
101-000-405 LODI TOWNSHIP	9,651.75	9,968.00	-316.25	96.8%
101-000-406 NORTHFIELD TWP	2,342.27	2,603.00	-260.73	90.0%
101-000-407 SCIO TOWNSHIP	335,814.86	354,564.00	-18,749.14	94.7%
101-000-408 WEBSTER TOWNSHIP	498,775.74	509,826.00	-11,050.26	97.8%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	1,611,858.50	1,664,820.00	-52,961.50	96.8%
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	5,468.24	7,000.00	-1,531.76	78.1%
101-000-607 FAX SERVICES	106.35	200.00	-93.65	53.2%
101-000-608 PURCHASES	62.00	100.00	-38.00	62.0%
101-000-609 FINES	5,471.22	9,000.00	-3,528.78	60.8%
101-000-610 NON RESIDENT FEES	420.00	360.00	60.00	116.7%
101-000-627 COPIER	1,700.90	3,000.00	-1,299.10	56.7%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	1,650.00	2,000.00	-350.00	82.5%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
Total OTHER INCOME	14,878.71	33,960.00	-19,081.29	43.8%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	26,966.90	25,000.00	1,966.90	107.9%
101-000-575 STATE AID	10,883.18	18,000.00	-7,116.82	60.5%
101-000-665 INTEREST INCOME	46,510.10	55,000.00	-8,489.90	84.6%
101-000-666 ENDOWMENT INCOME	0.00	1,300.00	-1,300.00	0.0%
Total OTHER MISC REVENUE	84,360.18	99,300.00	-14,939.82	85.0%
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	1,711,097.39	1,819,330.00	-108,232.61	94.1%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	16,989.32	54,000.00	-37,010.68	31.5%
101-790-741 CHILDREN'S BOOKS	30,355.76	75,000.00	-44,644.24	40.5%
101-790-742 PROGRAMMING	17,158.41	50,000.00	-32,841.59	34.3%
101-790-743 ELECTRONIC RESOURCE	9,199.93	12,000.00	-2,800.07	76.7%
101-790-744 PERIOD & SUBSCRIPT	271.76	8,500.00	-8,228.24	3.2%
101-790-745 BOOKS ON CD-ADULT	1,690.38	8,000.00	-6,309.62	21.1%
101-790-746 BOOKS ON CD CHILD	1,723.71	4,000.00	-2,276.29	43.1%
101-790-747 DVD-ADULT	2,186.02	8,000.00	-5,813.98	27.3%
101-790-748 DVD-CHILD	1,604.03	8,000.00	-6,395.97	20.1%
101-790-749 AUDIO MUSIC ADULT	911.79	2,500.00	-1,588.21	36.5%
101-790-750 AUDIO MUSIC CHILD	118.63	1,000.00	-881.37	11.9%
101-790-751 E-BOOKS/AUDIO	29,071.35	75,000.00	-45,928.65	38.8%
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	2,691.53	20,000.00	-17,308.47	13.5%
Total LIBRARY MATERIALS	115,434.62	329,500.00	-214,065.38	35.0%

FINAL

9:54 AM

04/19/23

Cash Basis

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

	Oct '22 - Mar 23	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	3,948.28	25,000.00	-21,051.72	15.8%
101-901-971 CAPITAL REPAIRS-ANN	6,210.86	6,300.00	-89.14	98.6%
101-901-972 CAPITAL REPLACEMENT	16,941.36	13,570.00	3,371.36	124.8%
Total CAPITAL OUTLAY IMPROVE	27,100.50	44,870.00	-17,769.50	60.4%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	1,190.50	2,000.00	-809.50	59.5%
101-790-727 LIBRARY SUPPLIES	4,243.98	13,000.00	-8,756.02	32.6%
101-790-728 POSTAGE	511.84	1,100.00	-588.16	46.5%
101-790-729 BUILDING SUPPLIES	6,453.83	10,000.00	-3,546.17	64.5%
101-790-800 COOPERATIVE FEES	31,548.07	62,900.00	-31,351.93	50.2%
101-790-801 PROF SERVICES	11,337.00	18,500.00	-7,163.00	61.3%
101-790-802 ATTORNEY FEES	0.00	3,000.00	-3,000.00	0.0%
101-790-803 BOOKKEEPING SERV	5,305.85	13,500.00	-8,194.15	39.3%
101-790-818 INSTITUTION DUE/FEE	0.00	1,500.00	-1,500.00	0.0%
101-790-851 TELEPHONE	2,039.86	5,200.00	-3,160.14	39.2%
101-790-860 TRANSPORTATION	40.61	1,000.00	-959.39	4.1%
101-790-880 ADVERTISING	486.00	2,000.00	-1,514.00	24.3%
101-790-882 NEWSLETTER	13,238.28	29,000.00	-15,761.72	45.6%
101-790-910 INSURANCE	21,308.00	22,500.00	-1,192.00	94.7%
101-790-920 UTILITIES	28,874.18	62,500.00	-33,625.82	46.2%
101-790-930 BLDING MAINTENANCE	20,234.86	60,000.00	-39,765.14	33.7%
101-790-932 BUILDING REPAIRS	4,670.43	16,000.00	-11,329.57	29.2%
101-790-934 EQUIPMENT REPAIR	426.59	3,000.00	-2,573.41	14.2%
101-790-936 GROUNDS KEEPING	3,335.00	7,500.00	-4,165.00	44.5%
101-790-940 EQUIPMENT LEASE	3,546.05	7,500.00	-3,953.95	47.3%
101-790-942 MTING ROOM REFUNDS	50.00	100.00	-50.00	50.0%
101-790-956 MISCELLANEOUS	150.80	500.00	-349.20	30.2%
101-790-958 S.E.V. ADJUSTMENT	836.72	3,000.00	-2,163.28	27.9%
Total GENERAL OPERATIONS	159,828.45	345,300.00	-185,471.55	46.3%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	391,143.81	902,378.00	-511,234.19	43.3%
101-790-703 LONGEVITY	3,750.00	8,500.00	-4,750.00	44.1%
101-790-713 FSA	2,249.91	4,500.00	-2,250.09	50.0%
101-790-714 EMPLR SHARE (FICA)	30,169.72	69,032.00	-38,862.28	43.7%
101-790-715 MEDICAL REIMBUR	1,246.32	2,400.00	-1,153.68	51.9%
101-790-716 MEDICAL	28,729.05	62,250.00	-33,520.95	46.2%
101-790-717 LIFE INSURANCE	948.64	1,968.00	-1,019.36	48.2%
101-790-718 457 ANNUITY CONTRB	13,659.84	24,421.00	-10,761.16	55.9%
101-790-719 SHORT TERM DISBLTY	1,655.65	3,481.00	-1,825.35	47.6%
Total WAGES & BENEFITS	473,552.94	1,078,930.00	-605,377.06	43.9%
Total OPERATING EXPENSES	660,481.89	1,469,100.00	-808,618.11	45.0%
Total Expense	775,916.51	1,798,600.00	-1,022,683.49	43.1%
Net Income	935,180.88	20,730.00	914,450.88	4,511.2%

FINAL

9:58 AM

04/19/23

Cash Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-PRELIMINARY

As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	3,808.02
Total Checking/Savings	3,808.02
Other Current Assets	
301-000-120 MICHIGAN CLASS	636,571.58
Total Other Current Assets	636,571.58
Total Current Assets	640,379.60
TOTAL ASSETS	640,379.60
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	92,261.62
Net Income	548,117.98
Total Equity	640,379.60
TOTAL LIABILITIES & EQUITY	640,379.60

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

	Oct '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	98,305.04	99,677.00	-1,371.96	98.6%
301-000-401 DEXTER TOWNSHIP	101,084.04	103,998.00	-2,913.96	97.2%
301-000-402 FREEDOM TOWNSHIP	303.12	303.00	0.12	100.0%
301-000-403 HAMBURG TOWNSHIP	28,941.77	29,555.00	-613.23	97.9%
301-000-404 LIMA TOWNSHIP	38,877.86	40,557.00	-1,679.14	95.9%
301-000-405 LODI TOWNSHIP	3,220.85	3,326.00	-105.15	96.8%
301-000-406 NORTHFIELD TOWNSHIP	781.60	869.00	-87.40	89.9%
301-000-407 SCIO TOWNSHIP	121,774.00	125,995.00	-4,221.00	96.6%
301-000-408 WEBSTER TOWNSHIP	166,438.39	170,131.00	-3,692.61	97.8%
301-000-445 DELINQUENT TAX COL	419.99	500.00	-80.01	84.0%
301-000-573 PERS PROP TAX REIMB	8,999.04	10,388.00	-1,388.96	86.6%
301-000-665 INTEREST INCOME	3,472.28	1,200.00	2,272.28	289.4%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
Total Income	572,617.98	586,499.00	-13,881.02	97.6%
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	548,117.98	-2,621.00	550,738.98	-20,912.6%

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9:58 AM

04/19/23

Cash Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-FINAL

As of March 31, 2023

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	12,543.58
Total Checking/Savings	12,543.58
Other Current Assets	
301-000-120 MICHIGAN CLASS	624,802.33
Total Other Current Assets	624,802.33
Total Current Assets	637,345.91
TOTAL ASSETS	637,345.91
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	92,261.62
Net Income	545,084.29
Total Equity	637,345.91
TOTAL LIABILITIES & EQUITY	637,345.91

FINAL

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

04/19/23

STATEMENT OF OPERATIONS-YTD-FINAL

Accrual Basis

October 2022 through March 2023

	Oct '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	98,305.04	99,677.00	-1,371.96	98.6%
301-000-401 DEXTER TOWNSHIP	101,084.04	103,998.00	-2,913.96	97.2%
301-000-402 FREEDOM TOWNSHIP	303.12	303.00	0.12	100.0%
301-000-403 HAMBURG TOWNSHIP	28,941.77	29,555.00	-613.23	97.9%
301-000-404 LIMA TOWNSHIP	38,655.79	40,557.00	-1,901.21	95.3%
301-000-405 LODI TOWNSHIP	3,220.85	3,326.00	-105.15	96.8%
301-000-406 NORTHFIELD TOWNSHIP	781.60	869.00	-87.40	89.9%
301-000-407 SCIO TOWNSHIP	119,385.97	125,995.00	-6,609.03	94.8%
301-000-408 WEBSTER TOWNSHIP	166,434.79	170,131.00	-3,696.21	97.8%
301-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
301-000-573 PERS PROP TAX REIMB	8,999.04	10,388.00	-1,388.96	86.6%
301-000-665 INTEREST INCOME	3,472.28	1,200.00	2,272.28	289.4%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
Total Income	569,584.29	586,499.00	-16,914.71	97.1%
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	545,084.29	-2,621.00	547,705.29	-20,796.8%

FINAL

Dexter District Library - Appropriations Report 2022-23

Acct	Description	Appropriated	SubApp	Apr Expenses	YTD Expenses	Unexpensed Balance	Total Encumbered	Unencumbered Balance	% Remaining
790-740	Adult Books	\$54,000							
	Lisa		\$22,000	\$3,168.95	\$10,009.69	\$11,990.31	\$3,293.04	\$8,697.27	40%
	Scott		\$6,500	\$604.14	\$3,341.66	\$3,158.34	\$682.16	\$2,476.18	38%
	Amy		\$6,500	\$331.51	\$2,572.36	\$3,927.64	\$747.48	\$3,180.16	49%
	Deborah		\$6,500	\$296.71	\$2,487.56	\$4,012.44	\$258.94	\$3,753.50	58%
	Ashley		\$6,500	\$525.29	\$2,452.06	\$4,047.94	\$116.26	\$3,931.68	60%
	Cathy		\$6,000	\$542.46	\$1,595.05	\$4,404.95	\$2,035.09	\$2,369.86	39%
	Total		\$54,000	\$5,469.06	\$22,458.38	\$31,541.62	\$7,132.97	\$24,408.65	45%
790-741	Children's Books	\$75,000							
	Ruth		\$24,000	\$1,462.61	\$10,135.81	\$13,864.19	\$2,458.59	\$11,405.60	48%
	Mollie		\$15,000	\$1,011.90	\$6,629.05	\$8,370.95	\$880.28	\$7,490.67	50%
	Krista		\$15,000	\$943.09	\$7,489.19	\$7,510.81	\$1,285.50	\$6,225.31	42%
	Amy		\$1,500		\$1,011.72	\$488.28	\$453.25	\$35.03	2%
	Rori		\$9,000	\$832.56	\$5,034.24	\$3,965.76	\$1,067.14	\$2,898.62	32%
	Rachael		\$5,000		\$1,799.05	\$3,200.95	\$164.03	\$3,036.92	61%
	Xanthe		\$5,500	\$365.01	\$2,871.87	\$2,628.13	\$1,019.16	\$1,608.97	29%
	Total		\$75,000	\$4,615.17	\$34,970.93	\$40,029.07	\$7,327.95	\$32,701.12	44%
790-742	Programming	\$50,000							
	Adult		\$15,000	\$1,013.68	\$6,076.53	\$8,923.47	\$0.00	\$8,923.47	59%
	YA		\$10,000	\$769.23	\$3,547.70	\$6,452.30	\$0.00	\$6,452.30	65%
	Children's		\$25,000	\$1,222.74	\$10,539.83	\$14,460.17	\$0.00	\$14,460.17	58%
	Total		\$50,000	\$3,005.65	\$20,164.06	\$29,835.94	\$0.00	\$29,835.94	60%
790-743	Electronic Resources	\$12,000	\$12,000	\$945.00	\$10,144.93	\$1,855.07	\$0.00	\$1,855.07	15%
790-744	Period./Subscriptions	\$8,500	\$8,500		\$271.76	\$8,228.24	\$0.00	\$8,228.24	97%
790-745	Books on CD Adult	\$8,000	\$8,000	\$404.60	\$2,094.98	\$5,905.02	\$867.26	\$5,037.76	63%
790-746	Books on CD Child	\$4,000							
	Mollie (YA)		\$2,000		\$1,046.26	\$953.74	\$238.82	\$714.92	36%
	Krista (J)		\$2,000		\$677.45	\$1,322.55	\$403.76	\$918.79	46%
	Total		\$4,000	\$0.00	\$1,723.71	\$2,276.29	\$642.58	\$1,633.71	41%
790-747	DVD Adult	\$8,000	\$8,000	\$340.41	\$2,526.43	\$5,473.57	\$8.17	\$5,465.40	68%
790-748	DVD Child	\$8,000	\$8,000	\$204.74	\$1,808.77	\$6,191.23	\$659.69	\$5,531.54	69%
790-749	Audio Mat: Music Adult	\$2,500	\$2,500	\$199.91	\$1,111.70	\$1,388.30	\$56.17	\$1,332.13	53%
790-750	Audio Mat: Music Child	\$1,000	\$1,000	\$14.44	\$133.07	\$866.93	\$0.00	\$866.93	87%
790-751	e-Books/Audio	\$75,000	\$75,000	\$5,924.79	\$34,996.14	\$40,003.86	\$8,000.00	\$32,003.86	43%
790-752	Community Read	\$3,000	\$3,000		\$1,462.00	\$1,538.00	\$0.00	\$1,538.00	51%
790-753	Grant Programming	\$500	\$500		\$0.00	\$500.00	\$0.00	\$500.00	100%
790-754	Non Traditional Coll	\$20,000	\$20,000	\$353.97	\$3,045.50	\$16,954.50	\$0.00	\$16,954.50	85%
	Total	\$329,500	\$329,500	\$21,477.74	\$136,912.36	\$192,587.64	\$24,694.79	\$167,892.85	51%



**Policy Committee Meeting
April 11, 2023
-DRAFT-Meeting Minutes**

Members present: Cassy Korinek, Paul McCann, Sherry Simpson,
Shelly Vrsek (arrived at 7:30 pm)

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 7:06 p.m.

The presented agenda was reviewed and approved by consensus.

Meeting minutes from December 13, 2022 were reviewed and approved by consensus.

A discussion was made about the Behavior Policy: Section 2 – Rules of Personal Conduct – 17:

“Use photography, film or television equipment without the permission of the Director.”

This was originally put in the policy so that individuals and/or groups wouldn't be allowed to cause a disruption or take over part of the Library in order to engage in creating photography, film or television. This clashes with the idea that filming cannot be prohibited as was discussed in the previous meeting. After a discussion, it was decided that it would be a good idea to rewrite that section to read:

“Use Library property to create professional or amateur media productions (e.g. photo shoots, film, television, or live streaming) without prior written permission from the Director.”

It was also suggested to add “Engage in” to the beginning of Section 2 – 5 so that it reads:

“5. Engage in staring, 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 Materials Selection Policy was reviewed, especially the section regarding the process for the public to fill out a request for materials reconsideration form. This is the standard form patrons need to fill out to challenge an item's inclusion in the Library's collection. After some discussion, it was decided to find some more recent examples with which to compare our current form and go from there. Some other information will also be included in the next Board Meeting packet to make sure that the Board is on the same page in case a request does make it to the Board.

The Senior Center has requested for the Library to come do movie showings at their location. McCann noted current Library licensing does not allow for off-site showings without additional fees. This has brought the idea of joint programming back to the surface. It was again decided that this decision will be tabled until after Strategic Planning.

Having reached the end of agenda, the meeting was deemed adjourned by consensus at 8:03 p.m.

Respectfully submitted,

Michelle Joppeck
Recording Secretary

Treasurer's Report May 2023 Board Meeting

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

Current General Fund checking balance – 1,641,098.35

Current Debt Service Fund balance – \$640,379.60*

*The May 1 bond payment was initiated on April 27. The payment was in the amount of \$564,500.00, reducing the Debt Service Fund balance to just over \$78,000, before the April dividend is added to the Michigan CLASS fund.

Current General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>
\$266,026.95	Flagstar (1)	8/23/2023	CD	102
\$212,873.99	Comerica	7/11/2023	CD	103
\$262,091.05	Old National (1)	5/22/2023	CD	106
\$212,628.62	Huntington	6/13/2023	CD	107
\$262,600.82	Northstar	8/15/2023	CD	109
\$263,648.95	Huntington (2)	6/13/2023	CD	110
\$235,382.52	Flagstar (2)	6/6/2023	CD	112
\$1,941,410.28	Michigan CLASS	N/A	Investment	120

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

3) Budget changes – none

4) Reimbursements – none

Notes:

The Finance Committee may wish to look at expected income for line 101-000-665 – Interest Income again. After increasing the anticipated income for the fiscal year from \$10,000 to \$55,000, earnings have exceeded those expectations. The most recent statement of operations shows receipts at almost 85% of annual anticipated income. The Michigan CLASS Operations account will return a dividend of over \$7,000 for the month of April. When this is posted, the interest income line will be close to 100% of anticipated receipts for the year with five months still to post. If interest rates hold, we could reasonably anticipate an additional \$35,000 of income from Michigan CLASS in addition to the six CDs that will mature between May and September.

The Michigan CLASS investment fund continues to outpace CD investments, returning a dividend rate of 5.0564% as of April 27.

Check Register notes:

Altech – check #26566 – charge for backflow preventer testing on fire suppression system

Call Harbor – check #26590 – new telephone provider

Metro Controls – check #26601 – repairs to HVAC control system after power outages in February and March

Michigan Library Association – check #26602 – annual institutional membership (includes Library Director's membership)

Milligan's Landscape – check #26603 – final snow plowing bill from February/March snowstorms

SBIS – check #26608 – monthly medical, prescription drug, life and short-term disability insurance premium

Zoobean – check #26613 – annual subscription for Beanstack, electronic reading program software for Summer/Winter reading programs

		Target
General Operations - all cash assets	\$5,300,103	
General Operations Assigned Funds		
Cash Flow	\$300,000	
Collection Development Reserve Fund	\$200,000	
Programming Reserve Fund	\$200,000	
Capital Project Reserve Fund	\$200,000	
Annual Capital Maintenance Fund	\$237,734	\$237,734
Long-Term Capital Replacement Fund	\$2,680,233	\$2,680,233
Emergency Reserve	\$200,000	
Remaining annual expenses through December	(\$700,000)	
Unassigned Fund Balance	\$582,136	
Total	\$5,300,103	

DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER

04/28/23

April 3 - 30, 2023

Type	Date	Num	Split	Debit	Credit	Amount
ALLIANCE ENTERTAINMENT LLC						
Bill	04/04/2023	PLS71334537	-SPLIT-		111.44	-111.44
Bill Pmt -Check	04/04/2023	26565	101-000-202 ACCOUNTS PAYABLE		111.44	-111.44
Bill	04/18/2023	PLS72096668	101-790-748 DVD-CHILD		107.74	-107.74
Bill Pmt -Check	04/18/2023	26587	101-000-202 ACCOUNTS PAYABLE		107.74	-107.74
ALTECH MECHANICAL						
Bill	04/04/2023	9151	101-790-930 BLDING MAINTENANCE		725.00	-725.00
Bill Pmt -Check	04/04/2023	26566	101-000-202 ACCOUNTS PAYABLE		725.00	-725.00
AMAZON CAPITAL SERVICES						
Bill	04/04/2023	19LY-MW1K-CWCC	101-790-740 ADULT BOOKS		51.44	-51.44
Bill	04/04/2023	1VQX-XYXC-DG1W	101-901-970 CAPITAL OUTLAY IMPR		134.84	-134.84
Bill	04/04/2023	14KR-VHTT-FGLH	101-790-742 PROGRAMMING		40.39	-40.39
Bill	04/04/2023	16M3-K9TD-D4PH	101-790-742 PROGRAMMING		105.74	-105.74
Bill	04/04/2023	16M3-K9TD-G4D3	101-790-729 BUILDING SUPPLIES		52.95	-52.95
Bill	04/04/2023	11LK-NGW1-CRQ9	101-790-742 PROGRAMMING		46.38	-46.38
Bill	04/04/2023	1TJW-PG9V-CDMH	101-790-742 PROGRAMMING		171.04	-171.04
Bill	04/04/2023	19KX-RMC4-9VJY	101-790-749 AUDIO MUSIC ADULT		15.00	-15.00
Bill	04/04/2023	19XK-QQGW-F4X1	101-790-740 ADULT BOOKS		33.89	-33.89
Bill	04/04/2023	1HH9-NVFG-G3FX	101-790-727 LIBRARY SUPPLIES		218.97	-218.97
Bill	04/04/2023	14KR-VHTT-DCHX	101-790-742 PROGRAMMING		42.40	-42.40
Bill	04/04/2023	1D3M-RXFY-DKMP	101-790-741 CHILDREN'S BOOKS		11.96	-11.96
Bill	04/04/2023	1Y7P-VLRR-FMM3	101-790-742 PROGRAMMING		180.23	-180.23
Bill	04/04/2023	1L7X-6KVR-G336	101-790-729 BUILDING SUPPLIES		269.19	-269.19
Bill	04/04/2023	1FM6-94G6-DPR7	101-790-727 LIBRARY SUPPLIES		40.86	-40.86
Bill Pmt -Check	04/04/2023	26567	101-000-202 ACCOUNTS PAYABLE		1,415.28	-1,415.28
ANN ARBOR SYMPHONY ORCHESTRA						
Bill	04/18/2023	152597	101-790-742 PROGRAMMING		160.00	-160.00
Bill Pmt -Check	04/18/2023	26588	101-000-202 ACCOUNTS PAYABLE		160.00	-160.00
APPLIED CAPITAL LLC						
Bill	04/04/2023	33655432	101-790-940 EQUIPMENT LEASE		547.32	-547.32
Bill Pmt -Check	04/04/2023	26568	101-000-202 ACCOUNTS PAYABLE		547.32	-547.32
AT&T MOBILITY						
Bill	04/04/2023	28790549820	101-790-754 NON-TRAD COLLECTION		129.69	-129.69
Bill Pmt -Check	04/04/2023	26569	101-000-202 ACCOUNTS PAYABLE		129.69	-129.69
BAKER & TAYLOR						
Bill	04/18/2023	75024552	-SPLIT-		525.32	-525.32
Bill	04/18/2023	L5007932	101-790-740 ADULT BOOKS		16.27	-16.27
Bill	04/18/2023	L0020732	101-790-740 ADULT BOOKS		2,053.00	-2,053.00
Bill	04/18/2023	L3361652	101-790-740 ADULT BOOKS		616.06	-616.06
Bill Pmt -Check	04/18/2023	26589	101-000-202 ACCOUNTS PAYABLE		3,210.65	-3,210.65
BLACKSTONE PUBLISHING						
Bill	04/04/2023	2093639	101-790-745 BOOKS ON CD-ADULT		404.60	-404.60
Bill Pmt -Check	04/04/2023	26570	101-000-202 ACCOUNTS PAYABLE		404.60	-404.60
CALLHARBOR						
Bill	04/18/2023	23192	101-790-851 TELEPHONE		446.90	-446.90
Bill Pmt -Check	04/18/2023	26590	101-000-202 ACCOUNTS PAYABLE		446.90	-446.90
CAPSTONE						
Bill	04/04/2023	316271	101-790-741 CHILDREN'S BOOKS		304.87	-304.87
Bill Pmt -Check	04/04/2023	26571	101-000-202 ACCOUNTS PAYABLE		304.87	-304.87
CHELSEA HEARTH & FIREPLACES						
Bill	04/18/2023	23909	101-790-932 BUILDING REPAIRS		394.85	-394.85
Bill Pmt -Check	04/18/2023	26591	101-000-202 ACCOUNTS PAYABLE		394.85	-394.85
CINTAS CORPORATION-300						
Bill	04/18/2023	14204261	101-790-930 BLDING MAINTENANCE		280.65	-280.65
Bill Pmt -Check	04/18/2023	26592	101-000-202 ACCOUNTS PAYABLE		280.65	-280.65
CITY OF DEXTER						
Bill	04/18/2023	BANNER FEE	101-790-742 PROGRAMMING		200.00	-200.00
Bill	04/18/2023	PARK USE DEPOSIT	101-790-742 PROGRAMMING		200.00	-200.00
Bill Pmt -Check	04/18/2023	26593	101-000-202 ACCOUNTS PAYABLE		200.00	-200.00
Bill Pmt -Check	04/18/2023	26614	101-000-202 ACCOUNTS PAYABLE		200.00	-200.00
COLLABORATIVE SUMMER LIBRARY PROGRAM						
Bill	04/18/2023	26334	101-790-742 PROGRAMMING		188.68	-188.68
Bill Pmt -Check	04/18/2023	26594	101-000-202 ACCOUNTS PAYABLE		188.68	-188.68
CRYSTERRA WELLNESS						
Bill	04/18/2023	MARCH INVOICE	101-790-742 PROGRAMMING		225.00	-225.00
Bill Pmt -Check	04/18/2023	26595	101-000-202 ACCOUNTS PAYABLE		225.00	-225.00
DEMCO						
Bill	04/04/2023	7278525	101-790-742 PROGRAMMING		135.70	-135.70
Bill Pmt -Check	04/04/2023	26572	101-000-202 ACCOUNTS PAYABLE		135.70	-135.70
DTE ENERGY						
Bill	04/18/2023	910007568348	101-790-920 UTILITIES		4,455.48	-4,455.48
Bill Pmt -Check	04/18/2023	26596	101-000-202 ACCOUNTS PAYABLE		4,455.48	-4,455.48
EHIM						
Bill	04/18/2023	ADM00030032	101-790-716 MEDICAL		2.40	-2.40
Bill Pmt -Check	04/18/2023	26597	101-000-202 ACCOUNTS PAYABLE		2.40	-2.40
EQUITABLE FINANCIAL						
Bill	04/04/2023	765461 000	-SPLIT-		2,882.11	-2,882.11
Bill Pmt -Check	04/04/2023	26573	101-000-202 ACCOUNTS PAYABLE		2,882.11	-2,882.11
Bill	04/18/2023	865461 000	-SPLIT-		2,737.45	-2,737.45
Bill Pmt -Check	04/18/2023	26598	101-000-202 ACCOUNTS PAYABLE		2,737.45	-2,737.45
FUN EXPRESS, LLC						
Bill	04/04/2023	723465505-01	101-790-742 PROGRAMMING		373.05	-373.05
Bill Pmt -Check	04/04/2023	26574	101-000-202 ACCOUNTS PAYABLE		373.05	-373.05
HACKNEY ACE HARDWARE						
Bill	04/04/2023	03-31-2023	101-790-729 BUILDING SUPPLIES		149.46	-149.46
Bill Pmt -Check	04/04/2023	26575	101-000-202 ACCOUNTS PAYABLE		149.46	-149.46
HOPP ELECTRIC INC						
Bill	04/18/2023	65-79057-3819	101-790-932 BUILDING REPAIRS		300.00	-300.00
Bill Pmt -Check	04/18/2023	26599	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00

DEXTER DISTRICT LIBRARY-GENERAL FUND

A/P CHECK REGISTER

April 3 - 30, 2023

Type	Date	Num	Split	Debit	Credit	Amount
INGRAM LIBRARY SERVICES						
Bill	04/18/2023	2083960	-SPLIT-		7,037.08	-7,037.08
Bill Pmt -Check	04/18/2023	26600	101-000-202 ACCOUNTS PAYABLE		7,037.08	-7,037.08
KANOPY INC						
Bill	04/04/2023	342828	101-790-751 E-BOOKS/AUDIO		612.85	-612.85
Bill Pmt -Check	04/04/2023	26576	101-000-202 ACCOUNTS PAYABLE		612.85	-612.85
KATHERINE R. WILLSON						
Bill	04/04/2023	USING SOCIAL MEDIA	101-790-742 PROGRAMMING		150.00	-150.00
Bill Pmt -Check	04/04/2023	26577	101-000-202 ACCOUNTS PAYABLE		150.00	-150.00
METRO CONTROLS INC						
Bill	04/18/2023	W17114	-SPLIT-		1,815.00	-1,815.00
Bill Pmt -Check	04/18/2023	26601	101-000-202 ACCOUNTS PAYABLE		1,815.00	-1,815.00
MICHIGAN LIBRARY ASSOCIATION						
Bill	04/18/2023	15094	101-790-818 INSTITUTION DUE/FEE		1,285.00	-1,285.00
Bill Pmt -Check	04/18/2023	26602	101-000-202 ACCOUNTS PAYABLE		1,285.00	-1,285.00
MIDWEST TAPE, LLC						
Bill	04/04/2023	503584845	101-790-751 E-BOOKS/AUDIO		4,311.94	-4,311.94
Bill Pmt -Check	04/04/2023	26578	101-000-202 ACCOUNTS PAYABLE		4,311.94	-4,311.94
MILLIGAN'S LANDSCAPE SERVICES, LLC						
Bill	04/18/2023	1376	101-790-936 GROUNDS KEEPING		400.00	-400.00
Bill Pmt -Check	04/18/2023	26603	101-000-202 ACCOUNTS PAYABLE		400.00	-400.00
MOLLIE HALL						
Bill	04/04/2023	MILEAGE	101-790-860 TRANSPORTATION		60.26	-60.26
Bill Pmt -Check	04/04/2023	26579	101-000-202 ACCOUNTS PAYABLE		60.26	-60.26
Bill	04/18/2023	MARCH REIMBURSEMENT	101-790-742 PROGRAMMING		99.34	-99.34
Bill Pmt -Check	04/18/2023	26604	101-000-202 ACCOUNTS PAYABLE		99.34	-99.34
NATURALIST ENDEAVORS						
Bill	04/04/2023	INSECTS & RELATIVES	101-790-742 PROGRAMMING		289.00	-289.00
Bill Pmt -Check	04/04/2023	26580	101-000-202 ACCOUNTS PAYABLE		289.00	-289.00
OVERDRIVE, INC						
Bill	04/18/2023	CD0157623113296	101-790-751 E-BOOKS/AUDIO		1,000.00	-1,000.00
Bill Pmt -Check	04/18/2023	26605	101-000-202 ACCOUNTS PAYABLE		1,000.00	-1,000.00
PERMA-BOUND						
Bill	04/18/2023	1951496-01	101-790-741 CHILDREN'S BOOKS		69.86	-69.86
Bill Pmt -Check	04/18/2023	26606	101-000-202 ACCOUNTS PAYABLE		69.86	-69.86
QUADIENT INC						
Bill	04/04/2023	60035207	101-790-728 POSTAGE		63.42	-63.42
Bill Pmt -Check	04/04/2023	26581	101-000-202 ACCOUNTS PAYABLE		63.42	-63.42
RNL GRAPHIC SOLUTIONS LLC						
Bill	04/18/2023	7394	101-790-727 LIBRARY SUPPLIES		1,125.13	-1,125.13
Bill Pmt -Check	04/18/2023	26607	101-000-202 ACCOUNTS PAYABLE		1,125.13	-1,125.13
SBIS						
Bill	04/18/2023	96697	-SPLIT-		5,117.65	-5,117.65
Bill Pmt -Check	04/18/2023	26608	101-000-202 ACCOUNTS PAYABLE		5,117.65	-5,117.65
SERVICEMASTER						
Bill	04/04/2023	1576	101-790-930 BLDING MAINTENANCE		2,185.00	-2,185.00
Bill Pmt -Check	04/04/2023	26582	101-000-202 ACCOUNTS PAYABLE		2,185.00	-2,185.00
STAPLES BUSINESS ADVANTAGE						
Bill	04/04/2023	3533120196	101-790-727 LIBRARY SUPPLIES		135.44	-135.44
Bill Pmt -Check	04/04/2023	26583	101-000-202 ACCOUNTS PAYABLE		135.44	-135.44
Bill	04/18/2023	3534092302	101-790-727 LIBRARY SUPPLIES		46.43	-46.43
Bill	04/18/2023	3534022618	101-790-727 LIBRARY SUPPLIES		138.63	-138.63
Bill	04/18/2023	3534092299	101-790-727 LIBRARY SUPPLIES		99.80	-99.80
Bill Pmt -Check	04/18/2023	26609	101-000-202 ACCOUNTS PAYABLE		238.43	-238.43
T-MOBILE						
Bill	04/04/2023	966192749	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	04/04/2023	26584	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
TASTE A COOK'S PLACE						
Bill	04/04/2023	CAST IRON COOKING	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	04/04/2023	26585	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
THE LIBRARY NETWORK						
Bill	04/04/2023	71758	101-790-800 COOPERATIVE FEES		1,461.41	-1,461.41
Bill Pmt -Check	04/04/2023	26586	101-000-202 ACCOUNTS PAYABLE		1,461.41	-1,461.41
Bill	04/18/2023	71809	101-790-727 LIBRARY SUPPLIES		112.00	-112.00
Bill Pmt -Check	04/18/2023	26610	101-000-202 ACCOUNTS PAYABLE		112.00	-112.00
VERIZON WIRELESS						
Bill	04/18/2023	9931318171	101-790-754 NON-TRAD COLLECTION		135.03	-135.03
Bill Pmt -Check	04/18/2023	26611	101-000-202 ACCOUNTS PAYABLE		135.03	-135.03
WHITE PINE LIBRARY COOPERATIVE						
Bill	04/18/2023	960	101-790-740 ADULT BOOKS		38.50	-38.50
Bill Pmt -Check	04/18/2023	26612	101-000-202 ACCOUNTS PAYABLE		38.50	-38.50
ZOOBEAN INC						
Bill	04/18/2023	28799	101-790-743 ELECTRONIC RESOURCE		945.00	-945.00
Bill Pmt -Check	04/18/2023	26613	101-000-202 ACCOUNTS PAYABLE		945.00	-945.00

HOPP ELECTRIC

 A LAKE ERIE ELECTRIC COMPANY

MI Lic. #6113246

720 W. Industrial Drive, Suite 100, Chelsea, Michigan 48118 | Phone: 734-475-6480

Proposal

Customer: Dexter District Library

Date: April 24, 2023

Attn: Matt Erwin

Project: 2nd Floor Fiction Collection Fixture Replacement

Hopp Electric, Inc. is pleased to provide you with a price for the above-mentioned project, per the discussion during our February 1st site visit and our phone conversations.

Scope:

Furnish and install replacement linear fixtures in the 2nd Floor Fiction Collection area.

Includes:

- Furnishing and installing (7) 44' Linear Fixtures made up of (5) 8' and (1) 4' sections. FINELITE part number S12 LED-ID-44-2E-V-930-20U80DCO-91-UNKSC-FA150-FC-10%-CE-SW-C4
- This price includes using a customer-provided lift and rental of (1) additional lift for 7 days.
- Includes all necessary components to complete a 1 for 1 replacement with the existing linear fixtures.

Notes:

- This price excludes electrical permit and inspection fees. *Should not require permit or inspection.*
- Work is expected to be done on weekdays between the hours of 7am to 3:30pm.

The total cost of the work proposed above will be: \$44,235.00

Additional cost to complete the proposed work on (2) Sundays: \$3,800.00

This proposal may be withdrawn if not accepted within 30 days.

Submitted by: David George

I authorize Hopp Electric, Inc. to perform the work as described above.

Authorizing Signature: _____ Date: _____

PROPOSAL

2071

Tye Painting, LLC
12332 Roepke Road
Gregory, MI 48137

PH. (734) 498-7577 • Fax (734) 498-7578

TO: Dexter District Library
Attn: Paul McCann
3255 Alpine St.
Dexter MI. 48130

PHONE (734) 426-4477	DATE 4/18/2023
JOB NAME / LOCATION Exterior Power Washing	
JOB NUMBER Matt- (757) 647-9368	JOB PHONE

We hereby submit specifications and estimates for:

Labor, materials & equipment to power wash upper portions of library building on the East, South & part of the West side up to the balcony on the West side, as discussed With Matt Erwin.

Note:

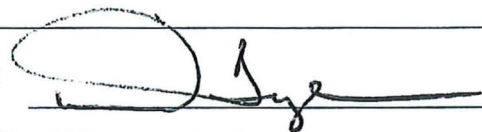
- 1) Price includes cleaning stone benches on the south side.
- 2) Price includes cleaning the ceiling on the balcony.
- 3) No cost of any permits that may be required are included.
- 4) No cleaning of any windows are included. (to be done after power washing by others)

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:
Nine Thousand Five Hundred Thirty Eight and 00/100 Dollars dollars (\$) 9,538.00).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized
Signature



Note: This proposal may be
withdrawn by us if not accepted within

days.

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

Signature _____

Signature _____

Date of Acceptance: _____

DEXTER DISTRICT LIBRARY
REQUEST FOR MATERIAL RECONSIDERATION

Item information

Author:

Title:

Publisher:

Date of Publication:

Hardbound or Paperback (Circle one)

Patron Requesting Reconsideration of material

Name:

Address:

City:

State:

Zip:

Complainant Represents: (Check one and provide any requested additional information)

Him/Herself:

Recognized organization:

Organization name:

Other group:

Identify group name:

Additional Information

1. To what in the item (book, video, cassette, etc.) do you object? (Please site specific pages or segments)

2. What do you feel might be the result of reading or viewing this material?

3. Is this material suitable for some Library patrons?

4. Is there anything worthwhile about this material?

5. Did you read, view or listen to the whole item? If not, please list parts which were read, seen or heard.







6. Are you aware of the reviews or judgments of this material by critics?

7. What do you believe to be the theme of this item?

8. What would you like us to do about this item?

9. What material would you recommend that would convey similar information, have a comparable literary quality or viewpoint?

MAY 2023 - YOUTH PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am In Person	2 Spring Story Time Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am In Person REGISTRATION REQUIRED Lego Challenge Grades K - 8 4:30 - 5:30 pm In Person Registration Required	3 Spring Story Time Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am In Person REGISTRATION REQUIRED Chess Club Kids and Teens 6:30 - 8:00 pm In Person REGISTRATION REQUIRED	4 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am In Person	5 	6 Drop-In Spring Crafts Children of All Ages 11:00 am - 12:00 pm In Person
7	8 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am In Person	9 Spring Story Time Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am In Person REGISTRATION REQUIRED Super Stories Book Club Young Fives & K 4:30 - 5:00 pm In Person REGISTRATION REQUIRED	10 Spring Story Time Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am In Person REGISTRATION REQUIRED	11 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am In Person Club Create Book Club Grades 1 & 2 4:30 - 5:15 pm In Person REGISTRATION REQUIRED	12 Drop-In Children's Movie & Popcorn Bad Guys (PG) All Ages 2:00 - 4:00 pm In Person	13 KinderConcert Ages 5 & under 12:00 - 12:30pm In Person
14 	15 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am In Person	16 Spring Story Time Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am In Person REGISTRATION REQUIRED	17 Spring Story Time Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am In Person REGISTRATION REQUIRED	18 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	19 	20 
21	22	23 	24	25 Drop-In Makerspace Grades K - 8 4:30 - 5:30 pm In Person	26	27
28 Library Closed	29  Library Closed	30	31	Dexter District Library * 3255 Alpine Street * Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us		

SEE OTHER SIDE FOR TWEEN & TEEN CALENDAR

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

MAY 2023 - TEEN & TWEEN PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
	1 	2 Lego Challenge Grades K - 8 4:30 - 5:30 pm <i>In Person</i> Registration Required	3 Chess Club Kids and Teens 6:30 - 8:00 pm <i>In Person</i> REGISTRATION REQUIRED 	4	5 	6 Teen Advisory Group Grades 7 - 12 1:00 - 2:00 pm <i>In Person</i>
7 	8	9	10	11 	12 Macrame Keychain Craft Grades 5 - 12 2:30 - 3:30 pm Registration Required	13
14	15	16 TWEEN BOOK CLUB GRADES 5 & 6 4:30 - 5:30 pm <i>In Person</i> Registration required	17 	18	19 Magic: The Gathering with SRSly Dexter Grades 6 - 12 6:00 - 8:30 pm <i>In Person</i> Registration Required	20 
21	22 MAY IS NATIONAL PET MONTH 	23	24	25 Drop-In Makerspace Grades K - 8 4:30 - 5:30 pm <i>In Person</i> 	26	27
28 Library Closed	29  MEMORIAL DAY Library Closed	30	31	In-Person Programs May Require Registration Check Our Website Calendar Of Events		
Dexter District Library * 3255 Alpine Street * Dexter MI 48130 * (734) 426-4477 * dexter.lib.mi.us						



SEE OTHER SIDE FOR YOUTH CALENDAR

Dexter District Library Adult Programs

May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1  Library Board Meeting 7:00 pm Open to the public	2	3 Claire Evans presents: Britain's Hidden Treasures 7:00 pm on Zoom Registration	4 Gentle Restorative Yoga 9:30 am Registration 	5	6  Used Book Sale 9 am – 3 pm
7	8 <i>Somewhere in Time</i> Book Club 7:00 pm	9 9:00 AM 	10	11 6:00 PM  Gentle Restorative Yoga 9:30 am Registration	12 Friday Night Movie, 6:00 pm: EMPIRE of LIGHT A FILM BY SAM MENDES Registration required	13  Mindful Meditation 9:30 am
14 HAPPY <i>Mother's</i> DAY 	15	16 9:00 AM  Italian Cooking with Mary Spencer 7:00 pm on Zoom 	17	18 6:00 PM  Gentle Restorative Yoga 9:30 am - Registration Better Off Read Book Club 1:00 pm	19 Friday, May 19 at 1:00 pm Afternoon Movie for Adults: DIRECTED BY STEVEN SPIELBERG THE FABELMANS WRITTEN BY STEVEN SPIELBERG & TONY KUSHNER Registration required	
21	22 Reel Talk Discussion of: A Love Song 7:00 pm on Zoom Registration	23 Tuesday, May 23 at 7:00 pm Katherine R. Willson presents: 40+ Sources for Finding Maiden Names In person. Registration required 		25 Gentle Restorative Yoga 9:30 am Registration 	26	27
28 LIBRARY CLOSED	29 MEMORIAL DAY  LIBRARY CLOSED	30	31	Coming June 25 at 2:00 pm: Michigan Notable Author Phyllis Michael Wong presents: <i>We Kept Our Towns Going:</i> <i>The Gossard Girls of Michigan's Upper Peninsula</i>  		

 **Computer Class:**
Registration Required



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

Free Technology Classes

One-on-One Technology Help



1:00-3:00 PM Thursday, Apr. 27

6:00-8:00 PM Thursday, Apr. 27

1:00-3:00 PM Thursday, May. 25

6:00-8:00 PM Thursday, May. 25



Excel Part 1



9:00 AM Tuesday, Apr. 4

6:00 PM Thursday, Apr. 6



Excel Part 2



9:00 AM Tuesday, Apr. 11

6:00 PM Thursday, Apr. 13



Cut the Cord:

Cable TV Alternatives



9:00 AM Tuesday, May 9

6:00 PM Thursday, May 11



Computer Buying Guide



9:00 AM Tuesday, May 16

6:00 PM Thursday, May 18



Registration is required for all these events.
Sign up at the Adult Reference Desk or online
at <https://dexter.lib.mi.us/events>.