

**Dexter District Library
Board of Trustees - Meeting Agenda
June 5, 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 May 1, 2023 Board meeting – **action item**
- 4) Public comment
 - Prearranged public comment
 - General public comment
- 5) Consent agenda – **action item**
 - Library Director's narrative report
 - Library Statistical Report
 - Friends of the Library Report (contained in Director's narrative report)
 - Balance sheets
 - Michigan CLASS report
 - Committee meeting minutes
 - Items from Legislature, MLA, TLN, AAACF, local municipalities
 - Patron comments
- 6) Treasurer's Report (7:20 pm)
 - Approval of bills paid during May 2023 – **action item**
 - Budget changes – none
 - Reimbursements – none
- 7) Administrative Items (7:40 pm)
 - Anniversaries: Julia Janosi, Library Assistant, Circulation (1 yr.); Grace Sharon, Library Page (2 yrs.)
- 8) Old Business (8:00 pm)
 - Strategic Planning
 - Meeting room A/V replacement – **action item**
 - Second floor lighting replacement
 - Library Board member e-mail accounts
- 9) New Business (8:30 pm)
 - Library Design circulation desk repair quote – **potential action item**
- 10) Public comment
- 11) Board member comments
- 12) Adjourn (8:59 pm)



Dexter District Library Board of Trustees

DRAFT - Meeting Minutes

May 1, 2023

7:00 p.m.

Members present: Jamie Estill, Cassy Korinek, Jim LaVoie (arrived at 7:28 pm), Donna Palmer, Sherry Simpson, Shelly Vrsek

Members absent: Barbara Davenport, Martha Gregg

Others present: 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. It was requested to add a question about covid and programming to the agenda. Simpson moved to approve the meeting agenda as revised. Second by Estill. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Vrsek called for corrections to the minutes of the April 3, 2023 regular Board Meeting. No corrections were requested. Estill moved to approve the minutes from the April 3, 2023 regular Board Meeting as presented. Second by Simpson. A voice vote. Aye=all, nay=none, absent=3. 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. Palmer moved to approve the Consent agenda. Second by Estill. A roll call vote was taken. Estill=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Circulation Statistics: Statistical charts for the month of April 2023 were available for review. (Statistics are included at the end of the minutes for formatting.)

Treasurer's Report: McCann presented the current Treasurer's report. The paid bills for the month of April were reviewed. Simpson moved to approve the bills paid in the month of April. Second by Korinek. A roll call vote was taken. Estill=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Budget Changes: None

Reimbursement: None

Personnel: Library staff reaching their anniversary date of hire in the month of May include Adult Reference Librarian Amy Johnson (14 years) and Library Assistant Sandy Colson (17 years). Both were included in the February 2023 wage rate adjustments, therefore no Board action was necessary.

The Library hired Amelia Herron as a part-time Youth Reference Librarian starting at \$21.00/hour starting April 27, 2023. Palmer moved to approve the hiring of Amelia Herron at a starting wage of \$21.00/hour. Second by Korinek. A roll call vote was taken. Estill=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Old Business:

The Strategic Planning RFP was posted and a walk-through was held last week. There were about 14 different firms in attendance. At this point we are waiting for companies to turn in their proposals so that they can be evaluated and decided on.

Jim LaVoie arrived at 7:28 pm.

The meeting room A/V replacement RFP was posted as well. A walk-through is scheduled for next week. The RFP may need to be rewritten and reissued as we have heard that many of the contractors that we have contacted are not bonded which is a requirement in the RFP. This may result in few, if any, proposals.

The light fixtures above the fiction section of the second floor adult section need to be replaced. The fixtures are bonding with the bulbs and it is now virtually impossible to replace the bulbs. Since we already have multiple bulbs that are out and more are likely to go out as time goes on, we are going to need to replace the fixtures. Replacing the receptacles was looked into, but it would be too costly and would likely result in the same situation when they fuse to the bulbs too. A quote from Hopp for replacing the fixtures was included in the board packet. Simpson moved to approve the quote from Hopp for replacing the fixtures in the 2nd Floor Fiction Collection area. Second by Estill. A roll call vote was taken. Estill=aye, Korinek=aye, LaVoie= aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Library email accounts were created for each Board Member in order to create a separation between personal and Library correspondence in order to avoid any FOIA issues. The logins, passwords, and instructions were passed out to each Board Member in attendance.

New Business:

The outside of the Library building is due to be power washed and a quote from Tye Painting was included in the board packet. This will need to be put on hold as there is currently an outdoor water ban in effect in the City of Dexter while there is work being done on the water

tower. The City of Dexter is planning on having that work done and the tower refilled by June 1 and at that point the ban will be lifted. The hope is that we will be able to fit in the power washing and window cleaning after the ban is lifted, but before the Summer Reading Program starts. Palmer moved to approve the quote from Tye Painting for power washing the exterior of the building. Second by Vrsek. A roll call vote was taken. Estill=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

After a discussion in the Policy Committee, it was recommended to make a few changes to the Rules of Behavior policy.

First is changing Section 2 – Rules of Personal Conduct – 17 from: “Use photography, film or television equipment without the permission of the Director” to: “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.”

In addition, it was recommended to add “Engage in” to the beginning of Section 2 – Rules of Personal Conduct – 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.”

Simpson moved to approve both presented changes to the Rules of Behavior policy. Second by Estill. A roll call vote was taken. Estill=aye, Korinek=aye, LaVoie= aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

A question came up from staff about scheduling for programming for the Summer Reading Program and how that relates to the covid policy. It was recommended by McCann to leave it up to the staff member scheduling the program as to whether registration is required for that program. Registration would be helpful in cases where it would be good to know how many people to expect so that a sufficient amount of supplies can be obtained for that program. That recommendation was supported by the Board.

The Request for Materials Reconsideration form was also discussed in the Policy Committee. With the rise of people and groups calling for banning materials, it was recommended by the Policy Committee that the Board be on the same page in case this issue comes to Dexter District Library. The form was included in the board packet and discussed. A spelling error was found in question 1 (site should be cite) and it was recommended to remove him/herself under the Complainant Represents section and replace it with self.

Public Comment: None

Board Member Comments: LaVoie expressed frustration at the Board’s movement post-pandemic. He would like for the Board to start planning for the future. In particular, he would like to see our patio made more public and used more frequently.

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

Respectfully submitted,

Cassy Korinek,
Interim Secretary

Michelle Joppeck,
Recording Secretary

April 2023

Circulation Statistics	April
Adult Books	3896
Young Adult Books	608
Children's Books	6927
Magazines	118
DVD	1391
Books on CD	347
Music CD	224
Realia/Objects/Equip	41
Overdrive	3563
hoopla	1929
Kanopy	493
Auto-renewals	9258
In-House	2069
Total	30864
Library visits	9511
Reference questions	2111
Items withdrawn	397
New items added	963
Total holdings	115488
New cards issued	61
Total card holders	11249
Internet usage	1547
Museum/Park Pass	20
Web site visits	8123
Program attendance	1002
Fax	23
ILL lent out	1864
ILL borrowed	2245
Renewals via web	796
Unique borrowers	1738

Director's Report

May 2023 Library activities reported for the June 2023 Library Board meeting

The previous Library Board meeting took place on May 1, 2023

Community groups using the meeting room space during the month included Rebekah Harmony Lodge, the Rug Hookers, Lazar Spinal Center, the Cubing Club, Daisy Troop 40887, Island Hills Estates Condo Association, the Ann Arbor Bicycle Touring Society, the Dexter Bicentennial Committee, Distinct Designs Artist Reception, Huron Commons Homeowners Association and the Friends of the Library Book Sale. The Library also saw 173 reservations between the small group study rooms on the second floor.

Administration

Significant preparations for Summer Reading are underway. We expect that this year's event will bring us back to a summer that is very similar to pre-pandemic levels of events and activities. We are running into some issues though, notably, Busch's no longer has a bakery at the Dexter location, so we are looking for an alternative for sheet cakes for the kickoff event. We will be securing Friends volunteers for specific events the week of June 5. The vast majority of events have been finalized and the newsletter is expected to be in mailboxes the weekend before kick-off.

As we move back into providing refreshments at programs, we have been going around and around with Gordon Food Service on our account. We are set up for no tax, but have been having issues getting the account set up so that we can pay by invoice, rather than charging items to the credit card. We did have a large order to restock plates, napkins, cups, plasticware, etc. and many of the somewhat perishables (coffee, tea, sugar, creamer, etc.) which sat in cupboards for nearly three years.

The employee health Blue Cross health insurance plan was renewed with no changes. Each year, our representative offers options to change coverage levels, which usually involve raising deductible levels and co-pay amounts for office visits, emergency room services or prescriptions. Our current plan increase for 2023-24 was 6.23% which is below standard inflation, so it was renewed without structural changes.

During the month, the Library experienced vandalism with rock being thrown and breaking two windows on the park side of the building. A police report was filed, but to date, no suspects are under investigation. A quote was received from Wolverine Glass and Michigan Municipal Insurance paid to cover the cost of repair. Wolverine will handle the permitting to bring the lift through the park with the City of Dexter. The replacement panes are still being manufactured. Wolverine is looking at installation between 6/12 and 6/23.

The RFP responses for strategic planning services have been received, reviewed and sent to the Board for discussion at the Monday meeting. The Library also received two responses for upgrading the A/V equipment in the meeting room and the recommendation is included in the Board packet.

We have scheduled a building power wash prior to the start of SRP. Tye Painting performed the last building power washing and their quote was reasonable. Factoring in general inflation, the price was actually lower than when we had this done in 2016.

Quotes from Library Design Associates to replace the laminate or full countertop at the circulation desk are included for discussion and consideration. The pattern of the original laminate has worn off in many areas and the surface has seen a fair share of abrasion through frequent cleaning during the pandemic.

The Library Director was off on vacation during the week of May 22-26. During the month, the director attended virtual meetings for the TLN E-Content group and the Shared System Executive Committee. The Shared System User's Group meeting was canceled.

All three Library committees met during the month and minutes are included in the Board packet.

Youth Department

This May, the Youth Department has been busy connecting with children through Story Time, Preschool Library Field Trips and librarians visiting the elementary and middle schools to promote our Summer Reading Program, in addition to offering a variety of programs. Our Spring Story Time sessions wrapped up the third week of May and saw a total of 523 participants for those three weeks. Kinder Concert came and performed this month for 78 participants. The three youth book clubs combined had a total of 37 participants. This month we offered five additional programs for school-aged children. Lego Challenge and Chess Club had a combined total of 41 participants. The three drop-in programs, Spring Crafts, Movie & Popcorn, and Makerspace had a combined total of 81 people. Morning Star Preschool brought approximately 70 children and chaperones to visit the Library in three separate groups for field trips. Librarians started to visit schools at the end of the month to promote the Summer Reading program. The first four days of school visits we presented to 29 classes. It is thrilling to visit the schools and see how excited the kids get about the Summer Reading Program.

The Teen Department offered four programs this month specifically geared for teens and tweens. The Teen Advisory Group, Macramé Keychains, Tween Book Club and Magic the Gathering had a combined total of 20 teens and tweens that participated. The Teen/Tween Librarian also visited 16 classes at Creekside to promote the Summer Reading Program and reached 416 students.

Adult Department

In May, 11 programs were held on-site at the Library and 3 programs were virtual (Zoom) events.

Virtual events included "Britain's Hidden Treasures" which attracted 31 attendees. This program was scheduled to coincide with King Charles III's coronation on May 6th. "Italian Cooking with Mary Spencer" drew an audience of 41 and the Reel Talk movie discussion group reviewed "A Love Song" and saw four attendees.

In person events included four sessions of Thursday Morning Restorative Yoga classes, which drew a combined attendance of 59 participants.

Book discussion groups included the Somewhere in Time book club discussing "Shadow Divers", by Robert Kurson (4 attended), the Better Off Read Book Club reviewing "The Only Woman in the Room" by Marie Benedict (12 attended) and the Third Monday Book Club which discussed "The Dutch House" by Ann Patchett (10 attended.)

Mindful Meditation was held on May 13 (10 attended). The Friday Night Movie "Empire of Light" was shown on May 12 (10 attended). The Friday Afternoon Movie – "The Fabelmans" was shown on May 19 (11 attended). The genealogy program "40+ Sources for Finding Maiden Names" was held on May 23 (15 attended).

Technology Department

During the month, Scott Wright assisted TLN with the installation and configuration of our new network attached storage. It grants us automatic backups with built-in off-site backups for disaster recovery. It has already proven beneficial as he was able to use it to recover a summer reading file that was inadvertently overwritten.

Wright also evaluated bids on the lower level AV modernization project. A walkthrough for the project was held on Wednesday, May 10. Only one vendor attended (TEL Systems) the walkthrough. Wright met individually with the only other interested vendor (John Headapohl) about a month prior.

He migrated the Library public events calendar to a new major version. This was a lengthy process that required extensive testing and bug fixing in a test environment and created signage for the TI84 graphing calculators now available for loan.

Classes taught during the month included Cut the Cord (cable alternatives), Computer Buyers Guide and sessions of One-on-One Help with 49 people attending in total.

Circulation Department

May has been relatively slow since school is winding down and patrons are busy with graduations and other late spring celebrations. There were 72 MeL requests in May so usage of the MeL system has remained relatively steady. The number of bins that are arriving daily from TLN delivery has dropped somewhat from March and April. Most days we receive seven or eight bins. On Tuesdays and Wednesdays we average around eleven. The new art display has brought many people into the Library. It is a display of the car designs of three engineers that designed cars without the use of computers. With the spring opening of the Farmer's Market on Saturday mornings, the Library has seen more foot traffic of people coming from the market.

We all know that with school ending soon and the start of the summer reading program, the circulation desk is going to be very busy. So to prepare ourselves, we are having a circulation staff meeting to go over all the important policies and procedures so all the staff is knowledgeable and able to help patrons with greater confidence.

Maintenance

Matt Erwin continued to do a lot of landscaping and outside maintenance this month including pulling mustard garlic around the back terrace, putting down grass seed in the front and back, picking up sticks and debris in the back terrace garden beds and pulling weeds. He also sprayed roundup on the weeds in

the front, spread mulch in the back flower bed, cleaned the parking lot, reset parking blocks moved during snow plowing and replaced and folded retired flags for Boy Scouts to pick up. Joppeck dropped off the flags at the VFW Hall.

Arbor Inspections Services fixed a leak in the fire suppression system from the previous backflow inspection. Erwin contacted Altech to order a new domestic hot water heater and schedule install as the current water heater is leaking. He scheduled carpet cleaning with Best Way for June 4, scheduled Tye Painting for pressure washing the week of June 5, rescheduled Fish Window Cleaning for June 21, contacted M+K Jetting for quote for storm drain cleaning, and scheduled repair of the water softener by Champion Water Treatment because of small leak.

We did have an incident this month with the windows on May 8. The windows by the Children's graphic novel section were broken. Erwin called Wolverine Glass to provide a quote to replace the broken panes and he recommends having additional security cameras installed around the perimeter to help prevent this from happening again.

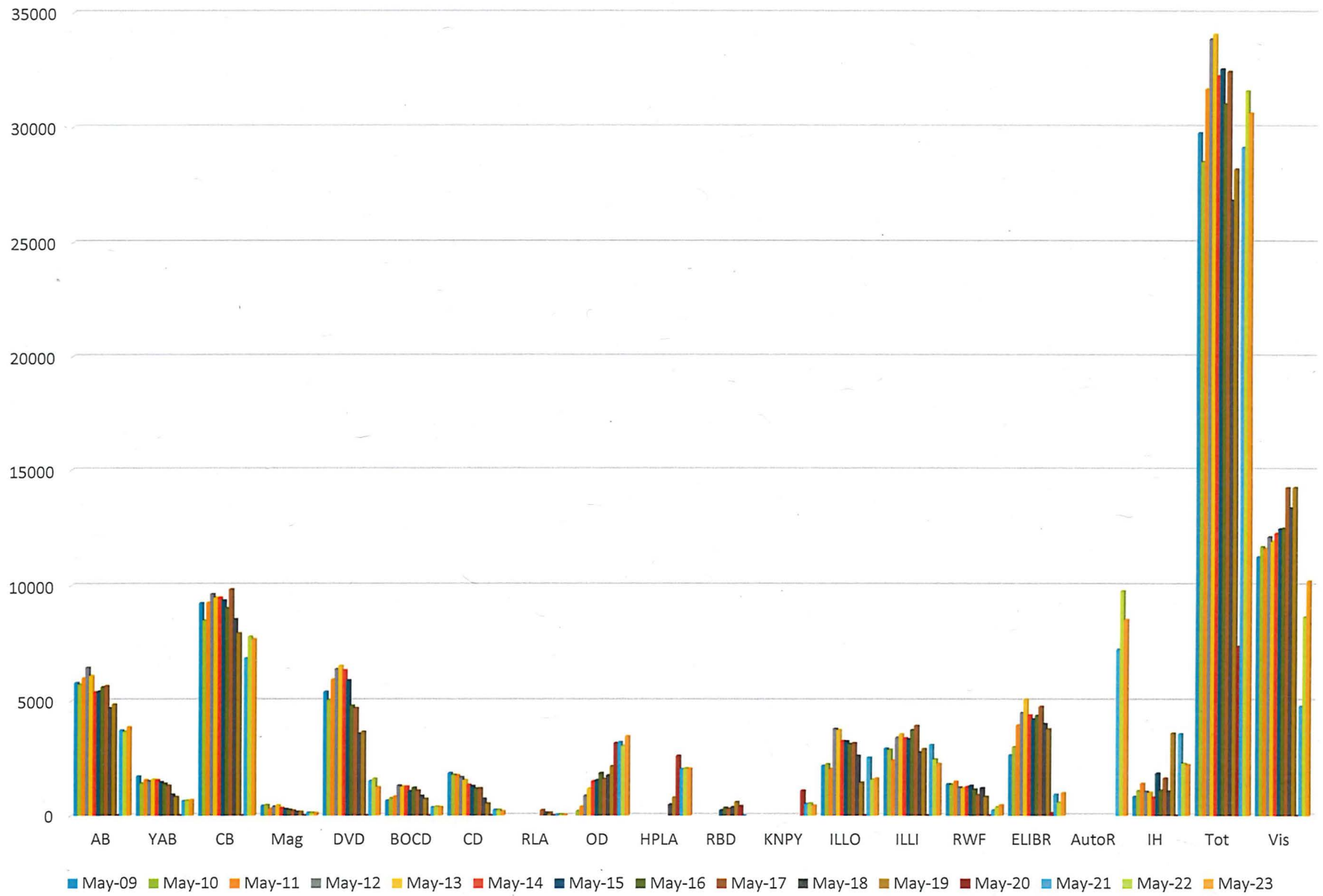
Friends of the Library

The most recent Friends of the Library meeting was on April 25, but Treasurer Mary Tobin reported the May Books Sale was on par with pre-pandemic sales. The Friends will host another sale on June 3.

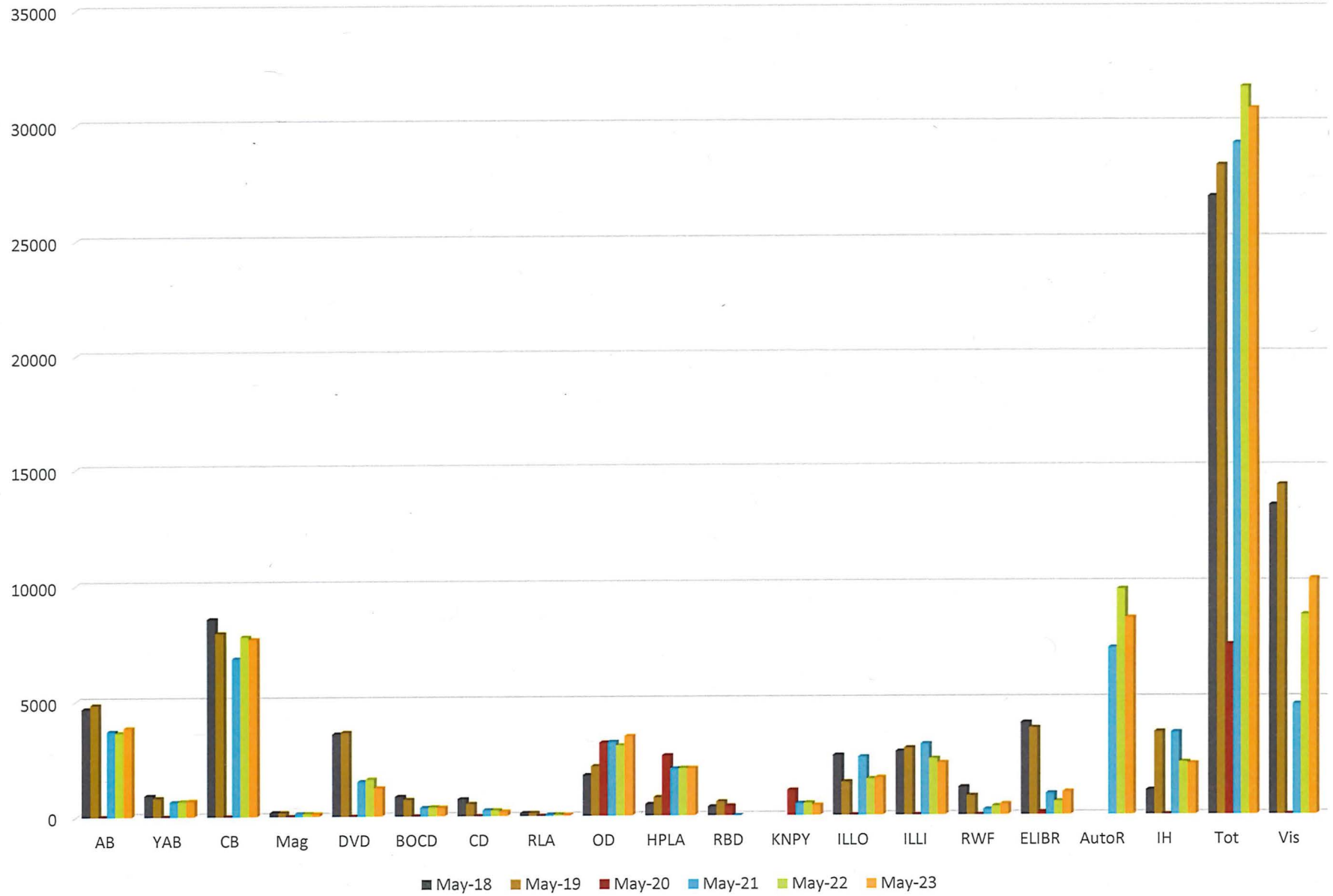
May 2023

Circulation Statistics	May	April	%change
Adult Books	3847	3896	-1%
Young Adult Books	680	608	12%
Children's Books	7664	6927	11%
Magazines	114	118	-3%
DVD	1222	1391	-12%
Books on CD	373	347	7%
Music CD	192	224	-14%
Realia/Objects/Equip	35	41	-15%
Overdrive	3440	3563	-3%
hoopla	2030	1929	5%
Kanopy	439	493	-11%
Auto-renewals	8515	9258	-8%
In-House	2196	2069	6%
Total	30747	30864	0%
Library visits	10190	9511	7%
Reference questions	1872	2111	-11%
Items withdrawn	497	686	-28%
New items added	987	963	2%
Total holdings	115744	115488	0%
New cards issued	66	61	8%
Total card holders	11221	11249	0%
Internet usage	1128	1547	-27%
Museum/Park Pass	10	20	-50%
Web site visits	8385	8123	3%
Program attendance	1732	1002	73%
Fax	20	23	-13%
ILL lent out	1612	1864	-14%
ILL borrowed	2242	2245	0%
Renewals via web	985	796	24%
Unique borrowers	1734	1738	0%

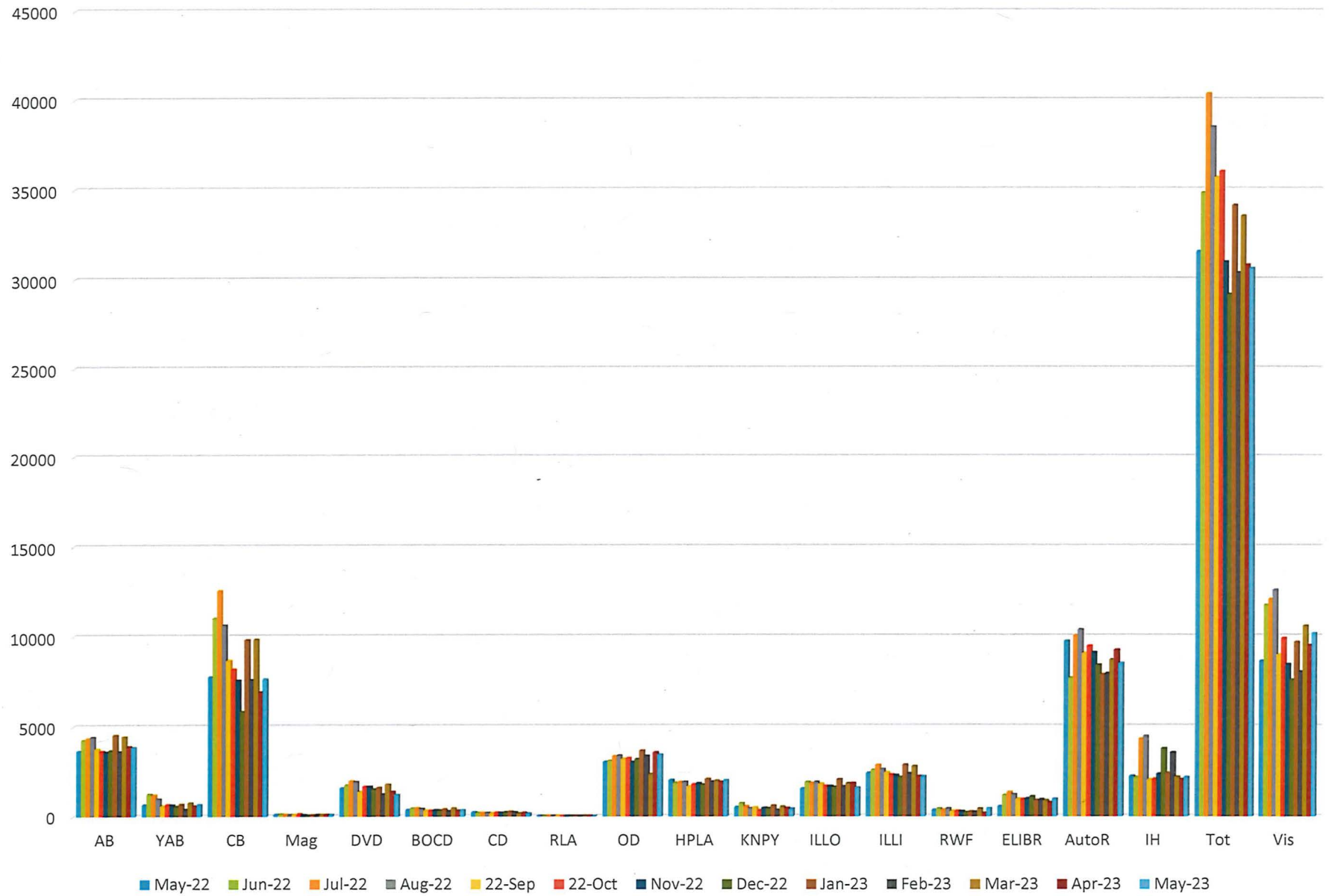
Circulation - May 2009-2023



Circulation - May 2018-2023



13 Month Circulation



DEXTER DISTRICT LIBRARY-GENERAL FUND BALANCE SHEET-PRELIMINARY

As of **May 31, 2023**

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,487,189.71
Total Checking/Savings	1,487,189.71
Other Current Assets	
101-000-010 REGISTER CHANGE	217.00
101-000-011 CASH REGISTER	200.00
101-000-012 PETTY CASH	50.00
101-000-013 ACH RECEIVABLES	1.00
101-000-056 ACCRUED INT REC	1,874.00
101-000-102 CD 1 FLAGSTAR	266,026.95
101-000-103 CD COMERICA	212,873.99
101-000-106 CD OLD NATIONAL	264,549.07
101-000-107 CD 1 HUNTINGTON	212,628.62
101-000-109 CD NORTHSTAR BANK	262,600.82
101-000-110 CD 2 HUNTINGTON	263,648.95
101-000-112 CD 2 FLAGSTAR	235,382.52
101-000-120 MICHIGAN CLASS	1,949,435.09
Total Other Current Assets	3,669,488.01
Total Current Assets	5,156,677.72
TOTAL ASSETS	5,156,677.72
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	-7.71
101-000-233 TASC-FSA DEDUCTION	160.76
101-000-257 WAGES PAYABLE-AUDIT	26,009.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	823.73
Total Other Current Liabilities	53,406.38
Total Current Liabilities	53,406.38
Total Liabilities	53,406.38
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,316,261.82
Net Income	680,909.59
Total Equity	5,103,271.34
TOTAL LIABILITIES & EQUITY	5,156,677.72

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

October 2022 through **May 2023**

	Oct '22 - May 23	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	1,622,747.47	1,664,820.00	-42,072.53	97.5%
OTHER INCOME	44,058.98	33,960.00	10,098.98	129.7%
OTHER MISC REVENUE	98,825.59	99,300.00	-474.41	99.5%
PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
Total Income	1,765,632.04	1,819,330.00	-53,697.96	97.0%
Expense				
LIBRARY MATERIALS	168,708.21	329,500.00	-160,791.79	51.2%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	27,250.79	44,870.00	-17,619.21	60.7%
GENERAL OPERATIONS	213,810.61	345,300.00	-131,489.39	61.9%
WAGES & BENEFITS	674,952.84	1,078,930.00	-403,977.16	62.6%
Total OPERATING EXPENSES	916,014.24	1,469,100.00	-553,085.76	62.4%
Total Expense	1,084,722.45	1,798,600.00	-713,877.55	60.3%
Net Income	680,909.59	20,730.00	660,179.59	3,284.7%

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

October 2022 through May 2023

	Oct '22 - May 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	88,403.28	88,565.00	-161.72	99.8%
101-000-404 LIMA TOWNSHIP	116,512.38	121,537.00	-5,024.62	95.9%
101-000-405 LODI TOWNSHIP	9,651.75	9,968.00	-316.25	96.8%
101-000-406 NORTHFIELD TWP	2,602.52	2,603.00	-0.48	100.0%
101-000-407 SCIO TOWNSHIP	342,896.65	354,564.00	-11,667.35	97.7%
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	1,622,747.47	1,664,820.00	-42,072.53	97.5%
OTHER INCOME				
101-000-507 GRANT INCOME	0.00	100.00	-100.00	0.0%
101-000-591 FRIENDS OF THE LIBR	14,484.69	12,000.00	2,484.69	120.7%
101-000-592 GIFTS/MEMORIALS	9,893.24	7,000.00	2,893.24	141.3%
101-000-607 FAX SERVICES	150.95	200.00	-49.05	75.5%
101-000-608 PURCHASES	83.00	100.00	-17.00	83.0%
101-000-609 FINES	8,680.40	9,000.00	-319.60	96.4%
101-000-610 NON RESIDENT FEES	540.00	360.00	180.00	150.0%
101-000-627 COPIER	2,096.70	3,000.00	-903.30	69.9%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	1,650.00	2,000.00	-350.00	82.5%
101-000-673 OTHER MISC INCOME	6,480.00	100.00	6,380.00	6,480.0%
Total OTHER INCOME	44,058.98	33,960.00	10,098.98	129.7%
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	59,326.01	55,000.00	4,326.01	107.9%
101-000-666 ENDOWMENT INCOME	1,649.50	1,300.00	349.50	126.9%
Total OTHER MISC REVENUE	98,825.59	99,300.00	-474.41	99.5%
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	1,765,632.04	1,819,330.00	-53,697.96	97.0%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	27,773.61	54,000.00	-26,226.39	51.4%
101-790-741 CHILDREN'S BOOKS	40,740.75	75,000.00	-34,259.25	54.3%
101-790-742 PROGRAMMING	26,192.61	50,000.00	-23,807.39	52.4%
101-790-743 ELECTRONIC RESOURCE	10,316.93	12,000.00	-1,683.07	86.0%
101-790-744 PERIOD & SUBSCRIPT	5,836.14	8,500.00	-2,663.86	68.7%
101-790-745 BOOKS ON CD-ADULT	2,757.14	8,000.00	-5,242.86	34.5%
101-790-746 BOOKS ON CD CHILD	2,447.28	4,000.00	-1,552.72	61.2%
101-790-747 DVD-ADULT	2,554.34	8,000.00	-5,445.66	31.9%
101-790-748 DVD-CHILD	2,348.31	8,000.00	-5,651.69	29.4%
101-790-749 AUDIO MUSIC ADULT	1,146.16	2,500.00	-1,353.84	45.8%
101-790-750 AUDIO MUSIC CHILD	133.07	1,000.00	-866.93	13.3%
101-790-751 E-BOOKS/AUDIO	41,470.71	75,000.00	-33,529.29	55.3%
101-790-752 COMMUNITY READ	1,462.00	3,000.00	-1,538.00	48.7%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	3,529.16	20,000.00	-16,470.84	17.6%
Total LIBRARY MATERIALS	168,708.21	329,500.00	-160,791.79	51.2%

DRAFT

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

October 2022 through **May 2023**

	Oct '22 - May 23	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	4,098.57	25,000.00	-20,901.43	16.4%
101-901-971 CAPITAL REPAIRS-ANN	6,210.86	6,300.00	-89.14	98.6%
101-901-972 CAPITAL REPLACEMENT	16,941.36	13,570.00	3,371.36	124.8%
Total CAPITAL OUTLAY IMPROVE	27,250.79	44,870.00	-17,619.21	60.7%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	1,190.50	2,000.00	-809.50	59.5%
101-790-727 LIBRARY SUPPLIES	7,578.69	13,000.00	-5,421.31	58.3%
101-790-728 POSTAGE	875.26	1,100.00	-224.74	79.6%
101-790-729 BUILDING SUPPLIES	7,960.27	10,000.00	-2,039.73	79.6%
101-790-800 COOPERATIVE FEES	45,146.73	62,900.00	-17,753.27	71.8%
101-790-801 PROF SERVICES	13,317.00	18,500.00	-5,183.00	72.0%
101-790-802 ATTORNEY FEES	0.00	3,000.00	-3,000.00	0.0%
101-790-803 BOOKKEEPING SERV	6,858.80	13,500.00	-6,641.20	50.8%
101-790-818 INSTITUTION DUE/FEE	1,285.00	1,500.00	-215.00	85.7%
101-790-851 TELEPHONE	3,184.28	5,200.00	-2,015.72	61.2%
101-790-860 TRANSPORTATION	100.87	1,000.00	-899.13	10.1%
101-790-880 ADVERTISING	602.00	2,000.00	-1,398.00	30.1%
101-790-882 NEWSLETTER	13,238.28	29,000.00	-15,761.72	45.6%
101-790-910 INSURANCE	24,023.00	22,500.00	1,523.00	106.8%
101-790-920 UTILITIES	37,784.68	62,500.00	-24,715.32	60.5%
101-790-930 BLDING MAINTENANCE	31,320.03	60,000.00	-28,679.97	52.2%
101-790-932 BUILDING REPAIRS	8,454.30	16,000.00	-7,545.70	52.8%
101-790-934 EQUIPMENT REPAIR	526.59	3,000.00	-2,473.41	17.6%
101-790-936 GROUNDS KEEPING	3,944.98	7,500.00	-3,555.02	52.6%
101-790-940 EQUIPMENT LEASE	5,374.03	7,500.00	-2,125.97	71.7%
101-790-942 MTING ROOM REFUNDS	50.00	100.00	-50.00	50.0%
101-790-956 MISCELLANEOUS	158.60	500.00	-341.40	31.7%
101-790-958 S.E.V. ADJUSTMENT	836.72	3,000.00	-2,163.28	27.9%
Total GENERAL OPERATIONS	213,810.61	345,300.00	-131,489.39	61.9%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	561,538.98	902,378.00	-340,839.02	62.2%
101-790-703 LONGEVITY	5,250.00	8,500.00	-3,250.00	61.8%
101-790-713 FSA	2,942.19	4,500.00	-1,557.81	65.4%
101-790-714 EMPLR SHARE (FICA)	43,303.12	69,032.00	-25,728.88	62.7%
101-790-715 MEDICAL REIMBUR	1,707.92	2,400.00	-692.08	71.2%
101-790-716 MEDICAL	38,065.29	62,250.00	-24,184.71	61.1%
101-790-717 LIFE INSURANCE	1,270.08	1,968.00	-697.92	64.5%
101-790-718 457 ANNUITY CONTRB	18,658.49	24,421.00	-5,762.51	76.4%
101-790-719 SHORT TERM DISBLTY	2,216.77	3,481.00	-1,264.23	63.7%
Total WAGES & BENEFITS	674,952.84	1,078,930.00	-403,977.16	62.6%
Total OPERATING EXPENSES	916,014.24	1,469,100.00	-553,085.76	62.4%
Total Expense	1,084,722.45	1,798,600.00	-713,877.55	60.3%
Net Income	680,909.59	20,730.00	660,179.59	3,284.7%

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

As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,643,571.01
Total Checking/Savings	1,643,571.01
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	1,650.50
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	1,949,435.09
Total Other Current Assets	3,668,679.49
Total Current Assets	5,312,250.50
TOTAL ASSETS	5,312,250.50
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	836,623.45
Total Equity	5,258,985.20
TOTAL LIABILITIES & EQUITY	5,312,250.50

FINAL

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

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	15,563.14	33,960.00	-18,396.86	45.8%
OTHER MISC REVENUE	96,367.57	99,300.00	-2,932.43	97.0%
PENAL FINES REVENUE	0.00	21,250.00	-21,250.00	0.0%
Total Income	1,732,748.89	1,819,330.00	-86,581.11	95.2%
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	176,820.37	345,300.00	-168,479.63	51.2%
WAGES & BENEFITS	555,157.37	1,078,930.00	-523,772.63	51.5%
Total OPERATING EXPENSES	759,213.08	1,469,100.00	-709,886.92	51.7%
Total Expense	896,125.44	1,798,600.00	-902,474.56	49.8%
Net Income	836,623.45	20,730.00	815,893.45	4,035.8%

FINAL

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

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	128.35	200.00	-71.65	64.2%
101-000-608 PURCHASES	66.00	100.00	-34.00	66.0%
101-000-609 FINES	5,914.65	9,000.00	-3,085.35	65.7%
101-000-610 NON RESIDENT FEES	480.00	360.00	120.00	133.3%
101-000-627 COPIER	1,855.90	3,000.00	-1,144.10	61.9%
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	15,563.14	33,960.00	-18,396.86	45.8%
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	56,867.99	55,000.00	1,867.99	103.4%
101-000-666 ENDOWMENT INCOME	1,649.50	1,300.00	349.50	126.9%
Total OTHER MISC REVENUE	96,367.57	99,300.00	-2,932.43	97.0%
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	1,732,748.89	1,819,330.00	-86,581.11	95.2%
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%

FINAL

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

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	158.60	500.00	-341.40	31.7%
101-790-958 S.E.V. ADJUSTMENT	836.72	3,000.00	-2,163.28	27.9%
Total GENERAL OPERATIONS	176,820.37	345,300.00	-168,479.63	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	759,213.08	1,469,100.00	-709,886.92	51.7%
Total Expense	896,125.44	1,798,600.00	-902,474.56	49.8%
Net Income	836,623.45	20,730.00	815,893.45	4,035.8%

FINAL

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND
BALANCE SHEET-PRELIMINARY
As of May 31, 2023

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	3,899.16
Total Checking/Savings	3,899.16
Other Current Assets	
301-000-120 MICHIGAN CLASS	74,927.94
Total Other Current Assets	74,927.94
Total Current Assets	78,827.10
TOTAL ASSETS	78,827.10
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	92,261.62
Net Income	-13,434.52
Total Equity	78,827.10
TOTAL LIABILITIES & EQUITY	78,827.10

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

	Oct '22 - May 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	29,498.69	29,555.00	-56.31	99.8%
301-000-404 LIMA TOWNSHIP	38,877.86	40,557.00	-1,679.14	95.9%
301-000-405 LODI TOWNSHIP	3,220.85	3,326.00	-105.15	96.8%
301-000-406 NORTHFIELD TOWNSHIP	868.45	869.00	-0.55	99.9%
301-000-407 SCIO TOWNSHIP	121,774.00	125,995.00	-4,221.00	96.6%
301-000-408 WEBSTER TOWNSHIP	166,438.39	170,131.00	-3,692.61	97.8%
301-000-445 DELINQUENT TAX COL	419.99	500.00	-80.01	84.0%
301-000-573 PERS PROP TAX REIMB	8,999.04	10,388.00	-1,388.96	86.6%
301-000-665 INTEREST INCOME	5,776.01	1,200.00	4,576.01	481.3%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
Total Income	575,565.48	586,499.00	-10,933.52	98.1%
Expense				
301-906-801 PROFESSIONAL SRV	250.00	250.00	0.00	100.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	588,750.00	588,750.00	0.00	100.0%
Total Expense	589,000.00	589,120.00	-120.00	100.0%
Net Income	-13,434.52	-2,621.00	-10,813.52	512.6%

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05/30/23

Cash Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-FINAL

As of April 30, 2023

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	3,812.31
Total Checking/Savings	3,812.31
Other Current Assets	
301-000-120 MICHIGAN CLASS	74,371.02
Total Other Current Assets	74,371.02
Total Current Assets	78,183.33
TOTAL ASSETS	78,183.33
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	92,261.62
Net Income	-14,078.29
Total Equity	78,183.33
TOTAL LIABILITIES & EQUITY	78,183.33

FINAL

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

05/30/23

STATEMENT OF OPERATIONS-YTD-FINAL

Accrual Basis

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	5,776.01	1,200.00	4,576.01	481.3%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
Total Income	574,921.71	586,499.00	-11,577.29	98.0%
Expense				
301-906-801 PROFESSIONAL SRV	250.00	250.00	0.00	100.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	588,750.00	588,750.00	0.00	100.0%
Total Expense	589,000.00	589,120.00	-120.00	100.0%
Net Income	-14,078.29	-2,621.00	-11,457.29	537.1%

FINAL



Summary Statement

May 31, 2023

Page 1 of 4

Investor ID: [REDACTED]

0000426-0002828 PDF 537144

Dexter District Library
3255 Alpine St
Dexter, MI 48130

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 5.1571%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[REDACTED] GENERAL OPERATIONS	1,949,435.09	0.00	0.00	8,556.58	34,548.16	1,953,966.46	1,957,991.67
[REDACTED] DEBT SERVICE	74,371.02	0.00	0.00	326.45	5,605.62	74,543.90	74,697.47
TOTAL	2,023,806.11	0.00	0.00	8,883.03	40,153.78	2,028,510.36	2,032,689.14

Tel: (855) 382-0496

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



Account Number: [REDACTED]

GENERAL OPERATIONS

Account Summary

Average Monthly Yield: 5.1571%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	1,949,435.09	0.00	0.00	8,556.58	34,548.16	1,953,966.46	1,957,991.67

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/01/2023	Beginning Balance			1,949,435.09	
05/31/2023	Income Dividend Reinvestment	8,556.58			
05/31/2023	Ending Balance			1,957,991.67	



Account Statement

May 31, 2023

Page 3 of 4

Account Number: [REDACTED]

DEBT SERVICE

Account Summary

Average Monthly Yield: 5.1571%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	74,371.02	0.00	0.00	326.45	5,605.62	74,543.90	74,697.47

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/01/2023	Beginning Balance			74,371.02	
05/31/2023	Income Dividend Reinvestment	326.45			
05/31/2023	Ending Balance			74,697.47	

Tel: (855) 382-0496

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



Michigan CLASS

Michigan CLASS

Date	Dividend Rate	Daily Yield
05/01/2023	0.000138362	5.0502%
05/02/2023	0.000138217	5.0450%
05/03/2023	0.000138244	5.0459%
05/04/2023	0.000138259	5.0463%
05/05/2023	0.000421806	5.1320%
05/06/2023	0.000000000	5.1320%
05/07/2023	0.000000000	5.1320%
05/08/2023	0.000141463	5.1634%
05/09/2023	0.000141668	5.1709%
05/10/2023	0.000141916	5.1799%
05/11/2023	0.000141875	5.1785%
05/12/2023	0.000425658	5.1759%
05/13/2023	0.000000000	5.1789%
05/14/2023	0.000000000	5.1789%
05/15/2023	0.000141781	5.1750%
05/16/2023	0.000142082	5.1860%
05/17/2023	0.000142011	5.1834%
05/18/2023	0.000141803	5.1758%
05/19/2023	0.000425457	5.1764%
05/20/2023	0.000000000	5.1764%
05/21/2023	0.000000000	5.1764%
05/22/2023	0.000141782	5.1726%
05/23/2023	0.000141589	5.1680%
05/24/2023	0.000141767	5.1745%
05/25/2023	0.000141948	5.1808%
05/26/2023	0.000568100	5.1809%
05/27/2023	0.000000000	5.1839%
05/28/2023	0.000000000	5.1839%
05/29/2023	0.000000000	5.1839%
05/30/2023	0.000142255	5.1923%
05/31/2023	0.000142226	5.1912%

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.**

Tel: (855) 382-0496

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



**Policy Committee Meeting
May 9, 2023
-DRAFT-Meeting Minutes**

Members present: Cassy Korinek (arrived at 7:02 pm), 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 7:00 p.m.

The presented agenda was reviewed and approved by consensus.

Meeting minutes from April 11, 2023 were reviewed and approved by consensus.

It was brought up that there still needs to be a review of the tenses in the Rules of Behavior policy. This review will be completed and if any changes need to be made, they will be brought to the Board.

A patron brought up a suggestion to set up a fund to allow people to donate money to help other people pay their fines. This brings up some complicated accounting issues and issues with how it would be decided who can use the money in that fund. When there have been cases where people have been unable to afford their fines or lost item fees, the Librarians and circulation staff have usually been able to work something out so that they are still able to use our services. On the other side, the trend has been to go with fine free for overdue materials which would get rid of most fines and no fund would be needed. With the introduction of automatic renewal in the past few years, the amount of fines that have been created are much smaller. The general consensus by the committee on the idea was that, while it is a really nice and kind idea, at this time, it doesn't seem feasible or necessary to move forward with the idea.

The Material Selection policy was reviewed. The mission statement on the current policy is an old mission statement. A decision will need to be made at a later time as to whether we update the mission statement now or if we wait until the Strategic Planning is done and see if an updated mission statement comes out of that process.

It was requested to find out if there is a more recent list of criteria that is being widely used, especially with respect to what is being taught and used in Library Science programs, since the

basis for our current criteria was created in 1981 and things have changed since then. More research will be done on this and presented at a later meeting.

It was also requested to modernize and reframe the questions on the Reconsideration form in an attempt to help get more in-depth answers and so that the questions are framed with a more positive outlook.

The general consensus of the committee members was that the sections on the Dexter District Library Mission Statement and the Library Service Goals do not really fit in this policy and that they would be better stated in some other type of policy or document. The reasoning for the including these as the groundwork for the selection criteria was accepted, but it was still felt that it does not need to be included and could be confusing to patrons.

The goal for the next meeting will be to have committee members do a more in-depth reading of the policy and make suggestions for changes through a shared document. At the next meeting, we will discuss those suggestions and take any recommended changes to the Board.

Having reached the end of agenda, the meeting was deemed adjourned by consensus at 8:07 p.m.

Respectfully submitted,

Michelle Joppeck
Recording Secretary



**Finance Committee Meeting
DRAFT – May 18, 2023
Meeting Minutes**

The meeting was called to order at 8:50 am.

Members present: Jim LaVoie, Paul McCann, Donna Palmer

Members absent: None

Others present: Michelle Joppeck, Recording Secretary

The presented agenda was approved by consensus.

Minutes from the previous Finance Committee on March 16, 2023 were included and approved with a prior Board Packet. No changes were requested.

McCann has been trying to get ahold of Old National Bank regarding renewing a CD, but has been having trouble getting ahold of them. With McCann's vacation falling during the grace period, LaVoie is not in favor of just rolling it over with the same terms just because of timing. LaVoie and Palmer were in agreement with closing out the CD with Old National Bank due to their lack of contact and their rules regarding needing signatures to change anything.

The income section of the draft budget was presented and discussed. The Headlee rollback amount is still unknown, but as of today, it looks like it will be 1. If that ends up being accurate, it appears that there would be a 6% increase in millage income and an overall 9% increase in the income section of the budget. The millage renewal that was passed in November 2022 is no longer subject to a DDA capture as well. This will change the amount we receive in millage from Scio Township and the City of Dexter, but we are unsure of what exactly this will look like at this time. LaVoie is in favor of sending a letter to the City of Dexter DDA letting them know that our renewal millage will be exempt from DDA capture.

The presented draft budget has Personal Property Tax reimbursement staying the same as the current year due to recent trends.

Washtenaw County penal fines were reduced in the draft budget because the amount has been decreasing in recent years and the county seems to be trying to find ways balance mandatory fines which are not passed on as penal fines with penal fines that are distributed to public libraries.

The amount for the Friends of the Library is same as current year in the draft budget. They have talked about wanting to donate more, but the current amount is still a realistic amount for them to give with relation to their annual income and bank account balances.

Interest income was increased in the draft budget. The new proposed budget was calculated by assuming a 3% rate of return on what we currently have in CDs and the Michigan CLASS Investment pool. This is still a conservative estimate considering that we are currently getting 5% interest with Michigan Class and from about 3.5-4.5% interest on CDs.

The meeting was deemed adjourned at 10:04 a.m.

Respectfully submitted,

Michelle Joppeck
Recording Secretary



**Facilities Committee Meeting
May 19, 2023
-DRAFT-Meeting Minutes**

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

Members absent: None

Others present: Michelle Joppeck, Recording Secretary

The meeting was called to order at 8:36 am.

The presented agenda was reviewed and approved by consensus.

Meeting minutes from January 27, 2023 were reviewed and approved by consensus.

We are currently installing the fourth water heater, including the original one, since we built the building. We are not sure if the issue causing us to need to replace the water heaters so frequently is the Dexter water or how frequently we use water or some other issue. The water heater company is going to take our current failed water heater and do an “autopsy” on it to see if they can figure out why we are having to replace them so often. We are also working with Altech to develop an option for an on-demand hot water system to see how that compares with our current tankless water heaters and having to replace them so frequently. Davenport mentioned that she wanted to take into account the environmental factor in addition to the financial factors when the decision is made in the future.

The Board did approve the second floor lighting replacement quote from Hopp. We are still waiting to hear back from Hopp about some questions about the quote and products before we get that scheduled.

The chairs for Circulation staff need replaced. They have been recovered once, but have not been replaced since we opened the building. We have a sample coming from Library Design. Also, the countertop in the Circulation area has taken a beating with all of the cleaning due to the pandemic and it needs to be replaced at this time. We are looking at different options including replacing the countertop with something more durable or just peeling off the current laminate top and replacing that. We are waiting for quotes to come back before making any decisions.

The meeting room A/V RFP resulted in only two proposals. Wright is currently reviewing those and they will be brought to the Board for a decision. Some of the issues that we heard from companies who did not bid was the bonding requirement and the scheduling as most companies are already busy with school projects since school will be out for summer

break soon. We can either go with one of the companies that submitted a proposal or we can reissue a modified RFP to see if we get more options.

The RFID discussion is still on hold pending the results from the Strategic Planning process.

For the EV charging idea, the state is giving money to places that are within one mile of freeways for installing EV charging stations. We do not qualify for this money due to our distance from the freeway. McCann does not believe that our attorney would say that it was ok to install an EV charging station and let people charge their vehicles for free based on her beliefs concerning using public funds and the percentage of the population that would use those charging stations. She would probably be ok with charging enough for someone to charge their vehicle in order to break even, but not giving it away for free. Unless the Board really wants to push this, this will be put on the back burner. There is likely to be more progress in the future years with EV charging that will make this more realistic and obtainable if we decide to go in this direction at that time.

We have already received the check for the full amount that Wolverine has quoted for replacing the broken windows from the insurance company and the claim is still open. The panels are being manufactured and Wolverine will let us know when they are ready to install. About half of the quote was for the lift rental. The quote included a full week of lift rental to account for weather issues. If the weather is good, Wolverine believes that they can install the new windows in one day. This would mean that they need to only rent the lift for one day, which would lower the price. This would mean that we would need to reimburse the insurance company for the difference. Davenport was in agreement with Erwin that more security systems is needed for the exterior perimeter of the building.

The parking lot sealcoating is currently scheduled for May 24 with a rain date of May 30. The parking lot will be closed to staff and patrons for about 24 hours while they are taking care of that. Best Way Carpet Cleaning will be cleaning the carpet on June 4 and the exterior building power washing is scheduled for the week of June 5. Following the power washing, Fish Window Cleaning will clean the windows on June 21.

Erwin did discover a leak in the water softener and is working on getting that repaired and is also working on scheduling the storm drain cleaning.

Wright received and installed a backup drive for the computers which will take some of the pressure off of Joppeck's computer with the scanning project of previous records.

Davenport has expressed a desire to price out generators following the recent power outages. It will need to be decided what all services would want to be supported by the generator as that will determine the price. If the goal is the be able to be a site where people can go when the power is out for longer periods of time, we would need to decide if we want to put in a shower and how we would deal with staffing to stay open 24/7.

Having completed all items on the agenda, the meeting was deemed adjourned at 10:01 am.

Respectfully submitted,

Michelle Jopeck,
Recording Secretary

Treasurer's Report June 2023 Board Meeting

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

Current General Fund checking balance – \$1,487,189.71

Current Debt Service Fund balance – \$78,827.10

Current General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>
\$266,026.95	Flagstar (1)	8/23/2023	CD	102
\$212,873.99	Comerica	7/11/2023	CD	103
\$264,549.07	Old National (1)	2/22/2024	CD	106
\$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
\$1,949,435.09	Michigan CLASS	N/A	Investment	120

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

3) Budget changes – none

4) Reimbursements – none

Notes:

The current check register includes checks from the May 30 check run. These should have been dated for June 2. We will follow up with WSR regarding check dating.

Some vendors which are generally paid once per month may show multiple payments.

The Michigan CLASS investment fund continues to outpace CD investments, returning a dividend rate of 5.1912% as of May 31.

Check Register notes:

Alan's Asphalt – check #26672 – full parking lot crack filling, sealcoat and restriping. The sealcoating and restriping are done every other year with crack filling performed annually.

Altech – check #26644 – fire suppression leak fix.

Applied Capital – checks #26618 and #26675 – photocopier/printer lease.

BookPage – check #26647 – new subscription for giveaway copies of this book review publication as response to multiple patron requests.

Clear Rate – check #26623 – final billing for old telephone service. Replaced by Call Harbor.

Econoprint – check #26654 – stationery purchase.

Flags USA – check #26682 – replacement American and Michigan exterior flagpole flags for reserve.

ImperialDade – check #26659 and #26686 – new company name, formerly SF Strong and Allied Eagle, providing building/janitorial supplies.

Quadient – check #26664 – postage for postage meter – increased expense for Summer Reading donation solicitation mailing.

Rivistas – check #26688 – magazine subscription service – this annual bill covers the bulk of our subscriptions.

The Library Network – check #26640, #26670 and #26693 – The bulk of the expense is quarterly billing for the Shared Automation System.

WSR – check #26642 – The bookkeeping service billed two months (March and April) due to a missed billing.

		Target
General Operations - all cash assets	\$5,156,678	
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	(\$840,000)	
Unassigned Fund Balance	\$298,711	
Total	\$5,156,678	

DEXTER DISTRICT LIBRARY-GENERAL FUND A/P CHECK REGISTER

May 1 through June 5, 2023

Type	Date	Num	Split	Debit	Credit	Amount
ABDO-SPOTLIGHT-MAGIC WAGON						
Bill	05/02/2023	3238640	101-790-741 CHILDREN'S BOOKS		854.15	-854.15
Bill	05/02/2023	3238640	101-790-741 CHILDREN'S BOOKS		288.35	-288.35
Bill Pmt -Check	05/05/2023	26615	101-000-202 ACCOUNTS PAYABLE		1,142.50	-1,142.50
ALAN'S ASPHALT MAINTENANCE, INC.						
Bill	05/30/2023	521	101-790-930 BLDING MAINTENANCE		3,300.00	-3,300.00
Bill Pmt -Check	05/30/2023	26672	101-000-202 ACCOUNTS PAYABLE		3,300.00	-3,300.00
ALLIANCE ENTERTAINMENT LLC						
Bill	05/02/2023	PLS72507850	101-790-748 DVD-CHILD		50.73	-50.73
Bill Pmt -Check	05/05/2023	26616	101-000-202 ACCOUNTS PAYABLE		50.73	-50.73
Bill	05/16/2023	PLS72613859	101-790-748 DVD-CHILD		396.07	-396.07
Bill Pmt -Check	05/16/2023	26643	101-000-202 ACCOUNTS PAYABLE		396.07	-396.07
Bill	05/30/2023	PLS72998892	101-790-748 DVD-CHILD		92.74	-92.74
Bill Pmt -Check	05/30/2023	26673	101-000-202 ACCOUNTS PAYABLE		92.74	-92.74
ALTECH MECHANICAL						
Bill	05/16/2023	9336	101-790-932 BUILDING REPAIRS		1,250.60	-1,250.60
Bill Pmt -Check	05/16/2023	26644	101-000-202 ACCOUNTS PAYABLE		1,250.60	-1,250.60
AMAZON CAPITAL SERVICES						
Bill	05/02/2023	1QRP-R6CK-LJDC	101-790-742 PROGRAMMING		32.98	-32.98
Bill	05/02/2023	1PJR-VRJ7-PDP4	101-901-970 CAPITAL OUTLAY IMPR		15.45	-15.45
Bill	05/02/2023	1QRP-R6CK-NWWWJ	101-790-742 PROGRAMMING		24.57	-24.57
Bill	05/02/2023	1QKD-66W7-LVD4	101-790-742 PROGRAMMING		89.89	-89.89
Bill	05/02/2023	1LJW-Y3FM-M3K6	101-790-740 ADULT BOOKS		35.00	-35.00
Bill Pmt -Check	05/05/2023	26617	101-000-202 ACCOUNTS PAYABLE		197.89	-197.89
ANN ARBOR HANDS-ON MUSEUM						
Bill	05/30/2023	CRIME LAB	101-790-742 PROGRAMMING		261.60	-261.60
Bill Pmt -Check	05/30/2023	26674	101-000-202 ACCOUNTS PAYABLE		261.60	-261.60
APPLIED CAPITAL LLC						
Bill	05/02/2023	33861581	101-790-940 EQUIPMENT LEASE		720.92	-720.92
Bill Pmt -Check	05/05/2023	26618	101-000-202 ACCOUNTS PAYABLE		720.92	-720.92
Bill	05/30/2023	34062090	101-790-940 EQUIPMENT LEASE		559.74	-559.74
Bill Pmt -Check	05/30/2023	26675	101-000-202 ACCOUNTS PAYABLE		559.74	-559.74
AT&T MOBILITY						
Bill	05/02/2023	287290549820	101-790-754 NON-TRAD COLLECTION		129.69	-129.69
Bill Pmt -Check	05/05/2023	26619	101-000-202 ACCOUNTS PAYABLE		129.69	-129.69
Bill	05/30/2023	287290549820	101-790-754 NON-TRAD COLLECTION		129.69	-129.69
Bill Pmt -Check	05/30/2023	26676	101-000-202 ACCOUNTS PAYABLE		129.69	-129.69
BAKER & TAYLOR						
Bill	05/16/2023	L5007932	101-790-740 ADULT BOOKS		16.27	-16.27
Bill	05/16/2023	L3361652	101-790-740 ADULT BOOKS		669.98	-669.98
Bill	05/16/2023	75024552	-SPLIT-		62.37	-62.37
Bill Pmt -Check	05/16/2023	26645	101-000-202 ACCOUNTS PAYABLE		748.62	-748.62
BLACKSTONE PUBLISHING						
Bill	05/02/2023	2092753	101-790-745 BOOKS ON CD-ADULT		140.59	-140.59
Bill	05/02/2023	2096872	101-790-745 BOOKS ON CD-ADULT		34.95	-34.95
Bill	05/02/2023	2092360	101-790-746 BOOKS ON CD CHILD		62.95	-62.95
Bill	05/02/2023	2095795	101-790-746 BOOKS ON CD CHILD		167.02	-167.02
Bill	05/02/2023	2094863	101-790-745 BOOKS ON CD-ADULT		34.94	-34.94
Bill Pmt -Check	05/05/2023	26620	101-000-202 ACCOUNTS PAYABLE		440.45	-440.45
Bill	05/16/2023	2099588	101-790-746 BOOKS ON CD CHILD		372.81	-372.81
Bill	05/16/2023	2099980	101-790-746 BOOKS ON CD CHILD		120.79	-120.79
Bill	05/16/2023	2099944	101-790-745 BOOKS ON CD-ADULT		69.90	-69.90
Bill Pmt -Check	05/16/2023	26646	101-000-202 ACCOUNTS PAYABLE		563.50	-563.50
Bill	05/30/2023	2101116	101-790-745 BOOKS ON CD-ADULT		381.78	-381.78
Bill Pmt -Check	05/30/2023	26677	101-000-202 ACCOUNTS PAYABLE		381.78	-381.78
BOOK FARM LLC						
Bill	05/02/2023		101-790-742 PROGRAMMING	0.00		0.00
BOOKPAGE						
Bill	05/16/2023	S79275	101-790-744 PERIOD & SUBSCRIPT		402.00	-402.00
Bill Pmt -Check	05/16/2023	26647	101-000-202 ACCOUNTS PAYABLE		402.00	-402.00
BUSCH'S INC						
Bill	05/16/2023	APRIL STATEMENT	101-790-742 PROGRAMMING		137.89	-137.89
Bill Pmt -Check	05/16/2023	26648	101-000-202 ACCOUNTS PAYABLE		137.89	-137.89
CALLHARBOR						
Bill	05/16/2023	24885	101-790-851 TELEPHONE		446.90	-446.90
Bill Pmt -Check	05/16/2023	26649	101-000-202 ACCOUNTS PAYABLE		446.90	-446.90
CHASE CARD SERVICES						
Bill	05/02/2023	APRIL STATEMENT	-SPLIT-		666.85	-666.85
Bill Pmt -Check	05/05/2023	26621	101-000-202 ACCOUNTS PAYABLE		666.85	-666.85
Bill	05/30/2023	MAY STATEMENT	-SPLIT-		469.58	-469.58
Bill Pmt -Check	05/30/2023	26678	101-000-202 ACCOUNTS PAYABLE		469.58	-469.58
CINTAS CORPORATION-300						
Bill	05/16/2023	14204261	101-790-930 BLDING MAINTENANCE		224.52	-224.52
Bill Pmt -Check	05/16/2023	26650	101-000-202 ACCOUNTS PAYABLE		224.52	-224.52
CITY OF DEXTER						
Bill	05/30/2023	MARCH-APRIL BILL	101-790-920 UTILITIES		612.43	-612.43
Bill Pmt -Check	05/30/2023	26679	101-000-202 ACCOUNTS PAYABLE		612.43	-612.43
CLAIRE EVANS						
Bill	05/02/2023	BRITIAN'S TREASURES	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	05/05/2023	26622	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
CLEAR RATE COMMUNICATIONS INC						
Bill	05/02/2023	3414386	101-790-851 TELEPHONE		250.62	-250.62
Bill Pmt -Check	05/05/2023	26623	101-000-202 ACCOUNTS PAYABLE		250.62	-250.62
CRYSTERRA WELLNESS						
Bill	05/16/2023	APRIL BILLING	101-790-742 PROGRAMMING		300.00	-300.00
Bill Pmt -Check	05/16/2023	26651	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
DEMCO						
Bill	05/02/2023	7296203	101-790-742 PROGRAMMING		170.16	-170.16
Bill Pmt -Check	05/05/2023	26624	101-000-202 ACCOUNTS PAYABLE		170.16	-170.16

DEXTER DISTRICT LIBRARY-GENERAL FUND

A/P CHECK REGISTER

May 1 through June 5, 2023

Type	Date	Num	Split	Debit	Credit	Amount
DEXTER LIONS CLUB						
Bill	05/16/2023	FALL ADVERTISING	101-790-880 ADVERTISING		40.00	-40.00
Bill Pmt -Check	05/16/2023	26652	101-000-202 ACCOUNTS PAYABLE		40.00	-40.00
DISTINCT DESIGN INC						
Bill	05/30/2023	4127	101-790-801 PROF SERVICES		1,980.00	-1,980.00
Bill Pmt -Check	05/30/2023	26680	101-000-202 ACCOUNTS PAYABLE		1,980.00	-1,980.00
DTE ENERGY						
Bill	05/16/2023	910007568348	101-790-920 UTILITIES		3,842.59	-3,842.59
Bill Pmt -Check	05/16/2023	26653	101-000-202 ACCOUNTS PAYABLE		3,842.59	-3,842.59
ECONO PRINT						
Bill	05/16/2023	69687	101-790-727 LIBRARY SUPPLIES		510.00	-510.00
Bill Pmt -Check	05/16/2023	26654	101-000-202 ACCOUNTS PAYABLE		510.00	-510.00
EHIM						
Bill	05/16/2023	ADM00030197	101-790-716 MEDICAL		2.40	-2.40
Bill Pmt -Check	05/16/2023	26655	101-000-202 ACCOUNTS PAYABLE		2.40	-2.40
EQUITABLE FINANCIAL						
Bill	05/02/2023	765461 000	-SPLIT-		2,861.78	-2,861.78
Bill Pmt -Check	05/05/2023	26625	101-000-202 ACCOUNTS PAYABLE		2,861.78	-2,861.78
Bill	05/16/2023	765461 000	-SPLIT-		2,850.48	-2,850.48
Bill Pmt -Check	05/16/2023	26656	101-000-202 ACCOUNTS PAYABLE		2,850.48	-2,850.48
Bill	05/30/2023	765461 000	-SPLIT-		3,113.64	-3,113.64
Bill Pmt -Check	05/30/2023	26681	101-000-202 ACCOUNTS PAYABLE		3,113.64	-3,113.64
FLAGS USA LLC						
Bill	05/30/2023	109626	101-790-729 BUILDING SUPPLIES		199.00	-199.00
Bill Pmt -Check	05/30/2023	26682	101-000-202 ACCOUNTS PAYABLE		199.00	-199.00
FUN EXPRESS, LLC						
Bill	05/02/2023	72391578201	101-790-742 PROGRAMMING		150.05	-150.05
Bill	05/02/2023	72403979101	101-790-742 PROGRAMMING		220.31	-220.31
Bill	05/02/2023	72405601601	101-790-742 PROGRAMMING		136.22	-136.22
Bill Pmt -Check	05/05/2023	26626	101-000-202 ACCOUNTS PAYABLE		506.58	-506.58
Bill	05/16/2023	72434228501	101-790-742 PROGRAMMING		127.96	-127.96
Bill Pmt -Check	05/16/2023	26657	101-000-202 ACCOUNTS PAYABLE		127.96	-127.96
Bill	05/30/2023	72455372801	101-790-742 PROGRAMMING		250.90	-250.90
Bill Pmt -Check	05/30/2023	26683	101-000-202 ACCOUNTS PAYABLE		250.90	-250.90
GALS & GHOULS						
Bill	05/30/2023	SPCL EFFECTS MAKE-UP	101-790-742 PROGRAMMING		460.00	-460.00
Bill Pmt -Check	05/30/2023	26684	101-000-202 ACCOUNTS PAYABLE		460.00	-460.00
GRAPE'S PIANO SERVICE						
Bill	05/16/2023	3529	101-790-934 EQUIPMENT REPAIR		100.00	-100.00
Bill Pmt -Check	05/16/2023	26658	101-000-202 ACCOUNTS PAYABLE		100.00	-100.00
HACKNEY ACE HARDWARE						
Bill	05/02/2023	6075	-SPLIT-		316.44	-316.44
Bill Pmt -Check	05/05/2023	26627	101-000-202 ACCOUNTS PAYABLE		316.44	-316.44
HUMANE SOCIETY OF HURON VALLEY						
Bill	05/30/2023	SHELTER DOG VISIT	101-790-742 PROGRAMMING		75.00	-75.00
Bill Pmt -Check	05/30/2023	26685	101-000-202 ACCOUNTS PAYABLE		75.00	-75.00
IMPERIALDADE						
Bill	05/16/2023	90004131-00	101-790-729 BUILDING SUPPLIES		329.14	-329.14
Bill Pmt -Check	05/16/2023	26659	101-000-202 ACCOUNTS PAYABLE		329.14	-329.14
Bill	05/30/2023	90009204-00	101-790-729 BUILDING SUPPLIES		400.24	-400.24
Bill Pmt -Check	05/30/2023	26686	101-000-202 ACCOUNTS PAYABLE		400.24	-400.24
INGRAM LIBRARY SERVICES						
Bill	05/16/2023	2083960	-SPLIT-		9,154.15	-9,154.15
Bill Pmt -Check	05/16/2023	26660	101-000-202 ACCOUNTS PAYABLE		9,154.15	-9,154.15
KANOPY INC						
Bill	05/02/2023	347115	101-790-751 E-BOOKS/AUDIO		568.65	-568.65
Bill Pmt -Check	05/05/2023	26628	101-000-202 ACCOUNTS PAYABLE		568.65	-568.65
KATHERINE R. WILLSON						
Bill	05/02/2023	ANCESTRAL NAMES	101-790-742 PROGRAMMING		150.00	-150.00
Bill Pmt -Check	05/05/2023	26629	101-000-202 ACCOUNTS PAYABLE		150.00	-150.00
KRISTA PEDERSEN						
Bill	05/02/2023	APRIL REIMBURSEMENT	101-790-742 PROGRAMMING		53.09	-53.09
Bill Pmt -Check	05/05/2023	26630	101-000-202 ACCOUNTS PAYABLE		53.09	-53.09
LIBRARY IDEAS LLC						
Bill	05/30/2023	99029	101-790-741 CHILDREN'S BOOKS		48.95	-48.95
Bill Pmt -Check	05/30/2023	26687	101-000-202 ACCOUNTS PAYABLE		48.95	-48.95
MADISON ELECTRIC						
Bill	05/16/2023	6079363-01	101-790-932 BUILDING REPAIRS		23.42	-23.42
Bill Pmt -Check	05/16/2023	26661	101-000-202 ACCOUNTS PAYABLE		23.42	-23.42
MIDWEST TAPE, LLC						
Bill	05/02/2023	503721977	101-790-751 E-BOOKS/AUDIO		4,176.70	-4,176.70
Bill Pmt -Check	05/05/2023	26631	101-000-202 ACCOUNTS PAYABLE		4,176.70	-4,176.70
MML WORKERS' COMP FUND						
Bill	05/16/2023	10015206	101-790-910 INSURANCE		2,715.00	-2,715.00
Bill Pmt -Check	05/16/2023	26662	101-000-202 ACCOUNTS PAYABLE		2,715.00	-2,715.00
MOLLIE HALL						
Bill	05/02/2023	APRIL REIMBURSEMENT	101-790-742 PROGRAMMING		96.89	-96.89
Bill Pmt -Check	05/05/2023	26632	101-000-202 ACCOUNTS PAYABLE		96.89	-96.89
Bill	05/16/2023	REIMBURSEMENT	101-790-742 PROGRAMMING		97.76	-97.76
Bill Pmt -Check	05/16/2023	26663	101-000-202 ACCOUNTS PAYABLE		97.76	-97.76
PAUL MCCANN						
Bill	05/02/2023	REIMBURSEMENT	101-790-742 PROGRAMMING		51.99	-51.99
Bill Pmt -Check	05/05/2023	26633	101-000-202 ACCOUNTS PAYABLE		51.99	-51.99
QUADIENT FINANCE USA, INC.						
Bill	05/16/2023	14823449	101-790-728 POSTAGE		300.00	-300.00
Bill Pmt -Check	05/16/2023	26664	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
RAYMOND GEDDES CO., INC						
Bill	05/02/2023	846181	101-790-742 PROGRAMMING		44.67	-44.67
Bill Pmt -Check	05/05/2023	26634	101-000-202 ACCOUNTS PAYABLE		44.67	-44.67

DEXTER DISTRICT LIBRARY-GENERAL FUND

A/P CHECK REGISTER

May 1 through June 5, 2023

Type	Date	Num	Split	Debit	Credit	Amount
RIVISTAS SUBSCRIPTION SERVICES						
Bill	05/30/2023	24958	101-790-744 PERIOD & SUBSCRIPT		5,117.43	-5,117.43
Bill Pmt -Check	05/30/2023	26688	101-000-202 ACCOUNTS PAYABLE		5,117.43	-5,117.43
ROSEN PUBLISHING						
Bill	05/16/2023	RSL181901	101-790-741 CHILDREN'S BOOKS		18.20	-18.20
Bill Pmt -Check	05/16/2023	26665	101-000-202 ACCOUNTS PAYABLE		18.20	-18.20
SBIS						
Bill	05/16/2023	115972	-SPLIT-		5,117.65	-5,117.65
Bill Pmt -Check	05/16/2023	26666	101-000-202 ACCOUNTS PAYABLE		5,117.65	-5,117.65
SCHEER MAGIC PRODUCTIONS, INC.						
Bill	05/30/2023	LAUGH FACTORY	101-790-742 PROGRAMMING		595.00	-595.00
Bill Pmt -Check	05/30/2023	26689	101-000-202 ACCOUNTS PAYABLE		595.00	-595.00
SERVICEMASTER						
Bill	05/02/2023	1608	101-790-930 BLDING MAINTENANCE		2,185.00	-2,185.00
Bill Pmt -Check	05/05/2023	26635	101-000-202 ACCOUNTS PAYABLE		2,185.00	-2,185.00
Bill	05/30/2023	1641	101-790-930 BLDING MAINTENANCE		2,185.00	-2,185.00
Bill Pmt -Check	05/30/2023	26690	101-000-202 ACCOUNTS PAYABLE		2,185.00	-2,185.00
SIGNS IN 1 DAY						
Bill	05/16/2023	36466	101-790-742 PROGRAMMING		51.00	-51.00
Bill Pmt -Check	05/16/2023	26667	101-000-202 ACCOUNTS PAYABLE		51.00	-51.00
STAPLES BUSINESS ADVANTAGE						
Bill	05/02/2023	3535421489	101-790-727 LIBRARY SUPPLIES		327.70	-327.70
Bill Pmt -Check	05/05/2023	26636	101-000-202 ACCOUNTS PAYABLE		327.70	-327.70
Bill	05/16/2023	3537242399	101-790-727 LIBRARY SUPPLIES		23.16	-23.16
Bill	05/16/2023	3536340339	101-790-727 LIBRARY SUPPLIES		106.56	-106.56
Bill	05/16/2023	3537450889	101-790-727 LIBRARY SUPPLIES		71.52	-71.52
Bill Pmt -Check	05/16/2023	26668	101-000-202 ACCOUNTS PAYABLE		154.81	-154.81
Bill	05/30/2023	3537687367	101-790-727 LIBRARY SUPPLIES		82.59	-82.59
Bill Pmt -Check	05/30/2023	26691	101-000-202 ACCOUNTS PAYABLE		82.59	-82.59
STEVENS PUPPETS						
Bill	05/30/2023	8675	101-790-742 PROGRAMMING		425.00	-425.00
Bill Pmt -Check	05/30/2023	26692	101-000-202 ACCOUNTS PAYABLE		425.00	-425.00
T-MOBILE						
Bill	05/02/2023	966192746	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	05/05/2023	26637	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
TASTE A COOK'S PLACE						
Bill	05/02/2023	ITALIAN COOKING	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	05/05/2023	26638	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
TAYLOR COMMUNITY LIBRARY						
Bill	05/02/2023	LOST BOOK	101-000-609 FINES		32.00	-32.00
Bill Pmt -Check	05/05/2023	26639	101-000-202 ACCOUNTS PAYABLE		32.00	-32.00
THE ATLANTIC						
Bill	05/16/2023	SUBSCRIPTION RENEWAL	101-790-744 PERIOD & SUBSCRIPT		44.95	-44.95
Bill Pmt -Check	05/16/2023	26669	101-000-202 ACCOUNTS PAYABLE		44.95	-44.95
THE LIBRARY NETWORK						
Bill	05/02/2023	71860	-SPLIT-		2,127.22	-2,127.22
Bill	05/02/2023	71950	101-790-800 COOPERATIVE FEES		11,964.72	-11,964.72
Bill Pmt -Check	05/05/2023	26640	101-000-202 ACCOUNTS PAYABLE		14,091.94	-14,091.94
Bill	05/16/2023	71991	101-790-800 COOPERATIVE FEES		172.53	-172.53
Bill Pmt -Check	05/16/2023	26670	101-000-202 ACCOUNTS PAYABLE		172.53	-172.53
Bill	05/30/2023	72021	101-790-727 LIBRARY SUPPLIES		252.97	-252.97
Bill Pmt -Check	05/30/2023	26693	101-000-202 ACCOUNTS PAYABLE		252.97	-252.97
THEATRICA GLADIATORIA						
Bill	05/30/2023	SWORD FIGHTING WKSH	101-790-742 PROGRAMMING		375.00	-375.00
Bill Pmt -Check	05/30/2023	26694	101-000-202 ACCOUNTS PAYABLE		375.00	-375.00
TRENTON VETERANS MEMORIAL LIBRARY						
Bill	05/30/2023	ELANTRIS	101-000-609 FINES		26.95	-26.95
Bill Pmt -Check	05/30/2023	26695	101-000-202 ACCOUNTS PAYABLE		26.95	-26.95
VERIZON WIRELESS						
Bill	05/16/2023	9933703064	101-790-754 NON-TRAD COLLECTION		135.03	-135.03
Bill Pmt -Check	05/16/2023	26671	101-000-202 ACCOUNTS PAYABLE		135.03	-135.03
WILLIAM YOUNG						
Bill	05/02/2023	LOST BOOK	101-000-609 FINES		15.00	-15.00
Bill Pmt -Check	05/05/2023	26641	101-000-202 ACCOUNTS PAYABLE		15.00	-15.00
WSR CERTIFIED PUBLIC ACCOUNTANTS						
Bill	05/02/2023	35890	101-790-803 BOOKKEEPING SERV		990.00	-990.00
Bill Pmt -Check	05/05/2023	26642	101-000-202 ACCOUNTS PAYABLE		990.00	-990.00

AV Evaluation

Projectors: Both John Headapohl and TEL Systems had an Epson L630U as the projector in the primary bid.

Specifications:

Brightness: 6200 lumens

Max (Native) resolution: 1920x1200 (can accept 4K input which will downsample to its native resolution)

Contrast Ratio: 2,500,000:1

Lamplife: 20,000 hours

MSRP: \$3211 (John: \$3300, TEL Systems: \$3080.22)

I was able to locate only one review for this Epson projector online:

L630U...Incredible Projector. Even better Customer service!

The Epson PowerLite L630U has a bright beautiful image. It is being used in a church sanctuary with windows and lots of ambient light. The projector was easy to set up and the wireless projection capability is a real winner. The projector was able to be quickly and easily integrated into our wireless network. We are using HDMI & VGA inputs as well as wireless for projection signal input. In the short time we have projected wirelessly from laptops and portable devices using the Epson iOS and Android Apps as well as their computer based projection application. Pastor Joe really likes that option!

We are especially thankful for the Projector People team getting us this projector so soon. Our Church projector was failing. After looking at several options we decided the best projector for our needs was the Epson PowerLite L630U. Even though the delivery was estimated to be in June we chose to wait on this model. We received it March 17th! Thank you Projector People for a flawless transaction and quick delivery! First Baptist Church Grass Valley, Oregon

For the 4K upgraded projector option, John Headapohl proposed a LG ProBeam BU70QGA 7000 (no reviews online.) **NOTE:** TEL Systems, at our request, updated their bid to include the LG 4K projector.

Specifications:

Brightness: 7000 lumens

Max(Native) Resolution: 4K UHD (3840x2160)

Contrast Ratio: 3,000,000:1

Lamplife: 20,000 hours

MSRP: \$5449 (John: \$6000, TEL Systems \$5406.37)

For the 4K upgraded projector option, TEL Systems proposed a BenQ LK952 (no reviews online.)

Specifications:

Brightness: 5000 lumens

Max(Native) Resolution: 4K UHD (3840x2160)

Contrast Ratio: 3000000:1

Lamp life: 20,000 hours
MSRP: \$4499 (TEL Systems: \$4184.88)

Projector analysis: The old projector is 4,000 lumens and 1024x768 resolution. Any of these projectors would be a substantial upgrade. Given Paul's statement about the infrequency of having this sort of work done at the walkthrough, my suggestion would be to go with one of the 4K options to better future proof ourselves here. The two 4K projectors are similar for specifications, with an edge to the LG for having 2000 more lumens of brightness.

Blu-Ray / Streaming Analysis: John Headapohl included a Tascam BD-MP4K Blu-Ray player (\$699) and AppleTV (included with Misc parts - \$290) in his bid. The Blu-ray player has mixed reviews online, currently sitting at 3.6/5 on Amazon. TEL Systems included a Denon-DN-500BDMKII Blu-Ray (\$449.45) in their bid and nothing for streaming – after asking them for clarification; they expect us to hook-up our own 4K AppleTV (retail: \$149.99) or something similar into the HDMI switcher they will be installing. The Denon Blu-Ray player has more and better reviews online; it is currently 4.2/5 on Amazon.

AV Rack Analysis:

John Headapohl made upgrading the AV rack an option (his #2) at \$3557. He also included a new microphone system. TEL Systems had it rolled into the standard bid with an option (#3 - \$524.13 extra) to overhaul the microphones. Given your statement about the infrequency of having this sort of work done, I would insist on adding this option if we were to go with John Headapohl. This is such specialized equipment that I am not finding reviews for it online. The microphones are seldom utilized and even less frequently do we need more than two (Lisa mentioned maybe 3-4 times in her entire stay here.)

Push Button Control Analysis:

John Headapohl made push button control an option (#3) at \$1559. TEL Systems has it rolled into the main bid. This would be more useful to outside groups than Library staff since we will always have access to the closet and they will not. Blu-Rays will always require access to the closet.

Extra Speakers Analysis:

TEL Systems proposed two extra speakers on the stage area. Per Joel, their rep, "They would be mounted on either side of the screen on the north wall to capture the entire room." During the walkthrough, the reps from TEL Systems said that this would enable patrons to hear in stereo when watching movies. Lisa thinks this would be a good feature – the sound quality during movies at present is not great. John Headapol did not quote extra speakers.

Remote Access:

TEL Systems option #2 (\$412.70) would allow you to monitor the status of the AV equipment from outside the building. Joel from TEL Systems confirmed this is strictly for our use – they would not be

using it for remote support or anything of that type. I cannot see this being very useful and requested they remove it from the final bid. John Headapohl did not give this as an option.

Bonding Analysis:

TEL Systems offered a performance bond for \$144. John Headapohl is not bonded.

References/History of work:

TEL Systems did not include any references in the bid, but they have a number featured on their website (<https://www.thalner.com/projects>) including several at UofM (Schembeckler Hall and Ross School of Business.) Holly Hentz at Hamburg Public Library gave the following reference for TEL Systems:

Yes, we worked with TEL Systems in 2016. They installed the AV system in our meeting room. We have a ceiling-mounted projector, drop down screen, wall-mounted control panel, and wireless microphone. The DVD and CD player, along with the entire control rack is in a closet. They also provided needed accessories (dongle, remote controller, etc.). They were really nice to work with and the system is still very functional today as it was when installed. Even our patrons can operate the system rather easily. TEL has been really good to work with over the years, too. Any time we've needed help (firmware update, screen not operating properly), they send out a tech very quickly. In short, I would recommend them.

John Headapohl gave three references in his bid and did the initial installation here at DDL. References included: Northville Public Library, Clintondale Community Schools, and Lake Shore Public Schools. There has been a static feedback issue present in our system since day 1 of John's initial installation and he has been unable to correct it. I brought this up with him during his walkthrough and he assured me that such a feedback is impossible with the new HDMI wiring he is proposing and this would rectify the problem, but this reflects poorly on his work.

Overall Recommendation:

It is my recommendation that the work be awarded to TEL Systems. Overall the bids were highly similar, but we preferred their work history due to the aforementioned static issues present in our current audio system that John Headapohl installed. TEL Systems is also located conveniently on Jackson Rd in Ann Arbor and employs a large number of people, whereas John Headapohl is based out of Livonia and works alone. John Headapohl has expressed that he is no longer doing large projects such as school districts, and this gave us some concern about when he may be retiring altogether.



QUOTATION: 17685

Thalner Electronic Laboratories, Inc.
d/b/a TEL Systems
7235 Jackson Rd.
Ann Arbor MI 48103
734-761-4506

BILL TO		JOB LOCATION	
Company: Dexter District Library	Company: Dexter District Library	Date: 2023-05-31	
Address: 3255 Alpine St Dexter, MI 48130	Address: 3255 Alpine St Dexter, MI 48130	Sales Rep: JOEL DONLON	
Contact: Paul McCann	Contact:	Phone:	
Phone: (734) 426 4477	Phone:	Email:	

TITLE
Lower Level AV Upgrade 4K

SCOPE OF WORK

Project:

We are pleased to provide a proposal for updating Lower Level Audiovisual Wiring & Equipment Modernization Project at Dexter District Library.

Objective:

- The upgrade of an LCD WXUGA Projector with HDBaseT capability for all required uses of the multi-purpose space
- Utilizing existing audio system and amplification with an upgraded Blue Ray media player
- Providing a lectern-based point of contact to provide end user access to all AV requirements without needing access to the rack
- **Optional:** 4K 5000 Lumen projector (BenQ) for additional capabilities, Remote monitoring capabilities via Ovrc in order to manage the rack via the network and new wireless mic options

Solution:

- We propose a 7000 Lumen LG BU70QGA Pro Beam Projector .
- We propose an Atrona-based design which includes a 10 year warranty (Atrona products only).
- Items are listed in our quote.

Scope of Work:

- As defined by line items.
- Coordinate with library team
- Remove legacy equipment and replace with new as confirmed in the RFP.
- Update control programs for room and test.
- Clean debris to pre-installation state.

Assumptions:

- All Owner Furnished Equipment is in working order
- The installation will be performed during normal business hours.
- See also our terms and conditions.

Quote Revision History:

- This is the original quote issue.

Time Table:

- Due to the unprecedented delivery delays that we are experiencing, we cannot guarantee an accurate delivery turn-around. We do understand that August 7-September 8 is the target date and will confirm once receipt of order is processed.
- We will activate on this order immediately upon receipt of your order approval and maintain contact with you on delivery before installation.

Project Scheduling and Communication:



QUOTATION: 17685

Thalner Electronic Laboratories, Inc.
d/b/a TEL Systems
7235 Jackson Rd.
Ann Arbor MI 48103
734-761-4506

- Once we receive your purchase order, we will immediately convert this quotation to an order, which will activate our process assigning a project manager.
- Our project manager will lead the equipment ordering process and serve as your point of contact through completion.
- The project manager will initiate an email thread with you, typically within two weeks of order-conversion, and update the email thread with progress reports in an ongoing basis until the project is complete.
- All questions, requests, concerns and general notes relating to the project must be directed to our project manager as a first point-of-contact to ensure proper communication and timely project success.

Comments:

- We are flexible with our products and services offerings and we are happy to revise this proposal to better accommodate your plans and budgets.

PART NUMBER	MANUFACTURER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
		LG 4K BU70QGA 7000-7132932	1.00	\$5,406.37	\$5,406.37
SYSAUW	Chief	SYSTEM SUSP CEILING PROJ 0-12" WHITE	1.00	\$392.59	\$392.59
DN-500BDMKII	Denon	Blu-Ray, DVD & CD/SD/USB Player	1.00	\$449.45	\$449.45
AT-AVA-EX70-2PS-KIT	Atlona	Avance 4K/UHD HDMI Transmitter and Receiver Kit	1.00	\$365.04	\$365.04
AT-AVA-EX70C-KIT	Atlona	Avance 4K/UHD HDMI Transmitter and Receiver Kit with RS-232 and IR pass-through	1.00	\$599.51	\$599.51
AT-IR-CS-RX	Atlona	IR Receiver Cable for UHD-EX Extenders	1.00	\$42.96	\$42.96
AT-UHD-CLSO-601	Atlona	4K/UHD, 6-Input Multi-Format Switcher with Mirrored HDMI and HDBaseT Outputs, PoE and Auto-Switching	1.00	\$1,802.61	\$1,802.61
AT-ANC-108D	Atlona	8-Button Network Control Panel	1.00	\$450.68	\$450.68
GS108LP-100NAS	Netgear	8-Port PoE Gigabit Unmanaged Switch	1.00	\$111.44	\$111.44
ATW-1301/L	Audio Technica	System 10 PRO Digital Wireless System includes: ATW-RC13 rack-mount receiver chassis, ATW-RU13 recei	1.00	\$524.13	\$524.13
ST-UMX3	Radio Design Labs	3x1 Universal Mixer	1.00	\$162.68	\$162.68
ST-DA3	Radio Design Labs	1x3 LineLevel Distribution Amplifier	2.00	\$169.37	\$338.74
PS-24AS	Radio Design Labs	USA Power Supply for Stick-Ons	1.00	\$34.51	\$34.51
WB-400-8	WattBox	WattBox Power Conditioner 8 Outlets	2.00	\$118.12	\$236.24
CBT 50LA-1-WH	JBL	50 cm Straight Line Array Column with 8 x 2" Drivers and Constant Beamwidth Technology, 20° vertical	2.00	\$454.34	\$908.68
CDi DriveCore 4 300	Crown	4x300W Power Amplifier	1.00	\$1,715.71	\$1,715.71
MISC-EXPENSE		Misc Material	1.00	\$617.28	\$617.28
BOND		Performance Bond	1.00	\$144.00	\$144.00
OFE	OFE	Wireless Mic RX	2.00	\$0.00	\$0.00
OFE	OFE	Amplifier	1.00	\$0.00	\$0.00
OFE	OFE	Speakers	1.00	\$0.00	\$0.00
OFE	OFE	Assistive Listening System	1.00	\$0.00	\$0.00
OFE	OFE	Wall Mounted Rack	1.00	\$0.00	\$0.00
OFE	OFE	Projector Screen 16:9 158" Diagonal with OFE wall switch	1.00	\$0.00	\$0.00
OFE	OFE	HDMI Media Player (In Rack)	1.00	\$0.00	\$0.00
OFE	OFE	HDMI Cable Tuner (In Rack)	1.00	\$0.00	\$0.00
OFE	OFE	HDMI BYOD at Lectern	1.00	\$0.00	\$0.00

INSTALLATION SERVICES

INSTALLATION - I	Installation Services	1.00	\$6,750.00	\$6,750.00
			Installation Services Total:	\$6,750.00
			Subtotal:	\$21,052.62
			Tax:	\$0.00
			Total:	\$21,052.62

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN

BUYER: _____ (Print Name) SIGNATURE: _____ DATE: _____

General Terms and Conditions

These Terms & Conditions are by and between Thalner Electronic Laboratories, Inc. d/b/a TEL Systems, Inc. and the undersigned Customer (the "Customer")

1. **PRICING** All prices good up to 15 days after quote date, and all sales are considered final.
2. **STORED MATERIAL:** Equipment is ordered promptly when project is approved. Client will be charged for Stored Material as product is received here at our facility. The material is fully insured in a climate controlled storage area at our facility. Photos, suppliers packing slips, etc. will be supplied upon request.
3. **INSTALLATION:** Customer hereby grants to TEL Systems the right to install the equipment, and represents and warrants that all necessary governmental and third-party approvals for installation have been obtained. Delays in installation caused by public agencies, manufacturers, suppliers, acts of God, strikes or other union bargaining, and all acts not directly attributable to TEL Systems shall not in any way affect the obligations of Customer. TEL Systems shall not be responsible for damages for any such delay.
4. **TAXES, FEES, AND PERMITS:** Customer agrees to pay TEL Systems all State and Local taxes, excises, permits, and fees if required. All dollars in this agreement are pretax unless otherwise stipulated.
5. **PAYMENT:** Payment accepted in the form of cash, cleared business or personal check or other pre-approved electronic payment options. Financing options are available and must be agreed upon before sale.
6. **SHIPPING:** All shipments of Equipment are FOB TEL Systems' distribution facilities, unless otherwise noted in quotation.
7. **RESPONSIBILITY:** Please reference the proposal number on purchase orders or correspondence. Until balance is paid, Customer agrees to take proper care of the Equipment on premises and to be responsible for its damage or loss by fire, theft, casualty or any other cause whatsoever, and will not permit or suffer same to be removed from the place of its location at address of Customer, without written consent of TEL Systems or assigns.
8. **GENERAL:** This Agreement constitutes the sole and entire understanding between the parties with respect to the subject matter hereof and supersedes all prior conversations, agreements, representations and promises, whether verbal or written. No modification of this Agreement shall be valid unless made in writing and properly signed by each party.
9. **INFRASTRUCTURE:** In the event that TEL Systems is installing equipment or systems that require connectivity to the Customer network including, but not limited to, VOIP / SIP / POTs connectivity, Internet Access, Wireless Network Access, firewall traversal, port forwarding, and/or RF COAX, TEL Systems may advise Customer as to the network requirements. Any responsibility for infrastructure on the part of TEL Systems stops at the installed equipment's network jack or wireless connection; and configuration of the network settings on the device sold. TEL Systems is not responsible for updating network settings in the event the Customer's network changes. If the Customer's network is not "Plug and Play" then any custom network settings must be supplied by the Customer to TEL Systems before the completion of installation.
10. **INSTALLATION AND SITE PREPARATION:** Installation (field assembly, interconnection, equipment calibration and checkout) is to be performed by the TEL System's trained technical employees. There may be times that TEL Systems will find it necessary to employ sub-contractors to assist in or carry out, in whole or in part, the installation. TEL Systems shall coordinate and cooperate with other trades to facilitate satisfactory work progress. If the TEL System's work in progress is impeded by other trades and/or contractors (excluding TEL System's own subcontractors) or by scheduling delays due to the Customer, time delays in the final installation as well as additional charges including labor, travel and reasonable expenses may result.
11. The Customer shall be responsible for preparing, at its own expense, the installation site in accordance with the TEL Systems' instructions, including the requirements specified in the quotation. TEL Systems shall not be responsible for any high voltage electrical work, conduits, raceways, cable trays, ceiling modifications, structural modifications, or mechanical systems modifications. Unless otherwise specified, Customer shall provide TEL Systems with source code (uncompiled) including GUI touch panel files for any non-TEL Systems programmed remote control systems required to be modified under the terms of this agreement. All building renovations, structural, aesthetic, trim, finish work or otherwise are not included in TEL Systems' pricing.
12. Installation price reflects work performed during normal business hours only, unless specified in writing.
13. The Customer shall provide TEL Systems with reasonable access to the installation site before delivery, for purposes of determining site readiness for installation, and shall designate an individual on Customer's staff to serve as a contact person for all site preparation and installation issues. The installation will be scheduled through this single point of contact. If the Customer needs to move the pre-scheduled installation date 10 business days or closer before the pre-scheduled install date, additional fees may incur.
14. Customer shall provide TEL Systems with access to the installation site to prepare for installation. The Customer shall indemnify the TEL Systems against any loss, damage or claim arising out of the condition of the storage and installation premises. Customer shall obtain at its expense and keep effective all permissions, licenses, and permits whenever required for the installation and/or use of the Equipment and the premises where the Equipment shall be situated.
15. **LIMITATIONS OF WARRANTY- PRODUCTS OF OTHERS:** This proposal will include a limited one-year, on-site parts and labor warranty against defective workmanship on the installation and on the products included in the system. The system warranty is initiated at the time of substantial system completion. Please see the TEL Systems Warranty/Implementation Agreement for more details and clarifications.
16. Unless otherwise specified, no warranty is provided for "consumables" including batteries, lamps, glassware and evacuated devices. TEL Systems' obligation with respect to any material or part identified in the quotation, literature, or specifications furnished to the Customer as manufactured or supplied by others, shall be to pass on to the Customer the applicable manufacturer's warranties, if any. TEL Systems makes no implied or assumed claims regarding performance, capabilities or interface capability of the equipment listed unless otherwise noted.
17. **CHOICE OF LAW AND SEVERABILITY:** This agreement shall be interpreted in accordance with and governed in all respects by the law of the State of Michigan. Should any provision of this agreement be found invalid or unenforceable by a court of law, it shall not affect the validity of any other provision contained herein.
18. **RESTOCKING FEES:** Equipment returns must be authorized in writing by TEL Systems and may incur a re-stocking fee plus total freight.
19. Additional Freight Charges and/or Surcharges may be applied to the Final Invoice.
20. **CHANGE ORDERS:** Any changes made to the design of the system or the contractual agreements in implementation or functionality may result in a price change and will require a "Change Order" form signed by an authorized decision maker for the Customer.
21. **CONFIDENTIALITY:** This Entire Document and all information enclosed including drawings, specifications and designs is the property of TEL Systems. Proprietary information provided to Customer (or agents) is for the sole purpose of demonstrating TEL Systems' capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of TEL Systems.



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

Date 05/24/23
Proposal No. P-36635
Page 1

To Dexter District Library
Attn: Paul McCann, Director
pmccann@dexter.lib.mi.us

Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1	LDA	<p>In accord with our recent discussions, I am pleased to submit the following pricing for Circulation Desk top replacement. All pricing below includes shipping and installation costs as applicable.</p> <p>All Pricing is good for (30) days and is subject to reconfirmation thereafter.</p> <p>Pricing is based on the finishes and quantities specified below. Any modification may require an updated quote.</p> <p>All labor and material required to replace the existing laminate with new laminate on the Circulation Desk and the work counter behind the desk. Includes labor to remove the existing top sections, remove and replace the existing laminate, and reinstall. Includes standard laminate pattern/color to be selected.</p>	17,310.00	17,310.00
2	1	LDA	<p>All labor and material required to replace the entire Circulation Desk and work counter top with new laminate tops with wood edge. Includes labor to remove and dispose of the existing top, and reinstall a new top. Laminate to be selected from standard options. Wood finish of edge to match the existing building.</p>	17,393.00	17,393.00
3	1	LDA	<p>All labor and material required to replace the entire Circulation Desk and work counter top with a new solid surface top. Includes labor to remove and dispose of the existing top, and reinstall a new top. Solid surface to be selected from standard options.</p>	35,610.00	35,610.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here. Deliveries are subject to delays from fire, strikes or other causes beyond our control.











Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date

JUNE 2023 - YOUTH PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
<p>Programs May Require Registration Check Our Website Calendar Of Events</p> <p>Dexter District Library * 3255 Alpine Street * Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us</p>				1	2	3
4	5	 <p>All Together Now JUN 19 - AUG 4</p>		8	9	10
11	12	13	14			17
18	19	20	21	22	23	24
	<p>Summer Reading Kickoff</p> <p>Drop-In Doug Scheer Comedy Show All ages 11:00 am - 12:00 pm outside</p>	<p>Drop-In Kindness Rocks! Rock Painting All Ages 10:00 am - 12:00 pm</p> 	<p>Drop-In Preschool Beach Party Storytime Ages 5 and under 10:00 am - 10:30 am</p>	<p>Club Create Book Club Grades 1 & 2 2:00 pm - 2:45 pm REGISTRATION REQUIRED</p> 	<p>Drop-In Build Together Now! All Ages 10:00 am - 11:00 am</p> 	
25	26	27	28	29	30	
	<p>Drop-In Story Time Ages 5 & under 10:30 am - 11:00 am outside</p>	<p>Super Stories Book Club Young Fives & K 2:00 pm - 2:45 pm REGISTRATION REQUIRED</p> 	<p>Drop-In Makerspace Grades K - 8 2:00 pm - 3:00 pm</p> 	<p>Drop-In Story Time Ages 5 & under 10:30 am - 11:00 am outside</p> <p>All Star Readers Book Club Grades 3 & 4 2:00 pm - 3:00 pm REGISTRATION REQUIRED</p> 	<p>Drop-In Stevens Puppets presents Beauty & the Beast All ages 11:00 am - 12:00 pm.</p> 	

SEE OTHER SIDE FOR TWEEN & TEEN CALENDAR

JUNE 2023 - TEEN & TWEEN PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
<p>Programs May Require Registration Check Our Website Calendar Of Events</p> <p>Dexter District Library * 3255 Alpine Street * Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us</p>				1	2 	3 Relaxing Crafts Grades 5 - 12 2:00 - 3:00 pm Registration Required
4	5	6	7	8 	9	10
11 	12	13	14	15	16 Magic: The Gathering with SRSly Dexter Grades 6 - 12 6:00 - 8:30 pm Registration Required	17 
18	19 SUMMER READING KICKOFF	20  Drop-In Sand Art & Summer Crafts Grades 5 - 12 3:00 - 4:00 pm	21 	22 Teen Advisory Group Grades 7 - 12 1:00 - 2:00 pm Registration Required	23 Sword Fighting Workshop Grades 5 - 12 Two sessions: 1:00 - 2:00 pm OR 2:30 - 3:30 pm Registration Required	24 
25	26 	27 TWEEN BOOK CLUB GRADES 5 & 6 1:00 - 2:00 pm Registration Required	28  Drop-In Makerspace Grades K - 8 2:00 - 3:00 pm	29	30 MILIBRARYQUEST  SURVIVE TOGETHER NOW	MiLibraryQuest Virtual Event Grades 5 - 12 Begins July 1

SEE OTHER SIDE FOR YOUTH CALENDAR

Dexter District Library Adult Programs

June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Coming June 19th: 		Sunday, June 25 at 2:00 pm Phyllis M. Wong, author of <i>We Kept Our Towns Going: The Gossard Girls of Michigan's Upper Peninsula</i> , presents as part of the Michigan Notable Authors Tour. Registration.		1 Gentle Restorative Yoga 9:30 am Registration	2	3  Used Book Sale 9 am - 3 pm
4	5  Library Board Meeting 7:00 pm Open to the public	6	7	8 Gentle Restorative Yoga 9:30 am Registration	9 Friday Night Movie, 6:00 pm: Brendan Fraser in THE WHALE Registration required	10  Mindful Meditation 9:30 am
11	12 Monday, June 12 at 7:00 pm Let's Go Birding Greg Bodker shares photos, videos and stories to help you prepare for a birding adventure in the field. Registration. 	13 9:00 AM 	14	15 6:00 PM  Better Off Read Book Club 1pm Medicare Made Easy & TREO Services 6:00 pm, Registration	16 Afternoon Movie for Adults Tom Holland in UNCHARTED 1:00 PM Registration	17
18 HAPPY FATHER'S DAY	19 Sign-up begins for the Adult Summer Reading Program: 	20 9:00 AM 	21	22 6:00 PM  Gentle Restorative Yoga 9:30 am Registration	Friday, June 23 at 7:00 pm Ann Arbor Storytellers: All Together Now Join the Ann Arbor Storytellers as we kick off the Adult Summer Reading Program with stories of times people came together. Registration.	
25 Phyllis M. Wong, author of <i>We Kept Our Towns Going</i> , presents. 2:00 pm Registration	26 Reel Talk Discussion of: The Disappearance of Eleanor Rigby: Them 7:00 pm on Zoom Registration	27 Friends of the Library 7:00 pm Card-making with Katherine Willson Choose one: June 27 at 9:30 AM June 28 at 6:00 PM Registration required.	28	29 Gentle Restorative Yoga 9:30 am Registration 	30	 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, Jun. 29

6:00-8:00 PM Thursday, Jun. 29

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

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

1:00-3:00 PM Thursday, Aug. 31

6:00-8:00 PM Thursday, Aug. 31



Downloadable Library Content



9:00 AM Tuesday, Jun. 13

6:00 PM Thursday, Jun. 15



iPhone, iPad, and Apple Watch



9:00 AM Tuesday, Jun. 20

6:00 PM Thursday, Jun. 22



Android Phones and Tablets

9:00 AM Tuesday, Jul. 11

6:00 PM Thursday, Jul. 13



Getting the Most out of Your Smart Phone



9:00 AM Tuesday, Aug. 1

6:00 PM Thursday, Aug. 3



Registration is required for all these events.

Sign up at the Adult Reference Desk or
online at dexter.lib.mi.us/events