

**Dexter District Library**  
**Board of Trustees - Meeting Agenda**  
**February 5, 2024 - 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 January 8, 2024 regular Board meeting and the January 22, 2024 special Board meeting – **action item**
- 4) Public comment  
Prearranged public comment  
General public comment
- 5) Consent agenda – **action item** (7:15 pm)  
Library Director's Report  
Library Statistical Report  
Balance sheets, Michigan CLASS report  
Committee meeting minutes – Facilities 1/26/24  
Items from Legislature, MLA, TLN, AAACF, local municipalities  
Patron comments
- 6) Treasurer's Report (7:30 pm)  
Approval of bills paid during the period since the previous Board meeting – **action item**  
Budget changes – see Treasurer's Report narrative – **action item**  
Reimbursements – none
- 7) Administrative Items (7:45 pm)  
Anniversaries: Adult Reference Librarians Ashley Bowles (4 yrs.) and  
Catherine Van Camp (1 yr.)  
New Hires: Youth Reference Librarian Sarah Kennedy – **action items**
- 8) Old Business (8:00 pm)  
Strategic Planning – **action item**  
Circulation desk repairs – potential **action item**  
Positive Pay  
Erosion issue – potential **action item** – Daily Rain irrigation quote  
Director's evaluation
- 9) New Business (8:30 pm)
- 10) Public comment
- 11) Board member comments
- 12) Adjourn (8:59 pm)



**Dexter District Library Board of Trustees**

**DRAFT - Meeting Minutes**

January 8, 2024

6:00 p.m.

Members present: Barbara Davenport, James Estill, Martha Gregg, Cassy Korinek, Jim LaVoie (arrived at 6:58 pm), Donna Palmer, Sherry Simpson, Shelly Vrsek

Members absent: none

Others present: Paul McCann, Library Director  
Michelle Joppeck, Recording Secretary  
Ailie Weaver, auditor with Maner Costerisan

President Vrsek called the meeting to order at 6:04 p.m.

Vrsek called for additions/changes to the presented agenda. No changes or additions were requested. Davenport moved to approve the meeting agenda as presented. Second by Korinek. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Vrsek called for corrections to the minutes of the December 4, 2023 regular Board Meeting. No corrections were requested. Simpson moved to approve the minutes from the December 4, 2023 regular Board Meeting as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

**Public Comment:** None.

**Audit Presentation:** Ailie Weaver of Maner Costerisan reviewed the 2022-2023 audit report, which concludes with an unmodified, clean opinion with no areas of concern. Questions were asked of Weaver to the Board's satisfaction.

The Board had no objections to the audit report and was in consensus to accept it as presented. Simpson moved to approve the 2022-2023 audit. Second by Palmer. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried. Weaver was thanked for her time and expertise and exited the meeting at 6:29 pm.

**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. Davenport moved to approve the Consent agenda. Second by Korinek. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, Korinek=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=1. Motion carried.

**Circulation Statistics:** Statistical charts for the month of December 2023 were available for review.

Circulation Statistics	December
Adult Books	3867
Young Adult Books	742
Children's Books	6579
Magazines	74
DVD	1670
Books on CD	358
Music CD	272
Realia/Objects/Equip	39
Overdrive	4535
hoopla	2060
Kanopy	715
Staff/Patron renewals	1515
Auto-renewals	9093
In-House	2013
<b>Total</b>	<b>33532</b>
Library visits	8707
Reference questions	1691
Items withdrawn	792
New items added	934
Total holdings	117862
New cards issued	61
Total card holders	10856
Internet usage	1106
Museum/Park Pass	5
Web site visits	8456
Program attendance	1288
Fax	47
ILL lent out	1332
ILL borrowed	2375
Unique borrowers	1635

**Treasurer's Report:** McCann presented the current Treasurer's report. The bills paid since the November board meeting were reviewed. Estill moved to approve the bills paid since the November board meeting. Second by Gregg. A roll call vote was taken. Korinek=aye, Palmer=aye, Gregg=aye, Simpson=aye, Estill=aye, Vrsek=aye, Davenport=aye, absent=1. Motion carried.

## **Budget Changes:**

Gregg moved to assign \$9,028.00 from unallocated income over expenditures to line #101-790-801 – Professional Services, increasing that line’s budgeted balance from \$18,500.00 to \$27,528.00. Second by Davenport. A roll call vote was taken. Palmer=aye, Simpson=aye, Vrsek=aye, Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, absent=1. Motion carried.

Estill moved to utilize \$13,000 from fund balance to line 101-901-971 – Capital Repairs Annual, increasing that line’s budgeted balance from \$0.00 to \$13,000.00. Second by Korinek. A roll call vote was taken. Gregg=aye, Estill=aye, Davenport=aye, Korinek=aye, Vrsek=aye, Simpson=aye, Palmer=aye, absent=1. Motion carried.

## **Reimbursement:** None

**Personnel:** Library staff reaching their anniversary date of hire in the month of December and January include Library Director Paul McCann (29 years), Technology Librarian Scott Wright (13 years), Head of Adult Services Lisa Ryan (14 years), Head of Youth Services Ruth Jansen (4.5 years), and Library Page Ilija Malaveci (1 year). All were included in the 2023 wage rate adjustments or will be included in the 2024 wage rate adjustments therefore no Board action was necessary.

The Library hired two part-time Youth Reference Librarians starting at \$21.00/hour: Sarah Rose Gruszecki starting December 5, 2023 and Misty Kinczskowski starting January 2, 2024. Simpson moved to approve the hiring of Sarah Rose Gruszecki and Misty Kinczskowski at a starting wage of \$21.00/hour. Second by Palmer. A roll call vote was taken. Palmer=aye, Vrsek=aye, Estill=aye, Korinek=aye, Gregg=aye, Simpson=aye, Davenport=aye, absent=1. Motion carried.

Youth Reference Librarian Rachael Koskinski (8 months) and Sarah Rose Gruszecki (8 days) submitted their resignations to take full time librarian positions at other libraries. Rachael’s last day was 12/11/2023 and Rose’s last day was 12/12/2023.

## **Old Business:**

The Strategic Planning session is starting to wrap up. The consultants will be presenting their final report on January 22, 2024. After they present the report, it will be up to the Board to decide on scheduling and prioritizing of the results.

The circulation desk repairs has encountered a bit of a hang-up. The current surface that we have has been discovered to be a floor tile on a countertop and what we have been looking at is countertop tile. The owner of Doors & Drawers has some reservations about what we had already picked out and how long and how well it will hold up compared to our current surface. They are currently looking into our options and how that will affect the cost.

Positive Pay has been held up a bit. Chelsea State Bank is changing some of their computer software so we are waiting for them to get that worked out so that we can get Positive Pay started.

McCann happened upon an Amtrak crew looking at the erosion issue while he was taking some trash out. They had a discussion about what is expected to happen if they decide to do anything about the erosion issue and it was discovered that Daily Rain ran an irrigation line off of our property and it will

get broken if Amtrak dumps the rip-rap off the tracks to fix the irrigation line. Erwin is reaching out to Daily Rain to get the irrigation line moved.

LaVoie arrived at 6:58 pm.

**New Business:**

McCann is still working on putting together the Director's Evaluation and will pass that out to the Board members when he is finished.

As part of the budget planning process, the Gross Payroll number was determined on a 4% pay increase across the board except for the pages who follow minimum wage. A proposed wage increase for 2024 was passed out. Davenport moved to approve the proposed wage increase schedule as passed out. Second by Palmer. A roll call vote was taken. Gregg=aye, Estill=aye, Simpson=aye, LaVoie=aye, Vrsek=aye, Korinek=aye, Davenport=aye, Palmer=aye, absent=none. Motion carried.

**Public Comment:** None

**Board Member Comments:** LaVoie wanted to acknowledge McCann's anniversary and thank him for all of his work and support.

**Adjournment:** Having completed all items on the agenda, Simpson moved to adjourn at 7:12 pm. Second by Davenport. A voice vote was taken. Aye=all, nay=none, absent=none. Motion carried.

Respectfully submitted,

Barbara Davenport,  
Secretary

Michelle Joppeck,  
Recording Secretary



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

January 22, 2024

7:00 p.m.

Members present: Barbara Davenport, James Estill, Martha Gregg, Cassy Korinek, Donna Palmer, Sherry Simpson, Shelly Vrsek

Members absent: Jim LaVoie

Others present: Paul McCann, Library Director  
Michelle Joppeck, Recording Secretary  
Amanda Standerfer, consultant with Fast Forward Libraries LLC, remote from Illinois

President Vrsek called the meeting to order at 7:02 p.m.

Vrsek called for additions/changes to the presented agenda. No changes or additions were requested. Simpson moved to approve the meeting agenda as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

**Public Comment:** None.

**Presentation of Strategic Plan:**

Under the direction of Amanda Standerfer, the draft strategic plan including the vision, mission, and value statements were discussed and revised.

Amanda Standerfer left the meeting at 7:58 pm.

**Public Comment:** None

**Board Member Comments:** None

**Adjournment:** Having completed all items on the agenda, Davenport moved to adjourn at 7:59 pm. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Respectfully submitted,

Barbara Davenport,  
Secretary

Michelle Joppeck,  
Recording Secretary

## Director's Report

### February 2024 Library Board meeting

The Library's lower level meeting room space was used by the following groups during the month of January: The Friends of the Library (Book Sale), Hurricanes Fastpitch, Rebekah Harmony Lodge, the Michigan Sailing Club, Daisy Troop 40887 and Junior Troop 40698, the Rug Hookers, Dexter Puzzle Swap, the Dexter Community Players, the Huron Commons Condominium Association, the Dexter Crossing Homeowners Association, the Dexter Bicentennial Committee, the Cousins family memorial for Jon Cousins and the Washtenaw Area Transportation Study group.

### **Administration**

The Library closed at 5:00 pm on January 12 due to rapidly deteriorating road conditions. The Library did reopen as scheduled on Saturday, January 13. The Dexter Schools were closed for five days (in addition to the Martin Luther King Jr. holiday) due to cold temperatures and snow. The staff is keeping an eye out for additional closures as the schools have used all of their snow days for this school year. School is set to end with a half day on Tuesday, June 11 and the Library is currently planning its kickoff for Friday, June 14.

The final strategic plan has been distributed. The Board will need to officially accept the plan. From there, Amanda has asked for a mid-February meeting with the Director to review implementation and scheduling of specific goals. The initial schedule will be discussed with staff and presented at the March Board meeting for additional input, revision/reprioritization and implementation.

Positive Pay for checks issued has seen progress with Chelsea State Bank. We have identified the format which Chelsea State Bank requires for submitting and have provided a sample from a previous check run. We are currently awaiting a review of the spreadsheet to see if we are doing things properly. We want to ensure we are doing things properly before implementing Positive Pay because if the data we submit is not correct, CSB will reject payment of checks if the information does not match what we have provided. There is a need to reformat the data that comes out of our payroll processor and bookkeeper to match the requirements from CSB, which require check number, payee and amount to be in a specific arrangement, which is different than the output from the two accounting programs we use.

Unfortunately, all amounts will need to be hand entered in order to comply with CSB formatting instructions. The good news is that CSB will only charge the Library \$35 per month for Bank maintained Positive pay. This is over a 50% discount from the original quote. Currently, the interest on the checking account is covering the cost of account fees. This will not be the case once Positive Pay is instituted, but interest will still offset a portion of the additional charge.

Work to replace the circulation desk countertop continues. Doors and Drawers submitted an additional proposal for a solid surface countertop made of Quartz. During the month, I was able to identify the type of floor laminate used during the construction. Unfortunately, Doors and Drawers has not worked with that material before and does not want to take on a job of this size using materials they are unfamiliar manipulating. I am enclosing all three options they have offered for additional discussion.

TLN releases the shared system comparative circulations counts later in the month following a specific period. For the month of December, the Dexter District Library came in fourth place out of the 50 libraries participating in the shared system. Dexter, with our service population of 21,616 routinely trails the public libraries in Novi (pop. 66,403), Livonia (pop. 95,535) and Northville (pop. 37,877) and can fluctuate position with the Royal Oak Public Library (pop. 58,211) and Brighton (pop. 45,844.) Given Dexter's small population (Northville being the closest in size, but still having 49% more residents) the Dexter District Library continues to dominate on a circulation per capita basis with an average of 1.12 items borrowed per person as compared to the next closest competitor, Northville, which is at 0.74 checkouts per person. These counts apply to physical materials and do not count use of downloadable content.

The Library hosted a memorial gathering for Pat Cousins' son, Jon, on Saturday, January 13. Jon passed away unexpectedly at 59. The event was broadly open to the public and as a Dexter High School graduate, the service attracted both local residents as well as colleagues from as far as Los Angeles and Boston where Jon worked in the film industry. The event was streamed over Zoom and recorded for the family with staff assistance. This program did reveal a few issues associated with this type of program. Due to the weather condition surrounding the January 12-13 period, the Library did begin receiving flowers for the service on Friday. This presents a storage issue. Additionally, there were a number of last-minute requests for assistance (printing speeches, ensuring speakers understood the A/V set up, etc.) There was a drop in sound at one point when a musical portion was held too far away from the microphone for the recording to capture. Unfortunately, events such as these present different hurdles because of the emotions involved and the last-minute nature of arrivals.

There is no new information from MDOT regarding the railroad's response to the erosion issue. We did notice some additional footprints coming down from the tracks and paralleling the spot of erosion after the January 12 snowfall.

The director's evaluation materials were distributed to Board members at the end of January. The response form is available online. This electronic submission will help Shelly collate the responses. Please be sure to review the materials and submit your responses by Friday, February 16.

### **Children's Department**

In December the Youth Department held their third annual Winter Reading Beanstack Challenge for ages 0-18. A total of 205 youths signed up (this is 100 less than last year). 103 of them completed the challenge and 99 participants came in during the month of January to pick up a small reward.

Our Winter session of Story Time started mid-January. We offer six Story Time sessions a week with Drop-in Story Times on Mondays, Tuesdays and Thursdays. We have registered Story Time on Wednesdays. On Mondays and Thursdays Drop-In Story Time is geared for kids 5 and under. On Tuesdays and Wednesdays, we have one session of Toddler Story Time and one session of Preschool Story Time. We've had 15 Story Times so far this month and have reached 344 participants. We had two additional drop-in programs specifically geared for children ages five and under. A combined total of 84 people attended KinderConcert and Drop-In Preschool Makerspace. We have three Youth Book Clubs for kids in young 5s through 4th grade, which had a combined attendance of 33 people.



We offered four Drop-In programs for elementary aged children during the first week of January since it was Winter break including Blocks, Bricks & Beyond; a Percy Jackson Party; Winter Fun Comedy Magic Show and Winter Crafts. Those programs reached 363 people. Throughout the rest of the month, we offered three additional programs, Chess Club, Drop-In Makerspace and a Drop-In Movie that saw a combined total of 115 people. Our most popular program this month was indoor mini-golf which was played 439 times during the last weekend of January.

The Teen Department offered five programs this month. The most popular program was Nailed It! Cookie Decorating, which was offered during Winter Break with 19 teens attending that program. The Teen Advisory Group had 11 attendees and 2 of them volunteered to help with the mini-golf program. The rest of the programs were Teen Tech Take-Apart, Magic the Gathering, and Tween Book Club. They had a combined total of 27 participants.

### **Adult Department**

In January, the Department hosted 14 on-site programs and three virtual programs.

Virtual events included Air Fryer Cooking with Mary Spencer with 56 patrons attending and two Card Making workshops with 28 patrons attending one session and an additional 28 attending the second session. The card making classes had to be held via Zoom because the presenter recently had surgery.

In person programs included four sessions of Thursday Morning Restorative Yoga with a total of 77 attendees. The Somewhere in Time Book Club discussed "The Mercury 13," by Martha Ackman with five attendees. The Memorial Gathering for Jon Cousins drew over 100 individuals. This was counted as a program due to staff assistance with the streaming portion. The Third Monday Book Group discussed "How the Word Is Passed," by Clint Smith with nine attendees. The Better Off Read Book Club also met and discussed the Clint Smith title with six attendees. This book is the 2024 Washtenaw Reads book selection. The Friday Afternoon Movie featured "Oppenheimer" with 46 people attending. The Detroit Historical Society presented "Midnight: Detroit and the Underground Railroad" with 46 patrons attending and Lincoln portrayer Kevin Wood presented Lincoln on Slavery, Emancipation and Equality with 59 people attending. These two programs were presented in support of the Washtenaw Reads community reading event. The Friday Night Movie scheduled for, January 12 was canceled due to bad weather conditions (rescheduled for February 2) and Mindful Meditation did not get any attendees on January 13 due to continued bad weather.

### **Technology Department**

During the month, Scott Wright presented two group classes on "Start Digitizing." Seven patrons attended the morning session on Tuesday, January 16 and 9 patrons attended the evening session on Thursday, January 18. He also offered one-on-one technology help on Thursday, January 25. All eight slots had registrants but only three patrons attended. Topics included Ancestry.com, VHS digitizing, and photo digitizing.

TELSystems installed a data/HDMI converter box onto our projector which is believed to have fixed the issues (blue outlines/screen going black.) We've shown 2 movies since then with no problems reported by staff.

Wright also attended a vendor demo / cyber security conference at UTEC Ann Arbor on Wednesday, January 24; assisted with the Zoom set up for the Cousins' memorial on Saturday, January 13 and the board meeting on Monday, January 22; and created a Google Forms evaluation for the board to use in director evaluations.

## **Circulation Department**

January has seen a return to the more normal level of foot traffic, patron checkouts, and item returns. Even with the snowy weather and bitter temperatures, we have been busy at circulation. The average number of patrons coming into the building during January was around 360 a day. The drop boxes have been really full of returned items. The number of delivery bins we are receiving from TLN everyday has doubled from December. On many days we now receive 12 to 15 bins. This has kept the circulation staff very busy particularly in the afternoons when the bins arrive.

We received 82 MeL requests to fulfill from our collection during January. We have fulfilled 72 of those requests. The remaining could not be fulfilled because the items were checked out at some point between the patron placing the request and the request arrival at Dexter.

The miniature golf event on Friday, January 26 and Saturday, January 27 was very well attended by many families. On Friday we had 480 patrons coming into the Library which is quite a lot of patrons for a Friday. On Saturday, we had over 500 patrons visiting, many of whom were attending the miniature golf event in the lower level. Normally on a Saturday we have between 250 and 300 patrons the entire eight hours. The circulation staff said they were very busy both days, registering many new patrons and checking out a lot of material.

We had a general staff meeting on Friday, January 12 with a breakfast from Zingerman's. This was due to the generosity of the Friends of the Library. All the staff really enjoyed the wonderful food and time spent together. Paul kept us up-to-date on all the goings-on at the Library. The circulation staff is very happy to hear the countertops are going to be replaced. The surface has become very worn and almost impossible to clean. We are looking forward to having a new countertop.

There was an update to CarlConnect, our catalog software. The circulation staff is still learning about the changes and adapting to them.

## **Maintenance**

We are monitoring cleaning issues with ServiceMaster. The company has struggled with staffing issues and has been through a few different crews over the last year. We continue to contact our representative when duties are not met. Overall frequency of issues has increased. When the contract was originally bid, ServiceMaster was the lowest bid by at least 30% under all competitors. The firm has limited price increases over the years, even with inflation and rising minimum wage rates. If the

situation continues, we'll need to look at bidding the service again to see if competitors remain significantly more expensive. If we decide to change, this will have budget implications.

During the month, Altech was contacted during the bitter cold days to check an outside air damper portion of the HVAC system. A portion of the damper is not properly closing. We are also seeing some VAV box hot water valves not opening fully. The system was adjusted during the extremely cold days to run on a 24-hour cycle and there were no major issues with system operations or general building temperatures. Dexter Mill delivered two pallets of salt, one of rock salt for the parking lot and another chemical mix for the sidewalks. Riverside Alarms preformed the annual fire alarm inspection. No repair issues were identified. The spring irrigation startup quote was received from Daily Rain. An additional quote from Daily Rain to relocate the irrigation line beside the railroad has been received.

Erwin ordered an additional stock of four-foot LED tubes from ProLighting. He also picked up 12 bags of water softener salt from Cribley/Champion. He repaired the parking lot salt spreader. Matt also repaired the UV cabinet door sensor bracket and instructed staff on how to check the device if it is not working properly. He also continued replacing ballasts and bulbs throughout the building and spent significant time on snow removal and salting during the month.

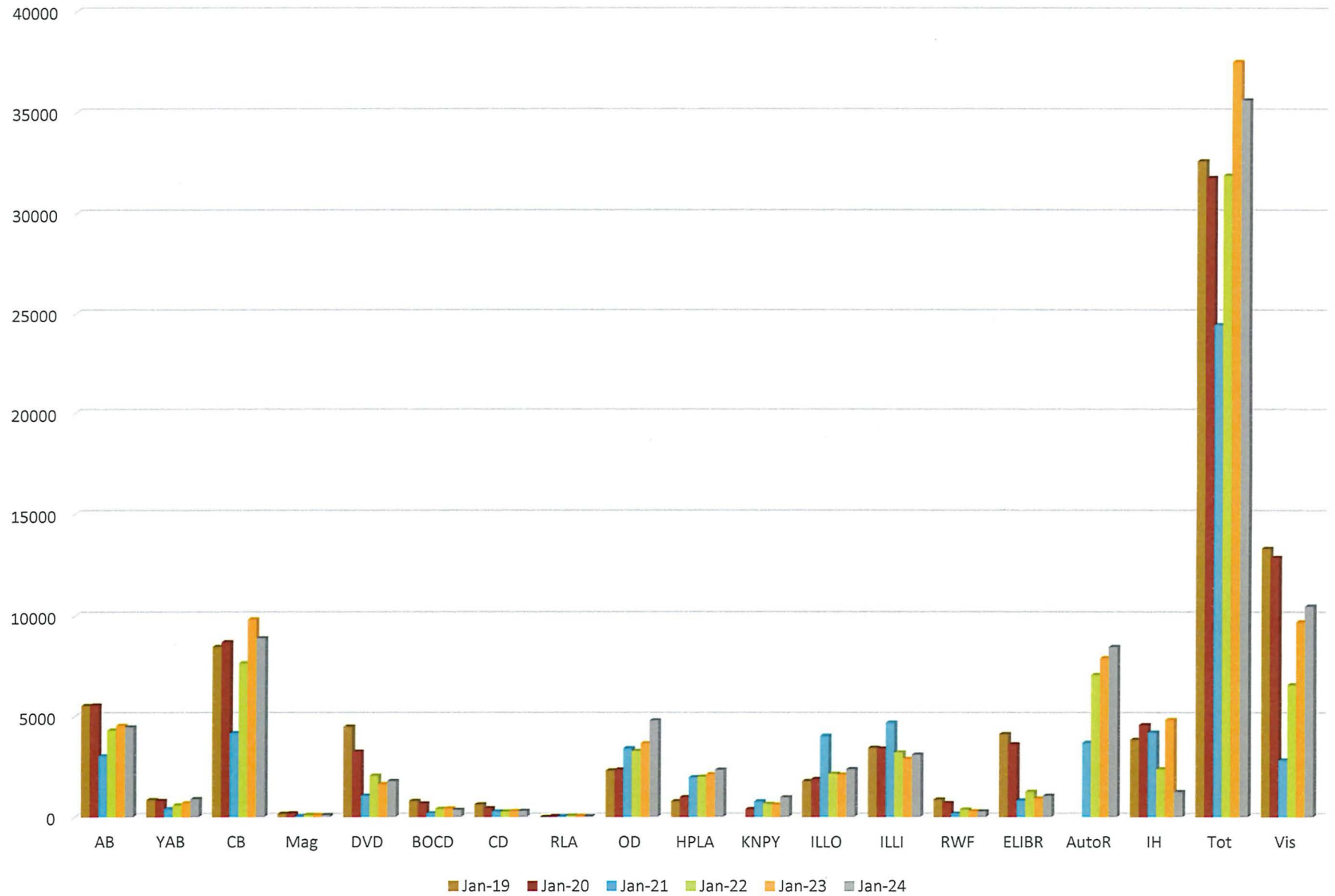
### **Friends of the Library**

This meeting was held via Zoom due to weather issues. The Friends of the Library had a successful January Book Sale, netting \$1,183.70. This is on par for January sales prior to the pandemic. The Library Director submitted the charge from Zingerman's for the staff breakfast for reimbursement. The Friends continue to discuss how to deal with excess inventory. Sales are falling short of donations and storage is becoming an issue. The Friends have lost all their previous volunteers who would take excess inventory for redistribution and recycling. Chair Vrsek is exploring a couple of different options. Vrsek is also exploring the potential for creating a gathering of regional friends of the library groups to network and share ideas.

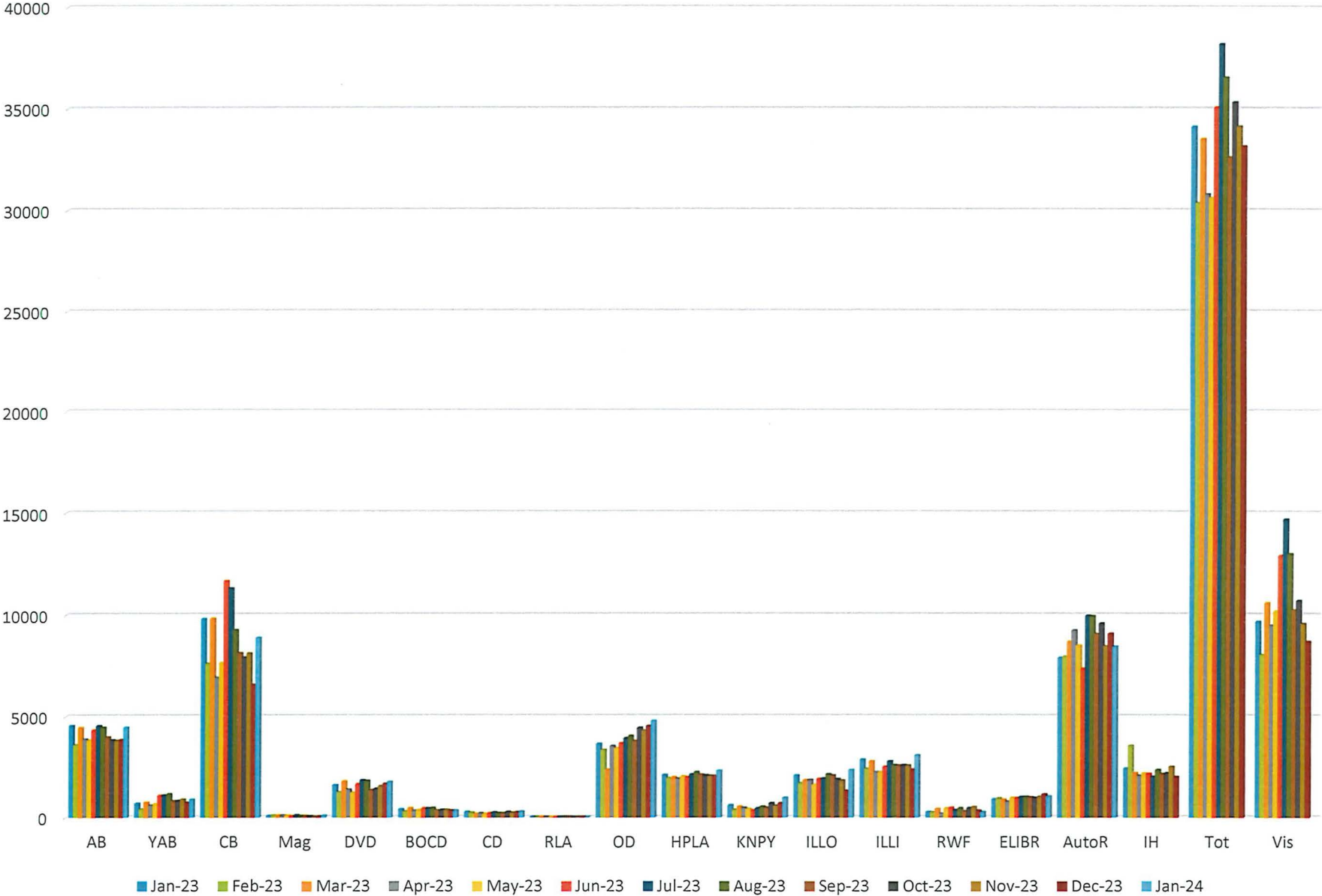
## January 2024

Circulation Statistics	December	November	%change
Adult Books	4456	3867	15%
Young Adult Books	895	742	21%
Children's Books	8891	6579	35%
Magazines	102	74	38%
DVD	1766	1670	6%
Books on CD	355	358	-1%
Music CD	298	272	10%
Realia/Objects/Equip	32	39	-18%
Overdrive	4791	4535	6%
hoopla	2316	2060	12%
Kanopy	978	715	37%
Staff/Patron renewals	1331	1515	-12%
Auto-renewals	8458	9093	-7%
In-House	1226	2013	-39%
<b>Total</b>	<b>35895</b>	<b>33532</b>	<b>7%</b>
Library visits	10464	8707	20%
Reference questions	2416	1691	43%
Items withdrawn	468	792	-41%
New items added	673	934	-28%
Total holdings	117317	117862	0%
New cards issued	101	61	66%
Total card holders	10770	10856	-1%
Internet usage	1294	1106	17%
Museum/Park Pass	7	5	40%
Web site visits	11471	8456	36%
Program attendance	2150	1288	67%
Fax	22	47	-53%
ILL lent out	2346	1332	76%
ILL borrowed	3093	2375	30%
Unique borrowers	1852	1635	13%
Study Room Use	182		

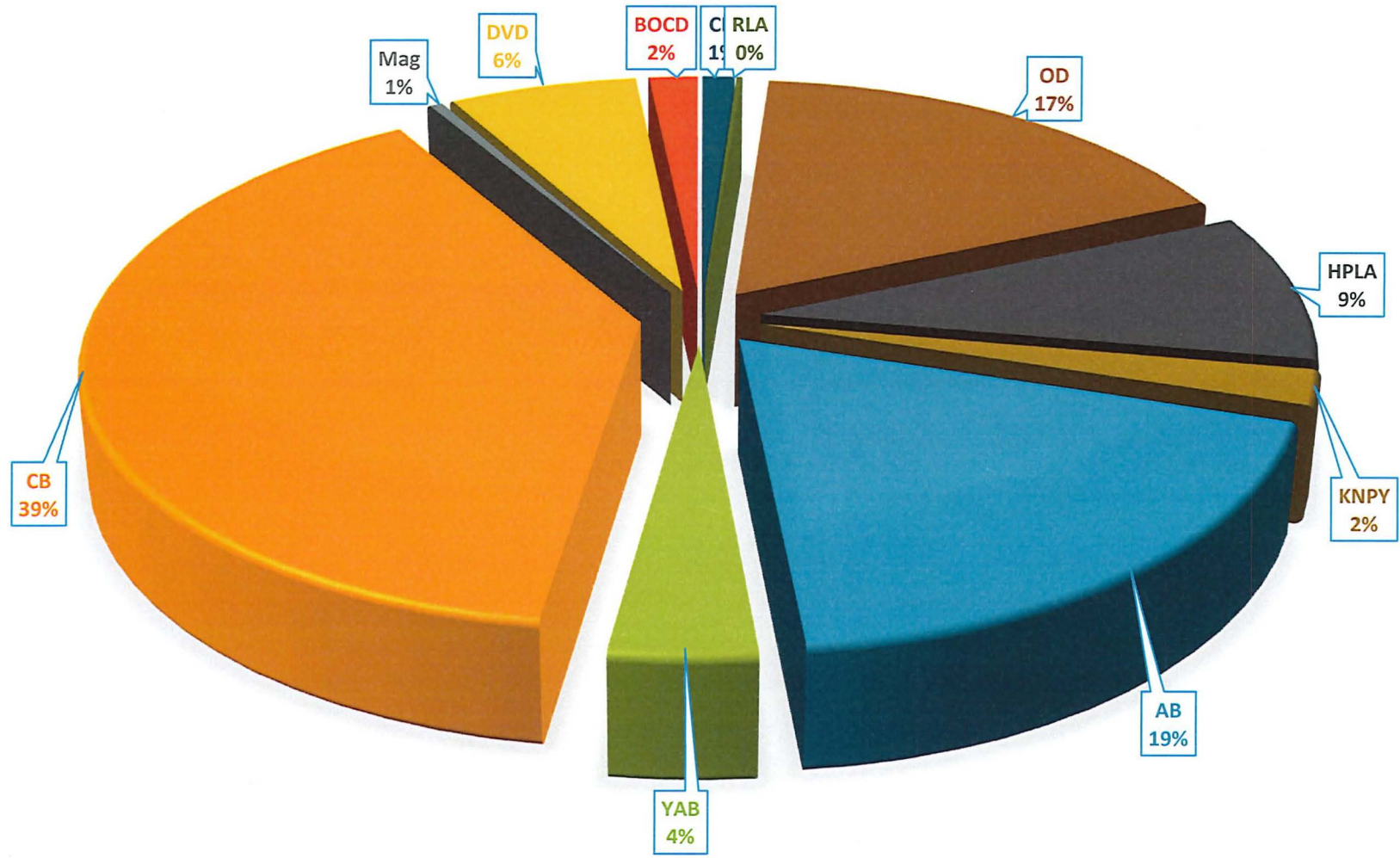
Circulation - January 2019-2024



### 13 Month Circulation - January 2023 to January 2024

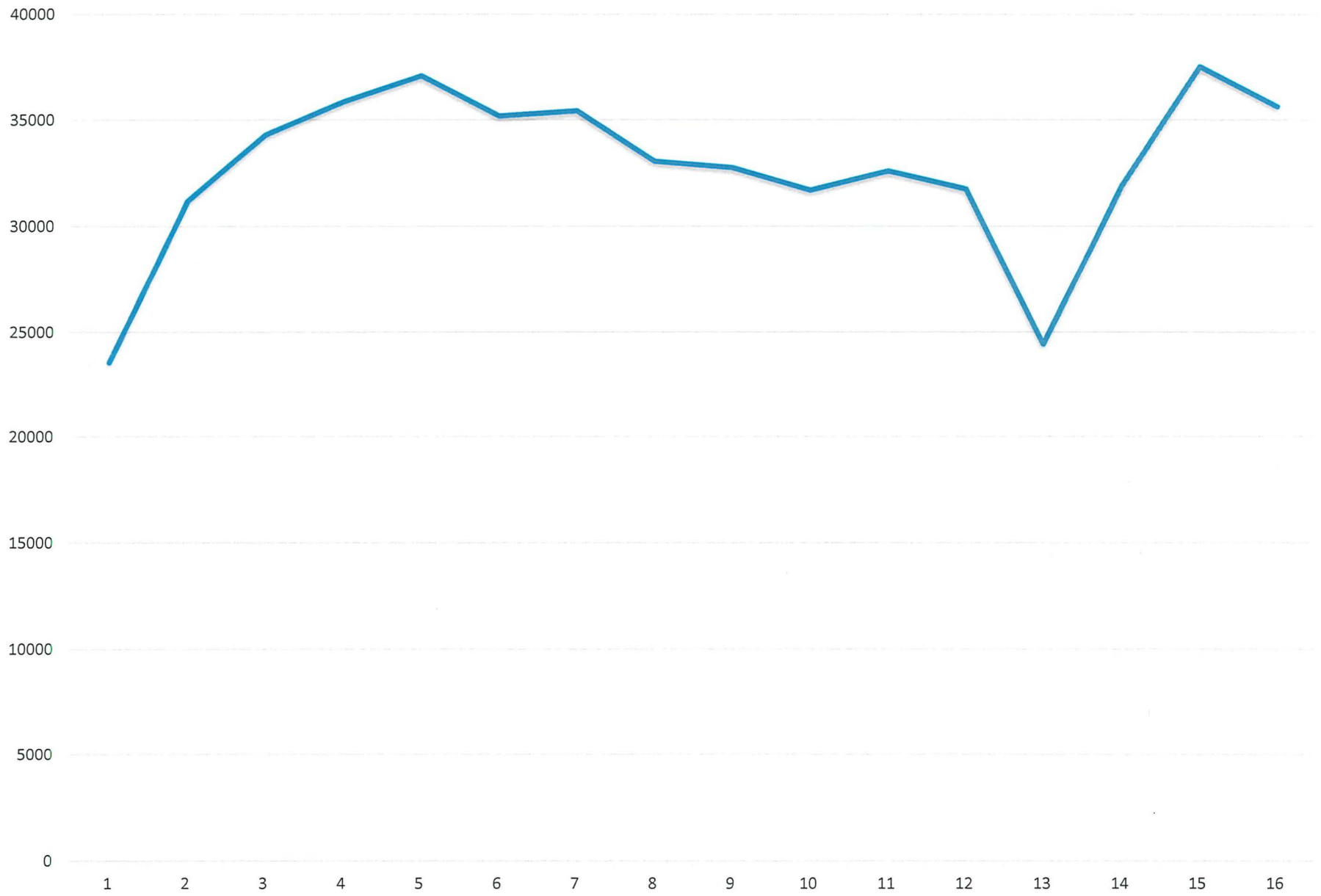


### 13 MONTH CIRCULATION BY PERCENTAGE



■ AB ■ YAB ■ CB ■ Mag ■ DVD ■ BOCD ■ CD ■ RLA ■ OD ■ HPLA ■ KNPY

### Total Circulation - January 2009-2024





**DEXTER DISTRICT LIBRARY-GENERAL FUND**  
**BALANCE SHEET-PRELIMINARY**  
As of January 31, 2024

	Jan 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
101-000-001 CSB-CHECKING	1,132,481.80
<b>Total Checking/Savings</b>	1,132,481.80
<b>Other Current Assets</b>	
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	13,282.00
101-000-102 CD 1 FLAGSTAR	271,242.02
101-000-103 CD COMERICA	222,427.17
101-000-106 CD OLD NATIONAL	264,549.07
101-000-107 CD 1 HUNTINGTON	218,890.28
101-000-109 CD NORTHSTAR BANK	267,386.48
101-000-110 CD 2 HUNTINGTON	274,395.99
101-000-112 CD 2 FLAGSTAR	242,279.46
101-000-120 MICHIGAN CLASS	2,021,303.27
<b>Total Other Current Assets</b>	3,796,223.74
<b>Total Current Assets</b>	4,928,705.54
<b>TOTAL ASSETS</b>	4,928,705.54
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
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	31,185.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	823.73
<b>Total Other Current Liabilities</b>	58,441.30
<b>Total Current Liabilities</b>	58,441.30
<b>Total Liabilities</b>	58,441.30
<b>Equity</b>	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,543,447.98
Net Income	220,716.33
<b>Total Equity</b>	4,870,264.24
<b>TOTAL LIABILITIES &amp; EQUITY</b>	4,928,705.54

DRAFT

**DEXTER DISTRICT LIBRARY-GENERAL FUND**  
**STATEMENT OF OPERATIONS-YTD-PRELIMINARY**  
 October 2023 through **January 2024**

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
MILLAGE REVENUE	763,625.18	1,798,046.00	-1,034,420.82	42.5%
OTHER INCOME	7,808.95	34,200.00	-26,391.05	22.8%
OTHER MISC REVENUE	42,149.81	141,500.00	-99,350.19	29.8%
PENAL FINES REVENUE	0.00	18,250.00	-18,250.00	0.0%
<b>Total Income</b>	<b>813,583.94</b>	<b>1,991,996.00</b>	<b>-1,178,412.06</b>	<b>40.8%</b>
<b>Expense</b>				
LIBRARY MATERIALS	77,466.79	329,500.00	-252,033.21	23.5%
<b>OPERATING EXPENSES</b>				
CAPITAL OUTLAY IMPROVE	16,604.41	58,000.00	-41,395.59	28.6%
GENERAL OPERATIONS	137,760.51	364,128.00	-226,367.49	37.8%
WAGES & BENEFITS	361,035.90	1,253,368.00	-892,332.10	28.8%
<b>Total OPERATING EXPENSES</b>	<b>515,400.82</b>	<b>1,675,496.00</b>	<b>-1,160,095.18</b>	<b>30.8%</b>
<b>Total Expense</b>	<b>592,867.61</b>	<b>2,004,996.00</b>	<b>-1,412,128.39</b>	<b>29.6%</b>
<b>Net Income</b>	<b>220,716.33</b>	<b>-13,000.00</b>	<b>233,716.33</b>	<b>-1,697.8%</b>

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

October 2023 through **January 2024**

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>MILLAGE REVENUE</b>				
101-000-400 CITY OF DEXTER	144,516.26	303,388.00	-158,871.74	47.6%
101-000-401 DEXTER TOWNSHIP	52,374.30	329,331.00	-276,956.70	15.9%
101-000-402 FREEDOM TOWNSHIP	120.95	1,165.00	-1,044.05	10.4%
101-000-403 HAMBURG TOWNSHIP	62,385.62	94,235.00	-31,849.38	66.2%
101-000-404 LIMA TOWNSHIP	51,866.11	130,984.00	-79,117.89	39.6%
101-000-405 LODI TOWNSHIP	6,342.13	10,630.00	-4,287.87	59.7%
101-000-406 NORTHFIELD TWP	1,432.07	3,027.00	-1,594.93	47.3%
101-000-407 SCIO TOWNSHIP	143,197.89	381,913.00	-238,715.11	37.5%
101-000-408 WEBSTER TOWNSHIP	301,389.85	542,873.00	-241,483.15	55.5%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
<b>Total MILLAGE REVENUE</b>	<b>763,625.18</b>	<b>1,798,046.00</b>	<b>-1,034,420.82</b>	<b>42.5%</b>
<b>OTHER INCOME</b>				
101-000-507 GRANT INCOME	0.00	100.00	-100.00	0.0%
101-000-591 FRIENDS OF THE LIBR	185.19	12,000.00	-11,814.81	1.5%
101-000-592 GIFTS/MEMORIALS	2,715.62	7,000.00	-4,284.38	38.8%
101-000-607 FAX SERVICES	119.40	200.00	-80.60	59.7%
101-000-608 PURCHASES	30.50	100.00	-69.50	30.5%
101-000-609 FINES	3,397.94	9,000.00	-5,602.06	37.8%
101-000-610 NON RESIDENT FEES	300.00	600.00	-300.00	50.0%
101-000-627 COPIER	1,060.30	3,000.00	-1,939.70	35.3%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	0.00	2,000.00	-2,000.00	0.0%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
<b>Total OTHER INCOME</b>	<b>7,808.95</b>	<b>34,200.00</b>	<b>-26,391.05</b>	<b>22.8%</b>
<b>OTHER MISC REVENUE</b>				
101-000-573 PERS PROP TAX REIMB	0.00	25,000.00	-25,000.00	0.0%
101-000-575 STATE AID	0.00	20,000.00	-20,000.00	0.0%
101-000-665 INTEREST INCOME	42,149.81	95,000.00	-52,850.19	44.4%
101-000-666 ENDOWMENT INCOME	0.00	1,500.00	-1,500.00	0.0%
<b>Total OTHER MISC REVENUE</b>	<b>42,149.81</b>	<b>141,500.00</b>	<b>-99,350.19</b>	<b>29.8%</b>
<b>PENAL FINES REVENUE</b>				
101-000-581 LV CTY PENAL FINES	0.00	1,250.00	-1,250.00	0.0%
101-000-582 WASHTN CTY PENAL FD	0.00	17,000.00	-17,000.00	0.0%
<b>Total PENAL FINES REVENUE</b>	<b>0.00</b>	<b>18,250.00</b>	<b>-18,250.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>813,583.94</b>	<b>1,991,996.00</b>	<b>-1,178,412.06</b>	<b>40.8%</b>
<b>Expense</b>				
<b>LIBRARY MATERIALS</b>				
101-790-740 ADULT BOOKS	10,283.27	54,000.00	-43,716.73	19.0%
101-790-741 CHILDREN'S BOOKS	19,108.49	75,000.00	-55,891.51	25.5%
101-790-742 PROGRAMMING	10,628.70	50,000.00	-39,371.30	21.3%
101-790-743 ELECTRONIC RESOURCE	7,339.56	12,000.00	-4,660.44	61.2%
101-790-744 PERIOD & SUBSCRIPT	129.88	8,500.00	-8,370.12	1.5%
101-790-745 BOOKS ON CD-ADULT	1,064.48	8,000.00	-6,935.52	13.3%
101-790-746 BOOKS ON CD CHILD	1,183.08	4,000.00	-2,816.92	29.6%
101-790-747 DVD-ADULT	1,219.18	8,000.00	-6,780.82	15.2%
101-790-748 DVD-CHILD	2,295.24	8,000.00	-5,704.76	28.7%
101-790-749 AUDIO MUSIC ADULT	208.85	2,500.00	-2,291.15	8.4%
101-790-750 AUDIO MUSIC CHILD	336.61	1,000.00	-663.39	33.7%
101-790-751 E-BOOKS/AUDIO	21,076.90	75,500.00	-54,423.10	27.9%
101-790-752 COMMUNITY READ	1,363.36	3,000.00	-1,636.64	45.4%
101-790-753 GRANT PROGRAMMING	0.00	0.00	0.00	0.0%
101-790-754 NON-TRAD COLLECTION	1,229.19	20,000.00	-18,770.81	6.1%
<b>Total LIBRARY MATERIALS</b>	<b>77,466.79</b>	<b>329,500.00</b>	<b>-252,033.21</b>	<b>23.5%</b>

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

October 2023 through **January 2024**

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>OPERATING EXPENSES</b>				
<b>CAPITAL OUTLAY IMPROVE</b>				
101-901-970 CAPITAL OUTLAY IMPR	1,576.37	45,000.00	-43,423.63	3.5%
101-901-971 CAPITAL REPAIRS-ANN	15,028.04	13,000.00	2,028.04	115.6%
101-901-972 CAPITAL REPLACEMENT	0.00	0.00	0.00	0.0%
<b>Total CAPITAL OUTLAY IMPROVE</b>	<b>16,604.41</b>	<b>58,000.00</b>	<b>-41,395.59</b>	<b>28.6%</b>
<b>GENERAL OPERATIONS</b>				
101-790-723 PROF DEVELOPMENT	1,034.00	2,000.00	-966.00	51.7%
101-790-727 LIBRARY SUPPLIES	3,246.81	13,000.00	-9,753.19	25.0%
101-790-728 POSTAGE	443.96	1,200.00	-756.04	37.0%
101-790-729 BUILDING SUPPLIES	5,778.64	11,000.00	-5,221.36	52.5%
101-790-800 COOPERATIVE FEES	21,377.47	63,000.00	-41,622.53	33.9%
101-790-801 PROF SERVICES	22,410.00	27,528.00	-5,118.00	81.4%
101-790-802 ATTORNEY FEES	211.50	3,000.00	-2,788.50	7.1%
101-790-803 BOOKKEEPING SERV	3,392.35	11,500.00	-8,107.65	29.5%
101-790-818 INSTITUTION DUE/FEE	0.00	1,500.00	-1,500.00	0.0%
101-790-851 TELEPHONE	1,341.60	5,500.00	-4,158.40	24.4%
101-790-860 TRANSPORTATION	68.25	1,000.00	-931.75	6.8%
101-790-880 ADVERTISING	433.36	2,000.00	-1,566.64	21.7%
101-790-882 NEWSLETTER	7,034.40	35,000.00	-27,965.60	20.1%
101-790-910 INSURANCE	23,094.00	25,000.00	-1,906.00	92.4%
101-790-920 UTILITIES	17,878.48	60,000.00	-42,121.52	29.8%
101-790-930 BLDING MAINTENANCE	19,669.65	64,000.00	-44,330.35	30.7%
101-790-932 BUILDING REPAIRS	4,382.17	16,000.00	-11,617.83	27.4%
101-790-934 EQUIPMENT REPAIR	360.00	3,000.00	-2,640.00	12.0%
101-790-936 GROUNDS KEEPING	2,225.00	7,500.00	-5,275.00	29.7%
101-790-940 EQUIPMENT LEASE	3,041.08	7,800.00	-4,758.92	39.0%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	24.60	500.00	-475.40	4.9%
101-790-958 S.E.V. ADJUSTMENT	313.19	3,000.00	-2,686.81	10.4%
<b>Total GENERAL OPERATIONS</b>	<b>137,760.51</b>	<b>364,128.00</b>	<b>-226,367.49</b>	<b>37.8%</b>
<b>WAGES &amp; BENEFITS</b>				
101-790-702 GROSS WAGES	300,903.91	1,050,172.00	-749,268.09	28.7%
101-790-703 LONGEVITY	3,750.00	8,000.00	-4,250.00	46.9%
101-790-713 FSA	1,557.63	5,000.00	-3,442.37	31.2%
101-790-714 EMPLR SHARE (FICA)	23,278.22	80,338.00	-57,059.78	29.0%
101-790-715 MEDICAL REIMBUR	830.88	2,400.00	-1,569.12	34.6%
101-790-716 MEDICAL	19,832.68	70,965.00	-51,132.32	27.9%
101-790-717 LIFE INSURANCE	642.88	2,091.00	-1,448.12	30.7%
101-790-718 457 ANNUITY CONTRB	9,117.46	30,712.00	-21,594.54	29.7%
101-790-719 SHORT TERM DISBLTY	1,122.24	3,690.00	-2,567.76	30.4%
<b>Total WAGES &amp; BENEFITS</b>	<b>361,035.90</b>	<b>1,253,368.00</b>	<b>-892,332.10</b>	<b>28.8%</b>
<b>Total OPERATING EXPENSES</b>	<b>515,400.82</b>	<b>1,675,496.00</b>	<b>-1,160,095.18</b>	<b>30.8%</b>
<b>Total Expense</b>	<b>592,867.61</b>	<b>2,004,996.00</b>	<b>-1,412,128.39</b>	<b>29.6%</b>
<b>Net Income</b>	<b>220,716.33</b>	<b>-13,000.00</b>	<b>233,716.33</b>	<b>-1,697.8%</b>

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

01/23/24

As of December 31, 2023

Cash Basis

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
101-000-001 CSB-CHECKING	615,341.46
<b>Total Checking/Savings</b>	615,341.46
<b>Other Current Assets</b>	
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	13,282.00
101-000-102 CD 1 FLAGSTAR	271,242.02
101-000-103 CD COMERICA	217,155.12
101-000-106 CD OLD NATIONAL	264,549.07
101-000-107 CD 1 HUNTINGTON	218,890.28
101-000-109 CD NORTHSTAR BANK	267,386.48
101-000-110 CD 2 HUNTINGTON	274,395.99
101-000-112 CD 2 FLAGSTAR	242,279.46
101-000-120 MICHIGAN CLASS	2,021,303.27
<b>Total Other Current Assets</b>	3,790,951.69
<b>Total Current Assets</b>	4,406,293.15
<b>TOTAL ASSETS</b>	<b>4,406,293.15</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
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	31,185.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	823.73
<b>Total Other Current Liabilities</b>	58,441.30
<b>Total Current Liabilities</b>	58,441.30
<b>Total Liabilities</b>	58,441.30
<b>Equity</b>	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,543,447.98
Net Income	-301,696.06
<b>Total Equity</b>	4,347,851.85
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,406,293.15</b>

FINAL

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

October through **December 2023**

	Oct - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
MILLAGE REVENUE	118,114.86	1,798,046.00	-1,679,931.14	6.6%
OTHER INCOME	6,712.06	34,200.00	-27,487.94	19.6%
OTHER MISC REVENUE	36,877.76	141,500.00	-104,622.24	26.1%
PENAL FINES REVENUE	0.00	18,250.00	-18,250.00	0.0%
<b>Total Income</b>	<b>161,704.68</b>	<b>1,991,996.00</b>	<b>-1,830,291.32</b>	<b>8.1%</b>
<b>Expense</b>				
LIBRARY MATERIALS	52,128.19	329,500.00	-277,371.81	15.8%
<b>OPERATING EXPENSES</b>				
CAPITAL OUTLAY IMPROVE	13,575.62	45,000.00	-31,424.38	30.2%
GENERAL OPERATIONS	117,773.65	355,100.00	-237,326.35	33.2%
WAGES & BENEFITS	279,923.28	1,253,368.00	-973,444.72	22.3%
<b>Total OPERATING EXPENSES</b>	<b>411,272.55</b>	<b>1,653,468.00</b>	<b>-1,242,195.45</b>	<b>24.9%</b>
<b>Total Expense</b>	<b>463,400.74</b>	<b>1,982,968.00</b>	<b>-1,519,567.26</b>	<b>23.4%</b>
<b>Net Income</b>	<b>-301,696.06</b>	<b>9,028.00</b>	<b>-310,724.06</b>	<b>-3,341.8%</b>

# FINAL

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

October through **December 2023**

	Oct - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>MILLAGE REVENUE</b>				
101-000-400 CITY OF DEXTER	20,604.31	303,388.00	-282,783.69	6.8%
101-000-401 DEXTER TOWNSHIP	22,843.15	329,331.00	-306,487.85	6.9%
101-000-402 FREEDOM TOWNSHIP	0.00	1,165.00	-1,165.00	0.0%
101-000-403 HAMBURG TOWNSHIP	12,963.84	94,235.00	-81,271.16	13.8%
101-000-404 LIMA TOWNSHIP	11,464.54	130,984.00	-119,519.46	8.8%
101-000-405 LODI TOWNSHIP	457.37	10,630.00	-10,172.63	4.3%
101-000-406 NORTHFIELD TWP	424.36	3,027.00	-2,602.64	14.0%
101-000-407 SCIO TOWNSHIP	0.00	381,913.00	-381,913.00	0.0%
101-000-408 WEBSTER TOWNSHIP	49,357.29	542,873.00	-493,515.71	9.1%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
<b>Total MILLAGE REVENUE</b>	<b>118,114.86</b>	<b>1,798,046.00</b>	<b>-1,679,931.14</b>	<b>6.6%</b>
<b>OTHER INCOME</b>				
101-000-507 GRANT INCOME	0.00	100.00	-100.00	0.0%
101-000-591 FRIENDS OF THE LIBR	185.19	12,000.00	-11,814.81	1.5%
101-000-592 GIFTS/MEMORIALS	2,380.62	7,000.00	-4,619.38	34.0%
101-000-607 FAX SERVICES	96.40	200.00	-103.60	48.2%
101-000-608 PURCHASES	21.75	100.00	-78.25	21.8%
101-000-609 FINES	2,871.30	9,000.00	-6,128.70	31.9%
101-000-610 NON RESIDENT FEES	300.00	600.00	-300.00	50.0%
101-000-627 COPIER	856.80	3,000.00	-2,143.20	28.6%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	0.00	2,000.00	-2,000.00	0.0%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
<b>Total OTHER INCOME</b>	<b>6,712.06</b>	<b>34,200.00</b>	<b>-27,487.94</b>	<b>19.6%</b>
<b>OTHER MISC REVENUE</b>				
101-000-573 PERS PROP TAX REIMB	0.00	25,000.00	-25,000.00	0.0%
101-000-575 STATE AID	0.00	20,000.00	-20,000.00	0.0%
101-000-665 INTEREST INCOME	36,877.76	95,000.00	-58,122.24	38.8%
101-000-666 ENDOWMENT INCOME	0.00	1,500.00	-1,500.00	0.0%
<b>Total OTHER MISC REVENUE</b>	<b>36,877.76</b>	<b>141,500.00</b>	<b>-104,622.24</b>	<b>26.1%</b>
<b>PENAL FINES REVENUE</b>				
101-000-581 LV CTY PENAL FINES	0.00	1,250.00	-1,250.00	0.0%
101-000-582 WASHTN CTY PENAL FD	0.00	17,000.00	-17,000.00	0.0%
<b>Total PENAL FINES REVENUE</b>	<b>0.00</b>	<b>18,250.00</b>	<b>-18,250.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>161,704.68</b>	<b>1,991,996.00</b>	<b>-1,830,291.32</b>	<b>8.1%</b>
<b>Expense</b>				
<b>LIBRARY MATERIALS</b>				
101-790-740 ADULT BOOKS	7,238.34	54,000.00	-46,761.66	13.4%
101-790-741 CHILDREN'S BOOKS	12,511.02	75,000.00	-62,488.98	16.7%
101-790-742 PROGRAMMING	7,774.26	50,000.00	-42,225.74	15.5%
101-790-743 ELECTRONIC RESOURCE	1,226.82	12,000.00	-10,773.18	10.2%
101-790-744 PERIOD & SUBSCRIPT	129.88	8,500.00	-8,370.12	1.5%
101-790-745 BOOKS ON CD-ADULT	920.93	8,000.00	-7,079.07	11.5%
101-790-746 BOOKS ON CD CHILD	774.88	4,000.00	-3,225.12	19.4%
101-790-747 DVD-ADULT	1,051.27	8,000.00	-6,948.73	13.1%
101-790-748 DVD-CHILD	1,835.04	8,000.00	-6,164.96	22.9%
101-790-749 AUDIO MUSIC ADULT	208.85	2,500.00	-2,291.15	8.4%
101-790-750 AUDIO MUSIC CHILD	314.62	1,000.00	-685.38	31.5%
101-790-751 E-BOOKS/AUDIO	15,891.70	75,500.00	-59,608.30	21.0%
101-790-752 COMMUNITY READ	1,363.36	3,000.00	-1,636.64	45.4%
101-790-753 GRANT PROGRAMMING	0.00	0.00	0.00	0.0%
101-790-754 NON-TRAD COLLECTION	887.22	20,000.00	-19,112.78	4.4%
<b>Total LIBRARY MATERIALS</b>	<b>52,128.19</b>	<b>329,500.00</b>	<b>-277,371.81</b>	<b>15.8%</b>

# FINAL

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

	Oct - Dec 23	Budget	\$ Over Budget	% of Budget
<b>OPERATING EXPENSES</b>				
<b>CAPITAL OUTLAY IMPROVE</b>				
101-901-970 CAPITAL OUTLAY IMPR	575.62	45,000.00	-44,424.38	1.3%
101-901-971 CAPITAL REPAIRS-ANN	13,000.00	0.00	13,000.00	100.0%
101-901-972 CAPITAL REPLACEMENT	0.00	0.00	0.00	0.0%
<b>Total CAPITAL OUTLAY IMPROVE</b>	<b>13,575.62</b>	<b>45,000.00</b>	<b>-31,424.38</b>	<b>30.2%</b>
<b>GENERAL OPERATIONS</b>				
101-790-723 PROF DEVELOPMENT	387.50	2,000.00	-1,612.50	19.4%
101-790-727 LIBRARY SUPPLIES	2,296.75	13,000.00	-10,703.25	17.7%
101-790-728 POSTAGE	230.54	1,200.00	-969.46	19.2%
101-790-729 BUILDING SUPPLIES	4,229.35	11,000.00	-6,770.65	38.4%
101-790-800 COOPERATIVE FEES	19,954.96	63,000.00	-43,045.04	31.7%
101-790-801 PROF SERVICES	22,410.00	18,500.00	3,910.00	121.1%
101-790-802 ATTORNEY FEES	211.50	3,000.00	-2,788.50	7.1%
101-790-803 BOOKKEEPING SERV	2,484.85	11,500.00	-9,015.15	21.6%
101-790-818 INSTITUTION DUE/FEE	0.00	1,500.00	-1,500.00	0.0%
101-790-851 TELEPHONE	1,341.60	5,500.00	-4,158.40	24.4%
101-790-860 TRANSPORTATION	68.25	1,000.00	-931.75	6.8%
101-790-880 ADVERTISING	433.36	2,000.00	-1,566.64	21.7%
101-790-882 NEWSLETTER	7,034.40	35,000.00	-27,965.60	20.1%
101-790-910 INSURANCE	23,094.00	25,000.00	-1,906.00	92.4%
101-790-920 UTILITIES	12,993.40	60,000.00	-47,006.60	21.7%
101-790-930 BLDING MAINTENANCE	14,143.65	64,000.00	-49,856.35	22.1%
101-790-932 BUILDING REPAIRS	4,382.17	16,000.00	-11,617.83	27.4%
101-790-934 EQUIPMENT REPAIR	230.00	3,000.00	-2,770.00	7.7%
101-790-936 GROUNDS KEEPING	0.00	7,500.00	-7,500.00	0.0%
101-790-940 EQUIPMENT LEASE	1,822.77	7,800.00	-5,977.23	23.4%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	24.60	500.00	-475.40	4.9%
101-790-958 S.E.V. ADJUSTMENT	0.00	3,000.00	-3,000.00	0.0%
<b>Total GENERAL OPERATIONS</b>	<b>117,773.65</b>	<b>355,100.00</b>	<b>-237,326.35</b>	<b>33.2%</b>
<b>WAGES &amp; BENEFITS</b>				
101-790-702 GROSS WAGES	234,234.30	1,050,172.00	-815,937.70	22.3%
101-790-703 LONGEVITY	2,500.00	8,000.00	-5,500.00	31.3%
101-790-713 FSA	1,211.49	5,000.00	-3,788.51	24.2%
101-790-714 EMPLR SHARE (FICA)	18,088.52	80,338.00	-62,249.48	22.5%
101-790-715 MEDICAL REIMBUR	646.24	2,400.00	-1,753.76	26.9%
101-790-716 MEDICAL	14,874.51	70,965.00	-56,090.49	21.0%
101-790-717 LIFE INSURANCE	482.16	2,091.00	-1,608.84	23.1%
101-790-718 457 ANNUITY CONTRB	7,044.38	30,712.00	-23,667.62	22.9%
101-790-719 SHORT TERM DISBLTY	841.68	3,690.00	-2,848.32	22.8%
<b>Total WAGES &amp; BENEFITS</b>	<b>279,923.28</b>	<b>1,253,368.00</b>	<b>-973,444.72</b>	<b>22.3%</b>
<b>Total OPERATING EXPENSES</b>	<b>411,272.55</b>	<b>1,653,468.00</b>	<b>-1,242,195.45</b>	<b>24.9%</b>
<b>Total Expense</b>	<b>463,400.74</b>	<b>1,982,968.00</b>	<b>-1,519,567.26</b>	<b>23.4%</b>
<b>Net Income</b>	<b>-301,696.06</b>	<b>9,028.00</b>	<b>-310,724.06</b>	<b>-3,341.8%</b>

FINAL



**DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND**  
**BALANCE SHEET-PRELIMINARY**  
As of **January 31, 2024**

	<u>Jan 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	128,600.47
Total Checking/Savings	128,600.47
Other Current Assets	
301-000-120 MICHIGAN CLASS	199,514.27
Total Other Current Assets	199,514.27
Total Current Assets	328,114.74
<b>TOTAL ASSETS</b>	<b>328,114.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
301-000-395 OPENING FUND BAL	95,766.78
Net Income	232,347.96
Total Equity	328,114.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>328,114.74</b>

**DRAFT**

**DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND**  
**STATEMENT OF OPERATIONS-YTD-PRELIMINARY**  
 October 2023 through January 2024

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
301-000-400 CITY OF DEXTER	50,372.95	99,796.00	-49,423.05	50.5%
301-000-401 DEXTER TOWNSHIP	16,505.15	103,794.00	-87,288.85	15.9%
301-000-402 FREEDOM TOWNSHIP	40.36	367.00	-326.64	11.0%
301-000-403 HAMBURG TOWNSHIP	19,660.60	29,699.00	-10,038.40	66.2%
301-000-404 LIMA TOWNSHIP	16,345.22	41,282.00	-24,936.78	39.6%
301-000-405 LODI TOWNSHIP	2,116.42	3,350.00	-1,233.58	63.2%
301-000-406 NORTHFIELD TOWNSHIP	451.31	954.00	-502.69	47.3%
301-000-407 SCIO TOWNSHIP	47,786.11	126,020.00	-78,233.89	37.9%
301-000-408 WEBSTER TOWNSHIP	94,982.27	171,094.00	-76,111.73	55.5%
301-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
301-000-573 PERS PROP TAX REIMB	0.00	5,000.00	-5,000.00	0.0%
301-000-665 INTEREST INCOME	1,162.57	4,000.00	-2,837.43	29.1%
<b>Total Income</b>	<b>249,422.96</b>	<b>585,856.00</b>	<b>-336,433.04</b>	<b>42.6%</b>
<b>Expense</b>				
301-906-801 PROFESSIONAL SRV	125.00	250.00	-125.00	50.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	16,950.00	588,900.00	-571,950.00	2.9%
<b>Total Expense</b>	<b>17,075.00</b>	<b>589,270.00</b>	<b>-572,195.00</b>	<b>2.9%</b>
<b>Net Income</b>	<b>232,347.96</b>	<b>-3,414.00</b>	<b>235,761.96</b>	<b>-6,805.7%</b>

DRAFT

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-FINAL

As of December 31, 2023

	<u>Dec 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	39,868.57
Total Checking/Savings	39,868.57
Other Current Assets	
301-000-120 MICHIGAN CLASS	78,287.82
Total Other Current Assets	78,287.82
Total Current Assets	118,156.39
<b>TOTAL ASSETS</b>	<u><u>118,156.39</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
301-000-395 OPENING FUND BAL	95,766.78
Net Income	22,389.61
Total Equity	118,156.39
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>118,156.39</u></u>

FINAL

**DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND**

**STATEMENT OF OPERATIONS-YTD-FINAL**

October through **December 2023**

	<u>Oct - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
301-000-400 CITY OF DEXTER	7,563.77	99,796.00	-92,232.23	7.6%
301-000-401 DEXTER TOWNSHIP	7,198.69	103,794.00	-96,595.31	6.9%
301-000-402 FREEDOM TOWNSHIP	0.00	367.00	-367.00	0.0%
301-000-403 HAMBURG TOWNSHIP	4,085.58	29,699.00	-25,613.42	13.8%
301-000-404 LIMA TOWNSHIP	3,612.93	41,282.00	-37,669.07	8.8%
301-000-405 LODI TOWNSHIP	152.63	3,350.00	-3,197.37	4.6%
301-000-406 NORTHFIELD TOWNSHIP	133.73	954.00	-820.27	14.0%
301-000-407 SCIO TOWNSHIP	0.00	126,020.00	-126,020.00	0.0%
301-000-408 WEBSTER TOWNSHIP	15,554.71	171,094.00	-155,539.29	9.1%
301-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
301-000-573 PERS PROP TAX REIMB	0.00	5,000.00	-5,000.00	0.0%
301-000-665 INTEREST INCOME	1,162.57	4,000.00	-2,837.43	29.1%
<b>Total Income</b>	<b>39,464.61</b>	<b>585,856.00</b>	<b>-546,391.39</b>	<b>6.7%</b>
<b>Expense</b>				
301-906-801 PROFESSIONAL SRV	125.00	250.00	-125.00	50.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	16,950.00	588,900.00	-571,950.00	2.9%
<b>Total Expense</b>	<b>17,075.00</b>	<b>589,270.00</b>	<b>-572,195.00</b>	<b>2.9%</b>
<b>Net Income</b>	<b>22,389.61</b>	<b>-3,414.00</b>	<b>25,803.61</b>	<b>-655.8%</b>

**FINAL**



Summary Statement

January 31, 2024

Page 1 of 4

Investor ID: [REDACTED]

0000428-0002779 PDF 613980

Dexter District Library  
3255 Alpine St  
Dexter, MI 48130

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 5.5361%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[REDACTED] GENERAL OPERATIONS	2,021,303.27	0.00	0.00	9,499.18	9,499.18	2,026,359.64	2,030,802.45
[REDACTED] DEBT SERVICE	78,287.82	0.00	0.00	367.92	367.92	78,483.66	78,655.74
<b>TOTAL</b>	<b>2,099,591.09</b>	<b>0.00</b>	<b>0.00</b>	<b>9,867.10</b>	<b>9,867.10</b>	<b>2,104,843.30</b>	<b>2,109,458.19</b>

Tel: (855) 382-0496

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



Account Statement

January 31, 2024

Page 2 of 4

Account Number: [REDACTED]

GENERAL OPERATIONS

Account Summary

Average Monthly Yield: 5.5361%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	2,021,303.27	0.00	0.00	9,499.18	9,499.18	2,026,359.64	2,030,802.45

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
01/01/2024	Beginning Balance			2,021,303.27	
01/31/2024	Income Dividend Reinvestment	9,499.18			
01/31/2024	Ending Balance			2,030,802.45	



Account Statement

January 31, 2024

Page 3 of 4

Account Number: [REDACTED]

DEBT SERVICE

Account Summary

Average Monthly Yield: 5.5361%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	78,287.82	0.00	0.00	367.92	367.92	78,483.66	78,655.74

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
01/01/2024	Beginning Balance			78,287.82	
01/31/2024	Income Dividend Reinvestment	367.92			
01/31/2024	Ending Balance			78,655.74	



Michigan CLASS

Michigan CLASS

Date	Dividend Rate	Daily Yield
01/01/2024	0.000000000	5.5685%
01/02/2024	0.000152106	5.5671%
01/03/2024	0.000152162	5.5691%
01/04/2024	0.000151991	5.5629%
01/05/2024	0.000454869	5.5494%
01/06/2024	0.000000000	5.5494%
01/07/2024	0.000000000	5.5494%
01/08/2024	0.000151506	5.5451%
01/09/2024	0.000151372	5.5402%
01/10/2024	0.000151357	5.5397%
01/11/2024	0.000151363	5.5399%
01/12/2024	0.000605828	5.5433%
01/13/2024	0.000000000	5.5433%
01/14/2024	0.000000000	5.5433%
01/15/2024	0.000000000	5.5433%
01/16/2024	0.000151530	5.5460%
01/17/2024	0.000151756	5.5457%
01/18/2024	0.000151452	5.5432%
01/19/2024	0.000454134	5.5404%
01/20/2024	0.000000000	5.5405%
01/21/2024	0.000000000	5.5405%
01/22/2024	0.000150922	5.5237%
01/23/2024	0.000150755	5.5176%
01/24/2024	0.000150659	5.5141%
01/25/2024	0.000150657	5.5141%
01/26/2024	0.000451848	5.5126%
01/27/2024	0.000000000	5.5126%
01/28/2024	0.000000000	5.5126%
01/29/2024	0.000150464	5.5069%
01/30/2024	0.000150321	5.5017%
01/31/2024	0.000150087	5.4932%

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.**





**Facilities Committee Meeting  
January 26, 2024  
-DRAFT-Meeting Minutes**

Members present: Martha Gregg, Jamie Estill, Paul McCann, Shelly Vrsek

Members absent: Matt Erwin

Others present: Michelle Joppeck, Recording Secretary

The meeting was called to order at 8:30 am.

The presented agenda was reviewed and approved by consensus.

Meeting minutes from December 20, 2023 were reviewed and approved by consensus.

The final bill for the water softener issue has been received and paid. The new bill is much smaller than the previous bill, but still much higher than normal. The excess amount has been put in the Capital Repairs line of the budget. We are expecting the next bill to be back to normal.

McCann will follow up with the railroad. He noticed some footprints in the snow along the railroad tracks and down to the erosion issue so he is thinking that the railroad company came out and looked at the area again. Erwin has been in contact with Daily Rain to move the irrigation line that runs off of our property and will be broken when/if the railroad company dumps riprap (generally broken concrete or rock) into the gully. A quote has not been received at this time.

We are still going around with Doors and Drawers regarding the circulation desk countertop replacement. Doors and Drawers is still trying to figure out the best solution for us since the discovery that our current laminate is actually flooring laminate. We are assuming that the new material that will be quoted will be more expensive than the previous quote which means that this will have to go back to the Board for a decision.

The Lower Level A/V will hopefully be completed on February 1 when TelSystems brings and installs the new handheld microphones.

Erwin has a call into Altech because we had some issues with heating the building during the recent cold snap. It was discovered that one of the dampers is not closing correctly and is letting in more outside air than is necessary. During really cold temperatures, this results in more cold air that needs heated making it harder to heat the building consistently. When Erwin called, Altech had numerous customers without heat that took priority so they have not been out to look at the issue yet.

On the whole, the Facilities committee is going to have a variety of issues to look at once the Strategic Plan is finalized and approved. The biggest one that comes to mind is the request for drop boxes off site.

A review of the other recently completed and ongoing projects was completed including elevator inspection, tree limb removal, salting the parking lot and sidewalks, and general building maintenance.

Having completed all items on the agenda, the meeting was deemed adjourned at 9:16 am.

Respectfully submitted,

Michelle Joppeck,  
Recording Secretary

## Treasurer's Report February 2024 Board Meeting

1) Draft reports for General Operations and Debt Service funds for January 2024 are included in the Board packet. Final, reconciled reports for both General Operations and Debt Service through the month of December 2023 are also included.

Current General Fund checking balance – \$1,132,481.80 – The Library has nearly doubled its checking fund balance since the December report due to millage income receipts.

Current Debt Service Fund balance – \$328,114.74

### Current General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>	<u>Current Rate</u>
\$267,386.48	Flagstar (1)	2/20/2024	CD	102	5.03%
\$222,427.17	Comerica	7/11/2024	CD	103	4.75%
\$271,242.02	Old National (1)	2/22/2024	CD	106	5.05%
\$218,890.28	Huntington	3/19/2024	CD	107	4.35%
\$212,873.99	Northstar	2/12/2024	CD	109	4.30%
\$274,395.99	Huntington (2)	6/12/2024	CD	110	4.65%
\$242,279.46	Flagstar (2)	3/18/2024	CD	112	5.03%
\$2,021,303.27	Michigan CLASS	N/A	Investment	120	5.43%

2) Review of paid bills issued since the last Board meeting – **action item**

3) Budget changes – **action items** – The Board will need motions and votes to approve the following:

Move to utilize \$2,100.00 from fund balance to increase the budgeted balance of line #101-901-971 – Capital Repairs Annual, increasing that line's budgeted balance from \$13,000.00 to \$15,100.00 This is to cover the utility cost associated with the water softener malfunction.

4) Reimbursements – none

Notes:

Implementing Positive Pay with Chelsea State Bank is underway and in the testing phase.

Check Register notes:

Check #27133 – City of Dexter – This closes out the remaining balance from the water softener malfunction. While this bill is approximately \$2,000 above standard, bi-monthly bills, the majority of the problem was paid on the previous bill.

Check #27146 – POS Supply – purchase of thermal cash register tape for both the cash register and circulation receipt printers.

Check #27149 – The Library Network – Quarterly telecommunications and networking charges.

		Target
<hr/>		
General Operations - all cash assets	\$4,928,705	
<hr/>		
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	\$2,100,000	\$2,680,233
Emergency Reserve	\$200,000	
Remaining annual expenses through December	(\$1,320,000)	
Unassigned Fund Balance	\$170,971	
Total	\$4,928,705	

DEXTER DISTRICT LIBRARY-GENERAL FUND  
A/P CHECK REGISTER

January 8 through February 5, 2024

Type	Date	Num	Split	Debit	Credit	Amount
<b>ABDO-SPOTLIGHT-MAGIC WAGON</b>						
Bill	01/23/2024	0028698	101-790-741 CHILDREN'S BOOKS		1,020.85	-1,020.85
Bill Pmt -Check	01/23/2024	27126	101-000-202 ACCOUNTS PAYABLE		1,020.85	-1,020.85
<b>ALLIANCE ENTERTAINMENT LLC</b>						
Bill	01/09/2024	PLS77690877	-SPLIT-		311.58	-311.58
Bill Pmt -Check	01/09/2024	27106	101-000-202 ACCOUNTS PAYABLE		311.58	-311.58
Bill	01/23/2024	PLS77807072	101-790-748 DVD-CHILD		170.61	-170.61
Bill Pmt -Check	01/23/2024	27127	101-000-202 ACCOUNTS PAYABLE		170.61	-170.61
<b>AMY JOHNSON</b>						
Bill	01/23/2024	16858	101-790-723 PROF DEVELOPMENT		42.50	-42.50
Bill Pmt -Check	01/23/2024	27128	101-000-202 ACCOUNTS PAYABLE		42.50	-42.50
<b>APPLIED CAPITAL LLC</b>						
Bill	01/23/2024	35730172	101-790-940 EQUIPMENT LEASE		533.18	-533.18
Bill Pmt -Check	01/23/2024	27129	101-000-202 ACCOUNTS PAYABLE		533.18	-533.18
<b>BAKER &amp; TAYLOR</b>						
Bill	01/09/2024	2037896155	101-790-740 ADULT BOOKS		76.67	-76.67
Bill	01/09/2024	2037986287	101-790-740 ADULT BOOKS		217.93	-217.93
Bill Pmt -Check	01/09/2024	27107	101-000-202 ACCOUNTS PAYABLE		294.60	-294.60
<b>BLACKSTONE PUBLISHING</b>						
Bill	01/23/2024	2135231	101-790-745 BOOKS ON CD-ADULT		42.95	-42.95
Bill Pmt -Check	01/23/2024	27130	101-000-202 ACCOUNTS PAYABLE		42.95	-42.95
<b>CALLHARBOR</b>						
Bill	01/09/2024	33980	101-901-970 CAPITAL OUTLAY IMPR		447.20	-447.20
Bill Pmt -Check	01/09/2024	27108	101-000-202 ACCOUNTS PAYABLE		447.20	-447.20
<b>CHASE CARD SERVICES</b>						
Bill	01/23/2024	JANUARY	-SPLIT-		290.06	-290.06
Bill Pmt -Check	01/23/2024	27131	101-000-202 ACCOUNTS PAYABLE		290.06	-290.06
<b>CINTAS CORPORATION-300</b>						
Bill	01/23/2024	4176398278	101-790-930 BLDING MAINTENANCE		230.16	-230.16
Bill Pmt -Check	01/23/2024	27132	101-000-202 ACCOUNTS PAYABLE		230.16	-230.16
<b>CITY OF DEXTER</b>						
Bill	01/23/2024	NOV & DEC	-SPLIT-		2,647.53	-2,647.53
Bill Pmt -Check	01/23/2024	27133	101-000-202 ACCOUNTS PAYABLE		2,647.53	-2,647.53
<b>CONSTELLATION NEWENERGY-GAS DIVISION LLC</b>						
Bill	01/23/2024	3937251	101-790-920 UTILITIES		1,170.63	-1,170.63
Bill Pmt -Check	01/23/2024	27134	101-000-202 ACCOUNTS PAYABLE		1,170.63	-1,170.63
<b>CRIBLEY DRILLING CO INC</b>						
Bill	01/09/2024	105846	101-790-729 BUILDING SUPPLIES		155.82	-155.82
Bill Pmt -Check	01/09/2024	27109	101-000-202 ACCOUNTS PAYABLE		155.82	-155.82
<b>CRYSTERRA WELLNESS</b>						
Bill	01/09/2024	DECEMBER YOGA	101-790-742 PROGRAMMING		225.00	-225.00
Bill Pmt -Check	01/09/2024	27110	101-000-202 ACCOUNTS PAYABLE		225.00	-225.00
<b>DALE LESLIE</b>						
Bill	01/23/2024	LOST BOOK	101-000-609 FINES		18.71	-18.71
Bill Pmt -Check	01/23/2024	27135	101-000-202 ACCOUNTS PAYABLE		18.71	-18.71
<b>DETROIT HISTORICAL SOCIETY</b>						
Bill	01/09/2024	11066934	101-790-742 PROGRAMMING		275.00	-275.00
Bill Pmt -Check	01/09/2024	27111	101-000-202 ACCOUNTS PAYABLE		275.00	-275.00
<b>DEXTER MILL</b>						
Bill	01/23/2024	24888	101-790-729 BUILDING SUPPLIES		336.54	-336.54
Bill Pmt -Check	01/23/2024	27136	101-000-202 ACCOUNTS PAYABLE		336.54	-336.54
<b>DTE ENERGY</b>						
Bill	01/23/2024	DECEMBER	101-790-920 UTILITIES		3,094.96	-3,094.96
Bill Pmt -Check	01/23/2024	27137	101-000-202 ACCOUNTS PAYABLE		3,094.96	-3,094.96
<b>EHIM</b>						
Bill	01/23/2024	ADM00031559	101-790-716 MEDICAL		2.40	-2.40
Bill Pmt -Check	01/23/2024	27138	101-000-202 ACCOUNTS PAYABLE		2.40	-2.40
<b>EQUITABLE FINANCIAL</b>						
Bill	01/09/2024	JANUARY	-SPLIT-		3,074.75	-3,074.75
Bill Pmt -Check	01/09/2024	27112	101-000-202 ACCOUNTS PAYABLE		3,074.75	-3,074.75
Bill	01/23/2024	FEBRUARY	-SPLIT-		3,374.68	-3,374.68
Bill Pmt -Check	01/23/2024	27139	101-000-202 ACCOUNTS PAYABLE		3,374.68	-3,374.68
<b>FOLKMANIS PUPPETS INC</b>						
Bill	01/23/2024	1681118	101-790-742 PROGRAMMING		15.53	-15.53
Bill Pmt -Check	01/23/2024	27140	101-000-202 ACCOUNTS PAYABLE		15.53	-15.53
<b>GRAPE'S PIANO SERVICE</b>						
Bill	01/23/2024	3771	101-790-934 EQUIPMENT REPAIR		130.00	-130.00
Bill Pmt -Check	01/23/2024	27141	101-000-202 ACCOUNTS PAYABLE		130.00	-130.00
<b>IMPERIALDADE</b>						
Bill	01/23/2024	90029920-00	101-790-729 BUILDING SUPPLIES		811.64	-811.64
Bill Pmt -Check	01/23/2024	27142	101-000-202 ACCOUNTS PAYABLE		811.64	-811.64
<b>INGRAM LIBRARY SERVICES</b>						
Bill	01/09/2024	79128832	-SPLIT-		7,267.76	-7,267.76
Bill Pmt -Check	01/09/2024	27113	101-000-202 ACCOUNTS PAYABLE		7,267.76	-7,267.76
<b>KAMRON REYNOLDS</b>						
Bill	01/23/2024	COMIC BOOK WRKSH	101-790-742 PROGRAMMING		155.00	-155.00
Bill Pmt -Check	01/23/2024	27143	101-000-202 ACCOUNTS PAYABLE		155.00	-155.00
<b>KATHERINE R. WILLSON</b>						
Bill	01/09/2024	HANDMADE CARDS 01/24	101-790-742 PROGRAMMING		210.00	-210.00
Bill	01/09/2024	HANDMADE CARDS 01/30	101-790-742 PROGRAMMING		210.00	-210.00
Bill Pmt -Check	01/09/2024	27114	101-000-202 ACCOUNTS PAYABLE		420.00	-420.00
<b>KEVIN J WOOD</b>						
Bill	01/09/2024	2024-054	101-790-742 PROGRAMMING		300.00	-300.00
Bill Pmt -Check	01/09/2024	27115	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
<b>LIBRARY DESIGN ASSOCIATES INC.</b>						
Bill	01/23/2024	24-101-01	101-901-970 CAPITAL OUTLAY IMPR		525.00	-525.00
Bill Pmt -Check	01/23/2024	27144	101-000-202 ACCOUNTS PAYABLE		525.00	-525.00

DEXTER DISTRICT LIBRARY-GENERAL FUND  
A/P CHECK REGISTER

January 8 through February 5, 2024

Type	Date	Num	Split	Debit	Credit	Amount
<b>MICHIGAN LIBRARY ASSOCIATION</b>						
Bill	01/23/2024	17137	101-790-723 PROF DEVELOPMENT		25.00	-25.00
Bill Pmt -Check	01/23/2024	27145	101-000-202 ACCOUNTS PAYABLE		25.00	-25.00
<b>MOLLIE HALL</b>						
Bill	01/09/2024	REIMBURSEMENT	101-790-742 PROGRAMMING		90.56	-90.56
Bill Pmt -Check	01/09/2024	27116	101-000-202 ACCOUNTS PAYABLE		90.56	-90.56
<b>POS SUPPLY SOLUTIONS</b>						
Bill	01/23/2024	INV-184114	101-790-727 LIBRARY SUPPLIES		411.45	-411.45
Bill Pmt -Check	01/23/2024	27146	101-000-202 ACCOUNTS PAYABLE		411.45	-411.45
<b>PRO LIGHTING</b>						
Bill	01/09/2024	1000387137	101-790-729 BUILDING SUPPLIES		193.25	-193.25
Bill Pmt -Check	01/09/2024	27117	101-000-202 ACCOUNTS PAYABLE		193.25	-193.25
<b>QUADIENT FINANCE USA, INC.</b>						
Bill	01/23/2024	7900 0400 5797 5967	101-790-728 POSTAGE		150.00	-150.00
Bill Pmt -Check	01/23/2024	27147	101-000-202 ACCOUNTS PAYABLE		150.00	-150.00
<b>QUADIENT INC</b>						
Bill	01/09/2024	60710110	101-790-728 POSTAGE		63.42	-63.42
Bill Pmt -Check	01/09/2024	27118	101-000-202 ACCOUNTS PAYABLE		63.42	-63.42
<b>SBIS</b>						
Bill	01/09/2024	FEBRUARY	-SPLIT-		5,407.70	-5,407.70
Bill Pmt -Check	01/09/2024	27119	101-000-202 ACCOUNTS PAYABLE		5,407.70	-5,407.70
<b>STAPLES BUSINESS ADVANTAGE</b>						
Bill	01/09/2024	3555212925	101-790-727 LIBRARY SUPPLIES		202.72	-202.72
Bill Pmt -Check	01/09/2024	27120	101-000-202 ACCOUNTS PAYABLE		202.72	-202.72
Bill	01/23/2024	3556319308	101-790-727 LIBRARY SUPPLIES		221.30	-221.30
Bill Pmt -Check	01/23/2024	27148	101-000-202 ACCOUNTS PAYABLE		221.30	-221.30
<b>TASTE A COOK'S PLACE</b>						
Bill	01/09/2024	AIR FRYER COOKING	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	01/09/2024	27121	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
<b>THE LIBRARY NETWORK</b>						
Bill	01/23/2024	73450	101-790-800 COOPERATIVE FEES		1,422.51	-1,422.51
Bill Pmt -Check	01/23/2024	27149	101-000-202 ACCOUNTS PAYABLE		1,422.51	-1,422.51
<b>VERIZON WIRELESS</b>						
Bill	01/09/2024	9952974505	101-790-754 NON-TRAD COLLECTION		120.03	-120.03
Bill Pmt -Check	01/09/2024	27122	101-000-202 ACCOUNTS PAYABLE		120.03	-120.03
<b>WASHTENAW COUNTY TREASURER</b>						
Bill	01/09/2024	13482	101-790-958 S.E.V. ADJUSTMENT		313.19	-313.19
Bill Pmt -Check	01/09/2024	27123	101-000-202 ACCOUNTS PAYABLE		313.19	-313.19
<b>WHITE PINE LIBRARY COOPERATIVE</b>						
Bill	01/09/2024	1194	101-790-740 ADULT BOOKS		5.50	-5.50
Bill Pmt -Check	01/09/2024	27124	101-000-202 ACCOUNTS PAYABLE		5.50	-5.50
<b>WSR CERTIFIED PUBLIC ACCOUNTANTS</b>						
Bill	01/23/2024	36788	101-790-803 BOOKKEEPING SERV		385.00	-385.00
Bill Pmt -Check	01/23/2024	27150	101-000-202 ACCOUNTS PAYABLE		385.00	-385.00
<b>ZINGERMAN'S CATERING &amp; EVENTS</b>						
Bill	01/09/2024	E52057	101-790-723 PROF DEVELOPMENT		554.00	-554.00
Bill Pmt -Check	01/09/2024	27125	101-000-202 ACCOUNTS PAYABLE		554.00	-554.00







# DOORS & DRAWERS

2467 BISHOP CIRCLE EAST. DEXTER, MI 48130

(734) 426-0005 FAX (734) 426-0286

COMMERCIAL CASEWORK

## QUOTATION

QUOTED BY: NICK TOTH  
 DATE: 1/31/2024  
 TO: PAUL McCANN  
 PROJECT: DEXTER DISTRICT LIBRARY

ITEM	QTY	DESCRIPTION	COST EACH	TOTAL COST
1	1	<b>CIRCULATION / BOOK DROP / BACK COUNTER</b> QTY 183.8 SQ FT QUARTZ COUNTER TOP • Daltile Stone Center Simply Beige		\$18,703.00
1	1	<b>CIRCULATION SHIELDS</b> QTY 2 P-LAM SHIELDS	\$150.00	\$300.00
		<b>SUB TOTAL MATERIALS</b>	\$19,003.00	
		TAX	\$1,140.00	
		DEMO	\$840.00	
		PROJECT MANAGEMENT / SITE VIST / SHOP DRAWINGS	\$340.00	
		<b>TOTAL</b>		<b>\$21,323.00</b>



# Daily Rain, Inc.

10000 Jackson Road | Dexter, Michigan 48130  
734-475-3323 | info@dailyrain.com | www.dailyrain.com

**RECIPIENT:**

**Dexter Library**

3255 Alpine Street US  
Dexter, MI 48130

**Quote #1428**

Sent on Feb 01, 2024

**Total \$3,626.82**




Product/Service	Description	Qty.	Total
Service Call	Charge to arrive and inspect system	1	\$160.00
82002110	1" 100PSI Poly Pipe	400	\$556.00
71406010	1" Poly 90° Elbow	4	\$29.00
71401010	1" Poly Tee	1	\$8.20
22002330	13 - Strand 18 gauge Irrigation Wire	400	\$944.00
17000545	Black/White Small Waterproof Wire Nut	26	\$22.62
38005710	10" Round Valve Box with Lid	2	\$47.00
Labor x1 Tech		16	\$1,760.00
Machine Usage	Geo/Ditch/Wire	1	\$100.00

**Total \$3,626.82**

This quote is valid for the next 90 days, after which prices may be subject to change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FEBRUARY 2024 - 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 * <a href="http://dexter.lib.mi.us">dexter.lib.mi.us</a></p>				<p>1 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am</p>	<p>2 </p>	<p>3 Drop-In Valentine Cards Children of All Ages 11:00 am - 12:00 pm</p>
<p>4</p>	<p>5 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am</p>	<p>6 Drop-In Story Time Ages 5 &amp; under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am Drop-In Lego Club Grades K - 8 4:30 - 5:30 pm </p>	<p>7 Small Group Story Time in the main level programming room Ages 5 &amp; under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED Chess Club Kids and Teens 6:30 - 7:30 pm  REGISTRATION REQUIRED</p>	<p>8 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am Club Create Book Club Grades 1 &amp; 2 4:30 - 5:15 pm REGISTRATION REQUIRED </p>	<p>9 Drop-In Preschool Morning Movie Ages 5 &amp; under 10:00 am - 11:30 am</p>	<p>10 </p>
<p>11</p>	<p>12 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am</p>	<p>13 Drop-In Story Time Ages 5 &amp; under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am Super Stories Book Club Young Fives &amp; K 4:30 - 5:15 pm REGISTRATION REQUIRED </p>	<p>14 Small Group Story Time in the main level programming room Ages 5 &amp; under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED</p>	<p>15 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am All Star Readers Book Club Grades 3 &amp; 4 4:30 - 5:30 pm REGISTRATION REQUIRED </p>	<p>16 Yarn Painting Grades K - 4 10:00 am - 11:00 am Registration Required </p>	<p>17</p>
<p>18 </p>	<p>19 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am Comic Book Drawing with Kam Komics Grades K - 8 2:00 - 3:00 pm Registration Required</p>	<p>20 Drop-In Story Time Ages 5 &amp; under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am</p>	<p>21 Small Group Story Time in the main level programming room Ages 5 &amp; under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED</p>	<p>22 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am Drop-In Makerspace Grades K - 8 4:30 - 5:30 pm </p>	<p>23 Drop-In Preschool Music &amp; Movement with Dancer's Edge Ages 2 - 5 10:00 am - 10:30 am</p>	<p>24 </p>
<p>25</p>	<p>26 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am</p>	<p>27 Drop-In Story Time Ages 5 &amp; under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am</p>	<p>28 Small Group Story Time in the main level programming room Ages 5 &amp; under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED</p>	<p>29 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am Pool Noodle Wreath Craft Grades K - 4 4:30 pm - 5:15 pm Registration Required </p>		

SEE OTHER SIDE FOR TWEEN & TEEN CALENDAR

# FEBRUARY 2024 - 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>				<p>1</p> 	<p>2</p>	<p>3</p> 
<p>4</p> <p>FEBRUARY 4 IS NATIONAL SWEATER DAY</p>	<p>5</p> 	<p>6</p>  <p>Drop-In Lego Club Grades K - 8 4:30 - 5:30 pm</p>	<p>7</p>  <p>Chess Club Kids and Teens 6:30 - 7:30 pm REGISTRATION REQUIRED</p>	<p>8</p>	<p>9</p> 	<p>10</p> <p>Anti-Valentine's Day Party Grades 5 - 12 2:00 - 3:00 pm Registration Required</p>
<p>11</p>	<p>12</p>	<p>13</p> 	<p>14</p> <p>FEBRUARY 14 IS LIBRARY LOVERS DAY</p>	<p>15</p>	<p>16</p>  <p>Crochet a Mug Rug Grades 5 - 12 1:00 - 2:30 pm Registration Required</p>	<p>17</p>  <p>Teen Advisory Group Grades 7 - 12 1:00 - 2:00 pm Registration Required</p>
<p>18</p>	<p>19</p>  <p>Comic Book Drawing with Kam Komics Grades K - 8 2:00 - 3:00 pm Registration Required</p>	<p>20</p> <p>TWEEN BOOK CLUB GRADES 5 - 7 4:30 - 5:30 pm Registration Required</p>	<p>21</p> 	<p>22</p>  <p>Drop-In Makerspace Grades K - 8 4:30 - 5:30 pm</p>	<p>23</p> <p>Magic: The Gathering with SRSly Dexter Grades 5 - 12 6:00 - 8:00 pm Registration Required</p>	<p>24</p> 
<p>25</p> 	<p>26</p>	<p>27</p> 	<p>28</p> <p>Teen Chess Grades 7 - 12 7:00 - 8:15 pm Registration Required</p>	<p>29</p> <p>LEAP DAY</p>		

SEE OTHER SIDE FOR YOUTH CALENDAR

# February 2024

# Dexter District Library Adult Programs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p><b>Tuesday, February 20 at 6:00 pm:</b>  <b>Screening of Alice's Ordinary People</b>                      Join us for a screening of "Alice's Ordinary People" with an introduction by director, Craig Dudnick. This program is part of the 2024 Washtenaw Reads.</p> 			1 Gentle Restorative Yoga 9:30 am Registration 	2 <b>Friday Night Movie for Adults, 6:00 pm:</b>  <b>Registration recommended</b>	3  Used Book Sale 9 am – 3 pm
4	5 <b>Chinese Cooking with Mary Spencer</b> 7:00 pm on Zoom <hr/> Library Board Meeting 7:00 pm Open to the public	6 	7 <b>February Card Making</b> 10am, Registration <b>Zoom Event</b> <hr/> Walking Meditation 1:00-2:30 pm 	8 Gentle Restorative Yoga 9:30 am  Registration <hr/> <b>February Card Making</b> 6pm, Registration <b>Zoom Event</b>	9 <b>Friday Night Movie for Adults, 6:00 pm:</b>  <b>Registration recommended</b>	10 Mindfulness Meditation 9:30 am 
11	12  Book Club, 7:00 pm	13 <b>Tempeh Workshop</b> 6:30 pm Registration 	14  <b>Valentine's Day</b>	15  Gentle Restorative Yoga 9:30 am  Registration Better Off Read Book Club 1:00 pm	16 <div style="border: 2px solid black; padding: 5px;"> <p><b>Friday, February 16 at 1:00 pm</b>                          Afternoon Movie for Adults:    </p> </div>	17
18 Artist Reception 2:00-5:00pm	19	20 <b>Screening of Alice's Ordinary People</b> 6:00 pm 	21 <b>High Tea and the Low Down</b> 7:00 pm on Zoom 	22  Gentle Restorative Yoga 9:30 am  Registration	23	24
25	26	27 <b>Friends of the Library Meeting</b> 7:00 pm	28 We Are Dexter: Ben Goldstein 7:00 pm 	29  Gentle Restorative Yoga 9:30 am  Registration	<b>Bicentennial: "Good Deeds" Triangle Flag Banner.</b> The triangles will be available to pick up at the Youth and Adult Reference Desks. Share your good deeds! 	



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

 Computer Class:  
 Registration Required

## Free Technology Classes



### One-on-One Technology Help

1:00-3:00 PM Thursday, Feb. 29

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

1:00-3:00 PM Thursday, Mar. 21

6:00-8:00 PM Thursday, Mar. 21



### Downloadable Library Content

9:00 AM Tuesday, Feb. 6

6:00 PM Thursday, Feb. 8



### Canva.com

9:00 AM Tuesday, Feb. 13

6:00 PM Thursday, Feb. 15

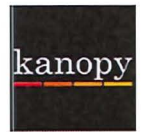


### Cut the Cord:

#### CableTV Alternatives

9:00 AM Tuesday, Mar. 5

6:00 PM Thursday, Mar. 7



### Home Entertainment

#### Systems

9:00 AM Tuesday, Mar. 12

6:00 pm Thursday, Mar. 14



Registration is required for all these events.

Sign up at the Adult Reference Desk or

online at [dexter.lib.mi.us/events](http://dexter.lib.mi.us/events)