

Dexter District Library
Board of Trustees - Meeting Agenda
April 1, 2024 - 7:00 pm

Board meetings are held in-person 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 March 4, 2024 regular 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 (distributed at meeting due to month end)
Balance sheets, Michigan CLASS report (MI CLASS distributed at meeting due to month end)
Committee meeting minutes – Policy – March 12; Facilities – March 22
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 – none
Reimbursements – none
- 7) Administrative Items (7:45 pm)
Anniversaries: Youth Programming Librarian, Krista Pedersen (7 yrs.); Youth Reference Librarian, Rori Bielak (3 yrs.); Maintenance, Matt Erwin (2 yrs. FT); Library Page, Haila Moazami (2 yrs.)
New Hire: Adult Reference Librarian, Shannon Craft (starting April 2) – **action item**
- 8) Old Business (8:00 pm)
Strategic Planning
Circulation desk repairs – potential **action item**
Positive Pay
Erosion issue
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

March 4, 2024

7:00 p.m.

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

Members absent: None

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. No changes or additions were requested. Palmer moved to approve the meeting agenda as presented. Second by LaVoie. A voice vote was taken. Aye=all, nay=none, absent=0. Motion carried.

Vrsek called for corrections to the minutes of the February 5, 2024 regular Board. No corrections were requested. Estill moved to approve the minutes from the February 5, 2024 regular Board Meeting as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=0. 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. Davenport moved to approve the Consent agenda. Second by Simpson. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Palmer=aye, LaVoie=aye, Vrsek=aye, Simpson=aye, absent=0. Motion carried.

Circulation Statistics: Statistical charts for the month of February 2024 were available for review. Statistics are appended to the end of the meeting minutes for formatting.

Treasurer's Report: McCann presented the current Treasurer's report. The bills paid since the last board meeting were reviewed. Davenport moved to approve the bills paid since the last board meeting. Second by Korinek. A roll call vote was taken. Palmer=aye, Estill=aye, LaVoie=aye, Davenport=aye, Vrsek=aye, Simpson=aye, Gregg=aye, Korinek=aye absent=0. Motion carried.

Budget Changes: None

Reimbursement: None

Personnel: Library staff reaching their anniversary date of hire in the month of March include Library Page Kate Parachek (2 year). Parachek was included in the 2024 wage rate adjustments therefore no Board action was necessary.

Old Business:

The Department heads have a meeting scheduled for to start working on scheduling the items included in the Strategic Plan.

After discussing with Doors & Drawers, McCann is pretty sure that the circulation desk repair material is going to have to be quartz since it is the most durable material choice that we have been given. McCann is still trying to get a sample from Doors & Drawers that will match the color tones that are already in the circulation area. They are supposed to be bringing more samples. Once a sample is decided on, McCann will have to get a final quote since it is being subcontracted out and it is unsure if the price is the same for all samples or if there is a different price for different samples.

Positive Pay is still on hold. McCann has sent multiple sample files, but hasn't heard anything back from Chelsea State Bank. It has been almost a month since the last file has been sent with no response. Chelsea State Bank keeps saying that they are busy with training on the new system. McCann continues to check the checks as they are processed to make sure that there is no errors or fraud.

The irrigation line has been moved so if MDOT decides to move forward with a response to the erosion issue, there should be no damage to the Library property.

Vrsek is still waiting on a few responses for the Director's Evaluation. Hopefully, a report on the results will be available next month.

New Business:

The new TLN director wanted to refresh the reciprocal borrowing program. This has resulted in a new authorization form that would need to be completed and returned in order to continue with the program. There was a question about whether there is a policy in place stating what would be allowed to be checked out via the reciprocal borrowing program. After a discussion, it was decided that the way that items are decided on what can be borrowed via the reciprocal borrowing program and how they are returned is a procedure and as such doesn't need to be approved by the Board and will continue the same way has it has been. Simpson moved to continue participating in the Check It Out reciprocal borrowing program. Second by Gregg. A roll call vote was taken. Vrsek=aye, Palmer=aye, Korinek=aye, Estill=aye, Davenport=aye, Simpson=aye, LaVoie=aye, Gregg=aye absent=0. Motion carried.

Public Comment: None

Board Member Comments: LaVoie had a question about the Library's participation in the Bicentennial celebration which McCann was able to answer. LaVoie also asked if the Library was represented at the Christmas tree or the ice sculpture events. McCann said that they were not, but that is only because the Chamber of Commerce did not do any solicitation to participate.

Adjournment: Having completed all items on the agenda, Estill moved to adjourn at 8:14 pm. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=0. Motion carried.

Respectfully submitted,

Barbara Davenport,
Secretary

Michelle Joppeck,
Recording Secretary

February 2024

	February
Circulation Statistics	
Adult Books	4171
Young Adult Books	635
Children's Books	8055
Magazines	94
DVD	1713
Books on CD	379
Music CD	359
Realia/Objects/Equip	48
Overdrive	4515
hoopla	2139
Kanopy	725
Staff/Patron renewals	1577
Auto-renewals	8198
In-House	1167
Total	33775
Library visits	10478
Reference questions	2161
Items withdrawn	708
New items added	908
Total holdings	117416
New cards issued	221
Total card holders	10858
Internet usage	1295
Museum/Park Pass	6
Web site visits	10099
Program attendance	1803
Fax	20
ILL lent out	1976
ILL borrowed	2798
Unique borrowers	1807
Study Room Use	205

Director's Report

April 2024 Board meeting

The previous Board meeting was held on March 4, 2024.

During the month of March, the following community groups used the Library's meeting room space: The Rug Hookers, Dexter Crossing Homeowners Association, the Dexter Senior Ukulele Orchestra, the Cedar Hills Homeowners Association, the Dexter Daze Committee, the Michigan Sailing Club, Daisy Troop 40887, Junior Troop 40698, the Youth Drama Club, Rebekah Harmony Lodge, the Dexter Weavers, the Dexter Rotary Club Bicentennial Parade organizers, the Chelsea Hospital Prediabetes Prevention group and the Dexter Bicentennial Committee. Several groups held more than one meeting during the month. Overall meeting room use is comprised of repeat groups from month to month.

The Library was closed on Sunday, March 31.

Minutes from the Facilities and Policy Committee meetings are included in the Board packet. The Finance Committee did not meet in March.

Administration

During the month, Director McCann attended meetings for the Shared System User's group, the Shared System Executive Committee and the Public Libraries Post Pandemic group (organized by the Michigan Library Association and the University of Michigan).

March was a busy month. The First Grade Reader Roundup was held during the first week of March. This marked the 24th year the program has been in place.

The Library interviewed for an additional Adult Reference librarian during the month and Shannon Craft will be starting at the beginning of April. A resident of Stockbridge, Craft comes to Dexter from the Capital Area District Library system, working at one of the smaller CADL branches in Williamston. Between various medical issues, the Adult Department has struggled to staff the reference desk. The additional person will not increase overall staffed hours in the department.

Erratic Ale Company once again made a significant donation to the Library through their "Good Neighbor Tap" program. The program earmarks a portion of sales from a specific tap and encourages customers to also donate. This year, Erratic Ale donated \$2,247.00 and will be listed as a major sponsor for the Adult Summer Reading Program. In just three short years of this program, Erratic Ale Co. has become one of the all-time biggest corporate supporters of the Library.

The Policy Committee is revising the Materials Selection Policy. While we have a solid, basic policy in place, revising the document was brought to the fore due to the myriad of censorship challenges facing public libraries throughout the country. The Committee will be looking to modernize the policy, look to remove some of the library jargon and strengthen the Library Board's position, if and when challenges to materials are brought forward. The Committee hopes to have the revised draft to the Board at the May meeting.

A number of building issues are enumerated in the maintenance section of this report.

McCann held an initial meeting with the major department heads to begin implementation of the strategic plan. The workflow plan is currently in process and will be presented to the Board for consideration at the May meeting. There are some items which can be started immediately. Others may require some additional Board input and/or presentations to the Board if the generalized plan statements require additional steps to complete. The draft of the schedule will be presented at the May Board meeting.

The Pre-Diabetes Prevention classes have seen a good initial attendance. While we have not formalized collaborative programming guidelines, this was taken on as a co-sponsored program between the Library and Chelsea Hospital. The group's need to book room space over the course of a full year conflicted with the meeting room use policy and use by outside groups. Co-sponsoring the event allowed booking of space as a Library program outside of the general opening windows (December 1, April 1 and August 1 for the following four months.) Lessons from this experience will help with developing the 'partner case statement.' To date, the initial meeting attracted 20 qualifying participants and 17 have returned for the subsequent two meetings.

Through March and April, the Dexter Senior Ukulele Orchestra will be meeting at the Library. The group was dislodged from its previous space at the Dexter Senior Center as that organization goes through its transition out of the old Copeland School/Encore building. The group is meeting approximately twice per week for practice. They do meet in the daytime, which has less pressure on meeting room use than the evenings.

The Chamber of Commerce has not responded to my e-mail from late February regarding the Library's membership renewal. The membership fee for non-profit organizations increased. The Chamber's web site has been revamped, but I am not seeing that the membership directory is active. The renewal process led me to believe the membership was renewed under my name, rather than the Library as an organization. While there is political capital to be maintained by being a member of the organization, the Board should discuss metrics by which we can make a decision whether or not to renew the membership in the coming years.

The cleaning person assigned to the Library by our company, ServiceMaster, was let go during the month. The company is in the process of training a new associate for our building. We have experienced some issues with the company not meeting standards over the last several months. Hopefully, the change in personnel will help return their service up to expectations.

Drawers and Doors has provided an acceptable sample for a quartz countertop in the circulation area. Their supplier is looking for a granite sample. We are still waiting on revised quotes based on the material choice.

Michelle Joppeck is in the process of converting all the construction information to electronic records in order to eliminate paper storage. The electronic copies will reside on the networked hard drive in the Library. We will most likely need to keep a number of architectural drawings in hard copy as they are

larger than what we can scan on the copier. The Library has a full set of as built plans for the building as well as electronic copies of the final documents. This conversion will help us eliminate the amount of paperwork that covered the conference room table and side counter to a depth of about 4" to 6".

Children's Department

March has been fairly steady for the Youth Department. First Grade Reader Roundup was held the first week of March. Five Friends of the Library members volunteered to help during classroom visits. A total of five sessions for 10 classrooms of first graders were presented over the span of three days and 285 students and parents visited the Library. The Library received 88 online and 61 paper applications for new Library cards, representing 65% of the 228 students. New applications have declined over the years as more families register children for cards prior to the Roundup, but we are reaching a substantial portion of first grade children who either have not registered for an individual card or do not make the Library a regular activity.

Recurring monthly programs included Lego Club, Chess Club, and our three youth books clubs had a combined total of 93 participants. Several popular drop-in programs, including Preschool Makerspace, attracted 59 children and parents. A special Ballet Storytime with a preview performance by Ballet Chelsea was enjoyed by 191 attendees. Make Your Own Activity Bag for Spring Break drew 81 children. The schools had Spring Break during the last week of the month and several programs were offered. The Saturday at the start of Spring Break saw a drop-in Paint a Mini Canvas craft, which attracted 99 parents and children. Other programs included a Sticker Swap, a visit by Longway Planetarium (in anticipation of the upcoming eclipse), and a drop-In Makerspace. Spring Story Time sessions also started up the last week of March.

The Teen Department offered seven programs this month. The recurring programs such as the Teen Advisory Group, Magic the Gathering and Tween Book Club had a combined total of 9 teens and tweens participate. Special craft programs are popular with this age. Pencil Eraser Pointillism and Custom Keychains had a combined attendance of 21 people and we'll offer a Retro Remix Craft program at the end of this month.

Adult Department

The Adult Department offered one virtual event during the month. "Irish Cooking with Mary Spencer" attracted 39 virtual attendees.

In-person events included Walking Meditation (9 attended), three Thursday morning Restorative Yoga sessions (with a combined attendance of 58 participants) and the Friday Night Movie "Land," starring Robin Wright, drew 12 attendees. Mindful Meditation had seven attendees. A new program, co-sponsored with Chelsea Hospital and centering on Pre-Diabetes prevention, attracted 19 participants. The group has approximately 17 regulars and will continue weekly through early June and meet monthly for the following 10 months. Book Clubs included the Somewhere in Time group, which discussed "How the Irish Saved Civilization," by Thomas Cahill with eight patrons attending; the Better Off Read book

club, which discussed, "The Wedding Portrait," by Maggie O'Farrell with 12 participants and the Third Monday Book Club, which discussed "Lessons in Chemistry" by Bonnie Garmus with 12 attendees.

March's Card Making classes made a spring birthday card and an Easter card. Two sessions attracted a combined 57 participants. The Friday Afternoon Movie screened "Emily" with nine attendees. As a St. Patrick's Day event, the Library welcomed Carol Kappus and Friends for "New Directions in Celtic Harping," attracting 53 community members. The We Are Dexter monthly series brought resident Helen Weingarten in to discuss her work with the Sheldrick Wildlife Trust in Kenya and their wild elephants. This program saw 41 people attend.

Technology Department

During the month, Scott Wright taught four group classes with a combined attendance of 28 patrons. Topics included two sessions each (morning and evening) of "Cut the Cord: Cable TV Alternatives" and "Home Entertainment Systems." Wright also conducted five sessions of "One-on-One Technology Help" for individual patrons. Topics included Windows 11, Router/modem advice, OneDrive and Yahoo Mail.

During the month the fuser failed on the patron printer upstairs. Wright temporarily reconfigured the patron computers to use the patron copier as a workaround and coordinated repairs with Applied Innovations. He also conducted a Canva.com training for the youth department staff and assisted board member Jim LaVoie with Zoom configuration on his smartphone. He continues to work with TELSystems on lower level AV switcher and microphone issues. The switcher was replaced towards the end of the month and all inputs seem to be functioning properly. Wright will monitor and call back TELSystems if needed. He also assisted Lisa Ryan with setting up the cemetery tour event on our events calendar due to the group/ticket nature of its configuration.

Circulation Department

March has been a very busy month for the circulation department. We have had many days with 400 patrons coming through our doors. Storytimes have resumed which brings in many parents and caregivers with small children. They almost always check out stacks and stacks of picture books and board books. The other adult, teen and children's programs have brought in many patrons as well. The circulation numbers have reached the highest in five or six years.

We have had 119 requests for our items through the MeL system. We have been able to fill 105 of those requests. This has kept the four circulation staff members who process the MeL items very busy. MeL is a wonderful resource for our patrons.

The week of March 25 is spring break for the schools and the youth librarians have planned several wonderful programs which have brought many children into the Library. We are also receiving an increasing number of delivery bins (10 to 14 a day) from The Library Network. This clearly demonstrates that many of our patrons place holds through the catalog and receive items from other libraries. Staff

also pull many items to send to other libraries. The number of items to pull and send varies through the week with the list generally containing up to 100 items early in the week and 40 or so items later in the week.

Mary Graulich would like to highlight what a wonderful group of young people we have right now working as our pages. They have done a marvelous job of keeping up with the shelving and processing and she receives very few complaints of items being out of order on the shelves. They are such great workers here at the Library.

Weekends have been consistently busy as the weather has improved. It is good to see many Dexter people using the wonderful resource that the Library is in our community.

Maintenance Department

Altech began boiler preventative maintenance, but ran into several issues. A relay board in the boiler needed replacing. Once the new board was installed, they also had to replace the water level relay, gas valve and exhaust differentiator on boiler #2. The boiler is up and running. Scheduling for preventative maintenance on boiler #1 is still pending. The annual contract for maintenance service is due for renewal. The general maintenance plan increased by about 3% and the annual boiler maintenance increased approximately 6% due to increases in parts prices.

Altech also diagnosed an issue with the spindle on the HVAC return air fan. The repair quote is included in the Board packet. We are still waiting on clarification from Altech. The motor for the fan was replaced in 2022. Questions about warranty are outstanding. The previous repair cost just under \$4,000, so additional questions about the current labor cost of just over \$3,100 to repair a two-year old motor, as opposed to replacing it with a new motor are also outstanding.

The Library directly ordered repair parts for a few VAV boxes. As part of preventative maintenance, Altech examined a few areas where either room temperatures or air flow looked off on the system graphics and required the replacement of an actuator and a zone valve.

Matt Erwin continues to search for a carpet company to look at an issue on the second floor. A mysterious stain appeared outside the elevator and appears to be a chemical 'bleaching' stain just outside the elevator. While probably from the terminated cleaning person, we have no direct evidence. We are looking to repair the area. We have found some of the gray carpet, used on the first floor, to create an offset out of the elevator. The carpet on the second floor is rolled carpet. We have areas of carpet squares in the building, which are easier to remove and replace. Hopefully, a professional carpet installer will be able to provide some options that do not entail replacing a major portion of the second floor carpet to correct the issue.

Erwin took a new inventory of the items to be responsibly recycled through an environmental disposal company. We have had trouble getting an appointment for drop off over many attempts.

Building maintenance and repair walkthrough checklists will resume in spring 2024 when it is easier to get the Friends of the Library involved.

Erwin inspected a stain beside a sprinkler head by the puppet stage on first floor. The stain appeared and there was no visible leak coming from the pipe. This may be residual from the sprinkler system inspection. He will continue to monitor.

The fire alarm test was performed and the system passed. The fire extinguishers were inspected and all passed. The irrigation line was relocated out of the area of erosion behind the building. Backflow testing was performed on the city water services and all backflow preventers passed. Chelsea Hearth and Fireplace repaired the second floor fireplace by installing a new remote control module. Altech fixed the outside air damper so it properly responds to controls commands. HVAC filters were replaced during the month. Erwin repaired a few flush sensors in the restrooms.

Schindler was called out during the month after staff reported a strange noise emanating from the elevator car. The issue was determined to be the fan which supplies fresh air to the car. The fan was determined to be non-functional for circulating air and was replaced.

McCann had Erwin mark the extent of the erosion issue with stakes and string, outlining the current extent of the issue. As we approach the spring rainy season, this will help us determine if the issue is worsening.

Friends of the Library

The Friends of the Library Board does not meet in March. The March Book Sale were reported at the March Board meeting. The next friends Book Sale will take place on Saturday, April 6, 2024.

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

As of **March 31, 2024**

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,722,851.28
Total Checking/Savings	<u>1,722,851.28</u>
Other Current Assets	
101-000-010 REGISTER CHANGE	217.00
101-000-011 CASH REGISTER	200.00
101-000-012 PETTY CASH	50.00
101-000-013 ACH RECEIVABLES	1.00
101-000-056 ACCRUED INT REC	13,282.00
101-000-102 CD 1 FLAGSTAR	278,063.76
101-000-103 CD COMERICA	222,427.17
101-000-106 CD OLD NATIONAL	274,780.35
101-000-107 CD 1 HUNTINGTON	218,890.28
101-000-109 CD NORTHSTAR BANK	273,198.46
101-000-110 CD 2 HUNTINGTON	274,395.99
101-000-112 CD 2 FLAGSTAR	248,406.64
101-000-120 MICHIGAN CLASS	2,039,595.21
Total Other Current Assets	<u>3,843,507.86</u>
Total Current Assets	<u>5,566,359.14</u>
TOTAL ASSETS	<u><u>5,566,359.14</u></u>
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	157.68
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
Total Other Current Liabilities	<u>58,573.98</u>
Total Current Liabilities	<u>58,573.98</u>
Total Liabilities	<u>58,573.98</u>
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,543,447.98
Net Income	858,237.25
Total Equity	<u>5,507,785.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,566,359.14</u></u>

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

October 2023 through **March 2024**

	Oct '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	1,562,603.41	1,798,046.00	-235,442.59	86.9%
OTHER INCOME	17,732.90	34,200.00	-16,467.10	51.9%
OTHER MISC REVENUE	130,848.29	141,500.00	-10,651.71	92.5%
PENAL FINES REVENUE	0.00	18,250.00	-18,250.00	0.0%
Total Income	1,711,184.60	1,991,996.00	-280,811.40	85.9%
Expense				
LIBRARY MATERIALS	123,218.17	329,500.00	-206,281.83	37.4%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	16,604.41	60,100.00	-43,495.59	27.6%
GENERAL OPERATIONS	185,136.65	364,128.00	-178,991.35	50.8%
WAGES & BENEFITS	527,988.12	1,253,368.00	-725,379.88	42.1%
Total OPERATING EXPENSES	729,729.18	1,677,596.00	-947,866.82	43.5%
Total Expense	852,947.35	2,007,096.00	-1,154,148.65	42.5%
Net Income	858,237.25	-15,100.00	873,337.25	-5,683.7%

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

October 2023 through **March 2024**

	Oct '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	292,189.14	303,388.00	-11,198.86	96.3%
101-000-401 DEXTER TOWNSHIP	279,084.00	329,331.00	-50,247.00	84.7%
101-000-402 FREEDOM TOWNSHIP	1,093.18	1,165.00	-71.82	93.8%
101-000-403 HAMBURG TOWNSHIP	93,174.71	94,235.00	-1,060.29	98.9%
101-000-404 LIMA TOWNSHIP	123,630.04	130,984.00	-7,353.96	94.4%
101-000-405 LODI TOWNSHIP	10,482.24	10,630.00	-147.76	98.6%
101-000-406 NORTHFIELD TWP	2,682.58	3,027.00	-344.42	88.6%
101-000-407 SCIO TOWNSHIP	227,603.97	381,913.00	-154,309.03	59.6%
101-000-408 WEBSTER TOWNSHIP	532,663.55	542,873.00	-10,209.45	98.1%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	1,562,603.41	1,798,046.00	-235,442.59	86.9%
OTHER INCOME				
101-000-507 GRANT INCOME	0.00	100.00	-100.00	0.0%
101-000-591 FRIENDS OF THE LIBR	739.19	12,000.00	-11,260.81	6.2%
101-000-592 GIFTS/MEMORIALS	6,267.62	7,000.00	-732.38	89.5%
101-000-607 FAX SERVICES	167.00	200.00	-33.00	83.5%
101-000-608 PURCHASES	46.00	100.00	-54.00	46.0%
101-000-609 FINES	5,695.23	9,000.00	-3,304.77	63.3%
101-000-610 NON RESIDENT FEES	360.00	600.00	-240.00	60.0%
101-000-627 COPIER	1,449.50	3,000.00	-1,550.50	48.3%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	3,008.36	2,000.00	1,008.36	150.4%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
Total OTHER INCOME	17,732.90	34,200.00	-16,467.10	51.9%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	27,411.91	25,000.00	2,411.91	109.6%
101-000-575 STATE AID	10,883.18	20,000.00	-9,116.82	54.4%
101-000-665 INTEREST INCOME	92,553.20	95,000.00	-2,446.80	97.4%
101-000-666 ENDOWMENT INCOME	0.00	1,500.00	-1,500.00	0.0%
Total OTHER MISC REVENUE	130,848.29	141,500.00	-10,651.71	92.5%
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	17,000.00	-17,000.00	0.0%
Total PENAL FINES REVENUE	0.00	18,250.00	-18,250.00	0.0%
Total Income	1,711,184.60	1,991,996.00	-280,811.40	85.9%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	16,907.28	54,000.00	-37,092.72	31.3%
101-790-741 CHILDREN'S BOOKS	28,136.95	75,000.00	-46,863.05	37.5%
101-790-742 PROGRAMMING	21,454.19	50,000.00	-28,545.81	42.9%
101-790-743 ELECTRONIC RESOURCE	9,771.18	12,000.00	-2,228.82	81.4%
101-790-744 PERIOD & SUBSCRIPT	262.71	8,500.00	-8,237.29	3.1%
101-790-745 BOOKS ON CD-ADULT	2,001.83	8,000.00	-5,998.17	25.0%
101-790-746 BOOKS ON CD CHILD	1,848.78	4,000.00	-2,151.22	46.2%
101-790-747 DVD-ADULT	2,281.05	8,000.00	-5,718.95	28.5%
101-790-748 DVD-CHILD	3,258.80	8,000.00	-4,741.20	40.7%
101-790-749 AUDIO MUSIC ADULT	233.99	2,500.00	-2,266.01	9.4%
101-790-750 AUDIO MUSIC CHILD	336.61	1,000.00	-663.39	33.7%
101-790-751 E-BOOKS/AUDIO	33,324.62	75,500.00	-42,175.38	44.1%
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	2,036.82	20,000.00	-17,963.18	10.2%
Total LIBRARY MATERIALS	123,218.17	329,500.00	-206,281.83	37.4%

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

	Oct '23 - Mar 24	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
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	15,100.00	-71.96	99.5%
101-901-972 CAPITAL REPLACEMENT	0.00	0.00	0.00	0.0%
Total CAPITAL OUTLAY IMPROVE	16,604.41	60,100.00	-43,495.59	27.6%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	1,101.50	2,000.00	-898.50	55.1%
101-790-727 LIBRARY SUPPLIES	5,026.94	13,000.00	-7,973.06	38.7%
101-790-728 POSTAGE	443.96	1,200.00	-756.04	37.0%
101-790-729 BUILDING SUPPLIES	7,662.66	11,000.00	-3,337.34	69.7%
101-790-800 COOPERATIVE FEES	31,047.49	63,000.00	-31,952.51	49.3%
101-790-801 PROF SERVICES	24,365.00	27,528.00	-3,163.00	88.5%
101-790-802 ATTORNEY FEES	309.50	3,000.00	-2,690.50	10.3%
101-790-803 BOOKKEEPING SERV	5,168.95	11,500.00	-6,331.05	44.9%
101-790-818 INSTITUTION DUE/FEE	100.00	1,500.00	-1,400.00	6.7%
101-790-851 TELEPHONE	2,236.00	5,500.00	-3,264.00	40.7%
101-790-860 TRANSPORTATION	107.95	1,000.00	-892.05	10.8%
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	23,177.00	25,000.00	-1,823.00	92.7%
101-790-920 UTILITIES	28,157.14	60,000.00	-31,842.86	46.9%
101-790-930 BLDING MAINTENANCE	29,353.71	64,000.00	-34,646.29	45.9%
101-790-932 BUILDING REPAIRS	11,529.35	16,000.00	-4,470.65	72.1%
101-790-934 EQUIPMENT REPAIR	392.68	3,000.00	-2,607.32	13.1%
101-790-936 GROUNDS KEEPING	3,400.00	7,500.00	-4,100.00	45.3%
101-790-940 EQUIPMENT LEASE	3,733.47	7,800.00	-4,066.53	47.9%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	42.40	500.00	-457.60	8.5%
101-790-958 S.E.V. ADJUSTMENT	313.19	3,000.00	-2,686.81	10.4%
Total GENERAL OPERATIONS	185,136.65	364,128.00	-178,991.35	50.8%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	441,257.64	1,050,172.00	-608,914.36	42.0%
101-790-703 LONGEVITY	3,750.00	8,000.00	-4,250.00	46.9%
101-790-713 FSA	2,076.84	5,000.00	-2,923.16	41.5%
101-790-714 EMPLR SHARE (FICA)	34,002.88	80,338.00	-46,335.12	42.3%
101-790-715 MEDICAL REIMBUR	1,200.16	2,400.00	-1,199.84	50.0%
101-790-716 MEDICAL	29,749.02	70,965.00	-41,215.98	41.9%
101-790-717 LIFE INSURANCE	964.32	2,091.00	-1,126.68	46.1%
101-790-718 457 ANNUITY CONTRB	13,303.90	30,712.00	-17,408.10	43.3%
101-790-719 SHORT TERM DISBLTY	1,683.36	3,690.00	-2,006.64	45.6%
Total WAGES & BENEFITS	527,988.12	1,253,368.00	-725,379.88	42.1%
Total OPERATING EXPENSES	729,729.18	1,677,596.00	-947,866.82	43.5%
Total Expense	852,947.35	2,007,096.00	-1,154,148.65	42.5%
Net Income	858,237.25	-15,100.00	873,337.25	-5,683.7%

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DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-FINAL
As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,628,834.44
Total Checking/Savings	1,628,834.44
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	13,282.00
101-000-102 CD 1 FLAGSTAR	278,063.76
101-000-103 CD COMERICA	222,427.17
101-000-106 CD OLD NATIONAL	274,780.35
101-000-107 CD 1 HUNTINGTON	218,890.28
101-000-109 CD NORTHSTAR BANK	273,198.46
101-000-110 CD 2 HUNTINGTON	274,395.99
101-000-112 CD 2 FLAGSTAR	242,279.46
101-000-120 MICHIGAN CLASS	2,039,595.21
Total Other Current Assets	3,837,380.68
Total Current Assets	5,466,215.12
TOTAL ASSETS	5,466,215.12
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	31,185.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	823.73
Total Other Current Liabilities	58,441.30
Total Current Liabilities	58,441.30
Total Liabilities	58,441.30
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,543,447.98
Net Income	758,225.91
Total Equity	5,407,773.82
TOTAL LIABILITIES & EQUITY	5,466,215.12

FINAL

DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-FINAL
 October 2023 through February 2024

	Oct '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	1,374,287.07	1,798,046.00	-423,758.93	76.4%
OTHER INCOME	14,497.43	34,200.00	-19,702.57	42.4%
OTHER MISC REVENUE	86,426.02	141,500.00	-55,073.98	61.1%
PENAL FINES REVENUE	0.00	18,250.00	-18,250.00	0.0%
Total Income	1,475,210.52	1,991,996.00	-516,785.48	74.1%
Expense				
LIBRARY MATERIALS	99,090.43	329,500.00	-230,409.57	30.1%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	16,604.41	60,100.00	-43,495.59	27.6%
GENERAL OPERATIONS	156,453.25	364,128.00	-207,674.75	43.0%
WAGES & BENEFITS	444,836.52	1,253,368.00	-808,531.48	35.5%
Total OPERATING EXPENSES	617,894.18	1,677,596.00	-1,059,701.82	36.8%
Total Expense	716,984.61	2,007,096.00	-1,290,111.39	35.7%
Net Income	758,225.91	-15,100.00	773,325.91	-5,021.4%

FINAL

DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-FINAL
 October 2023 through February 2024

	Oct '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	193,846.58	303,388.00	-109,541.42	63.9%
101-000-401 DEXTER TOWNSHIP	279,084.00	329,331.00	-50,247.00	84.7%
101-000-402 FREEDOM TOWNSHIP	420.39	1,165.00	-744.61	36.1%
101-000-403 HAMBURG TOWNSHIP	91,581.76	94,235.00	-2,653.24	97.2%
101-000-404 LIMA TOWNSHIP	91,974.02	130,984.00	-39,009.98	70.2%
101-000-405 LODI TOWNSHIP	6,342.13	10,630.00	-4,287.87	59.7%
101-000-406 NORTHFIELD TWP	1,628.25	3,027.00	-1,398.75	53.8%
101-000-407 SCIO TOWNSHIP	192,085.77	381,913.00	-189,827.23	50.3%
101-000-408 WEBSTER TOWNSHIP	517,324.17	542,873.00	-25,548.83	95.3%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	1,374,287.07	1,798,046.00	-423,758.93	76.4%
OTHER INCOME				
101-000-507 GRANT INCOME	0.00	100.00	-100.00	0.0%
101-000-591 FRIENDS OF THE LIBR	739.19	12,000.00	-11,260.81	6.2%
101-000-592 GIFTS/MEMORIALS	3,970.62	7,000.00	-3,029.38	56.7%
101-000-607 FAX SERVICES	138.00	200.00	-62.00	69.0%
101-000-608 PURCHASES	36.50	100.00	-63.50	36.5%
101-000-609 FINES	5,282.57	9,000.00	-3,717.43	58.7%
101-000-610 NON RESIDENT FEES	360.00	600.00	-240.00	60.0%
101-000-627 COPIER	1,296.15	3,000.00	-1,703.85	43.2%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	2,674.40	2,000.00	674.40	133.7%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
Total OTHER INCOME	14,497.43	34,200.00	-19,702.57	42.4%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	0.00	25,000.00	-25,000.00	0.0%
101-000-575 STATE AID	0.00	20,000.00	-20,000.00	0.0%
101-000-665 INTEREST INCOME	86,426.02	95,000.00	-8,573.98	91.0%
101-000-666 ENDOWMENT INCOME	0.00	1,500.00	-1,500.00	0.0%
Total OTHER MISC REVENUE	86,426.02	141,500.00	-55,073.98	61.1%
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	17,000.00	-17,000.00	0.0%
Total PENAL FINES REVENUE	0.00	18,250.00	-18,250.00	0.0%
Total Income	1,475,210.52	1,991,996.00	-516,785.48	74.1%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	13,899.98	54,000.00	-40,100.02	25.7%
101-790-741 CHILDREN'S BOOKS	23,772.87	75,000.00	-51,227.13	31.7%
101-790-742 PROGRAMMING	15,506.79	50,000.00	-34,493.21	31.0%
101-790-743 ELECTRONIC RESOURCE	7,390.58	12,000.00	-4,609.42	61.6%
101-790-744 PERIOD & SUBSCRIPT	262.71	8,500.00	-8,237.29	3.1%
101-790-745 BOOKS ON CD-ADULT	1,409.74	8,000.00	-6,590.26	17.6%
101-790-746 BOOKS ON CD CHILD	1,396.23	4,000.00	-2,603.77	34.9%
101-790-747 DVD-ADULT	1,254.07	8,000.00	-6,745.93	15.7%
101-790-748 DVD-CHILD	2,714.90	8,000.00	-5,285.10	33.9%
101-790-749 AUDIO MUSIC ADULT	233.99	2,500.00	-2,266.01	9.4%
101-790-750 AUDIO MUSIC CHILD	336.61	1,000.00	-663.39	33.7%
101-790-751 E-BOOKS/AUDIO	27,980.44	75,500.00	-47,519.56	37.1%
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	1,568.16	20,000.00	-18,431.84	7.8%
Total LIBRARY MATERIALS	99,090.43	329,500.00	-230,409.57	30.1%

FINAL

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

October 2023 through **February 2024**

	Oct '23 - Feb 24	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
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	15,100.00	-71.96	99.5%
101-901-972 CAPITAL REPLACEMENT	0.00	0.00	0.00	0.0%
Total CAPITAL OUTLAY IMPROVE	16,604.41	60,100.00	-43,495.59	27.6%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	1,034.00	2,000.00	-966.00	51.7%
101-790-727 LIBRARY SUPPLIES	4,022.27	13,000.00	-8,977.73	30.9%
101-790-728 POSTAGE	443.96	1,200.00	-756.04	37.0%
101-790-729 BUILDING SUPPLIES	6,666.16	11,000.00	-4,333.84	60.6%
101-790-800 COOPERATIVE FEES	21,377.47	63,000.00	-41,622.53	33.9%
101-790-801 PROF SERVICES	24,365.00	27,528.00	-3,163.00	88.5%
101-790-802 ATTORNEY FEES	309.50	3,000.00	-2,690.50	10.3%
101-790-803 BOOKKEEPING SERV	4,360.05	11,500.00	-7,139.95	37.9%
101-790-818 INSTITUTION DUE/FEE	0.00	1,500.00	-1,500.00	0.0%
101-790-851 TELEPHONE	1,788.80	5,500.00	-3,711.20	32.5%
101-790-860 TRANSPORTATION	107.95	1,000.00	-892.05	10.8%
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	22,817.18	60,000.00	-37,182.82	38.0%
101-790-930 BLDING MAINTENANCE	23,131.81	64,000.00	-40,868.19	36.1%
101-790-932 BUILDING REPAIRS	8,527.99	16,000.00	-7,472.01	53.3%
101-790-934 EQUIPMENT REPAIR	392.68	3,000.00	-2,607.32	13.1%
101-790-936 GROUNDS KEEPING	3,150.00	7,500.00	-4,350.00	42.0%
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	42.40	500.00	-457.60	8.5%
101-790-958 S.E.V. ADJUSTMENT	313.19	3,000.00	-2,686.81	10.4%
Total GENERAL OPERATIONS	156,453.25	364,128.00	-207,674.75	43.0%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	371,301.88	1,050,172.00	-678,870.12	35.4%
101-790-703 LONGEVITY	3,750.00	8,000.00	-4,250.00	46.9%
101-790-713 FSA	1,903.77	5,000.00	-3,096.23	38.1%
101-790-714 EMPLR SHARE (FICA)	28,657.42	80,338.00	-51,680.58	35.7%
101-790-715 MEDICAL REIMBUR	1,015.52	2,400.00	-1,384.48	42.3%
101-790-716 MEDICAL	24,790.85	70,965.00	-46,174.15	34.9%
101-790-717 LIFE INSURANCE	803.60	2,091.00	-1,287.40	38.4%
101-790-718 457 ANNUITY CONTRB	11,210.68	30,712.00	-19,501.32	36.5%
101-790-719 SHORT TERM DISBLTY	1,402.80	3,690.00	-2,287.20	38.0%
Total WAGES & BENEFITS	444,836.52	1,253,368.00	-808,531.48	35.5%
Total OPERATING EXPENSES	617,894.18	1,677,596.00	-1,059,701.82	36.8%
Total Expense	716,984.61	2,007,096.00	-1,290,111.39	35.7%
Net Income	758,225.91	-15,100.00	773,325.91	-5,021.4%

FINAL

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

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	175,115.60
Total Checking/Savings	175,115.60
Other Current Assets	
301-000-120 MICHIGAN CLASS	419,906.44
Total Other Current Assets	419,906.44
Total Current Assets	595,022.04
TOTAL ASSETS	595,022.04
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	95,766.78
Net Income	499,255.26
Total Equity	595,022.04
TOTAL LIABILITIES & EQUITY	595,022.04

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

	Oct '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	99,403.70	99,796.00	-392.30	99.6%
301-000-401 DEXTER TOWNSHIP	87,952.14	103,794.00	-15,841.86	84.7%
301-000-402 FREEDOM TOWNSHIP	364.81	367.00	-2.19	99.4%
301-000-403 HAMBURG TOWNSHIP	29,363.57	29,699.00	-335.43	98.9%
301-000-404 LIMA TOWNSHIP	38,961.20	41,282.00	-2,320.80	94.4%
301-000-405 LODI TOWNSHIP	3,498.00	3,350.00	148.00	104.4%
301-000-406 NORTHFIELD TOWNSHIP	845.40	954.00	-108.60	88.6%
301-000-407 SCIO TOWNSHIP	75,993.27	126,020.00	-50,026.73	60.3%
301-000-408 WEBSTER TOWNSHIP	167,867.59	171,094.00	-3,226.41	98.1%
301-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
301-000-573 PERS PROP TAX REIMB	9,147.54	5,000.00	4,147.54	183.0%
301-000-665 INTEREST INCOME	2,933.04	4,000.00	-1,066.96	73.3%
Total Income	516,330.26	585,856.00	-69,525.74	88.1%
Expense				
301-906-801 PROFESSIONAL SRV	125.00	250.00	-125.00	50.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	16,950.00	588,900.00	-571,950.00	2.9%
Total Expense	17,075.00	589,270.00	-572,195.00	2.9%
Net Income	499,255.26	-3,414.00	502,669.26	-14,623.8%

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Cash Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-FINAL

As of February 29, 2024

	<u>Feb 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	105,695.85
Total Checking/Savings	105,695.85
Other Current Assets	
301-000-120 MICHIGAN CLASS	419,906.44
Total Other Current Assets	419,906.44
Total Current Assets	525,602.29
TOTAL ASSETS	<u><u>525,602.29</u></u>
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	95,766.78
Net Income	429,835.51
Total Equity	525,602.29
TOTAL LIABILITIES & EQUITY	<u><u>525,602.29</u></u>

FINAL

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

STATEMENT OF OPERATIONS-YTD-FINAL

October 2023 through February 2024

	Oct '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	68,358.72	99,796.00	-31,437.28	68.5%
301-000-401 DEXTER TOWNSHIP	87,952.14	103,794.00	-15,841.86	84.7%
301-000-402 FREEDOM TOWNSHIP	140.29	367.00	-226.71	38.2%
301-000-403 HAMBURG TOWNSHIP	28,861.56	29,699.00	-837.44	97.2%
301-000-404 LIMA TOWNSHIP	28,985.01	41,282.00	-12,296.99	70.2%
301-000-405 LODI TOWNSHIP	2,116.42	3,350.00	-1,233.58	63.2%
301-000-406 NORTHFIELD TOWNSHIP	513.13	954.00	-440.87	53.8%
301-000-407 SCIO TOWNSHIP	64,016.77	126,020.00	-62,003.23	50.8%
301-000-408 WEBSTER TOWNSHIP	163,033.43	171,094.00	-8,060.57	95.3%
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	2,933.04	4,000.00	-1,066.96	73.3%
Total Income	446,910.51	585,856.00	-138,945.49	76.3%
Expense				
301-906-801 PROFESSIONAL SRV	125.00	250.00	-125.00	50.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	16,950.00	588,900.00	-571,950.00	2.9%
Total Expense	17,075.00	589,270.00	-572,195.00	2.9%
Net Income	429,835.51	-3,414.00	433,249.51	-12,590.4%

FINAL



**Facilities Committee Meeting
March 22, 2024
-DRAFT-Meeting Minutes**

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

Members absent: None

Others present: None

The meeting was called to order at 8:08 am.

McCann added an item regarding carpet to the agenda. The agenda was approved by consensus

Minutes from previous meeting were accepted by consensus.

McCann noted the stain on the carpet outside the elevator on the second floor. This may have been caused by the cleaning crew when a chemical sloshed out of a bucket or was spilled. There is no definitive proof of how it materialized. Erwin is in the process of contacting carpet companies to see if we can repair the issue by cutting out a section of the carpet and repairing with carpet squares. The second floor carpet is a rolled carpet style with large swaths of continuous carpet. Cutting out a section will be a faster and easier fix if possible.

McCann noted Erwin has marked the perimeter of the erosion spot with string. This will allow us to monitor the migration of the problem area. The irrigation line has been moved. The old line has been abandoned in place and marked as such. This will help MDOT if they arrive unannounced and fill the gully with rip rap.

The committee agreed that the quartz sample "Haverhill," supplied by Doors and Drawers, was the best match we have found so far for the Circulation desk countertop. The committee came to consensus on the 'Envi – Haverhill' sample. This sample is very close to the existing laminate and was one of the few earth tones offered. We will move forward getting a firm quote for this material if other samples are not presented and will be shooting for approval at the April Board meeting.

The lower level A/V issues were substantially resolved. However, during the last TelSystems visit, the technician performed a firmware update on the switcher, which

controls the various associated appliances. Unfortunately, this resulted in an issue with the microphones. TelSystems continues to work to resolve the problems at no charge under warranty.

McCann discussed the coming renewal of the Altech basic HVAC preventative maintenance contract for 2024-25. The general preventative maintenance will see an approximate 3% increase and the boiler maintenance was closer to a 6% increase. The committee discussed the current issue with the HVAC return fan motor problem. Altech has submitted a quote for \$3,122. The return fan motor has a bad bearing on the spindle. McCann has asked Altech for additional information, such as clarification of the repair listed on the quote. The current motor was replaced as new in 2022. This came at a cost just under \$4,000. McCann has also inquired about the manufacturer covering the repair cost as well as getting a quote for installing a new motor. Given the cost, it is still an open question as to whether we should pay this amount to repair a two-year-old motor or simply replace it with a new motor.

McCann shared the most recent City utility bill. Water use has returned to normal levels after the water softener repair.

McCann reviewed the miscellaneous items on the progress review.

The Committee members did not have additional input. McCann noted the Committee and Board will most likely be discussing sprucing up areas of the Library as well as maybe more intensive renovations as we address the new strategic plan.

The Committee adjourned at 9:10 am.

Respectfully submitted,

Paul McCann, Recording Secretary



**Policy Committee Meeting
March 12, 2024
-DRAFT-Meeting Minutes**

Members present: Jim LaVoie, Paul McCann, Shelly Vrsek

Members absent: Cassy Korinek

Others present: Michelle Joppeck, Recording Secretary

This meeting was conducted via the online video conferencing program Zoom and was called to order at 7:06 p.m.

The presented agenda was reviewed and approved by consensus.

Meeting minutes from February 13, 2024 were reviewed and approved by consensus.

McCann had a question about policy formatting. He has seen other libraries number their policies (i.e. all policies related to staff are numbered in the 100s, all policies related to patrons are numbered in the 200s, all policies related to the board are numbered in the 300s). He is also working on adding a statement of purpose and other formatting items to the policies to make it more clear that they are policies and make them appear more like policies. Vrsek mentioned that the scope, who the policy applies to, is missing from our policies. LaVoie asked if we create these policy formatting, if they would apply to all policies. McCann mentioned that it would apply to all policies, but would be added as the Policy Committee reviews the policies. Or it could be done to all policies at once and then get Board approval. Vrsek mentioned that some policies would be intentionally vague and refer to procedures so that if a procedure changes frequently, then it would not need to go to the Board every time it needs to change.

The Board Policy Regarding Committees was reviewed. Before the meeting McCann added a Statement of Purpose and after the preceding discussion, will add a scope as well. Vrsek recommended adding something to make it clear that there are not so many Board members on a committee so that it is clear that a quorum is not meet and thus, does not go against the Open Meetings Act. After reviewing the changes to the charges sections stating how many Board members are on the committee, it was determined that this statement may not needed in the Statement of Purpose after all. After discussing the composition and responsibilities of the committees, LaVoie asked if the other committees would be approving this before it goes to the Board, but McCann said that agreeing to those compositions and responsibilities would be a part of approving the changes to the policy. A majority of the policy was reviewed and corrections and edits were made as Board members saw fit. Changes to this policy will be reviewed by the Policy Committee at the next meeting before changes go to the Board for approval.

The Material Selection Policy was reviewed. It was recommended to turn the Mission Statement section into the Policy Statement section stating the purpose of the policy. A discussion was had regarding the Basis of Policy and whether it is needed to state that these standards came from ALA, MLA and other public libraries. It was agreed to remove the Basis of Policy section and just add the statements to the Statement of Purpose section. It was decided to remove the Library Service Goals sections because they don't really pertain to the Material Selection process. Under the weeding section, it was suggested to add a few items that relate to the non-traditional items. Vrsek agreed that the current items cover books very well, but don't really apply to non-traditional items. There was a question about displays and whether they would fit into the Material Selection Policy, if they would need their own policy, or if it should just be an internal procedure. McCann argued that a display policy would be needed if the public is going to be using the display areas more frequently. Also, staff have requested a policy on displays that they can show patrons when complaints arise. It was agreed upon that this would need to be a different policy. This policy would also include the art displays. Further discussion for the displays will be tabled for a further meeting. Vrsek stated that she thinks that the Gifts and Donations section should be its own policy as well.

Due to the exiting of LaVoie and the resulting lack of quorum, the meeting was deemed adjourned by consensus at 8:18 p.m.

Respectfully submitted,

Michelle Joppeck
Recording Secretary

Treasurer's Report April 2024 Board Meeting

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

Current General Fund checking balance – \$1,722,851.28

Current Debt Service Fund balance – \$595,022.04

Current General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>	<u>Current Rate</u>
\$278,063.76	Flagstar (1)	8/20/2024	CD	102	5.03%
\$222,427.17	Comerica	7/11/2024	CD	103	4.75%
\$274,780.35	Old National (1)	8/27/2024	CD	106	5.20%
\$223,730.49	Huntington	9/16/2024	CD	107	4.10%
\$273,198.46	Northstar	8/14/2024	CD	109	4.55%
\$274,395.99	Huntington (2)	6/12/2024	CD	110	4.65%
\$248,406.64	Flagstar (2)	9/17/2024	CD	112	5.03%
\$2,047,756.48	Michigan CLASS	N/A	Investment	120	5.38%

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

3) Budget changes – none

4) Reimbursements – none

Notes:

Minor deposits to General Operations and Debt Service were made after the last visit by the bookkeeper and are not reflected in the balances above.

Debt Service funds have been substantially moved to Michigan Class in anticipation of the upcoming May 1 bond payment.

While not significant, we are starting to see interest rates dropping by single digit basis points in some CDs and Michigan CLASS. The peak was around 5.5% and Michigan Class has now dropped to 5.38% by the end of the month. While the Federal Reserve left rates unchanged at their most recent meeting, it is expected there will be three rate cuts during the year.

We were able to review the issues with Positive Pay with Chelsea State Bank. In discussing their requirements with the bookkeeper, he is not convinced the service is worth the cost. The bookkeeper is perplexed as to why simple downloads into Excel are not sufficient. He also took issue with the

alteration to the submission which requires the decimal be removed from the dollar amounts, noting that no accounting software he has ever dealt with eliminates decimal points to indicate cents. The process does require several additional steps on the Library’s end in order to format the report to be sent to CSB. These steps include manual manipulation of the data, which could lead to mistakes being made. We will run one further test. The big concern will be whether a check will be automatically rejected if there is a mistake made in the manual manipulation process.

The ACH test between Webster Township and the Library was unsuccessful. The Township did not process the paperwork in time and the final check for the 2023 millage income and debt service income was issued as a paper check. We may yet see a delinquent payment issued, but that is unlikely. Unfortunately, this means the ‘test’ will not happen until Webster Township issues the first disbursement for the 2024 income in late December 2024.

Check Register notes:

Altech Mechanical – check #27238 – the major portion of this check is the semi-annual charge for preventative maintenance

Chelsea Hearth and Fireplace – check #27209 – This was the charge for the full replacement of the remote control system for the fireplace which ceased working

City of Dexter – there were two checks issued to the City. One was for the standard utility bill. Check #27264 for \$200 is a refundable deposit for our park use permit for the April 8 solar eclipse party.

Midwest Tape – check #27221 – monthly charge for use of hoopla downloadable items

Pens.com – check #27223 – purchase of branded Summer Reading completion bags

Riverside – check #27224 – annual charge for fire alarm monitoring

Schindler – check #27258 – replacement of inoperable elevator car air supply fan

The Library Network – check #27234 was for quarterly shared catalog costs and included application of our e-rate funds. Check #27261 was for the annual subscription to the Consumer Reports database, which is subsidized by the Friends of the Library.

		Target
General Operations - all cash assets	\$5,566,359	
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	(\$1,080,000)	
Unassigned Fund Balance	\$468,392	
Total	\$5,566,359	

DEXTER DISTRICT LIBRARY-GENERAL FUND

A/P CHECK REGISTER

March 4 through April 1, 2024

Type	Date	Num	Split	Debit	Credit	Amount
ALLIANCE ENTERTAINMENT LLC						
Bill	03/05/2024	PLS78478872	101-790-748 DVD-CHILD		225.20	-225.20
Bill	03/05/2024	PLS78607139	101-790-748 DVD-CHILD		147.70	-147.70
Bill Pmt -Check	03/08/2024	27202	101-000-202 ACCOUNTS PAYABLE		372.90	-372.90
Bill	03/19/2024	PLS78717652	101-790-748 DVD-CHILD		171.00	-171.00
Bill Pmt -Check	03/19/2024	27237	101-000-202 ACCOUNTS PAYABLE		171.00	-171.00
ALTECH MECHANICAL						
Bill	03/19/2024	10905	101-790-932 BUILDING REPAIRS		577.00	-577.00
Bill	03/19/2024	10906	101-790-930 BLDING MAINTENANCE		3,028.20	-3,028.20
Bill	03/19/2024	10904	101-790-932 BUILDING REPAIRS		720.39	-720.39
Bill Pmt -Check	03/19/2024	27238	101-000-202 ACCOUNTS PAYABLE		4,325.59	-4,325.59
AMAZON CAPITAL SERVICES						
Bill	03/05/2024	INFJ-MPVVR-G6PP	101-790-742 PROGRAMMING		108.75	-108.75
Bill	03/05/2024	1QCQ-T4RX-DDJ6	101-790-729 BUILDING SUPPLIES		407.42	-407.42
Bill	03/05/2024	1LVL-JGK3-CL9G	101-790-742 PROGRAMMING		145.92	-145.92
Bill	03/05/2024	1LM3-MGCN-C79H	101-790-741 CHILDREN'S BOOKS		49.98	-49.98
Bill	03/05/2024	1MPX-4GQL-9PP6	101-790-747 DVD-ADULT		40.98	-40.98
Bill	03/05/2024	13LR-KLHW-9GQL	101-790-742 PROGRAMMING		68.42	-68.42
Bill	03/05/2024	163H-GXYG-9DD4	101-790-727 LIBRARY SUPPLIES		28.41	-28.41
Bill	03/05/2024	1KWG-6NWX-799M	101-790-742 PROGRAMMING		37.47	-37.47
Bill Pmt -Check	03/08/2024	27203	101-000-202 ACCOUNTS PAYABLE		887.35	-887.35
ANN ARBOR VEGAN KITCHEN						
Bill	03/19/2024	PLANT BASED COOKING	101-790-742 PROGRAMMING		300.00	-300.00
Bill Pmt -Check	03/19/2024	27239	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
APPLIED CAPITAL LLC						
Bill	03/05/2024	35939971	101-790-940 EQUIPMENT LEASE		692.39	-692.39
Bill Pmt -Check	03/08/2024	27204	101-000-202 ACCOUNTS PAYABLE		692.39	-692.39
AT&T MOBILITY						
Bill	03/05/2024	02182024	101-790-754 NON-TRAD COLLECTION		259.38	-259.38
Bill Pmt -Check	03/08/2024	27205	101-000-202 ACCOUNTS PAYABLE		259.38	-259.38
BAKER & TAYLOR						
Bill	03/19/2024	75024552	101-790-747 DVD-ADULT		986.00	-986.00
Bill	03/19/2024	2038083340	101-790-740 ADULT BOOKS		360.65	-360.65
Bill	03/19/2024	2038066662	101-790-740 ADULT BOOKS		27.74	-27.74
Bill Pmt -Check	03/19/2024	27240	101-000-202 ACCOUNTS PAYABLE		1,374.39	-1,374.39
BLACKSTONE PUBLISHING						
Bill	03/05/2024	2141246	101-790-745 BOOKS ON CD-ADULT		417.59	-417.59
Bill	03/05/2024	2141415	101-790-745 BOOKS ON CD-ADULT		100.60	-100.60
Bill	03/05/2024	2142323	101-790-745 BOOKS ON CD-ADULT		38.95	-38.95
Bill Pmt -Check	03/08/2024	27206	101-000-202 ACCOUNTS PAYABLE		557.14	-557.14
Bill	03/19/2024	2143571	101-790-745 BOOKS ON CD-ADULT		34.95	-34.95
Bill	03/19/2024	2144290	101-790-746 BOOKS ON CD CHILD		233.09	-233.09
Bill	03/19/2024	2144617	101-790-746 BOOKS ON CD CHILD		219.46	-219.46
Bill Pmt -Check	03/19/2024	27241	101-000-202 ACCOUNTS PAYABLE		487.50	-487.50
BUSCH'S INC						
Bill	03/19/2024	67-076805	101-790-742 PROGRAMMING		36.90	-36.90
Bill Pmt -Check	03/19/2024	27242	101-000-202 ACCOUNTS PAYABLE		36.90	-36.90
CALLHARBOR						
Bill	03/19/2024	35668	101-790-851 TELEPHONE		447.20	-447.20
Bill Pmt -Check	03/19/2024	27243	101-000-202 ACCOUNTS PAYABLE		447.20	-447.20
CAROL KAPPUS						
Bill	03/19/2024	CELTIC HARPING	101-790-742 PROGRAMMING		300.00	-300.00
Bill Pmt -Check	03/19/2024	27244	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
CARSON DELLOSA EDUCATION						
Bill	03/05/2024	100043496-00	101-790-742 PROGRAMMING		39.55	-39.55
Bill Pmt -Check	03/08/2024	27207	101-000-202 ACCOUNTS PAYABLE		39.55	-39.55
CHAMBERLIN PONY RIDES						
Bill	03/19/2024	15307	101-790-742 PROGRAMMING		515.00	-515.00
Bill Pmt -Check	03/19/2024	27245	101-000-202 ACCOUNTS PAYABLE		515.00	-515.00
CHASE CARD SERVICES						
Bill	03/19/2024	FEBRUARY	-SPLIT-		682.35	-682.35
Bill Pmt -Check	03/19/2024	27246	101-000-202 ACCOUNTS PAYABLE		682.35	-682.35
CHELSEA DISTRICT LIBRARY						
Bill	03/05/2024	WUTHERING HEIGHTS	101-000-609 FINES		14.95	-14.95
Bill Pmt -Check	03/08/2024	27208	101-000-202 ACCOUNTS PAYABLE		14.95	-14.95
CHELSEA HEARTH & FIREPLACES						
Bill	03/05/2024	25264	101-790-932 BUILDING REPAIRS		632.94	-632.94
Bill Pmt -Check	03/08/2024	27209	101-000-202 ACCOUNTS PAYABLE		632.94	-632.94
CINTAS CORPORATION-300						
Bill	03/19/2024	4182139388	101-790-930 BLDING MAINTENANCE		287.70	-287.70
Bill Pmt -Check	03/19/2024	27247	101-000-202 ACCOUNTS PAYABLE		287.70	-287.70
CITY OF DEXTER						
Bill	03/19/2024	1/1 - 2/29 BILL	101-790-920 UTILITIES		694.41	-694.41
Bill	03/19/2024	SOLAR ECLIPSE PARTY	101-790-742 PROGRAMMING		200.00	-200.00
Bill Pmt -Check	03/19/2024	27248	101-000-202 ACCOUNTS PAYABLE		694.41	-694.41
Bill Pmt -Check	03/19/2024	27264	101-000-202 ACCOUNTS PAYABLE		200.00	-200.00
CONSTELLATION NEWENERGY-GAS DIVISION LLC						
Bill	03/19/2024	3980591	101-790-920 UTILITIES		1,270.83	-1,270.83
Bill Pmt -Check	03/19/2024	27249	101-000-202 ACCOUNTS PAYABLE		1,270.83	-1,270.83
CRYSTERRA WELLNESS						
Bill	03/05/2024	FEB YOGA	101-790-742 PROGRAMMING		375.00	-375.00
Bill Pmt -Check	03/08/2024	27210	101-000-202 ACCOUNTS PAYABLE		375.00	-375.00
DEMCO						
Bill	03/05/2024	7443825	101-790-727 LIBRARY SUPPLIES		238.12	-238.12
Bill Pmt -Check	03/08/2024	27211	101-000-202 ACCOUNTS PAYABLE		238.12	-238.12
DTE ENERGY						
Bill	03/19/2024	FEBRUARY	101-790-920 UTILITIES		3,374.72	-3,374.72
Bill Pmt -Check	03/19/2024	27250	101-000-202 ACCOUNTS PAYABLE		3,374.72	-3,374.72

DEXTER DISTRICT LIBRARY-GENERAL FUND

A/P CHECK REGISTER

March 4 through April 1, 2024

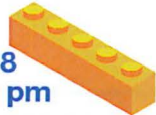










Type	Date	Num	Split	Debit	Credit	Amount
EHIM						
Bill	03/19/2024	ADM00031910	101-790-716 MEDICAL		2.40	-2.40
Bill Pmt -Check	03/19/2024	27251	101-000-202 ACCOUNTS PAYABLE		2.40	-2.40
EQUITABLE FINANCIAL						
Bill	03/05/2024	FEBRUARY	-SPLIT-		3,215.61	-3,215.61
Bill Pmt -Check	03/08/2024	27212	101-000-202 ACCOUNTS PAYABLE		3,215.61	-3,215.61
Bill	03/19/2024	MARCH	-SPLIT-		3,215.61	-3,215.61
Bill Pmt -Check	03/19/2024	27252	101-000-202 ACCOUNTS PAYABLE		3,215.61	-3,215.61
FUN EXPRESS, LLC						
Bill	03/19/2024	73028690501	101-790-742 PROGRAMMING		258.14	-258.14
Bill Pmt -Check	03/19/2024	27253	101-000-202 ACCOUNTS PAYABLE		258.14	-258.14
HACKNEY ACE HARDWARE						
Bill	03/05/2024	FEBRUARY	101-790-729 BUILDING SUPPLIES		44.35	-44.35
Bill Pmt -Check	03/08/2024	27213	101-000-202 ACCOUNTS PAYABLE		44.35	-44.35
IMPERIALDADE						
Bill	03/05/2024	90034120-00	101-790-729 BUILDING SUPPLIES		468.28	-468.28
Bill Pmt -Check	03/08/2024	27214	101-000-202 ACCOUNTS PAYABLE		468.28	-468.28
Bill	03/19/2024	90034120-01	101-790-729 BUILDING SUPPLIES		45.08	-45.08
Bill Pmt -Check	03/19/2024	27254	101-000-202 ACCOUNTS PAYABLE		45.08	-45.08
INGRAM LIBRARY SERVICES						
Bill	03/05/2024	80246573	-SPLIT-		6,691.10	-6,691.10
Bill Pmt -Check	03/08/2024	27215	101-000-202 ACCOUNTS PAYABLE		6,691.10	-6,691.10
IT BEGINS WITH BOOKS						
Bill	03/05/2024	020824RJ	101-790-741 CHILDREN'S BOOKS		51.96	-51.96
Bill Pmt -Check	03/08/2024	27216	101-000-202 ACCOUNTS PAYABLE		51.96	-51.96
KANOPY INC						
Bill	03/05/2024	389117	101-790-751 E-BOOKS/AUDIO		587.35	-587.35
Bill Pmt -Check	03/08/2024	27217	101-000-202 ACCOUNTS PAYABLE		587.35	-587.35
KATHERINE R. WILLSON						
Bill	03/05/2024	03/12 CARDS CLASS	101-790-742 PROGRAMMING		210.00	-210.00
Bill	03/05/2024	03/19 CARDS CLASS	101-790-742 PROGRAMMING		210.00	-210.00
Bill Pmt -Check	03/08/2024	27218	101-000-202 ACCOUNTS PAYABLE		420.00	-420.00
Bill	03/19/2024	4/22 HANDMADE CARDS	101-790-742 PROGRAMMING		210.00	-210.00
Bill	03/19/2024	4/10 HANDMADE CARDS	101-790-742 PROGRAMMING		210.00	-210.00
Bill Pmt -Check	03/19/2024	27255	101-000-202 ACCOUNTS PAYABLE		420.00	-420.00
LIBRARY IDEAS LLC						
Bill	03/05/2024	111020	101-790-743 ELECTRONIC RESOURCE		765.00	-765.00
Bill Pmt -Check	03/08/2024	27219	101-000-202 ACCOUNTS PAYABLE		765.00	-765.00
MICHIGAN MUNICIPAL LEAGUE						
Bill	03/05/2024	1440207	101-790-910 INSURANCE		83.00	-83.00
Bill Pmt -Check	03/08/2024	27220	101-000-202 ACCOUNTS PAYABLE		83.00	-83.00
MIDWEST TAPE, LLC						
Bill	03/05/2024	505127810	101-790-751 E-BOOKS/AUDIO		4,756.83	-4,756.83
Bill Pmt -Check	03/08/2024	27221	101-000-202 ACCOUNTS PAYABLE		4,756.83	-4,756.83
MILLIGAN'S LANDSCAPE SERVICES, LLC						
Bill	03/05/2024	1376	101-790-936 GROUNDS KEEPING		250.00	-250.00
Bill Pmt -Check	03/08/2024	27222	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
PENS.COM						
Bill	03/05/2024	113578412	101-790-742 PROGRAMMING		1,500.00	-1,500.00
Bill Pmt -Check	03/08/2024	27223	101-000-202 ACCOUNTS PAYABLE		1,500.00	-1,500.00
RAYMOND GEDDES CO., INC						
Bill	03/19/2024	877255	101-790-742 PROGRAMMING		223.50	-223.50
Bill Pmt -Check	03/19/2024	27256	101-000-202 ACCOUNTS PAYABLE		223.50	-223.50
REDFORD TOWNSHIP DISTRICT LIBRARY						
Bill	03/19/2024	BABY SCORPIO	101-000-609 FINES		12.99	-12.99
Bill Pmt -Check	03/19/2024	27257	101-000-202 ACCOUNTS PAYABLE		12.99	-12.99
RIVERSIDE INTEGRATED SYSTEMS INC						
Bill	03/05/2024	173388	101-790-930 BLDING MAINTENANCE		506.00	-506.00
Bill Pmt -Check	03/08/2024	27224	101-000-202 ACCOUNTS PAYABLE		506.00	-506.00
RNL GRAPHIC SOLUTIONS LLC						
Bill	03/05/2024	7562	101-790-727 LIBRARY SUPPLIES		412.75	-412.75
Bill Pmt -Check	03/08/2024	27225	101-000-202 ACCOUNTS PAYABLE		412.75	-412.75
SARAH KENNEDY						
Bill	03/05/2024	REIMBURSEMENT	101-790-723 PROF DEVELOPMENT		25.00	-25.00
Bill Pmt -Check	03/08/2024	27226	101-000-202 ACCOUNTS PAYABLE		25.00	-25.00
SCHINDLER ELEVATOR CORP						
Bill	03/19/2024	7153897603	101-790-932 BUILDING REPAIRS		1,071.03	-1,071.03
Bill Pmt -Check	03/19/2024	27258	101-000-202 ACCOUNTS PAYABLE		1,071.03	-1,071.03
SEBCO BOOKS						
Bill	03/05/2024	211972	101-790-741 CHILDREN'S BOOKS		189.95	-189.95
Bill Pmt -Check	03/08/2024	27227	101-000-202 ACCOUNTS PAYABLE		189.95	-189.95
SERVICEMASTER						
Bill	03/05/2024	1923	101-790-930 BLDING MAINTENANCE		2,400.00	-2,400.00
Bill Pmt -Check	03/08/2024	27228	101-000-202 ACCOUNTS PAYABLE		2,400.00	-2,400.00
SLOAN MUSEUM & LONGWAY PLANETARIUM						
Bill	03/05/2024	SOLAR ECLIPSE PROG	101-790-742 PROGRAMMING		286.00	-286.00
Bill Pmt -Check	03/08/2024	27229	101-000-202 ACCOUNTS PAYABLE		286.00	-286.00
SMALL BUSINESS ASSOC OF MICHIGAN						
Bill	03/19/2024	APRIL	-SPLIT-		5,407.70	-5,407.70
Bill Pmt -Check	03/19/2024	27259	101-000-202 ACCOUNTS PAYABLE		5,407.70	-5,407.70
SPRINGFIELD TOWNSHIP LIBRARY						
Bill	03/05/2024	SOMEONE ELSE'S SHOES	101-000-609 FINES		29.00	-29.00
Bill Pmt -Check	03/08/2024	27230	101-000-202 ACCOUNTS PAYABLE		29.00	-29.00
STAPLES BUSINESS ADVANTAGE						
Bill	03/05/2024	2560042195	101-790-727 LIBRARY SUPPLIES		69.79	-69.79
Bill	03/05/2024	3559646874	-SPLIT-		58.75	-58.75
Bill Pmt -Check	03/08/2024	27231	101-000-202 ACCOUNTS PAYABLE		128.54	-128.54
Bill	03/19/2024	3560629661	101-790-727 LIBRARY SUPPLIES		198.22	-198.22
Bill Pmt -Check	03/19/2024	27260	101-000-202 ACCOUNTS PAYABLE		198.22	-198.22

**DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER**

March 4 through April 1, 2024

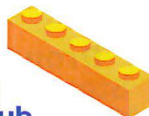




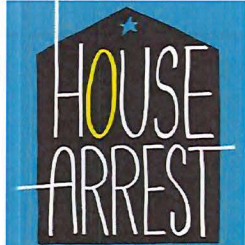




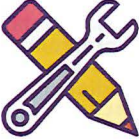


Type	Date	Num	Split	Debit	Credit	Amount
T-MOBILE						
Bill	03/05/2024	FEBRUARY	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	03/08/2024	27232	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
TASTE A COOK'S PLACE						
Bill	03/05/2024	COOKING IRISH	101-790-742 PROGRAMMING		250.00	-250.00
Bill	03/05/2024	COOKING CHINESE	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	03/08/2024	27233	101-000-202 ACCOUNTS PAYABLE		500.00	-500.00
THE LIBRARY NETWORK						
Bill	03/05/2024	73592	101-790-800 COOPERATIVE FEES		11,887.51	-11,887.51
Bill Pmt -Check	03/08/2024	27234	101-000-202 ACCOUNTS PAYABLE		9,670.02	-9,670.02
Bill	03/19/2024	73680	101-790-743 ELECTRONIC RESOURCE		1,246.00	-1,246.00
Bill Pmt -Check	03/19/2024	27261	101-000-202 ACCOUNTS PAYABLE		1,246.00	-1,246.00
VERIZON WIRELESS						
Bill	03/19/2024	9957901868	101-790-754 NON-TRAD COLLECTION		120.03	-120.03
Bill Pmt -Check	03/19/2024	27262	101-000-202 ACCOUNTS PAYABLE		120.03	-120.03
WOODLANDS LIBRARY COOPERATIVE						
Bill	03/05/2024	9576	101-790-727 LIBRARY SUPPLIES		30.00	-30.00
Bill Pmt -Check	03/08/2024	27235	101-000-202 ACCOUNTS PAYABLE		30.00	-30.00
WSR CERTIFIED PUBLIC ACCOUNTANTS						
Bill	03/05/2024	36981	101-790-803 BOOKKEEPING SERV		570.00	-570.00
Bill Pmt -Check	03/08/2024	27236	101-000-202 ACCOUNTS PAYABLE		570.00	-570.00
XANTHE MULLER						
Bill	03/19/2024	17424	101-790-723 PROF DEVELOPMENT		42.50	-42.50
Bill Pmt -Check	03/19/2024	27263	101-000-202 ACCOUNTS PAYABLE		42.50	-42.50

APRIL 2024 - YOUTH PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
	<p>1</p> <p>Drop-In Story Time Ages 5 & under 11:00 - 11:30 am</p>	<p>2</p> <p>Drop-In Story Time Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am</p> <p>Drop-In Lego Club Grades K - 8 4:30 - 5:30 pm</p> 	<p>3</p> <p>Small Group Story Time <i>in the main level programming room</i> Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED</p>	<p>4</p> <p>Drop-In Story Time Ages 5 & under 11:00 - 11:30 am</p>	<p>5</p> 	<p>6</p>
<p>7</p> 	<p>8</p> <p>Drop-In Story Time Ages 5 & under 11:00 - 11:30 am</p> <p>Drop-In Solar Eclipse Viewing Party All Ages 2:00 pm - 4:00 pm</p>	<p>9</p> <p>Drop-In Story Time Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am</p> <p>Super Stories Book Club Young Fives & K 4:30 - 5:15 pm REGISTRATION REQUIRED</p> 	<p>10</p> <p>Small Group Story Time <i>in the main level programming room</i> Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED</p> <p>Chess Club Kids and Teens 6:30 - 7:30 pm REGISTRATION REQUIRED</p> 	<p>11</p> <p>Drop-In Story Time Ages 5 & under 11:00 - 11:30 am</p> <p>Club Create Book Club Grades 1 & 2 4:30 - 5:15 pm REGISTRATION REQUIRED</p> 	<p>12</p>	<p>13</p> <p>Drop-In Petting Farm Children of All Ages 1:00 pm - 3:00 pm</p> 
<p>14</p>	<p>15</p> <p>Drop-In Story Time Ages 5 & under 11:00 - 11:30 am</p>	<p>16</p> <p>Drop-In Story Time Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am</p>	<p>17</p> <p>Small Group Story Time <i>in the main level programming room</i> Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED</p>	<p>18</p> <p>Drop-In Story Time Ages 5 & under 11:00 - 11:30 am</p> <p>All Star Readers Book Club Grades 3 & 4 4:30 - 5:30 pm REGISTRATION REQUIRED</p> 	<p>19</p> 	<p>20</p> <p>Drop-In Spring Crafts Children of All Ages 11:00 am - 12:00 pm</p>
<p>21</p> 	<p>22</p> <p>Drop-In Story Time Ages 5 & under 11:00 - 11:30 am</p>	<p>23</p> <p>Drop-In Story Time Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am</p>	<p>24</p> <p>Small Group Story Time <i>in the main level programming room</i> Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED</p>	<p>25</p>  <p>Drop-In Makerspace Grades K - 8 4:30 pm - 5:30 pm</p>	<p>26</p>	<p>27</p>
<p>28</p>	<p>29</p> <p>Drop-In Story Time Ages 5 & under 11:00 - 11:30 am</p>	<p>30</p> <p>Drop-In Story Time Ages 5 & under Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am</p>	<p>Dexter District Library * 3255 Alpine Street Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us</p> <p>In-Person Programs May Require Registration Check Our Website Calendar Of Events</p>			

SEE OTHER SIDE FOR TWEEN & TEEN CALENDAR





















APRIL 2024 - TEEN & TWEEN PROGRAMS


SUN	MON	TUE	WED	THU	FRI	SAT
APRIL IS NATIONAL POETRY MONTH	1	2  Drop-In Lego Club Grades K - 8 4:30 - 5:30 pm	3	4	5	6 
7 	8 Drop-In Solar Eclipse Viewing Party All Ages 2:00 pm - 4:00 pm	9	10 Chess Club Kids and Teens 6:30 - 7:30 pm REGISTRATION REQUIRED 	11 APRIL 11 IS NATIONAL PET DAY	12  Adopt a Pet	13
14	15 	16 TWEEN BOOK CLUB GRADES 5 - 7 4:30 - 5:30 pm Registration Required	17 	18	19  DIY Book Hedgehogs Grades 5 - 12 2:30 - 3:45 pm Registration Required	20  Teen Advisory Group Grades 7 - 12 1:00 - 2:00 pm Registration required
21 	22 EARTH DAY	23	24 	25 Drop-In Makerspace Grades K - 8 4:30 - 5:30 pm	26  Magic: The Gathering with SRSly Dexter Grades 5 - 12 6:00 - 8:00 pm Registration Required	27  Make Your Own Candy Sushi Grades 5 - 12 2:00 - 3:00 pm Registration Required
28	29	30	Programs May Require Registration; Check Our Website Calendar Of Events			
Dexter District Library * 3255 Alpine Street * Dexter MI 48130 * (734) 426-4477 * dexter.lib.mi.us						

SEE OTHER SIDE FOR YOUTH CALENDAR

April 2024

Dexter District Library Adult Programs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>1</p>  <p>Library Board Meeting 7:00 pm, In person Open to the public</p>	2	<p>3</p> <p>Walking Meditation 1:00-2:30 pm </p> <hr/> <p>Skin Cancer Prevention & Detection 6:00 pm </p>	<p>4</p> <p>Gentle Restorative Yoga 9:30 am Registration </p>	5	6  <p>Used Book Sale 9 am – 3 pm</p>
7	<p>8</p>  <p>Book Club 7:00-8:30 pm</p>	<p>9</p> <p>9:00 AM </p>	<p>10</p>  <p>April Card Making 9:30 am, Registration</p>	<p>11</p> <p>6:00 PM </p> <p>Gentle Restorative Yoga 9:30 am Registration</p>	<p>12</p> <p>Friday Night Movie for Adults 6:00 pm The Old Man & the Gun </p>	<p>13</p>  <p>Mindfulness Meditation 9:30 am</p>
<p>14</p> <p>Sunday, April 14 at 2:00 pm</p> <p>We Are Dexter: Dexter Community Orchestra </p>	15	<p>16</p> <p>9:00 AM </p>	17	<p>18</p> <p>6:00 PM </p> <p>Gentle Restorative Yoga 9:30 am Registration</p> <hr/> <p>Better Off Read Book Club 1:00 pm</p>	<p>19</p> <p>Friday, April 19 at 1:00 pm Afternoon Movie for Adults: The Holdovers Starring: Paul Giamatti, Da'Vine Joy Randolph and Dominic Sessa </p>	20
21	<p>22</p>  <p>April Card Making 6:00 pm, Registration</p>	23	<p>24</p> <p>We Are Dexter: Sanam Aldag: Serving Your Community as a Councilmember </p> <p>7:00 pm</p>	<p>25</p> <p>Gentle Restorative Yoga 9:30 am Registration </p>	26	27
28	29	<p>30</p> <p>Plant-Based Vegan – Made Easy! 7:00 pm Registration </p>	<p>Participate in Dexter’s Bicentennial at the Library! Bicentennial: “Good Deeds” Triangle Flag Banner Pick up a triangle to decorate and write the good deeds you do in the community. The triangles will be available to pick up at the Circulation Desk or at either Reference Desk. The banner will be displayed in the library. Share your good deeds!</p> 			

 Computer Class:
Registration Required



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

Free Technology Classes



One-on-One Technology Help

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

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

1:00-3:00 PM Thursday, May 30

6:00-8:00 PM Thursday, May 30



iPhone, iPad, and Apple Watch

9:00 AM Tuesday, Apr. 9

6:00 PM Thursday, Apr. 11



Android Phones and Tablets

9:00 AM Tuesday, Apr. 16

6:00 PM Thursday, Apr. 18



Getting the Most out of

Your Smart Phone

9:00 AM Tuesday, May 7

6:00 PM Thursday, May 9



Excel Part 1

9:00 AM Tuesday, May 14

6:00 PM Thursday, May 16



Excel Part 2

9:00 AM Tuesday, May 21

6:00 PM Thursday, May 23



Registration is required for all these events.

Sign up at the Adult Reference Desk or

online at dexter.lib.mi.us/events