



**Board of Trustees - Meeting Agenda
February 3, 2025 - 7:00 pm**

- 1) Call to order, attendance and introductions (7:00 pm)
- 2) Approval of agenda – **action item**
- 3) Approval of minutes from the January 6, 2025 regular Board meeting – **action item**
- 4) Public comment
 Parranged 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 on a Friday)
 Balance sheets, Michigan CLASS report (MI Class available at meeting)
 Committee meeting minutes – Finance (no meeting); Facilities (canceled – lack of quorum); Policy (1/14)
 Items from Legislature, MLA, TLN, AAACF, local municipalities and 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: Adult Reference Librarians Ashley Bowles (5 yrs.) and Catherine Van Camp (2 yrs.)
- 8) Old Business (8:00 pm)
 Strategic Planning
 Director's evaluation
 Cash Register
 RFID
- 9) New Business (8:30 pm)
 Amendments to sick time policy – **action item**
 ICE and library privacy
- 10) Public comment
- 11) Board member comments
- 12) Adjourn (8:59 pm)



Dexter District Library Board of Trustees

DRAFT - Meeting Minutes

January 6, 2025

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 7:03 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 amended. Second by Gregg. A voice vote was taken. Aye=all, nay=none. Motion carried.

Vrsek called for corrections to the minutes of the December 2, 2024 regular Board Meeting. No corrections were requested. Estill moved to approve the minutes from the December 2, 2024 regular Board Meeting as presented. Second by Korinek. A voice vote was taken. Aye=7, nay=none, abstain=1. Motion carried.

Public Comment: None.

Consent Agenda: Vrsek called for consideration of the Consent agenda, including the following: Library Director's narrative report; Friends of the Library report; Balance Sheets; Library statistical report; items from Legislature, local municipalities and other organizations; and patron comments. Palmer moved to approve the Consent agenda. Second by Davenport. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, LaVoie=aye, Korinek=aye, Gregg=aye, Estill=aye, Davenport=aye. Motion carried.

Circulation Statistics: Statistical charts for the month of December 2024 were available for review. The statistics are appended to the end of the minutes for formatting purposes.

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

McCann brought a question before the Board as to whether the Board is still interested in the Library being a member of the Dexter Area Chamber of Commerce. McCann is dissatisfied with the removal of the membership list that happened a few years ago and has not be readed. After a discussion, the Board was interested in continuing to be a member of the Dexter Area Chamber of Commerce.

Budget Changes: None

Reimbursement: None

Personnel: Library staff who reach their anniversary date of hire in the month of January include Head of Adult Services Lisa Ryan (15 years), Head of Youth Services Ruth Jansen (5 years), Youth Reference Librarian Sarah Kennedy (1 year), and Library Page Ilia Malaveci (2 years). All are set to be included in the 2025 wage rate adjustments therefore no Board action was necessary.

Old Business:

McCann is recommending staying with Schindler Elevator for our elevator service contract. Quotes were received from a couple other companies, but none of those companies were responsive to any of the questions or requests for verification that were submitted. Additionally, the other companies' quotes did not include required testing which was included in Schindler's quote. Based on estimates, since the companies would not respond to the request for pricing for those tests, the addition of those test removes most, if not all, of the savings that would be obtained by switching companies. Simpson moved to approve entering into the recommended elevator service contract with Schindler Elevator. Second by Davenport. A roll call vote was taken. LaVoie=aye, Gregg=aye, Davenport=aye, Vrsek=aye, Estill=aye, Korinek=aye, Palmer=aye, Simpson=aye. Motion carried.

McCann noted that there will be a Strategic Planning update next meeting.

McCann will meet with Vrsek regarding the Director's Evaluation before the next meeting.

New Business:

An anonymized wage rate schedule for 2025 was passed out to the Board members. McCann and the Finance Committee are recommending paying the Library Pages who are under the age of eighteen 85% of the minimum wage as allowed by the law once the minimum wage is increased again on February 21, 2025. Once Library Pages reach the age of eighteen, they will be paid 100% of the minimum wage as required by law. Simpson moved to adopt the proposed 2025 wage rate schedule as of January 1, 2025. Second by Korinek. A roll call vote was taken. Korinek=aye, Palmer=aye, Simpson=aye, Davenport=aye, Vrsek=aye, LaVoie=aye, Estill=aye, Gregg=aye. Motion carried. Along with the minimum wage increase, the Library will be required to start providing earned sick time at a rate of 1 hour per 30 hours worked starting on February 21, 2025. Policies regarding this change will be worked on in the Policy Committee.

Due to technological difficulties, the potential for adding New Year's Eve as a paid holiday was not able to be discussed by the Policy Committee. McCann was interested in bringing this issue before the Board due to the timing of New Year's Eve and the Board meeting in case the Board wanted to retroactively add New Year's Eve as a paid holiday for 2024. Currently, the Library is closed on New Year's Eve, but it is not a paid holiday. This is the only date where the Library is closed, but it is not a paid holiday and the day of the week that this date falls on can fluctuate; the rest of the dates that Library is closed, but are not a paid holiday always fall on a Sunday when full time staff do not normally work. An employee brought this to Simpson who discussed it with McCann which led to bringing this to the Board. After a lengthy discussion, multiple Board members were concerned that this question was brought up to a Board member instead of being brought up to McCann first. It was also decided that the Policy Committee would do a comparison of holidays at like-sized libraries in the area to determine if any changes or updates to the holiday policy are due.

The Library's cash register failed on December 19, 2024. McCann noted that it is possible to purchase a new cash register similar to the cash register the Library has been using, but wanted to know how the Board felt with regard to upgrading to a POS system vs purchasing a similar simple cash register especially in light of some of the items in the Strategic Plan. The Board was in favor of trying out a POS system and turning off the features that the Library is not ready to use at this time.

Multiple bids for converting the Library's collection to RFID have been received. McCann did get notification that TLN is willing to purchase the RFID tags and include it as part of the Shared System fees. That means that all the Library would end up having to pay for would be the labor for converting the collection. McCann and Wright believe that Bibliotheca is the best option for the Library to go with for converting the collection to RFID and are recommending them to the Board. LaVoie moved to move forward with the quote from Bibliotheca with the request to see the final contract and updated quote at the next meeting. Second by Davenport. A roll call vote was taken. Gregg=aye, Davenport=aye, Vrsek=aye, Estill=aye, Simpson=aye, LaVoie=aye, Korinek=aye, Palmer=aye. Motion carried.

Public Comment: None

Board Member Comments: None

Adjournment: Having completed all items on the agenda, Korinek moved to adjourn at 8:58 pm. Second by Gregg. A voice vote was taken. Aye=all, nay=none. Motion carried.

Respectfully submitted,

Barbara Davenport,
Secretary

Michelle Joppeck,
Recording Secretary

December 2024

Circulation Statistics	December
Adult Books	3679
Young Adult Books	472
Children's Books	7234
Magazines	50
DVD	1640
Books on CD	370
Music CD	202
Realia/Objects/Equip	38
Overdrive	4298
hoopla	2269
Kanopy	666
Staff/Patron renewals	1369
Auto-renewals	9416
In-House	852
Total	32555
Library visits	8842
Reference questions	1931
Items withdrawn	887
New items added	792
Total holdings	116552
New cards issued	55
Total card holders	10939
Internet usage	1197
Museum/Park Pass	8
Web site visits	9487
Program attendance	1268
Fax	8
ILL lent out	1572
ILL borrowed	2506
Unique borrowers	1624
Study Room Use	134

Director's Report

February 2025 Board Meeting

The Library was closed January 1, 2025 for New Year's Day. The circulation statistics and Michigan CLASS report will be distributed at the Board meeting due to the end of January falling on the Friday before the meeting.

During the month, the community groups using the Library's meeting room space included the Michigan Sailing Club, the Friends of the Library (Book Sale and Board meeting), Rebekah Harmony Lodge, the Dexter Senior Ukulele Orchestra (3x), Junior Troop 40698 (2x), the Rug Hookers, the Dexter Weavers, the Warped Weavers, the Huron Commons Condominium Association and Daisy Troop 40994.

Administration

The elevator contract with Schindler was renewed after the previous Board meeting and Board approval.

Between late December and January, the Library submitted the Library of Michigan State Aid Report, the Continuing Disclosure report for the bond to the Municipal Securities Rating Board, and the Michigan Online Qualifying Statement. All three reports are required. The State Aid Report qualifies the Library to receive State Aid funds. The Continuing Disclosure is a requirement of the bond funding for the building construction. This will either be the last or next to last Continuing Disclosure; our PFM will provide guidance on how to close out this reporting after the May 2025 final payment. The Qualifying Statement is an ongoing requirement by the Michigan Treasury. Acceptance of this, along with our audit filed with the Treasury by Maner Costerisan, provides the Library with the legal authority to issue debt via voter approved initiative.

The issue of the cash register has taken a turn. It appears that the supplier of our old cash register is no longer in business and there is a dearth of local office suppliers offering similar services. The majority of the POS systems function on a software as a service basis. The monthly software subscription charges for these systems would erase the majority of monthly income through the cash register. Prior to failure of the old cash register, the Library was bringing in approximately \$300 per month in receipts. Base costs for POS systems would run somewhere between \$150-\$250 per month depending on the system vendor. While there are systems like the Square register, purchasing a branded system will tie the Library to using that provider for future credit card processing. Standard cash registers are \$500 or less. During investigation, the journal tape function (necessary for error tracking) has generally been converted to either a daily close out printing or electronically stored on a removable media card. Additionally, a standard cash register would allow for future use of any credit card processing, rather than being tied to a specific processor.

In relation to the cash register decision, the Finance and Policy Committees will need to begin the discussions of removing fines for overdue materials and discuss limits on electronic fund transactions from patrons to maximize income. In looking at cash register options, the majority of the credit card processing companies charge a per transaction fee plus a percentage of the charge for each charge. When running numbers from old journal tapes, the Library could expect to lose 5-8% of all transactions if all transactions were processed via credit card. This percentage would decrease if there was a threshold (say \$5.00 minimum) for credit card transactions. Our current processes also allow for

refunding of unused payments for copies. Refunds would also incur a transaction fee. Interestingly, in discussions with a cash register company, that specific company offers a credit card processing service at a 4% transaction fee with no per transaction charge. Comparing this to the old journal tape, the Library could potentially see higher revenues while allowing for a lower threshold for electronic transactions. However, this would require processing credit cards through that specific vendor.

The RFID project is underway with a kickoff meeting held on Wednesday, January 29, 2025. McCann and Wright secured over 100,000 unencoded RFID tags through TLN for use with the project. This reduced the project cost by approximately \$20,000. The current project cost is estimated at just over \$51,000. This may rise if the workers cannot complete the project in 10 working days. However, Bibliotheca is confident this is achievable. The final contract cost was one third less than the nearest bidder and half the price of the highest bidder. As noted in the Technology report, the RFID tagging project is expected to start in late February.

Based on the conversations at the Policy Committee meeting on January 14, 2025, the Committee is recommending to the Library Board that New Year's Eve be restored as a paid holiday. This will come to the Board for a vote at the April meeting.

The Policy Committee also discussed the issue of sick time provided to part-time employees. The general recommendation from the Committee is to provide part-time workers with comparable, pro-rated sick time as the full-time employees receive. This equates to 1 hour of sick time earned for every 21.66 hours worked. While an extensive policy was presented, the Committee discussed eliminating significant portions. This would make amending the current personnel manual's section regarding sick time policy a more effective inclusion. Subsequent to the Policy Committee meeting, bills amending the tipped wage rate, the rates for individuals under the age of 18, and the sick time policies are moving through the Michigan legislature. These bills would need to be passed and signed into law prior to the February 21, 2025 effective date based on the 2024 Supreme Court decision, which invalidated the old minimum wage law and reinstated the Earned Sick Time Act (ESTA). Given the uncertainty surrounding pending legislation, any Board decision should be contingent on pending legislation. While the effective date for the ESTA to take effect is February 21, 2025 changes may be necessary if additional legislation is enacted. This may also affect the minimum wage as some of the legislation introduced seeks to alter the pay rates for minors under the age of 18.

General concerns in the library community are beginning to be expressed over the recent ICE actions searching for undocumented individuals. Additional handouts from the American Library Association are enclosed. The Dexter District Library is probably at a low probability for ICE inquiries regarding staff citizenship status due to our low number of employees. However, staff may face inquiries regarding patrons. Due to the nature of current ICE procedures, this may place staff in uncomfortable positions at times when the Library Director is not present. The Library maintains the obligation to both comply with the immigration law as well as maintain patron privacy under Michigan law. As noted in the suggested procedures document, any contact between staff and ICE officials would result in our attorney's involvement.

During the month, McCann met with Board President Vrsek to discuss the Director Evaluation process. While the positive comments generally provided by the Board are appreciated, the evaluation in total does not provide much direction for the future year. Vrsek and McCann agreed to look at a longer

horizon for planning, breaking tasks into smaller increments and looking towards succession planning. This will require a restructuring of what is submitted to the Board for review.

Children's Department

The winter session of Story Time started mid-January. Seventeen Story Time programs have been offered so far this month and have attracted 439 participants. A special Story Time was held as part of a school field trip, attracting 14 participants. Two additional drop-in programs specifically geared for children ages five and under (KinderConcert and a Music and Movement program with Dancer's Edge) attracted a combined total of 155 people. Three Youth Book Clubs for kids in young 5s – 4th grade had a combined attendance of 50 people. The Dinosaur Eye Spy game from November 15 – January 10 had 532 interactions.

Drop-In programs for elementary aged children during the first week of January included a Minecraft Party and a DIY Wood Signs program reaching 207 people during school break. The repeating monthly programs of Lego Club, Chess Club and Makerspace had a combined attendance of 57 participants. We showed the movie "The Wild Robot" on a no school day and 104 people attended. The most popular program this month was indoor mini-golf which was played 408 times during the last weekend of January.

The Teen Department offered five programs this month. The most popular program was Cookies & Canvas which was offered during Winter Break with 32 people attending. The Teen Advisory Group, Magic the Gathering, Crochet Crafternoon, and Tween Book Club had a combined total of 35 participants.

Adult Department

During January, the Adult Department offered both virtual and in-person programs. The two virtual programs included "Make Em' Laugh: A History of Movie Comedy" with 35 patrons attending via Zoom and "Chinese New Year Cooking with Mary Spencer" where Mary Spencer cooked some Chinese dishes from her kitchen to help patrons celebrate the Chinese New Year. This program saw 34 patrons log on.

In-person events included "A Cycling Expedition Across Ethiopia" which saw 28 patrons attend. The Library also offered three Thursday morning Restorative Yoga classes in January with a total attendance of 63 patrons. Mindfulness Meditation attracted six attendees. Finally, after a year of meetings, the Diabetes Prevention group is beginning to wrap up and has maintained an attendance of 17 participants.

This month's Friday Evening Movie for Adults featured "Fly Me to the Moon" with 21 patrons attending. The Friday Afternoon Movie for Adults featured "A Good Person" with 15 patrons in attendance.

The Library offered three adult book club meetings. The Somewhere in Time group discussed "Quackery" by Lydia Kang, M.D. with 10 patrons attending. Both the Better Off Read and Third Monday groups discussed "Tin Camp Road" by Ellen Airgood. This is the community read selection for 2025. The groups had a total attendance of 21 patrons.

The program "Remember Us? Forgotten Presidents" was originally scheduled for January 27, but had to be rescheduled for February 24 due to a presenter error.

Technology Department

During the month of January, Scott Wright taught two classes on the topic of "Start Digitizing." He had 22 patrons registered and 20 attended between the two sessions. He also offered half-hour "One-on-One Technology Help" sessions on Thursday, January 30. At present, there are 7 registrations for 8 available appointments. Topics patrons have expressed interest in learning about include VHS digitization, Android, Excel, photo downloads, Google Maps, and iPhone.

Wright also helped finalize the agreement with Bibliotheca for the RFID conversion of our collection. The project is likely to begin this February. He also ordered replacement PCs for the circulation desk and the youth public computer lab and made changes to our database authentication procedures due to the anticipated TLN move to Cloud Hosted CARL. This migration was subsequently postponed by TLN. He investigated expanding our Zoom capacity to 500 users for use with the Community Read author event and contacted SenSource to correct a problem with the way the people counter displayed open hours.

Circulation Department

Circulation activities started out slowly for January because school was not back in session and Story Times did not begin until mid-month. When the bitter cold came, very few patrons were venturing to the Library. Since Story Times have resumed, the weather is a bit warmer, and all the wonderful programs have resumed, foot traffic has greatly increased. A number of days saw over 400 visitors coming to the Library. We have also seen a big uptick in the number of delivery bins and are consistently averaging 12 bins per day.

We have seen a big increase in MeL requests from December. We had 117 requests and were able to fill 111. That has produced a lot of work for our great MeL processing team in Circulation. We also have had a lot of returned material. The inside and outside bins have been loaded with returned materials every day.

Despite the bitter cold and icy roads, the circulation staff have been faithfully coming in and working; serving the public cheerfully and professionally. We have a really wonderful staff right now. They have maintained their calm demeanors even when patrons are grumpy or demanding.

Maintenance Department

For the winter of 2024-2025, the Library has had little in the way of snow plowing charged to the Groundskeeping line. Several of the January snows were cleared with salting during the day and many overnight accumulations were less than the minimum of one inch for plowing. The Library had one plowing in 2024 and two plowings in January.

During January, Erwin performed many minor maintenance tasks such as replacing flushometer and o-rings in the 1st floor women's restroom and lower level men's restroom and replacing light bulbs over the circulation desk. He also spent significant time with snow removal and monitoring ice buildup on the walks and parking lot.

Erwin has also scheduled the annual fire alarm inspection with Riverside, supervised Schindler as they performed their first quarter preventative maintenance inspection on the elevator, ordered and had water softener salt delivered from Cribley/Champion and received an updated quote from Hopp Electric for installation of an outlet in the graphic novel section. The Youth staff requested additional light in this area and we are considering LED strips as the area is small and the shelving creates shadows from the ceiling lights. This hampers reading call numbers on book spines. Erwin also had to call Ken Cook Plumbing to fix a leaking toilet in lower level men's restroom.

Friends of the Library

The Friends of the Library and the Library Board hosted a reception celebrating the 30+ years of service of Library Board member Jim LaVoie, Circulation Supervisor Mary Graulich and Library Director Paul McCann. There was a nice turnout of Board members, current and former Library staff members and members of the community who have a particular connection to the Library. The Friends of the Library sponsored the catering for the event.

The Friends of the Library held a successful Book Sale on Saturday, January 4. Receipts from the sale amounted to \$1,125.50. The Friends will be hosting their next sale on Saturday, February 1, just ahead of the next Library Board meeting.

At their business meeting in January, the Friends reported that they are managing to keep the volume of unsold or not salable items in a steady state. Friends have begun recycling items in poor condition, those that have not sold over multiple sales and items that do not meet their sales criteria and cannot be donated to other organizations due to not meeting the other agency's criteria.

2:57 PM

01/21/25

Cash Basis

DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-PRELIMINARY
 As of January 31, 2025

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	783,610.54
Total Checking/Savings	783,610.54
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	18,030.00
101-000-102 CD 1 FLAGSTAR	284,961.30
101-000-103 CD COMERICA	227,768.51
101-000-106 CD OLD NATIONAL	281,951.25
101-000-107 CD 1 HUNTINGTON	228,316.96
101-000-109 CD NORTHSTAR BANK	279,588.76
101-000-110 CD 2 HUNTINGTON	280,775.69
101-000-112 CD 2 FLAGSTAR	254,758.19
101-000-120 MICHIGAN CLASS	2,437,127.26
Total Other Current Assets	4,293,745.92
Total Current Assets	5,077,356.46
TOTAL ASSETS	5,077,356.46
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	35,322.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	823.73
Total Other Current Liabilities	62,710.98
Total Current Liabilities	62,710.98
Total Liabilities	62,710.98
Equity	
101-000-391 OPENING FUND BAL.	3,105,898.93
101-000-395 ENDING BALANCE	1,889,782.70
Net Income	18,963.85
Total Equity	5,014,645.48
TOTAL LIABILITIES & EQUITY	5,077,356.46

DRAFT

9:17 AM

01/31/25

Cash Basis

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

October 2023 through January 2024

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	922,427.06	1,798,046.00	-875,618.94	51.3%
OTHER INCOME	8,664.35	34,200.00	-25,535.65	25.3%
OTHER MISC REVENUE	52,909.13	141,500.00	-88,590.87	37.4%
PENAL FINES REVENUE	0.00	18,250.00	-18,250.00	0.0%
Total Income	984,000.54	1,991,996.00	-1,007,995.46	49.4%
Expense				
LIBRARY MATERIALS	78,322.19	329,500.00	-251,177.81	23.8%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	16,604.41	58,000.00	-41,395.59	28.6%
GENERAL OPERATIONS	137,771.51	364,128.00	-226,356.49	37.8%
WAGES & BENEFITS	361,035.90	1,253,368.00	-892,332.10	28.8%
Total OPERATING EXPENSES	515,411.82	1,675,496.00	-1,160,084.18	30.8%
Total Expense	593,734.01	2,004,996.00	-1,411,261.99	29.6%
Net Income	390,266.53	-13,000.00	403,266.53	-3,002.1%

DRAFT

9:17 AM

01/31/25

Cash Basis

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

October 2023 through **January 2024**

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	144,516.26	303,388.00	-158,871.74	47.6%
101-000-401 DEXTER TOWNSHIP	188,538.50	329,331.00	-140,792.50	57.2%
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	324,027.53	542,873.00	-218,845.47	59.7%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	922,427.06	1,798,046.00	-875,618.94	51.3%
OTHER INCOME				
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	855.40	2,000.00	-1,144.60	42.8%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
Total OTHER INCOME	8,664.35	34,200.00	-25,535.65	25.3%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	0.00	25,000.00	-25,000.00	0.0%
101-000-575 STATE AID	0.00	20,000.00	-20,000.00	0.0%
101-000-665 INTEREST INCOME	52,909.13	95,000.00	-42,090.87	55.7%
101-000-666 ENDOWMENT INCOME	0.00	1,500.00	-1,500.00	0.0%
Total OTHER MISC REVENUE	52,909.13	141,500.00	-88,590.87	37.4%
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	984,000.54	1,991,996.00	-1,007,995.46	49.4%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	11,138.67	54,000.00	-42,861.33	20.6%
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%
Total LIBRARY MATERIALS	78,322.19	329,500.00	-251,177.81	23.8%



9:17 AM

01/31/25

Cash Basis

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

October 2023 through **January 2024**

	Oct '23 - Jan 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	13,000.00	2,028.04	115.6%
101-901-972 CAPITAL REPLACEMENT	0.00	0.00	0.00	0.0%
Total CAPITAL OUTLAY IMPROVE	16,604.41	58,000.00	-41,395.59	28.6%
GENERAL OPERATIONS				
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	35.60	500.00	-464.40	7.1%
101-790-958 S.E.V. ADJUSTMENT	313.19	3,000.00	-2,686.81	10.4%
Total GENERAL OPERATIONS	137,771.51	364,128.00	-226,356.49	37.8%
WAGES & BENEFITS				
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%
Total WAGES & BENEFITS	361,035.90	1,253,368.00	-892,332.10	28.8%
Total OPERATING EXPENSES	515,411.82	1,675,496.00	-1,160,084.18	30.8%
Total Expense	593,734.01	2,004,996.00	-1,411,261.99	29.6%
Net Income	390,266.53	-13,000.00	403,266.53	-3,002.1%

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01/21/25

Cash Basis

DEXTER DISTRICT LIBRARY-GENERAL FUND BALANCE SHEET-FINAL

As of **December 31, 2024**

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	448,353.83
Total Checking/Savings	448,353.83
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	18,030.00
101-000-102 CD 1 FLAGSTAR	284,961.30
101-000-103 CD COMERICA	227,768.51
101-000-106 CD OLD NATIONAL	281,951.25
101-000-107 CD 1 HUNTINGTON	228,316.96
101-000-109 CD NORTHSTAR BANK	279,588.76
101-000-110 CD 2 HUNTINGTON	280,775.69
101-000-112 CD 2 FLAGSTAR	254,758.19
101-000-120 MICHIGAN CLASS	2,437,127.26
Total Other Current Assets	4,293,745.92
Total Current Assets	4,742,099.75
TOTAL ASSETS	4,742,099.75
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	35,322.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	823.73
Total Other Current Liabilities	62,578.30
Total Current Liabilities	62,578.30
Total Liabilities	62,578.30
Equity	
101-000-391 OPENING FUND BAL.	3,105,898.93
101-000-395 ENDING BALANCE	1,889,782.70
Net Income	-316,160.18
Total Equity	4,679,521.45
TOTAL LIABILITIES & EQUITY	4,742,099.75

FINAL

2:59 PM

01/21/25

Cash Basis

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

October through **December 2024**

	Oct - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	98,018.24	1,906,301.00	-1,808,282.76	5.1%
OTHER INCOME	2,758.66	30,800.00	-28,041.34	9.0%
OTHER MISC REVENUE	32,233.78	144,500.00	-112,266.22	22.3%
PENAL FINES REVENUE	0.00	16,250.00	-16,250.00	0.0%
Total Income	133,010.68	2,097,851.00	-1,964,840.32	6.3%
Expense				
LIBRARY MATERIALS	57,074.08	350,100.00	-293,025.92	16.3%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	397.45	62,000.00	-61,602.55	0.6%
GENERAL OPERATIONS	100,762.54	374,082.00	-273,319.46	26.9%
WAGES & BENEFITS	290,936.79	1,303,458.00	-1,012,521.21	22.3%
Total OPERATING EXPENSES	392,096.78	1,739,540.00	-1,347,443.22	22.5%
Total Expense	449,170.86	2,089,640.00	-1,640,469.14	21.5%
Net Income	-316,160.18	8,211.00	-324,371.18	-3,850.4%

FINAL

2:58 PM

01/21/25

Cash Basis

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

October through **December 2024**

	Oct - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	14,880.06	318,333.00	-303,452.94	4.7%
101-000-401 DEXTER TOWNSHIP	26,633.30	347,465.00	-320,831.70	7.7%
101-000-402 FREEDOM TOWNSHIP	0.00	1,117.00	-1,117.00	0.0%
101-000-403 HAMBURG TOWNSHIP	9,098.49	103,225.00	-94,126.51	8.8%
101-000-404 LIMA TOWNSHIP	10,616.17	147,542.00	-136,925.83	7.2%
101-000-405 LODI TOWNSHIP	448.24	11,189.00	-10,740.76	4.0%
101-000-406 NORTHFIELD TWP	0.00	3,466.00	-3,466.00	0.0%
101-000-407 SCIO TOWNSHIP	0.00	395,310.00	-395,310.00	0.0%
101-000-408 WEBSTER TOWNSHIP	36,341.98	578,154.00	-541,812.02	6.3%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	98,018.24	1,906,301.00	-1,808,282.76	5.1%
OTHER INCOME				
101-000-507 GRANT INCOME	0.00	100.00	-100.00	0.0%
101-000-591 FRIENDS OF THE LIBR	0.00	12,000.00	-12,000.00	0.0%
101-000-592 GIFTS/MEMORIALS	196.62	10,000.00	-9,803.38	2.0%
101-000-607 FAX SERVICES	62.60	200.00	-137.40	31.3%
101-000-608 PURCHASES	6.00	100.00	-94.00	6.0%
101-000-609 FINES	1,334.04	2,100.00	-765.96	63.5%
101-000-610 NON RESIDENT FEES	180.00	600.00	-420.00	30.0%
101-000-627 COPIER	914.45	3,500.00	-2,585.55	26.1%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	64.95	2,000.00	-1,935.05	3.2%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
Total OTHER INCOME	2,758.66	30,800.00	-28,041.34	9.0%
OTHER MISC REVENUE				
101-000-573 PERS PROP TAX REIMB	0.00	25,000.00	-25,000.00	0.0%
101-000-575 STATE AID	0.00	18,000.00	-18,000.00	0.0%
101-000-665 INTEREST INCOME	32,233.78	100,000.00	-67,766.22	32.2%
101-000-666 ENDOWMENT INCOME	0.00	1,500.00	-1,500.00	0.0%
Total OTHER MISC REVENUE	32,233.78	144,500.00	-112,266.22	22.3%
PENAL FINES REVENUE				
101-000-581 LV CTY PENAL FINES	0.00	1,250.00	-1,250.00	0.0%
101-000-582 WASHTN CTY PENAL FD	0.00	15,000.00	-15,000.00	0.0%
Total PENAL FINES REVENUE	0.00	16,250.00	-16,250.00	0.0%
Total Income	133,010.68	2,097,851.00	-1,964,840.32	6.3%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	6,394.29	54,000.00	-47,605.71	11.8%
101-790-741 CHILDREN'S BOOKS	12,769.82	78,000.00	-65,230.18	16.4%
101-790-742 PROGRAMMING	9,216.97	50,000.00	-40,783.03	18.4%
101-790-743 ELECTRONIC RESOURCE	1,183.43	15,000.00	-13,816.57	7.9%
101-790-744 PERIOD & SUBSCRIPT	132.83	8,500.00	-8,367.17	1.6%
101-790-745 BOOKS ON CD-ADULT	867.48	8,000.00	-7,132.52	10.8%
101-790-746 BOOKS ON CD CHILD	1,200.55	4,000.00	-2,799.45	30.0%
101-790-747 DVD-ADULT	1,294.33	8,000.00	-6,705.67	16.2%
101-790-748 DVD-CHILD	1,492.34	8,000.00	-6,507.66	18.7%
101-790-749 AUDIO MUSIC ADULT	359.64	2,500.00	-2,140.36	14.4%
101-790-750 AUDIO MUSIC CHILD	107.51	1,000.00	-892.49	10.8%
101-790-751 E-BOOKS/AUDIO	18,878.33	90,000.00	-71,121.67	21.0%
101-790-752 COMMUNITY READ	2,205.00	3,000.00	-795.00	73.5%
101-790-753 GRANT PROGRAMMING	0.00	100.00	-100.00	0.0%
101-790-754 NON-TRAD COLLECTION	971.56	20,000.00	-19,028.44	4.9%
Total LIBRARY MATERIALS	57,074.08	350,100.00	-293,025.92	16.3%

FINAL

2:58 PM

01/21/25

Cash Basis

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

October through **December 2024**

	Oct - Dec 24	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	397.45	62,000.00	-61,602.55	0.6%
101-901-971 CAPITAL REPAIRS-ANN	0.00	0.00	0.00	0.0%
101-901-972 CAPITAL REPLACEMENT	0.00	0.00	0.00	0.0%
Total CAPITAL OUTLAY IMPROVE	397.45	62,000.00	-61,602.55	0.6%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	112.50	2,000.00	-1,887.50	5.6%
101-790-727 LIBRARY SUPPLIES	3,379.15	13,000.00	-9,620.85	26.0%
101-790-728 POSTAGE	283.41	1,400.00	-1,116.59	20.2%
101-790-729 BUILDING SUPPLIES	1,482.46	13,000.00	-11,517.54	11.4%
101-790-800 COOPERATIVE FEES	20,448.58	65,132.00	-44,683.42	31.4%
101-790-801 PROF SERVICES	10,375.00	19,000.00	-8,625.00	54.6%
101-790-802 ATTORNEY FEES	196.00	3,000.00	-2,804.00	6.5%
101-790-803 BOOKKEEPING SERV	2,499.55	14,000.00	-11,500.45	17.9%
101-790-818 INSTITUTION DUE/FEE	0.00	1,750.00	-1,750.00	0.0%
101-790-851 TELEPHONE	1,342.86	5,000.00	-3,657.14	26.9%
101-790-860 TRANSPORTATION	16.08	1,000.00	-983.92	1.6%
101-790-880 ADVERTISING	1.29	2,000.00	-1,998.71	0.1%
101-790-882 NEWSLETTER	7,104.16	35,500.00	-28,395.84	20.0%
101-790-910 INSURANCE	23,995.00	27,500.00	-3,505.00	87.3%
101-790-920 UTILITIES	14,290.06	62,500.00	-48,209.94	22.9%
101-790-930 BLDING MAINTENANCE	9,520.05	70,000.00	-60,479.95	13.6%
101-790-932 BUILDING REPAIRS	2,755.27	16,000.00	-13,244.73	17.2%
101-790-934 EQUIPMENT REPAIR	264.68	3,000.00	-2,735.32	8.8%
101-790-936 GROUNDS KEEPING	0.00	7,500.00	-7,500.00	0.0%
101-790-940 EQUIPMENT LEASE	2,119.45	9,200.00	-7,080.55	23.0%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	99.62	500.00	-400.38	19.9%
101-790-958 S.E.V. ADJUSTMENT	477.37	2,000.00	-1,522.63	23.9%
Total GENERAL OPERATIONS	100,762.54	374,082.00	-273,319.46	26.9%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	241,812.88	1,085,444.00	-843,631.12	22.3%
101-790-703 LONGEVITY	3,000.00	10,000.00	-7,000.00	30.0%
101-790-713 FSA	1,211.49	5,500.00	-4,288.51	22.0%
101-790-714 EMPLR SHARE (FICA)	18,706.60	83,036.00	-64,329.40	22.5%
101-790-715 MEDICAL REIMBUR	646.24	2,400.00	-1,753.76	26.9%
101-790-716 MEDICAL	16,909.47	79,126.00	-62,216.53	21.4%
101-790-717 LIFE INSURANCE	482.16	2,434.00	-1,951.84	19.8%
101-790-718 457 ANNUITY CONTRB	7,326.27	31,683.00	-24,356.73	23.1%
101-790-719 SHORT TERM DISBLTY	841.68	3,835.00	-2,993.32	21.9%
Total WAGES & BENEFITS	290,936.79	1,303,458.00	-1,012,521.21	22.3%
Total OPERATING EXPENSES	392,096.78	1,739,540.00	-1,347,443.22	22.5%
Total Expense	449,170.86	2,089,640.00	-1,640,469.14	21.5%
Net Income	-316,160.18	8,211.00	-324,371.18	-3,850.4%

FINAL

3:09 PM

01/21/25

Cash Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-PRELIMINARY

As of January 31, 2025

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	142,918.72
Total Checking/Savings	142,918.72
Other Current Assets	
301-000-120 MICHIGAN CLASS	94,981.65
Total Other Current Assets	94,981.65
Total Current Assets	237,900.37
TOTAL ASSETS	237,900.37
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	103,629.48
Net Income	134,270.89
Total Equity	237,900.37
TOTAL LIABILITIES & EQUITY	237,900.37

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01/21/25

Accrual Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY
 October 2024 through January 2025

	Oct '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	4,743.64	84,114.00	-79,370.36	5.6%
301-000-401 DEXTER TOWNSHIP	47,935.81	87,027.00	-39,091.19	55.1%
301-000-402 FREEDOM TOWNSHIP	28.27	280.00	-251.73	10.1%
301-000-403 HAMBURG TOWNSHIP	5,357.21	25,854.00	-20,496.79	20.7%
301-000-404 LIMA TOWNSHIP	5,990.48	36,954.00	-30,963.52	16.2%
301-000-405 LODI TOWNSHIP	112.27	2,802.00	-2,689.73	4.0%
301-000-406 NORTHFIELD TOWNSHIP	383.50	868.00	-484.50	44.2%
301-000-407 SCIO TOWNSHIP	0.00	105,398.00	-105,398.00	0.0%
301-000-408 WEBSTER TOWNSHIP	77,288.30	144,807.00	-67,518.70	53.4%
301-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
301-000-573 PERS PROP TAX REIMB	0.00	7,000.00	-7,000.00	0.0%
301-000-665 INTEREST INCOME	1,181.41	6,000.00	-4,818.59	19.7%
Total Income	143,020.89	501,604.00	-358,583.11	28.5%
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	8,625.00	592,250.00	-583,625.00	1.5%
Total Expense	8,750.00	592,620.00	-583,870.00	1.5%
Net Income	134,270.89	-91,016.00	225,286.89	-147.5%

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3:01 PM

01/21/25

Cash Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-FINAL

As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	26,643.97
Total Checking/Savings	26,643.97
Other Current Assets	
301-000-120 MICHIGAN CLASS	94,981.65
Total Other Current Assets	94,981.65
Total Current Assets	121,625.62
TOTAL ASSETS	121,625.62
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	103,629.48
Net Income	17,996.14
Total Equity	121,625.62
TOTAL LIABILITIES & EQUITY	121,625.62

FINAL

3:01 PM

01/21/25

Accrual Basis

DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

STATEMENT OF OPERATIONS-YTD-FINAL

October through December 2024

	Oct - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	4,743.64	84,114.00	-79,370.36	5.6%
301-000-401 DEXTER TOWNSHIP	6,669.95	87,027.00	-80,357.05	7.7%
301-000-402 FREEDOM TOWNSHIP	0.00	280.00	-280.00	0.0%
301-000-403 HAMBURG TOWNSHIP	2,278.66	25,854.00	-23,575.34	8.8%
301-000-404 LIMA TOWNSHIP	2,658.63	36,954.00	-34,295.37	7.2%
301-000-405 LODI TOWNSHIP	112.27	2,802.00	-2,689.73	4.0%
301-000-406 NORTHFIELD TOWNSHIP	0.00	868.00	-868.00	0.0%
301-000-407 SCIO TOWNSHIP	0.00	105,398.00	-105,398.00	0.0%
301-000-408 WEBSTER TOWNSHIP	9,101.58	144,807.00	-135,705.42	6.3%
301-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
301-000-573 PERS PROP TAX REIMB	0.00	7,000.00	-7,000.00	0.0%
301-000-665 INTEREST INCOME	1,181.41	6,000.00	-4,818.59	19.7%
Total Income	26,746.14	501,604.00	-474,857.86	5.3%
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	8,625.00	592,250.00	-583,625.00	1.5%
Total Expense	8,750.00	592,620.00	-583,870.00	1.5%
Net Income	17,996.14	-91,016.00	109,012.14	-19.8%

FINAL



**Policy Committee Meeting
January 14, 2025
-DRAFT-Meeting Minutes**

Members present: Cassy Korinek (arrived at 7:44 pm), Jim LaVoie, Paul McCann, Shelly Vrsek

Members absent: None

Others present: Michelle Joppeck, Recording Secretary

This meeting was conducted via the online video conferencing program Zoom and was called to order at 7:03 pm.

The presented agenda was reviewed and approved by consensus.

Meeting minutes from July 9, 2024 were reviewed and approved by consensus.

A discussion was held regarding meeting time and place. Due to recent struggles with technology, it was asked if meeting in person would be better. If meeting in person, it would be easier for staff if the meeting was held earlier such as at 5 or 5:30 pm. Preferences for the present committee members was received and noted.

A sample policy for sick time accrual for part-time employees from HRM Services was included in the packet. This policy is necessary due to the Michigan Earned Sick Time Act that will go into effect on February 21, 2025. Vrsek noted that it does not make sense to include all of the reasons that staff could use sick time especially if the Library is not allowed to ask why they are using their sick time. After a discussion, Vrsek stated that she was interested in having the accrual rates for part-time and full-time be the same. This would work out to 1 hour of sick time accrued for every 21.666 hours worked. After a further discussion regarding this, LaVoie stated that he does not have an issue with the higher accrual rate. McCann will develop a recommendation for the Board based on the discussion that was held.

Korinek joined at 7:44 pm.

After discussion, LaVoie stated he was in favor of reinstituting New Year's Eve as a paid holiday starting in 2025 and not being added retroactively for 2024. McCann and Korinek were also in favor of reinstating New Year's Eve as a paid holiday. Vrsek did not express an opinion. The committee was in agreement with adding this to the April Board meeting agenda.

The draft Gifts Policy was discussed. Vrsek suggested removing the sentence "Consider remembering the Library as you prepare or revise your will" from the Planned Giving section due to the scope of the policy. She also suggested removing the sentence "For gifts of \$1000 or more, Library staff work closely with donors to identify projects of mutual interest." While this may be the practice, Vrsek did not want this expressly stated. Korinek agreed with both suggestions. It was also discussed that there is no donor wall in the Library. McCann asked for

any notes or suggestions on this policy to be sent to him to further revise the policy and prepare for the discussion next committee meeting.

Due to the late time, the meeting was deemed adjourned by consensus at 8:27 pm.

Respectfully submitted,

Michelle Joppeck
Recording Secretary

DRAFT



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

January 31, 2025

Approval

Municipality Code: 818002
Fiscal Year Ended: 9/2024
Report ID Number: 165067

RECEIVED
JAN 31 2025
Dexter District Library

Dear Chief Administrative Officer:

Thank you for submitting a Qualifying Statement for Dexter District Library to the Michigan Department of Treasury on January 29, 2025. Based upon the information provided in the Qualifying Statement, we have determined that the municipality is in material compliance with the criteria identified in Section 303(3) of Public Act 34 of 2001.

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

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

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

Sincerely,

Cary Jay Vaughn, CPA, Administrator
Local Audit and Finance Division

Treasurer's Report February 2025 Board Meeting

1) Draft reports for General Operations and Debt Service funds for January 2025 are included in the Board packet. Final, reconciled reports for both General Operations and Debt Service through the month of December 2024 are also included.

Current General Fund checking balance – \$783,610.54

Current Debt Service Fund balance – \$237,900.37

Current General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>	<u>Current Rate</u>
\$284,961.30	Flagstar (1)	5/15/2025	CD	102	4.80%
\$227,768.51	Comerica	3/11/2025	CD	103	5.10%
\$281,951.25	Old National (1)	2/27/2025	CD	106	4.90%
\$228,316.96	Huntington	6/13/2025	CD	107	3.70%
\$279,588.76	Northstar	2/12/2025	CD	109	4.55%
\$280,775.69	Huntington (2)	3/21/2025	CD	110	4.35%
\$254,758.19	Flagstar (2)	6/13/2025	CD	112	4.70%
\$2,445,876.00	Michigan CLASS	N/A	Investment	120	4.51%

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

3) Budget changes - none

4) Reimbursements – none

Notes:

The Library's tax money is beginning to roll in and all municipalities have distributed some income to the Library. We will need to keep an eye on Scio Township as there has been significant personnel turnover with Donna Palmer's retirement. We did receive one disbursement with no backup documentation. This delayed deposit, but was rectified in short order.

The Michigan CLASS fund held steady in the month of January showing a slight drop of seven basis points since the month of December. The Federal Reserve has paused further rate drops for the time being, so this fund should remain fairly constant.

Our next investment indicator will come in February with CD issues maturing at Northstar Bank and Old National Bank. These have been invested for over six months and the expectation is the renewal rates will be lower than the last renewal.

As noted in the Director's Report, the RFID conversion will begin in February. It is recommended the Board wait until the project is complete, but there will need to be a budget change to cover this expense. This will be ultimately allocated to Capital Outlay. It would be best to wait until the project is complete and make the budget change for the specific amount of this individual project.

Check Register notes:

Linkedin Corp. – check #27756 – annual subscription to the Linkedin Learning video tutorial database

The Library Network – check #27792 – the annual e-rate funding (\$2,161.98) was applied to this quarterly bill for the shared system – this is received at TLN and held in the Dexter District Library's member advance fund at TLN until applied as a credit against future bills

Zoobean – check #27767 – annual subscription for the Beanstack electronic reading tracker used for activities during summer and winter reading programs – patrons may also use this all year to track reading and earn badges

General Operations - all cash assets	\$5,077,356	
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	\$311,546	\$311,546
Long-Term Capital Replacement Fund	\$2,200,000	\$2,680,233
Emergency Reserve	\$200,000	
Remaining annual expenses through December	(\$1,400,000)	
Unassigned Fund Balance	\$65,810	
Total	\$5,077,356	

DEXTER DISTRICT LIBRARY-GENERAL FUND

A/P CHECK REGISTER

January 6 through February 3, 2025

Type	Date	Num	Split	Debit	Credit	Amount
ALLIANCE ENTERTAINMENT LLC						
Bill	01/21/2025	PLS84896928	-SPLIT-		148.34	-148.34
Bill Pmt -Check	01/24/2025	27768	101-000-202 ACCOUNTS PAYABLE		148.34	-148.34
AMAZON CAPITAL SERVICES						
Bill	01/07/2025	1XQQ-6KVJ-CDPV	-SPLIT-		762.17	-762.17
Bill Pmt -Check	01/07/2025	27746	101-000-202 ACCOUNTS PAYABLE		762.17	-762.17
ANDREW KERCHER						
Bill	01/21/2025	20251	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	01/24/2025	27769	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
ANN ARBOR NEWS						
Bill	01/21/2025	36100-22008612	101-790-744 PERIOD & SUBSCRIPT		132.83	-132.83
Bill Pmt -Check	01/24/2025	27770	101-000-202 ACCOUNTS PAYABLE		132.83	-132.83
ANN ARBOR SYMPHONY ORCHESTRA						
Bill	01/07/2025	116	101-790-742 PROGRAMMING		160.00	-160.00
Bill Pmt -Check	01/07/2025	27747	101-000-202 ACCOUNTS PAYABLE		160.00	-160.00
APPLIED CAPITAL LLC						
Bill	01/07/2025	38112467	101-790-940 EQUIPMENT LEASE		666.26	-666.26
Bill Pmt -Check	01/07/2025	27748	101-000-202 ACCOUNTS PAYABLE		666.26	-666.26
AT&T MOBILITY						
Bill	01/21/2025	01182025	101-790-754 NON-TRAD COLLECTION		113.72	-113.72
Bill Pmt -Check	01/24/2025	27771	101-000-202 ACCOUNTS PAYABLE		113.72	-113.72
BAKER & TAYLOR						
Bill	01/21/2025	H70966370	-SPLIT-		520.05	-520.05
Bill	01/21/2025	2038749657	101-790-740 ADULT BOOKS		257.54	-257.54
Bill Pmt -Check	01/24/2025	27772	101-000-202 ACCOUNTS PAYABLE		777.59	-777.59
BLACKSTONE PUBLISHING						
Bill	01/07/2025	2181917	101-790-745 BOOKS ON CD-ADULT		135.59	-135.59
Bill Pmt -Check	01/07/2025	27749	101-000-202 ACCOUNTS PAYABLE		135.59	-135.59
Bill	01/21/2025	2183310	101-790-745 BOOKS ON CD-ADULT		100.60	-100.60
Bill	01/21/2025	2183811	101-790-745 BOOKS ON CD-ADULT		82.68	-82.68
Bill	01/21/2025	2184247	101-790-745 BOOKS ON CD-ADULT		100.60	-100.60
Bill Pmt -Check	01/24/2025	27773	101-000-202 ACCOUNTS PAYABLE		283.88	-283.88
BRIAN ROSE						
Bill	01/07/2025	ZOOM - MOVIE COMEDY	101-790-742 PROGRAMMING		300.00	-300.00
Bill Pmt -Check	01/07/2025	27750	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
BUSCH'S INC						
Bill	01/21/2025	67-174060	101-790-742 PROGRAMMING		38.53	-38.53
Bill Pmt -Check	01/24/2025	27774	101-000-202 ACCOUNTS PAYABLE		38.53	-38.53
CALLHARBOR						
Bill	01/07/2025	45842	101-790-851 TELEPHONE		447.62	-447.62
Bill Pmt -Check	01/07/2025	27751	101-000-202 ACCOUNTS PAYABLE		447.62	-447.62
CHASE CARD SERVICES						
Bill	01/21/2025	DEC	-SPLIT-		467.81	-467.81
Bill Pmt -Check	01/24/2025	27775	101-000-202 ACCOUNTS PAYABLE		467.81	-467.81
CINTAS CORPORATION-300						
Bill	01/21/2025	4210818074	101-790-930 BLDING MAINTENANCE		239.40	-239.40
Bill Pmt -Check	01/24/2025	27776	101-000-202 ACCOUNTS PAYABLE		239.40	-239.40
CITY OF DEXTER						
Bill	01/21/2025	NOV/DEC	101-790-920 UTILITIES		873.76	-873.76
Bill Pmt -Check	01/24/2025	27777	101-000-202 ACCOUNTS PAYABLE		873.76	-873.76
CONSTELLATION NEWENERGY-GAS DIVISION LLC						
Bill	01/21/2025	4215641	101-790-920 UTILITIES		1,608.08	-1,608.08
Bill Pmt -Check	01/24/2025	27778	101-000-202 ACCOUNTS PAYABLE		1,608.08	-1,608.08
CRIBLEY DRILLING CO INC						
Bill	01/21/2025	110946	101-790-729 BUILDING SUPPLIES		239.75	-239.75
Bill Pmt -Check	01/24/2025	27779	101-000-202 ACCOUNTS PAYABLE		239.75	-239.75
CRYSTERRA WELLNESS						
Bill	01/07/2025	JANUARY YOGA	101-790-742 PROGRAMMING		225.00	-225.00
Bill Pmt -Check	01/07/2025	27752	101-000-202 ACCOUNTS PAYABLE		225.00	-225.00
DEMCO						
Bill	01/21/2025	7588486	101-790-727 LIBRARY SUPPLIES		213.86	-213.86
Bill Pmt -Check	01/24/2025	27780	101-000-202 ACCOUNTS PAYABLE		213.86	-213.86
DEXTER AREA CHAMBER OF COMMERCE						
Bill	01/21/2025	1078	101-790-818 INSTITUTION DUE/FEE		100.00	-100.00
Bill Pmt -Check	01/24/2025	27781	101-000-202 ACCOUNTS PAYABLE		100.00	-100.00
DEXTER COMMUNITY PLAYERS						
Bill	01/21/2025	ADVERTISING	101-790-880 ADVERTISING		150.00	-150.00
Bill Pmt -Check	01/24/2025	27782	101-000-202 ACCOUNTS PAYABLE		150.00	-150.00
DOODLES ACADEMY						
Bill	01/21/2025	LANTERN CEREMONIES	101-790-742 PROGRAMMING		350.00	-350.00
Bill Pmt -Check	01/24/2025	27783	101-000-202 ACCOUNTS PAYABLE		350.00	-350.00
DTE ENERGY						
Bill	01/21/2025	DECEMBER	101-790-920 UTILITIES		3,208.23	-3,208.23
Bill Pmt -Check	01/24/2025	27784	101-000-202 ACCOUNTS PAYABLE		3,208.23	-3,208.23
EQUITABLE FINANCIAL						
Bill	01/07/2025	JAN 4	-SPLIT-		3,205.92	-3,205.92
Bill Pmt -Check	01/07/2025	27753	101-000-202 ACCOUNTS PAYABLE		3,205.92	-3,205.92
Bill	01/21/2025	JAN 18	-SPLIT-		3,668.93	-3,668.93
Bill Pmt -Check	01/24/2025	27785	101-000-202 ACCOUNTS PAYABLE		3,668.93	-3,668.93
GRAPE'S PIANO SERVICE						
Bill	01/21/2025	4065	101-790-934 EQUIPMENT REPAIR		115.00	-115.00
Bill Pmt -Check	01/24/2025	27786	101-000-202 ACCOUNTS PAYABLE		115.00	-115.00
INGRAM LIBRARY SERVICES						
Bill	01/07/2025	85063604	-SPLIT-		8,727.73	-8,727.73
Bill Pmt -Check	01/07/2025	27754	101-000-202 ACCOUNTS PAYABLE		8,727.73	-8,727.73
KANOPY INC						
Bill	01/07/2025	430795	101-790-751 E-BOOKS/AUDIO		663.85	-663.85
Bill Pmt -Check	01/07/2025	27755	101-000-202 ACCOUNTS PAYABLE		663.85	-663.85

DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER
 January 6 through February 3, 2025

Type	Date	Num	Split	Debit	Credit	Amount
KJ ART						
Bill	01/21/2025	20250401	101-790-742 PROGRAMMING		212.50	-212.50
Bill Pmt -Check	01/24/2025	27787	101-000-202 ACCOUNTS PAYABLE		212.50	-212.50
KULLY SUPPLY						
Bill	01/21/2025	665225	101-790-729 BUILDING SUPPLIES		35.75	-35.75
Bill Pmt -Check	01/24/2025	27788	101-000-202 ACCOUNTS PAYABLE		35.75	-35.75
LINKEDIN CORPORATION						
Bill	01/07/2025	10112585865	101-790-743 ELECTRONIC RESOURCE		4,500.00	-4,500.00
Bill Pmt -Check	01/07/2025	27756	101-000-202 ACCOUNTS PAYABLE		4,500.00	-4,500.00
MIDWEST TAPE, LLC						
Bill	01/07/2025	506553772	101-790-751 E-BOOKS/AUDIO		5,109.18	-5,109.18
Bill Pmt -Check	01/07/2025	27757	101-000-202 ACCOUNTS PAYABLE		5,109.18	-5,109.18
MILLIGAN'S LANDSCAPE SERVICES, LLC						
Bill	01/07/2025	DEC SNOW PLOWING	101-790-936 GROUNDS KEEPING		100.00	-100.00
Bill Pmt -Check	01/07/2025	27758	101-000-202 ACCOUNTS PAYABLE		100.00	-100.00
PROQUEST LLC						
Bill	01/07/2025	70874231	101-790-743 ELECTRONIC RESOURCE		1,618.07	-1,618.07
Bill Pmt -Check	01/07/2025	27759	101-000-202 ACCOUNTS PAYABLE		1,618.07	-1,618.07
QUADIENT FINANCE USA, INC.						
Bill	01/21/2025		101-790-728 POSTAGE		100.00	-100.00
Bill Pmt -Check	01/24/2025	27789	101-000-202 ACCOUNTS PAYABLE		100.00	-100.00
SBIS						
Bill	01/21/2025	FEBRUARY 2025	-SPLIT-		6,088.42	-6,088.42
Bill Pmt -Check	01/24/2025	27790	101-000-202 ACCOUNTS PAYABLE		6,088.42	-6,088.42
SEBCO BOOKS						
Bill	01/07/2025	214018	101-790-741 CHILDREN'S BOOKS		198.56	-198.56
Bill Pmt -Check	01/07/2025	27760	101-000-202 ACCOUNTS PAYABLE		198.56	-198.56
SERVICEMASTER						
Bill	01/07/2025	2428	101-790-930 BLDING MAINTENANCE		2,600.00	-2,600.00
Bill Pmt -Check	01/07/2025	27761	101-000-202 ACCOUNTS PAYABLE		2,600.00	-2,600.00
SHAMROCK FLOORCOVERING SERVICES INC						
Bill	01/07/2025	26624	101-790-932 BUILDING REPAIRS		1,099.12	-1,099.12
Bill Pmt -Check	01/07/2025	27762	101-000-202 ACCOUNTS PAYABLE		1,099.12	-1,099.12
STAPLES BUSINESS ADVANTAGE						
Bill	01/07/2025	6019691262	101-790-727 LIBRARY SUPPLIES		175.05	-175.05
Bill Pmt -Check	01/07/2025	27763	101-000-202 ACCOUNTS PAYABLE		175.05	-175.05
Bill	01/21/2025	6020937645	101-790-727 LIBRARY SUPPLIES		38.60	-38.60
Bill Pmt -Check	01/24/2025	27791	101-000-202 ACCOUNTS PAYABLE		38.60	-38.60
T-MOBILE						
Bill	01/07/2025	DECEMBER	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	01/07/2025	27764	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
TASTE A COOK'S PLACE						
Bill	01/07/2025	CHINESE CUISINE	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	01/07/2025	27765	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
THE LIBRARY NETWORK						
Bill	01/21/2025	75423	101-790-800 COOPERATIVE FEES		12,391.75	-12,391.75
Bill Pmt -Check	01/24/2025	27792	101-000-202 ACCOUNTS PAYABLE		10,229.77	-10,229.77
VERIZON WIRELESS						
Bill	01/07/2025	6102374140	101-790-754 NON-TRAD COLLECTION		120.03	-120.03
Bill Pmt -Check	01/07/2025	27766	101-000-202 ACCOUNTS PAYABLE		120.03	-120.03
WHITE PINE LIBRARY COOPERATIVE						
Bill	01/21/2025	1437	101-790-740 ADULT BOOKS		5.50	-5.50
Bill Pmt -Check	01/24/2025	27793	101-000-202 ACCOUNTS PAYABLE		5.50	-5.50
WSR CERTIFIED PUBLIC ACCOUNTANTS						
Bill	01/21/2025	38791	101-790-803 BOOKKEEPING SERV		425.00	-425.00
Bill Pmt -Check	01/24/2025	27794	101-000-202 ACCOUNTS PAYABLE		425.00	-425.00
ZOOBEAN INC						
Bill	01/07/2025	35209	101-790-743 ELECTRONIC RESOURCE		945.00	-945.00
Bill Pmt -Check	01/07/2025	27767	101-000-202 ACCOUNTS PAYABLE		945.00	-945.00

Sick and Vacation Time Policy [From current personnel manual - edited]

These benefits are available to full-time employees and qualifying part-time employees.

1. Sick Leave

Eligible ~~Full-time~~ employees accrue sick leave at the rate of one ~~eight-hour~~ day per month for a total of ~~12 days~~ per year. **Full-time employees accrue sick leave at the rate of 8 hours per month for a total of 96 hours per year. All part-time employees accrue sick time at the rate of one (1) hour for every 21.66 hours work.**

Sick leave may be accumulated up to a maximum of ~~20 days~~ **160 hours for full time employees and 80 hours for part-time employees.** ~~Once an employee reaches the maximum unused sick leave, the monthly allowance can be used as it is accumulated.~~ **If an employee is at their maximum amount of sick leave at the beginning of the fiscal year, sick leave may continue to accrue during the fiscal year.** Any unused sick leave over the maximum that is not used in the fiscal year (October through September) is lost at the beginning of the next fiscal year.

Sick leave may be used in case of personal illness or injury, or dental and medical appointments that cannot be arranged on the employee's day off. Sick leave may also be used to care for an immediate family member. "Immediate family" includes spouse, children, parents, grandchildren, grandparents, brother, sister, parents-in-law, brother-in-law, sister-in-law, or member of the household. The policy applies whether the relationship is natural, adoptive, step, foster or marital.

Upon ending employment, employees will not be compensated for unused sick time.

Before Any Visit

- Designate the person or persons who will be responsible for handling law enforcement requests. In most circumstances, it should be the library director, and, if available, the library's legal counsel. Prepare a list of these persons, along with contact information, including home or cell phone numbers, for use if they are not present in the library.
- Review the library's confidentiality policy and [state confidentiality law](#) with library counsel. Communicate those policies and the requirements of the law to both staff and volunteer workers in the library.
- Train all library workers, *including volunteers*, on the library's procedure for handling law enforcement requests. They should understand that it is lawful to refer the agent or officer to an administrator in charge of the library, and that they generally do not need to respond immediately to any request.
- A court order may require the removal of a computer workstation or other computer storage device from the library. Have plans in place to address service interruptions and any necessary backups for equipment and software.

During a Visit

PROCEDURES FOR LIBRARY WORKERS

If a law enforcement officer requests library records or information about a library user or staff member:

- Ask for the officer's identification.
- Inform the officer that the library director or legal counsel is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the specified person under your policy.
- Refer the officer to the library director, legal counsel, or to a designated alternate authorized by the library director to respond to requests for records and information. (A list of library employees authorized to respond to records and information requests in the absence of the library director should be available to staff.)

If a law enforcement officer requests library records or information about a library user or worker and neither the library director, legal counsel, nor a designated alternate is present in the library:

- Ask for the officer's identification. Record the information that appears on the identity card.
- Inform the officer that the library director or legal counsel is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the specified individual.
- Attempt to reach the library director, a designated alternate, or the library's legal counsel using the phone contact list.

- If you cannot reach the library director, legal counsel, or a designated alternate, utilize the procedures outlined below for use by the library director or a designated alternate. Provide a written report describing the officer's inquiry to the library director at the earliest opportunity.

PROCEDURES FOR THE LIBRARY DIRECTOR OR A DESIGNATED ALTERNATE:

In all cases:

- Ask for the officer's identification. Record the information that appears on the identity card. If possible, verify the information with the local FBI office or the police department.
- Ask a colleague to be present during the interview with the officer. One person should take notes that may be useful if a record of the encounter is needed in the future.

Requests for *voluntary assistance* or *warrantless searches* (the officer does *not* present a subpoena or court order):

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- Without a court order, neither the FBI nor local law enforcement has authority to compel cooperation with an investigation or require answers to questions, other than the name and address of the person speaking to the agent or officer. If the officer persists, explain that, as good citizens and in conformity with professional ethics, First Amendment freedoms, and state law, the library staff will not respond to informal requests for confidential information in the absence of a court order.
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the library's legal counsel and ask for assistance¹
- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident. Ask any witnesses to the incident to prepare a written record of the interaction between the officer and library employees or volunteers.
- Provide all notes and records to the library's legal counsel. If a library worker or volunteer is required to respond to a voluntary request or a warrantless search in the absence of the library director or a designated alternate, all materials should be turned over to the library director.

If the law enforcement officer presents a subpoena or similar request for records:

- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library. A subpoena does not require an immediate response from the library.
- Turn the subpoena over to the library's legal counsel. If a library worker accepts service of the subpoena in the absence of the library director or a designated alternate, the subpoena should be turned over to the library director for coordination with legal counsel.

- The library director will work with the library's legal counsel to respond appropriately to the subpoena. Examine the subpoena for any legal defect, including the manner in which it was served on the library, the breadth of its request, its form, or an insufficient showing of good cause made to a court. If a defect exists, legal counsel will advise on the best method to resist the subpoena.
- Through legal counsel, insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents. If there does not appear to be good cause for the subpoena, or if it seems too broad or intrusive, ask your attorney to file a motion with the issuing court to quash the subpoena in its entirety. Require that the agent, officer, or party requesting the information submit a new subpoena in good form and without defects.
- If you decide to comply with the subpoena after consulting with legal counsel, review the information that may be produced in response to the subpoena before releasing the information. Follow the subpoena strictly and do not provide any information that is not specifically requested in it.
- If disclosure is required, ask the court to enter a protective order (drafted by the library's counsel) keeping the information confidential and limiting its use to the particular case. Ask that access be restricted to those persons working directly on the case.

If the law enforcement officer presents a *search warrant*:

- Immediately ask the library's legal counsel to provide advice and assistance.
- Unlike a subpoena, a search warrant may be executed immediately. Ask to have library counsel present before the search begins in order to allow library counsel an opportunity to examine the warrant and to ensure that the search conforms to the terms of the warrant.
- If the officer refuses to delay the search, read the warrant and any attached documentation. Verify that it is signed by a judge; is issued by a local, state, or federal court in your state or county; and is current and has not expired. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel to arrive, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of other users' records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.
- Record and keep an inventory of the records or items seized from the library. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and do not interfere with the officer. Continue your attempts to notify legal counsel, and make every

effort to keep a written record of the incident. Ask any witnesses to keep a written record of the interaction between law enforcement officials and library employees and volunteers.

- Request that the officer sign an inventory receipt for the materials with a specific list of all materials seized.
- Provide all notes and records to the library's legal counsel. If a library worker is required to respond to a search warrant in the absence of the library director or a designated alternate, all materials should be turned over to the library director for coordination with legal counsel.

If an agent for the Federal Bureau of Investigation presents an order and informs you that the order is issued as part of a terrorism or espionage investigation and is subject to a "nondisclosure order" or "gag order" (FISA court orders or National Security Letters):

- Call the library's legal counsel and ask for assistance.
- Read the order and any attached documentation. If it provides a period of time to respond to the order, respond to the order in the same manner as a subpoena. Except for legal counsel, do not inform other library staff or any other person about the order until authorized to do so by the library's legal counsel.
- If the order requires the immediate surrender of records or other items, respond to the order in the same manner as a search warrant. Ask the agent if he will delay the search until the library's legal counsel arrives.
- If required to turn over records or other items at once, do not notify any library staff except for legal counsel and those staff members necessary for the production of the requested records or other items. (For example, it may be necessary to ask a member of the information technology staff to assist with the production of electronic or computer records.) Instruct all staff members who assist in responding to the order that, with the exception of legal counsel, they cannot inform other library workers or any other person about the order unless authorized to do so by the library's legal counsel.

Libraries and Immigration Enforcement

- U.S. Immigration and Customs Enforcement (ICE) is a law enforcement agency that must operate in accordance with the Constitution, the Bill of Rights, and the laws of the United States. [8 U.S. Code § 1357](#) defines the powers of immigration officers and employees. The statute grants ICE agents the right to interrogate aliens, or persons believed to be aliens, about their right to be or to remain in the United States, without the requirement of a warrant. It also authorizes immigration officers to arrest any person in the United States when there is "reason to believe" the person is present in the United States in violation of federal immigration law.
- ICE agents can employ two different types of warrants in the course of their duties. One type of warrant is issued pursuant to the Immigration and Nationality Act (INA) and is signed or issued by an ICE official or agent. These are called "administrative warrants." Because they are not reviewed or issued by a court of law, administrative warrants do not authorize ICE agents to enter residences or non-public areas of a business without express consent.

- ICE may also pursue *court-issued* subpoenas or warrants that are issued by a judge or neutral magistrate. Such warrants have the same force and effect as any other court-issued warrant.
- ICE agents may enter places open to the public and question persons present in public places and conduct inquiries in accordance with their statutory powers under [8 U.S. Code § 1357](#).
- When ICE agents make inquiries about library patrons, state laws and library policies concerning the privacy and confidentiality of library patron records still apply, including any requirement that a law enforcement agent present a *court-issued* subpoena, court order, or warrant to obtain patron information.
- If an ICE agent shows up without any court-issued warrant and does not assert a statutory authority to act in the absence of a warrant (see 8 U.S. Code § 1357) generally there is no legal obligation to turn over any information or records.


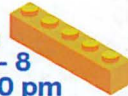










Exception: All employers, including libraries, must comply with the federal law requiring employers to verify the identity and employment authorization of each person they hire, including the requirement that the employer retain a Form I-9, Employment Eligibility Verification, for each employee. ICE agents may ask to inspect an employer's I-9 forms without a subpoena or court order. Libraries that receive such a request should notify their legal counsel and ask for assistance while allowing the agent to inspect the I-9 forms in accordance with the library's HR policies and guidance from their legal counsel.

¹ In some cases, especially those involving missing persons, law enforcement may ask you to voluntarily provide records immediately and give you the impression that it's not possible to obtain a court order. It is important to remember that requiring a court order is neither unusual nor burdensome. Law enforcement officers have access to judges even after normal business hours. You can extend cooperation by preserving the desired records (or by keeping a computer turned on and making sure no one uses it) while the officer seeks a court order.

There is a limited legal exception to the warrant requirement when "exigent circumstances" exist. If members of law enforcement believe an emergency truly exists, that there is inadequate time to obtain a warrant, and that they have probable cause for seizure of records, they may simply take custody of the records over the library's objection. In this case, you should not interfere, but you should also indicate that you are not granting permission. This is necessary so that the law enforcement officials and not the library will bear responsibility and any legal risks associated with the decision to proceed without a warrant. A number of states make provision for exigent circumstances in the state's library confidentiality statute. If so, precisely follow the law's requirements.

From: <https://www.ala.org/advocacy/privacy/lawenforcement/guidelines>

FEBRUARY 2025 - YOUTH PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
Programs May Require Registration; Check Our Website Calendar Of Events						1 Drop-In Celebrate Take Your Child to the Library Day Children of all Ages 11:00 am - 12:00 pm
Dexter District Library * 3255 Alpine Street * Dexter MI 48130 * (734) 426-4477 * dexter.lib.mi.us						
2 	3 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am	4 Drop-In Story Time Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am Drop-In Lego Club Grades K - 8 4:30 - 5:30 pm 	5 Small Group Story Time in the main level programming room 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 	6 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am	7	8 National Take Your Child to the Library Day Saturday, Feb. 1 
9	10 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am	11 Drop-In Story Time Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am Super Stories Book Club Young Fives & K 4:30 - 5:15 pm REGISTRATION REQUIRED 	12 Small Group Story Time in the main level programming room Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED	13 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am	14 Drop-In Valentine's Day Crafts Children of All Ages 11:00 am - 12:00 pm	15 
16 	17 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am Lantern-Making Workshop Grades K - 4 1:00 pm - 2:00 pm Registration Required	18 Drop-In Story Time Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am	19 Small Group Story Time in the main level programming room Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED	20 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am Club Create Book Club Grades 1 & 2 4:30 - 5:15 pm REGISTRATION REQUIRED 	21	22  Drop-In Makerspace Grades K - 8 11:00 am - 12:00 pm
23	24 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am	25 Drop-In Story Time Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am	26 Small Group Story Time in the main level programming room Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED	27 Drop-In Story Time Ages 5 & under 11:00 - 11:30 am All Star Readers Book Club Grades 3 & 4 4:30 - 5:30 pm REGISTRATION REQUIRED 	28  	

SEE OTHER SIDE FOR TWEEN & TEEN CALENDAR

FEBRUARY 2025 - TEEN & TWEEN PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
Programs May Require Registration; Check Our Website Calendar Of Events						1 
Dexter District Library * 3255 Alpine Street * Dexter MI 48130 * (734) 426-4477 * dexter.lib.mi.us						
2 	3	4  Drop-In Lego Club Grades K - 8 4:30 - 5:30 pm	5  Chess Club Kids and Teens 6:30 - 7:30 pm REGISTRATION REQUIRED	6 	7 Magic: The Gathering with SRSly Dexter Grades 5 - 12 6:00 - 8:00 pm <i>Registration Required</i>	8 Winter Fantasy Book Nook Craft Grades 5 - 12 2:00 - 3:00 pm <i>Registration Required</i>
9	10 	11 FEBRUARY 11 IS NATIONAL MAKE A FRIEND DAY	12	13	14 	15 Teen Advisory Group Grades 7 - 12 1:00 - 2:00 pm <i>Registration Required</i>
16	17 Teen Tech Take-Apart Grades 7 - 12 2:00 - 3:15 pm <i>Registration Required</i>	18 	19	20 	21	22  Drop-In Makerspace Grades K - 8 11:00 am - 12:00 pm
23 	24	25 TWEEN BOOK CLUB GRADES 5 - 7 4:30 - 5:30 pm <i>Registration Required</i>	26 	27	28 FEBRUARY 28 IS NATIONAL PANCAKE DAY	

SEE OTHER SIDE FOR TWEEN & TEEN CALENDAR

February 2025

Dexter District Library Adult Programs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>Thursday, February 6 at 6:00 pm: Neighbors Read: Shelter Association of Washtenaw County Join Dawn Gemler, Community Partnership & Volunteer Specialist for the Shelter Association of Washtenaw County (SAWC) for this informative program on homelessness in our community. This program is part of the 2025 Neighbors Read.</p> 			 <p>Thursday, February 13 at 6:30 pm: Neighbors Read: A Conversation with Ellen Airgood: Tin Camp Road Michelle Tuplin, owner of Serendipity Books, will interview Ellen Airgood as part of this year's Neighbor's Read.</p> 			<p>1</p>  <p>Used Book Sale 9 am – 3 pm</p>
2	<p>3</p>  <p>Library Board Meeting 7:00 pm Open to the public</p>	<p>4</p>  <p>February Card Making 7:00 pm Registration</p>	<p>5</p>  <p>February Card Making 10:00 am Registration</p>	<p>6</p> <p>Yoga 9:30 am Registration</p>  <p>Neighbors Read: Shelter Association of Washtenaw 6:00pm</p>	7	<p>8</p> <p>Mindfulness Meditation 9:30 am</p> 
9	<p>10</p>  <p>Book Club, 7:00 pm</p>	<p>11</p> <p>9:00 AM</p> 	<p>12</p> <p>Jeff Morrison - Guardians of Michigan: Architectural Sculpture of the Pleasant Peninsulas 6:00pm</p> 	<p>13</p> <p>6:00 PM</p>  <p>Yoga 9:30 am Registration</p>  <p>Neighbors Read: Conversation with Tin Camp Road Author Ellen Airgood 6:30pm</p>	<p>14</p> <p>Friday Night Movie for Adults – 6:00 pm</p> <p>REAGAN</p> 	15
16	<p>17</p> <p>Moroccan Cooking with Mary Spencer 7:00 pm on Zoom Registration</p> 	<p>18</p> <p>9:00 AM</p> 	19	<p>20</p> <p>6:00 PM</p>  <p>Yoga 9:30 am Registration</p>  <p>Better Off Read Book Club 1:00 pm</p>	<p>21</p> <p>Friday Afternoon Movie for Adults – 1:00 pm</p> <p>IT ENDS WITH US</p> 	22
23	<p>24</p> <p>Remember Us? Forgotten Presidents Andrew Kercher 7:00 pm Registration Appreciated</p> 	<p>25</p> <p>Friends of the Library Meeting 7:00 pm</p>	26	<p>27</p> <p>Yoga 9:30 am Registration</p> 	28	<p>Computer Class: Registration Required</p> 

Tuesday, February 25 at 7:00 pm
The Golden Age of Hollywood
 Join Brian Rose who will examine the forces that made Hollywood the giant of global film-making. This is a Virtual (Zoom) Event. Registration Required.



Free Technology Classes

One-on-One Technology Help



9:00-11:00 AM Thursday, Jan. 30
1:00-3:00 PM Thursday, Jan. 30
9:00-11:00 AM Thursday, Feb. 27
1:00-3:00 PM Thursday, Feb. 27
9:00-11:00 AM Thursday, Mar. 20
1:00-3:00 PM Thursday, Mar. 20



Start Digitizing

9:00 AM Tuesday, Jan. 21
6:00 PM Thursday, Jan. 23



iPhone, iPad, and Apple Watch

9:00 AM Tuesday, Feb. 11
6:00 PM Thursday, Feb. 13



Android Phones and Tablets

9:00 AM Tuesday, Feb. 18
6:00 PM Thursday, Feb. 20



Getting the Most out of Your Smart Phone

9:00 AM Tuesday, Mar. 4
6:00 PM Thursday, Mar. 6



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