



Board of Trustees - Meeting Agenda – December 1, 2025 - 7:00 pm

- 1) Call to order, attendance and introductions (7:00 pm)
- 2) Oath of Office and Election of Board Officers – **action item**
- 3) Approval of agenda – **action item**
- 4) Audit presentation, Ailie Tomlinson, Maner Costerisan – **action item**
- 5) Approval of minutes from the November 3, 2025 regular Board meeting – **action item**
- 6) Public comment
- 7) 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 (distributed at meeting due to month end)
 - Committee meeting minutes – No committee meetings in November
 - Items from Legislature, MLA, TLN, AAACF, local municipalities and patron comments
- 8) Treasurer's Report (7:30 pm)
 - Approval of bills paid during the period since the previous Board meeting – **action item**
 - Budget changes / Reimbursements – none
- 9) Administrative Items (7:45 pm)
 - Personnel milestones – Library Director, Paul McCann (31 yrs.); Technology Librarian, Scott Wright (15 yrs.) New Hires: Adult Reference Librarian, Leahley Alawi (start date 11/17, \$18.25/hr. MLS student rate); Library Page, Camryn Kriesel (start date 11/18, \$12.48/hr.) - **action items**
- 10) Old Business (8:00 pm)
 - 2026-27 Library closing dates and paid holiday schedules - **action items**
 - Art Displays
 - Strategic Planning
 - RFID
- 11) New Business (8:30 pm)
 - Liability and Property insurance review
 - Hopp Electric – light replacement proposal – **action item**
 - Director's evaluation – set meeting with Board President
 - Holiday Pay Policy – **action item**
- 12) Public comment
- 13) Board member comments
- 14) Adjourn (8:59 pm)



Dexter District Library Board of Trustees

DRAFT - Meeting Minutes

November 3, 2025

7:00 p.m.

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

Members absent: Jim LaVoie, Shelly Vrsek

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

In the absence of President Vrsek, Vice President Estill called the meeting to order at 7:01 p.m.

Gregg moved to pass a continuing resolution for the current Board Officers until the December Board of Trustee meeting. Second by Palmer. A voice vote was taken. Aye=all, Nay=none, absent=2.

The Oath of Office was taken.

Estill called for additions/changes to the presented agenda. Simpson moved to approve the meeting agenda as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Estill called for corrections to the minutes of the October 6, 2025 regular Board Meeting. No corrections were requested. Simpson moved to approve the minutes from the October 6, 2025 regular Board Meeting as presented. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: None.

Consent Agenda: Estill 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 Palmer. A roll call vote was taken. Simpson=aye, Palmer=aye, Gregg=aye, Estill=aye, Korinek=aye, Davenport=aye, absent=2. Motion carried.

Circulation Statistics: Statistical charts for the month of October 2025 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. Gregg moved to approve the bills paid since the last board meeting. Second by Davenport. A roll call vote was taken. Korinek=aye, Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, absent=2. Motion carried.

Budget Changes: None

Reimbursements: None

Personnel:

Library staff who reach their anniversary date of hire in the month of November include Library Assistants Ann Smart (19 years) and Jane Anderson (9 years) and Substitute Library Assistant Jane Hamilton (6 years as a substitute). All were included in the 2025 wage rate adjustments therefore no Board action was necessary.

The Library hired Vanessa Piontek as a part-time Library Page starting at \$12.48/hour. Piontek started on 10/16/2025. Simpson moved to approve the hiring of Vanessa Piontek at a starting wage of \$12.48/hour. Second by Korinek. A roll call vote was taken. Gregg=aye, Simpson=aye, Korinek=aye, Palmer=aye, Estill=aye, Davenport=aye, absent=2. Motion carried.

Old Business:

The Gifts Policy was presented for the second reading. Palmer moved to adopt the Gifts Policy as presented. Second by Simpson. A roll call vote was taken. Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Korinek=aye, Davenport=aye, absent=2. Motion carried.

Simpson moved to continue the committee assignments as follows:

Policy Committee: Korinek, LaVoie, Vrsek
Facilities Committee: Estill, Gregg, Vrsek
Finance Committee: Davenport, Palmer, Simpson

Second by Gregg. A roll call vote was taken. Davenport=aye, Korinek=aye, Simpson=aye, Palmer=aye, Gregg=aye, Estill=aye, absent=2. Motion carried.

The Policy Categorization was discussed. The Board was ok with the staff administratively deciding which category a policy falls under if there are multiple categories that a policy could fall under.

There is nothing new for Strategic Planning.

The RFID project is fully implemented at this point. Staff are checking in and out items with the RFID pads and training has occurred with staff for the inventory wand. Errors that are being found while checking items out are easily able to be corrected at this point.

New Business:

Art displays was discussed under the Consent Judgement. Ideas for new directions to go if the current provider of the art display in the Lower Level is unable to continue due to health issues was discussed.

Liability and property insurance renewal information was included in the board packet. Premium quotes for increases to the blanket employee dishonesty coverage and position bonds for the Director and Board President were included in the packet as well. Discussion was held regarding the need for bonds and potential coverage levels. Simpson moved to increase the blanket employee dishonesty coverage from the current limit of \$250,000 to a limit of \$500,000, increase the Treasurers bond from \$250,000 to \$500,000 and add additional position bonds for the Director and Board president with a limit of \$500,000. Second by Gregg. A roll call vote was taken. Palmer=aye, Estill=aye, Davenport=aye, Gregg=aye, Simpson=aye, Korinek=aye, absent=2. Motion carried.

After a discussion regarding the potential of adding New Year's Eve as a paid holiday and the history of Board and committee discussion, Gregg moved to approve New Year's Eve as a paid holiday for 2025. Second by Simpson. A roll call vote was taken. Korinek=aye, Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, absent=2. Motion carried.

The Library closing schedule and paid holiday schedule will be corrected to include New Year's Eve and will be brought before the Board at the December meeting for approval. The Holiday Pay policy will also be brought before the Board in December for the approval of New Year's Eve being added as a paid holiday.

After a discussion surrounding date changes for the January and September meetings as well as a discussion surrounding the date for the April meeting, Palmer moved to approved the Dexter District Library Meetings of the Board of Trustees calendar for 2026-2027 as presented. Second by Korinek. A roll call vote was taken. Simpson=aye, Palmer=aye, Gregg=aye, Estill=aye, Davenport=aye, Korinek=aye, absent=2. Motion carried.

Public Comment: None

Board Member Comments: None

Adjournment: Having completed all items on the agenda, Gregg moved to adjourn at 8:44 pm. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,

Barbara Davenport,
Secretary

Michelle Joppeck,
Recording Secretary

October 2025

			MoM
Circulation Statistics	Oct.	Sept.	%change
Adult Books	3863	3963	-3%
Young Adult Books	787	730	8%
Children's Books	7587	8089	-6%
Magazines	107	80	34%
DVD	1346	1214	11%
Books on CD	305	346	-12%
Music CD	268	201	33%
Realia/Objects/Equip	50	47	6%
Overdrive	4902	4459	10%
hoopla	2169	2598	-17%
Kanopy	675	550	23%
Staff/Patron renewals	1326	1361	-3%
Auto-renewals	8522	8407	1%
In-House	2422	1418	71%
Total	34329	33463	3%
Library visits	11506	10365	11%
Reference questions	1971	2000	-1%
Items withdrawn	1325	1233	7%
New items added	562	866	-35%
Total holdings	113627	114647	-1%
New cards issued	96	70	37%
Total card holders	11107	11125	0%
Internet usage	1537	1360	13%
Museum/Park Pass	22	24	-8%
Web site visits	11652	10337	13%
Program attendance	1918	931	106%
Fax	28	25	12%
ILL lent out	1658	1888	-12%
ILL borrowed	2624	2567	2%
Unique borrowers	1764	1751	1%
Study Room Use	189	177	7%
Total monthly ROI delivered to the community through use	\$496,605	\$453,215	

Director's Report

December 1, 2025 Library Board Meeting

The previous Board meeting was held on Monday, November 3, 2025.

General

The Library closed at 6:00 pm on Wednesday, November 26, ahead of the Thanksgiving holiday and was closed on Thursday, November 27 for Thanksgiving.

The Library experienced a power outage on Tuesday, November 11. This lasted about an hour. The Library did not close, but there were a number of recover tasks associated with equipment that day.

Community groups using the Library's Lower Level Meeting Rooms in November included Rebekah Harmony Lodge, the Rug Hookers (2x), the All Around 4-H Club, Cadette Troop 40698 (2x), Island Hills Homeowners Association, the Council of Financial Educators (Social Security), Dexter Girl Scout Leaders, Daisy Troops 40074 and 40994, Girl Scout Troop 40887, the Michigan Machine Knitting Guild, HartFarm Homeowners Association, the Dexter Weavers, the Michigan Sailing Club and the Southeast Michigan Flute Choir. During the week of Thanksgiving, Meeting Room use was extremely light.

Administration

We continue to have struggles with Thomson MyPay for payroll, due to MyPay's transition to a new software system. Michelle Joppeck is working to get the part-time staff accrual for sick time to be calculated properly. Supposedly, this has been corrected, but Michelle will need to check closely during the next pay run. The Library received a small stock of blank payroll checks from MyPay. This was needed because the new software changed the position of how the actual check is printed from the payroll file. The Library only has a few employees who receive a paper check. Joppeck and McCann had a webinar with Paychex to view an alternative payroll processor. Paychex offers a full online suite of HR related services. We are waiting for pricing from Paychex.

The Library experienced a brownout power outage on Tuesday, November 11. This disrupted services, but the Library did not end up closing for the day. Unfortunately, there was some damage to the Blu-Ray player and the cable box in the Lower Level Meeting Room. TelSystems was called to review the damage and provide a quote to replace equipment.

On Tuesday, November 25, Habitat Restore visited the Library to take away unneeded carpet. With the age of the building and the condition of the carpet in the public areas, the attic stock left at the end of the construction project no longer matches the worn and faded carpet in the public areas. The Facilities Committee will have carpet replacement on their agenda in coming meetings. Carpet replacement will be an involved project, which will require elements of interior design, selection, contracting for installation and most likely some closed time to the public during installation.

In November, Joy Naylor let the Library know it was time for her to retire from her firm Distinct Designs. She will coordinate art displays at the Library through the first part of 2026, ending her work in late February. We have contacted her former partner at Distinct Designs, Diane Bennett, to discuss the

possibility of moving forward with her. Sherry Simpson also provided a contact with the Chelsea Painters.

The Facilities Committee has been discussing replacing the tables used in the Lower Level Meeting room. We are waiting on sample laminate, but will most likely be able to a firm quote in December.

A quote to replace the can lights in the Lower Level Meeting Room and the first floor Conference Room is included in the packet. Hopp Electric installed one sample light, which can be viewed during the Board meeting. The ballast for the current can lights are no longer in production and are getting both difficult to purchase and becoming more expensive. Hopp did note that the LED can lights will have a longer lifespan than bulb based fixtures. However, the LED lights are generally engineered to have the whole fixture replaced, rather than swapping out a 'bulb' when there is a failure.

The State Aid report was completed and submitted mid-November. This is the basis for the Library of Michigan to approve distribution of State Aid. The Legislature did approve full funding for State Aid to Public Libraries in the 2025-26 State budget. Dexter should receive approximately \$21,616.00 directly, with an additional \$\$10,808.00 being paid to the Library Network for cooperative support.

At a recent TLN e-content meeting, there were a surprising number of libraries announcing they would be dropping their hoopla service altogether due to costs. The Dexter Library has received only one comment/complaint after dropping the number of monthly checkouts per card in October. The complaint stated that the number was too low. The change did result in a 15% drop in cost between the October and November bills and this corresponded to the same decrease in checkouts. However, that actual number of monthly checkouts per card was reduced by 46%, so we have more people using the service and more using it to its monthly limit. With the reductions, we are still looking at an anticipated \$60,000 per year with the service. However, with additional allocations to the budget line for e-books and audio, we will be able to put more money towards developing the Overdrive/Download Destination collection. Since the year end additional purchases, we have been able to knock three days off the overall wait time for Dexter patrons. Looking at the hold lists, this will be an ongoing challenge. In the Overdrive collection, Dexter patrons have placed either a single or two holds against over 1,800 titles in the consortium collection. While we are doing well keeping up with copies on more popular materials, these one-off holds generally fall on titles with limited copies and a number of other individual holds scattered across the 50+ member libraries. A conservative estimate would find the need for a \$90,000+ infusion to catch up with holds existing today. This is slightly lower than the budget for all e-content for the entire year. We will keep looking for ways to improve the service and McCann has floated some ideas to the e-content committee.

Youth Department

The Youth Department wrapped up Fall Story Times during the second week of November and saw 302 people attend those sessions. A special Drop-In Thanksgiving Story Time was offered during the month which attracted 88 children and parents.

The Department offered a number of individual programs for school-aged children. Our three Youth Book Clubs for kids in young 5s through 4th graders had a combined attendance of 36 people. Repeating drop-in monthly programs of Lego Club and Chess Club had a combined attendance of 33.

We had 37 people attend our drop-in Nutcracker crafts program. Our most popular program this month was a Ballet Story Time with Ballet Chelsea showcasing parts of their "Nutcracker" performance with 188 children and parents attending that program. The week of Thanksgiving, we will offer a "Make Your Own Craft Bag for Thanksgiving" program and Drop-in Makerspace.

The Teen Department offered six programs in November. "Crochet Afternoon," "Taste Test Challenge," the "Teen Advisory Group," "Tween Book Club" and "Teen 'Bring Your Own Book' Club" had a combined total of 28 attendees. The most popular Tween/Teen program this month was "Magic the Gathering," which had 21 participants

Adult Department

During the month, the Adult Department offered two virtual events over Zoom. "Fact & Fiction: The Art of British Spycraft" attracted 36 participants and a Thanksgiving preparation program "Cooking with Mary Spencer: It's Not Just About the Turkey" also attracted 36 patrons.

In-person events during the month included three Thursday morning Restorative Yoga classes, with a total attendance of 64 people. The Mindful Meditation group offered "A Mindful Start to the Holidays" with seven attendees.

The Somewhere in Time Book Club discussed "An Elephant In My Kitchen" by Francoise Malby- Anthony with nine patrons attending. The Third Monday Book Club discussed "The Measure" by Nikki Erlick with 10 patrons attending and the Better Off Read Book Club discussed "The Book of Lost Names" by Kristin Harmel with 14 patrons participating.

The Friday Evening Movie for Adults featured "White Bird" and drew 26 viewers. The Friday Afternoon Movie for Adults screened "Scrambled" and attracted 6 patrons.

The Adult Department filled the open Part-Time Reference position by hiring Leahley Alawi, who is a student in the University of Michigan School of Information program.

Technology Department

During the month, Scott Wright offered two classes on Paint.net with a total attendance of 10 patrons. He also offered sessions of One-on-One Technology help, with half-hour blocks covering topics such as Google Forms, Microsoft Edge, Password Managers, Using a MacBook, using Gmail and learning Google Drive. Wright is providing ongoing training for our new employee, Leahley Alawi, on SAM, CARLX. and other library systems. Wright compiled annual e-content stats for the State Aid report. Per a patron request, Wright and Lisa Ryan activated the automatic closed captions option on our Zoom account and then tested the functionality. It works reasonably well.

Circulation Department

Storytime has ended until January so this has definitely affected foot traffic and the number of patrons coming in to checkout material. November has been a fairly slow month with occasional upswings in foot traffic in the late afternoon or on the weekend. We have averaged about 325 patrons a day coming into the Library. We have had delivery of about 9 bins a day so patrons are continuing to place holds for material from other libraries fairly frequently.

We have also hired a new page, Camryn Kriesel, who started training Nov. 18. She is our youngest page, but seems quite capable and plans on getting a masters at the University of Michigan School of Information. She would like to have a career as an archivist.

We had 73 MeL requests so far and 68 of those have been filled.

Maintenance Department

This month, Matt Erwin changed the clock time and batteries after Daylight Saving Time ended. He also patched damaged drywall in study room #1 on the second floor, focused on leaf cleanup around the Library grounds and parking lot, continued with bulb/ballast/battery pack replacements, replaced the hydraulic chair cylinders for two chairs in the Adult Department, ordered and stacked salt in the mechanical room, greased a squeaky book cart for the Teen Department, replaced the HVAC filters, repaired toys for the Youth Department, reset the power inverter after the brownout and trimmed back the ornamental grasses.

Ken Cook's plumbing fixed a leaking toilet in the second floor women's restroom, Hopp Electric rewired emergency lights to night lights on the first and second floors, and Hopp Electric gave quote for the lower level meeting room dimming light replacement. Dexter Mill delivered sidewalk salt and Altech performed fall preventative maintenance.

Friends of the Library

The Friends of the Library had a very successful event on Saturday, November 22. The group was able to get the Ann Arbor Kiwanis to take all their backstock of unsold books. Friends members brought dozens of boxes of books up from the storage area and the Kiwanis took everything in one trip.

The Friends of the Library Annual Meeting is coming up the evening of December 2 at 7:00 pm at the Library. The Friends will reveal their Friend of the Year, elect officers for the coming year and share treats and conversation after a brief business meeting. The group encourages any Board members to attend.

The Friends had a great sale in November, grossing \$1,162.50. Their next sale will be coming up on Saturday, December 6. The group will be holding a Friends and Family pre-sale for Friends members, Library staff and Library Board members on Friday, December 5 from 7:00 to 8:30 pm.

DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-PRELIMINARY
As of November 30, 2025

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	418,114.44
Total Checking/Savings	418,114.44
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	18,030.00
101-000-102 CD 1 FLAGSTAR	301,613.80
101-000-103 CD COMERICA	239,765.00
101-000-106 CD OLD NATIONAL	294,004.97
101-000-107 CD 1 HUNTINGTON	237,498.89
101-000-109 CD NORTHSTAR BANK	294,747.17
101-000-110 CD 2 HUNTINGTON	289,935.99
101-000-112 CD 2 FLAGSTAR	267,656.34
101-000-120 MICHIGAN CLASS	2,792,394.56
1015 - PAYROLL CLEARING ACCOUNT	-5,623.35
Total Other Current Assets	4,730,491.37
Total Current Assets	5,148,605.81
TOTAL ASSETS	5,148,605.81
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	1,604.14
101-000-232 LIFE INS DEDUCTION	-15.37
101-000-233 TASC-FSA DEDUCTION	-107.68
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	62,443.27
Total Current Liabilities	62,443.27
Total Liabilities	62,443.27
Equity	
101-000-391 OPENING FUND BAL.	3,105,898.93
101-000-395 ENDING BALANCE	2,276,405.80
Net Income	-296,142.19
Total Equity	5,086,162.54
TOTAL LIABILITIES & EQUITY	5,148,605.81

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2:59 PM

11/25/25

Cash Basis

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

October through November 2025

	Oct - Nov 25	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	0.00	2,017,023.00	-2,017,023.00	0.0%
OTHER INCOME	8,532.08	36,600.00	-28,067.92	23.3%
OTHER MISC REVENUE	32,865.43	144,500.00	-111,634.57	22.7%
PENAL FINES REVENUE	0.00	16,250.00	-16,250.00	0.0%
Total Income	41,397.51	2,214,373.00	-2,172,975.49	1.9%
Expense				
LIBRARY MATERIALS	37,568.73	360,000.00	-322,431.27	10.4%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	95.45	90,000.00	-89,904.55	0.1%
GENERAL OPERATIONS	84,020.79	401,550.00	-317,529.21	20.9%
WAGES & BENEFITS	215,854.73	1,362,664.00	-1,146,809.27	15.8%
Total OPERATING EXPENSES	299,970.97	1,854,214.00	-1,554,243.03	16.2%
Total Expense	337,539.70	2,214,214.00	-1,876,674.30	15.2%
Net Income	-296,142.19	159.00	-296,301.19	-186,252.9%

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DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY
 October through **November 2025**

	Oct - Nov 25	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	0.00	327,184.00	-327,184.00	0.0%
101-000-401 DEXTER TOWNSHIP	0.00	362,628.00	-362,628.00	0.0%
101-000-402 FREEDOM TOWNSHIP	0.00	1,307.00	-1,307.00	0.0%
101-000-403 HAMBURG TOWNSHIP	0.00	109,340.00	-109,340.00	0.0%
101-000-404 LIMA TOWNSHIP	0.00	164,828.00	-164,828.00	0.0%
101-000-405 LODI TOWNSHIP	0.00	11,513.00	-11,513.00	0.0%
101-000-406 NORTHFIELD TWP	0.00	3,717.00	-3,717.00	0.0%
101-000-407 SCIO TOWNSHIP	0.00	432,922.00	-432,922.00	0.0%
101-000-408 WEBSTER TOWNSHIP	0.00	603,084.00	-603,084.00	0.0%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	0.00	2,017,023.00	-2,017,023.00	0.0%
OTHER INCOME				
101-000-507 GRANT INCOME	0.00	0.00	0.00	0.0%
101-000-591 FRIENDS OF THE LIBR	0.00	15,000.00	-15,000.00	0.0%
101-000-592 GIFTS/MEMORIALS	7,015.63	10,000.00	-2,984.37	70.2%
101-000-607 FAX SERVICES	38.00	200.00	-162.00	19.0%
101-000-608 PURCHASES	10.00	100.00	-90.00	10.0%
101-000-609 FINES	977.15	5,000.00	-4,022.85	19.5%
101-000-610 NON RESIDENT FEES	0.00	600.00	-600.00	0.0%
101-000-627 COPIER	491.30	3,500.00	-3,008.70	14.0%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	0.00	2,000.00	-2,000.00	0.0%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
Total OTHER INCOME	8,532.08	36,600.00	-28,067.92	23.3%
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	18,000.00	-18,000.00	0.0%
101-000-665 INTEREST INCOME	32,865.43	100,000.00	-67,134.57	32.9%
101-000-666 ENDOWMENT INCOME	0.00	1,500.00	-1,500.00	0.0%
Total OTHER MISC REVENUE	32,865.43	144,500.00	-111,634.57	22.7%
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	41,397.51	2,214,373.00	-2,172,975.49	1.9%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	2,437.32	54,000.00	-51,562.68	4.5%
101-790-741 CHILDREN'S BOOKS	4,263.02	78,500.00	-74,236.98	5.4%
101-790-742 PROGRAMMING	7,402.30	52,500.00	-45,097.70	14.1%
101-790-743 ELECTRONIC RESOURCE	3,061.22	15,000.00	-11,938.78	20.4%
101-790-744 PERIOD & SUBSCRIPT	176.83	8,500.00	-8,323.17	2.1%
101-790-745 BOOKS ON CD-ADULT	723.96	8,000.00	-7,276.04	9.0%
101-790-746 BOOKS ON CD CHILD	493.41	3,500.00	-3,006.59	14.1%
101-790-747 DVD-ADULT	1,447.20	8,000.00	-6,552.80	18.1%
101-790-748 DVD-CHILD	755.55	6,000.00	-5,244.45	12.6%
101-790-749 AUDIO MUSIC ADULT	265.74	2,500.00	-2,234.26	10.6%
101-790-750 AUDIO MUSIC CHILD	70.08	500.00	-429.92	14.0%
101-790-751 E-BOOKS/AUDIO	15,826.10	100,000.00	-84,173.90	15.8%
101-790-752 COMMUNITY READ	0.00	3,000.00	-3,000.00	0.0%
101-790-753 GRANT PROGRAMMING	0.00	0.00	0.00	0.0%
101-790-754 NON-TRAD COLLECTION	646.00	20,000.00	-19,354.00	3.2%
Total LIBRARY MATERIALS	37,568.73	360,000.00	-322,431.27	10.4%

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2:59 PM

11/25/25

Cash Basis

DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY
 October through **November 2025**

	Oct - Nov 25	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	95.45	50,000.00	-49,904.55	0.2%
101-901-971 CAPITAL REPAIRS-ANN	0.00	20,000.00	-20,000.00	0.0%
101-901-972 CAPITAL REPLACEMENT	0.00	20,000.00	-20,000.00	0.0%
Total CAPITAL OUTLAY IMPROVE	95.45	90,000.00	-89,904.55	0.1%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	0.00	4,000.00	-4,000.00	0.0%
101-790-727 LIBRARY SUPPLIES	841.11	13,000.00	-12,158.89	6.5%
101-790-728 POSTAGE	0.00	1,400.00	-1,400.00	0.0%
101-790-729 BUILDING SUPPLIES	1,537.59	10,000.00	-8,462.41	15.4%
101-790-800 COOPERATIVE FEES	18,403.81	68,200.00	-49,796.19	27.0%
101-790-801 PROF SERVICES	11,487.00	22,000.00	-10,513.00	52.2%
101-790-802 ATTORNEY FEES	0.00	3,000.00	-3,000.00	0.0%
101-790-803 BOOKKEEPING SERV	1,966.85	15,000.00	-13,033.15	13.1%
101-790-818 INSTITUTION DUE/FEE	0.00	1,750.00	-1,750.00	0.0%
101-790-851 TELEPHONE	919.39	5,600.00	-4,680.61	16.4%
101-790-860 TRANSPORTATION	11.90	2,000.00	-1,988.10	0.6%
101-790-880 ADVERTISING	306.43	4,000.00	-3,693.57	7.7%
101-790-882 NEWSLETTER	0.00	40,000.00	-40,000.00	0.0%
101-790-910 INSURANCE	26,469.00	27,500.00	-1,031.00	96.3%
101-790-920 UTILITIES	10,162.23	70,500.00	-60,337.77	14.4%
101-790-930 BLDING MAINTENANCE	5,760.16	72,500.00	-66,739.84	7.9%
101-790-932 BUILDING REPAIRS	3,468.39	18,000.00	-14,531.61	19.3%
101-790-934 EQUIPMENT REPAIR	296.35	3,000.00	-2,703.65	9.9%
101-790-936 GROUNDS KEEPING	0.00	7,500.00	-7,500.00	0.0%
101-790-940 EQUIPMENT LEASE	2,386.38	10,000.00	-7,613.62	23.9%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	4.20	500.00	-495.80	0.8%
101-790-958 S.E.V. ADJUSTMENT	0.00	2,000.00	-2,000.00	0.0%
Total GENERAL OPERATIONS	84,020.79	401,550.00	-317,529.21	20.9%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	181,314.63	1,133,601.00	-952,286.37	16.0%
101-790-703 LONGEVITY	500.00	10,000.00	-9,500.00	5.0%
101-790-713 FSA	865.35	5,500.00	-4,634.65	15.7%
101-790-714 EMPLR SHARE (FICA)	13,851.78	86,720.00	-72,868.22	16.0%
101-790-715 MEDICAL REIMBUR	184.64	2,400.00	-2,215.36	7.7%
101-790-716 MEDICAL	12,813.42	85,876.00	-73,062.58	14.9%
101-790-717 LIFE INSURANCE	321.44	2,280.00	-1,958.56	14.1%
101-790-718 457 ANNUITY CONTRB	5,442.35	32,392.00	-26,949.65	16.8%
101-790-719 SHORT TERM DISBLTY	561.12	3,895.00	-3,333.88	14.4%
Total WAGES & BENEFITS	215,854.73	1,362,664.00	-1,146,809.27	15.8%
Total OPERATING EXPENSES	299,970.97	1,854,214.00	-1,554,243.03	16.2%
Total Expense	337,539.70	2,214,214.00	-1,876,674.30	15.2%
Net Income	-296,142.19	159.00	-296,301.19	-186,252.9%

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11/25/25
Cash Basis

DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-FINAL
As of **October 31, 2025**

	Oct 31, 25
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	547,891.69
Total Checking/Savings	547,891.69
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	295,143.92
101-000-103 CD COMERICA	239,765.00
101-000-106 CD OLD NATIONAL	294,004.97
101-000-107 CD 1 HUNTINGTON	237,498.89
101-000-109 CD NORTHSTAR BANK	286,082.03
101-000-110 CD 2 HUNTINGTON	289,935.99
101-000-112 CD 2 FLAGSTAR	267,656.34
101-000-120 MICHIGAN CLASS	2,792,394.56
1015 - PAYROLL CLEARING ACCOUNT	21,452.49
Total Other Current Assets	4,742,432.19
Total Current Assets	5,290,323.88
TOTAL ASSETS	5,290,323.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	19,464.20
101-000-228 STATE PAYROLL TAXES	-4,623.47
101-000-229 FEDERAL PR TAX	637.59
101-000-231 OTHER PAYABLE	1,604.14
101-000-232 LIFE INS DEDUCTION	-15.37
101-000-233 TASC-FSA DEDUCTION	-107.68
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	53,106.28
Total Current Liabilities	53,106.28
Total Liabilities	53,106.28
Equity	
101-000-391 OPENING FUND BAL.	3,105,898.93
101-000-395 ENDING BALANCE	2,276,405.80
Net Income	-145,087.13
Total Equity	5,237,217.60
TOTAL LIABILITIES & EQUITY	5,290,323.88

FINAL

DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-FINAL
October 2025

	Oct 25	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	0.00	2,017,023.00	-2,017,023.00	0.0%
OTHER INCOME	2,775.86	36,600.00	-33,824.14	7.6%
OTHER MISC REVENUE	17,730.41	144,500.00	-126,769.59	12.3%
PENAL FINES REVENUE	0.00	16,250.00	-16,250.00	0.0%
Total Income	20,506.27	2,214,373.00	-2,193,866.73	0.9%
Expense				
LIBRARY MATERIALS	18,058.90	360,000.00	-341,941.10	5.0%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	0.00	90,000.00	-90,000.00	0.0%
GENERAL OPERATIONS	19,993.65	401,550.00	-381,556.35	5.0%
WAGES & BENEFITS	127,540.85	1,362,664.00	-1,235,123.15	9.4%
Total OPERATING EXPENSES	147,534.50	1,854,214.00	-1,706,679.50	8.0%
Total Expense	165,593.40	2,214,214.00	-2,048,620.60	7.5%
Net Income	-145,087.13	159.00	-145,246.13	-91,249.8%

FINAL

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11/25/25

Cash Basis

DEXTER DISTRICT LIBRARY-GENERAL FUND

STATEMENT OF OPERATIONS-YTD-FINAL

October 2025

	Oct 25	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	0.00	327,184.00	-327,184.00	0.0%
101-000-401 DEXTER TOWNSHIP	0.00	362,628.00	-362,628.00	0.0%
101-000-402 FREEDOM TOWNSHIP	0.00	1,307.00	-1,307.00	0.0%
101-000-403 HAMBURG TOWNSHIP	0.00	109,340.00	-109,340.00	0.0%
101-000-404 LIMA TOWNSHIP	0.00	164,828.00	-164,828.00	0.0%
101-000-405 LODI TOWNSHIP	0.00	11,513.00	-11,513.00	0.0%
101-000-406 NORTHFIELD TWP	0.00	3,717.00	-3,717.00	0.0%
101-000-407 SCIO TOWNSHIP	0.00	432,922.00	-432,922.00	0.0%
101-000-408 WEBSTER TOWNSHIP	0.00	603,084.00	-603,084.00	0.0%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	0.00	2,017,023.00	-2,017,023.00	0.0%
OTHER INCOME				
101-000-507 GRANT INCOME	0.00	0.00	0.00	0.0%
101-000-591 FRIENDS OF THE LIBR	0.00	15,000.00	-15,000.00	0.0%
101-000-592 GIFTS/MEMORIALS	2,011.03	10,000.00	-7,988.97	20.1%
101-000-607 FAX SERVICES	23.60	200.00	-176.40	11.8%
101-000-608 PURCHASES	4.00	100.00	-96.00	4.0%
101-000-609 FINES	493.18	5,000.00	-4,506.82	9.9%
101-000-610 NON RESIDENT FEES	0.00	600.00	-600.00	0.0%
101-000-627 COPIER	244.05	3,500.00	-3,255.95	7.0%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	0.00	2,000.00	-2,000.00	0.0%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
Total OTHER INCOME	2,775.86	36,600.00	-33,824.14	7.6%
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	17,730.41	100,000.00	-82,269.59	17.7%
101-000-666 ENDOWMENT INCOME	0.00	1,500.00	-1,500.00	0.0%
Total OTHER MISC REVENUE	17,730.41	144,500.00	-126,769.59	12.3%
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	20,506.27	2,214,373.00	-2,193,866.73	0.9%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	386.54	54,000.00	-53,613.46	0.7%
101-790-741 CHILDREN'S BOOKS	837.26	78,500.00	-77,662.74	1.1%
101-790-742 PROGRAMMING	3,044.59	52,500.00	-49,455.41	5.8%
101-790-743 ELECTRONIC RESOURCE	3,059.97	15,000.00	-11,940.03	20.4%
101-790-744 PERIOD & SUBSCRIPT	132.83	8,500.00	-8,367.17	1.6%
101-790-745 BOOKS ON CD-ADULT	421.59	8,000.00	-7,578.41	5.3%
101-790-746 BOOKS ON CD CHILD	0.00	3,500.00	-3,500.00	0.0%
101-790-747 DVD-ADULT	292.83	8,000.00	-7,707.17	3.7%
101-790-748 DVD-CHILD	444.07	6,000.00	-5,555.93	7.4%
101-790-749 AUDIO MUSIC ADULT	102.72	2,500.00	-2,397.28	4.1%
101-790-750 AUDIO MUSIC CHILD	70.08	500.00	-429.92	14.0%
101-790-751 E-BOOKS/AUDIO	8,854.17	100,000.00	-91,145.83	8.9%
101-790-752 COMMUNITY READ	0.00	3,000.00	-3,000.00	0.0%
101-790-753 GRANT PROGRAMMING	0.00	0.00	0.00	0.0%
101-790-754 NON-TRAD COLLECTION	412.25	20,000.00	-19,587.75	2.1%
Total LIBRARY MATERIALS	18,058.90	360,000.00	-341,941.10	5.0%

FINAL

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11/25/25

Cash Basis

DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-FINAL
October 2025

	Oct 25	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	0.00	50,000.00	-50,000.00	0.0%
101-901-971 CAPITAL REPAIRS-ANN	0.00	20,000.00	-20,000.00	0.0%
101-901-972 CAPITAL REPLACEMENT	0.00	20,000.00	-20,000.00	0.0%
Total CAPITAL OUTLAY IMPROVE	0.00	90,000.00	-90,000.00	0.0%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	0.00	4,000.00	-4,000.00	0.0%
101-790-727 LIBRARY SUPPLIES	557.38	13,000.00	-12,442.62	4.3%
101-790-728 POSTAGE	0.00	1,400.00	-1,400.00	0.0%
101-790-729 BUILDING SUPPLIES	855.51	10,000.00	-9,144.49	8.6%
101-790-800 COOPERATIVE FEES	1,625.29	68,200.00	-66,574.71	2.4%
101-790-801 PROF SERVICES	0.00	22,000.00	-22,000.00	0.0%
101-790-802 ATTORNEY FEES	0.00	3,000.00	-3,000.00	0.0%
101-790-803 BOOKKEEPING SERV	1,428.50	15,000.00	-13,571.50	9.5%
101-790-818 INSTITUTION DUE/FEE	0.00	1,750.00	-1,750.00	0.0%
101-790-851 TELEPHONE	455.36	5,600.00	-5,144.64	8.1%
101-790-860 TRANSPORTATION	11.90	2,000.00	-1,988.10	0.6%
101-790-880 ADVERTISING	0.00	4,000.00	-4,000.00	0.0%
101-790-882 NEWSLETTER	0.00	40,000.00	-40,000.00	0.0%
101-790-910 INSURANCE	0.00	27,500.00	-27,500.00	0.0%
101-790-920 UTILITIES	4,790.95	70,500.00	-65,709.05	6.8%
101-790-930 BLDING MAINTENANCE	5,448.96	72,500.00	-67,051.04	7.5%
101-790-932 BUILDING REPAIRS	3,019.06	18,000.00	-14,980.94	16.8%
101-790-934 EQUIPMENT REPAIR	296.35	3,000.00	-2,703.65	9.9%
101-790-936 GROUNDS KEEPING	0.00	7,500.00	-7,500.00	0.0%
101-790-940 EQUIPMENT LEASE	1,500.19	10,000.00	-8,499.81	15.0%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	4.20	500.00	-495.80	0.8%
101-790-958 S.E.V. ADJUSTMENT	0.00	2,000.00	-2,000.00	0.0%
Total GENERAL OPERATIONS	19,993.65	401,550.00	-381,556.35	5.0%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	107,956.33	1,133,601.00	-1,025,644.67	9.5%
101-790-703 LONGEVITY	500.00	10,000.00	-9,500.00	5.0%
101-790-713 FSA	519.21	5,500.00	-4,980.79	9.4%
101-790-714 EMPLR SHARE (FICA)	8,267.27	86,720.00	-78,452.73	9.5%
101-790-715 MEDICAL REIMBUR	184.64	2,400.00	-2,215.36	7.7%
101-790-716 MEDICAL	6,406.71	85,876.00	-79,469.29	7.5%
101-790-717 LIFE INSURANCE	160.72	2,280.00	-2,119.28	7.0%
101-790-718 457 ANNUITY CONTRB	3,265.41	32,392.00	-29,126.59	10.1%
101-790-719 SHORT TERM DISBLTY	280.56	3,895.00	-3,614.44	7.2%
Total WAGES & BENEFITS	127,540.85	1,362,664.00	-1,235,123.15	9.4%
Total OPERATING EXPENSES	147,534.50	1,854,214.00	-1,706,679.50	8.0%
Total Expense	165,593.40	2,214,214.00	-2,048,620.60	7.5%
Net Income	-145,087.13	159.00	-145,246.13	-91,249.8%

FINAL



Summary Statement

October 31, 2025

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Investor ID: [REDACTED]

0000435-0003073 PDF 850694

Dexter District Library
3255 Alpine St
Dexter, MI 48130

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 4.2044%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[REDACTED] GENERAL OPERATIONS	2,782,441.69	0.00	0.00	9,952.87	93,519.99	2,787,724.93	2,792,394.56
[REDACTED] DEBT SERVICE	0.00	0.00	0.00	0.00	5,165.66	0.00	0.00
TOTAL	2,782,441.69	0.00	0.00	9,952.87	98,685.65	2,787,724.93	2,792,394.56

Tel: (855) 382-0496

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



Account Statement

October 31, 2025

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Account Number: [REDACTED]

GENERAL OPERATIONS

Account Summary

Average Monthly Yield: 4.2044%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	2,782,441.69	0.00	0.00	9,952.87	93,519.99	2,787,724.93	2,792,394.56

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
10/01/2025	Beginning Balance			2,782,441.69	
10/31/2025	Income Dividend Reinvestment	9,952.87			
10/31/2025	Ending Balance			2,792,394.56	



Michigan CLASS

Michigan CLASS		
Date	Dividend Rate	Daily Yield
10/01/2025	0.000115698	4.2230%
10/02/2025	0.000115354	4.2104%
10/03/2025	0.000345543	4.2041%
10/04/2025	0.000000000	4.2041%
10/05/2025	0.000000000	4.2041%
10/06/2025	0.000114879	4.1931%
10/07/2025	0.000114574	4.1820%
10/08/2025	0.000114354	4.1739%
10/09/2025	0.000114192	4.1680%
10/10/2025	0.000457052	4.1704%
10/11/2025	0.000000000	4.1706%
10/12/2025	0.000000000	4.1706%
10/13/2025	0.000000000	4.1706%
10/14/2025	0.000114461	4.1779%
10/15/2025	0.000115261	4.2070%
10/16/2025	0.000116287	4.2440%
10/17/2025	0.000348282	4.2358%
10/18/2025	0.000000000	4.2374%
10/19/2025	0.000000000	4.2374%
10/20/2025	0.000114950	4.1956%
10/21/2025	0.000115039	4.1962%
10/22/2025	0.000115402	4.2122%
10/23/2025	0.000115320	4.2092%
10/24/2025	0.000346644	4.2175%
10/25/2025	0.000000000	4.2175%
10/26/2025	0.000000000	4.2175%
10/27/2025	0.000115658	4.2215%
10/28/2025	0.000116055	4.2360%
10/29/2025	0.000116614	4.2557%
10/30/2025	0.000115821	4.2275%
10/31/2025	0.000113603	4.1464%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



**DRAFT - Facilities Committee Meeting Minutes
November 14, 2025**

Members present: Martha Gregg, Paul McCann
Members absent: Jamie Estill, Shelly Vrsek
Others present: Michelle Joppeck, Recording Secretary

Quorum was not reached so the meeting was cancelled.

Respectfully submitted,

Michelle Joppeck,
Recording Secretary

DRAFT

Treasurer's Report December 2025 Board Meeting

1) Draft reports for General Operations fund for November 2025 are included in the Board packet. Final, reconciled reports through October 2025 are also included.

Current General Fund checking balance – \$418,114.44

Current General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>	<u>Current Rate</u>
\$301,613.80	Flagstar (1)	11/11/2026	CD	102	3.70%
\$239,765.00	Comerica	1/11/2026	CD	103	4.15%
\$288,958.84	Old National (1)	12/30/2025	CD	106	4.12%
\$237,498.89	Huntington	4/13/2026	CD	107	3.10%
\$294,747.17	Northstar	8/5/2026	CD	109	3.45%
\$289,935.99	Huntington (2)	12/16/2025	CD	110	3.55%
\$267,656.34	Flagstar (2)	10/14/2026	CD	112	3.79%
\$2,472,156.10	Michigan CLASS	N/A	Investment	120	4.36%

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

3) Budget changes and reimbursements – none

Notes:

The Michigan CLASS interest rate remained steady in November. The final reports included in the Board packet are from the end of October. Given the Board meeting taking place on December 1, the November report may or may not be available. As of November 25, the fund had dropped approximately 10 basis points and stood at a rate of return of 4.0469%. This was a more modest drop, due to the diverse vehicles, than the CDs. Renewing CDs are currently seeing an approximate 50 basis point drop. Due to the likelihood of additional interest cuts in 2026, recently matured CDs have been extended out upon renewal into a nine to 12 month investment period. Over the last quarter, we have not seen interest rates rise, only fall.

Ailie Tomlinson from Maner Costerisan will present the audit findings at the December Board meeting. Copies have been distributed by e-mail to the Board members and hard copies can be made available.

The Library is exploring alternatives to using Thomson MyPay for payroll. The Library's accounts were absorbed by Thomson when that company purchased Automated Resource Management (ARMI) a number of years ago. Until the latest software change, we had not faced any problematic issues, but the service definitely lost its personal touch, once ARMI was completely absorbed. We have received a presentation by the Paychex company and are awaiting pricing information.

Check Register notes:

Alliance Entertainment – checks #28307 and #28331 – Alliance has become our primary resource for DVD, Blu-Ray and CD music. Previously, orders from the Adult Department were going through Baker and Taylor. The total amount on individual checks will increase due to shifting suppliers.

Maner Costerisan – check #28345 – this is the full cost of the audit and the check will be provided after the presentation to the Board

MML Liability and Property – check #28346 – premium increase for 2026 was approximately 10%. However, this was due to Board approved increases in coverage for employee dishonesty and an increase in the Treasurer’s bond. The Board also initiated new bonds for the Library Director and Board President because of their check signing duties.

The Library Network – check #28353 – represents fourth quarter shared system charges as well as annual delivery cost.

General Operations - all cash assets		\$5,148,605	Goal
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		\$2,680,233	\$2,680,233
Emergency Reserve		\$200,000	
Remaining annual expenses through December		(\$150,000)	
Unassigned Fund Balance		\$906,826	
Total		\$5,148,605	

DEXTER DISTRICT LIBRARY-GENERAL FUND

A/P CHECK REGISTER

November 3 through December 1, 2025

Type	Date	Num	Split	Debit	Credit	Amount
ALLIANCE ENTERTAINMENT LLC						
Bill	11/12/2025	PLS90265369	101-790-747 DVD-ADULT		589.62	-589.62
Bill	11/12/2025	PLS90361254	-SPLIT-		220.22	-220.22
Bill	11/12/2025	PLS90479167	101-790-748 DVD-CHILD		125.75	-125.75
Bill	11/12/2025	PLS90361375	101-790-748 DVD-CHILD		110.99	-110.99
Bill Pmt -Check	11/12/2025	28307	101-000-202 ACCOUNTS PAYABLE		1,046.58	-1,046.58
Bill	11/25/2025	PLS90642384	-SPLIT-		434.90	-434.90
Bill	11/25/2025	PLS90814541	-SPLIT-		119.77	-119.77
Bill	11/25/2025	PLS90814510	101-790-748 DVD-CHILD		74.74	-74.74
Bill Pmt -Check	11/25/2025	28331	101-000-202 ACCOUNTS PAYABLE		629.41	-629.41
AMAZON CAPITAL SERVICES						
Bill	11/12/2025	13JH-7HC4-16MY	-SPLIT-		486.47	-486.47
Bill Pmt -Check	11/12/2025	28308	101-000-202 ACCOUNTS PAYABLE		486.47	-486.47
APPLIED CAPITAL LLC						
Bill	11/25/2025	40593727	101-790-940 EQUIPMENT LEASE		822.77	-822.77
Bill Pmt -Check	11/25/2025	28332	101-000-202 ACCOUNTS PAYABLE		822.77	-822.77
AT&T MOBILITY						
Bill	11/25/2025	11182025	101-790-754 NON-TRAD COLLECTION		113.72	-113.72
Bill Pmt -Check	11/25/2025	28333	101-000-202 ACCOUNTS PAYABLE		113.72	-113.72
BEADTIN LLC						
Bill	11/25/2025	10339951	101-790-742 PROGRAMMING		210.33	-210.33
Bill Pmt -Check	11/25/2025	28334	101-000-202 ACCOUNTS PAYABLE		210.33	-210.33
BLACKSTONE PUBLISHING						
Bill	11/12/2025	2214998	-SPLIT-		184.29	-184.29
Bill	11/12/2025	2215317	101-790-745 BOOKS ON CD-ADULT		99.00	-99.00
Bill Pmt -Check	11/12/2025	28309	101-000-202 ACCOUNTS PAYABLE		283.29	-283.29
Bill	11/25/2025	2217389	101-790-746 BOOKS ON CD CHILD		243.24	-243.24
Bill	11/25/2025	2217110	101-790-746 BOOKS ON CD CHILD		65.88	-65.88
Bill	11/25/2025	2216559	101-790-745 BOOKS ON CD-ADULT		38.94	-38.94
Bill Pmt -Check	11/25/2025	28335	101-000-202 ACCOUNTS PAYABLE		348.06	-348.06
BRIAN ROSE						
Bill	11/25/2025	WONDERFUL LIFE ZOOM	101-790-742 PROGRAMMING		300.00	-300.00
Bill Pmt -Check	11/25/2025	28336	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
BUSCH'S INC						
Bill	11/12/2025	67-184116	-SPLIT-		330.89	-330.89
Bill Pmt -Check	11/12/2025	28310	101-000-202 ACCOUNTS PAYABLE		330.89	-330.89
CALLHARBOR						
Bill	11/12/2025	57179	-SPLIT-		464.03	-464.03
Bill Pmt -Check	11/12/2025	28311	101-000-202 ACCOUNTS PAYABLE		464.03	-464.03
CHASE CARD SERVICES						
Bill	11/25/2025	OCTOBER	-SPLIT-		831.83	-831.83
Bill Pmt -Check	11/25/2025	28337	101-000-202 ACCOUNTS PAYABLE		831.83	-831.83
CINTAS CORPORATION-300						
Bill	11/12/2025	424534382	101-790-930 BLDING MAINTENANCE		311.20	-311.20
Bill Pmt -Check	11/12/2025	28312	101-000-202 ACCOUNTS PAYABLE		311.20	-311.20
CITY OF DEXTER						
Bill	11/25/2025	SEPT/OCT	101-790-920 UTILITIES		1,234.21	-1,234.21
Bill Pmt -Check	11/25/2025	28338	101-000-202 ACCOUNTS PAYABLE		1,234.21	-1,234.21
CLAIRE EVANS						
Bill	11/25/2025	JANE AUSTEN SANDITON	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	11/25/2025	28339	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
CONSTELLATION NEWENERGY-GAS DIVISION LLC						
Bill	11/25/2025	4450048	101-790-920 UTILITIES		611.31	-611.31
Bill Pmt -Check	11/25/2025	28340	101-000-202 ACCOUNTS PAYABLE		611.31	-611.31
CRYSTERRA WELLNESS						
Bill	11/12/2025	NOV YOGA	101-790-742 PROGRAMMING		225.00	-225.00
Bill Pmt -Check	11/12/2025	28313	101-000-202 ACCOUNTS PAYABLE		225.00	-225.00
Bill	11/25/2025	DEC YOGA	101-790-742 PROGRAMMING		150.00	-150.00
Bill Pmt -Check	11/25/2025	28341	101-000-202 ACCOUNTS PAYABLE		150.00	-150.00
DEXTER MILL						
Bill	11/12/2025	92973	101-790-729 BUILDING SUPPLIES		608.00	-608.00
Bill Pmt -Check	11/12/2025	28314	101-000-202 ACCOUNTS PAYABLE		608.00	-608.00
DISTINCT DESIGN INC						
Bill	11/12/2025	4141	101-790-801 PROF SERVICES		1,487.00	-1,487.00
Bill Pmt -Check	11/12/2025	28315	101-000-202 ACCOUNTS PAYABLE		1,487.00	-1,487.00
DTE ENERGY						
Bill	11/12/2025	OCTOBER	101-790-920 UTILITIES		3,525.76	-3,525.76
Bill Pmt -Check	11/12/2025	28316	101-000-202 ACCOUNTS PAYABLE		3,525.76	-3,525.76
EQUITABLE FINANCIAL						
Bill	11/12/2025	NOVEMBER 8	-SPLIT-		3,358.14	-3,358.14
Bill Pmt -Check	11/12/2025	28317	101-000-202 ACCOUNTS PAYABLE		3,358.14	-3,358.14
Bill	11/25/2025	NOVEMBER 22	-SPLIT-		3,519.43	-3,519.43
Bill Pmt -Check	11/25/2025	28342	101-000-202 ACCOUNTS PAYABLE		3,519.43	-3,519.43
FUN EXPRESS, LLC						
Bill	11/25/2025	73979794101	101-790-742 PROGRAMMING		564.25	-564.25
Bill	11/25/2025	73979794102	101-790-742 PROGRAMMING		23.99	-23.99
Bill	11/25/2025	73988241101	101-790-742 PROGRAMMING		176.40	-176.40
Bill Pmt -Check	11/25/2025	28343	101-000-202 ACCOUNTS PAYABLE		764.64	-764.64
HACKNEY ACE HARDWARE						
Bill	11/12/2025	162389	101-790-729 BUILDING SUPPLIES		74.08	-74.08
Bill Pmt -Check	11/12/2025	28318	101-000-202 ACCOUNTS PAYABLE		74.08	-74.08
INGRAM LIBRARY SERVICES						
Bill	11/12/2025	90988417	-SPLIT-		4,002.29	-4,002.29
Bill Pmt -Check	11/12/2025	28319	101-000-202 ACCOUNTS PAYABLE		4,002.29	-4,002.29
KANOPY INC						
Bill	11/12/2025	474858	101-790-751 E-BOOKS/AUDIO		674.90	-674.90
Bill Pmt -Check	11/12/2025	28320	101-000-202 ACCOUNTS PAYABLE		674.90	-674.90

DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER
 November 3 through December 1, 2025

Type	Date	Num	Split	Debit	Credit	Amount
KATHERINE R. WILLSON						
Bill	11/25/2025	12/03 CARDMAKING	101-790-742 PROGRAMMING		315.00	-315.00
Bill	11/25/2025	12/10 CARDMAKING	101-790-742 PROGRAMMING		315.00	-315.00
Bill Pmt -Check	11/25/2025	28344	101-000-202 ACCOUNTS PAYABLE		630.00	-630.00
KEN COOK'S PLUMBING & HEATING, INC.						
Bill	11/12/2025	41773	101-790-932 BUILDING REPAIRS		300.00	-300.00
Bill Pmt -Check	11/12/2025	28321	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
MAD SCIENCE OF DETROIT						
Bill	11/12/2025	5711	101-790-742 PROGRAMMING		413.00	-413.00
Bill Pmt -Check	11/12/2025	28322	101-000-202 ACCOUNTS PAYABLE		413.00	-413.00
MANER COSTERISAN						
Bill	11/25/2025	75398	101-790-801 PROF SERVICES		10,000.00	-10,000.00
Bill Pmt -Check	11/25/2025	28345	101-000-202 ACCOUNTS PAYABLE		10,000.00	-10,000.00
MIDWEST TAPE, LLC						
Bill	11/12/2025	507968495	101-790-751 E-BOOKS/AUDIO		5,297.03	-5,297.03
Bill Pmt -Check	11/12/2025	28323	101-000-202 ACCOUNTS PAYABLE		5,297.03	-5,297.03
MML LIABILITY AND PROPERTY POOL						
Bill	11/25/2025	10208	101-790-910 INSURANCE		26,469.00	-26,469.00
Bill Pmt -Check	11/25/2025	28346	101-000-202 ACCOUNTS PAYABLE		26,469.00	-26,469.00
MOLLIE HALL						
Bill	11/12/2025	REIMBURSEMENT	101-790-742 PROGRAMMING		50.47	-50.47
Bill Pmt -Check	11/12/2025	28324	101-000-202 ACCOUNTS PAYABLE		50.47	-50.47
OVERDRIVE, INC						
Bill	11/25/2025	CD0157625358867	101-790-751 E-BOOKS/AUDIO		1,000.00	-1,000.00
Bill Pmt -Check	11/25/2025	28347	101-000-202 ACCOUNTS PAYABLE		1,000.00	-1,000.00
PAUL MCCANN						
Bill	11/12/2025	PETTY CASH	101-790-744 PERIOD & SUBSCRIPT		40.00	-40.00
Bill Pmt -Check	11/12/2025	28325	101-000-202 ACCOUNTS PAYABLE		40.00	-40.00
PLAYAWAY PRODUCTS LLC						
Bill	11/25/2025	517519	101-790-741 CHILDREN'S BOOKS		1,452.77	-1,452.77
Bill Pmt -Check	11/25/2025	28348	101-000-202 ACCOUNTS PAYABLE		1,452.77	-1,452.77
QUADIENT FINANCE USA, INC.						
Bill	11/25/2025	INV62327130	101-790-940 EQUIPMENT LEASE		63.42	-63.42
Bill Pmt -Check	11/25/2025	28349	101-000-202 ACCOUNTS PAYABLE		63.42	-63.42
SBIS						
Bill	11/12/2025	DECEMBER	-SPLIT-		6,860.98	-6,860.98
Bill Pmt -Check	11/12/2025	28326	101-000-202 ACCOUNTS PAYABLE		6,860.98	-6,860.98
STANDARD ELECTRIC COMPANY						
Bill	11/25/2025	13919.001	101-790-932 BUILDING REPAIRS		149.33	-149.33
Bill Pmt -Check	11/25/2025	28350	101-000-202 ACCOUNTS PAYABLE		149.33	-149.33
STAPLES BUSINESS ADVANTAGE						
Bill	11/12/2025	6045745890	101-790-727 LIBRARY SUPPLIES		26.34	-26.34
Bill	11/12/2025	6045745887	101-790-727 LIBRARY SUPPLIES		153.09	-153.09
Bill Pmt -Check	11/12/2025	28327	101-000-202 ACCOUNTS PAYABLE		179.43	-179.43
Bill	11/25/2025	6047397928	101-790-727 LIBRARY SUPPLIES		104.30	-104.30
Bill Pmt -Check	11/25/2025	28351	101-000-202 ACCOUNTS PAYABLE		104.30	-104.30
TASTE A COOK'S PLACE						
Bill	11/25/2025	NEW YEARS APPETIZERS	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	11/25/2025	28352	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
THE LIBRARY NETWORK						
Bill	11/25/2025	77009	101-790-800 COOPERATIVE FEES		13,283.52	-13,283.52
Bill	11/25/2025	77061	101-790-800 COOPERATIVE FEES		3,495.00	-3,495.00
Bill Pmt -Check	11/25/2025	28353	101-000-202 ACCOUNTS PAYABLE		16,778.52	-16,778.52
VERIZON WIRELESS						
Bill	11/12/2025	9167254841	101-790-754 NON-TRAD COLLECTION		120.03	-120.03
Bill Pmt -Check	11/12/2025	28328	101-000-202 ACCOUNTS PAYABLE		120.03	-120.03
WHITE PINE LIBRARY COOPERATIVE						
Bill	11/12/2025	1640	101-790-740 ADULT BOOKS		11.00	-11.00
Bill Pmt -Check	11/12/2025	28329	101-000-202 ACCOUNTS PAYABLE		11.00	-11.00
WSR CERTIFIED PUBLIC ACCOUNTANTS						
Bill	11/12/2025	40577	101-790-803 BOOKKEEPING SERV		420.00	-420.00
Bill Pmt -Check	11/12/2025	28330	101-000-202 ACCOUNTS PAYABLE		420.00	-420.00

Dexter District Library

Library Closing Schedule 2026 and January 2027

New Year's Day - Closed January 1 (Thursday)

Closed April 5 (Sunday)

Memorial Day - Closed May 24 and 25 (Sunday and Monday)

Independence Day - Closed July 4 (Saturday)

Labor Day - Closed September 6 and 7 (Sunday and Monday)

Night Before Thanksgiving - Early closing at 6pm November 25 (Wednesday)

Thanksgiving - Closed November 26 (Thursday)

Closed December 24 and 25 (Thursday and Friday)

New Year's Eve/Day - Closed Dec 31, 2026 and Jan 1, 2027 (Thursday and Friday)

Scheduled closings of 11 1/4 days per calendar year

Approved by the Library Board of Trustees 12/_/2025

Dexter District Library

Staff Paid Holiday Schedule 2026 and January 2027

One (1) Floating Holiday to be used any day during the 2026 calendar year

New Year's Day - January 1, 2026 (Thursday)

Memorial Day - May 25 (Monday)

Independence Day - July 4 (Saturday)

Labor Day - September 7 (Monday)

Thanksgiving - November 26 (Thursday)

December 24 and 25 (Thursday and Friday)

New Year's Eve - December 31, 2026 (Thursday)

New Year's Day - January 1, 2027 (Friday)

Nine (9) paid holidays per calendar year for staff with benefits

- Approved by the Library Board of Trustees 12/__/2025

Zimbra

pmccann@dexter.lib.mi.us

Liability and Property insurance renewal for the Dexter District Library effective January 1, 2026-2027 with the MML Liability & Property Pool

From : Brian Steckroth <Brian.Steckroth@Meadowbrook.com> Fri, Nov 14, 2025 01:40 PM
Subject : Liability and Property insurance renewal for the Dexter District Library effective January 1, 2026-2027 with the MML Liability & Property Pool 2 attachments
To : Paul McCann <pmccann@dexter.lib.mi.us>

Hi Paul,

Attached is the renewal proposal, please review. The renewal premium for the Liability and Property insurance renewal for the **Dexter District Library** effective January 1, 2026-2027 with the MML Liability & Property Pool is \$26,244 (plus \$225 MML Annual Associate Member Fee) compared to the expiring premium of \$23,795 (plus \$225 MML Annual Associate Member Fee). This is a premium increase of \$2,449.

There are a couple reasons for the change in premium:

- The property values increased by \$338,476 due to a 4% inflation guard
- The total payroll increased by \$27,979
- Increased Employee Dishonesty limit and added a position bond

The MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2026. The **Dexter District Library's** portion of the dividend return is about \$780; the actual amount will be calculated when 2025-year end numbers are finalized. The **Dexter District Library** will receive this dividend in the month following payment of your 2026 renewal premium.

All I need is for you to respond to this message allowing me to process the Invoice, Certificates and Binder.

Please let me know if you have any questions.

Thank you,

Brian M. Steckroth, CAWC
MML Service & Sales Manager
MML Liability & Property Pool
MML Workers' Compensation Fund
248-204-8283 Direct Line
248-648-7576 Fax
248-943-1186 Cell
Brian.steckroth@meadowbrook.com



michigan
municipal
league

liability &
property
pool

workers'
compensation
fund



michigan municipal league

MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

1675 Green Road, Ann Arbor, MI 48105

INVOICE

Dexter District Library
3255 Alpine St.,
Dexter, MI 48130

Invoice #: 10208
Policy Effective: 01/01/2026
Invoice Date: 11/20/2025
Payment Due 01/01/2026

TRANSACTION EFFECTIVE DATE	Policy #	DESCRIPTION	AMOUNT
01/01/2026	[REDACTED]	Pool Renewal Premium 01/01/2026 - 01/01/2027	\$26,244
01/01/2026	[REDACTED]	MML Associate Member Fee 01/01/2026 - 01/01/2027	\$225
		Total Due:	\$26,469

MAKE CHECK PAYABLE TO: MML Liability and Property Pool

PAYMENT MAILING ADDRESS
MML Liability and Property Pool
PO BOX 712088
CINCINNATI, OH 45271-2088

OR:

ACH PAYMENT OPTION
Bank: Key Bank, N.A.
Routing #: [REDACTED]
Account #: [REDACTED]

For questions about remittance details, call Insurance Accounting at (734) 669-6373.
For policy or invoice questions, call Customer Svc: Joan Opett (248) 204-8579 or (800) 482-2726.

NO RECEIPT WILL BE SENT UNLESS REQUESTED
There will be a 3% Late Charge on any invoices 30 days past due.

FOR PROPER CREDIT, PLEASE DETACH THIS STUB AND RETURN WITH YOUR PAYMENT



michigan municipal league

MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

Member Name:
Dexter District Library

Mail to:

MML Liability and Property Pool
PO BOX 712088
CINCINNATI, OH 45271-2088

Invoice #: 10208
Policy Term: 01/01/2026 - 01/01/2027
Invoice Date: 11/20/2025
Payment Due 1/1/2026

Payment Enclosed: \$ _____

Dexter District Library
Premium Breakdown as of:
January 1, 2026

Liability

Limit of Liability \$2,000,000	
Public Officials Errors & Omissions	\$5,543.00
General Liability	\$3,575.00
Total Liability	\$9,118.00

Property

Library	\$15,329.00
Flagpole, Fencing, Lighting	\$49.00
Refuse & Miscellaneous Equipment Enclosure	\$9.00
Pats Sculpture	\$7.00
Electronic Data Processing	\$280.00
Miscellaneous Outdoor Equipment	\$2.00
Total Property	\$15,676.00

Crime

Position Bond A	\$125.00
Position Bond B	\$125.00
Position Bond C	\$125.00
Employee Dishonesty Including Faithful Performance	\$1,000.00
Total Crime	\$1,375.00

Automobile

(0) Vehicles	\$75.00
Total Automobile	\$75.00

TOTAL ANNUAL POOL PREMIUM	\$26,244.00
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Liability & Property Pool

COMMON POLICY DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH YOU TO PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL AGREEMENT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: _____ Renewal of Number: _____

Pool Member: Dexter District Library

Coverage Period From: 1/1/2026 To: 1/1/2027
12:01 A.M. Standard Time

THIS COVERAGE DOCUMENT CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM CHARGE IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
PROPERTY COVERAGE PART	\$ <u>Included</u>
CRIME COVERAGE PART	\$ <u>Included</u>
MUNICIPAL GENERAL LIABILITY COVERAGE PART	\$ <u>Included</u>
LAW ENFORCEMENT LIABILITY COVERAGE PART	\$ <u>No Coverage</u>
PUBLIC OFFICIALS LIABILITY COVERAGE PART	\$ <u>Included</u>
AUTOMOBILE LIABILITY COVERAGE PART	\$ <u>Included</u>
EMPLOYEE BENEFIT LIABILITY COVERAGE PART	\$ <u>Included</u>
CYBER LIABILITY AND DATA BREACH RESPONSE COVERAGE PART	\$ <u>Included</u>
TOTAL	\$ <u>Included</u>

FORM(S) AND ENDORSEMENT(S) MADE A PART OF THIS CONTRACT AT TIME OF ISSUE:
MMLC TRX (09/10), MMLB (02/10), MMCC (07/17), MMLCYD (09/17), MML TR (09/10), MMPA (01/02),
MMLC (11/99)

By: 
Authorized Representative

Date: 11/20/2025

THESE DECLARATIONS TOGETHER WITH THE COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S), AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

A SERVICE OF THE MICHIGAN MUNICIPAL LEAGUE



michigan municipal league

Liability & Property Pool

Proposal

for the

Dexter District Library

Presented By:

Brian Steckroth
MML Liability & Property Pool
(248) 204-8283

November 14, 2025

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This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The **Dexter District Library** has been a Pool member since **1996**.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we are proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense, and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **Dexter District Library**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **Dexter District Library** for an annual premium of **\$26,244** (plus \$225 MML Annual Associate Member Fee). When compared to last year's cost of \$23,795 (plus \$225 MML Annual Associate Member Fee), it represents a premium increase of \$2,449. In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2026. The **Dexter District Library's** portion of the dividend return is about \$780, the actual amount will be calculated when 2025-year end numbers are finalized. The **Dexter District Library** will receive this dividend in the month following payment of your 2026 renewal premium.

We encourage you to compare the Pool with our competition. Compare us based on price, coverage, service, financial security, experience, and commitment to municipal risk management. When you do, the advantages of Pool membership become clear.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- | | |
|---------------------------------|------------------------------------|
| ✓ 452 Public Entity Members | ✓ 173 Water Utilities |
| ✓ 145 Fire Departments | ✓ 243 Sewer Utilities |
| ✓ 185 Law Enforcement Agencies | ✓ 16 Municipal Marinas |
| ✓ 2,295 Police Officers | ✓ \$6.7 Billion of Property Values |
| ✓ 58,727 Miles of Streets/Roads | ✓ 21 Dams |
| ✓ 7,697 Vehicles | |
| ✓ 18 Electric Utilities | |



michigan municipal league
Liability & Property Pool

Coverage and Cost Summary Dexter District Library

Effective 01-01-2026 to 01-01-2027

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	\$2,000,000	N/A	\$5,000
Sewer Back-Up Sublimit	No Coverage	N/A	N/A
Personal Injury Liability (Coverage B)	\$2,000,000	N/A	\$5,000
Medical Payments (Coverage C)	\$10,000	N/A	N/A
Public Officials Liability (Coverage D)	\$2,000,000	N/A	\$5,000
Law Enforcement Liability (Coverages A, B, and D)	No Coverage	N/A	N/A
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$5,000
Fire Legal Liability	\$100,000	N/A	N/A
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	\$100,000	N/A	\$0
Automobile Liability (Coverages A and B)	\$2,000,000	N/A	\$0
<u># Vehicles</u> <u>Comp</u> <u>Coll</u>			
No Covered Vehicles			

Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$2,000,000 regardless of the number of coverages involved in the occurrence.

Property

Property - Blanket Basis	\$12,295,380	N/A	\$500
Boiler and Machinery	Included	N/A	\$500
Building(s)	Included	N/A	\$500
Contents	Included	N/A	\$500
Property in the Open	Included	N/A	\$500
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	N/A	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$0
Accounts Receivable	\$100,000	N/A	\$250
Consequential Damage	\$100,000	N/A	N/A
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A



michigan municipal league
Liability & Property Pool

Coverage and Cost Summary Dexter District Library

Effective 01-01-2026 to 01-01-2027

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Electronic Data Processing Equip	\$257,000	N/A	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$100,000	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Fungal Pathogens	\$25,000	\$25,000	\$250
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Miscellaneous Outdoor Equipment	\$2,000	N/A	\$250
Ornamental Trees, Shrubs, Plants or Lawn	\$5,000	\$10,000	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Valuable Papers	\$100,000	N/A	\$250
Comprehensive Crime Coverage			
Employee Dishonesty Blanket/Faithful Performance	\$500,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A
Bonds			
Bond #: A Treasurer	\$500,000	N/A	N/A
Bond #: B Library Director	\$500,000	N/A	N/A
Bond #: C Library Board President	\$500,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$26,244.

Cyber Coverage

TOWER 1 Limit	POLICY AGGREGATE LIMIT OF LIABILITY	\$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	\$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit:	\$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate

Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability

Liability Retention Per Claim:

TOWER 1 Retention	At other coverages Retention:	\$0	each Claim
	Cyber Extortion:	\$5,000	each Extortion Threat
	First Party Data Protection:	\$5,000	each Data Protection Loss
	First Party Network Business Interruption:	\$5,000	each Business Interruption Loss Waiting Period: 12 hours

Limits of Coverage - Privacy Breach Response Services

TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	\$50,000	per Incident and in the Aggregate
	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		

Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addition to the overall Policy Aggregate Limit of Liability

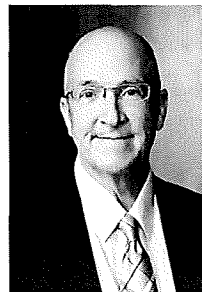
Privacy Breach Response Services Threshold/Retention (Each Incident):

TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	\$0	each Incident
	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident

Your Team of Experts



Brian Steckroth
Service & Sales Manager
(248) 204-8283



Michael J. Forster
Pool Administrator
(734) 669-6340



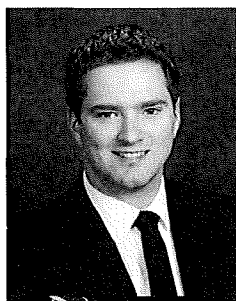
Katelyn Petracca
248-204-6160
(Le – Z)

Alpha Split:

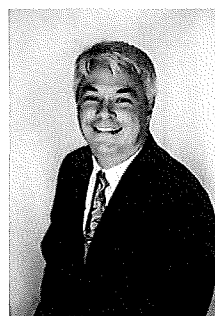


Joan Opett
248-204-8579
(A – La)

Customer Service Representatives



Christopher Flechsig
Liability Claims Supervisor
(810) 844-8146



Matt Heins
Loss Control Supervisor
Law Enforcement Action Forum Coordinator
(248) 791-4371

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
 - ✓ Safety aspects of emergency vehicle operations
 - ✓ Accident investigation for supervisors
 - ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

Dexter District Library Has . . .

- ✓ \$1,147,151 Annual Payroll
- ✓ \$12,295,380 of total values for real and personal property

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events **excluding** -
 - Fireworks (unless endorsed)
 - Liquor Liability
 - Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

- | | |
|--|--------------------|
| 1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage): | |
| Annual Aggregate Sublimit | Additional Premium |
| \$500,000 | Yes |
| \$1,000,000 | Yes |
| 2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage): | |
| NO ADDITIONAL PREMIUM | |

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

"Wrongful Acts", including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials' liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual's right of privacy
- ✓ Proactive services for non-monetary damage claims

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only one deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim on line. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:


- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
 - ✓ Risk Control Solutions
 - ✓ Safety & Health Manual
 - ✓ Risk Management is Good Management Program
 - ✓ Access to Lezage website
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.

HOPP ELECTRIC

 A LAKE ERIE ELECTRIC COMPANY

MI Lic. #6113246

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

CONFIDENTIAL

DATE: NOVEMBER 18, 2025

ATTENTION: PAUL MCCANN

REFERENCE: Facility: DEXTER DISTRICT LIBRARY
Project: MEETING RM 1, 2, & CONFERENCE RETROFIT
Name: DEXTER LIBRARY – RECESSED RETROFIT

Our Lump Sum pricing for the above referenced project is for the amount of:
TEN THOUSAND FIFTY DOLLARS AND 00/00 (\$10,050.00)

SCOPE: Furnish and install (53) LED Retrofit trims and (5) new LCB controls using existing wiring and locations.

INCLUDED IN THIS PROPOSAL:

- (53) RAB C623/LCB COMMERCIAL DL 23W 1900LM (Recessed fixtures).
- (5) RAB ZDIM/LCB (Dimmers on/off switches).
 - Switch zones include Meeting Rm 1 Perimeter, Interior, Stage, and Meeting Rm 2.
 - Meeting Rm 2 Switches will be removed and blanked off.
 - Switches will be located at the Meeting Rm 1 entry location.
 - Stage recessed switching will remain at the stage location.
 - Conference room switch to be replaced with ZDIM control in existing location.
- Standard labor.
- Conduit, wire and electrical components to complete the scope of work above.
- Initial LCB program, training, and commissioning.

EXCLUDED FROM THIS PROPOSAL:


- Drywall patch/paint repairs. *Should not be necessary.*
- Premium labor.
- Permit and/or inspection fees. *Should not require permit or inspection.*
- Engineered design and/or drawings. *Should not be required.*
- Any other scope and/or services not specifically listed in Section 1 of this Proposal.

OTHER TERMS / CONDITIONS:

- This Proposal and the quoted price are contingent upon the following terms and conditions, as well as the end customer's acceptance of the same.
- Installation practices, unless otherwise specified in the Bid Documents, will follow the NEC guidelines.
- Pricing is based on (5) day (40) hour workweek (Monday – Friday) and one (1) shift. Standard working hours are 7:00AM – 3:30PM.

CORPORATE OFFICE: 25730 First Street, Westlake, OH 44145 | 440-835-5565

HOPP ELECTRIC

 A LAKE ERIE ELECTRIC COMPANY

CONFIDENTIAL

- Hopp Electric will have reasonable, unobstructed access to the area where it will be performing its work throughout the duration of the project.
- Hopp Electric personnel and workers will be able to park in a parking lot or designated area situated immediately adjacent to the site.

On behalf of Hopp Electric, I look forward to working with you.

HOPP ELECTRIC, INC.

David George

Service Manager



Dexter District Library Board of Trustees
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 presented. 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



**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

DEXTER DISTRICT LIBRARY

HOLIDAY PAY POLICY

At the regular December meeting of the Board of Trustees, the Library Director will submit a list of dates the Library will be closed in the next calendar year. These holidays will include:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
December 24th
December 25th
December 31st
One floating holiday day

- 1) All regular full-time employees are eligible for holiday pay. The floating holiday may not be used during the employee's probationary period. Regular part-time employees who work a minimum of twenty-five (25) hours each week are eligible for pro-rated holiday pay.
- 2) Holidays occurring during an employee's vacation or sick leave shall not be charged against vacation or sick leave time.
- 3) If eligible employees cannot take their holiday time off during the pay period in which the holiday occurs, the holiday time must be taken in the following pay period.
- 4) Holiday pay shall not be in excess of a normally scheduled, forty-hour work week and not be counted as hours worked for the purposes of calculating overtime.
- 5) All eligible employees who have completed their probationary period receive one floating holiday per year in addition to the Library's regular paid holidays.
- 6) Employees must request use of a floating holiday. The request must be scheduled and approved in advance by the employee's immediate supervisor.
- 7) Floating holidays are available at the beginning of each calendar year.
- 8) Unused holidays will not be carried over to the next calendar year, nor be cashed out if not taken or paid upon termination of employment.

DECEMBER 2025 - YOUTH PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
	1 	2 Drop-In Preschool Makerspace Ages 5 & under 11:00 am - 12:00 pm Drop-In Lego Club Grades K - 8 4:30 - 5:30 pm	3 Chess Club Kids and Teens 6:30 - 7:30 pm REGISTRATION REQUIRED 	4	5 	6 
7	8 	9 Super Stories Book Club Young Fives & K 4:30 - 5:15 pm REGISTRATION REQUIRED 	10	11 Club Create Book Club Grades 1 & 2 4:30 - 5:15 pm REGISTRATION REQUIRED 	12 Wacky Winter Science Show Children of All Ages 11:00 am - 12:00 pm	13 
14	15 Winter Reading Bingo Challenge Kids & Teens Dec. 15 - Jan. 15	16 Registration for Wednesday's Small Group Toddler & Preschool Story Times Begin Wednesday, December 17	17 Drop-In Music & Movement with Dancer's Edge Ages 2 - 5 10:00 am - 10:30 am	18 All Star Readers Book Club Grades 3 & 4 4:30 - 5:30 pm REGISTRATION REQUIRED 	19	20
21	22 Drop-In Winter Wonderland Stories & Crafts Children of All Ages 11:00 am - 12:00 pm	23 	24 Library Closed	25 Library Closed	26	27 Drop-In Makerspace Grades K - 8 11:00 am - 12:00 pm 
28 	29 Drop-In New Year's Hat and Noisemaker Crafts Children of All Ages 11:00 am - 12:00 pm	30 Drop-In K-Pop Demon Hunters Party Grades 3 - 8 2:00 - 3:00 pm 	31 Library Closed	Dexter District Library * 3255 Alpine Street Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us In-Person Programs May Require Registration Check Our Website Calendar Of Events Winter Story Times start Monday, January 12		

SEE OTHER SIDE FOR TWEEN AND TEEN CALENDAR

DECEMBER 2025 - TWEEN & TEEN PROGRAMS

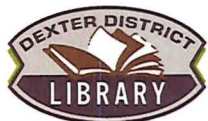
SUN	MON	TUE	WED	THU	FRI	SAT
	1 	2	3  Chess Club Kids and Teens 6:30 - 7:30 pm REGISTRATION REQUIRED	4 	5 Magic: The Gathering with SRSly Dexter Grades 5 - 12 6:00 - 8:00 pm <i>Registration Required</i>	6  Teen Advisory Group Grades 7 - 12 1:00 - 2:00 pm <i>Registration required</i>
7 	8	9  FREE PIANO <small>(NOT WANTED)</small> <small>WHITNEY GARDNER</small> <small>Author of Baby Blues</small>	10	11	12 	13 Graham Cracker Gingerbread Houses Grades 5 - 12 2:00 - 2:45 pm <i>Registration Required</i>
14	15 <div>Winter Reading Bingo Challenge Kids & Teens Dec. 15 - Jan. 15</div>	16 TWEEN BOOK CLUB GRADES 5 & 6 4:30 - 5:30 pm <i>Registration Required</i>	17 	18 DECEMBER 18 IS NATIONAL BAKE COOKIES DAY	19	20
21 	22 Pizza and Games Grades 5 - 12 1:30 - 3:00 pm <i>Registration Required</i>	23	24 Library Closed	25 Library Closed	26 	27  Drop-In Makerspace Grades K - 8 11:00 am - 12:00 pm
28	29	30  Drop-In K-Pop Demon Hunters Party Grades 3 - 8 2:00 - 3:00 pm	31 Library Closed	<div>Dexter District Library * 3255 Alpine Street Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us</div> <div>In-Person Programs May Require Registration Check Our Website Calendar Of Events</div>		

SEE OTHER SIDE FOR YOUTH CALENDAR

December 2025

Dexter District Library Adult Programs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Jane Austen's Sanditon (Zoom) 7:00 pm-Registration Library Board Meeting 7:00 pm Open to the public	2 9:00 AM Friends of the Library Annual Board Meeting 7:00 pm 	3 Winter Holiday Card Making with Katherine Willson 10:00 am Registration 	4 6:00 PM 	5 	6 Used Book Sale 9 am - 3 pm
7 	8 <i>Somewhere in Time</i> Book Club, 7:00 pm	9 	10 Winter Holiday Card Making with Katherine Willson 6:00 pm Registration 	11 Gentle Restorative Yoga 9:30 am Registration 	12 Friday Night Movie, 6:00 pm: CAROL Starring: Cate Blanchett & Rooney Mara 	13
14 	15 Monday, December 15, 7:00 pm Brian Rose Presentation: A Look Inside It's a Wonderful Life Zoom Registration 	16 	17 New Year's Eve Appetizers 6:00 pm Zoom Registration 	18 Gentle Restorative Yoga 9:30 am Registration Better Off Read 1:00 pm	19 Friday, December 19 at 1:00 pm Afternoon Movie for Adults: The Best Christmas Pageant Ever Starring: Judy Greer, Lauren Graham & Pete Holmes 	20
21 	22 	23 	24 LIBRARY CLOSED DEC. 24 & DEC. 25	25 	26 HAPPY KWANZAA December 26 – January 1	27
28 	29 	30 	31 LIBRARY CLOSED DEC. 31 & JAN. 1 	Monday, December 1 at 7:00 pm Jane Austen's Sanditon: From Unfinished Swan Song to British Costume Drama Join Claire Evans to commemorate Jane Austen's 250th birthday in 2025. Learn about Austen's last work <i>Sanditon</i> . Zoom event –Registration required. 		



3255 Alpine Street Dexter, Michigan 48130
734-426-4477 · <https://dexter.lib.mi.us/>



Computer Class: Registration Required

Free Technology Classes



One-on-One Technology Help

9:00-11:00 AM Thursday, Dec. 18

1:00-3:00 PM Thursday, Dec. 18



Start Digitizing

9:00 AM Tuesday, Dec. 2

6:00 PM Thursday, Dec. 4



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