



**Board of Trustees  
Meeting Agenda  
January 12, 2026 - 7:00 pm**

- 1) Call to order, attendance and introductions (7:00 pm)
- 2) Oath of Office – **action item**
- 3) Approval of agenda – **action item**
- 4) Approval of minutes from the December 1, 2025 regular Board meeting – **action item**
- 5) Public comment
- 6) Consent agenda – **action item** (7:15 pm)
  - Library Director’s Report
  - Library Statistical Report
  - Balance sheets
  - Michigan CLASS report
  - Committee meeting minutes – December – Policy Committee
  - Items from Legislature, MLA, TLN, AAACF, local municipalities and patron comments
- 7) Treasurer’s Report (7:30 pm)
  - Approval of bills paid during the period since the previous Board meeting – **action item**
  - Budget changes / Reimbursements – none
- 8) Administrative Items (7:45 pm)
  - Personnel milestones – Head of Adult Services Lisa Ryan (16 yrs.); Head of Youth Services Ruth Jansen (5 yrs. FT); Youth Reference Librarian Sarah Kennedy (2 yrs.); Library Page Iliia Malavecchi (3 yrs.)
- 9) Old Business (8:00 pm)
- 10) New Business (8:30 pm)
  - Pay rates – 2026 – **action item** (distributed at meeting)
  - Collaborative Programming Request Policy (first reading)
  - Electronic Funds Transfer Policy (first reading)
  - Sustainability Committee
- 11) Public comment
- 12) Board member comments
- 13) Adjourn (8:59 pm)



**Dexter District Library Board of Trustees**  
**DRAFT - Meeting Minutes**  
December 1, 2025  
7:00 p.m.

Members present: Barbara Davenport, James Estill, Martha Gregg, Donna Palmer, Sherry Simpson, Shelly Vrsek  
Members absent: Cassy Korinek, Jim LaVoie  
Others present: Paul McCann, Library Director  
Michelle Joppeck, Recording Secretary  
Ailie Tomlinson of Maner Costerisan, CPAs

President Vrsek called the meeting to order at 7:00 p.m.

The Oath of Office was taken by Vrsek.

Simpson moved to approve the following Board Officers for the 2025-2026 fiscal year:

President: Shelly Vrsek  
Vice-President: James Estill  
Treasurer: Sherry Simpson  
Secretary: Barbara Davenport

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

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

Ailie Tomlinson of Maner Costerisan, CPAs reviewed the 2024-2025 audit report, which concludes with an unmodified, clean opinion with no areas of concern. The completed audit will be uploaded to the State Treasury. Questions were asked of Tomlinson to the Board's satisfaction.

Tomlinson was thanked for her time and expertise and exited the meeting at 7:29 pm. The Board had no objections to the audit report and was in consensus to accept it as presented. Davenport moved to accept the 2024-2025 audit. Second by Simpson. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the November 3, 2025 regular Board Meeting. No corrections were requested. Simpson moved to approve the minutes from the November 3, 2025 regular Board Meeting as presented. Second by Estill. A voice vote was taken. Aye=all, nay=none, absent=2. 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 Gregg. A roll call vote was taken. Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, Davenport=aye, Estill=aye, absent=2. Motion carried.

**Circulation Statistics:** Statistical charts for the month of November 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. Palmer moved to approve the bills paid since the last board meeting. Second by Estill. A roll call vote was taken. Palmer=aye, Gregg=aye, Estill=aye, Davenport=aye, Vrsek=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 December include Library Director Paul McCann (31 years) and Technology Librarian Scott Wright (15 years). All were included in the 2025 wage rate adjustments therefore no Board action was necessary.

The Library hired Leahley Alawi as a part-time Adult Reference Librarian starting at \$18.25/hour due to being a MLS student. Alawi started on 11/17/2025. The Library also hired Camryn Kriesel as a part-time Library Page starting at \$12.48/hour. Kriesel started on 11/18/2025. Estill moved to approve the hiring of Leahley Alawi at a starting wage of \$18.25/hour and Camryn Kriesel at a starting wage of \$12.48/hour. Second by Simpson. A roll call vote was taken. Simpson=aye, Vrsek=aye, Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, absent=2. Motion carried.

**Old Business:**

Simpson moved to approve the Library Closing Schedule and Staff Paid Holiday Schedule for 2026 and January 2027 as presented. Second by Davenport. A roll call vote was taken. Estill=aye, Davenport=aye, Vrsek=aye, Simpson=aye, Palmer=aye, Gregg=aye, absent=2. Motion carried.

Joy Naylor has decided to retire due to health reasons. Diane Bennett expressed interest in taking over coordinating the art displays at the Library, but has since backed out. McCann has some additional leads that he will look into.

There is nothing new for the Strategic Plan.

The RFID project is running well.

**New Business:**

The Library's liability and property insurance was reviewed.

The ballasts for the dimmable light in the Lower Level meeting room and the first floor conference room are no longer being made and are getting difficult and expensive to replace. Hopp Electric installed a test replacement light which McCann demonstrated for the Board. Davenport moved to approve the quote from Hopp Electric for the light replacement as presented. Second by Gregg. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

McCann will schedule a meeting with Vrsek to go over directions for the Director's Evaluation.

Palmer moved to approve adding New Year's Eve as a paid holiday in the Holiday Pay Policy as presented. Second by Estill. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=2. Motion carried.

**Public Comment:** None

**Board Member Comments:** None

**Adjournment:** Having completed all items on the agenda, Simpson moved to adjourn at 8:18 pm. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,

Barbara Davenport,  
Secretary

Michelle Joppeck,  
Recording Secretary

**November 2025**

			MoM
Circulation Statistics	<u>Nov.</u>	<u>Oct.</u>	<u>%change</u>
Adult Books	3638	3863	-6%
Young Adult Books	851	787	8%
Children's Books	7509	7587	-1%
Magazines	78	107	-27%
DVD	1498	1346	11%
Books on CD	298	305	-2%
Music CD	311	268	16%
Realia/Objects/Equip	71	50	42%
Overdrive	4695	4096	15%
hoopla	2184	2169	1%
Kanopy	569	675	-16%
Staff/Patron renewals	1252	1326	-6%
Auto-renewals	8106	8522	-5%
In-House	1691	2422	-30%
<b>Total</b>	<b>32751</b>	<b>33523</b>	<b>-2%</b>
Library visits	9875	11506	-14%
Reference questions	1942	1971	-1%
Items withdrawn	1414	1325	7%
New items added	1208	562	115%
Total holdings	113571	113627	0%
New cards issued	62	96	-35%
Total card holders	11052	11107	0%
Internet usage	1313	1537	-15%
Museum/Park Pass	7	22	-68%
Web site visits	13798	11652	18%
Program attendance	1077	1918	-44%
Fax	12	28	-57%
ILL lent out	1492	1658	-10%
ILL borrowed	2404	2624	-8%
Unique borrowers	1736	1764	-2%
Study Room Use	192	189	2%
Total monthly ROI delivered to the community through use	<b>\$437,583</b>	<b>\$496,605</b>	

## Director's Report

### January 2026 Library Board meeting

#### **General**

The Library was closed on December 24, 25 and 31, 2025 and January 1, 2026 for the holidays. The three days closed in December depress circulation numbers annually.

Since the previous Board meeting, community groups using the Library's Lower Level Meeting Room spaces included the Rug Hookers (2x), the Friends of the Library (annual meeting, sorters meeting, Book Sale (2x)), Daisy Troop 40994 (2x), Daisy Troop 40074 (3x), Washtenaw Indivisible, the Quail Ridge Homeowners Association, the All Around 4-H Club, Girl Scout Troop 40887, Cadette Troop 40698, the Webster North Meadow Homeowners Association, the Dexter Community Orchestra Ensemble and the Dexter Girl Scouts. Use of the space decreased dramatically during the December 17 through January 1 period.

#### **Administration**

Over the course of the Christmas and New Year's holidays, the HVAC system was set to run 24/7 over some period of time. This was to ensure the freeze stat did not trip. When the freeze stat trips, this shuts down the air handler and the system must be reset manually. Given the number of vacation days requested by full-time staff, it was deemed better to let the system run. By constantly circulating the inside building air, the temperature in the air handler does not drop to critical levels and prevents the freeze stat from shutting the system down. We have been monitoring the overnight temperatures and the system was set back into normal operation (with a nighttime shut down) in early January.

Shelly Vrsek and Paul McCann sat down to discuss the Director's evaluation. Over the years, this task has become less valuable after 31 years. Responses from the Board are fairly short and do not provide much guidance. In lieu of the standard process, we discussed the creation of an ad hoc Sustainability Committee. The goal of this committee will be to look at a wide variety of issues the Library will confront in the future. As should be obvious, McCann has fewer days ahead as Director than there are in the past. The Committee would look at continuity issues, plan for the Director's eventual retirement, address aspects of the strategic plan that point towards sustainability, look at projected wage growth for staff and ways to keep the Library vibrant and growing in the face of a variety of societal challenges and changing customer use. The committee will plan out a map forward for when the time comes for the Director to retire and make recommendations to the Library Board. Volunteers from the Board will be needed to serve on this additional Committee.

We continue to struggle with fulfillment through Ingram for physical material purchases. It is evident that Barker and Taylor's closure has been an extreme stressor on Ingram's processes. What we are seeing at this point is a delay in receipt of new material due to physical processing managed by Ingram. Adding mylar covers, spine labels, etc., is creating a lag time of up to a month after publication, before the Library receives materials ordered. Just this past week, we did see an order received in quicker fashion, but Ingram is still hedging on guaranteeing quick shipping. The director had been mulling bringing all processing in-house, but will be monitoring the shipping timelines. In-house processing would require substantial investment in processing supplies and increase the workload on existing staff. Discussion with supervisory staff would be needed before any decisions are made, but this remains an option. If shipping times improve, Ingram processing would be the better alternative, but the goal continues to be to get materials on our shelves as quickly as possible.

We are anticipating migrating payroll to the company PayChex with the next (January 19, 2026) processing date. In December, the Library received a bill from the Michigan Treasury for an outstanding amount owed. This was an error on MyPay's part related to the duplicate pay in October. MyPay also submitted duplicate tax filings to the Michigan Treasury, but one of the tax payments was recalled when the duplicate pay was recalled. However, the erroneous tax filing was not recalled. MyPay was provided a copy of the letter (bill) from the Treasury and stated that an amended return would be filed. It appears from the Treasury web site that this was completed. MyPay further stated that if there was an issue with IRS filing, the Library would have received a letter. The setup with PayChex seems to be going well. We'll leave our account open with MyPay, should there be any setbacks, but initial reviews of the employee and data entered with PayChex seems to look good with just some minor issues to be cleared up over the next week.

The Collaborative Programming Policy, included for first reading under new business, is being recommended by the Policy Committee. The policy is designed to give staff, when approached by an outside group for a collaborative event, guidance on things to discuss with representatives from another entity. Frequently, the Library will be approached by an individual representing another group with an idea. The idea may be fully formed or just an idea. The goal with this policy is to give staff a checklist of items to discuss with another entity. Often, another entity will have an idea for an event or collaboration, but expect the Library to shoulder the bulk of the work. This can put staff in the difficult position of a representative expecting a 'yes' answer, but not providing or thinking through all of the ramifications of what it takes to organize, advertise, conduct and attract the public to an event. Collaborative events will need to show a benefit to the Library as well as the partner organization. The items in the list are derived from our programmer guidelines, which the staff uses to evaluate potential presenters and performers who wish the Library to pay for their services. Those guidelines have been extrapolated to help outside entities, as well as Library staff, consider the overall costs and benefits to the Library before agreeing to conduct a joint program.

The Electronic Funds Transfer Policy is included for first reading. This policy is designed in anticipation of vendors requiring payment methods other than postal mailed check. Additionally, Board members may have noticed, from personal business, vendors are now adding service fees for payments processed with credit card. The most recent one which came to my attention was DTE notifying customers that they would add an additional percentage if payment was made by credit card. Electronic transfers (ACH transactions) generally do not incur additional fees at this point in time. This policy is preparatory and we don't currently anticipate wide use of EFTs. However, having the policy in place will allow for changes in the future.

It is with great sadness that we include the obituary for State Librarian, Randy Riley, in the current packet. Randy provided an impressive level of Leadership for the Michigan library community for more than a decade and his passing at age 63 was very unexpected and sudden. The State Librarian plays a critical role with the Legislature and his advocacy for libraries in a variety of arenas (public, academic, school, etc.) has been critical over the last decade. His affable demeanor and ability to build consensus will be sorely missed.

### **Children's Department**

This December and January the Youth Department is doing our annual Winter Reading Challenge. The Winter Reading Challenge runs from December 15 – January 15. So far, we have 188 children registered. Participants signed up exclusively via Beanstack to do a bingo format challenge. When participants make their first bingo they can come in for a small prize. If they complete all 25 squares on their online bingo card they can come and pick out a book as their reward.

The "Monster" Eye Spy game ran from October 3 – November 28 and we had 507 kids interact with this passive program during that time. This month 98 people attended a special Drop-In Winter Wonderland Story and Craft program for all ages. We also had 53 people participate in a Drop-In Preschool Music and Movement program and 26 people came to Drop-In Preschool Makerspace. We have three youth book clubs for kids ages young 5s through 4th grade which had a combined attendance of 36 people.

We offered a number of drop-in programs for the school-aged kids. Our most popular program was the Wacky Winter Science Show with 91 people enjoying this program. The New Year's Hat and Noisemaker craft program was also popular with 85 people attending. The rest of our drop-in programs, included Lego Club, Makerspace and K-Pop Demon Hunters Party which had a combined total of 126 people.

The Teen Department offered six programs in December, all of which required registration. The Pizza and Games program and Graham Cracker Gingerbread Houses were both very well received with a combined total of 34 participants. The repeating monthly programs of Magic

the Gathering, Teen Advisory Group, Chess and Tween Book Club had a combined attendance of 48 people.

### **Adult Department**

During the month of December, the Adult Department offered three virtual programs via Zoom and a number of in-person events.

Zoom events included a discussion of Jane Austin's "Sanditon," in commemoration of Jane Austin's 250<sup>th</sup> birthday anniversary. This attracted 15 viewers. A look inside the movie "It's a Wonderful Life" was offered online and attracted 18 viewers. To round out the online events, "Cooking with Mary Spencer: New Year's Eve Appetizers" attracted 24 participants.

In-person events offered in December included two sessions of "Winter Holiday Card Making with Katherine Willson," which attracted a total of 56 patrons and two Thursday sessions of "Restorative Yoga," with a total of 34 attendees. Book clubs included the Somewhere in Time group, which read "Dark Archives," by Megan Rosenbloom with nine patrons attending, the Third Monday Book Club discussed "Orbital" by Samantha Harvey with 11 participants and the Better Off Read group discussed "The Extraordinary Life of Sam Hell," by Robert Dugoni with 14 patrons attending.

The Library also offered two movie showings during the month. These included a Friday Evening showing of "Carol," which drew 12 viewers, and a Friday afternoon screening of "The Best Christmas Pageant Ever," which drew 14 patrons.

### **Technology Department**

During December, Scott Wright taught two group classes teaching attendees how to 'Start Digitizing' analog items such as photographs and recordings on tape and VHS. The programs drew a combined attendance of 23 patrons. Additionally, he held a day of One-on-One, half-hour help sessions. Individuals received concentrated assistance with topics such as using Windows 11, using the Chrome browser, updating a Garmin GPS unit and iPhone basics. Due to the holidays, a number of available appointment slots went unfilled.

During the month, Wright also updated the backup client software on every staff PC after an operating system update to the Network Attached Storage device rendered them all inoperable. He authorized the replacement of our broken Blu-ray player and upgrading the rack with a battery backup system to try to prevent any future damage from power surges. TelSystems is awaiting shipment on the replacement Blu-ray player because it is backordered. He assisted with salting the parking lot/sidewalks during the freezing rain event on Friday 12/26, compiled year-end book checkout stats and added the adult department onto the Canva.com team as well as trained them on use.

## **Circulation Department**

Until Christmas actually arrived, there was not a lot of foot traffic in the Library. Patrons were busy getting ready for Christmas. But after Christmas we have been extremely busy. On Saturday Jan. 3 we had 586 people come into the Library! There has been mountains of returned material and many patrons coming in to check out, pick up holds or attend programs. These past two weeks have really stretched the circulation staff.

For MeL we had 77 requests during the month of December. We were able to fill 71 of those requests. After Christmas we have registered many community residents for new borrower cards. Sometimes both circulation staff were registering new Library users at the same time.

Fortunately, we have a great staff of Library pages who have been able to keep up with all the piles of material that needed re-shelving. We also have received many new books that require linking and final processing. Here again, the pages have done a great job of getting all the new material shelf ready.

## **Maintenance**

This month, Matt Erwin hung Christmas lights, continued with mechanical storage room cleanup, put together a new salt spreader, removed graffiti from lower level men's baby changing station, restarted the power inverter, put the luminary candle display together, lubricated the staff door lock and continued bulb/ ballast/ battery pack replacement. He spent a significant amount of time with snow removal and making sure the sidewalks and parking lot were salted for safety.

Hopp Electric completed the replacement of the lower level meeting room dimming lights, Dexter Mill delivered a pallet of rock salt for the parking lot, and Library Design came out to fix outside drop box locks and shimmed up the righthand box so the door will not stick when opening.

## **Friends of the Library**

The Friends of the Library held their annual meeting on Tuesday, December 2. The group had the largest turnout of non- Board members to date. During the meeting the Friends awarded their "Friend of the Year" award to Ingrid Weisz. Ingrid is a loyal book sorter and book sale volunteer.

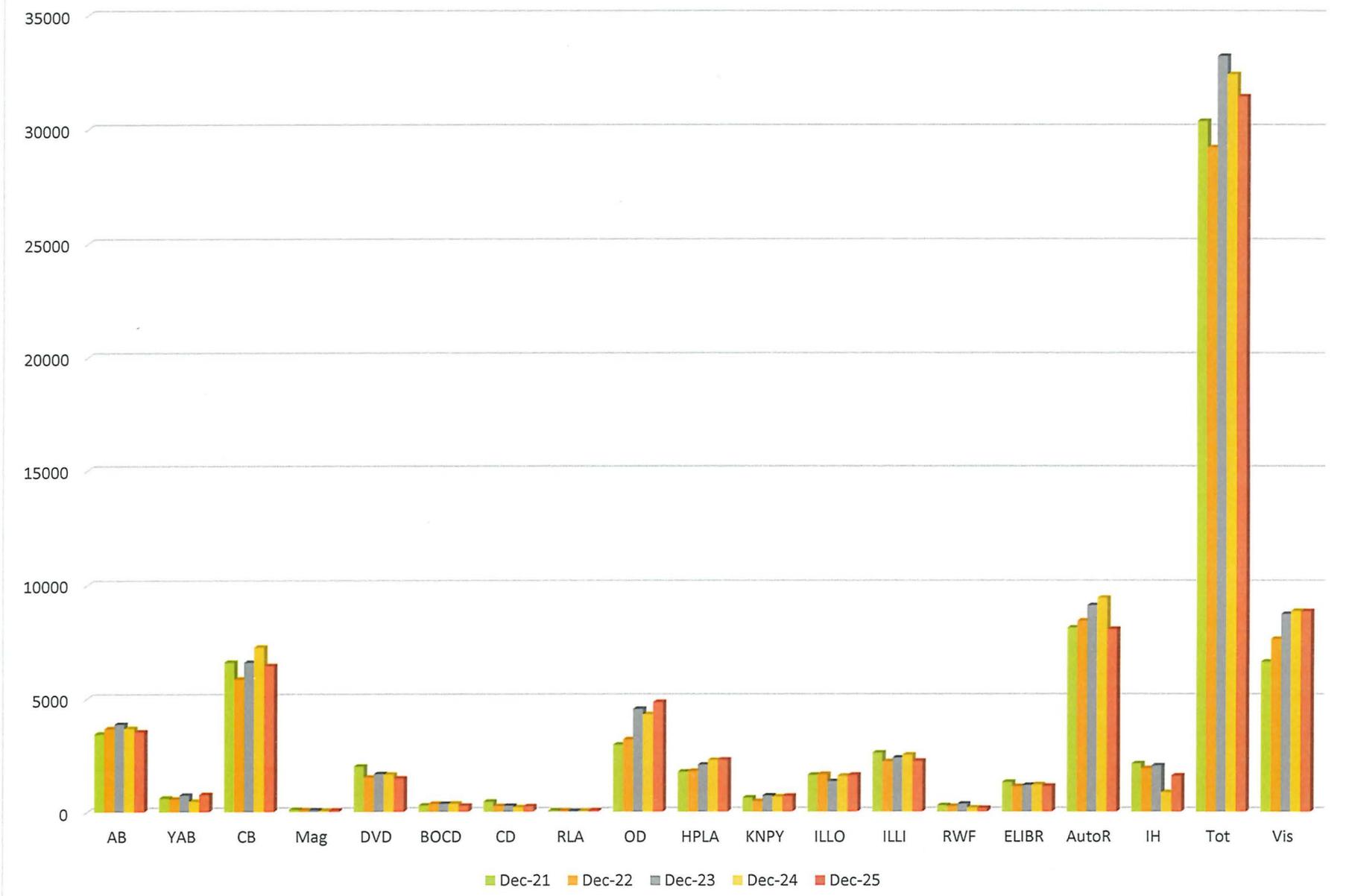
The Friends also held Book Sales in December and January since the last Board meeting. Their December Sale netted \$1,499.75 and the January Sale brought in \$944.00. As noted by Friends

Treasurer, Mary Tobin, the group always sees a steep decline, month over month, between December and January.

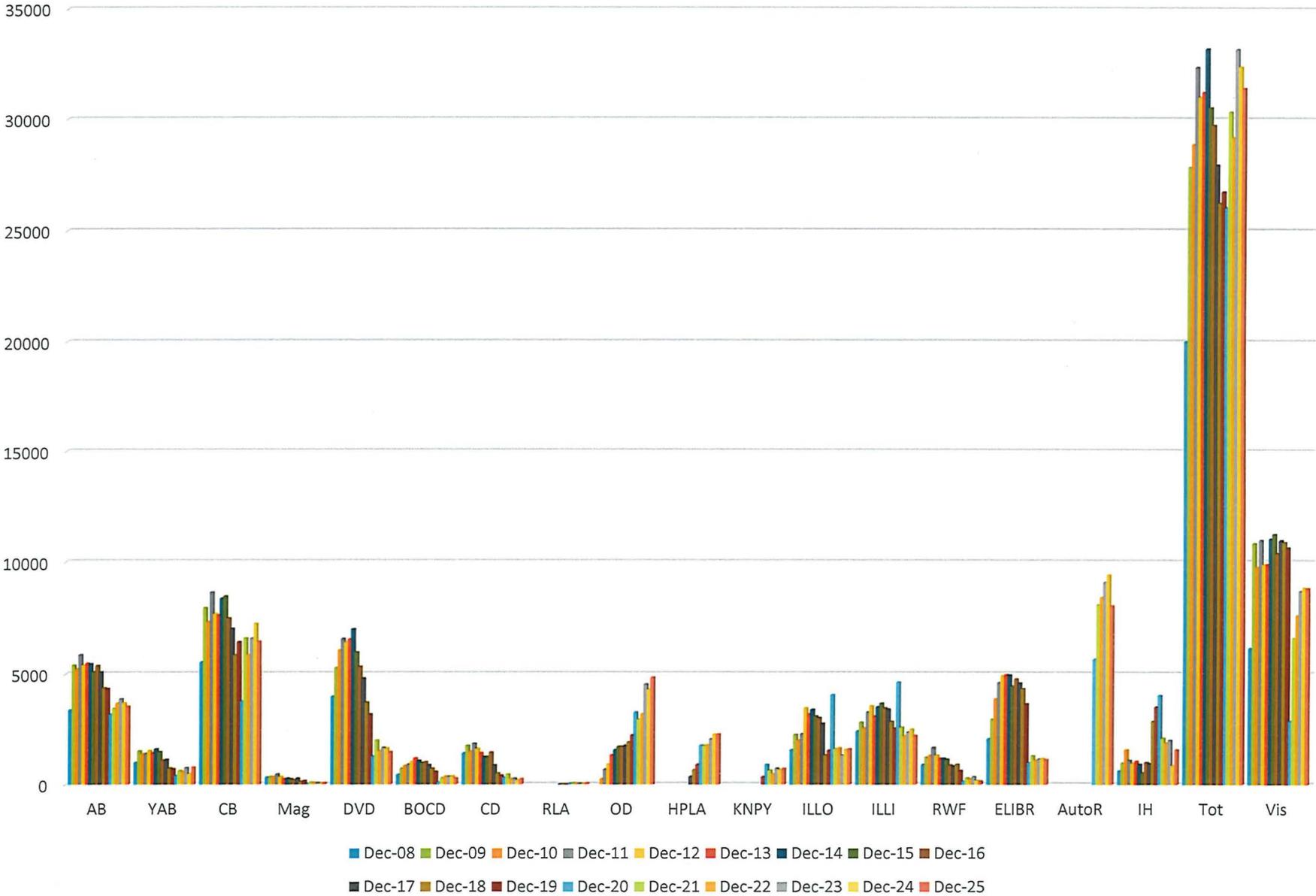
## December 2025

			MoM
Circulation Statistics	<u>Dec.</u>	<u>Nov.</u>	<u>%change</u>
Adult Books	3533	3638	-3%
Young Adult Books	763	851	-10%
Children's Books	6434	7509	-14%
Magazines	65	78	-17%
DVD	1472	1498	-2%
Books on CD	276	298	-7%
Music CD	248	311	-20%
Realia/Objects/Equip	57	71	-20%
Overdrive	4833	4695	3%
hoopla	2281	2184	4%
Kanopy	702	569	23%
Staff/Patron renewals	1287	1252	3%
Auto-renewals	8039	8106	-1%
In-House	1574	1691	-7%
<b>Total</b>	<b>31564</b>	<b>32751</b>	<b>-4%</b>
Library visits	8832	9875	-11%
Reference questions	1815	1942	-7%
Items withdrawn	1001	1414	-29%
New items added	965	1208	-20%
Total holdings	113207	113571	0%
New cards issued	53	62	-15%
Total card holders	11001	11052	0%
Internet usage	1174	1313	-11%
Museum/Park Pass	9	7	29%
Web site visits	17201	13798	25%
Program attendance	1543	1077	43%
Fax	21	12	75%
ILL lent out	1613	1492	8%
ILL borrowed	2224	2404	-7%
Unique borrowers	1614	1736	-7%
Study Room Use	148	192	-23%
Total monthly ROI delivered to the community through use	<b>\$406,805</b>	<b>\$437,583</b>	

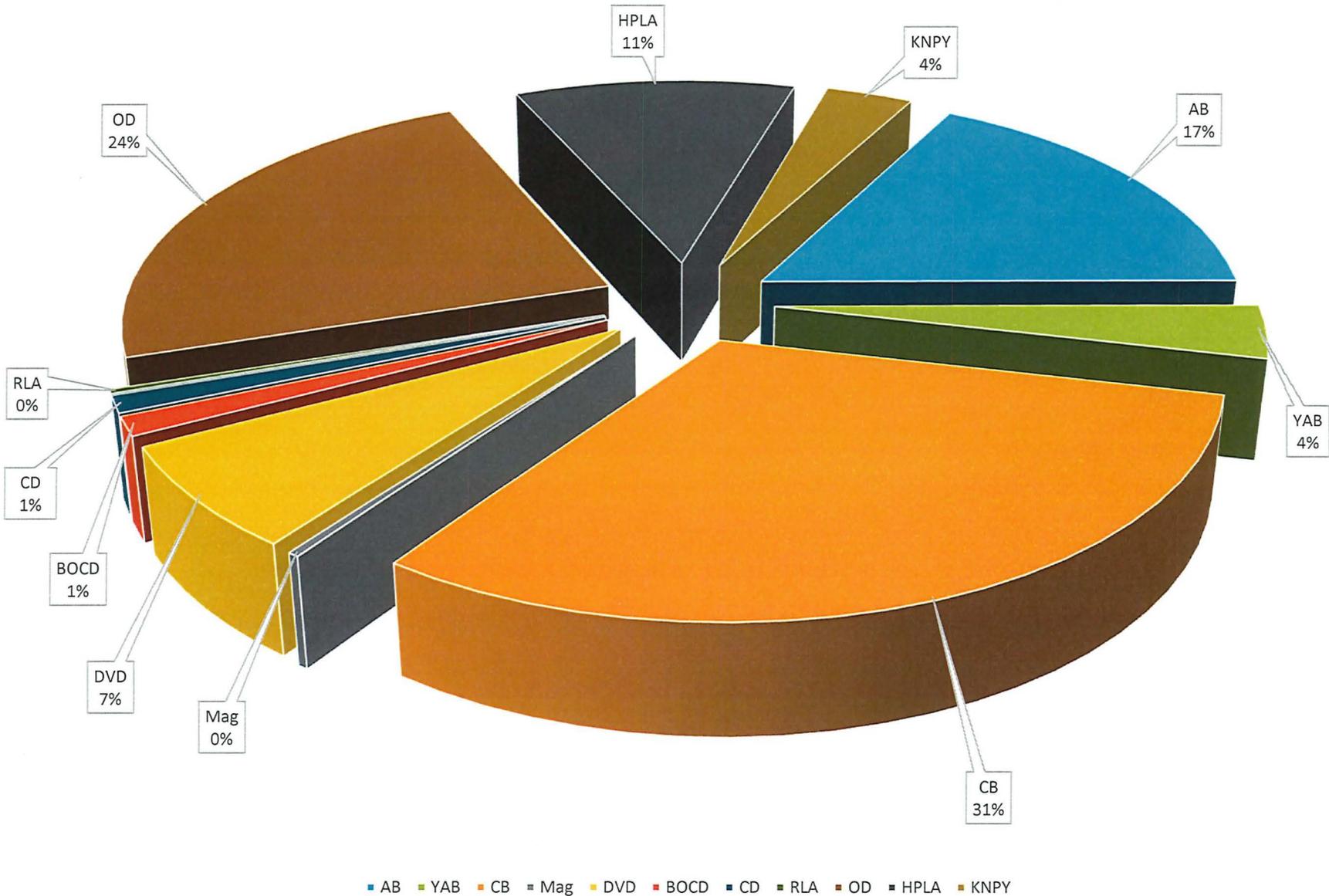
### Ciculation - December 2021-2025



### Ciculation - December 2008-2025



Use of Dexter Items by Percentage



# DEXTER DISTRICT LIBRARY-GENERAL FUND BALANCE SHEET-PRELIMINARY

As of **December 31, 2025**

	Dec 31, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
101-000-001 CSB-CHECKING	386,287.49
<b>Total Checking/Savings</b>	<b>386,287.49</b>
<b>Other Current Assets</b>	
101-000-010 REGISTER CHANGE	217.00
101-000-011 CASH REGISTER	200.00
101-000-012 PETTY CASH	50.00
101-000-013 ACH RECEIVABLES	1.00
101-000-056 ACCRUED INT REC	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	297,655.53
101-000-112 CD 2 FLAGSTAR	267,656.34
101-000-120 MICHIGAN CLASS	2,811,149.96
1015 · PAYROLL CLEARING ACCOUNT	0.04
<b>Total Other Current Assets</b>	<b>4,762,589.70</b>
<b>Total Current Assets</b>	<b>5,148,877.19</b>
<b>TOTAL ASSETS</b>	<b>5,148,877.19</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
101-000-203 A/P AUDIT	19,464.20
101-000-228 STATE PAYROLL TAXES	-3,065.96
101-000-229 FEDERAL PR TAX	8,417.07
101-000-231 OTHER PAYABLE	1,604.14
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
<b>Total Other Current Liabilities</b>	<b>62,443.27</b>
<b>Total Current Liabilities</b>	<b>62,443.27</b>
<b>Total Liabilities</b>	<b>62,443.27</b>
<b>Equity</b>	
101-000-391 OPENING FUND BAL.	3,105,898.93
101-000-395 ENDING BALANCE	2,276,405.80
Net Income	-295,870.81
<b>Total Equity</b>	<b>5,086,433.92</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,148,877.19</b>

# DRAFT

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

	Oct - Dec 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
MILLAGE REVENUE	106,968.41	2,017,023.00	-1,910,054.59	5.3%
OTHER INCOME	9,803.96	36,600.00	-26,796.04	26.8%
OTHER MISC REVENUE	60,061.00	144,500.00	-84,439.00	41.6%
PENAL FINES REVENUE	0.00	16,250.00	-16,250.00	0.0%
<b>Total Income</b>	<b>176,833.37</b>	<b>2,214,373.00</b>	<b>-2,037,539.63</b>	<b>8.0%</b>
<b>Expense</b>				
LIBRARY MATERIALS	65,232.51	360,000.00	-294,767.49	18.1%
<b>OPERATING EXPENSES</b>				
CAPITAL OUTLAY IMPROVE	95.45	90,000.00	-89,904.55	0.1%
GENERAL OPERATIONS	103,377.73	401,550.00	-298,172.27	25.7%
WAGES & BENEFITS	303,998.49	1,362,664.00	-1,058,665.51	22.3%
<b>Total OPERATING EXPENSES</b>	<b>407,471.67</b>	<b>1,854,214.00</b>	<b>-1,446,742.33</b>	<b>22.0%</b>
<b>Total Expense</b>	<b>472,704.18</b>	<b>2,214,214.00</b>	<b>-1,741,509.82</b>	<b>21.3%</b>
<b>Net Income</b>	<b>-295,870.81</b>	<b>159.00</b>	<b>-296,029.81</b>	<b>-186,082.3%</b>

DRAFT

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

	Oct - Dec 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>MILLAGE REVENUE</b>				
101-000-400 CITY OF DEXTER	19,426.73	327,184.00	-307,757.27	5.9%
101-000-401 DEXTER TOWNSHIP	23,128.96	362,628.00	-339,499.04	6.4%
101-000-402 FREEDOM TOWNSHIP	0.00	1,307.00	-1,307.00	0.0%
101-000-403 HAMBURG TOWNSHIP	5,745.96	109,340.00	-103,594.04	5.3%
101-000-404 LIMA TOWNSHIP	8,923.68	164,828.00	-155,904.32	5.4%
101-000-405 LODI TOWNSHIP	0.00	11,513.00	-11,513.00	0.0%
101-000-406 NORTHFIELD TWP	89.46	3,717.00	-3,627.54	2.4%
101-000-407 SCIO TOWNSHIP	0.00	432,922.00	-432,922.00	0.0%
101-000-408 WEBSTER TOWNSHIP	49,653.62	603,084.00	-553,430.38	8.2%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
<b>Total MILLAGE REVENUE</b>	<b>106,968.41</b>	<b>2,017,023.00</b>	<b>-1,910,054.59</b>	<b>5.3%</b>
<b>OTHER INCOME</b>				
101-000-507 GRANT INCOME	0.00	0.00	0.00	0.0%
101-000-591 FRIENDS OF THE LIBR	-76.13	15,000.00	-15,076.13	-0.5%
101-000-592 GIFTS/MEMORIALS	7,338.57	10,000.00	-2,661.43	73.4%
101-000-607 FAX SERVICES	58.20	200.00	-141.80	29.1%
101-000-608 PURCHASES	30.00	100.00	-70.00	30.0%
101-000-609 FINES	1,299.52	5,000.00	-3,700.48	26.0%
101-000-610 NON RESIDENT FEES	120.00	600.00	-480.00	20.0%
101-000-627 COPIER	1,033.80	3,500.00	-2,466.20	29.5%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	0.00	2,000.00	-2,000.00	0.0%
101-000-673 OTHER MISC INCOME	0.00	100.00	-100.00	0.0%
<b>Total OTHER INCOME</b>	<b>9,803.96</b>	<b>36,600.00</b>	<b>-26,796.04</b>	<b>26.8%</b>
<b>OTHER MISC REVENUE</b>				
101-000-573 PERS PROP TAX REIMB	0.00	25,000.00	-25,000.00	0.0%
101-000-575 STATE AID	0.00	18,000.00	-18,000.00	0.0%
101-000-665 INTEREST INCOME	60,061.00	100,000.00	-39,939.00	60.1%
101-000-666 ENDOWMENT INCOME	0.00	1,500.00	-1,500.00	0.0%
<b>Total OTHER MISC REVENUE</b>	<b>60,061.00</b>	<b>144,500.00</b>	<b>-84,439.00</b>	<b>41.6%</b>
<b>PENAL FINES REVENUE</b>				
101-000-581 LV CTY PENAL FINES	0.00	1,250.00	-1,250.00	0.0%
101-000-582 WASHTN CTY PENAL FD	0.00	15,000.00	-15,000.00	0.0%
<b>Total PENAL FINES REVENUE</b>	<b>0.00</b>	<b>16,250.00</b>	<b>-16,250.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>176,833.37</b>	<b>2,214,373.00</b>	<b>-2,037,539.63</b>	<b>8.0%</b>
<b>Expense</b>				
<b>LIBRARY MATERIALS</b>				
101-790-740 ADULT BOOKS	7,965.53	54,000.00	-46,034.47	14.8%
101-790-741 CHILDREN'S BOOKS	12,173.69	78,500.00	-66,326.31	15.5%
101-790-742 PROGRAMMING	8,711.77	52,500.00	-43,788.23	16.6%
101-790-743 ELECTRONIC RESOURCE	4,737.22	15,000.00	-10,262.78	31.6%
101-790-744 PERIOD & SUBSCRIPT	309.66	8,500.00	-8,190.34	3.6%
101-790-745 BOOKS ON CD-ADULT	888.43	8,000.00	-7,111.57	11.1%
101-790-746 BOOKS ON CD CHILD	695.93	3,500.00	-2,804.07	19.9%
101-790-747 DVD-ADULT	2,091.20	8,000.00	-5,908.80	26.1%
101-790-748 DVD-CHILD	1,092.96	6,000.00	-4,907.04	18.2%
101-790-749 AUDIO MUSIC ADULT	561.19	2,500.00	-1,938.81	22.4%
101-790-750 AUDIO MUSIC CHILD	155.47	500.00	-344.53	31.1%
101-790-751 E-BOOKS/AUDIO	21,760.46	100,000.00	-78,239.54	21.8%
101-790-752 COMMUNITY READ	3,120.00	3,000.00	120.00	104.0%
101-790-753 GRANT PROGRAMMING	0.00	0.00	0.00	0.0%
101-790-754 NON-TRAD COLLECTION	969.00	20,000.00	-19,031.00	4.8%
<b>Total LIBRARY MATERIALS</b>	<b>65,232.51</b>	<b>360,000.00</b>	<b>-294,767.49</b>	<b>18.1%</b>

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

	Oct - Dec 25	Budget	\$ Over Budget	% of Budget
<b>OPERATING EXPENSES</b>				
<b>CAPITAL OUTLAY IMPROVE</b>				
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%
<b>Total CAPITAL OUTLAY IMPROVE</b>	<b>95.45</b>	<b>90,000.00</b>	<b>-89,904.55</b>	<b>0.1%</b>
<b>GENERAL OPERATIONS</b>				
101-790-723 PROF DEVELOPMENT	0.00	4,000.00	-4,000.00	0.0%
101-790-727 LIBRARY SUPPLIES	1,953.32	13,000.00	-11,046.68	15.0%
101-790-728 POSTAGE	63.42	1,400.00	-1,336.58	4.5%
101-790-729 BUILDING SUPPLIES	2,390.49	10,000.00	-7,609.51	23.9%
101-790-800 COOPERATIVE FEES	20,444.21	68,200.00	-47,755.79	30.0%
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	3,073.30	15,000.00	-11,926.70	20.5%
101-790-818 INSTITUTION DUE/FEE	0.00	1,750.00	-1,750.00	0.0%
101-790-851 TELEPHONE	1,383.42	5,600.00	-4,216.58	24.7%
101-790-860 TRANSPORTATION	11.90	2,000.00	-1,988.10	0.6%
101-790-880 ADVERTISING	313.92	4,000.00	-3,686.08	7.8%
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	14,666.32	70,500.00	-55,833.68	20.8%
101-790-930 BLDING MAINTENANCE	13,209.89	72,500.00	-59,290.11	18.2%
101-790-932 BUILDING REPAIRS	4,416.39	18,000.00	-13,583.61	24.5%
101-790-934 EQUIPMENT REPAIR	380.29	3,000.00	-2,619.71	12.7%
101-790-936 GROUNDS KEEPING	0.00	7,500.00	-7,500.00	0.0%
101-790-940 EQUIPMENT LEASE	3,108.66	10,000.00	-6,891.34	31.1%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	6.20	500.00	-493.80	1.2%
101-790-958 S.E.V. ADJUSTMENT	0.00	2,000.00	-2,000.00	0.0%
<b>Total GENERAL OPERATIONS</b>	<b>103,377.73</b>	<b>401,550.00</b>	<b>-298,172.27</b>	<b>25.7%</b>
<b>WAGES &amp; BENEFITS</b>				
101-790-702 GROSS WAGES	254,514.90	1,133,601.00	-879,086.10	22.5%
101-790-703 LONGEVITY	500.00	10,000.00	-9,500.00	5.0%
101-790-713 FSA	1,211.49	5,500.00	-4,288.51	22.0%
101-790-714 EMPLR SHARE (FICA)	19,424.20	86,720.00	-67,295.80	22.4%
101-790-715 MEDICAL REIMBUR	184.64	2,400.00	-2,215.36	7.7%
101-790-716 MEDICAL	19,220.13	85,876.00	-66,655.87	22.4%
101-790-717 LIFE INSURANCE	482.16	2,280.00	-1,797.84	21.1%
101-790-718 457 ANNUITY CONTRB	7,619.29	32,392.00	-24,772.71	23.5%
101-790-719 SHORT TERM DISBLTY	841.68	3,895.00	-3,053.32	21.6%
<b>Total WAGES &amp; BENEFITS</b>	<b>303,998.49</b>	<b>1,362,664.00</b>	<b>-1,058,665.51</b>	<b>22.3%</b>
<b>Total OPERATING EXPENSES</b>	<b>407,471.67</b>	<b>1,854,214.00</b>	<b>-1,446,742.33</b>	<b>22.0%</b>
<b>Total Expense</b>	<b>472,704.18</b>	<b>2,214,214.00</b>	<b>-1,741,509.82</b>	<b>21.3%</b>
<b>Net Income</b>	<b>-295,870.81</b>	<b>159.00</b>	<b>-296,029.81</b>	<b>-186,082.3%</b>

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

	Nov 30, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	413,086.73
Total Checking/Savings	413,086.73
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	2,801,741.96
1015 · PAYROLL CLEARING ACCOUNT	0.04
Total Other Current Assets	4,745,462.16
Total Current Assets	5,158,548.89
<b>TOTAL ASSETS</b>	<b>5,158,548.89</b>
<b>LIABILITIES &amp; EQUITY</b>	
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	-286,199.11
Total Equity	5,096,105.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,158,548.89</b>

FINAL

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

	Oct - Nov 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
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	42,933.46	144,500.00	-101,566.54	29.7%
PENAL FINES REVENUE	0.00	16,250.00	-16,250.00	0.0%
<b>Total Income</b>	<b>51,465.54</b>	<b>2,214,373.00</b>	<b>-2,162,907.46</b>	<b>2.3%</b>
<b>Expense</b>				
LIBRARY MATERIALS	37,568.73	360,000.00	-322,431.27	10.4%
<b>OPERATING EXPENSES</b>				
CAPITAL OUTLAY IMPROVE	95.45	90,000.00	-89,904.55	0.1%
GENERAL OPERATIONS	84,145.74	401,550.00	-317,404.26	21.0%
WAGES & BENEFITS	215,854.73	1,362,664.00	-1,146,809.27	15.8%
<b>Total OPERATING EXPENSES</b>	<b>300,095.92</b>	<b>1,854,214.00</b>	<b>-1,554,118.08</b>	<b>16.2%</b>
<b>Total Expense</b>	<b>337,664.65</b>	<b>2,214,214.00</b>	<b>-1,876,549.35</b>	<b>15.2%</b>
<b>Net Income</b>	<b>-286,199.11</b>	<b>159.00</b>	<b>-286,358.11</b>	<b>-179,999.4%</b>

FINAL

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

	Oct - Nov 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>MILLAGE REVENUE</b>				
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%
<b>Total MILLAGE REVENUE</b>	<b>0.00</b>	<b>2,017,023.00</b>	<b>-2,017,023.00</b>	<b>0.0%</b>
<b>OTHER INCOME</b>				
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%
<b>Total OTHER INCOME</b>	<b>8,532.08</b>	<b>36,600.00</b>	<b>-28,067.92</b>	<b>23.3%</b>
<b>OTHER MISC REVENUE</b>				
101-000-573 PERS PROP TAX REIMB	0.00	25,000.00	-25,000.00	0.0%
101-000-575 STATE AID	0.00	18,000.00	-18,000.00	0.0%
101-000-665 INTEREST INCOME	42,933.46	100,000.00	-57,066.54	42.9%
101-000-666 ENDOWMENT INCOME	0.00	1,500.00	-1,500.00	0.0%
<b>Total OTHER MISC REVENUE</b>	<b>42,933.46</b>	<b>144,500.00</b>	<b>-101,566.54</b>	<b>29.7%</b>
<b>PENAL FINES REVENUE</b>				
101-000-581 LV CTY PENAL FINES	0.00	1,250.00	-1,250.00	0.0%
101-000-582 WASHTN CTY PENAL FD	0.00	15,000.00	-15,000.00	0.0%
<b>Total PENAL FINES REVENUE</b>	<b>0.00</b>	<b>16,250.00</b>	<b>-16,250.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>51,465.54</b>	<b>2,214,373.00</b>	<b>-2,162,907.46</b>	<b>2.3%</b>
<b>Expense</b>				
<b>LIBRARY MATERIALS</b>				
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	559.53	8,000.00	-7,440.47	7.0%
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	430.17	2,500.00	-2,069.83	17.2%
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%
<b>Total LIBRARY MATERIALS</b>	<b>37,568.73</b>	<b>360,000.00</b>	<b>-322,431.27</b>	<b>10.4%</b>

FINAL

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

	Oct - Nov 25	Budget	\$ Over Budget	% of Budget
<b>OPERATING EXPENSES</b>				
<b>CAPITAL OUTLAY IMPROVE</b>				
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%
<b>Total CAPITAL OUTLAY IMPROVE</b>	<b>95.45</b>	<b>90,000.00</b>	<b>-89,904.55</b>	<b>0.1%</b>
<b>GENERAL OPERATIONS</b>				
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	63.42	1,400.00	-1,336.58	4.5%
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	2,089.80	15,000.00	-12,910.20	13.9%
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	2,322.96	10,000.00	-7,677.04	23.2%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	6.20	500.00	-493.80	1.2%
101-790-958 S.E.V. ADJUSTMENT	0.00	2,000.00	-2,000.00	0.0%
<b>Total GENERAL OPERATIONS</b>	<b>84,145.74</b>	<b>401,550.00</b>	<b>-317,404.26</b>	<b>21.0%</b>
<b>WAGES &amp; BENEFITS</b>				
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%
<b>Total WAGES &amp; BENEFITS</b>	<b>215,854.73</b>	<b>1,362,664.00</b>	<b>-1,146,809.27</b>	<b>15.8%</b>
<b>Total OPERATING EXPENSES</b>	<b>300,095.92</b>	<b>1,854,214.00</b>	<b>-1,554,118.08</b>	<b>16.2%</b>
<b>Total Expense</b>	<b>337,664.65</b>	<b>2,214,214.00</b>	<b>-1,876,549.35</b>	<b>15.2%</b>
<b>Net Income</b>	<b>-286,199.11</b>	<b>159.00</b>	<b>-286,358.11</b>	<b>-179,999.4%</b>

FINAL



Summary Statement

December 31, 2025

Page 1 of 3

Investor ID: [REDACTED]

0000435-0003031 PDF 878757

Dexter District Library  
3255 Alpine St  
Dexter, MI 48130

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 3.9473%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[REDACTED] GENERAL OPERATIONS	2,801,741.96	0.00	0.00	9,408.00	112,275.39	2,806,768.44	2,811,149.96
[REDACTED] DEBT SERVICE	0.00	0.00	0.00	0.00	5,165.66	0.00	0.00
<b>TOTAL</b>	<b>2,801,741.96</b>	<b>0.00</b>	<b>0.00</b>	<b>9,408.00</b>	<b>117,441.05</b>	<b>2,806,768.44</b>	<b>2,811,149.96</b>

Tel: (855) 382-0496

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



Account Statement

December 31, 2025

Page 2 of 3

Account Number: ██████████

GENERAL OPERATIONS

Account Summary

Average Monthly Yield: 3.9473%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	2,801,741.96	0.00	0.00	9,408.00	112,275.39	2,806,768.44	2,811,149.96

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
12/01/2025	Beginning Balance			2,801,741.96	
12/31/2025	Income Dividend Reinvestment	9,408.00			
12/31/2025	Ending Balance			2,811,149.96	



Michigan CLASS

Michigan CLASS

Date	Dividend Rate	Daily Yield
12/01/2025	0.000112638	4.1113%
12/02/2025	0.000112606	4.1101%
12/03/2025	0.000111494	4.0695%
12/04/2025	0.000110822	4.0450%
12/05/2025	0.000331464	4.0326%
12/06/2025	0.000000000	4.0328%
12/07/2025	0.000000000	4.0328%
12/08/2025	0.000110568	4.0357%
12/09/2025	0.000110803	4.0361%
12/10/2025	0.000110319	4.0267%
12/11/2025	0.000109318	3.9922%
12/12/2025	0.000321288	3.9090%
12/13/2025	0.000000000	3.9090%
12/14/2025	0.000000000	3.9090%
12/15/2025	0.000107064	3.9078%
12/16/2025	0.000107433	3.9213%
12/17/2025	0.000106716	3.8950%
12/18/2025	0.000106569	3.8898%
12/19/2025	0.000318963	3.8807%
12/20/2025	0.000000000	3.8807%
12/21/2025	0.000000000	3.8807%
12/22/2025	0.000106196	3.8762%
12/23/2025	0.000106258	3.8784%
12/24/2025	0.000212174	3.8722%
12/25/2025	0.000000000	3.8722%
12/26/2025	0.000319062	3.8818%
12/27/2025	0.000000000	3.8819%
12/28/2025	0.000000000	3.8819%
12/29/2025	0.000107165	3.9115%
12/30/2025	0.000107031	3.9067%
12/31/2025	0.000106666	3.8943%

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.**



**Policy Committee Meeting  
December 9, 2025  
-DRAFT-Meeting Minutes**

Members present: Cassy Korinek, 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 September 9, 2025 were approved in a prior Board packet.

Animals allowed in the Library are limited to service animals and animals as part of a Library program. McCann received an email from an individual who trains service animals requesting to bring her service animal in training in the Library as part of the animal's training. McCann is not opposed to allowing service animals in training, but expressed the need to create a policy regarding service animals in training. Vrsek noted that according to Michigan law, service animals in training are required to be allowed in the Library. McCann's concern is preparing the staff to handle situations with regards to animals in the Library without creating a confrontational situation. McCann will read through the law further.

McCann reviewed the reasoning behind creating a Collaborative Programming Request Policy. McCann asked if the committee members were comfortable with presenting the draft policy to the Board for a first reading. Korinek noted that there was no punctuation in the second set of bullet points unlike the first set of bullet points. McCann said he would look at that. The committee was in agreement with bringing the draft policy to the Board for a first reading.

The Library already has a Credit Card Issuance and Use Policy in place. McCann presented a draft Electronic Funds Transfer policy which would be a new policy. Korinek noted that Scope and Purpose are in different orders between the two policies and was interested in standardizing it. Vrsek noted that the Scope should state who the policy should apply to, which in this case would be "Electronic Transfer Officers: Library Director and the Board Treasurer." LaVoie questioned if the Library Director or Board Treasurer would be able to complete Electronic Funds Transfers unilaterally. McCann explained the process for EFT transactions. LaVoie stated that he is uncomfortable with the Treasurer doing anything unilaterally. After a discussion of how EFT transactions currently work, how future transactions are envisioned to work, and how those transactions are and would be reviewed, LaVoie was satisfied. A discussion was held regarding section B. The committee was in approval to change the language to be required to be approved by the Board. The committee was in approval to make the corrections as requested and bring the policy to the Board for a first reading.

Korinek asked if the Credit Card Issuance and Use policy would need to be adapted to the same formatting as the Electronic Funds Transfer policy. McCann said that it could be adapted. The committee was in favor of updating the policy to add a Scope and update the formatting now and bringing that before the Board for a first reading as well.

Changing payroll companies was discussed as well. Any changes to payroll companies would likely not occur until January in order to help prevent any issues with W2s.

Having reached the end of agenda, the meeting was deemed adjourned by consensus at 8:04 pm.

Respectfully submitted,

Michelle Joppeck  
Recording Secretary

the event the last two

of *Roots & Wings* out of  
ang "Winter Song" and  
Rockin'."

dent Heidi Riggs, a  
f Michigan graduate  
in horn performance,  
church choir to The  
esus Christ of Latter-day  
ine for the first time this  
the second time she  
ied at the festival with  
ncluding her daughter  
n, who is also a music  
University of Michigan  
e viola, and her daughter  
s, a Michigan State  
nath major, who plays the

her favorite parts were  
Santa Claus," which she  
s a fun way to introduce  
s. Claus, along with the  
inging at the end.  
so much commercialism,"  
emphasizing she enjoyed  
celebration of the holiday.  
ng singing together at  
ime, it was nice."  
re also singers from  
King Lutheran Church,  
nurch, and the Methodist  
the Interfaith Center  
l Growth, Universalist  
mong others, Wilson said.  
ne from all over, including  
ckson, Tecumseh, Saline,  
Arbor, Clinton, Adrian,  
ath, Michigan.  
many, many different  
epresented," Wilson  
ave people who are  
d, which is cool because  
a this together."

...and happens if we don't get a  
partner?" she asked. "What happens if  
we don't get a millage? What does that  
look like? [...] Because we can't wait  
until the end to make any decisions."

The motion passed directs the  
city manager and rec center staff to  
begin pursuing options for funding

the only way that is going to be  
resolved is to get the voters to make a  
decision," he said.

Approval to move forward with the  
task force's recommendation passed  
6-1, with a deadline of June 1, 2026  
for financial planning from the city  
manager and rec center staff.

## Friends Name Ingrid Weisz Volunteer of the Year



Ingrid Weisz (L) is presented the Friends Award  
by Courtney Ophoff, Friends of the Dexter District  
Library board member at the annual meeting in  
Dexter. Photo by Bud Haynes

The Friends of the Dexter  
District Library named  
Ingrid Weisz as their 2025  
Volunteer of the Year at the  
organization's annual meeting,  
held December 2 in Dexter.

Weisz, a longtime volunteer  
book sorter, was selected  
for her dedication, service,  
and passion, which have  
strengthened the Friends  
organization and its connection  
to both the Dexter District  
Library and the local  
community.

An active and enthusiastic  
volunteer, Weisz is known for  
stepping forward whenever  
help is needed and for her  
steady support of the book  
sorters group in preparation  
for the Friends' ten annual  
used book sales held in Dexter.

Her reliability, kindness, and  
genuine interest in the Friends  
organization have made her  
an invaluable member of this  
active volunteer group.

Congratulations to Ingrid  
Weisz on this well-earned  
recognition.

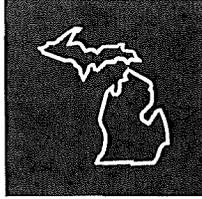
## LOSS

*Wisdalla*  
s, here in our little corner of the world, we  
more joy and focus on being, promoting, and  
' life. Sometimes it is easy to do. Other times it is

Wednesday night, my family and I were at dinner  
one rang. If you are lucky in this life, I mean  
, you will find, cultivate, and celebrate a handful  
u will call your best friends. Your inner circle.  
who know all your secrets. have seen you at your

His soulmate of 15 years is on the phone telling me we are  
going to celebrate a great life lived.

I am certain of a couple things in this thing we call life.  
Number 1, Rob would hate the fuss we are all going through  
to honor him. That makes me smile. Number 2, he will do  
what he can up there to help with a certain football team  
from Detroit (and we need all the Divine help we can get).  
To call Rob a Lions fan is an understatement. We used to  
quiz each other on former Lions draft picks from <sup>Page 208, 43</sup>  
'80s, and '90s. Yeah, we are nerds. I wear that badge proudly



## MDE Library of Michigan

State Librarian Randy Riley Remembered as Champion for Public Libraries

# State Librarian Randy Riley Remembered as Champion for Public Libraries

Date: January 6, 2026

### Media Contact

Bob Wheaton, Director of Public and Governmental Affairs, 517-241-4395

Ken Coleman, Department Spokesperson, 517-241-4395

LANSING – State Librarian Randy Riley is being remembered by the Michigan Department of Education (MDE) for his many contributions during a career dedicated to making reading more accessible to the public.

Riley died suddenly on Saturday night at age 63.

Riley, of East Lansing, had been state librarian since 2014 and was a Library of Michigan staff member since 1989.

“I am greatly saddened by the death of Randy Riley,” said State Superintendent Dr. Glenn Maleyko. “Randy was well-known and respected around the state and country for his advocacy for libraries, books and reading. He was a champion of making information available to everyone. He will be truly missed. My thoughts are with his family.”

A memorial service will be held Friday, Jan. 9, at 11 a.m. in the Michigan Library and Historical Center Forum, 702 W. Kalamazoo St., Lansing, with a small reception following. Randy Riley Memorial Fund contributions may be made to the [Library of Michigan Foundation by visiting its website.](#)

Before being named state librarian, Riley was a key member of the team responsible for oversight of the Michigan eLibrary (MeL) and promoting its resources to school and public libraries and government agencies statewide. He helped coordinate outreach to educators, state employees, and librarians to ensure that they have easy access to

information. Under his leadership the Library of Michigan redesigned the MeL website and installed discovery search capabilities for MeL.

He oversaw statewide database contracts and vendor relations and coordinated the Michigan Notable Books program.

Riley previously worked as a reference librarian, Michigan Selector, Michigan and Genealogy Special Collections coordinator, and as Special Collections supervisor at the Library of Michigan. He was an influential leader in statewide and national library organizations, including Chief Officers of State Library Agencies.

He earned a bachelor's degree in education from Central Michigan University with a dual major in history and political science and a master's degree of Information and Library Studies in the Archives and Records Management Program at the University of Michigan.

Riley is survived by his wife, Lori, a son, Sam, a daughter, Madeline, and his dog, Louie.

# # #

The Library of Michigan is an agency within the Michigan Department of Education and is dedicated to providing the people of this state and their government one perpetual institution to collect, preserve and provide access to the story of the state, and to support libraries in their role as essential community anchors. To learn more, visit [www.Michigan.gov/LibraryofMichigan](http://www.Michigan.gov/LibraryofMichigan).



## **State Librarian Randy Riley Remembered as Champion for Public Libraries**

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## Treasurer's Report January 2026 Board Meeting

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

Current General Fund checking balance – \$386,287.49

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%
\$299,142.17	Old National (1)	6/2/2026	CD	106	3.75%
\$237,498.89	Huntington	4/13/2026	CD	107	3.10%
\$294,747.17	Northstar	8/5/2026	CD	109	3.45%
\$297,655.53	Huntington (2)	12/18/2026	CD	110	3.00%
\$267,656.34	Flagstar (2)	10/14/2026	CD	112	3.79%
\$2,472,156.10	Michigan CLASS	N/A	Investment	120	3.89%

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 dropped 21 basis points through December. This mirrored the additional .25% Federal Reserve rate cut instituted during the month. Current CD renewals are coming in closer to the 3.00% range as standard banks pull back their longer term interest rates.

The Library is preparing to move to the PayChex platform for payroll as of the January 19 processing date.

Check Register notes:

Alegion Access – check #28354 – annual maintenance service contract for Stanley sliding entry doors.

Hopp Electric – check #28403 – charges for replacing all the dimmable can lights in the Lower Level Meeting Room and the first floor Conference Room.

LinkedIn – check #28408 – annual subscription for the online LinkedIn Learning service.

Proquest – check #28368 – annual subscription for Ancestry database.

Schindler Elevator – check #28390 – annual maintenance service contract charge.

Serendipity Books – check #28391 – purchase of give-away books for the Neighbors Read community reading program.

Zoobean – check #28415 – annual subscription for the Beanstack, reading tracking program.

General Operations - all cash assets	\$5,148,877	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	\$2,177,233	\$2,680,233
Emergency Reserve	\$200,000	
Remaining annual expenses through December	(\$1,560,000)	
Unassigned Fund Balance	\$98	
Total	\$5,148,877	

DEXTER DISTRICT LIBRARY-GENERAL FUND  
A/P CHECK REGISTER

December 1, 2025 through January 12, 2026

Type	Date	Num	Split	Debit	Credit	Amount
<b>ALLEGION ACCESS TECH LLC</b>						
Bill	12/09/2025	90094664	101-790-930 BLDING MAINTENANCE		1,542.00	-1,542.00
Bill Pmt -Check	12/09/2025	28354	101-000-202 ACCOUNTS PAYABLE		1,542.00	-1,542.00
<b>ALLIANCE ENTERTAINMENT LLC</b>						
Bill	12/09/2025	PLS91062587	-SPLIT-		376.57	-376.57
Bill	12/09/2025	PLS91404075	-SPLIT-		137.97	-137.97
Bill	12/09/2025	PLS91062583	-SPLIT-		295.22	-295.22
Bill Pmt -Check	12/09/2025	28355	101-000-202 ACCOUNTS PAYABLE		809.76	-809.76
Bill	12/23/2025	PLS91675664	101-790-748 DVD-CHILD		46.23	-46.23
Bill	12/23/2025	PLS91674630	-SPLIT-		341.83	-341.83
Bill Pmt -Check	12/23/2025	28375	101-000-202 ACCOUNTS PAYABLE		388.06	-388.06
Bill	01/06/2026	PLS92067139	-SPLIT-		185.91	-185.91
Bill	01/06/2026	PLS92068639	101-790-748 DVD-CHILD		61.98	-61.98
Bill Pmt -Check	01/06/2026	28395	101-000-202 ACCOUNTS PAYABLE		247.89	-247.89
<b>AMAZON CAPITAL SERVICES</b>						
Bill	12/09/2025	1KLM-46D3-XG99	-SPLIT-		1,195.44	-1,195.44
Bill Pmt -Check	12/09/2025	28356	101-000-202 ACCOUNTS PAYABLE		1,195.44	-1,195.44
Bill	01/06/2026	1LGT-L6GT-HM1Q	-SPLIT-		637.67	-637.67
Bill Pmt -Check	01/06/2026	28396	101-000-202 ACCOUNTS PAYABLE		637.67	-637.67
<b>ANDREW KERCHER</b>						
Bill	01/06/2026	202540	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	01/06/2026	28397	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
<b>ANN ARBOR NEWS</b>						
Bill	12/23/2025	36100-22008612	101-790-744 PERIOD & SUBSCRIPT		132.83	-132.83
Bill Pmt -Check	12/23/2025	28376	101-000-202 ACCOUNTS PAYABLE		132.83	-132.83
<b>ANN ARBOR SYMPHONY ORCHESTRA</b>						
Bill	12/23/2025	380	101-790-742 PROGRAMMING		160.00	-160.00
Bill Pmt -Check	12/23/2025	28377	101-000-202 ACCOUNTS PAYABLE		160.00	-160.00
<b>APPLIED CAPITAL LLC</b>						
Bill	12/23/2025	40817785	101-790-940 EQUIPMENT LEASE		785.70	-785.70
Bill Pmt -Check	12/23/2025	28378	101-000-202 ACCOUNTS PAYABLE		785.70	-785.70
<b>AT&amp;T MOBILITY</b>						
Bill	12/23/2025	12182025	101-790-754 NON-TRAD COLLECTION		113.72	-113.72
Bill Pmt -Check	12/23/2025	28379	101-000-202 ACCOUNTS PAYABLE		113.72	-113.72
<b>BLACKSTONE PUBLISHING</b>						
Bill	12/09/2025	2218575	101-790-745 BOOKS ON CD-ADULT		69.85	-69.85
Bill	12/09/2025	2218888	101-790-745 BOOKS ON CD-ADULT		176.40	-176.40
Bill Pmt -Check	12/09/2025	28357	101-000-202 ACCOUNTS PAYABLE		246.25	-246.25
Bill	12/23/2025	2220236	101-790-745 BOOKS ON CD-ADULT		82.65	-82.65
Bill	12/23/2025	2221017	101-790-746 BOOKS ON CD CHILD		202.52	-202.52
Bill Pmt -Check	12/23/2025	28380	101-000-202 ACCOUNTS PAYABLE		285.17	-285.17
Bill	01/06/2026	2221319	101-790-746 BOOKS ON CD CHILD		312.28	-312.28
Bill	01/06/2026	2221224	101-790-745 BOOKS ON CD-ADULT		94.98	-94.98
Bill Pmt -Check	01/06/2026	28398	101-000-202 ACCOUNTS PAYABLE		407.26	-407.26
<b>CALLHARBOR</b>						
Bill	12/09/2025	58364	101-790-851 TELEPHONE		464.03	-464.03
Bill Pmt -Check	12/09/2025	28358	101-000-202 ACCOUNTS PAYABLE		464.03	-464.03
<b>CHASE CARD SERVICES</b>						
Bill	12/23/2025	NOVEMBER	-SPLIT-		281.66	-281.66
Bill Pmt -Check	12/23/2025	28381	101-000-202 ACCOUNTS PAYABLE		281.66	-281.66
<b>CHELSEA SANCHEZ</b>						
Bill	12/23/2025	DEAR EVAN HANSEN	101-000-609 FINES		14.24	-14.24
Bill Pmt -Check	12/23/2025	28382	101-000-202 ACCOUNTS PAYABLE		14.24	-14.24
<b>CINTAS CORPORATION-300</b>						
Bill	12/23/2025	4249036688	101-790-930 BLDING MAINTENANCE		248.96	-248.96
Bill Pmt -Check	12/23/2025	28383	101-000-202 ACCOUNTS PAYABLE		248.96	-248.96
<b>CONSTELLATION NEWENERGY-GAS DIVISION LLC</b>						
Bill	12/23/2025	4469945	101-790-920 UTILITIES		1,206.15	-1,206.15
Bill Pmt -Check	12/23/2025	28384	101-000-202 ACCOUNTS PAYABLE		1,206.15	-1,206.15
<b>DEMCO</b>						
Bill	12/23/2025	7736594	101-790-727 LIBRARY SUPPLIES		256.88	-256.88
Bill Pmt -Check	12/23/2025	28385	101-000-202 ACCOUNTS PAYABLE		256.88	-256.88
<b>DEXTER MILL</b>						
Bill	12/09/2025	93121	101-790-729 BUILDING SUPPLIES		436.01	-436.01
Bill Pmt -Check	12/09/2025	28359	101-000-202 ACCOUNTS PAYABLE		436.01	-436.01
Bill	01/06/2026	93394	101-790-729 BUILDING SUPPLIES		20.00	-20.00
Bill	01/06/2026	93393	101-790-729 BUILDING SUPPLIES		559.91	-559.91
Bill Pmt -Check	01/06/2026	28399	101-000-202 ACCOUNTS PAYABLE		579.91	-579.91
<b>DTE ENERGY</b>						
Bill	12/09/2025	NOVEMBER	101-790-920 UTILITIES		3,297.94	-3,297.94
Bill Pmt -Check	12/09/2025	28360	101-000-202 ACCOUNTS PAYABLE		3,297.94	-3,297.94
<b>ECONO PRINT</b>						
Bill	01/06/2026	74827	101-790-882 NEWSLETTER		7,414.05	-7,414.05
Bill Pmt -Check	01/06/2026	28400	101-000-202 ACCOUNTS PAYABLE		7,414.05	-7,414.05
<b>EQUITABLE FINANCIAL</b>						
Bill	12/09/2025	DECEMBER 6	-SPLIT-		4,538.98	-4,538.98
Bill Pmt -Check	12/09/2025	28361	101-000-202 ACCOUNTS PAYABLE		4,538.98	-4,538.98
Bill	12/23/2025	DECEMBER 20	-SPLIT-		3,514.55	-3,514.55
Bill Pmt -Check	12/23/2025	28386	101-000-202 ACCOUNTS PAYABLE		3,514.55	-3,514.55
Bill	01/06/2026	JANUARY 3	-SPLIT-		3,372.57	-3,372.57
Bill Pmt -Check	01/06/2026	28401	101-000-202 ACCOUNTS PAYABLE		3,372.57	-3,372.57
<b>FUN EXPRESS, LLC</b>						
Bill	01/06/2026	74064364201	101-790-742 PROGRAMMING		327.01	-327.01
Bill Pmt -Check	01/06/2026	28402	101-000-202 ACCOUNTS PAYABLE		327.01	-327.01
<b>HOPP ELECTRIC INC</b>						
Bill	01/06/2026	65-79057-6095	101-901-972 CAPITAL REPLACEMENT		10,050.00	-10,050.00
Bill Pmt -Check	01/06/2026	28403	101-000-202 ACCOUNTS PAYABLE		10,050.00	-10,050.00
<b>HOPPER'S HOUSES LLC</b>						
Bill	01/06/2026	250238	101-790-742 PROGRAMMING		605.00	-605.00
Bill Pmt -Check	01/06/2026	28404	101-000-202 ACCOUNTS PAYABLE		605.00	-605.00

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

December 1, 2025 through January 12, 2026

Type	Date	Num	Split	Debit	Credit	Amount
<b>IMPERIALDADE</b>						
Bill	01/06/2026	40196765	101-790-729 BUILDING SUPPLIES		600.50	-600.50
Bill Pmt -Check	01/06/2026	28405	101-000-202 ACCOUNTS PAYABLE		600.50	-600.50
<b>INGRAM LIBRARY SERVICES</b>						
Bill	12/09/2025	91673031	-SPLIT-		13,510.87	-13,510.87
Bill Pmt -Check	12/09/2025	28362	101-000-202 ACCOUNTS PAYABLE		13,510.87	-13,510.87
Bill	01/06/2026	92315709	-SPLIT-		12,215.87	-12,215.87
Bill Pmt -Check	01/06/2026	28406	101-000-202 ACCOUNTS PAYABLE		12,215.87	-12,215.87
<b>KANOPY INC</b>						
Bill	12/09/2025	479244	101-790-751 E-BOOKS/AUDIO		613.70	-613.70
Bill Pmt -Check	12/09/2025	28363	101-000-202 ACCOUNTS PAYABLE		613.70	-613.70
Bill	01/06/2026	483189	101-790-751 E-BOOKS/AUDIO		693.60	-693.60
Bill Pmt -Check	01/06/2026	28407	101-000-202 ACCOUNTS PAYABLE		693.60	-693.60
<b>KELLI FITZGERALD</b>						
Bill	12/23/2025	KAKAPOS	101-000-609 FINES		14.96	-14.96
Bill Pmt -Check	12/23/2025	28387	101-000-202 ACCOUNTS PAYABLE		14.96	-14.96
<b>LIBRARY DESIGN ASSOCIATES INC.</b>						
Bill	12/09/2025	25-309-01	101-790-932 BUILDING REPAIRS		948.00	-948.00
Bill Pmt -Check	12/09/2025	28364	101-000-202 ACCOUNTS PAYABLE		948.00	-948.00
<b>LINKEDIN CORPORATION</b>						
Bill	01/06/2026	10112998376	101-790-743 ELECTRONIC RESOURCE		4,500.00	-4,500.00
Bill Pmt -Check	01/06/2026	28408	101-000-202 ACCOUNTS PAYABLE		4,500.00	-4,500.00
<b>LISA RYAN</b>						
Bill	12/23/2025	REIMBURSEMENT	101-790-742 PROGRAMMING		19.96	-19.96
Bill Pmt -Check	12/23/2025	28388	101-000-202 ACCOUNTS PAYABLE		19.96	-19.96
<b>MIDWEST TAPE, LLC</b>						
Bill	12/09/2025	508109671	101-790-751 E-BOOKS/AUDIO		5,320.66	-5,320.66
Bill Pmt -Check	12/09/2025	28365	101-000-202 ACCOUNTS PAYABLE		5,320.66	-5,320.66
Bill	01/06/2026	08252003	101-790-751 E-BOOKS/AUDIO		5,562.56	-5,562.56
Bill Pmt -Check	01/06/2026	28409	101-000-202 ACCOUNTS PAYABLE		5,562.56	-5,562.56
<b>MILLIGAN'S LANDSCAPE SERVICES, LLC</b>						
Bill	01/06/2026	1376	101-790-936 GROUNDS KEEPING		400.00	-400.00
Bill Pmt -Check	01/06/2026	28410	101-000-202 ACCOUNTS PAYABLE		400.00	-400.00
<b>MOLLIE HALL</b>						
Bill	12/09/2025	REIMBURSEMENT	101-790-742 PROGRAMMING		96.43	-96.43
Bill Pmt -Check	12/09/2025	28366	101-000-202 ACCOUNTS PAYABLE		96.43	-96.43
Bill	01/06/2026	2026 DUES	101-790-723 PROF DEVELOPMENT		42.50	-42.50
Bill Pmt -Check	01/06/2026	28411	101-000-202 ACCOUNTS PAYABLE		42.50	-42.50
<b>PERMA-BOUND</b>						
Bill	12/09/2025	2028367-00	101-790-741 CHILDREN'S BOOKS		280.89	-280.89
Bill Pmt -Check	12/09/2025	28367	101-000-202 ACCOUNTS PAYABLE		280.89	-280.89
<b>PLAYAWAY PRODUCTS LLC</b>						
Bill	12/23/2025	519302	101-790-741 CHILDREN'S BOOKS		129.98	-129.98
Bill Pmt -Check	12/23/2025	28389	101-000-202 ACCOUNTS PAYABLE		129.98	-129.98
<b>PROQUEST LLC</b>						
Bill	12/09/2025	70923425	101-790-743 ELECTRONIC RESOURCE		1,674.70	-1,674.70
Bill Pmt -Check	12/09/2025	28368	101-000-202 ACCOUNTS PAYABLE		1,674.70	-1,674.70
<b>SBIS</b>						
Bill	12/09/2025	JANUARY	-SPLIT-		6,860.98	-6,860.98
Bill Pmt -Check	12/09/2025	28369	101-000-202 ACCOUNTS PAYABLE		6,860.98	-6,860.98
<b>SCHINDLER ELEVATOR CORP</b>						
Bill	12/23/2025	4607338501	101-790-930 BLDING MAINTENANCE		3,058.77	-3,058.77
Bill Pmt -Check	12/23/2025	28390	101-000-202 ACCOUNTS PAYABLE		3,058.77	-3,058.77
<b>SCHOLASTIC INC</b>						
Bill	12/09/2025	79808141	101-790-742 PROGRAMMING		53.85	-53.85
Bill Pmt -Check	12/09/2025	28370	101-000-202 ACCOUNTS PAYABLE		53.85	-53.85
<b>SERENDIPITY BOOKS</b>						
Bill	12/23/2025	144534	101-790-752 COMMUNITY READ		3,120.00	-3,120.00
Bill Pmt -Check	12/23/2025	28391	101-000-202 ACCOUNTS PAYABLE		3,120.00	-3,120.00
<b>SERVICEMASTER</b>						
Bill	12/09/2025	3156	101-790-930 BLDING MAINTENANCE		2,600.00	-2,600.00
Bill Pmt -Check	12/09/2025	28371	101-000-202 ACCOUNTS PAYABLE		2,600.00	-2,600.00
<b>STAPLES BUSINESS ADVANTAGE</b>						
Bill	12/09/2025	6048344541	101-790-727 LIBRARY SUPPLIES		238.21	-238.21
Bill Pmt -Check	12/09/2025	28372	101-000-202 ACCOUNTS PAYABLE		238.21	-238.21
Bill	12/23/2025	6049857104	101-790-727 LIBRARY SUPPLIES		150.71	-150.71
Bill	12/23/2025	6050129574	101-790-727 LIBRARY SUPPLIES		71.43	-71.43
Bill Pmt -Check	12/23/2025	28392	101-000-202 ACCOUNTS PAYABLE		222.14	-222.14
Bill	01/06/2026	6050774271	101-790-727 LIBRARY SUPPLIES		277.19	-277.19
Bill Pmt -Check	01/06/2026	28412	101-000-202 ACCOUNTS PAYABLE		277.19	-277.19
<b>T-MOBILE</b>						
Bill	12/09/2025	NOVEMBER	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	12/09/2025	28373	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
Bill	01/06/2026	DECEMBER	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	01/06/2026	28413	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
<b>TASTE A COOK'S PLACE</b>						
Bill	01/06/2026	MEATLESS	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	01/06/2026	28414	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
<b>THE LIBRARY NETWORK</b>						
Bill	12/23/2025	77238	101-790-800 COOPERATIVE FEES		2,040.40	-2,040.40
Bill Pmt -Check	12/23/2025	28393	101-000-202 ACCOUNTS PAYABLE		2,040.40	-2,040.40
<b>VERIZON WIRELESS</b>						
Bill	12/09/2025	6129754150	101-790-754 NON-TRAD COLLECTION		120.03	-120.03
Bill Pmt -Check	12/09/2025	28374	101-000-202 ACCOUNTS PAYABLE		120.03	-120.03
<b>WSR CERTIFIED PUBLIC ACCOUNTANTS</b>						
Bill	12/23/2025	40643	101-790-803 BOOKKEEPING SERV		735.00	-735.00
Bill Pmt -Check	12/23/2025	28394	101-000-202 ACCOUNTS PAYABLE		735.00	-735.00
<b>ZOUBEAN INC</b>						
Bill	01/06/2026	39675	101-790-743 ELECTRONIC RESOURCE		1,041.86	-1,041.86
Bill Pmt -Check	01/06/2026	28415	101-000-202 ACCOUNTS PAYABLE		1,041.86	-1,041.86



## Collaborative Programming Request Policy

### **SCOPE:**

This policy provides guidance to all staff members responsible for scheduling programming.

### **PURPOSE:**

To provide guidance to programming staff when approached with requests from individuals and groups outside the Library for joint programming efforts.

### **POLICY:**

The Library receives a wide variety of suggestions for programming and requests from outside groups and individuals to collaborate with the Library. The main goals of programming are to encourage community members to visit the Library for an entertaining or educational event and encourage use of the Library on an on-going basis. Joint programming, particularly at locations other than the Library, will need to show similar benefits. This policy outlines the criteria the Library uses to evaluate joint programming requests.

In order to consider a joint program with an outside group, the Library will need the following items addressed:

- A written description of the proposed program must be submitted to the Library for consideration. Proposals must include a description of the program, the name and credentials of any presenters, the subject of the program, the expected duration of the program, an explanation of any associated activities, samples of presentation materials, a description of the target age group (if appropriate) and any requirements the partner organization needs fulfilled by the Library.
- A description of how advertising and promotion will be addressed.
- The partner organization will need to submit an outline of all equipment needed to present the program.
- Both an overall cost estimate as well as an estimate of what financial support the proposing entity is offering and what level of financial support from the Library the partner organization is expecting to secure.

- The time and location of the program, expected attendance numbers and any restrictions or limitations must be included.
- Programs, presentations and performances must be of interest to the community at large or a specifically targeted age group to ensure good attendance.
- Programs the Library offers on-site at our location are presented free of charge to the public.
- References from other joint programming events, including complete contact information, must be provided.
- Proposers should be prepared to provide proof of insurance coverage if requested by the Library.
- Partner organizations must be willing to enter into a contract specifying the time, date, place and cost of the performance.

Proposers should be able to articulate how a joint venture will benefit both the group proposing the project and what benefits the Library should expect.

In evaluating requests for joint programming, the Library will consider the following:

- Whether the proposed joint venture helps the Library fulfill its mission.
- Whether the proposal offers the level of quality Library audiences have come to expect from Library events.
- If the proposers have a track record of presenting other successful events.
- The level of financial cost (both direct and indirect) to the Library.
- The proposer's commercial or not-for-profit status.
- If the proposed project has the potential to increase Library use.
- If there is a greater community benefit to the project.
- How the project will be evaluated.
- How the Library's participation will be acknowledged.

The Library strives to ensure quality programming for the community and the community has come to expect a certain level of content when attending Library sponsored events. For programs involving the Library, the Library will advertise events through local media, in-house promotion and social media to make the community aware of the event. Partners who do not abide by the terms of the agreement will not be offered future Library partnership opportunities.



## **Electronic Funds Transfer Policy**

**Purpose:** To define authorized methods of electronic funds transfer and to delineate how employees are authorized to engage in these transactions.

### **Scope:**

The Electronic Funds Transfer Policy (the "Policy") establishes the Library Director and the Board Treasurer as authorized staff permitted to make electronic funds transfers.

### **Policy**

#### Definitions

Electronic Funds Transfers (EFT) are defined as any transaction initiated or authorized by the Library to make transfers between financial institutions, settle financial transactions with vendors or receive funds due to the Library.

#### Electronic Funds Transfer Guidelines

EFT transactions are any point to point transfer of Library funds and may include wire transfers and automated clearing house (ACH) transactions. EFT transactions may be set up as regularly recurring transfers with steady vendors (e.g., utility payments, health insurance payments, etc.), may be occasional transactions which require funds be sent via EFT or may be varying payments to employees (e.g., direct deposit.)

The following policy shall govern the use of EFT arrangements for the Dexter District Library.

- A. The Dexter District Library Board shall designate the Electronic Transfer Officer. The Board Treasurer and Library Director shall be designated as the Electronic Transaction Officers (ETO).
- B. The Dexter District Library shall not enroll in electronic disbursement of funds with any individual, organization or company without the approval of the Board of Trustees.
- C. The Library Board may designate the ETO and/or the Library Director as responsible for approval and disbursement of funds for goods and services purchased through EFT processes.
- D. All disbursements must be supported by appropriate documentation which details goods and services provided, the date of the payment and approval by the ETO or Library Director.

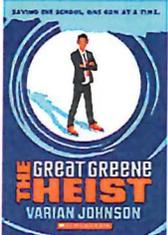
- E. The ETO shall be authorized to enter into agreement with the State of Michigan or U.S. Government for receipt of state or federal payments as Direct Deposit via Electronic Funds Transfer.
- F. The Dexter District Library may establish electronic fund transfer procedures for enrollment of its customer, taxpayer or employee allowing the Library to withdraw funds directly for the customer, taxpayer or employee bank account with proper written consent.
- G. The Dexter District Library may enter into agreement with a third-party vendor for ACH origination and electronic payment systems for receipt of payments for customers, taxpayers or employees. The ETO shall authorize the Library Director to sign agreements for ACH services.
- H. All records and invoices shall be retained for review by the independent auditors.

# JANUARY 2026 - YOUTH PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
<p>Programs May Require Registration - Check Our Website Calendar Of Events</p> <p>Dexter District Library * 3255 Alpine Street * Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us</p>				<p>1 <b>HAPPY NEW YEAR!</b> Library Closed</p>	<p>2 Winter Reading Bingo Challenge Kids &amp; Teens Ends Jan. 15</p>	<p>3  Drop-In Wish &amp; Treasure Box Craft Children of All Ages 11:00 am - 12:00 pm</p>
<p>4</p>	<p>5  Drop-In Lego Club Grades K - 8 4:30 - 5:30 pm</p>	<p>6 Registration for Wednesday's Small Group Toddler &amp; Preschool Story Time Began Wednesday, December 17</p>	<p>7 Drop-In Preschool Winter Crafts Ages 5 &amp; under 11:00 am - 12:00 pm</p> <p>Chess Club Kids and Teens 6:30 - 7:30 pm REGISTRATION REQUIRED </p>	<p>8 Club Create Book Club Grades 1 &amp; 2 4:30 - 5:15 pm REGISTRATION REQUIRED </p>	<p>9  <b>DREAD BOLTS</b> 16714</p>	<p>10 Dexter Dreadbolts Robotics Demonstration Grades K - 4 11:00 am - 11:45 am Registration Required</p>
<p>11</p>	<p>12  Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am</p>	<p>13 Drop-In Story Time Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am</p> <p>Super Stories Book Club Young Fives &amp; K 4:30 - 5:15 pm REGISTRATION REQUIRED </p>	<p>14 Small Group Story Time in the main level programming room Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED</p>	<p>15 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am</p> <p>All Star Readers Book Club Grades 3 &amp; 4 4:30 - 5:30 pm REGISTRATION REQUIRED </p>	<p>16 </p>	<p>17 KinderConcert Ages 5 &amp; under 12:00 pm - 12:30pm</p> <p></p>
<p>18 </p>	<p>19 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am</p> <p>Yarn Painting Grades K - 4 1:00 - 2:00 pm Registration Required</p>	<p>20 Drop-In Story Time Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am</p>	<p>21 Small Group Story Time in the main level programming room Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED</p>	<p>22 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am</p> <p>Drop-In Makerspace Grades K-8 4:30 - 5:30 pm </p>	<p>23</p>	<p>24  Drop-In Snowflake Suncatcher Craft Children of All Ages 11:00 am - 12:00 pm</p>
<p>25</p>	<p>26 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am</p>	<p>27 Drop-In Story Time Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am</p>	<p>28 Small Group Story Time in the main level programming room Toddler: 10:00 - 10:30 am Preschool: 11:00 - 11:30 am REGISTRATION REQUIRED</p>	<p>29 Drop-In Story Time Ages 5 &amp; under 11:00 - 11:30 am</p>	<p>30  Drop-In Mini Golf Children of All Ages 3:00 pm - 7:00 pm</p>	<p>31 Drop-In Mini Golf Children of All Ages 10:00 am - 2:00 pm</p>

SEE OTHER SIDE FOR TWEEN & TEEN CALENDAR

# JANUARY 2026 - TEEN & TWEEN PROGRAMS

SUN	MON	TUE	WED	THU	FRI	SAT
<p>Programs May Require Registration; Check Our Website Calendar Of Events</p> <p>Dexter District Library * 3255 Alpine Street * Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us</p>				<p>1</p>  <p>Library Closed</p>	<p>2</p> 	<p>3</p> <p>Mug Decorating and Hot Cocoa Bar Grades 5 - 12 2:00 - 3:15 pm Registration Required</p>
<p>4</p> 	<p>5</p>  <p>Drop-In Lego Club Grades K - 8 4:30 - 5:30 pm</p>	<p>6</p>	<p>7</p>  <p>Chess Club Kids and Teens 6:30 - 7:30 pm REGISTRATION REQUIRED</p>	<p>8</p>  <p>Winter Reading Bingo Challenge Kids &amp; Teens Ends Jan. 15</p>	<p>9</p>	<p>10</p>  <p>Teen Advisory Group Grades 7 - 12 1:00 - 2:00 pm Registration required</p>
<p>11</p>	<p>12</p> 	<p>13</p> <p>TWEEN BOOK CLUB GRADES 5 &amp; 6 4:30 - 5:30 pm Registration Required</p>	<p>14</p> 	<p>15</p> <p>Teen Tech Take-Apart Grades 7 - 12 2:00 - 3:15 pm Registration required</p>	<p>16</p>	<p>17</p> 
<p>18</p>	<p>19</p>  <p>Crochet Crafternoon Grades 5 - 12 1:30 - 3:00 pm Registration Required</p>	<p>20</p>  <p>JANUARY 20 IS NATIONAL CHEESE LOVER'S DAY</p>	<p>21</p>	<p>22</p>  <p>Drop-In Makerspace Grades K - 8 4:30 - 5:30 pm</p>	<p>23</p>  <p>Magic: The Gathering with SRSLY Dexter Grades 5 - 12 6:00 - 8:00 pm Registration Required</p>	<p>24</p>
<p>25</p> 	<p>26</p>	<p>27</p> 	<p>28</p> <p>Teen Books and Bites Grades 7 - 12 4:30 - 5:30 pm Registration required</p>	<p>29</p>	<p>30</p>  <p>Drop-In Mini Golf Children of All Ages 3:00 pm - 7:00 pm</p>	<p>31</p> <p>Drop-In Mini Golf Children of All Ages 10:00 am - 2:00 pm</p>

SEE OTHER SIDE FOR YOUTH CALENDAR

# January 2026

# Dexter District Library Adult Programs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<p><b>We the People:</b> Join us as we embark on a journey to the United States' Semiquincentennial – our 250th birthday! This special presentation series invites you to explore the vibrant, complex tapestry of our nation's past. Let's rediscover what it means to be American, together, as we build towards the next chapter!</p>				<p>1 LIBRARY CLOSED HAPPY NEW YEAR!</p> 	<p>2</p>	<p>3</p>  <p>Used Book Sale 9 am – 3 pm</p>	
4	5	6	<p>7 <b>Cooking with Mary Spencer: Meatless Dinners 6:00 pm</b></p>  <p>Zoom Registration</p>	<p>8</p> <p>Gentle Restorative Yoga 9:30 am Registration</p>	<p>9</p> <div style="border: 1px solid red; padding: 2px;"> <p>Blood Drive  American Red Cross 10 am – 3:45 pm</p> </div> <p>Friday Night Movie for Adults – 6:00 pm <b>GOOD FORTUNE</b></p> 	10	
11	<p>12 <b>Library Board Meeting</b> 7:00 pm, In person Open to the public</p> <hr/> <p>Somewhere in Time Book Club, 7:00 pm</p>	13	14	<p>15 <b>Gentle Restorative Yoga</b> 9:30 am Registration</p> <hr/> <p>Better Off Read Book Club 1:00 pm</p>	<p>16 <b>Friday Afternoon Movie for Adults:</b> <b>HAMILTON</b> Starring: Lin-Manuel Miranda, Daveed Diggs &amp; Phillipa Soo 1:00 pm</p> 	17	
18	19	20	21	<p>22 6:00 PM </p> <p>Gentle Restorative Yoga 9:30 am Registration</p>	23	24	
<div style="border: 1px solid blue; padding: 5px;"> <p><b>Sunday, January 18 at 2:00 pm</b> <b>The Toledo War: The Acquisition of Isle Royale and Michigan's Upper Peninsula</b> Andrew Kercher presents on how a disputed strip of swampy land nearly sparked a shooting war between Ohio and the Michigan Territory.</p>  </div>		<div style="border: 1px solid blue; padding: 5px;"> <p><b>Tuesday January 20, 6:00 pm</b> <b>Mackinac Bridge, Then and Now</b> Kim Nowack, Mackinac Bridge Director, presents the history and building of the Mackinac Bridge.</p> </div>		27	28	30	31
		<p>27 <b>Friends of the Library Mtg, 7 pm</b></p>	<p>28</p>	<p>29 </p> <p>Gentle Restorative Yoga 9:30 am Registration</p>	<p>30</p>	<p>31</p>	
		<div style="border: 1px solid orange; padding: 5px;"> <p><b>Tuesday January 27, 7:00 pm</b> <b>We the People: Hamilton - How the Musical Remixes American History (Zoom) 7:00 pm Registration</b></p> </div>		<div style="border: 1px solid blue; padding: 5px;"> <p><b>Neighbors Read 2026</b> <b>Dead Moose on Isle Royale</b>, by Jeffrey M. Holden. Pick up a free copy at the Library (while supplies last) Join us for an Author Talk on Saturday, February 21, 1:00 pm</p>  </div>			



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, Jan. 29  
1:00-3:00 PM Thursday, Jan. 29  
9:00-11:00 AM Thursday, Feb. 26  
1:00-3:00 PM Thursday, Feb. 26  
9:00-11:00 AM Thursday, Mar. 26  
1:00-3:00 PM Thursday, Mar. 26



### iPhone, iPad, and Apple Watch

9:00 AM Tuesday, Jan. 20  
6:00 PM Thursday, Jan. 22



### Android Phones and Tablets

9:00 AM Tuesday, Feb. 3  
6:00 PM Thursday, Feb. 5



### Getting the Most out of Your Smart Phone

9:00 AM Tuesday, Feb. 10  
6:00 PM Thursday, Feb. 12



### Cut the Cord: Cable TV Alternatives

9:00 AM Tuesday, Mar. 3  
6:00 PM Thursday, Mar. 5



Registration is required for all these events.  
Sign up at the Adult Reference Desk or  
online at [dexter.lib.mi.us/events](http://dexter.lib.mi.us/events)