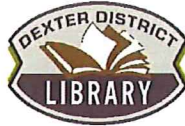


Dexter District Library
Board of Trustees - Meeting Agenda – February 7, 2022 - 7:00 p.m.

- 1) Call to order, attendance and introductions (7:00 pm)
- 2) Approval of agenda – **action item**
- 3) Approval of minutes from the November and December, 2021 Board meetings – **action item**
- 4) Public comment
 - Prearranged public comment - none
 - General public comment
- 5) Consent agenda
 - Library Director’s narrative report
 - Friends of the Library Report (contained in Director’s narrative report)
 - Balance sheets
 - Michigan CLASS report
 - Library statistical report
 - Committee reports
- 6) Treasurer’s Report (7:20 pm)
 - Approval of bills paid during December 2021 and January 2022 – **action item**
 - Budget changes – faucet replacement project
- 7) Administrative Issues (7:45 pm)
 - 2022 Wage rates – **action item**
 - New Hire: Emily Murphy, Part-Time Adult Reference Librarian – **action item**
 - Stanley automatic doors maintenance proposal – **action item**
 - Board – official acceptance of audit – **action item**
 - Foster, Swift rate change – **action item**
 - Items from Legislature, MLA, TLN, AAACF, local municipalities
 - Patron comments
- 8) Old Business (8:00 pm)
 - Memorial for Pat Cousins
 - Pandemic response plan
 - MML Cybersecurity
- 9) New Business (8:50 pm)
 - AT&T copper line (POTS) decommissioning
- 10) Public comment
- 11) Board member comments
- 12) Adjourn (8:59 pm)



Dexter District Library Board of Trustees

DRAFT - Meeting Minutes

December 6, 2021

7:00 p.m.

Due to the continuing COVID-19 pandemic, this meeting was conducted through online video conferencing via Zoom. Meeting details and instructions for joining the meeting were publicized on the Library's website, as was the meeting agenda and Board packet.

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

Members present:

- Barbara Davenport, remote from Scio Twp, MI
- Martha Gregg, remote from the City of Dexter, MI
- Jim LaVoie, remote from Dexter Twp, MI
- Sherry Simpson, remote from Webster Twp, MI
- Shelly Vrsek, remote from Webster Twp, MI

Members absent:

- Cassy Korinek
- Donna Palmer
- Rosemary Quigley

Others present:

- Ailie Weaver, Auditor from Maner, Costerisan CPAs, remote from Lansing, MI
- Paul McCann, Library Director, attending from the Dexter District Library
- Kim Swoverland, Recording Secretary, remote from Jackson County, MI

President Vrsek called for additions/changes to the presented agenda. McCann requested the additional topics of required masks for staff, and recognition of Shelly Vrsek's recent appointment to the State of Michigan Board of Social Work. Simpson moved to approve the agenda as amended. Second by Davenport. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Vrsek called for corrections to the minutes of the November 1, 2021 regular Board Meeting (virtual). It was noted not enough trustees were present who were also present for the November 1 meeting, and therefore the call to approve the minutes would be postponed until the next regular Board Meeting.

Public Comment: There was no pre-arranged public comment.

Audit Presentation: Ailie Weaver of Maner Costerisan, CPAs reviewed the 2020-2021 audit report, which concludes with an unmodified, clean opinion with no areas of concern. The completed audit will be uploaded to the State Treasury in the near future. Weaver mentioned a couple of future changes to the audit process and how they will factor into the Library's overall picture of financial health: GASB87 will deal with lease agreements; GASB96 will deal with subscriptions for technology. Weaver discussed a service Maner Costerisan could provide for the Library, which would entail the calculations for asset inventory and the related depreciation schedules and formulas. There would be a one-time implementation fee for this service. Trustees had the opportunity to ask questions. Weaver was thanked for her time and expertise and exited the meeting at 7:36 p.m. The Board had no objections to the audit report and was in consensus to accept it as presented. The Board was also in consensus to turn over asset inventory duties to Maner Costerisan.

Friends of the Library Report: McCann reported the Friends had a used book sale on Saturday, December 4th with good success. McCann was present for the first portion of the sale to ensure things went smoothly. Book sale customer capacity was monitored to ensure adequate air exchange for COVID concerns. The Friends earned nearly \$1750 for the day, including the sale of several decommissioned library computers.

Treasurer's Report: McCann presented the Treasurer's report for November 2021. Balance Sheets and Statements of Operation were provided for the months of October and November 2021 for both 101 General Operations and 301 Debt Service. The paid bills for November 2021 were reviewed. Davenport moved to approve the bills paid during the month of November 2021. Second by LaVoie. A roll call vote was taken. Davenport=aye, Gregg=aye, LaVoie=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Michigan CLASS: End of the month statements for November 2021 were reviewed.

Budget Changes: None.

Reimbursements: None.

Director's Report: The written director's report for November 2021 was reviewed. McCann supplied the Board with a summary of recent national movements aimed at restricting access to certain materials to minors. DDL Librarians select materials, and review complaints about materials, through the lens of the Board-approved Materials Selection Policy. Regarding COVID and mask requirements, McCann noted the recent recommendation from the State Dept. of Health that people, regardless of vaccination status, should wear masks in indoor public settings. Regarding the offer from Erratic Ale to partner with the Library for the month of January 2022's "Good Neighbor" program is moving forward. The Library intends to have a presence at the business to provide information and thank Erratic Ale for their support. Davenport indicated her willingness to be present on January 7, 2022.

Circulation Statistics: Stats for the month of November 2021 include:

November 2021

Circulation Statistics	Nov
Adult Books	3696
Young Adult Books	640
Children's Books	8310
Magazines	118
DVD	1822
Books on CD	403
Music CD	346
Realia/Objects/Equip	47
Overdrive	2933
hoopla	1802
Kanopy	895
Renewals via web	1535
Auto-renewals	8087
In-House	4973
Total	35607
Library visits	7917
Reference questions	1663
Items withdrawn	1021
New items added	955
Total holdings	111476
New cards issued	50
Total card holders	11444
Internet usage	1598
Museum/Park Pass	2
Web site visits	8217
Program attendance	813
Fax	30
ILL lent out	1492
ILL borrowed	2947
In-house renewals	324
Unique borrowers	1567

Stanley Automatic Door Proposal: The Board reviewed the written Service Agreement Proposal from Stanley Access Technologies for a 5-year contract for maintenance. Davenport moved to authorize McCann to enter into the agreement with Stanley as written. Second by Simpson. Discussion and questions arose that caused Davenport to withdraw her motion and

Simpson to withdraw her support. Motion Withdrawn. McCann will investigate to determine the approximate life expectancy of the doors (they are currently 13 years old) and if changing the number of years on the service agreement would change the annual cost. McCann will report back to the Board with more information.

Personnel / New Hires: For the open maintenance position, Jonathan (Matt) Erwin has been hired on a temporary, part-time basis to get the Library through the winter months, and the position will be discussed and evaluated again in the spring. LaVoie moved to approve the hiring of J.M. Erwin effective November 22, 2021 as part-time maintenance at \$16.50/hr. Second by Simpson. A roll call vote was taken. Davenport=aye, Gregg=aye, LaVoie=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Personnel / Anniversaries: Library Director McCann will be reaching his 27-year anniversary with the Library in the month of December. Board action will be taken once McCann completes his annual review and the Board goes through the evaluation process.

Committee Reports: None for the month of November 2021. Regarding Trustee assignments to committees, Davenport was agreeable to being on the Facilities Committee, and the Board had no objections to the Finance Committee operating with just two Trustees. The Board was in consensus with the following assignments for the 2021-2022 fiscal year:

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

Old Business:

Donations for the Cousins Memorial continue to arrive, with just over \$5000 in contributions.

Regarding the Pandemic Response Plan, McCann would like Policy Committee to review and discuss but for the time being, McCann would like to require all staff to wear masks when they are in the building, and to be careful to isolate themselves from others when they are eating and drinking. The Board had no objections to the plan. It was requested for McCann to pass along to the staff the Board's appreciation for the staff's cooperation and to extend the Board's awareness and understanding of the difficulties and fatigue that comes with COVID precautions.

Regarding MML insurance and specifically cybersecurity, there is no risk assessment offered. The Board would like the Finance Committee to review MML liability limits for possible expansion. It was noted the bond amount for the Library's Treasurer might be too low. Vrsek offered she could assist with reviewing documents related to risk and insurance.

New Business:

It is expected the Library Board will need to meet in person beginning with the January 2022 regular meeting. Masks will be required for all in the meeting room.

Public Comment: None.

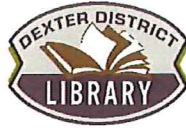
Board Member Comments: None.

Adjournment: Having completed all items on the agenda, Simpson moved to adjourn the zoom meeting. Second by Gregg. A voice vote was taken with no objections. Aye=all, nay=none, absent=3. Motion carried and the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Barbara Davenport,
Secretary

Kimberly Swoverland,
Recording Secretary



Dexter District Library Board of Trustees

DRAFT - Meeting Minutes

November 1, 2021

7:00 p.m.

Due to the continuing COVID-19 pandemic, this meeting was conducted through online video conferencing via Zoom. Meeting details and instructions for joining the meeting were publicized on the Library's website, as was the meeting agenda and Board packet.

Members present:

- Martha Gregg, remote from the City of Dexter, MI
- Cassy Korinek, remote from the City of Dexter, MI
- Donna Palmer, remote from Scio Twp, MI
- Rosemary Quigley, remote from Dexter Twp, MI
- Sherry Simpson, remote from Webster Twp, MI
- Shelly Vrsek, remote from Webster Twp, MI

Members absent:

- Barbara Davenport
- Jim LaVoie

Others present:

- Paul McCann, Library Director, attending from the Dexter District Library
- Kim Swoverland, Recording Secretary, remote from Jackson County, MI
- Ruth Jansen, Head of Youth Services, remote from Lodi Twp, MI

Welcome and Introductions: McCann welcomed and introduced new Trustee Martha Gregg, appointed by the City of Dexter for a 4-year term, running through September 30, 2025.

Oath of Office: As part of the start of a new fiscal year, McCann led the trustees who were absent from the October 2021 Board Meeting in reciting the Oath of Public Officers.

President Vrsek called for additions/changes to the presented agenda. No changes were requested. Quigley moved to approve the agenda as presented. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the October 4, 2021 regular Board Meeting (virtual). No corrections were requested. Simpson moved to approve the minutes from the October 4, 2021 regular Board Meeting (virtual) as presented. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

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Public Comment: There was no pre-arranged public comment.

Friends of the Library Report: McCann reported the Friends had a used book sale on Saturday, October 2nd with good success. The next used book sale is planned for Saturday, November 6, 2021. Daily shelf sales have resumed.

Treasurer's Report: McCann presented the Treasurer's report for October 2021. Balance Sheets and Statements of Operation were provided for the months of September and October 2021 for both 101 General Operations and 301 Debt Service. The paid bills for October 2021 were reviewed. Quigley moved to approve the bills paid during the month of October 2021. Second by Simpson. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Michigan CLASS: End of the month statements for October 2021 were discussed. Interest earnings remain very low.

Budget Changes: While not technically a budget change, an error in "Exhibit A, Official Budget 2021-2022" was discovered. The total dollar amounts for Other Income and Other Misc. Revenue were transposed. It should read as follows:

Other Income	\$31,735
Other Misc Revenue	\$49,950

Simpson moved to acknowledge the transposed dollar figures for Other Income and Other Misc Revenue, noting the error does not change any of the individual budget lines. Second by Gregg. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Reimbursements: None.

Director's Report: The written director's report for October 2021 was reviewed.

MML Insurance: McCann requested board input as to possibly increasing the limits on the Library's Liability and Property insurance through Michigan Municipal League. As the current due date for existing coverage is drawing near, Simpson moved for the current MML Insurance Policy to be renewed as presented. Second by Palmer. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried. Liability limits can be discussed at the committee level, and if any increases are recommended, they can be added to the Library's current coverage at a pro-rated rate. It was also requested for McCann to look into the Library's cyber-security risk, and for a risk assessment to be done.

Personnel / New Hires: In the Youth Department, Xanthe Muller was interviewed and selected for hire. Palmer moved to approve the hiring of X. Muller effective October 20, 2021 as part-time Youth Reference Librarian at \$18.25/hr. Second by Quigley. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

7

Personnel / Anniversaries: The following employees will be reaching their anniversary dates of hire in the month of November: Ann Smart (15 years) and Jane Anderson (5 years), both Library Assistants in the Circulation Department. No board action was required due to the January 2021 wage rate adjustments.

Pandemic Response Policy: McCann requested Board input as to pay for employees who are required to stay home due to COVID exposure and/or symptoms. The Board requested for further discussion at the Policy Committee for their recommendation.

Community Giving Opportunities: McCann noted the Library was able to successfully set up an electronic donations button on the main page of the Library's website. Currently it is being used for contributions to a memorial for Pat Cousins, but in the future it will be for general donations to the Library. Additionally, McCann provided an article from the Sun Times News with information regarding a possible community giving initiative at Erratic Ale brewery. The Board gave support for moving forward, either in direct partnership, or through the Friends of the Library, with the stipulation that donations would be used for programming for Adults.

Restroom Repairs: A recent plumbing leak has shown a light on aging bathroom sink supply lines, mixing valves and fixtures. A quote for repairs and replacements was provided to the Board. McCann requested input as to doing repairs slowly over time, or scheduling all repairs/replacements now before any other leaks occur. Ruth Jansen noted we were lucky to have discovered the prior leak during a time when staff was in the building. If the leak had occurred overnight, or on a day when the Library was closed, there could have been significant water damage. Board consensus was to do the repair/replacement now, utilizing fund balance to pay for the estimated \$10 - \$12k cost.

Fines for DVD's: McCann noted the usage of DVD's has dropped dramatically and there is no longer a need for \$1 a day fines on late returns. Changing DVD's to 10 cents a day for late returns would put them in line with all other Library materials. The Board was in agreement with McCann's suggestion to reduce fines on late DVD's to 10 cents per day.

Items from Legislature and Local Municipalities: McCann provided an Assessing Officers Report for Industrial Facility Exemption Certificates, for the Board's information.

Committee Reports: None for the month of October 2021. Assignments for the 2021-2022 committees were discussed. Without having Davenport's input, the committees are as follows:

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

McCann and Swoverland will follow-up with Davenport as to her preference for committee assignment, and will schedule committee meetings in the coming weeks. Korinek volunteered to serve on a 2nd committee if needed.

8

Circulation Statistics: Stats for the month of October 2021 include:

October 2021	
Circulation Statistics	Oct
Adult Books	3741
Young Adult Books	596
Children's Books	8705
Magazines	98
DVD	1723
Books on CD	348
Music CD	286
Realia/Objects/Equip	124
Overdrive	2976
hoopla	1871
Kanopy	731
Renewals via web	1114
Auto-renewals	8414
In-House	2213
Total	32940
Library visits	8158
Reference questions	1710
Items withdrawn	252
New items added	720
Total holdings	111201
New cards issued	66
Total card holders	11401
Internet usage	2298
Museum/Park Pass	8
Web site visits	9457
Program attendance	1238
Fax	30
ILL lent out	1456
ILL borrowed	2518
In-house renewals	358
Unique borrowers	1601

Old Business:

McCann requested for ideas and suggestions for a lasting memorial in honor of long-time Board Member Patricia Cousins to be sent to him. Donations are still arriving and currently stand at \$4,500. The Cousins family is thinking of having a memorial service in the spring of 2022.

(9)

New Business:

2021 Library Closing Schedule: McCann requested for Sunday, December 26, 2021 to be added to the scheduled closings. Simpson moved for the 2021 Closing Schedule to be amended with the addition of Sunday, December 26, 2021 as presented. Second by Gregg. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Board Meeting Dates for 2022 and January 2023: McCann presented the schedule of Board Meeting dates for the upcoming year and requested input on the meeting dates with holiday interference. The Board was in favor of continuing to meet on the 1st Monday of the month with the following exceptions: 2nd Monday of the month for January 2022 and January 2023, No meeting in July 2022, and the September meeting will be one week early on August 29, 2022. Quigley moved to approve the schedule of Board Meeting Dates for 2022 and January 2023 as amended. Second by Simpson. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

2022 Library Closing Schedule and 2022 Staff Paid Holiday Schedule: McCann presented the schedule of suggested closing dates and staff paid holidays for the 2022 calendar year and January 2023. Most closing dates are tied to dates that The Library Network will have the circulation system shut-down for maintenance. There were no suggested changes to either of the schedules. Simpson moved to approve the Library Closing Schedule 2022 and January 2023, and the Staff Paid Holiday Schedule 2022 and January 2023 as presented. Second by Korinek. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Public Comment: None.

Board Member Comments: Martha Gregg was again thanked for agreeing to become a Library Board Trustee. It was noted this is a time of year for giving thanks and being grateful, and our wonderful Library is indeed something to be thankful for.

Adjournment: Having completed all items on the agenda, Quigley moved to adjourn the meeting. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried, and the meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Kimberly Swoverland,
Recording Secretary

(10)

Director's Report – February 2022 Board meeting

Due to the cancellation of the January, 2022 Library Board meeting, this report will contain information from both the December 2021 and January 2022 reporting periods.

December was fairly representative of our ongoing slate of services. We continued in-person programming throughout the month. We were not able to present a number of pre-pandemic activities, due to gathering limitations, so programming ramped down between the Christmas and New Year holidays. Usually, we would schedule special drop-in events and movie showings. Because these events tended to attract a larger crowd than capacity limits would allow, these were not scheduled during the holiday break. Public groups continued to use the lower level meeting room through the bulk of the month.

January brought a depressing recurrence of COVID-19 and required the Library to pause or suspend certain activities. Story Times reverted to all virtual presentations. The meeting room was closed for Library programs and outside group scheduling and a number of in person programs for adults, teens and children were switched to virtual or canceled. The latest wave is showing the highest levels of transmission since the start of the pandemic. Unfortunately, the quick and dramatic rise in cases was not matched with an equally quick decline after the holidays. The Library had four staff members fall ill after the year-end holidays. Two received negative tests after quarantining and two came back positive. After discussions, I don't believe the cases were related to work activities. All staff members who fell ill reported meeting with relatives from out of state, noted other family members falling ill or receiving contact notifications from family and friends they met with over the holidays. After two years of the pandemic, I think the 2021 holiday season caused a number of people to let down their guard and participate in gatherings where social distancing was not observed.

Circulation of items was on par with pre-pandemic levels. We are still seeing the auto-renewal feature in the catalog skew the statistics a bit. Renewals are up approximately 30% with auto-renewal than when the only methods were for patrons to renew through the 'my account' feature or ask staff to renew for them. However, the convenience has been appreciated and patrons are becoming accustomed to recognizing the message they receive, noting items are due, means items cannot be renewed. This is because all available automatic renewals have been exhausted or another patron has requested the item.

During the month of December, the annual bond disclosure was filed with the Municipal Securities Rating Board, the annual audit was provided to Standard and Poor for our bond rating and the Municipal Finance Qualifying Statement was filed with the Michigan Treasury for the legal allowance from the State to issue bond financing. The State Aid statistical report was compiled and submitted to the Library of Michigan.

In December and January, I have continued to attend a variety of regular, virtual meetings including the TLN Shared Automation System User's Group, the Shared System Executive Committee (which I chair) the TLN Board meetings, the TLN E-Content User's Group meeting, the TLN Director's Forum, the Library of Michigan Director's meetings, the Dexter Wellness Coalition. In addition, I have continued to conduct the Third Monday Book Discussion Group and the Second Saturday Mindfulness Meditation program. We had to revert the Book Discussion Group to a virtual format after meeting in person through the fall and put a pause on Mindfulness Meditation meeting in-person, which was slated to start in January.

The Facilities, Finance and Policy committees have resumed work and minutes are included in the Board packet.

I have been working with Kim Swoverland and Scott Wright, examining the future of our copiers. We have been on a per page service contract with Applied Imaging for a couple of years after the last lease ended. We have been notified that the machine on the second floor is end of life and repair personnel may reach a point where parts are no longer available. We have met with Applied regarding future options and they will be presenting a proposal in February. We will be looking for cost escalation to determine whether to go out for a full bid. Applied noted they had won the MITN contract. This is a municipal bidding website and Applied was the lowest bid statewide.

Work continues with Stanley Doors to repair the inner sliding. Parts have been ordered but not received. The Facilities and Finance Committees recommended entering into the service contract presented at the December Board meeting. The Library experienced a complete failure of the doors in January. In consultation with the Stanley service contract representative, I signed the agreement. We have been in contact since before Thanksgiving and the rep felt the current failure would be covered under the agreement if I signed. As of early February, the parts had not yet arrived due to supply chain issues.

Nationwide, there has been a significant uptick in censorship occurrences, primarily at school libraries. Books discussing topics on involving race, gender and sexuality have been the most frequently challenged. The American Library Association reports there were as many book challenges between September 1, 2021 and December 31, 2021 as usually occur during an entire calendar year. While these efforts have primarily been directed at school library collections, some of the attempts have received support from high level government officials. The American Library Association have reinforced their commitment to the First Amendment to the Constitution and the Freedom to Read by issuing the following statement <https://www.ala.org/advocacy/statement-regarding-censorship> - This will be an issue to monitor.

There were numerous staff taking vacation over the Christmas/New Year holiday period with a skeleton crew staffing the Library between December 20 and January 2. Due to Deborah Bigelow's long-term medical leave, a posting for an Adult Reference Librarian was issued and candidates interviewed. Emily Murphy was selected and accepted the position. Emily comes to the Dexter District Library after working for several years as an adult reference librarian at the Chelsea District Library and most recently serving as the programming director for Silver Maples Retirement community.

The Adult Department has placed a couple of test orders with Baker and Taylor. Prior to the pandemic, the Library segregated Adult book order to Baker and Taylor and children's books were ordered through Ingram. Segregating the orders allowed for more efficient statement processing and bill payment. During the pandemic, Baker and Taylor's processing department experienced severe backlogs due to consolidating processing locations. This often created a delay of six to eight weeks between ordering materials and receipt. The situation was unacceptable for meeting customer demand. Local staff could efficiently process the materials, but the time delay from order to receipt resulted in escalating customer wait times. The test orders are showing positive results with items now arriving from Baker and Taylor within seven to 10 days. If the vendor can maintain this level of turnaround, we will shift adult ordering back to Baker and Taylor. The test orders are smaller and allow staff to monitor the turnaround time without large numbers of items being held up in Baker and Taylor processing. The

discount on materials for adults is slightly better through Baker and Taylor than through Ingram and another motivation to return the adult ordering to the previous vendor.

Library staff with anniversaries include Lisa Ryan, Head of Adult Services (12 yrs.); Scott Wright, Technology Librarian (11 yrs.); Mollie Hall, Tween and Teen Librarian (5 yrs.); Ashley Bowles, Part-Time Adult Reference Librarian (2 yrs.)

Friends of the Library

The Friends of the Library held their December Book sale on December 4 and grossed over \$1,700 in sales. Due to the rise in the omicron variant of COVID-19 and subsequent adjustments to the Library's meeting room use policies, the Friends of the Library needed to cancel their January and February Book Sales. Relying on volunteers, many of whom are older or have underlying conditions, the Friends were struggling to staff the Sales in the wake of the rise in infections. The Friends continue to make monthly decisions in concert with the Library's policies and are meeting monthly. The Friends have committed to contribute an unspecified amount to the Pat Cousins Memorial project. Currently, the Friends have had to suspend accepting donations until the Book Sales can resume. The group's sorters are having space difficulties managing receipt of materials without an outflow of sales. Donations will resume after the next Book Sale can take place.

Adult Department

The Adult Department continued with a mix of in-person and remote events during December. Onsite events included a Holiday Card Making Workshop, which attracted 22 attendees, the Somewhere in Time Book Club, which discussed "Brunelleschi's Dome", by Ross King with six attendees, the Better Off Read Book Club, which discussed "Snow" by John Banville with nine attendees, the Friday Night Movies for Adults program, which viewed "12 Mighty Orphans" attracting 16 viewers and the Friday Afternoon Movie for Adults program featuring "Love the Coopers" with nine attendees. Remote events included the film discussion Reel Talk reviewing "Christmas, Again" with four attendees, "You'll Shoot Your Eye Out!" an inspirational talk revolving around the film "A Christmas Story and attracting 30 attendees.

January brought the return of all events reverting to virtual presentations due to the widespread transmission of the omicron variant of COVID-19. Events included the movie discussion program Reel Talk discussing "Lion" with four attendees, Canadian author, adventurer and environmentalist, Adam Shoalts, discussed his travels in the Canadian Arctic & Newfoundland and attracted 28 participants, "Thai Cooking" was a big hit with 44 patrons signing in to watch Mary Spencer cook Thai Red Curry with Chicken, Red Peppers, & Bamboo Shoots and Thai Crispy Noodles.

The Adult Department has continued to be short staffed with Deborah Bigelow still out on medical leave. The Adult Department welcomed Emily Murphy this month. Emily has prior library experience with the Chelsea Library so she has been brought up to speed quickly. Emily has taken over Deborah Bigelow's area of the collection and is now able to work the desk alone in the evenings and on weekends. Emily took over the monthly trifold brochures. Ashley Bowles has been able to

reduce her hours back down to 12 hours a week with the addition of Emily Murphy. She maintains the Library's Facebook page in addition to her standard reference desk duties.

Lisa Ryan created the Winter Read Program - Hot Reads for Cold Nights: Overcoming Adversity. This year's theme is designed to tie in with the 2022 Washtenaw Read book, "Being Heumann" by disability rights activist Judith Heumann. There is an online (Beanstack) version of the program and a print version of the program for those that prefer a hardcopy version. The program runs from January 1-March 1, 2022.

Summer Reading plans started this month. Lisa Ryan is designing the adult program, booking programs, ordered t-shirts and will begin the online donation campaign in February.

Youth Department

This December the Youth Department held the first annual Winter Reading Challenge for ages 0-18. Participants signed up exclusively via Beanstack. We had a total of 188 youths register with over 100 between the ages of 5-8. During the month of January, the 84 youths who completed the Winter Reading Challenge will be able to come to the Library to receive a small reward. It looks like more than 84 youths completed the program (probably about 96). Many of them didn't realize that December 31 was the last day they could record their information. A number of families visited the Library and stated they finished the program, but didn't enter their information on time. Staff went behind the scenes of Beanstack software to help the families complete the program and for the child to redeem their prize. Over 70 children have picked up their prizes.

The Take & Make bags continue to be very popular. In January 330 Winter themed bags were distributed. Holiday in-person programs were also very well received with Holiday Card Making attracting 27 attendees. Two sessions of a New Year's Craft program drew 36 attendees. We have 3 Youth Book Clubs for kids in young fives through 4th grade which had a combined in-person attendance of 41 people.

Virtual programs included a Holiday Virtual Story Time that had 11 peak live views or 27.5 attendees. The Build a Buggy vehicle program had nine children in attendance on seven screens with adults helping many of them.

The Teen Department offered a Take & Make kit for a No-Sew Felt Coffee Cozy. 28 people picked up the kits. There were 4 in-person teen / tween programs in December including Magic the Gathering, DIY Gift Bags, Teen Minute to Win It, and the Tween book club. They had a combined total of 16 attendees.

In January the Youth Department was unable to host any in-person programs due to staff shortages and rising COVID numbers in the community. We were able to switch several programs to virtual although other programs were cancelled or had to be postponed.

On January 12, Winter Session of Virtual Story Time began. Story Time is held on Wednesdays at 10:30am on Facebook Live. We averaged 8 devices for each of the three sessions for an adjusted total of 60 attendees.

The three Youth Book Clubs for kids between young fives through 4th grade reverted to virtual presentations in January. The discussions drew a combined 32 devices/attendees. The A2 Magic program was switched to a virtual presentation with 11 devices and 27.5 attendees viewing.

The Teen Department had a 6-Word Memoir Writing Contest in January. At least one local teacher used this activity as a tie-in to an assignment. 43 Tweens and Teens participated and 3 winners have been chosen. The Teen Department offered a Take & Make kit for Cake Squishies with 33 tweens and teens picking up the kits. A Tween Book Club and the Animal Care Education program with Huron Valley Humane Society had a combined total of 5 attendees.

Circulation Department

Even though right before Christmas there were not a lot of patrons coming in, after Christmas the library was very busy. The staff at the circulation department were kept steadily busy dealing with the influx of patrons and returned material. The drop boxes were continually having to be emptied and the checkouts were constantly steady. The staff covered for each other so everyone had time to spend with family over the holidays. The beginning of January has proven to be very busy. We have seen many new patrons coming in to get a card or patrons renewing their cards.

Juggling the surge with the variant omicron has been challenging at the circulation desk with various staff quarantining or getting sick. But others have stepped up and taken on extra shifts so the public can still come in and get their material. Such a wonderful staff to work with.

Technology Department

In December, Scott Wright taught three classes covering the software Paint.net for photo manipulation and Canva.com for graphic design with a total attendance of 18. In January, Scott present four classes covering the Library's downloadable content and the iPhone, iPad, and Apple Watch with a total attendance of 21 patrons. These classes are held in the Library's computer lab area with a total of eight seats per class.

During December, Scott also disassembled and cleaned the Roomba to correct a problem it was having with its sensors, prepped a batch of used computers for the Friends to sell, ran various collections reports from the circulation database for staff and gave Diane Alson a tutorial on how to do it for herself. He reached out to Creativebug to receive a discount on their pricing after Jim Flury from TLN had negotiated a group discount.

In January, Scott began investigation options for the upcoming AT&T discontinuance of copper line telephone service. AT&T plans to discontinue providing older POTS service lines. The Library has several dedicated POTS lines for burglar alarm, fire alarm and fax service. Scott spoke with contacts at Riverside Integrated Services, Pikk Services, and Schindler elevator regarding our options. He has secured a quote with Riverside regarding converting the fire alarm over to cellular service. Pikk Services said that we could call and they would be out in approximately 2 weeks to convert the burglar alarm system to cellular service. The elevator emergency line was previously converted to cellular and we will investigate fax service with Applied Imaging.

Scott worked with Mary Graulich to set up a way for users to upload identification with our online card application process. This method is free and uses Contact Form 7, which we were already using for the rest of our contact pages. With the pandemic, patrons have come to expect a different level of service and a number of borrowers have expressed the desire to renew library cards without visiting the Library. Due to downloadable content contract restrictions and the need to verify residency, the ability to upload current photo ID will help both with the remote initial registration process as well as ensuring existing cardholders remain residents of the service district.

Maintenance

In December, Altech performed the bulk of the winter preventative maintenance on the HVAC system. At the time of service, it was noted they would need to return to perform the boiler maintenance and CSD-1 inspection for boiler certification. Altech experienced some short staffing due to COVID in December and January. The boiler work was completed on January 31-February 1 and the boilers passed the certification tests. We may be facing some repairs on the boilers in the future. The technicians noted the motor on boiler #2 was showing wear and, while within tolerances, there was some air exchange issue, which will be outlined in their full report.

In early December, Ken Cook Plumbing completed the replacement of the water faucets in all the public and staff bathrooms. The project was completed over two days and went smoothly. Subsequent to the installation, the Library experienced a power outage. This caused the domestic hot water heater to shut down. Because the outage was in close proximity to the faucet installation, there was a concern that hot water had not been restored to the restrooms. After discovering there was no hot water to faucets not adjusted by Ken Cook Plumbing, we discovered the domestic hot water heater only had a temperature of 70 degrees. Matt Erwin was shown the restart sequence and hot water was restored to all restrooms.

United Rentals visited the Library to provide service on the man lift in December. This had not been serviced in some time and was restored to full operation. The man lift is used to change lightbulbs on the second floor high ceiling.

Matt Erwin has begun the process of replacing ballasts and battery backup packs in light fixtures throughout the building. The work generally needs to be accomplished when patrons are not in the building as power needs to be cut to multiple banks of lights for the work to be accomplished.

In January, one of the exterior drop box main locks failed. This came after one of the chute locks failed as well. In order to streamline work for staff, the decision was made to replace all four chute locks and both main door locks. The manufacturer noted they could not key individual new locks to the original key issued 13 years ago. Replacing all six locks will allow staff to empty both drop boxes by only using two keys. This is especially important in the winter when weather conditions can make retrieving these materials a real chore and having only two keys allows for a quicker process for staff. The locks were repaired on February 1, but the manufacturer did not send two locks that were keyed the same for the main drop box doors. Library Design will expedite a replacement and reinstall. Both drop boxes are back in service, but the project is not complete.

DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-PRELIMINARY
As of **January 31, 2022**

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	1,395,957.71
Total Checking/Savings	1,395,957.71
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	-5,409.60
101-000-056 ACCRUED INT REC	200.00
101-000-102 CD 1 FLAGSTAR	262,029.43
101-000-103 CD COMERICA	210,997.08
101-000-106 CD OLD NATIONAL	261,895.12
101-000-107 CD CHEMICAL BANK	211,419.53
101-000-108 CD LEVEL ONE	262,124.63
101-000-109 CD NORTHSTAR BANK	260,942.99
101-000-110 CD CHEMICAL BANK	262,216.97
101-000-111 CD OLD NATIONAL	262,070.82
101-000-112 CD 2 FLAGSTAR	235,246.25
101-000-120 MICHIGAN CLASS	1,012,585.15
Total Other Current Assets	3,236,785.37
Total Current Assets	4,632,743.08
TOTAL ASSETS	4,632,743.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-000-203 A/P AUDIT	14,256.20
101-000-228 STATE PAYROLL TAXES	-826.51
101-000-229 FEDERAL PR TAX	18,280.73
101-000-232 LIFE INS DEDUCTION	-13.03
101-000-233 TASC-FSA DEDUCTION	186.91
101-000-257 WAGES PAYABLE-AUDIT	22,658.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	738.73
Total Other Current Liabilities	55,282.17
Total Current Liabilities	55,282.17
Total Liabilities	55,282.17
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,075,646.27
Net Income	395,714.71
Total Equity	4,577,460.91
TOTAL LIABILITIES & EQUITY	4,632,743.08

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DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY
 October 2021 through **January 2022**

	Oct '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	843,569.23	1,592,248.00	-748,678.77	53.0%
OTHER INCOME	13,120.19	31,735.00	-18,614.81	41.3%
OTHER MISC REVENUE	2,312.52	49,950.00	-47,637.48	4.6%
PENAL FINES REVENUE	0.00	13,500.00	-13,500.00	0.0%
Total Income	859,001.94	1,687,433.00	-828,431.06	50.9%
Expense				
LIBRARY MATERIALS	69,582.47	300,000.00	-230,417.53	23.2%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	12,341.71	21,000.00	-8,658.29	58.8%
GENERAL OPERATIONS	94,679.89	313,400.00	-218,720.11	30.2%
WAGES & BENEFITS	286,683.16	1,022,880.00	-736,196.84	28.0%
Total OPERATING EXPENSES	393,704.76	1,357,280.00	-963,575.24	29.0%
Total Expense	463,287.23	1,657,280.00	-1,193,992.77	28.0%
Net Income	395,714.71	30,153.00	365,561.71	1,312.4%

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

October 2021 through January 2022

	Oct '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	118,248.87	254,135.00	-135,886.13	46.5%
101-000-401 DEXTER TOWNSHIP	174,768.81	300,275.00	-125,506.19	58.2%
101-000-402 FREEDOM TOWNSHIP	312.86	871.00	-558.14	35.9%
101-000-403 HAMBURG TOWNSHIP	48,748.46	83,261.00	-34,512.54	58.5%
101-000-404 LIMA TOWNSHIP	36,246.24	116,888.00	-80,641.76	31.0%
101-000-405 LODI TOWNSHIP	4,532.16	9,769.00	-5,236.84	46.4%
101-000-406 NORTHFIELD TWP	693.28	2,549.00	-1,855.72	27.2%
101-000-407 SCIO TOWNSHIP	160,981.10	338,508.00	-177,526.90	47.6%
101-000-408 WEBSTER TOWNSHIP	299,037.45	485,492.00	-186,454.55	61.6%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	843,569.23	1,592,248.00	-748,678.77	53.0%
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	7,432.84	5,000.00	2,432.84	148.7%
101-000-607 FAX SERVICES	78.60	200.00	-121.40	39.3%
101-000-608 PURCHASES	30.16	75.00	-44.84	40.2%
101-000-609 FINES	3,874.71	7,000.00	-3,125.29	55.4%
101-000-610 NON RESIDENT FEES	180.00	360.00	-180.00	50.0%
101-000-627 COPIER	958.88	1,500.00	-541.12	63.9%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	565.00	2,000.00	-1,435.00	28.3%
101-000-673 OTHER MISC INCOME	0.00	500.00	-500.00	0.0%
Total OTHER INCOME	13,120.19	31,735.00	-18,614.81	41.3%
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	16,000.00	-16,000.00	0.0%
101-000-665 INTEREST INCOME	821.99	7,500.00	-6,678.01	11.0%
101-000-666 ENDOWMENT INCOME	1,490.53	1,450.00	40.53	102.8%
Total OTHER MISC REVENUE	2,312.52	49,950.00	-47,637.48	4.6%
PENAL FINES REVENUE				
101-000-581 LV CTY PENAL FINES	0.00	1,000.00	-1,000.00	0.0%
101-000-582 WASHTN CTY PENAL FD	0.00	12,500.00	-12,500.00	0.0%
Total PENAL FINES REVENUE	0.00	13,500.00	-13,500.00	0.0%
Total Income	859,001.94	1,687,433.00	-828,431.06	50.9%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	10,641.48	50,000.00	-39,358.52	21.3%
101-790-741 CHILDREN'S BOOKS	15,082.55	70,000.00	-54,917.45	21.5%
101-790-742 PROGRAMMING	8,984.43	41,000.00	-32,015.57	21.9%
101-790-743 ELECTRONIC RESOURCE	6,419.40	11,000.00	-4,580.60	58.4%
101-790-744 PERIOD & SUBSCRIPT	183.75	6,000.00	-5,816.25	3.1%
101-790-745 BOOKS ON CD-ADULT	1,136.90	8,000.00	-6,863.10	14.2%
101-790-746 BOOKS ON CD CHILD	1,385.38	4,000.00	-2,614.62	34.6%
101-790-747 DVD-ADULT	1,456.05	8,000.00	-6,543.95	18.2%
101-790-748 DVD-CHILD	1,339.31	8,000.00	-6,660.69	16.7%
101-790-749 AUDIO MUSIC ADULT	875.45	2,500.00	-1,624.55	35.0%
101-790-750 AUDIO MUSIC CHILD	269.52	1,000.00	-730.48	27.0%
101-790-751 E-BOOKS/AUDIO	19,158.50	71,000.00	-51,841.50	27.0%
101-790-752 COMMUNITY READ	1,208.00	3,000.00	-1,792.00	40.3%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	1,441.75	16,000.00	-14,558.25	9.0%
Total LIBRARY MATERIALS	69,582.47	300,000.00	-230,417.53	23.2%

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

October 2021 through January 2022

	Oct '21 - Jan 22	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	1,661.71	21,000.00	-19,338.29	7.9%
101-901-971 CAPITAL REPAIRS-ANN	0.00	0.00	0.00	0.0%
101-901-972 CAPITAL REPLACEMENT	10,680.00	0.00	10,680.00	100.0%
Total CAPITAL OUTLAY IMPROVE	12,341.71	21,000.00	-8,658.29	58.8%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	0.00	2,000.00	-2,000.00	0.0%
101-790-727 LIBRARY SUPPLIES	3,115.15	13,000.00	-9,884.85	24.0%
101-790-728 POSTAGE	240.59	1,100.00	-859.41	21.9%
101-790-729 BUILDING SUPPLIES	3,388.90	7,500.00	-4,111.10	45.2%
101-790-800 COOPERATIVE FEES	26,341.17	58,700.00	-32,358.83	44.9%
101-790-801 PROF SERVICES	7,550.00	18,000.00	-10,450.00	41.9%
101-790-802 ATTORNEY FEES	210.00	3,000.00	-2,790.00	7.0%
101-790-803 BOOKKEEPING SERV	4,070.70	12,000.00	-7,929.30	33.9%
101-790-818 INSTITUTION DUE/FEE	0.00	1,500.00	-1,500.00	0.0%
101-790-851 TELEPHONE	1,895.82	6,000.00	-4,104.18	31.6%
101-790-860 TRANSPORTATION	0.00	1,000.00	-1,000.00	0.0%
101-790-880 ADVERTISING	217.24	2,000.00	-1,782.76	10.9%
101-790-882 NEWSLETTER	6,043.51	27,500.00	-21,456.49	22.0%
101-790-910 INSURANCE	0.00	22,500.00	-22,500.00	0.0%
101-790-920 UTILITIES	19,592.62	60,000.00	-40,407.38	32.7%
101-790-930 BLDING MAINTENANCE	15,574.58	50,000.00	-34,425.42	31.1%
101-790-932 BUILDING REPAIRS	3,541.78	10,000.00	-6,458.22	35.4%
101-790-934 EQUIPMENT REPAIR	382.95	3,000.00	-2,617.05	12.8%
101-790-936 GROUNDS KEEPING	1,050.00	7,500.00	-6,450.00	14.0%
101-790-940 EQUIPMENT LEASE	1,438.88	3,500.00	-2,061.12	41.1%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	26.00	500.00	-474.00	5.2%
101-790-958 S.E.V. ADJUSTMENT	0.00	3,000.00	-3,000.00	0.0%
Total GENERAL OPERATIONS	94,679.89	313,400.00	-218,720.11	30.2%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	241,257.41	844,941.00	-603,683.59	28.6%
101-790-703 LONGEVITY	3,250.00	8,500.00	-5,250.00	38.2%
101-790-713 FSA	1,230.72	4,500.00	-3,269.28	27.3%
101-790-714 EMPLR SHARE (FICA)	18,671.67	64,638.00	-45,966.33	28.9%
101-790-715 MEDICAL REIMBUR	1,246.32	4,900.00	-3,653.68	25.4%
101-790-716 MEDICAL	12,296.28	65,985.00	-53,688.72	18.6%
101-790-717 LIFE INSURANCE	526.88	2,000.00	-1,473.12	26.3%
101-790-718 457 ANNUITY CONTRB	7,259.30	24,116.00	-16,856.70	30.1%
101-790-719 SHORT TERM DISBLTY	944.58	3,300.00	-2,355.42	28.6%
Total WAGES & BENEFITS	286,683.16	1,022,880.00	-736,196.84	28.0%
Total OPERATING EXPENSES	393,704.76	1,357,280.00	-963,575.24	29.0%
Total Expense	463,287.23	1,657,280.00	-1,193,992.77	28.0%
Net Income	395,714.71	30,153.00	365,561.71	1,312.4%

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DEXTER DISTRICT LIBRARY-GENERAL FUND
BALANCE SHEET-FINAL
 As of **December 31, 2021**

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
101-000-001 CSB-CHECKING	725,698.45
Total Checking/Savings	725,698.45
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	200.00
101-000-102 CD 1 FLAGSTAR	262,029.43
101-000-103 CD COMERICA	210,944.34
101-000-106 CD OLD NATIONAL	261,895.12
101-000-107 CD CHEMICAL BANK	211,417.59
101-000-108 CD LEVEL ONE	262,097.34
101-000-109 CD NORTHSTAR BANK	260,921.24
101-000-110 CD CHEMICAL BANK	262,216.97
101-000-111 CD OLD NATIONAL	261,965.16
101-000-112 CD 2 FLAGSTAR	235,127.38
101-000-120 MICHIGAN CLASS	1,012,585.15
Total Other Current Assets	3,241,867.72
Total Current Assets	3,967,566.17
TOTAL ASSETS	3,967,566.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
101-000-202 ACCOUNTS PAYABLE	-39,591.35
Total Accounts Payable	-39,591.35
Other Current Liabilities	
101-000-203 A/P AUDIT	14,256.20
101-000-228 STATE PAYROLL TAXES	291.73
101-000-229 FEDERAL PR TAX	18,421.82
101-000-232 LIFE INS DEDUCTION	-13.03
101-000-233 TASC-FSA DEDUCTION	186.91
101-000-257 WAGES PAYABLE-AUDIT	22,658.95
101-000-258 FICA PAYABLE-AUDIT	0.19
101-000-259-457 PAYABLE AUDIT	738.73
Total Other Current Liabilities	56,541.50
Total Current Liabilities	16,950.15
Total Liabilities	16,950.15
Equity	
101-000-391 OPENING FUND BAL.	3,106,099.93
101-000-395 ENDING BALANCE	1,075,646.27
Net Income	-231,130.18
Total Equity	3,950,616.02
TOTAL LIABILITIES & EQUITY	3,967,566.17

FINAL

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

02/01/22

Cash Basis

October through **December 2021**

	Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE	111,301.26	1,592,248.00	-1,480,946.74	7.0%
OTHER INCOME	11,963.18	31,735.00	-19,771.82	37.7%
OTHER MISC REVENUE	1,984.27	49,950.00	-47,965.73	4.0%
PENAL FINES REVENUE	0.00	13,500.00	-13,500.00	0.0%
Total Income	125,248.71	1,687,433.00	-1,562,184.29	7.4%
Expense				
LIBRARY MATERIALS	46,750.42	300,000.00	-253,249.58	15.6%
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE	11,828.25	21,000.00	-9,171.75	56.3%
GENERAL OPERATIONS	73,289.21	313,400.00	-240,110.79	23.4%
WAGES & BENEFITS	224,511.01	1,022,880.00	-798,368.99	21.9%
Total OPERATING EXPENSES	309,628.47	1,357,280.00	-1,047,651.53	22.8%
Total Expense	356,378.89	1,657,280.00	-1,300,901.11	21.5%
Net Income	-231,130.18	30,153.00	-261,283.18	-766.5%

FINAL

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

October through **December 2021**

	Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Income				
MILLAGE REVENUE				
101-000-400 CITY OF DEXTER	0.00	254,135.00	-254,135.00	0.0%
101-000-401 DEXTER TOWNSHIP	25,599.70	300,275.00	-274,675.30	8.5%
101-000-402 FREEDOM TOWNSHIP	312.86	871.00	-558.14	35.9%
101-000-403 HAMBURG TOWNSHIP	9,463.23	83,261.00	-73,797.77	11.4%
101-000-404 LIMA TOWNSHIP	7,949.83	116,888.00	-108,938.17	6.8%
101-000-405 LODI TOWNSHIP	962.72	9,769.00	-8,806.28	9.9%
101-000-406 NORTHFIELD TWP	274.78	2,549.00	-2,274.22	10.8%
101-000-407 SCIO TOWNSHIP	0.00	338,508.00	-338,508.00	0.0%
101-000-408 WEBSTER TOWNSHIP	66,738.14	485,492.00	-418,753.86	13.7%
101-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
Total MILLAGE REVENUE	111,301.26	1,592,248.00	-1,480,946.74	7.0%
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	7,032.84	5,000.00	2,032.84	140.7%
101-000-607 FAX SERVICES	68.60	200.00	-131.40	34.3%
101-000-608 PURCHASES	29.91	75.00	-45.09	39.9%
101-000-609 FINES	3,329.25	7,000.00	-3,670.75	47.6%
101-000-610 NON RESIDENT FEES	180.00	360.00	-180.00	50.0%
101-000-627 COPIER	782.58	1,500.00	-717.42	52.2%
101-000-667 MEETING ROOM DEP	0.00	100.00	-100.00	0.0%
101-000-672 REBATES/REFUNDS	540.00	2,000.00	-1,460.00	27.0%
101-000-673 OTHER MISC INCOME	0.00	500.00	-500.00	0.0%
Total OTHER INCOME	11,963.18	31,735.00	-19,771.82	37.7%
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	16,000.00	-16,000.00	0.0%
101-000-665 INTEREST INCOME	493.74	7,500.00	-7,006.26	6.6%
101-000-666 ENDOWMENT INCOME	1,490.53	1,450.00	40.53	102.8%
Total OTHER MISC REVENUE	1,984.27	49,950.00	-47,965.73	4.0%
PENAL FINES REVENUE				
101-000-581 LV CTY PENAL FINES	0.00	1,000.00	-1,000.00	0.0%
101-000-582 WASHTN CTY PENAL FD	0.00	12,500.00	-12,500.00	0.0%
Total PENAL FINES REVENUE	0.00	13,500.00	-13,500.00	0.0%
Total Income	125,248.71	1,687,433.00	-1,562,184.29	7.4%
Expense				
LIBRARY MATERIALS				
101-790-740 ADULT BOOKS	6,196.12	50,000.00	-43,803.88	12.4%
101-790-741 CHILDREN'S BOOKS	9,185.45	70,000.00	-60,814.55	13.1%
101-790-742 PROGRAMMING	5,765.96	41,000.00	-35,234.04	14.1%
101-790-743 ELECTRONIC RESOURCE	4,960.00	11,000.00	-6,040.00	45.1%
101-790-744 PERIOD & SUBSCRIPT	95.87	6,000.00	-5,904.13	1.6%
101-790-745 BOOKS ON CD-ADULT	143.88	8,000.00	-7,856.12	1.8%
101-790-746 BOOKS ON CD CHILD	326.48	4,000.00	-3,673.52	8.2%
101-790-747 DVD-ADULT	71.84	8,000.00	-7,928.16	0.9%
101-790-748 DVD-CHILD	1,332.12	8,000.00	-6,667.88	16.7%
101-790-749 AUDIO MUSIC ADULT	670.43	2,500.00	-1,829.57	26.8%
101-790-750 AUDIO MUSIC CHILD	256.77	1,000.00	-743.23	25.7%
101-790-751 E-BOOKS/AUDIO	15,249.72	71,000.00	-55,750.28	21.5%
101-790-752 COMMUNITY READ	1,408.00	3,000.00	-1,592.00	46.9%
101-790-753 GRANT PROGRAMMING	0.00	500.00	-500.00	0.0%
101-790-754 NON-TRAD COLLECTION	1,087.78	16,000.00	-14,912.22	6.8%
Total LIBRARY MATERIALS	46,750.42	300,000.00	-253,249.58	15.6%

FINAL

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

02/01/22

Cash Basis

October through December 2021

	Oct - Dec 21	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	1,148.25	21,000.00	-19,851.75	5.5%
101-901-971 CAPITAL REPAIRS-ANN	0.00	0.00	0.00	0.0%
101-901-972 CAPITAL REPLACEMENT	10,680.00	0.00	10,680.00	100.0%
Total CAPITAL OUTLAY IMPROVE	11,828.25	21,000.00	-9,171.75	56.3%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	0.00	2,000.00	-2,000.00	0.0%
101-790-727 LIBRARY SUPPLIES	2,629.28	13,000.00	-10,370.72	20.2%
101-790-728 POSTAGE	130.45	1,100.00	-969.55	11.9%
101-790-729 BUILDING SUPPLIES	1,498.06	7,500.00	-6,001.94	20.0%
101-790-800 COOPERATIVE FEES	17,089.51	58,700.00	-41,610.49	29.1%
101-790-801 PROF SERVICES	7,550.00	18,000.00	-10,450.00	41.9%
101-790-802 ATTORNEY FEES	210.00	3,000.00	-2,790.00	7.0%
101-790-803 BOOKKEEPING SERV	2,821.75	12,000.00	-9,178.25	23.5%
101-790-818 INSTITUTION DUE/FEE	0.00	1,500.00	-1,500.00	0.0%
101-790-851 TELEPHONE	1,425.60	6,000.00	-4,574.40	23.8%
101-790-860 TRANSPORTATION	0.00	1,000.00	-1,000.00	0.0%
101-790-880 ADVERTISING	217.24	2,000.00	-1,782.76	10.9%
101-790-882 NEWSLETTER	6,043.51	27,500.00	-21,456.49	22.0%
101-790-910 INSURANCE	0.00	22,500.00	-22,500.00	0.0%
101-790-920 UTILITIES	14,638.48	60,000.00	-45,361.52	24.4%
101-790-930 BLDING MAINTENANCE	13,174.79	50,000.00	-36,825.21	26.3%
101-790-932 BUILDING REPAIRS	3,541.78	10,000.00	-6,458.22	35.4%
101-790-934 EQUIPMENT REPAIR	382.95	3,000.00	-2,617.05	12.8%
101-790-936 GROUNDS KEEPING	750.00	7,500.00	-6,750.00	10.0%
101-790-940 EQUIPMENT LEASE	1,159.81	3,500.00	-2,340.19	33.1%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	26.00	500.00	-474.00	5.2%
101-790-958 S.E.V. ADJUSTMENT	0.00	3,000.00	-3,000.00	0.0%
Total GENERAL OPERATIONS	73,289.21	313,400.00	-240,110.79	23.4%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	190,270.89	844,941.00	-654,670.11	22.5%
101-790-703 LONGEVITY	2,000.00	8,500.00	-6,500.00	23.5%
101-790-713 FSA	923.04	4,500.00	-3,576.96	20.5%
101-790-714 EMPLR SHARE (FICA)	14,679.12	64,638.00	-49,958.88	22.7%
101-790-715 MEDICAL REIMBUR	969.36	4,900.00	-3,930.64	19.8%
101-790-716 MEDICAL	8,991.47	65,985.00	-56,993.53	13.6%
101-790-717 LIFE INSURANCE	381.84	2,000.00	-1,618.16	19.1%
101-790-718 457 ANNUITY CONTRB	5,607.66	24,116.00	-18,508.34	23.3%
101-790-719 SHORT TERM DISBLTY	687.63	3,300.00	-2,612.37	20.8%
Total WAGES & BENEFITS	224,511.01	1,022,880.00	-798,368.99	21.9%
Total OPERATING EXPENSES	309,628.47	1,357,280.00	-1,047,651.53	22.8%
Total Expense	356,378.89	1,657,280.00	-1,300,901.11	21.5%
Net Income	-231,130.18	30,153.00	-261,283.18	-766.5%

FINAL

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DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND
BALANCE SHEET-PRELIMINARY
As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	359,416.82
Total Checking/Savings	359,416.82
Other Current Assets	
301-000-120 MICHIGAN CLASS	16,535.98
Total Other Current Assets	16,535.98
Total Current Assets	375,952.80
TOTAL ASSETS	375,952.80
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	104,951.50
Net Income	271,001.30
Total Equity	375,952.80
TOTAL LIABILITIES & EQUITY	375,952.80

DRAFT

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DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY
 October 2021 through **January 2022**

	Oct '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	44,763.55	101,325.00	-56,561.45	44.2%
301-000-401 DEXTER TOWNSHIP	61,031.40	104,866.00	-43,834.60	58.2%
301-000-402 FREEDOM TOWNSHIP	109.26	304.00	-194.74	35.9%
301-000-403 HAMBURG TOWNSHIP	18,912.93	29,078.00	-10,165.07	65.0%
301-000-404 LIMA TOWNSHIP	12,657.47	40,821.00	-28,163.53	31.0%
301-000-405 LODI TOWNSHIP	1,582.79	3,412.00	-1,829.21	46.4%
301-000-406 NORTHFIELD TOWNSHIP	242.09	890.00	-647.91	27.2%
301-000-407 SCIO TOWNSHIP	58,974.98	126,251.00	-67,276.02	46.7%
301-000-408 WEBSTER TOWNSHIP	104,428.28	169,550.00	-65,121.72	61.6%
301-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
301-000-573 PERS PROP TAX REIMB	0.00	0.00	0.00	0.0%
301-000-665 INTEREST INCOME	17.30	0.00	17.30	100.0%
301-000-672 REBATES/REFUNDS	0.00	0.00	0.00	0.0%
301-000-673 OTHER INCOME	0.00	0.00	0.00	0.0%
Total Income	302,720.05	576,997.00	-274,276.95	52.5%
Expense				
301-906-801 PROFESSIONAL SRV	125.00	250.00	-125.00	50.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	31,593.75	588,188.00	-556,594.25	5.4%
Total Expense	31,718.75	588,558.00	-556,839.25	5.4%
Net Income	271,001.30	-11,561.00	282,562.30	-2,344.1%

DRAFT

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DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

BALANCE SHEET-FINAL

As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
301-000-001 CASH IN BANK	95,581.66
Total Checking/Savings	95,581.66
Other Current Assets	
301-000-120 MICHIGAN CLASS	16,535.98
Total Other Current Assets	16,535.98
Total Current Assets	112,117.64
TOTAL ASSETS	112,117.64
LIABILITIES & EQUITY	
Equity	
301-000-395 OPENING FUND BAL	104,951.50
Net Income	7,166.14
Total Equity	112,117.64
TOTAL LIABILITIES & EQUITY	112,117.64

FINAL

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DEXTER DISTRICT LIBRARY-DEBT RETIREMENT FUND

STATEMENT OF OPERATIONS-YTD-FINAL

October through December 2021

02/01/22

Accrual Basis

	Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Income				
301-000-400 CITY OF DEXTER	0.00	101,325.00	-101,325.00	0.0%
301-000-401 DEXTER TOWNSHIP	8,939.56	104,866.00	-95,926.44	8.5%
301-000-402 FREEDOM TOWNSHIP	109.26	304.00	-194.74	35.9%
301-000-403 HAMBURG TOWNSHIP	3,304.66	29,078.00	-25,773.34	11.4%
301-000-404 LIMA TOWNSHIP	2,776.10	40,821.00	-38,044.90	6.8%
301-000-405 LODI TOWNSHIP	336.22	3,412.00	-3,075.78	9.9%
301-000-406 NORTHFIELD TOWNSHIP	95.96	890.00	-794.04	10.8%
301-000-407 SCIO TOWNSHIP	0.00	126,251.00	-126,251.00	0.0%
301-000-408 WEBSTER TOWNSHIP	23,305.83	169,550.00	-146,244.17	13.7%
301-000-445 DELINQUENT TAX COL	0.00	500.00	-500.00	0.0%
301-000-573 PERS PROP TAX REIMB	0.00	0.00	0.00	0.0%
301-000-665 INTEREST INCOME	17.30	0.00	17.30	100.0%
301-000-672 REBATES/REFUNDS	0.00	0.00	0.00	0.0%
Total Income	38,884.89	576,997.00	-538,112.11	6.7%
Expense				
301-906-801 PROFESSIONAL SRV	125.00	250.00	-125.00	50.0%
301-906-956 MISCELLANEOUS	0.00	120.00	-120.00	0.0%
301-906-990 DEBT RETIREMENT	31,593.75	588,188.00	-556,594.25	5.4%
Total Expense	31,718.75	588,558.00	-556,839.25	5.4%
Net Income	7,166.14	-11,561.00	18,727.14	-62.0%

FINAL

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Summary Statement

January 31, 2022

Page 1 of 4

Investor ID



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0000415-0002300 PDF 382532

Dexter District Library
3255 Alpine St
Dexter, MI 48130

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 0.0492%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
 GENERAL OPERATIONS	1,012,637.71	0.00	0.00	42.29	42.29	1,012,659.13	1,012,680.00
 DEBT SERVICE	16,536.81	0.00	0.00	0.67	0.67	16,537.16	16,537.48
TOTAL	1,029,174.52	0.00	0.00	42.96	42.96	1,029,196.29	1,029,217.48



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Michigan CLASS

Michigan CLASS

Date	Dividend Rate	Daily Yield
01/01/2022	0.000000000	0.0393%
01/02/2022	0.000000000	0.0393%
01/03/2022	0.000001057	0.0386%
01/04/2022	0.000001171	0.0428%
01/05/2022	0.000001234	0.0450%
01/06/2022	0.000001254	0.0458%
01/07/2022	0.000003558	0.0433%
01/08/2022	0.000000000	0.0433%
01/09/2022	0.000000000	0.0433%
01/10/2022	0.000001288	0.0470%
01/11/2022	0.000001275	0.0465%
01/12/2022	0.000001422	0.0519%
01/13/2022	0.000001436	0.0525%
01/14/2022	0.000005780	0.0527%
01/15/2022	0.000000000	0.0528%
01/16/2022	0.000000000	0.0528%
01/17/2022	0.000000000	0.0528%
01/18/2022	0.000001462	0.0533%
01/19/2022	0.000001475	0.0538%
01/20/2022	0.000001449	0.0529%
01/21/2022	0.000004065	0.0495%
01/22/2022	0.000000000	0.0495%
01/23/2022	0.000000000	0.0495%
01/24/2022	0.000001378	0.0503%
01/25/2022	0.000001421	0.0519%
01/26/2022	0.000001489	0.0544%
01/27/2022	0.000001464	0.0534%
01/28/2022	0.000004380	0.0533%
01/29/2022	0.000000000	0.0533%
01/30/2022	0.000000000	0.0533%
01/31/2022	0.000001547	0.0565%

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.**



Summary Statement

December 31, 2021

Page 1 of 4

Investor ID



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0000416-0002259 PDF 373764

Dexter District Library
3255 Alpine St
Dexter, MI 48130

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 0.0367%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
M	 GENERAL OPERATIONS	1,012,606.08	0.00	0.00	31.63	385.16	1,012,621.63	1,012,637.71
M	 DEBT SERVICE	16,536.28	0.00	0.00	0.53	6.14	16,536.54	16,536.81
TOTAL		1,029,142.36	0.00	0.00	32.16	391.30	1,029,158.17	1,029,174.52



Michigan CLASS

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Michigan CLASS		
Date	Dividend Rate	Daily Yield
12/01/2021	0.000000687	0.0251%
12/02/2021	0.000000743	0.0271%
12/03/2021	0.000002379	0.0289%
12/04/2021	0.000000000	0.0289%
12/05/2021	0.000000000	0.0289%
12/06/2021	0.000000848	0.0310%
12/07/2021	0.000000808	0.0295%
12/08/2021	0.000000878	0.0320%
12/09/2021	0.000000924	0.0337%
12/10/2021	0.000002862	0.0348%
12/11/2021	0.000000000	0.0348%
12/12/2021	0.000000000	0.0348%
12/13/2021	0.000000973	0.0355%
12/14/2021	0.000000994	0.0363%
12/15/2021	0.000001071	0.0391%
12/16/2021	0.000001072	0.0392%
12/17/2021	0.000003198	0.0389%
12/18/2021	0.000000000	0.0389%
12/19/2021	0.000000000	0.0389%
12/20/2021	0.000001058	0.0387%
12/21/2021	0.000001076	0.0393%
12/22/2021	0.000001173	0.0428%
12/23/2021	0.000004648	0.0424%
12/24/2021	0.000000000	0.0424%
12/25/2021	0.000000000	0.0424%
12/26/2021	0.000000000	0.0424%
12/27/2021	0.000001160	0.0424%
12/28/2021	0.000001209	0.0441%
12/29/2021	0.000001213	0.0443%
12/30/2021	0.000001161	0.0424%
12/31/2021	0.000001078	0.0393%

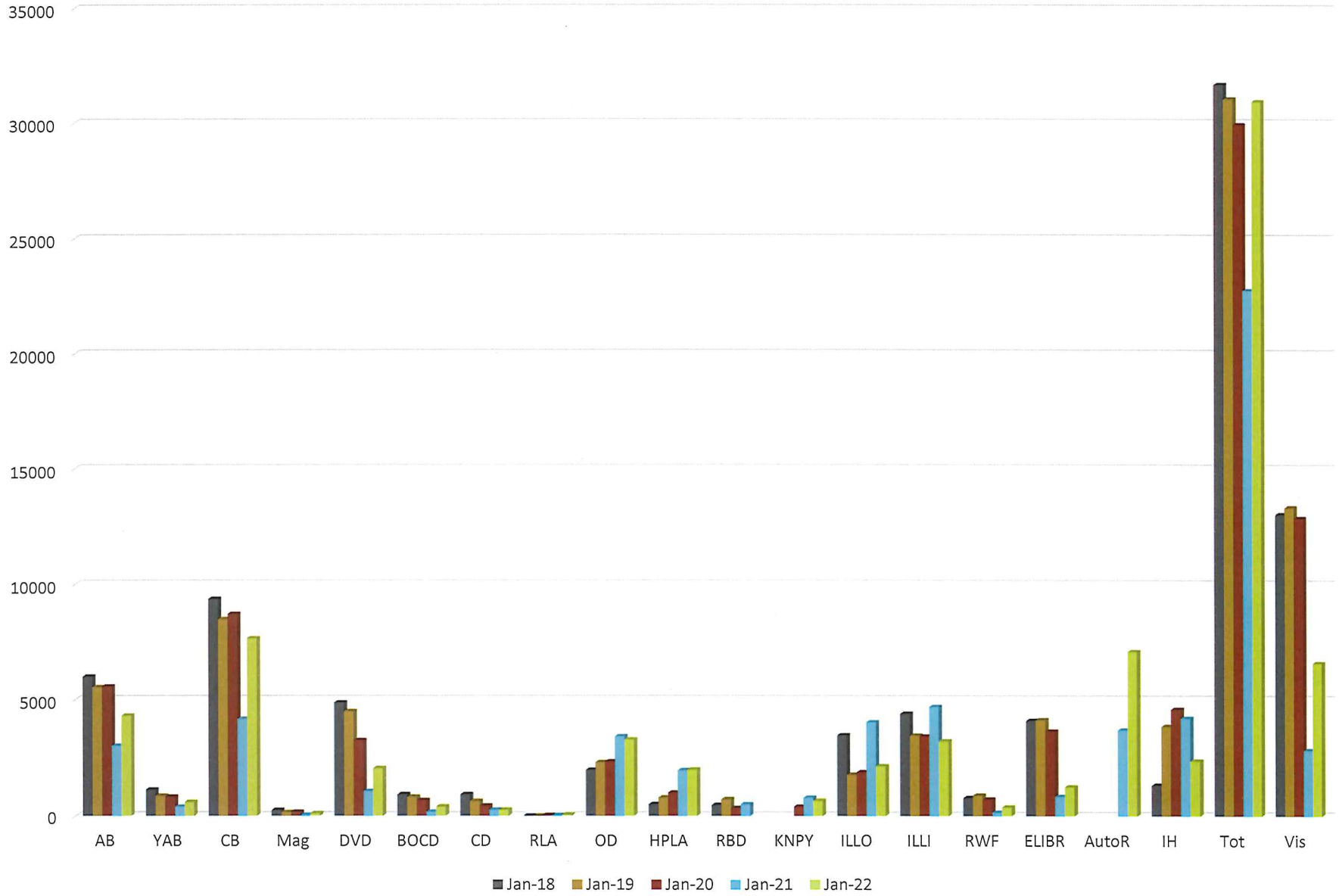
Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves 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.**

January 2022

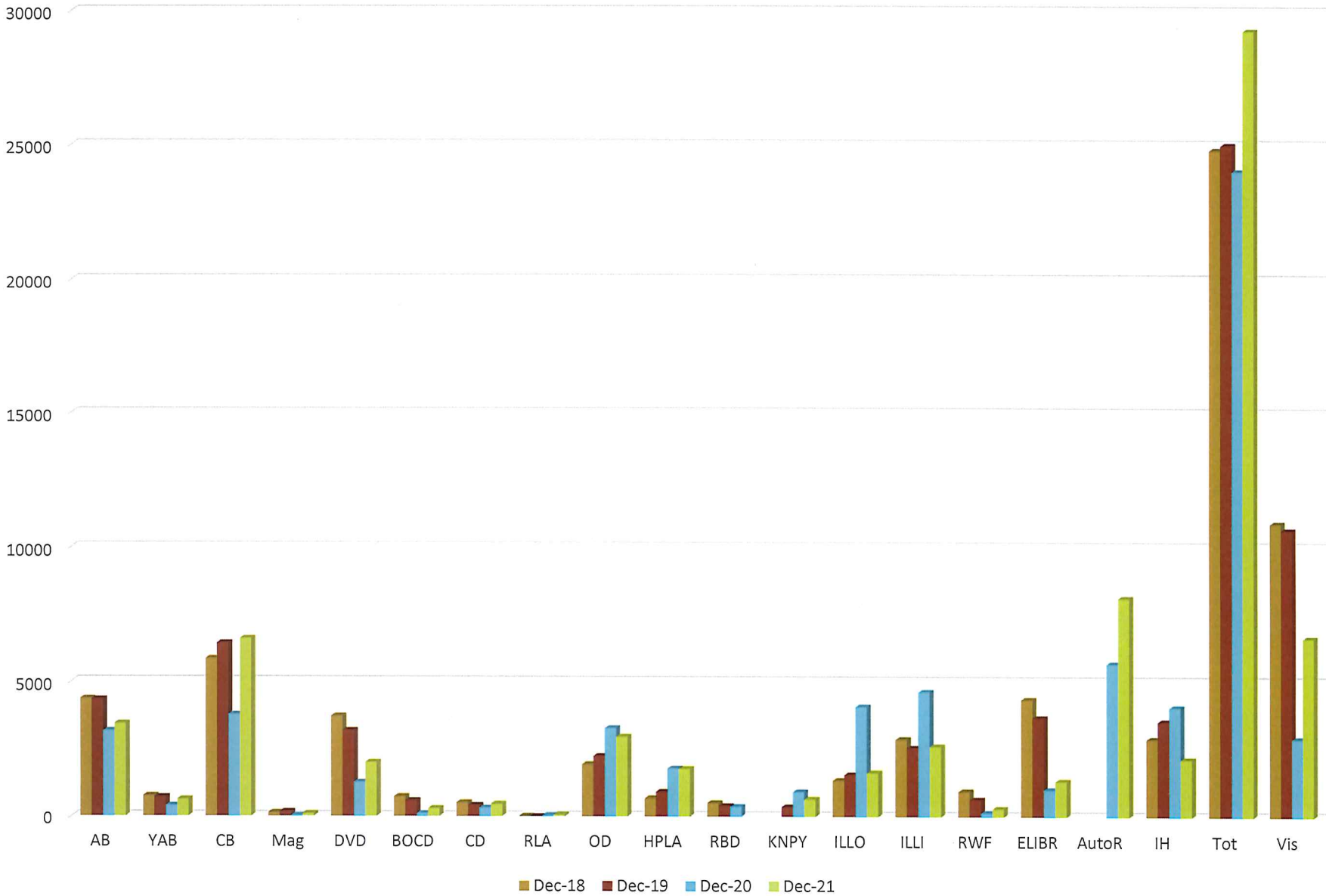
Circulation Statistics	Jan	Dec	%change
Adult Books	4297	3435	25%
Young Adult Books	579	613	-6%
Children's Books	7646	6581	16%
Magazines	100	92	9%
DVD	2030	1992	2%
Books on CD	393	286	37%
Music CD	264	451	-41%
Realia/Objects/Equip	49	55	-11%
Overdrive	3261	2947	11%
hoopla	1974	1757	12%
Kanopy	634	624	2%
Renewals via web	1230	1300	-5%
Auto-renewals	7076	8098	-13%
In-House	2341	2013	16%
Total	31874	30244	5%
Library visits	6571	6597	0%
Reference questions	1585	1420	12%
Items withdrawn	593	525	13%
New items added	1157	942	23%
Total holdings	111714	111210	0%
New cards issued	71	108	-34%
Total card holders	11535	11491	0%
Internet usage	1509	1323	14%
Museum/Park Pass	0	4	-100%
Web site visits	9302	8103	15%
Program attendance	621	826	-25%
Fax	26	19	37%
ILL lent out	2120	1613	31%
ILL borrowed	3195	2593	23%
In-house renewals	367	289	27%
Unique borrowers	1576	1452	9%

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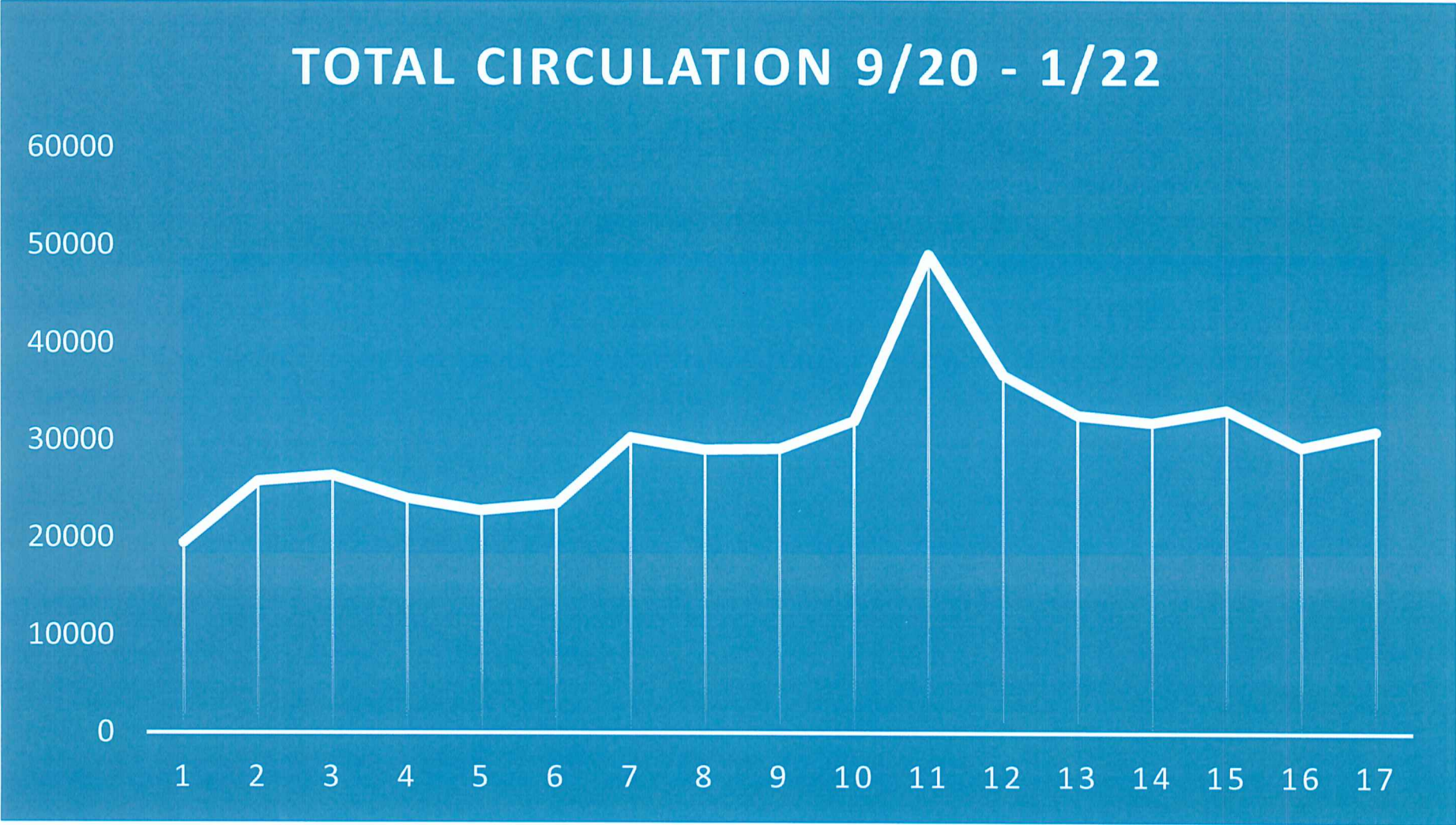
Circulation - January 2018-2022



Circulation - December 2018-2022



TOTAL CIRCULATION 9/20 - 1/22





STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

December 20, 2021

Approval

Municipality Code: 818002
Fiscal Year Ended: 9/2021
Report ID Number: 126324

Dear Chief Administrative Officer:

Thank you for submitting a Qualifying Statement for Dexter District Library to the Michigan Department of Treasury on December 20, 2021. Based upon the information provided in the Qualifying Statement, we have determined that the municipality is in material compliance with the criteria identified in Section 303(3) of Public Act 34 of 2001.

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

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

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

Sincerely,

Rod Taylor, Administrator
Community Engagement and Finance Division



**Policy Committee Meeting
December 14, 2021
-DRAFT-Meeting Minutes**

This meeting was conducted through online video conferencing via Zoom.
The meeting was called to order at 5:16 pm.

Members present: Cassy Korinek, Paul McCann, Sherry Simpson, Shelly Vrsek
Members absent: None
Others present: Kim Swoverland, Recording Secretary

The meeting agenda was reviewed. McCann requested one additional item of establishing a regular meeting time and date. The amended agenda was approved by consensus.

After discussion, the committee members were agreeable to meeting on the 1st Tuesday of the month at 5:30 p.m. The 1st Tuesday in January 2022 will be problematic, so the next meeting will be on the 1st Tuesday in February.

The prior Policy Committee meeting minutes from December 2, 2020 were reviewed.

McCann gave an overview of how the Library's operations and procedures have fluctuated and shifted over the course of the COVID19 pandemic. Concern is over balancing staff and patron safety, while still providing superior programming and customer service to members of the public who have widely divergent views on masks and health risks.

The Library's pandemic response plan was discussed. Many items from the original plan are no longer necessary or relevant, especially considering state authorities no longer have the power to enact enforceable directives. The committee will need to consider how they want to proceed with pandemic response plan. In particular, the original plan called for any employee who tests positive for COVID will be compensated for the first 14 days of their absence from work. McCann requested committee input as to if this policy should be discontinued. Members of the committee stated their individual workplaces are no longer compensating for COVID absences, nor are they aware of any other employers who are doing this. There was additional discussion of the difference between full-time employees who have sick time benefits, vs. part-time employees, who do not have sick time benefits. The committee will continue to discuss at their next meeting.

Regarding Paid Time Off (PTO time) vs. sick and vacation time, the committee was in favor of discussing in more detail at future meetings.

The meeting was deemed adjourned at 5:59 pm

Respectfully submitted,

Kimberly Swoverland
Recording Secretary

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**Policy Committee Meeting
February 1, 2022
-DRAFT-Meeting Minutes**

This meeting was conducted through online video conferencing via Zoom.

Members present: Sherry Simpson (arrived at 5:45pm)
Cassy Korinek (arrived at 6:00pm)
Paul McCann

Members absent: Shelly Vrsek

Others present: Kim Swoverland, Recording Secretary

The singular purpose of the meeting was to review the pandemic response plan from 2020, therefore no agenda was necessary.

The committee reviewed multiple aspects of the pandemic response plan, but a with majority of the language no longer relevant, and no longer in practice, it makes the document difficult to wade through. The committee discussed different ways to approach re-working the plan, including cutting outdated portions, revising language to be less specific with a heavier reference on "current CDC guidelines," and scrapping the plan as a whole and only keeping current, appropriate sections. The committee discussed employee pay while out with COVID and would like more information on current trends. The committee also discussed the topics of mask wearing, restrictions on program attendance, virtual vs. in-person programming, staffing concerns, and variations of risk-tolerance and comfort levels for both the public and staff. McCann will cull out no longer needed areas of the plan, and the committee will continue to discuss, review and make recommendations for changes at their next meeting, scheduled for Tuesday, March 1, 2022 at 5:30 pm on Zoom.

The committee briefly discussed the upcoming Board Meeting, which will be the 1st in-person meeting in 2 years-time.

The meeting was deemed adjourned at 6:50 pm.

Respectfully submitted,

Kimberly Swoverland
Recording Secretary



**Finance Committee Meeting
December 16, 2021
-DRAFT-Meeting Minutes**

This meeting was conducted through online video conferencing via Zoom.
The meeting was called to order at 8:30 am.

Members present: Jim LaVoie, Donna Palmer, Paul McCann

Members absent: None.

Others present: Kim Swoverland, Recording Secretary

The agenda was approved by consensus as presented.

The committee reviewed the current general operations balance sheet and statement of operations. There are some individual budget lines that may need adjustment down the road, but for now no changes are necessary.

Regarding investments, McCann expressed his frustration with how Huntington Bank has handled customer service during the TCF/Huntington transition. The Library's CD was automatically rolled over without giving the Library notification, and it appears it earned zero interest. It was suggested commercial paper could be a possible alternative investment for the Library.

The committee briefly discussed donations in memory of trustee Pat Cousins. McCann noted the Library's Facilities Committee would be meeting in the coming week. LaVoie stated he had some ideas for the Facilities Committee to consider and would pass those along to McCann.

Regarding the Library's main entry sliding doors and the potential maintenance service contract with Stanley Doors, McCann informed the committee of the recent information he has gathered. The doors themselves have the potential to last 30+ years if they are properly maintained. The service contract would be for \$1500 a year for 5 years. The Finance Committee was in agreement to recommend to the Board to enter into the 5-year service contract with Stanley. McCann will place this on the agenda for the January 2022 regular Board meeting.

The committee discussed different levels of Treasurer's Bond with MML insurance. Price quotes went up to \$500,000 of coverage, but anything higher than that would need additional investigation. McCann will request for Judy Thompson-Torosian of MML to inquire about higher levels of coverage, and will find out how much coverage other Libraries of similar budget-size have for their treasurers.

Regarding other property and liability insurance coverage, the committee was in agreement for McCann to work out appropriate coverages with Judy of MML.

McCann reminded the committee the Library will need to seek out a millage renewal in the fall of 2022. The committee discussed the law change that will allow the Library's full millage to be exempt from DDA capture.

The fine-free movement among libraries was briefly discussed. The committee was not inclined to join the movement at this point in time. McCann is continuing to conduct statistical research that will shine a light on what level of impact going fine-free may (or may not) have on circulation and patrons. The committee will continue to look at the data over the coming months.

McCann called for any other issues committee members might want to discuss. Having none, the meeting was deemed adjourned at 9:56 a.m.

Respectfully submitted,

Kimberly Swoverland
Recording Secretary

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**Facilities Committee Meeting
December 21, 2021
-DRAFT-Meeting Minutes**

This meeting was conducted through online video conferencing via Zoom.
The meeting was called to order at 11:02 am.

Members present: Barbara Davenport, Martha Gregg, Paul McCann, Rosemary Quigley

Members absent: None.

Others present: K. Swoverland, Recording Secretary

With some new members on the Facilities Committee, Davenport requested an overview of the purpose and objectives of the committee. McCann responded that the Facilities Committee reviews and makes recommendations to the Board regarding the maintenance of the current Library building, furnishings, artwork, operational systems, and grounds, and looks to the future by recommending potential new upgrades, expansions, and/or replacements that would enhance the Library's appearance or operations.

The presented agenda was reviewed and approved by consensus.

McCann requested committee input as to ideas for a lasting memorial for Patricia Cousins. With nearly \$6,000 already donated, and funds still coming from the Friends of the Library, there is plenty to explore a large project. Ideas included expanding the use of the front sidewalk/bench area, expanding the terrace project, a sculpture, re-inventing the 2nd floor computer lab, additional garden areas, a substantial-size tree planting, and a storybook trail along the B2B trail. The committee eliminated the project to change the 2nd floor computer lab, but was interested in exploring the ideas related to gardens/trees, sculptures, terrace enhancement, and the storybook trail. McCann will begin the process of researching and the committee will continue to discuss.

Regarding the service contract with Stanley Doors for the 2 sliding doors at the lobby entrance, McCann explained he was able to get more information and the Finance Committee was comfortable with recommending to enter into the service contract. The Facilities Committee was also in agreement to recommend the 5-year maintenance contract.

McCann stated the Library has begun to research the process of converting our current bar code tags on materials to RFID electronic chips. The approximate cost of \$100-\$200k would need to come from one of the reserve funds. Having RFID chips would allow for quick and easy inventory, faster, easier, more accurate check-out, would allow for a potential security alarm at the exit to identify when an item was leaving the library without being properly checked-out, and if there becomes public demand for self-checkout, the RFID tags would make this possible. Each and every item in the Library's circulation

would need to be re-tagged, making the conversion project quite time-consuming, but once completed, would make for more efficient use of staff time.

Davenport excused herself from the meeting at 12 Noon.

The committee was in agreement to continue discussion of the pros and cons of RFID tag conversion at the next Facilities Committee meeting in January (date yet to be determined), as well as the remaining agenda items that were not covered.

There was no further committee input or questions, and the meeting was deemed adjourned at 12:02 pm.

Respectfully submitted,

Kimberly Swoverland,
Recording Secretary

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**Facilities Committee Meeting
January 26, 2022
-DRAFT-Meeting Minutes**

This meeting was conducted through online video conferencing via Zoom.
The meeting was called to order at 9:00 am.

Members present: Barbara Davenport, Martha Gregg, Paul McCann
Members absent: Rosemary Quigley
Others present: K. Swoverland, Recording Secretary

The presented agenda was reviewed and approved by consensus.

Review of meeting minutes from December 2021 was postponed.

The committee discussed a regular meeting date and said the 4th Wednesday of the month at 9:00 a.m. looked promising. Swoverland will check this date and time with Quigley.

Donations for the Pat Cousins Memorial continue to come in and the current total is over \$6,000 with more coming from the Friends of the Library. McCann relayed a recent conversation with Paul Cousins which leads him to believe the Cousins family would prefer the funds to be used for a sculptural element in the park-side terrace area. The committee was in favor of McCann getting in touch with Joy from Distinct Designs to get the ball rolling. A memorial service is planned for late April or early May in the Library's lower level.

Regarding the service contract with Stanley Doors for the 2 sliding doors at the lobby entrance, McCann explained he had recommendations to proceed from both the Facilities and Finance Committees, but was hoping for full Board approval. With the January Board Meeting being cancelled, and issues starting to crop up with the doors, McCann went ahead and entered into the 5-year maintenance contract.

Research into the RFID conversion continues. McCann shared a short video showing a library vending kiosk that operates similar to a candy vending machine, but instead dispenses library materials. Having our materials converted to RFID tags would allow for a future vending kiosk. The committee would be interested in seeing use statistics on the vending kiosk currently in use by the Novi Public Library.

The committee briefly discussed furniture in storage in the lower level. McCann does not want to have all furniture returned to the floor yet, so there are less places for Library patrons to gather and linger. Hopefully virus transmission rates will soon decline enough so that all furniture can be returned to their places on the floor.

The printed progress review was available for the committee to read.

The committee discussed the difficulties with planning for large-crowd events such as 1st grade reader round-up and Summer Reading Program, given the unknowns with the direction the COVID19 virus will trend. It was suggested the Library might want to look into having a large tent temporarily installed in the park-side area, providing an area where large group Summer Reading Program events could happen more safely outdoors. If the “tent as a test” is very helpful, and successful, then perhaps the Library could invest in a more permanent outdoor structure, such as an awning or pergola, for future outdoor events.

Regarding meeting room renovations and possible 2nd floor expansion project with Holzheimer + Bolek Architects, the plan is to continue to postpone this project until there is a clearer picture on what uses the public will to return to. For example, will groups who used to meet in the lower level want to return to in-person meetings? Or will they continue to meet on Zoom?

There was no further committee input or questions, and the meeting was deemed adjourned at 12:02 pm.

Respectfully submitted,

Kimberly Swoverland,
Recording Secretary

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Treasurer's Report February 2022 Board Meeting

1) Draft reports for General Operations and Debt Service funds for January, 2022 are included in the Board packet. Final, reconciled reports for both General Operations and Debt Service through the month of December, 2021 are also included.

Current General Fund checking balance – \$1,395,957.71

Current Debt Service Fund balance – \$375,952.80

Current General Operations Fund Investments

<u>Amount</u>	<u>Institution</u>	<u>Maturity</u>	<u>Type</u>	<u>Account</u>
\$262,029.43	Flagstar (1)	3/23/2022	CD	102
\$210,997.08	Comerica	4/11/2022	CD	103
\$261,895.12	Old National (1)	8/22/2022	CD	106
\$211,419.53	Huntington	2/3/2022	CD	107
\$262,124.63	Level 1	3/17/2022	CD	108
\$260,942.99	Northstar	3/14/2022	CD	109
\$262,219.15	Huntington (2)	2/25/2022	CD	110
\$262,070.82	Old National (2)	7/6/2022	CD	111
\$235,246.25	Flagstar (2)	4/6/2022	CD	112
\$1,012,637.71	Michigan CLASS	N/A	Investment	120

2) Review of paid bills from December 2021 and January 2022 – **action item**

3) Budget changes – Increase the budgeted balance of line #101-901-972 – Capital Replacement by \$10,680.00 with funds to come from excess 2021-22 income that was not allocated during the budgeting process, reducing net budgeted income from \$30,153.00 to \$19,437.00 – **action item**

4) Reimbursements – none

Notes:

The Check register reflects two months of paid bills. Due to the cancellation of the January Library Board meeting and Quickbooks output, vendors are listed alphabetically. Paid invoices from both December and January will fall under the vendor and some vendors will show paid balances for two months.

The WSR CPA recommendation to upgrade to the Library's bookkeeping software is still pending. WSR staff have experienced a number of staff scheduling issues and are juggling their tax year report for clients. Our current version of Quickbooks is stable, but we would like to go through the software change with the most experienced representative available.

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Check register notes:

The Baker and Taylor bills reflect audio visual purchases and standing order plans and not standard adult material book purchases. Test runs for general books for adults will show on the February statement.

Blackstone Publishing – during January, we discovered that several bills from the September to December period were not received. Blackstone switched from sending invoices within the audiobook shipments to e-mailing invoices separately. The multiple invoices paid on January, 25 stretch back to the beginning of our fiscal year.

Dexter Mill – The Library had two separate shipments of salt during January. We needed to replenish rock salt for the parking lot as well as potassium chloride for the concrete sidewalks and water softener salt. The rock salt was the first invoice and the sidewalk and water softener salt were billed on the second invoice.

Hopp Electric – check #25727 – visit and repair of blown fuse in building main electrical panel

Ken Cook Plumbing – check #25748 – faucet, electronics and mixing valve replacement for 12 public bathroom sinks

LinkedIn Corp. – Check #25749 – annual subscription for LinkedIn Learning database subscription

Midwest Tape – checks #25731 and 25769 – two months of hoopla downloadable content use charges

Proquest LLC – check #25772 – annual subscription for the Ancestry database

Schindler Elevator – check #25751 – annual service contract

		Target
General Operations - all cash assets	\$4,632,743	
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	\$115,238	\$115,238
Long-Term Capital Replacement Fund	\$2,457,000	\$2,680,233
Emergency Reserve	\$200,000	
Remaining annual expenses	(\$960,000)	
Unassigned Fund Balance	\$505	
Total	\$4,632,743	

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DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER

December 2021 through January 2022

Type	Date	Num	Split	Debit	Credit	Amount
ABDO-SPOTLIGHT-MAGIC WAGON						
Bill Pmt -Check	12/31/2021	25756	101-000-202 ACCOUNTS PAYABLE		504.80	-504.80
Bill	01/11/2022	244164	101-790-741 CHILDREN'S BOOKS		504.80	-504.80
ADAM SHOALTS EXPEDITIONS INC.						
Bill	01/25/2022	JAN 13 PRESENTATION	101-790-742 PROGRAMMING		282.50	-282.50
Bill Pmt -Check	01/25/2022	25782	101-000-202 ACCOUNTS PAYABLE		282.50	-282.50
ALLIANCE ENTERTAINMENT LLC						
Bill	12/14/2021	PLS61628746	-SPLIT-		160.01	-160.01
Bill Pmt -Check	12/14/2021	25718	101-000-202 ACCOUNTS PAYABLE		160.01	-160.01
Bill	12/28/2021	PLS62220209	101-790-748 DVD-CHILD		206.10	-206.10
Bill Pmt -Check	12/28/2021	25740	101-000-202 ACCOUNTS PAYABLE		206.10	-206.10
Bill Pmt -Check	12/31/2021	25757	101-000-202 ACCOUNTS PAYABLE		19.94	-19.94
Bill	01/11/2022	PLS62500158	-SPLIT-		41.24	-41.24
ALLIED-EAGLE SUPPLY CO						
Bill	01/25/2022	1207832	101-790-729 BUILDING SUPPLIES		269.16	-269.16
Bill Pmt -Check	01/25/2022	25783	101-000-202 ACCOUNTS PAYABLE		269.16	-269.16
ANN ARBOR NEWS						
Bill	01/25/2022	36100-50914910	101-790-744 PERIOD & SUBSCRIPT		87.88	-87.88
Bill Pmt -Check	01/25/2022	25784	101-000-202 ACCOUNTS PAYABLE		87.88	-87.88
APPLIED IMAGING						
Bill	12/14/2021	1855175	101-790-940 EQUIPMENT LEASE		273.60	-273.60
Bill Pmt -Check	12/14/2021	25719	101-000-202 ACCOUNTS PAYABLE		273.60	-273.60
Bill Pmt -Check	12/31/2021	25758	101-000-202 ACCOUNTS PAYABLE		279.07	-279.07
Bill	01/11/2022	1872597	101-790-940 EQUIPMENT LEASE		279.07	-279.07
AT&T MOBILITY						
Bill	12/28/2021	287290549820	101-790-754 NON-TRAD COLLECTION		129.89	-129.89
Bill Pmt -Check	12/28/2021	25741	101-000-202 ACCOUNTS PAYABLE		129.89	-129.89
Bill	01/25/2022	01182022	101-790-754 NON-TRAD COLLECTION		129.69	-129.69
Bill Pmt -Check	01/25/2022	25785	101-000-202 ACCOUNTS PAYABLE		129.69	-129.69
BAKER & TAYLOR						
Bill	12/14/2021	75024552	101-790-749 AUDIO MUSIC ADULT		622.27	-622.27
Bill	12/14/2021	L3361652	101-790-740 ADULT BOOKS		695.76	-695.76
Bill Pmt -Check	12/14/2021	25720	101-000-202 ACCOUNTS PAYABLE		1,318.03	-1,318.03
Bill Pmt -Check	12/31/2021	25759	101-000-202 ACCOUNTS PAYABLE		1,944.67	-1,944.67
Bill	01/11/2022	75024552	-SPLIT-		1,579.27	-1,579.27
Bill	01/11/2022	L3361652	101-790-740 ADULT BOOKS		365.40	-365.40
BLACKSTONE PUBLISHING						
Bill Pmt -Check	12/31/2021	25760	101-000-202 ACCOUNTS PAYABLE		350.19	-350.19
Bill	01/11/2022	INV2015345	101-790-745 BOOKS ON CD-ADULT		350.19	-350.19
Bill	01/25/2022	INV2009803	101-790-745 BOOKS ON CD-ADULT		93.90	-93.90
Bill	01/25/2022	INV2007119	101-790-745 BOOKS ON CD-ADULT		366.16	-366.16
Bill	01/25/2022	INV2004961	101-790-745 BOOKS ON CD-ADULT		38.95	-38.95
Bill	01/25/2022	INV2003956	101-790-745 BOOKS ON CD-ADULT		99.00	-99.00
Bill	01/25/2022	INV2001812	101-790-745 BOOKS ON CD-ADULT		34.94	-34.94
Bill	01/25/2022	INV2011718	101-790-746 BOOKS ON CD CHILD		133.36	-133.36
Bill	01/25/2022	2015949	101-790-746 BOOKS ON CD CHILD		146.71	-146.71
Bill	01/25/2022	2015976	101-790-746 BOOKS ON CD CHILD		190.98	-190.98
Bill	01/25/2022	INV2013455	101-790-746 BOOKS ON CD CHILD		40.54	-40.54
Bill	01/25/2022	INV2005464	101-790-746 BOOKS ON CD CHILD		547.31	-547.31
Bill Pmt -Check	01/25/2022	25786	101-000-202 ACCOUNTS PAYABLE		1,691.85	-1,691.85
CAPSTONE						
Bill Pmt -Check	12/31/2021	25761	101-000-202 ACCOUNTS PAYABLE		28.81	-28.81
Bill	01/11/2022	266324	101-790-741 CHILDREN'S BOOKS		28.81	-28.81
CHASE CARD SERVICES						
Bill	12/28/2021	4246315227033006	-SPLIT-		823.97	-823.97
Bill Pmt -Check	12/28/2021	25742	101-000-202 ACCOUNTS PAYABLE		823.97	-823.97
Bill	01/25/2022	4246315227033006	-SPLIT-		446.94	-446.94
Bill Pmt -Check	01/25/2022	25787	101-000-202 ACCOUNTS PAYABLE		446.94	-446.94
CINTAS CORPORATION-300						
Bill	12/14/2021	14204261	101-790-930 BLDING MAINTENANCE		186.36	-186.36
Bill Pmt -Check	12/14/2021	25721	101-000-202 ACCOUNTS PAYABLE		186.36	-186.36
Bill	01/25/2022	14204261	101-790-930 BLDING MAINTENANCE		257.79	-257.79
Bill Pmt -Check	01/25/2022	25788	101-000-202 ACCOUNTS PAYABLE		257.79	-257.79
CITY OF DEXTER						
Bill	01/25/2022	1012205718	101-790-920 UTILITIES		544.05	-544.05
Bill Pmt -Check	01/25/2022	25789	101-000-202 ACCOUNTS PAYABLE		544.05	-544.05
CLEAR RATE COMMUNICATIONS INC						
Bill	12/28/2021	2962671	101-790-851 TELEPHONE		474.48	-474.48
Bill Pmt -Check	12/28/2021	25743	101-000-202 ACCOUNTS PAYABLE		474.48	-474.48
Bill	01/25/2022	2990459	101-790-851 TELEPHONE		470.22	-470.22
Bill Pmt -Check	01/25/2022	25790	101-000-202 ACCOUNTS PAYABLE		470.22	-470.22
COLLABORATIVE SUMMER LIBRARY PROGRAM						
Bill	01/25/2022	19180	101-790-742 PROGRAMMING		325.00	-325.00
Bill Pmt -Check	01/25/2022	25791	101-000-202 ACCOUNTS PAYABLE		325.00	-325.00
DEMCO						
Bill	12/14/2021	7051448	-SPLIT-		391.74	-391.74
Bill Pmt -Check	12/14/2021	25722	101-000-202 ACCOUNTS PAYABLE		391.74	-391.74
Bill	01/25/2022	7065413	101-790-727 LIBRARY SUPPLIES		128.88	-128.88
Bill Pmt -Check	01/25/2022	25792	101-000-202 ACCOUNTS PAYABLE		128.88	-128.88

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DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER

December 2021 through January 2022

Type	Date	Num	Split	Debit	Credit	Amount
DEXTER MILL						
Bill	01/25/2022	77924	101-790-729 BUILDING SUPPLIES		651.30	-651.30
Bill	01/25/2022	77865	101-790-729 BUILDING SUPPLIES		316.54	-316.54
Bill Pmt -Check	01/25/2022	25793	101-000-202 ACCOUNTS PAYABLE		967.84	-967.84
DTE ENERGY						
Bill	12/14/2021	9100 075 6834 8	101-790-920 UTILITIES		4,142.53	-4,142.53
Bill Pmt -Check	12/14/2021	25723	101-000-202 ACCOUNTS PAYABLE		4,142.53	-4,142.53
Bill Pmt -Check	12/31/2021	25762	101-000-202 ACCOUNTS PAYABLE		4,410.09	-4,410.09
Bill	01/11/2022	9100 075 6834 8	101-790-920 UTILITIES		4,410.09	-4,410.09
ECONO PRINT						
Bill	12/28/2021	67475	101-790-882 NEWSLETTER		6,043.51	-6,043.51
Bill Pmt -Check	12/28/2021	25744	101-000-202 ACCOUNTS PAYABLE		6,043.51	-6,043.51
EHIM						
Bill	12/14/2021	ADM00027502	101-790-716 MEDICAL		2.40	-2.40
Bill Pmt -Check	12/14/2021	25724	101-000-202 ACCOUNTS PAYABLE		2.40	-2.40
Bill	01/25/2022	9000000034	101-790-716 MEDICAL		2.40	-2.40
Bill Pmt -Check	01/25/2022	25794	101-000-202 ACCOUNTS PAYABLE		2.40	-2.40
EQUITABLE FINANCIAL						
Bill	12/14/2021	765461 000	101-790-718 457 ANNUITY CONTRB		825.82	-825.82
Bill Pmt -Check	12/14/2021	25725	101-000-202 ACCOUNTS PAYABLE		825.82	-825.82
Bill	12/28/2021	765461 000	101-790-718 457 ANNUITY CONTRB		825.82	-825.82
Bill Pmt -Check	12/28/2021	25745	101-000-202 ACCOUNTS PAYABLE		825.82	-825.82
Bill Pmt -Check	12/31/2021	25763	101-000-202 ACCOUNTS PAYABLE		825.82	-825.82
Bill	01/11/2022	765461 000	101-790-718 457 ANNUITY CONTRB		825.82	-825.82
Bill	01/25/2022	765461 000	101-790-718 457 ANNUITY CONTRB		825.82	-825.82
Bill Pmt -Check	01/25/2022	25795	101-000-202 ACCOUNTS PAYABLE		825.82	-825.82
FUN EXPRESS, LLC						
Bill	01/25/2022	714464311-01	101-790-742 PROGRAMMING		483.31	-483.31
Bill Pmt -Check	01/25/2022	25796	101-000-202 ACCOUNTS PAYABLE		483.31	-483.31
HACKNEY ACE HARDWARE						
Bill	12/14/2021	6075	101-790-729 BUILDING SUPPLIES		91.12	-91.12
Bill Pmt -Check	12/14/2021	25726	101-000-202 ACCOUNTS PAYABLE		91.12	-91.12
Bill Pmt -Check	12/31/2021	25764	101-000-202 ACCOUNTS PAYABLE		59.30	-59.30
Bill	01/11/2022	6075	101-790-729 BUILDING SUPPLIES		59.30	-59.30
HOPP ELECTRIC INC						
Bill	12/14/2021	65-79057-2566	101-790-932 BUILDING REPAIRS		656.16	-656.16
Bill Pmt -Check	12/14/2021	25727	101-000-202 ACCOUNTS PAYABLE		656.16	-656.16
HOWELL NATURE CENTER LLC						
Bill	01/25/2022	291395	101-790-742 PROGRAMMING		368.96	-368.96
Bill Pmt -Check	01/25/2022	25797	101-000-202 ACCOUNTS PAYABLE		368.96	-368.96
HUMANE SOCIETY OF HURON VALLEY						
Bill Pmt -Check	12/31/2021	25765	101-000-202 ACCOUNTS PAYABLE		55.00	-55.00
Bill	01/11/2022	ANIMAL CARE EDUCATIO	101-790-742 PROGRAMMING		55.00	-55.00
INGRAM LIBRARY SERVICES						
Bill	12/14/2021	2083960	-SPLIT-		6,259.26	-6,259.26
Bill Pmt -Check	12/14/2021	25728	101-000-202 ACCOUNTS PAYABLE		6,259.26	-6,259.26
Bill Pmt -Check	12/31/2021	25766	101-000-202 ACCOUNTS PAYABLE		9,222.69	-9,222.69
Bill	01/11/2022	2083960	-SPLIT-		9,222.69	-9,222.69
JEFF WAWRZASZEK						
Bill	12/28/2021	MAGIC WORKSHOP	101-790-742 PROGRAMMING	0.00		0.00
Bill Pmt -Check	12/28/2021	25746	101-000-202 ACCOUNTS PAYABLE	0.00		0.00
Bill	01/25/2022	101-790-742	101-790-742 PROGRAMMING		370.00	-370.00
Bill Pmt -Check	01/25/2022	25798	101-000-202 ACCOUNTS PAYABLE		370.00	-370.00
JYL BARNETT NOLAN						
Bill	01/25/2022	COOKING CLOSE	101-790-742 PROGRAMMING		125.00	-125.00
Bill Pmt -Check	01/25/2022	25799	101-000-202 ACCOUNTS PAYABLE		125.00	-125.00
KANOPY INC						
Bill	12/14/2021	273547-PPU	101-790-751 E-BOOKS/AUDIO		722.00	-722.00
Bill Pmt -Check	12/14/2021	25729	101-000-202 ACCOUNTS PAYABLE		722.00	-722.00
Bill Pmt -Check	12/31/2021	25767	101-000-202 ACCOUNTS PAYABLE		592.80	-592.80
Bill	01/11/2022	277172-PPU	101-790-751 E-BOOKS/AUDIO		592.80	-592.80
KATHERINE R. WILLSON						
Bill	12/28/2021	CREATING GOOGLE ALER	101-790-742 PROGRAMMING		150.00	-150.00
Bill Pmt -Check	12/28/2021	25747	101-000-202 ACCOUNTS PAYABLE		150.00	-150.00
KEN COOK'S PLUMBING & HEATING, INC.						
Bill	12/28/2021	25782	101-901-972 CAPITAL REPLACEMENT		10,680.00	-10,680.00
Bill Pmt -Check	12/28/2021	25748	101-000-202 ACCOUNTS PAYABLE		10,680.00	-10,680.00
KULLY SUPPLY						
Bill	12/14/2021	564209	101-790-729 BUILDING SUPPLIES		132.02	-132.02
Bill Pmt -Check	12/14/2021	25730	101-000-202 ACCOUNTS PAYABLE		132.02	-132.02
LINKEDIN CORPORATION						
Bill	12/28/2021	FLD6973240763	101-790-743 ELECTRONIC RESOURCE		4,500.00	-4,500.00
Bill Pmt -Check	12/28/2021	25749	101-000-202 ACCOUNTS PAYABLE		4,500.00	-4,500.00
MARY SPENCER						
Bill Pmt -Check	12/31/2021	25768	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00
Bill	01/11/2022	COOKING THAI ZOOM	101-790-742 PROGRAMMING		250.00	-250.00

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DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER

December 2021 through January 2022

Type	Date	Num	Split	Debit	Credit	Amount
MIDWEST TAPE						
Bill	12/14/2021	501353546	101-790-751 E-BOOKS/AUDIO		3,313.47	-3,313.47
Bill Pmt -Check	12/14/2021	25731	101-000-202 ACCOUNTS PAYABLE		3,313.47	-3,313.47
Bill Pmt -Check	12/31/2021	25769	101-000-202 ACCOUNTS PAYABLE		3,315.98	-3,315.98
Bill	01/11/2022	501492134	101-790-751 E-BOOKS/AUDIO		3,315.98	-3,315.98
MILLIGAN'S LANDSCAPE SERVICES, LLC						
Bill	12/14/2021	1376	101-790-936 GROUNDS KEEPING		200.00	-200.00
Bill Pmt -Check	12/14/2021	25732	101-000-202 ACCOUNTS PAYABLE		200.00	-200.00
Bill Pmt -Check	12/31/2021	25770	101-000-202 ACCOUNTS PAYABLE		300.00	-300.00
Bill	01/11/2022	1376	101-790-936 GROUNDS KEEPING		300.00	-300.00
OVERDRIVE, INC						
Bill	12/14/2021	CD0157621489979	101-790-751 E-BOOKS/AUDIO		2,000.00	-2,000.00
Bill Pmt -Check	12/14/2021	25733	101-000-202 ACCOUNTS PAYABLE		2,000.00	-2,000.00
PAGE TURNER ADVENTURES INC						
Bill	01/25/2022	011622	101-790-742 PROGRAMMING		395.00	-395.00
Bill Pmt -Check	01/25/2022	25800	101-000-202 ACCOUNTS PAYABLE		395.00	-395.00
PAUL MCCANN						
Bill	12/28/2021	PETTY CASH	-SPLIT-		32.31	-32.31
Bill Pmt -Check	12/28/2021	25750	101-000-202 ACCOUNTS PAYABLE		32.31	-32.31
PERMA-BOUND						
Bill Pmt -Check	12/31/2021	25771	101-000-202 ACCOUNTS PAYABLE		266.28	-266.28
Bill	01/11/2022	1912379-00	101-790-741 CHILDREN'S BOOKS		266.28	-266.28
Bill	01/25/2022	1912379-01	101-790-741 CHILDREN'S BOOKS		61.13	-61.13
Bill Pmt -Check	01/25/2022	25801	101-000-202 ACCOUNTS PAYABLE		61.13	-61.13
PROQUEST LLC						
Bill Pmt -Check	12/31/2021	25772	101-000-202 ACCOUNTS PAYABLE		1,459.40	-1,459.40
Bill	01/11/2022	70708807	101-790-743 ELECTRONIC RESOURCE		1,459.40	-1,459.40
QUADIENT FINANCE USA, INC.						
Bill Pmt -Check	12/31/2021	25773	101-000-202 ACCOUNTS PAYABLE		55.00	-55.00
Bill	01/11/2022	7900 0440 5797 5967	101-790-728 POSTAGE		55.00	-55.00
QUADIENT INC						
Bill Pmt -Check	12/31/2021	25774	101-000-202 ACCOUNTS PAYABLE		55.14	-55.14
Bill	01/11/2022	58959739	101-790-728 POSTAGE		55.14	-55.14
RIVERSIDE INTEGRATED SYSTEMS INC						
Bill	12/14/2021	160951	101-790-930 BLDING MAINTENANCE		430.00	-430.00
Bill Pmt -Check	12/14/2021	25734	101-000-202 ACCOUNTS PAYABLE		430.00	-430.00
SBAM PLAN						
Bill	12/14/2021	SBAM 96697 CID 15972	-SPLIT-		3,578.13	-3,578.13
Bill Pmt -Check	12/14/2021	25735	101-000-202 ACCOUNTS PAYABLE		3,578.13	-3,578.13
Bill Pmt -Check	12/31/2021	25775	101-000-202 ACCOUNTS PAYABLE		3,715.05	-3,715.05
Bill	01/11/2022	SBAM96697 CID115972	-SPLIT-		3,715.05	-3,715.05
SCHINDLER ELEVATOR CORP						
Bill	12/28/2021	8105823077	101-790-930 BLDING MAINTENANCE		2,613.12	-2,613.12
Bill Pmt -Check	12/28/2021	25751	101-000-202 ACCOUNTS PAYABLE		2,613.12	-2,613.12
SCHOOL LIFE						
Bill	01/25/2022	INV-200051972	101-790-742 PROGRAMMING		90.45	-90.45
Bill Pmt -Check	01/25/2022	25802	101-000-202 ACCOUNTS PAYABLE		90.45	-90.45
SERVICEMASTER						
Bill Pmt -Check	12/31/2021	25776	101-000-202 ACCOUNTS PAYABLE		2,142.00	-2,142.00
Bill	01/11/2022	1164	101-790-930 BLDING MAINTENANCE		2,142.00	-2,142.00
STAPLES BUSINESS ADVANTAGE						
Bill	12/14/2021	3494193582	101-790-727 LIBRARY SUPPLIES		138.50	-138.50
Bill Pmt -Check	12/14/2021	25736	101-000-202 ACCOUNTS PAYABLE		138.50	-138.50
Bill	12/28/2021	3495324818	101-790-727 LIBRARY SUPPLIES		178.27	-178.27
Bill	12/28/2021	3494664628	101-790-727 LIBRARY SUPPLIES		145.24	-145.24
Bill Pmt -Check	12/28/2021	25752	101-000-202 ACCOUNTS PAYABLE		323.51	-323.51
Bill Pmt -Check	12/31/2021	25777	101-000-202 ACCOUNTS PAYABLE		48.38	-48.38
Bill	01/11/2022	3494605681	101-790-742 PROGRAMMING		48.38	-48.38
Bill	01/25/2022	3496863261	101-790-727 LIBRARY SUPPLIES		123.57	-123.57
Bill	01/25/2022	3497057443	101-790-727 LIBRARY SUPPLIES		17.50	-17.50
Bill	01/25/2022	3496927506	101-790-727 LIBRARY SUPPLIES		39.08	-39.08
Bill Pmt -Check	01/25/2022	25803	101-000-202 ACCOUNTS PAYABLE		162.65	-162.65
SYNCB/AMAZON						
Bill	12/28/2021	6045787810176616	-SPLIT-		727.61	-727.61
Bill Pmt -Check	12/28/2021	25753	101-000-202 ACCOUNTS PAYABLE		727.61	-727.61
Bill	01/25/2022	60457 8781 017661 6	-SPLIT-		681.46	-681.46
Bill Pmt -Check	01/25/2022	25804	101-000-202 ACCOUNTS PAYABLE		681.46	-681.46
T-MOBILE						
Bill	12/14/2021	966192749	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
Bill Pmt -Check	12/14/2021	25737	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
Bill Pmt -Check	12/31/2021	25778	101-000-202 ACCOUNTS PAYABLE		89.25	-89.25
Bill	01/11/2022	966192749	101-790-754 NON-TRAD COLLECTION		89.25	-89.25
TASTE A COOK'S PLACE						
Bill	01/25/2022	FEB 7 DEMO	101-790-742 PROGRAMMING		250.00	-250.00
Bill Pmt -Check	01/25/2022	25805	101-000-202 ACCOUNTS PAYABLE		250.00	-250.00

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DEXTER DISTRICT LIBRARY-GENERAL FUND
A/P CHECK REGISTER

December 2021 through January 2022

Type	Date	Num	Split	Debit	Credit	Amount
THE LIBRARY NETWORK						
Bill	12/28/2021	69391	101-790-740 ADULT BOOKS		27.95	-27.95
Bill Pmt -Check	12/28/2021	25754	101-000-202 ACCOUNTS PAYABLE		27.95	-27.95
Bill Pmt -Check	12/31/2021	25779	101-000-202 ACCOUNTS PAYABLE		9,327.66	-9,327.66
Bill	01/11/2022	69560	101-790-800 COOPERATIVE FEES		1,499.58	-1,499.58
Bill	01/11/2022	69482	101-790-800 COOPERATIVE FEES		10,932.29	-10,932.29
Bill	01/11/2022	69613	101-790-727 LIBRARY SUPPLIES		112.00	-112.00
Bill	01/25/2022	69663	101-790-800 COOPERATIVE FEES		36.00	-36.00
Bill Pmt -Check	01/25/2022	25806	101-000-202 ACCOUNTS PAYABLE		36.00	-36.00
ULINE						
Bill Pmt -Check	12/31/2021	25780	101-000-202 ACCOUNTS PAYABLE		139.00	-139.00
Bill	01/11/2022	142959397	101-901-970 CAPITAL OUTLAY IMPR		139.00	-139.00
UNITED RENTALS (NORTH AMERICA) INC.						
Bill	12/28/2021	201347163-001	101-790-934 EQUIPMENT REPAIR		382.95	-382.95
Bill Pmt -Check	12/28/2021	25755	101-000-202 ACCOUNTS PAYABLE		382.95	-382.95
VERIZON WIRELESS						
Bill	12/14/2021	942269393-00001	101-790-754 NON-TRAD COLLECTION		135.03	-135.03
Bill Pmt -Check	12/14/2021	25738	101-000-202 ACCOUNTS PAYABLE		135.03	-135.03
Bill Pmt -Check	12/31/2021	25781	101-000-202 ACCOUNTS PAYABLE		135.03	-135.03
Bill	01/11/2022	9896184817	101-790-754 NON-TRAD COLLECTION		135.03	-135.03
WHITE PINE LIBRARY COOPERATIVE						
Bill	01/25/2022	582	101-790-740 ADULT BOOKS		11.00	-11.00
Bill Pmt -Check	01/25/2022	25807	101-000-202 ACCOUNTS PAYABLE		11.00	-11.00
WSR CERTIFIED PUBLIC ACCOUNTANTS						
Bill	12/14/2021	32498	101-790-803 BOOKKEEPING SERV		660.00	-660.00
Bill Pmt -Check	12/14/2021	25739	101-000-202 ACCOUNTS PAYABLE		660.00	-660.00
Bill	01/25/2022	32587	101-790-803 BOOKKEEPING SERV		640.00	-640.00
Bill Pmt -Check	01/25/2022	25808	101-000-202 ACCOUNTS PAYABLE		640.00	-640.00

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DEXTER DISTRICT LIBRARY-GENERAL FUND
STATEMENT OF OPERATIONS-YTD-PRELIMINARY
 October through December 2021

	Oct - Dec 21	Budget	\$ Over Budget	% of Budget
OPERATING EXPENSES				
CAPITAL OUTLAY IMPROVE				
101-901-970 CAPITAL OUTLAY IMPR	1,148.25	21,000.00	-19,851.75	5.5%
101-901-971 CAPITAL REPAIRS-ANN	0.00	0.00	0.00	0.0%
101-901-972 CAPITAL REPLACEMENT	10,680.00	0.00	10,680.00	100.0%
Total CAPITAL OUTLAY IMPROVE	11,828.25	21,000.00	-9,171.75	56.3%
GENERAL OPERATIONS				
101-790-723 PROF DEVELOPMENT	0.00	2,000.00	-2,000.00	0.0%
101-790-727 LIBRARY SUPPLIES	2,629.28	13,000.00	-10,370.72	20.2%
101-790-728 POSTAGE	130.45	1,100.00	-969.55	11.9%
101-790-729 BUILDING SUPPLIES	1,498.06	7,500.00	-6,001.94	20.0%
101-790-800 COOPERATIVE FEES	17,089.51	58,700.00	-41,610.49	29.1%
101-790-801 PROF SERVICES	7,550.00	18,000.00	-10,450.00	41.9%
101-790-802 ATTORNEY FEES	210.00	3,000.00	-2,790.00	7.0%
101-790-803 BOOKKEEPING SERV	2,821.75	12,000.00	-9,178.25	23.5%
101-790-818 INSTITUTION DUE/FEE	0.00	1,500.00	-1,500.00	0.0%
101-790-851 TELEPHONE	1,425.60	6,000.00	-4,574.40	23.8%
101-790-860 TRANSPORTATION	0.00	1,000.00	-1,000.00	0.0%
101-790-880 ADVERTISING	217.24	2,000.00	-1,782.76	10.9%
101-790-882 NEWSLETTER	6,043.51	27,500.00	-21,456.49	22.0%
101-790-910 INSURANCE	0.00	22,500.00	-22,500.00	0.0%
101-790-920 UTILITIES	14,638.48	60,000.00	-45,361.52	24.4%
101-790-930 BLDING MAINTENANCE	13,174.79	50,000.00	-36,825.21	26.3%
101-790-932 BUILDING REPAIRS	3,541.78	10,000.00	-6,458.22	35.4%
101-790-934 EQUIPMENT REPAIR	382.95	3,000.00	-2,617.05	12.8%
101-790-936 GROUNDS KEEPING	750.00	7,500.00	-6,750.00	10.0%
101-790-940 EQUIPMENT LEASE	1,159.81	3,500.00	-2,340.19	33.1%
101-790-942 MTING ROOM REFUNDS	0.00	100.00	-100.00	0.0%
101-790-956 MISCELLANEOUS	18.00	500.00	-482.00	3.6%
101-790-958 S.E.V. ADJUSTMENT	0.00	3,000.00	-3,000.00	0.0%
Total GENERAL OPERATIONS	73,281.21	313,400.00	-240,118.79	23.4%
WAGES & BENEFITS				
101-790-702 GROSS WAGES	190,270.89	844,941.00	-654,670.11	22.5%
101-790-703 LONGEVITY	2,000.00	8,500.00	-6,500.00	23.5%
101-790-713 FSA	923.04	4,500.00	-3,576.96	20.5%
101-790-714 EMPLR SHARE (FICA)	14,679.12	64,638.00	-49,958.88	22.7%
101-790-715 MEDICAL REIMBUR	969.36	4,900.00	-3,930.64	19.8%
101-790-716 MEDICAL	8,991.47	65,985.00	-56,993.53	13.6%
101-790-717 LIFE INSURANCE	381.84	2,000.00	-1,618.16	19.1%
101-790-718 457 ANNUITY CONTRB	5,607.66	24,116.00	-18,508.34	23.3%
101-790-719 SHORT TERM DISBLTY	687.63	3,300.00	-2,612.37	20.8%
Total WAGES & BENEFITS	224,511.01	1,022,880.00	-798,368.99	21.9%
Total OPERATING EXPENSES	309,620.47	1,357,280.00	-1,047,659.53	22.8%
Total Expense	356,940.89	1,657,280.00	-1,300,339.11	21.5%
Net Income	-231,785.28	30,153.00	-261,938.28	-768.7%

DRAFT

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Invoice




Ken Cook's Plumbing and Heating, Inc.
 3704 Trade Center Dr.
 Ann Arbor, MI 48108
 (734) 971-0304
 kcplumbing@provide.net

Date	Invoice #
12/15/2021	25782

Bill To
Dexter District Library 3255 Alpine Street Dexter, MI 48130

RECEIVED
 DEC 15 2021
 Dexter District Library

P.O. No.	Terms	Project
Sensor Faucets	Net 30	

Quantity	Description	Rate	Amount
	Job: Dexter District Library Installation of Sensor Faucets as per quote dated 11-03-21		
1	(10) Faucets complete:	9,100.00	9,100.00
1	(2) Faucets less mixing valve:	1,580.00	1,580.00
Approved for Payment  Account # 101-901-972			
Total			\$10,680.00

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Service Agreement

Date: 11/12/2021

Proposal Valid From: 11/12/2021 to 11/11/2026
Proposal Number: Q-38726

Service Location:

DEXTER DISTRICT LIBRARY
3249 ALPINE STREET
DEXTER, MI 48130
Account Number: 10251910
Paul McCann
734-426-4477

Bill To:

DEXTER DISTRICT LIBRARY;
3249 ALPINE STREET
DEXTER, MI 48130
Account Number: 10251910

Stanley shall provide Services as indicated within the attached document and in accordance with the attached Service Agreement Terms and Conditions and work scope documents which form a part of this Agreement:

Annual Fee: All for the annual sum of U.S. Dollar 1,542.00 (excludes applicable taxes) (2) doors.

Period of Agreement: The service(s) described in this Agreement shall begin on 11/12/2021 and shall continue for a period of five (5) years or end 11/11/2026.

Periodic Billing Frequency: Annual

This proposal and the pages attached shall become an Agreement only upon signature below by STANLEY and CUSTOMER. The CUSTOMER's purchase order or an approved payment option will also be accepted. No waiver or modification of any terms or conditions of this Agreement shall be binding on STANLEY unless made in writing and signed by an authorized representative of STANLEY.

By and Between:

Stanley Access Technologies

DEXTER DISTRICT LIBRARY Acceptance

Signature:

Chris Landfair

Print Name: Chris Landfair

Title: Service Sales Advisor

Date: 11/12/2021

Phone: 313-479-9011

Signature: _____

Print Name: _____

Title: _____

Date: _____

P.O. No: _____

Email: _____

Special Conditions

These Special Conditions are incorporated by reference into and made a part of this Agreement. Proposal No. Q-38726, Dated 11/12/2021.

- Work done outside of the contract either in normal working hours or after hours will be on the current prevailing labor rates for the local branch. Normal working hours are 7:30-4:30 M-F.
- All emergency calls received during normal hours or after 4:30 will be charged at current branch OT rates.
- Current branch DT rates will apply for Sundays and Holidays. Stanley Access provides 24/7/365 emergency service as requested by customer.
- Secured Areas – Customer agrees to provide free access to secure areas as may be necessary for Stanley to perform the required inspections without delay upon arrival at the Customer's premises. Customer agrees to provide all necessary security credentials for Stanley Personnel and Stanley agrees to abide by all Customer security procedures and policies or Customer may elect to provide a Security Escort for all Stanley personnel as may be required and for the duration of the scheduled inspections.

Scope includes one (1) scheduled PM inspection(s) for doors referenced on Door Inventory List.

Automatic Door Inspection – Sliding Doors

Scope – STANLEY will inspect the Door(s) listed on the attached Equipment List

Inspection Frequency – STANLEY will perform an agreed upon Inspection(s) per year and referenced in the Special Conditions.

1. Inspect equipment for any visible damage or wear –determine cause and record.
2. Check and Inspect hanger wheels, track/cap. Adjust or replace as necessary.
3. Check all locking systems – security clips, solenoid lock, key cylinders. Lubricate, adjust/replace.
4. Inspect floor track, clean and sweep out as required. Note excessive wear and determine reason.
5. Check and Inspect bottom guides. If excessive wear, determine reason.
6. Inspect safety decals. Must meet ANSI codes. Install/Replace as necessary.
7. Check break out force. Adjust as required to meet ANSI codes as applicable.
8. Check door closing force. Adjust and lubricate ball detents and SO panel pivots as necessary.
9. Check drive belt. Clean and adjust tension as necessary. Inspect wiring – tie wrap if loose.
10. Check motor/gearbox for wear/excessive noise. Replace as needed.
11. Check and adjust operational speeds – not to exceed ANSI 156.10 or applicable code.
12. Check and adjust threshold sensors/safety beams – must meet ANSI 156.10 or applicable code.
13. Check and adjust motion sensor ranges to meet ANSI code. Verify time delay – note any problems.
14. Collect current cycle counts.

Components and parts that are found to be defective, have failed operationally or which exhibit signs of near term failure will be identified during each inspection. If the component or part is covered under a current STANLEY warranty or parts coverage provided under this agreement, said part or component will be replaced at no charge to CUSTOMER including labor during normal business hours. STANLEY replacement parts are covered for one (1) year and Competitive replacement parts are covered for ninety (90) days. If component or part is found not to be covered under a current STANLEY or other manufacturer's warranty or parts coverage under this agreement STANLEY will obtain authorization from the customer before work is done.

Inspection Reports – STANLEY will furnish a report certifying that tests have been completed and document any deficiencies found which may require corrective action.

Parts Covered List

Parts covered as part of this agreement:

- Motor
- Gearbox
- Control Box
- Interface Board
- Harnesses
- Activation Devices
 - o Presence Sensors
 - o Motion Detectors
 - o Switches
 - o Mats
 - o Remote
- Locks (Stanley only)
- Mat Trim
- Belts
- Pulleys
- Rollers
- Operator

Components and parts that are found to be defective, have failed operationally or which exhibit signs of near term failure will be identified during each inspection. If the component or part is covered under parts coverage provided under this agreement, said part or component will be replaced at no charge to CUSTOMER including labor and travel during normal business hours.

Parts not covered unless stated as a special condition:

Weather-stripping, Frames/Doors, Thresholds, Pivots, Rails-Rail Shoes, Fingerguards, Glass-Glass Stops, electric Strikes/Panic Devices, Crash Bars, Floor Surface, Decals, Card Readers, Bottom Guides, and Bottom Track. Any parts related to retrofits or upgrades are excluded.

For any equipment requiring repair or replacement that is not covered as indicated above, or is caused by an Act of God, or abuse, an estimate will be prepared and submitted for approval on a reimbursable basis and repair authorization shall be issued in writing by an authorized representative of the CUSTOMER before proceeding with the work. Non-moving parts such as, but not limited to, Junction Boxes, Paint, Wiring, Conduit, Electrical Boxes and Electricity supply are not covered under this Agreement.

Replaced components will be new or rebuilt and of compatible design as required to maintain CUSTOMER's system in compliance with appropriate Authorities Having Jurisdiction. At STANLEY'S sole discretion, marginal components may also be repaired or replaced. These replacements will be based upon commercial availability of parts and/or components. All exchanged parts shall become the property of STANLEY.

Anne M. Seurnyck
ASeurnyck@fosterswift.com
P: 616.726.2240 F: 517.367.719

Suite 200
1700 East Beltline, NE
Grand Rapids, MI 49525

December 9, 2021

Paul McCann
Library Director
Dexter District Library
3255 Alpine Street
Dexter, MI 48130

Re: Hourly Rate

Dear Paul:

Foster Swift Collins & Smith PC is grateful for our ongoing relationship with Dexter District Library and other public sector clients. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

As part of our business plan, we periodically review our billing rates for our clients. Due to increased business expenses, we have found it necessary to adjust our hourly billing rate for Dexter District Library to \$225 effective February 1, 2022. The hourly billing rate for employee benefit work will remain capped at \$250. These rates will be effective through December 31, 2022. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the Library and the firm. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. We would be happy to provide an estimate for any specific project. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to Dexter District Library and other libraries throughout Michigan.

We value our client relationship with Dexter District Library. We will continue to work as efficiently as possible while providing outstanding legal services.

We ask that you present the increased rate to your board and send a signed copy of this letter back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seurnyck

Dexter District Library

By: _____
Signature

Title: _____
Please print title

Name: _____
Please print name

Date: _____, 202__

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RIVERSIDE

INTEGRATED SYSTEMS INC.

Fire Security Communications

2225 Oak Industrial Drive NE
 Grand Rapids, MI 49505
 Phone (616) 726-7026
 Fax (616) 726-7027

MONITORING
 PROPOSAL/AGREEMENT (Page 1 of 4)
 Proposal #25608-22MO

For Monitoring of a(n) **EST QUICKSTART**
 Date of Proposal: **January 14, 2022**

CONTRACTEE BELOW

Dexter District Library
 3255 Alpine Street
 Dexter, MI 48130
 Attn: Scott Wright
 Email: Swright@dexter.lib.mi.us

MONITORED SITE BELOW

Onsite Contact: _____
 Onsite (Premise) Phone #: _____
 Dexter District Library
 3255 Alpine Street
 Dexter, MI 48130

Riverside Integrated Systems, Inc. proposes to provide 24 hour central station monitoring of your **EST QUICKSTART** for a period of **3 Years**. Your monthly monitoring fee will be **\$45.00 per month** for a total annual amount of **\$540.00 per year**. The monitoring fee is due and payable annually, one year in advance. Payment Terms: **Net 15 Days**. ****Upon expiration, this contract will automatically renew on an annual basis.**


The following items are included in proposal , and are required for monitoring purposes:

- **DMP DUALCOMNF-LV Cellular Communicator Module**
- **Installed for.....\$595.00**

This proposal includes the standard supplied factory antenna. If signal strength is not adequate for proper signal transmission, an external antenna will be supplied for an additional cost of\$195.00

Upon acceptance, installation will be completed as job conditions allow. This contract may be terminated by Contractee in accordance with terms on page 4. The contents of page 2, hereto and incorporated herein, contains the Contractor's/Contractee's responsibilities. All prices quoted are subject to change.

Sincerely,
 RIVERSIDE INTEGRATED SYSTEMS, INC.



Kevin Dreuth
kdreuth@riverside-is.com



Terms & Conditions on the reverse side apply.
 A larger print copy of our terms is available upon request.

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MONITORING
PROPOSAL/AGREEMENT (Page 2 of 4)
Proposal #25608-22MO

For Monitoring of a(n) EST QUICKSTART
Date of Proposal: January 14, 2022

Riverside Integrated Systems is not responsible for internet or cellular network reliability, interruptions in service, firewalls, or network settings.

This proposal does not include Permits, Fees, Central Station Certification, Engineered Drawings and / or Inspections by the local "Authority Having Jurisdiction". If Required, additional costs will apply.

Contractor's Responsibilities

1. Installation of the monitoring panel and/or communicator as per this proposal.
2. Monitoring of your system for trouble and alarm conditions 24 hours a day, 365 days a year.
3. Notification of the authorities and your contact list as per the information below.
4. Provide monitoring account number for the central station.

Contractee's Responsibilities

1. Invoice will be paid as per payment terms.
2. Access will be provided to any locked areas or inaccessible equipment.
3. Provide a list of personnel who need to be contacted in case of alarm or trouble conditions. Please fill in this information below.
4. Supervision will be provided for all private areas to which Riverside might need access.
5. Pay all additional labor and repairs at current rates in effect as of the date of this contract.
6. Provide any items shown on the contract as "Items not included but are required" as noted below.
7. If not already in place, please arrange installation of necessary 120VAC to the new control panel.

Site Information
3255 Alpine Street
Dexter, MI 48130







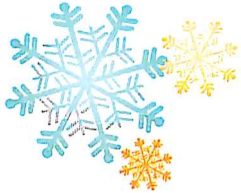




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JANUARY 2022 - YOUTH PROGRAMS

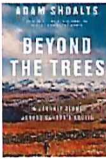






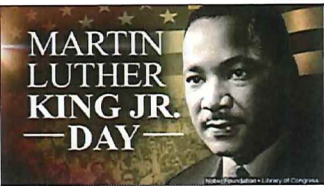
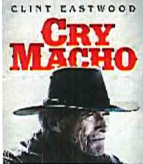





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SUN	MON	TUE	WED	THU	FRI	SAT
<p>Dexter District Library 3255 Alpine Street, Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us</p>						1 Library Closed Teen Writing Contest Six Word Memoir Jan 1 - Jan 31
2		3		6 Super Stories Book Club Young Fives & K 4:30 - 5:00 pm <i>In Person</i>	7 Dancers Edge Ages 3 & up 10:00-10:30 am <i>In Person</i>	8 Cake Squishies Teen Take & Make Craft Grades 5-12 January 7 - January 13 Registration Required
	9 10 Winter Story Time Every Monday Ages 5 & under Session 1: 10:00-10:30 am Session 2: 11:00-11:30 am <i>In Person</i>	11 Winter Story Time Every Tuesday Ages 5 & under Session 1: 10:00-10:30 am Session 2: 11:00-11:30 am <i>In Person</i> Teen Book Club Grades 7 - 12 6:00 - 7:00 pm <i>In Person</i>	12 Winter Virtual Story Time Every Wednesday Ages 5 & under 10:30 am Facebook Live	13 Winter Story Time Every Thursday Ages 5 & under Session 1: 10:00-10:30 am Session 2: 11:00-11:30 am <i>In Person</i> Club Create Book Club Grades 1 & 2 4:30 - 5:15 pm <i>In Person</i>	14	15 
	16 17 A2 Magic Workshop Grades 1-4 1:00-2:00 pm ♥♣♦♠ Grades 5-12 3:00-4:00 pm <i>In Person</i>	18 Winter Craft Bags Take & Make Activity Bags All Ages January 17 - January 23 Limit 5 per family While supplies last	19 	20 All Star Readers Grades 3 & 4 4:30 - 5:30 pm <i>In Person</i>	21 Magic: The Gathering Grades 6 - 12 6:00 - 8:30 pm <i>In Person</i>	22 Teen Advisory Group Grades 7 - 12 11:00am - 12:00 pm <i>In Person</i>
23	24 Maker Challenge Grades K-4 4:30-5:15 pm <i>In Person</i>	25 TWEEN BOOK CLUB GRADES 5 & 6 4:30 - 5:30 pm <i>In Person</i>	26		27 28 Animal Care Grades 5-12 2:00-3:00 pm <i>In Person</i>	
30	31	<p style="text-align: center;">All In Person Programs Require Registration On Our Website Calendar Of Events</p>				

FEBRUARY 2022 - YOUTH PROGRAMS

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SUN	MON	TUE	WED	THU	FRI	SAT
<p>Dexter District Library 3255 Alpine Street, Dexter MI 48130 (734) 426-4477 * dexter.lib.mi.us</p>		<p>1 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i></p>	<p>2 Winter Virtual Story Time Ages 5 & under 10:30 am Facebook Live</p>	<p>3 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i> Super Stories Book Club Young Fives & K 4:30 - 5:00 pm <i>In Person</i></p>	<p>4 Teen Take & Make Craft Pop-up Cards Grades 5-12 February 4 - February 10 Registration Required</p>	<p>5</p>
<p>6</p>	<p>7 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i></p>	<p>8 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i> Teen Book Club Grades 7 - 12 6:00 - 7:00 pm <i>In Person</i></p>	<p>9 Winter Virtual Story Time Ages 5 & under 10:30 am Facebook Live</p>	<p>10 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i> Club Create Book Club Grades 1 & 2 4:30 - 5:15 pm <i>In Person</i></p>	<p>11 Virtual Cooking Class Grades K - 4 4:30-5:30 REGISTRATION REQUIRED <i>Virtual</i></p>	<p>12 </p>
<p>13 </p>	<p>14 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i></p>	<p>15 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i></p>	<p>16 Winter Virtual Story Time Ages 5 & under 10:30 am Facebook Live</p>	<p>17 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i> All Star Readers Grades 3 & 4 4:30 - 5:30 pm <i>In Person</i></p>	<p>18 Magic: The Gathering Grades 6 - 12 6:00 - 8:30 pm <i>In Person</i></p>	<p>19 Teen Advisory Group Grades 7 - 12 11:00am - 12:00 pm <i>In Person</i></p>
<p>20 Outer Space Take & Make Activity Bags All Ages February 21 - February 27 Limit 5 per family - While supplies last</p>	<p>21 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i> Teen Geometric Canvas Art Grades 5-12 2:00 - 3:00 pm <i>In Person</i></p>	<p>22 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i> TWEEN BOOK CLUB GRADES 5 & 6 4:30 - 5:30 pm <i>In Person</i></p>	<p>23 Winter Virtual Story Time Ages 5 & under 10:30 am Facebook Live</p>	<p>24 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i></p>	<p>25 </p>	<p>26</p>
<p>27</p>	<p>28 Winter Story Time Ages 5 & under Session 1: 10:00-10:30 Session 2: 11:00-11:30 <i>In Person</i></p>	<p>All In-Person Programs Require Registration On Our Website Calendar Of Events</p>				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<p>Sign up for the Adult Winter Reading Program! Hot Reads for Cold Nights: Overcoming Adversity The program features this year's Washtenaw Reads selection, 'Being Heumann' by Judith Heumann and Kristen Joiner. Register on Beanstack or by calling 734-426-4477.</p>			<p>Wednesday, January 12 at 7:00 pm: Beyond the Trees Professional explorer and best-selling author Adam Shoalts gives an account of his nearly 4,000 km solo trek across Canada's Arctic, and conveys the need to save vast wild places while it's still possible. Zoom program – registration.</p>			<p>1  Library Closed</p>	
2	<p>3 Reel Talk: Film Discussion of Lion Starring Dev Patel 7:00pm - Zoom program</p>	4	5	6	7	8  Used Book Sale 9 am – 3 pm Virtual Mindfulness Meditation 9:30 am	
9	<p>10 Library Board Meeting 7:00 pm, In person Open to the public</p> <p>Somewhere in Time Book Club, 7:00 pm Zoom program</p>	11 9:00 AM 	<p>12  Beyond the Trees 7:00 pm Virtual Program Registration</p>	13 6:00 PM 	<p>14 Friday Night Movie, 6:00 pm: JOE BELL Starring Mark Wahlberg In-Person, Registration required</p>	15  Mindful Meditation 9:30 am In-Person, Register on events calendar	
16	<p>17 </p>	18	<p>19 Katherine R. Willson presents: Creating Google Alerts for Genealogy 7pm, Registration In-person program</p>	20 Better Off Read Book Club 1:00 pm	<p>21 Afternoon Movie for Adults: Cry Macho 1:00 pm In-person, registration required</p> 	22	
23	<p>24 Thai Cooking with Mary Spencer 7:00 pm Zoom Program Registration</p> 	25 9:00 AM  Friends of the Library Meeting 7:00 pm	26	27 6:00 PM 	28	29	
30	31	 <p>3255 Alpine Street Dexter, Michigan 48130 734-426-4477 · www.dexter.lib.mi.us</p>					<p> Computer Class: Registration Required</p>

February 2022

Dexter District Library Adult Programs

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Card Workshop: Valentine's Day & Birthday Cards February 4, 10am or February 10, 7 pm Create 3 beautiful handmade cards! All materials provided.</p> <p>ZOOM PROGRAM, Registration Required</p>		<p>1 9:00 AM </p>	<p>2</p>	<p>3 6:00 PM </p> <p>Exploring the Features</p> <p>CANCELED: New Date TBD</p> <p>registration required</p>	<p>4 Card Workshop: Valentine's Day & Birthday Cards 10:00 am</p> <p>ZOOM PROGRAM Registration Required</p>	<p>5</p> <p>CANCELED</p> <p>used Book Sale 9 am – 3 pm</p>
6	<p>Monday, February 7</p> <p>7:00 pm: New England Cooking with Mary Spencer Zoom program, registration</p> <p> Library Board Meeting – POSTPONED New Date to be Determined</p>		9	<p>10 Card Workshop: Valentine's Day & Birthday Cards 7:00 pm</p> <p>ZOOM PROGRAM Registration Required</p>	<p>11 Friday Night Movie, 6:00 pm: ICE Mark Wahlberg In-Person, Registration required</p> <p>CANCELED</p>	<p>12</p> <p></p> <p>Virtual Mindfulness Meditation 9:30 am</p>
13	<p>14</p> <p><i>Somewhere in Time</i></p> <p>Book Club, 7:00 pm Registration</p>	<p>15 16</p> <p>Tuesday, February 15 at 7:00 pm: Navigating a World Not Built for All Zoom program, Registration</p> <p>Part of: THE 2022 WASHTENAW read</p>		<p>17 6:00 PM </p> <p>Better Off Read Book Club 1:00 pm</p>	<p>18 Afternoon Movie for Adults Jennifer Hudson in: RESPECT 1:00 pm In-person, registration required</p>	19
20	<p>21 Reel Talk Discussion of: Supernova 7:00 pm on Zoom Registration</p>	<p>22</p> <p>Friends of the Library Meeting 7:00 pm</p>	23	<p>24</p> <p>Cut the Cord: Cable TV Alternatives 6:00 pm Registration</p>	25	26
27	28	<p> St. Patrick's Day Card Workshops! Friday, March 4 at 10:00 am Thursday, March 10 at 7:00 pm Registration Required</p>			<p>Coming Wednesday, March 9: Michigan's Vernal Pools</p>	



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Computer Class:
Registration Required