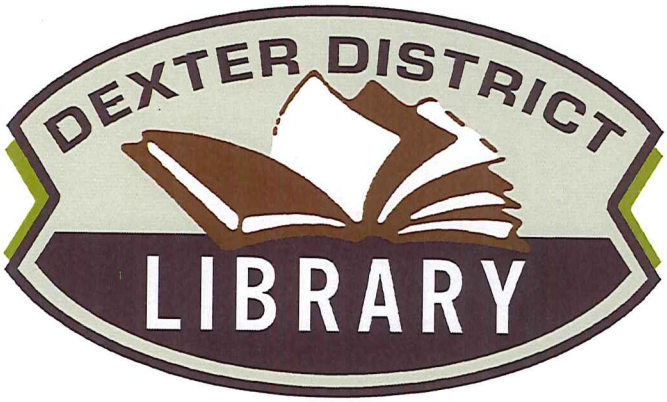



# Fiscal Year
# 2017 – 2018
# Preliminary Budget

3255 Alpine Street • Dexter, MI 48130
(734) 426-4477 • fax (734) 426-1217 • www.dexter.lib.mi.us

August 8, 2017

Greetings Members of the Public,

Please find attached to this letter, information regarding the Dexter District Library's proposed budget for the fiscal year running from October 1, 2017 through September 30, 2018. The Library's Finance Committee has recommended this budget to the Library Board and the Library Board gave preliminary approval to this budget at its August 7, 2016 regular meeting.

The budget for the Library's general operations and debt service follow. The general operation's budget provides for the daily operation of the Library. The income portion shows the sources of funds for Library support. The expense portion outlines the amounts budgeted to cover staff wages and benefits, expenses for books and other library materials as well as the variety of infrastructure costs to operate and maintain the building and support the back office functions. The general operations budget shows a positive balance of $291.00 and maintains the Library's current slate of open hours and collections spending as well as keeping Library infrastructure maintenance expenses in balance with historical expenses.

The Debt Retirement budget is balanced to cover the current year's debt obligation and maintain a recommended 8% of the following next year's payments in reserve at the lowest point when all cash flow needs are met. This year, the millage rate for debt service has been reduced from 0.47 mills to 0.42 mills.

Drafts of the Library's L-4029 millage rate request forms follow the budget. These forms outline the millage levy that will generate the income outlined in the preliminary budget. Total operational millage rates have been reduced by 0.0077 mills due to Headlee Rollback calculations.

This packet contains several items. The public notice for the budget will be run in the legal notice section of the Sun Times newspaper on Thursday, August 17, 2017 and again on Thursday, August 24, 2017.
The Budget is presented to the public for consideration. The Library Board will take comments from the public at a public hearing on the budget on Tuesday, September 5, 2017 at 6:30 pm in the Library's Lower Level Meeting Room. After the public hearing, the Board will adopt, amend and adopt or reject the budget during its regularly scheduled meeting, beginning at 7:00 pm.

Questions regarding the budget may be directed to the Library Director, Paul McCann at the Library or via e-mail at pmccann@dexter.lib.mi.us. Due to planned vacation during the latter part of August, e-mail communications will receive a quicker response.

Sincerely,

Paul McCann
Library Director, Dexter District Library

**DEXTER DISTRICT LIBRARY - Preliminary Budget**
**FISCAL YEAR 2017-18**

**General Operating Revenue - Account Group 101**

| Acc# | Agency | Budget 2017-18 |
|---|---|---|
| 000-400 | City of Dexter | 227495 |
| 000-401 | Dexter Township | 242504 |
| 000-402 | Freedom Township | 756 |
| 000-403 | Hamburg Township | 69532 |
| 000-404 | Lima Township | 102716 |
| 000-405 | Lodi Township | 8954 |
| 000-406 | Northfield Township | 2394 |
| 000-407 | Scio Township | 292927 |
| 000-408 | Webster Township | 418094 |
| 000-445 | Delinquent Tax Collection | 500 |
| Total Millage | | **$1,365,871** |
| | **Other Local Income** | |
| 000-507 | Grant Income | 500 |
| 000-575 | State Aid | 12500 |
| 000-576 | Pers Prop Tax Reimb | 15000 |
| 000-581 | Livingston County Penal Fines | 4000 |
| 000-582 | Washtenaw County Penal Fines | 25000 |
| 000-591 | Friends of the Library Gifts | 15000 |
| 000-592 | Gifts/Memorials | 5000 |
| 000-607 | Fax Service | 600 |
| 000-608 | Purchases | 250 |
| 000-609 | Fines | 25000 |
| 000-610 | Non Resident Fees | 660 |
| 000-627 | Copier | 5000 |
| 000-665 | Interest Income | 10000 |
| 000-666 | Endowment Income | 1200 |
| 000-667 | Meeting Room Deposits | 100 |
| 000-672 | Rebates/Refunds | 2000 |
| | **Total Other local income** | **$121,810** |
| | **Total Revenue** | **$1,487,681** |

| GENERAL OPERATING EXPENSES - Account Group 101 | | Budget 2017-18 |
|---|---|---|
| 790-702 | Gross Wage | 754903 |
| 790-703 | Longevity | 6250 |
| 790-713 | Health Reimbursement | 5850 |
| 790-714 | FICA Employer share | 57750 |
| 790-715 | Medical Reimbursement | 2400 |
| 790-716 | Medical | 49838 |
| 790-717 | Life Insurance | 2150 |
| 790-718 | 457 Annuity Contributions | 23310 |
| 790-719 | Short Term Disability | 3100 |
| 790-723 | Professional Development | 4000 |
| 790-727 | Library Supplies | 10500 |
| 790-728 | Postage | 1000 |
| 790-729 | Building Supplies | 7500 |
| 790-740 | Adult Books | 52000 |
| 790-741 | Children's Books | 66500 |
| 790-742 | Programming | 44000 |
| 790-743 | Electronic Resources | 20000 |
| 790-744 | Periodicals & Subscriptions | 8000 |
| 790-745 | Books on CD Adult | 10000 |
| 790-746 | Books on CD Child | 6000 |
| 790-747 | DVD Adult | 10000 |
| 790-748 | DVD Child | 8000 |
| 790-749 | Audio Materials -- Music Adult | 2500 |
| 790-750 | Audio Materials -- Music Children | 1000 |
| 790-751 | E-books/audio | 27000 |
| 790-752 | Community Read | 2500 |
| 790-754 | New/Non-traditional collections | 10000 |
| 790-800 | Cooperative Fees** | 50500 |
| 790-801 | Professional Services | 17300 |
| 790-802 | Attorneys Fees | 4000 |
| 790-803 | Bookkeeping Services | 7250 |
| 790-818 | Institution Dues & Fees | 1500 |
| 790-851 | Telephone | 6500 |
| 790-860 | Transportation | 1000 |
| 790-880 | Advertising | 2000 |
| 790-882 | Newsletter | 27500 |
| 790-910 | Insurance | 20589 |
| 790-920 | Utilities | 63000 |
| 790-930 | Building Maintenance | 45000 |
| 790-932 | Building Repair | 9000 |
| 790-934 | Equipment Repair | 3000 |
| 790-936 | Groundskeeping | 10000 |
| 790-940 | Equipment Lease | 7600 |
| 790-942 | Meeting Room Refunds | 100 |
| 790-956 | Miscellaneous | 1000 |
| 790-958 | SEV Adjustments | 2000 |
| 901-970 | Capital Outlay | 12500 |
| | **Total Expenses** | **$1,487,390** |
| | Total Income | $1,487,681 |
| | Ending Balance | $291 |

## Debt Retirement - Account Group 301

### Debt Retirement Income

| Acc# | Agency | Budget 2017-18 |
|---|---|---|
| 000-400 | City of Dexter | $94,210 |
| 000-401 | Dexter Township | $91,651 |
| 000-402 | Freedom Township | $286 |
| 000-403 | Hamburg Township | $26,278 |
| 000-404 | Lima Township | $38,820 |
| 000-405 | Lodi Township | $3,384 |
| 000-406 | Northfield Township | $905 |
| 000-407 | Scio Township | $118,758 |
| 000-408 | Webster Township | $158,013 |
| 000-045 | Delinquent | $0 |
| 000-576 | Pers Prop Tax Reimb | $3,000 |
| **Total** | | **$532,304** |

### Debt Retirement Expenses

| Acc# | Agency | Budget 2017-18 |
|---|---|---|
| 906-801 | Professional Services (Paying Agent Fees) | $250 |
| 906-956 | Miscellaneous | $60 |
| 906-990 | Debt Retirement | $585,975 |
| **Total** | | |

Michigan Department of Treasury
614 (Rev. 01-17)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

**L-4029**

# 2017 Tax Rate Request (This form must be completed and submitted on or before September 30, 2017)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

**Carefully read the instructions on page 2.**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

| County(ies) Where the Local Government Unit Levies Taxes | 2017 Taxable Value of ALL Properties in the Unit as of 5-22-17 |
|---|---|
| Washtenaw | 1,204,822,560 |
| **Local Government Unit Requesting Millage Levy** | **For LOCAL School Districts: 2017 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.** |
| Dexter District Library | |

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2017 tax roll.**

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2017 Current Year "Headlee" Millage Reduction Fraction | (7) 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Voted | Operating | 6/94 | 0.5000 | 0.4324 | 0.9932 | 0.4294 | N/A | 0.4294 | | 0.4294 | N/A |
| Voted | Operating | 11/16 | 0.7000 | 0.6866 | 0.9932 | 0.6819 | N/A | 0.6819 | | 0.6819 | 1/2023 |
| Voted | Debt | 11/05 | Unlimited | N/A | N/A | N/A | N/A | Unlimited | | 0.4200 | 1/2025 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

| Prepared by | Telephone Number | Title of Preparer | Date |
|---|---|---|---|
| Paul McCann | 734-426-4477 | Library Director | |

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with thestate constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | Signature | Print Name | Date |
|---|---|---|---|
| ☐ Clerk<br>☒ Secretary | | Barbara Davenport | |
| ☐ Chairperson<br>☒ President | | James H. LaVoie | |

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2017 for instructions on completing this section.**

| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
|---|---|
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

Michigan Department of Treasury
614 (Rev. 01-17)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

**L-4029**

# 2017 Tax Rate Request (This form must be completed and submitted on or before September 30, 2017)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

**Carefully read the instructions on page 2.**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

| County(ies) Where the Local Government Unit Levies Taxes | 2017 Taxable Value of ALL Properties in the Unit as of 5-22-17 |
|---|---|
| Livingston | 62,567,827 |
| **Local Government Unit Requesting Millage Levy** | **For LOCAL School Districts: 2017 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.** |
| Dexter District Library | |

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2017 tax roll.**

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2017 Current Year "Headlee" Millage Reduction Fraction | (7) 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Voted | Operating | 6/94 | 0.5000 | 0.4324 | 0.9932 | 0.4294 | N/A | 0.4294 | | 0.4294 | N/A |
| Voted | Operating | 11/16 | 0.7000 | 0.6866 | 0.9932 | 0.6819 | N/A | 0.6819 | | 0.6819 | 1/2023 |
| Voted | Debt | 11/05 | Unlimited | N/A | N/A | N/A | N/A | Unlimited | | 0.4200 | 1/2025 |
| | | | | | | | | | | | |
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| Prepared by | Telephone Number | Title of Preparer | Date |
|---|---|---|---|
| Paul McCann | 734-426-4477 | Library Director | |

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with thestate constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | Signature | Print Name | Date |
|---|---|---|---|
| ☐ Clerk<br>☒ Secretary | | Barbara Davenport | |
| ☐ Chairperson<br>☒ President | | James H. LaVoie | |

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| **Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2017 for instructions on completing this section.** | |
|---|---|
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

# The Dexter District Library

will hold its

# Annual Budget Hearing

## Tuesday, September 5, 2017

## at 6:30 p.m.

The meeting will be held in the Lower Level Meeting Room
at the Dexter District Library 3255 Alpine St. Dexter, MI 48130

The budget for the 2017-18 fiscal year will be presented for public comment.
**The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing. The debt service millage rate proposed to be levied will also be a subject of this hearing.**
Copies of the budget are available for inspection at all public service desks.

August 8, 2017

The Sun Times
9573 Dexter-Pinckney Rd.
Pinckney, MI 48169

Greetings,

Please run the following advertisement in the Public Notice section of the Sun Times. We will need this to appear in the August 17th and 24th, 2017 issues of the Sun Times. If there are any problems getting this ad run in those issues, please let me know. Please note, the typeface needs to be 11 pt. or greater and the text in bold needs to be in bold in the notice. Please call with any questions. Thanks in advance! ~ Paul

**NOTICE OF BUDGET HEARING**
**DEXTER DISTRICT LIBRARY**

The Dexter District Library Board will hold a public hearing on the proposed library budget for the fiscal year October 1, 2016 to September 30, 2017 at a special meeting of the Library Board to be held on Tuesday, September 5, 2017 at 6:30 p.m. in the lower level meeting room at the Dexter District Library, 3255 Alpine St., Dexter, MI 48130. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing. The debt service millage rate proposed to be levied will also be a subject of this hearing.** A copy of the budget is available for public inspection at the Dexter District Library, 3255 Alpine St., Dexter, MI 48130, during business hours and through the Library's web site at www.dexter.lib.mi.us.

The Library Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 5 days notice to the Library Board. Individuals with disabilities requiring auxiliary aids or services should contact the Library in writing or by calling the following: Paul McCann, Library Director, Dexter District Library, 3255 Alpine St., Dexter, MI 48130; (734) 426-4477.

###