

**Dexter District Library
Board of Trustees
Meeting Minutes
September 10, 2018 ~ 7:00 p.m.**

Members Present: Barbara Davenport, Shelly Vrsek, Pat Cousins, Rosemary Quigley,
Cassy Korinek

Members Absent: James LaVoie, Mike DeAngelo, and Donna Palmer

Others Present: Sherry Simpson, Webster Township Board Appointee
Paul McCann, Library Director
Summer Powers, Recording Secretary

The regular September Board meeting was called to order by acting President Vrsek at 7:17 p.m.

There was a call for the approval of the September Board Meeting agenda. Davenport motioned to approve the September 10, 2018 Board Meeting agenda. Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

Approval of Bills paid during August 2018: The Board reviewed the final Balance Sheets for July 2018 and the draft Balance Sheets for August 2018. Quigley motioned to approve the bills paid during August 2018. Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

Budget Changes: In order to bring the capital outlay line into balance, a budget change was necessary. Additional expenses for repair of the HVAC system and the purchase of the Dexter art quilt for the Story Time Room we planned as repairs and improvements to be paid from fund existing fund balance. Davenport motioned to approve the following change to the Capital Outlay line of the budget:

Increase line 101-901-970 – Capital Outlay by \$9,173.78, increasing that line's budgeted balance from \$12,500.00 to \$21,673.78.

Seconded by Quigley. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

Adoption of the 2018 – 2019 budget: McCann informed the Board the proposed budget for the 2018-2019 fiscal year was made available to the public for the month of August and first part of September. Public Notices of the budget hearing date and time was published in the Sun Times News on 8/15/18 and again on 8/22/18. The notice also appeared on the Library's LCD screens and website from August 7, 2018 to September 10, 2018. The public hearing was held at 6:30 pm on September 10, 2018. No members of the public attended. Cousins offered the Resolution to Adopt the Budget for General Operations and Debt Service for the 2018-2019 fiscal year as presented. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Approval of the 2018 L-4029 Millage Rate Request Forms:

Cousins motioned to approve the 2018 L-4029 Millage Rate Request Forms for both Washtenaw and Livingston Counties as presented. Seconded by Vrsek. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Cousins left the meeting at 7:40 p.m., after all action items had been discussed and voted on. The rest of the meeting was spent in review, as no further decisions needed to be made and there was no longer a quorum after Cousin's departure.

Friends Report: McCann noted the Friends of the Library grossed \$4,197.79 during the Dexter Daze Book Sale weekend.

Treasurer's Report: The Treasurer's Report for September 2018 was included in the packet and reviewed by the Board.

Director's Report: The Director's Report for September 2018 was included in the packet and reviewed by the Board.

Circulation statistics for August 2018:

August 2018 Circulation Statistics	
	August
Adult Books	5995
Young Adult Books	910
Children's Books	9777
Magazines	227
DVD	4343
Books on CD	1108
Music CD	685
Realia/Objects/Equip	15
Overdrive	2032
hoopla	583
RBDigital magazines	N/A
In-House	3463
Total	29138
Library visits	17805
Reference questions	2827
Items withdrawn	839
New items added	1250
Total holdings	112159
New cards issued	97
Total card holders	11768
Internet usage	4041
Museum/Park Pass	N/A
Web site visits	9170
Program attendance	1683
Fax	93
ILL lent out	1634
ILL borrowed	3187
Renewals via web	4599
In-house renewals	1095

Event calendars for Youth, Teen, and Adult programs in September 2018 were included at the end of the packet.

Personnel: Anniversaries include Circulation Supervisor, Mary Graulich; Youth Reference Librarian, Kathy Ratliff; and Library Assistant, Susan Kidd. No Board action was required due to the January 2018 pay adjustments.

Committee Reports:

The Facilities Committee minutes from the August 22, 2018 meeting were included in the packet. The Policy and Finance Committees did not meet in August.

Public Comment: None.

Board Member Comments: None.

Having reached the end of the agenda, the Board adjourned at 7:53 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara Davenport".

Barbara Davenport,
Secretary

A handwritten signature in blue ink, appearing to read "Summer Powers".

Summer Powers,
Recording Secretary

**BOARD OF TRUSTEES
DEXTER DISTRICT LIBRARY**

**RESOLUTION TO ADOPT BUDGET
(GENERAL APPROPRIATIONS ACT)**

At the regular meeting of the Board of Trustees of the Dexter District Library, County of Washtenaw, held in the Library on the 10th day of September, 2018, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members COUSINS, DAVENPORT, KORINEK, QUIGLEY, VRSEK

ABSENT: Members DEANGELO, LAVOIE, PALMER

The following preamble and resolution were offered by Member COUSINS and supported by Member QUIGLEY:

WHEREAS, the District Library is established under the District Library Establishment Act, 1989 PA 24 ("DLEA");

WHEREAS, pursuant to Section 12 of the DLEA, the District Library Board is responsible for the expenditure of district library funds;

WHEREAS, the District Library Board desires to adopt the budget according to the provisions of the Michigan Uniform Budgeting and Account Act 1968 PA 2; and

WHEREAS, the District Library Board has determined to hold a public hearing and to adopt the budget for the District Library for the October 1, 2018 to September 30, 2019 fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title

This resolution shall be known as the Dexter District Library General Appropriations Act.

Section 2: Chief Administrative Officer

The Library Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on August 15 and 22, 2018, and a public hearing on the proposed budget was held on September 10, 2018.

Section 5: Estimated Revenues

Estimated library Operational Fund revenues for the fiscal year October 1, 2018 to September 30, 2019, including a voter-authorized millage of 1.1083 mills, and various miscellaneous revenues shall total \$1,545,961. The Library shall also levy an additional 0.41 mills for debt service, generating an additional \$546,491.

Section 6: Millage Levy

The Dexter District Library Board shall levy and collect the general property tax on all real and personal property within the Dexter District Library district upon the current tax roll an amount equal to 1.5183 mills as authorized under state law and approved by the electorate. The purpose of such millage levy is for all district library purposes authorized by law.

Section 7: Estimated Expenditures

Estimated library fund expenditures for fiscal year October 1, 2018 to September 30, 2019 for the various library activities (line-items) are as follows: \$1,544,368 for operational purposes and \$581,785 for debt service.

Section 8: Adoption of Budget by Reference

The general library fund budget of the Dexter District Library is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act (See attached Exhibit A).

Section 9: Adoption of Budget by Line Item

The Board of Trustees of the Dexter District Library adopts the fiscal year library fund budget by line item. Library officials responsible for the expenditures authorized in the budget may expend Library funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

Section 9(a): Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various line items without prior board approval, if the amount to be transferred does not exceed \$5,000 or 10% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfers made and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Library Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Library Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and any policy that may apply to any responsible employee.

Section 15: Board Adoption

Motion made by COUSINS, seconded by QUIGLEY to adopt the foregoing resolution. Upon roll call vote, the following voted aye: KORINEK, DAVENPORT, VRSEK, QUIGLEY, COUSINS. The following voted nay: NONE. The President declared the motion carried and the resolution duly adopted on the 10th day of September 2018.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF WASHTENAW)

I, the undersigned, the duly qualified and acting Secretary of the Dexter District Library, Washtenaw County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board at a special meeting held on the 10th day of September, 2018 at 7:00 p.m.


Secretary