

**Dexter District Library**  
**Board of Trustees**  
**Public Budget Hearing Meeting Minutes**  
August 31, 2020  
6:30 p.m.

Members Present: Pat Cousins, Rosemary Quigley, Sherry Simpson, Shelly Vrsek

Members Absent: Barbara Davenport, Cassy Korinek, Jim LaVoie, Donna Palmer

Others Present: Paul McCann, Library Director  
Kim Swoverland, Recording Secretary

Due to the continuing COVID-19 restrictions, and the closure of the Library building to the public, this public budget hearing was conducted through online video conferencing via Zoom. Budget Hearing details and instructions for joining the meeting were publicized in the Ann Arbor News, on the Library's website, and posted on the Library building near the main entrance.

The 2020-2021 Budget Hearing was called to order at 6:35 p.m.

The Budget Hearing agenda was presented with no changes or additions.

The 2020-2021 fiscal year budgets for General Operations and Debt Service were presented for public comment.

The 2020-2021 fiscal year L-4029 Millage Rate Request Forms for Washtenaw and Livingston Counties were presented for public comment.

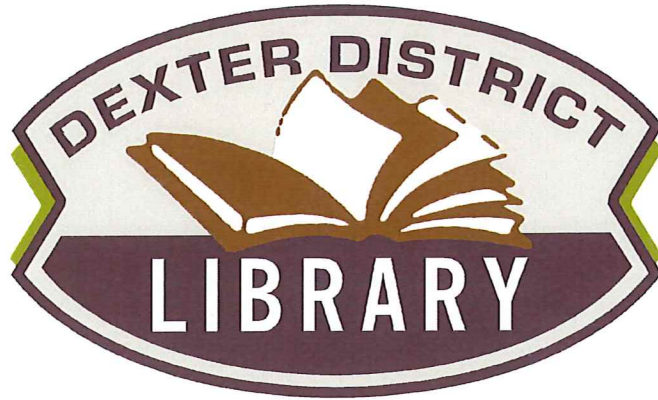
No members of the public were present to offer comment.

The public budget hearing was deemed adjourned by consensus at 7:00 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "K. Swoverland", is written over the signature line.

Kimberly Swoverland,  
Recording Secretary



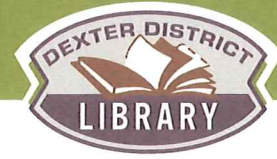
Fiscal Year

2020 – 2021

Preliminary Budget

3255 Alpine Street • Dexter, MI 48130

(734) 426-4477 • fax (734) 426-1217 • [www.dexter.lib.mi.us](http://www.dexter.lib.mi.us)



August 10, 2020

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, 2020 through September 30, 2021. 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 3, 2020 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 deficit budget of -\$51,067.00, which anticipates restoration of previous service hours amidst COVID-19, as well as additional costs for cleaning staff and staff PPE supplies. This budget maintains the Library's current collections spending through use of Collection Development Reserve funds, saved in fund balance from previous years. Library infrastructure maintenance expenses are projected within historical trends. The budget is based on a Headlee reduced millage levy of 1.0961 mills. The deficit comes from anticipated lost income from State and County level sources.

The Debt Retirement budget covers the current year's debt obligation with a surplus of \$14,813, which will maintain minimum carryover balance as reserve. This year, the millage rate for debt service remains constant at 0.41 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 0.0076 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 Ann Arbor News newspaper on Sunday, August 16 and again on Sunday, August 23. 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 Monday, August 31, 2020 at 6:30 pm via the Zoom remote meeting platform. The public is welcome to attend and provide comment on the Budget. 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](mailto:pmccann@dexter.lib.mi.us).

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul McCann", is written over a blue circular stamp or seal.

Paul McCann

Library Director, Dexter District Library

**Dexter District Library**  
**Exhibit A**  
**Official Budget 2020-21**

General Operating

Millage income Revenue	\$1,558,917
Other Income	\$32,375
Other Misc Revenue	\$23,400
Penal Fines Revenue	\$13,500
Total	\$1,628,192

Operating Expense

Library Materials	\$300,000
Capital Outlay	\$21,000
General Operations	\$341,860
Wages and Benefits	\$1,016,399
Total	\$1,679,259
Ending Balance	-\$51,067

Debt Service

Debt Income	\$601,759
Debt Expense	\$586,946
Total	\$14,813

**DEXTER DISTRICT LIBRARY - Itemized Budget Lines  
FISCAL YEAR 2020-21**

**General Operating Revenue - Account Group 101**

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Acc#	Agency	Budget 2020-21
000-400	City of Dexter	255657
000-401	Dexter Township	294394
000-402	Freedom Township	789
000-403	Hamburg Township	78806
000-404	Lima Township	114068
000-405	Lodi Township	9355
000-406	Northfield Township	2506
000-407	Scio Township	331567
000-408	Webster Township	471575
000-445	Delinquent Tax Collection	200

Total Millage	<b>\$1,558,917</b>
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**Other Local Income**

000-507	Grant Income	500
000-573	Pers Prop Tax Reimb	0
000-575	State Aid	7000
000-581	Livingston County Penal Fines	1000
000-582	Washtenaw County Penal Fines	12500
000-591	Friends of the Library Gifts	15000
000-592	Gifts/Memorials	5000
000-607	Fax Service	200
000-608	Purchases	75
000-609	Fines	7000
000-610	Non Resident Fees	600
000-627	Copier	1500
000-665	Interest Income	15000
000-666	Endowment Income	1400
000-667	Meeting Room Deposits	0
000-672	Rebates/Refunds	2000
000-673	Other Income	500
	<b>Total Other local income</b>	<b>\$69,275</b>

<b>Total Revenue</b>	<b>\$1,628,192</b>
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<b>GENERAL OPERATING EXPENSES - Account Group</b>		<b>Proposed 2020-21</b>
790-702	Gross Wage	845127
790-703	Longevity	8750
790-713	FSA	4500
790-714	FICA Employer share	64652
790-715	Medical Reimbursement	4800
790-716	Medical	58660
790-717	Life Insurance	1909
790-718	457 Annuity Contributions	24900
790-719	Short Term Disability	3100
790-723	Professional Development	2000
790-727	Library Supplies	16000
790-728	Postage	1000
790-729	Building Supplies	7500
790-740	Adult Books	45000
790-741	Children's Books	70000
790-742	Programming	51000
790-743	Electronic Resources	11000
790-744	Periodicals & Subscriptions	6000
790-745	Books on CD Adult	8000
790-746	Books on CD Child	4000
790-747	DVD Adult	10000
790-748	DVD Child	8000
790-749	Audio Materials -- Music Adult	2500
790-750	Audio Materials -- Music Childr	1000
790-751	E-books/audio	60000
790-752	Community Read	3000
790-753	Grant Programming	500
790-754	New/Non-traditional collections	16000
790-800	Cooperative Fees**	55000
790-801	Professional Services	18000
790-802	Attorneys Fees	4000
790-803	Bookkeeping Services	11360
790-818	Institution Dues & Fees	1400
790-851	Telephone	6000
790-860	Transportation	1000
790-880	Advertising	2000
790-882	Newsletter	27500
790-910	Insurance	22500
790-920	Utilities	63000
790-930	Building Maintenance	77500
790-932	Building Repair	10000
790-934	Equipment Repair	3000
790-936	Groundskeeping	10000
790-940	Equipment Lease	3500
790-942	Meeting Room Refunds	100
790-956	Miscellaneous	500
790-958	SEV Adjustments	3000
901-970	Capital Outlay	21000
	<b>Total Expenses</b>	<b>\$1,679,259</b>
	Total Income	\$1,628,192
	Ending Balance	-\$51,067

**Debt Retirement - Account Group 301**

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**Debt Retirement Income**

<b>Acc#</b>	<b>Agency</b>	<b>Budget 2020-21</b>
000-400	City of Dexter	\$106,290
000-401	Dexter Township	\$110,119
000-402	Freedom Township	\$295
000-403	Hamburg Township	\$29,478
000-404	Lima Township	\$42,668
000-405	Lodi Township	\$3,499
000-406	Northfield Township	\$937
000-407	Scio Township	\$131,879
000-408	Webster Township	\$176,394
000-045	Delinquent	\$200
000-573	Pers Prop Tax Reimb	\$0
<b>Total</b>		<b>\$601,759</b>

<b>Debt Retirement Expenses</b>		<b>Budget 2020-21</b>
<b>Acc#</b>	<b>Agency</b>	
906-801	Professional Services (Paying A;	\$250
906-956	Miscellaneous	\$120
906-990	Debt Retirement	\$586,576
<b>Total</b>		<b>\$586,946</b>
	Total Income	\$601,759
	Ending Balance	\$14,813

**2020 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2020)

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 <b>Washtenaw</b>	2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020 <b>1,395,320,044</b>
Local Government Unit Requesting Millage Levy <b>Dexter District Library</b>	For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

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 2020 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2020 Current Year "Headlee" Millage Reduction Fraction	(7) 2020 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	0.4264	0.9932	0.4235	N/A	0.4235		0.4235	N/A
Voted	Operating	11/16	0.7000	0.6773	0.9932	0.6726	N/A	0.6726		0.6726	1/2023
Voted	Debt	11/05	Unlimited	N/A	N/A	N/A	N/A	Unlimited		0.41	1/2025

Prepared by <b>Paul McCann</b>	Telephone Number <b>(734) 426-4477</b>	Title of Preparer <b>Library Director</b>	Date
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**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 the state 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).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		<b>Sherry Simpson</b>	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		<b>James H. LaVoie</b>	

\* 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 2 of 2020 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	

**2020 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2020)

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County(ies) Where the Local Government Unit Levies Taxes <b>Livingston</b>	2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020 <b>71,897,063</b>
Local Government Unit Requesting Millage Levy <b>Dexter District Library</b>	For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

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