



Dexter District Library Board of Trustees

Meeting Minutes

August 25, 2025

7:00 p.m.

Members present: Barbara Davenport, James Estill, Martha Gregg, Cassy Korinek, Jim LaVoie, Sherry Simpson, Shelly Vrsek

Members absent: Donna Palmer

Others present: Paul McCann, Library Director
Michelle Joppeck, Recording Secretary

President Vrsek called the meeting to order at 7:01 p.m.

Vrsek called for additions/changes to the presented agenda. No additions or changes were requested. LaVoie moved to approve the meeting agenda as presented. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Vrsek called for corrections to the minutes of the August 4, 2025 regular Board Meeting. No corrections were requested. Korinek moved to approve the minutes of the August 4, 2025 regular Board Meeting as presented. Second by Estill. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Public Comment: Nan Stoll wrote a letter to the Board of Trustees regarding page wage rates which was distributed to the Board of Trustees.

Consent Agenda: Vrsek called for consideration of the Consent agenda, including the following: Library Director's narrative report; Friends of the Library report; Balance Sheets; Library statistical report; items from Legislature, local municipalities and other organizations; and patron comments. Davenport moved to approve the Consent agenda. Second by Gregg. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

Circulation Statistics: Statistical charts for the month of August 2025 were not available for review due to the meeting happening before the end of the month.

Treasurer's Report: McCann presented the current Treasurer's report. The bills paid since the last board meeting were reviewed. Gregg moved to approve the bills paid since the last board meeting. Second by Estill. A roll call vote was taken. Vrsek=aye, Simpson=aye, LaVoie=aye, Korinek=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=1. Motion carried.

Budget Changes: Davenport moved to increase the budgeted balance of line 101-000-665 - Interest Income by \$20,000.00, raising that line's income expectation from \$100,000.00 to \$120,000.00. Second by LaVoie. A roll call vote was taken. Korinek=aye, Gregg=aye, LaVoie=aye, Vrsek=aye, Davenport=aye, Simpson=aye, Estill=aye, absent=1. Motion carried.

Closeout Debt Service Fund: The Chelsea State Bank Debt Service bank account was closed. McCann is still working on closing out MI Class Debt Service account and making sure the Debt Service is closed out in QuickBooks correctly.

Reimbursement: Estill moved to approve the reimbursement for Paul McCann in the amount of \$112.50 for ALA dues as presented. Second by Korinek. A roll call vote was taken. Simpson=aye, Vrsek=aye, Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, LaVoie=aye, absent=1. Motion carried.

Personnel:

Martha Gregg and Cassy Korinek's board terms are expiring September 30, 2025. Both trustees expressed interest in serving another term. Letters have been sent to the City of Dexter and the Dexter Community School District informing them of this and were included in the Board Packet.

Library staff who reach their anniversary date of hire in the months of September include Administrative Assistant Michelle Joppeck (3 years), Circulation Supervisor Mary Graulich (31 years), Teen/Tween Librarian Mollie Hall (4 years full time, 8.5 years total) and Youth Reference Librarian Dana Knott (1 year). All were included in the 2025 wage rate adjustments therefore no Board action was necessary.

Old Business:

Estill moved to adopt the Resolution to Adopt Budget for 2025-2026. Second by Korinek. A roll call vote was taken. LaVoie=aye, Korinek=aye, Gregg=aye, Estill=aye, Davenport=aye, Vrsek=aye, Simpson=aye, absent=1. Motion carried. See addendum for full text of the resolution.

LaVoie moved to approve the 2025 L-4029 Millage Rate Request Forms for both Livingston and Washtenaw Counties as presented. Second by Gregg. A roll call vote was taken. Estill=aye, Davenport=aye, Vrsek=aye, Simpson=aye, LaVoie=aye, Korinek=aye, Gregg=aye, absent=1. Motion carried.

The Strategic Plan will be resumed in September now that the Summer Reading Program has concluded.

RFID pads will start to be used at Circulation starting in October or November. Staff training on the RFID pads will start in September.

New Business: None

Public Comment: None

Board Member Comments: Questions about dead trees near the Library, graffiti on Library property, and the erosion on railroad property were asked by members of the Board of Trustees and answered by the Library Director.

Adjournment: Having completed all items on the agenda, Simpson moved to adjourn at 7:37 pm.
Second by Davenport. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Respectfully submitted,

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

Barbara Davenport,
Secretary

A handwritten signature in blue ink, appearing to read "Michelle Joppeck".

Michelle Joppeck,
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 25th day of August, 2025, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members DAVENPORT, ESTILL, GREGG, KORINEK, LAVOIE, SIMPSON, VESEK

ABSENT: Members PALMER

The following preamble and resolution were offered by Member ESTILL and supported by Member KORINEK:

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 Dexter District Library funds;

WHEREAS, the Dexter 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 Dexter District Library Board has determined to hold a public hearing and to adopt the budget for the Dexter District Library for the October 1, 2025 to September 30, 2026 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 (The Sun Times News) on August 13 and August 20, 2025, and a public hearing on the proposed budget was held on August 25, 2025.

Section 5: Estimated Revenues

Estimated Library Operational Fund revenues for the fiscal year October 1, 2025 to September 30, 2026, including a voter-authorized millage of 1.0726 mills and various miscellaneous revenues, shall total \$2,214,373.

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 1.0726 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, 2025 to September 30, 2026 for the various Library activities (line-items) are \$2,214,215 for all operational purposes.

Section 8: Adoption of Budget by Reference

The general 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 fund budget by line item. Library officials responsible for the expenditures authorized in the budget may expend 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.

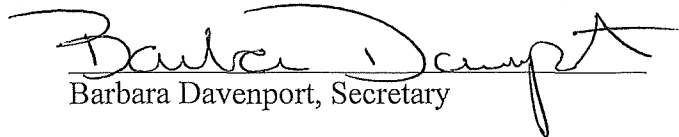
Section 15: Board Adoption

Motion made by ESTILL, seconded by KORINEK to adopt the foregoing resolution. Upon roll call vote, the following voted aye: LAVOIE, KORINEK, GREGG, ESTILL, DAVENPORT, VRSEK, SIMPSON. The following voted nay: NONE. VRSEK declared the motion carried and the resolution duly adopted on the 25th day of August 2025.

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 the regular meeting held on the 25th day of August, 2025 at 7:01 p.m.


Barbara Davenport, Secretary

Dexter District Library
Exhibit A
Preliminary Official Budget 2025-26

General Operating

Millage Income Revenue	\$2,017,023
Other Income	\$36,600
Other Misc Revenue	\$144,500
Penal Fines Revenue	\$16,250
Total	\$2,214,373

Operating Expense

Library Materials	\$360,000
Capital Outlay	\$90,000
General Operations	\$401,550
Wages and Benefits	\$1,362,665
Total	\$2,214,215
Ending Balance	\$158