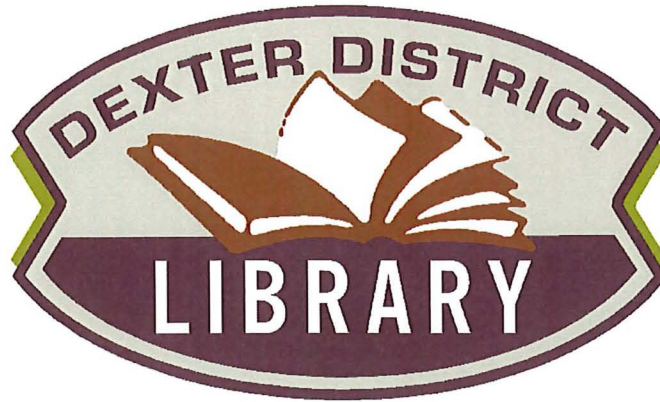


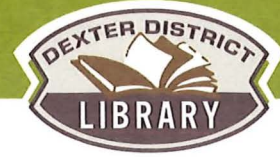
**Dexter District Library  
Board of Trustees  
Budget Hearing  
Fiscal Year 2025-26  
August 25, 2025 – 6:30 p.m.**

The Budget Hearing will be held in-person in the Library's Lower Level Meeting Room

- 1) Call to order and attendance
- 2) Approval of agenda
- 3) Presentation of 2025-2026 Fiscal Year Budget for public comment
- 4) Public Comment
- 5) Presentation of 2025 L-4029 Millage Rate Request Forms for Washtenaw and Livingston Counties
- 6) Public Comment
- 7) Adjourn



Fiscal Year  
2025 – 2026  
Preliminary Budget



July 28, 2025

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, 2025 through September 30, 2026. 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 4, 2025 regular meeting. The Library's general operations budget is included in this packet.

The general operations 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 staff functions. The general operations budget shows a surplus budget of \$158.00. This year, the Headlee Amendment permanently reduced the Library's operating millage rate by 0.0054 mills, to the new maximum levy of 1.0726 mills.

On May 1, 2025, the Library submitted its final bond payment for the construction of the Alpine St. building. The Library will no longer be collecting a debt service millage related to this project. Any future debt issued by the Library would need a future ballot issue and voter approval.

Drafts of the Library's L-4029 millage rate request forms follow the budget. These forms are the basis for the income outlined in the preliminary budget. To date, Headlee roll backs have reduced the Library's operational levying capacity by 0.1274 mills or 10.7% from the originally approved, combined 1.2000 operating millage issues. This packet also contains the public notice for the budget, which will run in the legal notice section of the Sun Times newspaper in the August 13, 2025 and August 20, 2025 issues.

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 25, 2025 at 6:30 pm. The public is welcome to attend and provide comments 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 that same evening. All Library Board meetings are currently held in-person at the Library.

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 black ink, appearing to read "Paul McCann", is written over a horizontal line.

Paul McCann

Library Director, Dexter District Library

**DEXTER DISTRICT LIBRARY - Itemized Budget Lines - DRAFT  
FISCAL YEAR 2025-26**

**General Operating Revenue - Account Group 101**

<b>Acc#</b>	<b>Agency</b>	<b>Proposed Income 2025-26</b>
000-400	City of Dexter	\$327,184
000-401	Dexter Township	\$362,628
000-402	Freedom Township	\$1,307
000-403	Hamburg Township	\$109,340
000-404	Lima Township	\$164,828
000-405	Lodi Township	\$11,513
000-406	Northfield Township	\$3,717
000-407	Scio Township	\$432,922
000-408	Webster Township	\$603,084
000-445	Delinquent Tax Collection	\$500
<b>Total Millage</b>		<b>\$2,017,023</b>

**Other Local Income**

000-507	Grant Income	\$0
000-573	Pers Prop Tax Reimb	\$25,000
000-575	State Aid	\$18,000
000-581	Livingston County Penal Fines	\$1,250
000-582	Washtenaw County Penal Fines	\$15,000
000-591	Friends of the Library Gifts	\$15,000
000-592	Gifts/Memorials	\$10,000
000-607	Fax Service	\$200
000-608	Purchases	\$100
000-609	Fines	\$5,000
000-610	Non Resident Fees	\$600
000-627	Copier	\$3,500
000-665	Interest Income	\$100,000
000-666	Endowment Income	\$1,500
000-667	Meeting Room Deposits	\$100
000-672	Rebates/Refunds	\$2,000
000-673	Other Income	\$100
	<b>Total Other local income</b>	<b>\$197,350</b>
	<b>Total Revenue</b>	<b>\$2,214,373</b>

**GENERAL OPERATING EXPENSES**  
**Account Group 101**

**Proposed**  
**Expenses**  
**2025-26**

790-702	Gross Wage	\$1,133,601
790-703	Longevity	\$10,000
790-713	FSA	\$5,500
790-714	FICA Employer share	\$86,720
790-715	Medical Reimbursement	\$2,400
790-716	Medical	\$85,876
790-717	Life Insurance	\$2,280
790-718	457 Annuity Contributions	\$32,392
790-719	Short Term Disability	\$3,895
790-723	Professional Development	\$4,000
790-727	Library Supplies	\$13,000
790-728	Postage	\$1,400
790-729	Building Supplies	\$10,000
790-740	Adult Books	\$54,000
790-741	Children's Books	\$78,000
790-742	Programming	\$50,000
790-743	Electronic Resources	\$15,000
790-744	Periodicals & Subscriptions	\$8,500
790-745	Books on CD Adult	\$8,000
790-746	Books on CD Child	\$4,000
790-747	DVD Adult	\$8,000
790-748	DVD Child	\$8,000
790-749	Audio Materials -- Music Adult	\$2,500
790-750	Audio Materials -- Music Children	\$1,000
790-751	E-books/audio	\$100,000
790-752	Community Read	\$3,000
790-753	Grant Programming	\$0
790-754	New/Non-traditional collections	\$20,000
790-800	Cooperative Fees**	\$68,200
790-801	Professional Services	\$22,000
790-802	Attorneys Fees	\$3,000
790-803	Bookkeeping Services	\$15,000
790-818	Institution Dues & Fees	\$1,750
790-851	Telephone	\$5,600
790-860	Transportation	\$2,000
790-880	Advertising	\$4,000
790-882	Newsletter	\$40,000
790-910	Insurance	\$27,500
790-920	Utilities	\$70,500
790-930	Building Maintenance	\$72,500
790-932	Building Repair	\$18,000
790-934	Equipment Repair	\$3,000
790-936	Groundskeeping	\$7,500
790-940	Equipment Lease	\$10,000
790-942	Meeting Room Refunds	\$100
790-956	Miscellaneous	\$500
790-958	SEV Adjustments	\$2,000

901-970	Capital Outlay	\$50,000
901-971	Capital Repairs Annual*	\$20,000
901-972	Capital Replacement*	\$20,000
	<b>Total Expenses</b>	<b>\$2,214,215</b>
	Total Income	\$2,214,373
	Ending Balance	\$158



August 5, 2025

The Sun Times News

Hi Chuck,

Please run the following advertisement in the Public Notice section of the Sun Times News. We will need this to appear in the August 13 and August 20, 2025 PRINT issues of the Sun Times News legal notice section. If there are any problems getting this ad run in those issues, please let me know. Additional online publication is also welcome, but our legal requirement is to publish in a print newspaper of record. Please note, the typeface for the print edition needs to be 11 pt. or greater and the text in bold needs to be in bold in the print notice. Please call with any questions. Thanks in advance. ~ Paul McCann

**NOTICE OF BUDGET HEARING  
DEXTER DISTRICT LIBRARY**

The Board of Trustees of the Dexter District Library will hold a public hearing on the proposed Library budget for the fiscal year October 1, 2025 to September 30, 2026 on Monday, August 25, 2025 at 6:30 p.m. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.** A copy of the budget is available for public inspection through the Library's web site at [www.dexter.lib.mi.us](http://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 contacting the following: Paul McCann, Library Director, Dexter District Library, 3255 Alpine St., Dexter, MI 48130; phone (734) 426-4477, e-mail [pmccann@dexter.lib.mi.us](mailto:pmccann@dexter.lib.mi.us).

###

**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 25<sup>th</sup> day of August, 2025, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members \_\_\_\_\_

ABSENT: Members \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

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 \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: \_\_\_\_\_

\_\_\_\_\_ The following voted nay: \_\_\_\_\_.

\_\_\_\_\_ declared the motion carried and the resolution duly adopted on the 25<sup>th</sup> 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 \_\_\_\_ day of August, 2025 at \_\_\_\_\_ 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
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**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

## 2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

### 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>	2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 <b>1,822,844,380</b>
Local Government Unit Requesting Millage Levy <b>Dexter District Library</b>	For LOCAL School Districts: 2025 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 2025 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2025 Current Year "Headlee" Millage Reduction Fraction	(7) 2025 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	0.4165	0.9951	0.4144	N/A	0.4144		0.4144	N/A
Voted	Operating	11/22	0.7000	0.6615	0.9951	0.6582	N/A	0.6582		0.6582	01/29

DRAFT

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			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

\* 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 2025 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	

## 2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

### 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>Livingston</b>	2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 <b>100,360,103</b>
Local Government Unit Requesting Millage Levy <b>Dexter District Library</b>	For LOCAL School Districts: 2025 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 2025 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2025 Current Year "Headlee" Millage Reduction Fraction	(7) 2025 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	0.4165	0.9951	0.4144	N/A	0.4144		0.4144	N/A
Voted	Operating	11/22	0.7000	0.6615	0.9951	0.6582	N/A	0.6582		0.6582	01/29

DRAFT

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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<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

\* 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 2025 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	