

**Dexter District Library  
Board of Trustees  
Public Budget Hearing Meeting Minutes  
August 29, 2022  
6:30 p.m.**

Budget Hearing details were publicized in the Sun Times News and on the Library's website.

Members Present:

- Sherry Simpson
- Shelly Vrsek

Members Absent:

- Barbara Davenport
- Martha Gregg
- Cassy Korinek
- Jim LaVoie
- Donna Palmer
- Rosemary Quigley

Others Present:

- Paul McCann, Library Director
- Kim Swoverland, Recording Secretary

The 2022-2023 Budget Hearing was called to order at 6:35 p.m.

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

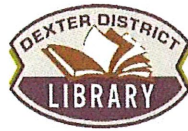
The 2022-2023 fiscal year budgets for General Operations and Debt Service were presented for public comment. The 2022-2023 fiscal year L-4029 Millage Rate Request Forms for Washtenaw and Livingston Counties were presented for public comment.

No members of the public were present to offer comment and 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".

Kimberly Swoverland,  
Recording Secretary



**Dexter District Library Board of Trustees**  
**Meeting Minutes**  
August 29, 2022  
7:00 p.m.

Members present: Barbara Davenport, Martha Gregg, Cassy Korinek,  
Jim LaVoie (entered at 7:55pm), Rosemary Quigley,  
Sherry Simpson, Shelly Vrsek

Members absent: Donna Palmer

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

President Vrsek called the meeting to order at 7:05 p.m. and began by formally recognizing this would be Trustee Rosemary Quigley's final meeting, after serving 30 years on the Library Board. The Board expressed their appreciation for Quigley's longstanding dedication.

Vrsek called for additions/changes to the presented agenda. Quigley moved to approve the meeting agenda as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the August 1, 2022 regular Board Meeting. No corrections were requested. Simpson moved to approve the minutes from the August 1, 2022 regular Board Meeting as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

**Public Comment:** None.

**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, Committee meeting minutes and Items from MLA. Gregg moved to approve the Consent agenda. Second by Simpson. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**Treasurer's Report:** McCann presented the current Treasurer's report. McCann requested Board input as to CD renewals while the interest rates remain so low, versus moving funds into MI CLASS with its much higher interest rates. The Board would be supportive of some CDs, but not all, to be moved into MI CLASS with the Finance Committee's recommendation. McCann will have the topic on the next Finance Committee's meeting agenda. The paid bills for the month of August were reviewed. Gregg moved to approve the bills paid during the month of August 2022. Second by Quigley. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**Budget Changes:** None.

**Reimbursements:** None.

**Circulation Statistics:** Statistical charts for the month of August 2022 were not available for review due to the timing of the meeting, but were provided at a later date, and are as follows:

<b>August 2022</b>	
Circulation Statistics	August
Adult Books	4428
Young Adult Books	992
Children's Books	10637
Magazines	119
DVD	1945
Books on CD	446
Music CD	223
Realia/Objects/Equip	52
Overdrive	3391
hoopla	1936
Kanopy	471
Renewals via web	1232
Auto-renewals	10396
In-House	2240
<b>Total</b>	<b>38508</b>
Library visits	12586
Reference questions	2363
Items withdrawn	771
New items added	906
Total holdings	113657
New cards issued	108
Total card holders	11509
Internet usage	1858
Museum/Park Pass	19
Web site visits	10002
Program attendance	687
Fax	22
ILL lent out	1938
ILL borrowed	2626
In-house renewals	463
Unique borrowers	2041

**Personnel:** Library staff reaching their anniversary date of hire at the end of August, and September include Library Assistants Meg Rittinger (8yrs), Jill Hall-Brown (12yrs) and Melissa Shaieb (3yrs) and Circulation Supervisor Mary Graulich (28yrs), all of which had wage increases included with the January 2022 wage rate adjustments, therefore no Board action was necessary. Teen/Tween Librarian Mollie Hall and Library Assistant Abbey Dinsdale will also have an anniversary in September in promoted positions, with their wage rate increase on hold for their 1-year anniversary and needing Board approval. Simpson moved to approve raising M. Hall's annual salary to \$46,800 and A. Dinsdale's hourly rate to \$12.50, effective on their respective dates of promotion. Second by Davenport. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

LaVoie entered the meeting at 7:55 p.m.

**Personnel, continued:** Recent resignations include Youth Reference Librarians, Anna Hinkley and Jennifer Schultz, and Library Pages Eliza Colby and Olivia Fitzgerald. Additionally, the Library will be hiring two new Library Pages, Anna Nickerson and Isabel McCleary, and a new Administrative Assistant, Michelle Joppeck. Quigley moved to approve the new hires for A. Nickerson and I. McCleary at starting wages of \$9.87/hr. and to approve the hiring of M. Joppeck at a starting annual salary of \$44,000. Second by LaVoie. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

**Old Business:** McCann reviewed the upcoming millage renewal vote slated for the November election. Volunteers from the Friends of the Library group have formed an election committee and will be making phone calls in the coming months to encourage people to vote. For expiring board terms, Scio Township has re-appointed Barbara Davenport, and Webster Township has re-appointed Shelly Vrsek and Sherry Simpson, all for 4-year terms through September 30, 2026. Dexter Township has not yet taken any action for their 2 expiring appointee terms. For joint programming requests, McCann summarized the intentions of the Policy Committee for possible future Board approval, but it is currently a work-in-progress and will take some time. Regarding Library drinking fountains, the Facilities Committee presented a proposal for the main floor drinking fountain to be replaced with a new bi-level unit with a bottle filler feature. The Board was in support of this upgrade. Simpson moved to approve Ken Cook Plumbing & Heating, Inc to replace the main floor drinking fountains with a new bottle-filler unit as presented at an estimated cost of \$2770.00. Second by Korinek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

**New Business, Resolution to Adopt the 2022-2023 Fiscal Year Budget:** The Board held a Public Budget Hearing immediately preceding the regular Board Meeting, with no members of the public making comment or having questions. The printed resolution to adopt the 2022-2023 fiscal year budget was read by Secretary Davenport. Quigley moved to adopt the foregoing resolution. Second by LaVoie. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried. See addendum for full text of the resolution.

**New Business, Approval of the 2022 L-4029 Millage Rate Request Forms:** Simpson moved to approve the 2022 L-4029 Millage Rate Request Forms for both Washtenaw and Livingston Counties as presented. Second by Gregg. A roll call vote was taken. Davenport=aye, Greg=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

**New Business, Schindler Elevator:** McCann presented a proposal from Schindler Elevator Corporation for the removal and replacement of the hydraulic oil contained within the working components of the Library's elevator. Replacement of the oil is recommended to be done every 10 years. Trustees has questions regarding the cost of the proposal. McCann will do some research and bring his findings back to the Board.

**Public Comment:** None.

**Board Member Comments:** The Board again expressed their appreciation to Rosemary Quigley for her 30 years of service to the Dexter District Library.

**Adjournment:** Having completed all items on the agenda, the meeting was deemed adjourned by consensus at 8:45pm.

Respectfully submitted,



Barbara Davenport,  
Secretary



Kimberly Swoverland,  
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 29<sup>th</sup> day of August, 2022, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members DAVENPORT, GREGG, KORINEK, LAVOIE, QUIGLEY, SIMPSON, VRSEK

ABSENT: Members PALMER

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

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, 2022 to September 30, 2023 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 11 and August 18, 2022, and a public hearing on the proposed budget was held on August 29, 2022.

**Section 5: Estimated Revenues**

Estimated library Operational Fund revenues for the fiscal year October 1, 2022 to September 30, 2023, including a voter-authorized millage of 1.0788 mills and various miscellaneous revenues, shall total \$1,664,820. The Library shall also levy an additional 0.36 mills for debt service, generating an additional \$586,500.

**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 1.4388 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, 2022 to September 30, 2023 for the various library activities (line-items) are as follows: \$1,744,282 for operational purposes and \$589,120 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 QUIGLEY, seconded by LAVOIE to adopt the foregoing resolution. Upon roll call vote, the following voted aye: DAVENPORT, GREGG, KORINEK, LAVOIE, QUIGLEY, SIMPSON, VRSEK. The following voted nay: NONE. PRESIDENT VRSEK declared the motion carried and the resolution duly adopted on the 29<sup>th</sup> day of August 2022.

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 29 day of August, 2022 at 7:00 p.m.

  
Secretary