

**Dexter District Library
2017-2018 Budget Hearing
Meeting Minutes
September 5, 2017
6:30 p.m.**

Members Present: Patricia Cousins, James LaVoie, Shelly Vrsek, Barbara Davenport

Others Present: Paul McCann, Library Director

The 2017-2018 Budget Hearing was called to order at 6:31 p.m.

The 2017-2018 fiscal year budgets for General Operations and Debt Service were presented for public comment.

The 2017-2018 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 budget hearing was deemed adjourned at 6:55 p.m.

Respectfully submitted,



Barbara Davenport,
Secretary



Paul McCann
Recording Secretary

**BOARD OF TRUSTEES
DEXTER DISTRICT LIBRARY**

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

At a special meeting of the Board of Trustees of the Dexter District Library, County of Washtenaw, held in the Library on the 11th day of September, 2017, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members DeAngelo, KORINEK, DAVENPORT, LAVOIE, VRSEK

ABSENT: Members COUSINS, QUIGLEY, PALMER

The following preamble and resolution were offered by Member DeAngelo and supported by Member VRSEK:

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 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, 2017 to September 30, 2018 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 16 and 23, 2017, and a public hearing on the proposed budget was held on September 5, 2017.

Section 5: Estimated Revenues

Estimated library Operational Fund revenues for the fiscal year October 1, 2017 to September 30, 2018, including a voter-authorized millage of 1.1113 mills, and various miscellaneous revenues shall total \$1,487,681.

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 1.1113 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, 2017 to September 30, 2018 for the various library activities (line-items) are as follows: \$1,487,390.

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 De Angelo, seconded by VRsek to adopt the foregoing resolution. Upon roll call vote, the following voted aye: LAVOIE, KORINEK, De Angelo, VRsek, DAVENPORT. The following voted nay: NONE. The President declared the motion carried and the resolution duly adopted on the 11th day of September 2017.

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 11th day of September, 2017 at 7:00 p.m.


Secretary

Dexter District Library

Official Budget 2017-18 - Exhibit A

Income

Millage income Revenue	\$1,365,871
Other Income	\$54,110
Other Misc Revenue	\$38,700
Penal Fines Revenue	\$29,000
Total	\$1,487,681

Expense

Library Materials	\$267,500
Capital Outlay	\$12,500
General Operations	\$301,839
Wages and Benefits	\$905,551
Total	\$1,487,390