

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BUDGET HEARING

June 10, 2025

- I. Call the Meeting to Order
- II. Approval of the Agenda
- III. Public Comment
- IV. Budget Hearing for Fiscal Year 2024-2025
 - A. Resolution to Adopt Budget and Set Millage Rate
- V. Next Meeting: June 18, 2025 at 7:00 pm
- VI. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
May 21, 2025
Unofficial Minutes

- I. Meeting Called to order at 7:00pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Betsy York representing the Friends of the Library, Trustees: David Blatt, Frank Aiello, Janice Krakowski, Larry Blöse, Demetrhea Terrien, and Sara Nelson.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the April 2025 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). Demetrhea Terrien presented a motion to pay the bills, Janice Krakowski seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.
- VI. Financial Report
 - A. Balance sheet was presented by Director Boyer (see Appendix).
 - B. Profit and Loss Statement was presented by Director Boyer (see Appendix).
- VII. The Librarian's Report was presented by Director Boyer (see Appendix).
- VIII. Committee Reports
 - A. Patio Committee – Next Steps
HED came back with a final plan. They've done what we've asked them to do, now the Patio Committee will schedule a meeting to discuss next steps.
 - B. Personnel Committee – HR Manual Revisions
The change to accommodate PTO was made and the revised HR Manual was sent to our attorney. The Personnel Committee will schedule a meeting – most likely at the end of summer.
 - C. Finance Committee – Draft Budget Proposal
The Finance Committee drafted the budget proposal. Director Boyer explained that they had to estimate because Allegan County is running behind and have not provided the millage rate. That is why it is currently a draft and not firm proposal. Any changes to this proposal can't take place until the budget hearing on June 10.
This is the last year of our current millage. Ballot language would be submitted in May of 2026 and be on the ballot in August 2026.
We are transferring a significant amount from Capital Improvement Fund to pay for 1) Commercial Record project, 2) Budgeting for a new website, and 3) WAP, or wireless access point replacements throughout the building and patio. There is a 4% increase for payroll. We will be closing out construction fund this year.

We will discuss and approve the Budget Proposal on June 10.

IX. Old/Ongoing Business

X. New Business

A. Bulletin Board Policy

Jennell Lehman and Director Boyer came up with this policy for the Communication Hub that will be in the vestibule. They imagine that the policy may need revisions after a couple months. The goal is to identify who can post, who cannot post, and more procedural notes. Demetrhea Terrien thought the line about “personal solicitations for fundraisers” was a bit confusing and Sara Nelson agreed.

David Blatt presented a motion to adopt the Bulletin Board Policy with the stipulation that the “personal solicitations for fundraisers” line be removed. Janice Krakowski seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.

B. Director Boyer’s Performance Review

Sara Nelson volunteered to create a survey for board members to use when assessing Director Boyer’s performance. This will be built into the June 18 meeting under “Old Business”.

XI. Guest: Friends of the Library representative (Betsy York)

- Janet Eder is doing a great job as treasurer.
- Soil has been added to the planter boxes – flowers are coming soon.
- Sunday, June 15 at 2:00pm is the FOL Annual Meeting and Ice Cream Social.

XII. Upcoming Meetings:

- A. Budget Hearing on June 10, 2025 at 7:00pm
- B. Regular Monthly Meeting on June 18, 2025 at 7:00pm

XIII. Larry Blose made a motion to adjourn. Adjournment by unanimous consent at 8:12pm.

**BOARD OF TRUSTEES
SAUGATUCK-DOUGLAS DISTRICT LIBRARY**

**RESOLUTION TO ADOPT BUDGET AND SET MILLAGE RATE
(GENERAL APPROPRIATIONS ACT)**

At a meeting of the Board of Trustees of the Saugatuck-Douglas District Library (“Board”),
County of Allegan, held on June 10, 2025 at 7:00 p.m.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Member _____
and supported by Member _____:

WHEREAS, the Saugatuck-Douglas District Library (“Library”) was established under the provisions of the District Library Establishment Act, 1989 PA 24 (“DLEA”); and

WHEREAS, the Library Board desires to adopt the budget according the provisions of the Michigan Uniform Budgeting and Account Act 1968 PA 2; and

WHEREAS, in 1995, the electors of the Saugatuck-Douglas District Library District (“District”) authorized the Board to levy a districtwide property tax in an amount not to exceed .30 mill to provide funds for library purposes authorized by law, which amount has been rolled back to .1932 mill to comply with the Headlee Amendment to the Michigan Constitution and MCL 211.34d (“Headlee”); and

WHEREAS, in 2021, the electors of the District authorized the Board to levy a districtwide property tax in an amount not to exceed .25 mill to provide funds for library purposes authorized by law, which amount has been rolled back to .2352 mill to comply with the Headlee; and

WHEREAS, in 2018, the electors of the District authorized the Board to issue the general obligation, unlimited tax bonds of the Library in an amount not to exceed \$4,350,000 to finance the cost of acquiring, constructing, furnishing and equipping a new library building; and

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act, 1963 PA 43, as amended, the Board has, following the required public notice, conducted a public hearing on its proposed July 1, 2025 to June 30, 2026 fiscal year (“Fiscal Year”) budget; and

WHEREAS, the Board has determined to hold public hearing and adopt the budget for the Fiscal Year; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title

This Resolution shall be known as the Saugatuck-Douglas District Library General Appropriations Act (“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 May 22, 2025 and May 29, 2025 and a public hearing on the proposed budget was held on June 10, 2025.

Section 5: Estimated Revenues

Estimated library fund revenues for the Fiscal Year including a voter-authorized millage of .4284 mill; and various miscellaneous revenues shall total \$791,900. The Board appropriates the following sums to defray expenses and meet liabilities for the Fiscal Year for Library purposes based on the statement of estimated revenues, all as forth in the attached Exhibit A and incorporated by reference into this Resolution:

Section 6: Estimated Expenditures

Estimated library fund expenditures for fiscal year July 1, 2025 to June 30, 2026, for the various library activities (line items) shall total \$943,018 all as set forth in the attached Exhibit A and incorporated by reference into this Resolution.

Section 7: Millage Levy

The Board hereby certifies that the electors of the District approved a property tax in the amount of .30 mill (\$.30 per \$1,000) at an election held in 1995 and a property tax in the amount of .25 mill (\$.20 per \$1,000 of taxable value) at an election in 2021. The purpose of the millages was to levy the tax for all library purposes authorized by law. Pursuant to the DLEA, the Board hereby certifies that it shall levy on December 1, 2025, a property tax upon all taxable property within the District in the total amount of .4284 mill (\$.4284 per \$1,000 of taxable) on the taxable valuation of such property to provide funds for library purposes.

Pursuant to Act 24, the Board hereby certifies that it shall levy on December 1, 2025, a property tax in the total amount of .2381 mills (\$.2381 per \$1,000) on the taxable valuation of all taxable property to provide funds for paying debt service on the Bonds.

The Board hereby certifies that the millage to be levied on all taxable property in the District has been reduced, if necessary, to comply with Headlee and the Board has complied with the requirements of the Truth-in-Taxation Act, MCL 211.24e.

Section 8: 2024 Tax Rate Request

The President and Secretary of the Board are hereby authorized and directed to provide a certified copy of this Resolution and the executed 2025 Tax Rate Request on Michigan Department of Treasury Form L-4029 to the Allegan County Clerk, the Allegan County Equalization Department, and to each township and city clerk included in the District.

Section 9: Adoption of Budget by Reference

The general library fund budget of the Saugatuck-Douglas District Library is hereby adopted in full as attached Exhibit A.

Section 10: Appropriations 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 a report of financial operations at each Board meeting. The Chief Administrative Officer and Fiscal Officer shall monitor the budget and if it appears the expenditures will exceed appropriations shall present to the Library Board recommendations to keep expenditures from exceeding available revenue or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

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 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 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: Library Board Adoption

Motion made by _____, seconded by _____ to adopt the foregoing Resolution.

Upon vote for the adoption of the resolution, the following voted aye:

The following voted nay:

The President declared the motion carried and the Resolution duly adopted on June 10, 2025.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF ALLEGAN)

I, the undersigned, the duly qualified and acting Secretary of the Saugatuck-Douglas District Library, Allegan County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board at a meeting held on the 10th day of June 2025 at _____ p.m.

Secretary

EXHIBIT A	
Saugatuck-Douglas District Library: 2025-2026 Budget Proposal	
Millage - Operating	\$ 439,000.00
Millage - Debt	\$ 244,500.00
State Aid	\$ 5,900.00
Universal Service Fund	\$ 9,500.00
Fines & Fees	\$ 8,000.00
Penal Fines - Other	\$ 22,000.00
Penal Fines - Herrick	\$ 11,000.00
Interest/Investment Income	\$ 27,000.00
Other Revenue	\$ 5,000.00
Contributions - General	\$ 3,000.00
Contributions - FOL	\$ 17,000.00
Transfer from Fund Balance	\$ 20,000.00
Transfer from Capital Improvement Fund	\$ 57,000.00
Transfer from New Building Fund	\$ 73,000.00
Transfer from Debt Service Fund	\$ 1,118.00
TOTAL INCOME	\$ 943,018.00
Payroll	\$ 308,880.00
Office Supplies	\$ 2,900.00
Collection Expenses	\$ 3,500.00
Custodial Supplies	\$ 1,300.00
Youth Services Supplies	\$ 3,820.00
Postage	\$ 50.00
Professional Services	\$ 17,500.00
Coop Services (LLC)	\$ 16,800.00
Phone & Internet	\$ 4,500.00
Programming	\$ 13,650.00
Publicity & Printing	\$ 6,400.00
Utilities	\$ 30,000.00
Building Maintenance	\$ 43,000.00
Copy Machine	\$ 5,000.00
Lost Materials	\$ 300.00
Technology	\$ 9,500.00
Materials	\$ 75,750.00
Conferences & Travel	\$ 3,150.00
Dues	\$ 1,500.00
Tax Charge Backs	\$ 500.00
Insurance	\$ 8,900.00
Capital Expenditure	\$ 67,500.00
New Building	\$ 73,000.00
Debt Service - Principal	\$ 130,000.00
Debt Service - Interest	\$ 115,618.00
Transfer to Debt Service	\$ -
TOTAL EXPENSES	\$ 943,018.00