

**Colon Township Library 2017/2018
General Appropriations Act**

The Colon Township Library resolves:

SECTION 1: Title

This resolution shall be known as the Colon Township Library 2017/2018 General Appropriations Act.

SECTION 2: Public Hearing on the Budget

Notice of a public hearing on the proposed budget was posted in four public locations prior, and a public hearing on the proposed budget was held on February 27th, 2017.

SECTION 3: Millage Levy

The Colon Township Library Board shall cause to be levied and collected a general property tax on all real and personal property within the Township upon the current tax roll a voter authorized millage of .8944 mil for township library operating.

SECTION 4: Payment of Bills

Pursuant of MCLA 41.75, all claims (bills) against the Township Library shall be approved by the Colon Township Library Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Library Board to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Township Library Board shall receive a list of claims (bills) paid prior to approval at the next Board meeting.

SECTION 5: Authorized salary and hourly rates

Library Clerk, over 10 years	\$12.25	/hour
Library Clerk, 5-10 years	\$11.25	/hour
Library Clerk, under 5 years	\$10.25	/hour
Library Clerk, under 6 months (probationary period)	\$9.25	/hour

Library Directory Compensation Package

Salary	\$30,000	annually
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SECTION 6: Adoption of budget by Activity/Department

Colon Township Library Board adopts the 2017/18 fiscal year budget for the Library Fund by Department total with expenditures line items to be used for control purposes only.

SECTION 7: Estimated Revenues and Expenditures:

Estimated Budgetary Fund Balance,

March 31, 2017:	<u>\$174,589</u>	
Resources (Income)		
Taxes	91,800	
State Grants	5520	
Library Usage Fee	400	
Appropriation	10,000	
Fines and Forfeitures:		
Penal Fines	12,000	
Book Fines	2,500	
Interest	10	
Copies/Fax/Scan Services	<u>3,200</u>	
Total Resources	<u>\$125,430</u>	
Amounts available for appropriation:		<u>\$ 300,019</u>

Charges to Appropriations (Expenses)

Salaries	\$ 61,700
Cleaning Service	4,500
Trustee Honorarium	2,580
Payroll Taxes	5,000
Office Supplies	2500
Materials (Books, etc.)	14,800
Postage	150
Library Automation Software	2,500
Computer Repair	1,000
Cleaning Supplies	600
Insurance & Bonds	3,500
Professional	200
Education/Training	500
Dues & Fees	500
Telephone/Internet	2,640
Travel Expense	300
Rides Delivery	2050
Co-op's Share of State Aid	1235
Utilities	8,200
Building & Grounds	5,000
Misc. Expense	1,000
Bank Fees	50
New Equipment	<u>1,000</u>
 Total Charges	 \$121,505

Capital Outlay

(Building repair/upkeep): \$ 3,500

Total charges to appropriations: (\$125,005)

Budgetary Fund Balance, 3/31/2018

\$ 175,014

SECTION 9: Periodic Financial Reports

The Township Clerk shall provide the Township Library Board at the Board meeting immediately following the end of each fiscal quarter and at the final Library Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budget amount in the Library Fund.

SECTION 10: Budget Monitoring

Whenever it appears to the Library Director or the Township Library Board that the actual and probable revenues in the Library Fund will be less than the estimated revenues and fund balance upon which appropriations from the fund were based, and when it appears that expenditures will exceed an appropriation, the Library Director shall present to the Township Library Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

SECTION 11: Library Board Adoption

Motion made by MaryAnn Zimmarral, seconded by Kelli Poortenga, to adopt the forgoing resolution and General Appropriation Act. Upon roll call vote, the following voted aye: Kelli, Kathy, MaryAnn, John, Chris,

Marilyn

The following voted nay:

None

Absent:

NA

The Library Board Chairperson declared the motion carried/failed and the resolution adopted on the day of Feb 27nd, 2017.

Kathleen S. Adams 2/27/17
Library Board Secretary