

**Colon Township Library 2018/2019
General Appropriations Act**

The Colon Township Library resolves:

SECTION 1: Title

This resolution shall be known as the Colon Township Library 2018/2019 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 March 26th, 2018.

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
Senior Library Clerk	\$11.25	/hour
Library Clerk, under 5 years	\$10.25	/hour
Library Clerk, under 6 months (probationary period)	\$10.00	/hour

Library Directory Compensation Package		
Salary	\$30,000	annually

SECTION 6: Adoption of budget by Activity/Department

Colon Township Library Board adopts the 2018/19 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, 2018:	<u>\$209,326</u>	
Resources (Income)		
Taxes	105,000	
State Aide	2,700	
Grants/Donations	4,100	
Library Usage Fee	400	
Appropriation	10,000	
Fines and Forfeitures:		
Penal Fines	15,000	
Book Fines	1,200	
Interest	35	
Copies/Fax/Scan Services	<u>2,500</u>	
Total Resources	<u>\$140,935</u>	
	Amounts available for appropriation:	<u>\$ 350,261</u>

Charges to Appropriations (Expenses)

Salaries	68,000
Trustee Honorarium	2,580
Payroll Taxes	5,200
Office Supplies	2,700
Materials (Books, etc.)	15,600
Postage	75
Library Automation Software and supplies	1,990
Cleaning Supplies	650
Insurance & Bonds	3,300
Professional	800
Education/Training	1,000
Dues & Fees	500
Telephone/Internet	2,700
Travel Expense	800
Rides Delivery	2,100
Bank Fees	50
Co-op's Share of State Aid	1,350
Utilities	8,500
Computer Repair	500
Building & Grounds	5,000
New Equipment	500
Misc. Expense	1,000
Contingency	<u>10,000</u>
 Total Charges	<u>\$134,895</u>

Capital Outlay
(Building repair/upkeep of machinery): \$4,000
Total charges to appropriations: (\$138,895)

Budgetary Fund Balance, 3/31/2019 **\$ 211, 366**

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 Kelli Poortenga, seconded by Marylann Zimmerman to adopt the forgoing resolution and General Appropriation Act. Upon roll call vote, the following voted aye: John Parr, Marilyn Miller, Kelli Poortenga, Kathleen Adams, Marylann Zimmerman

The following voted nay: None

Absent: Christine Tenney

The Library Board Chairperson declared the motion carried/failed and the resolution adopted on the day of March 26th, 2018.

Kathleen L. Adams
Library Board Secretary