

**Colon Township Library 2019/2020
General Appropriations Act**

The Colon Township Library resolves:

SECTION 1: Title

This resolution shall be known as the Colon Township Library 2019/2020 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 25th, 2019.

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 mills 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	\$11.50	/hour
Library Clerk, under 5 years	\$10.50	/hour
Library Clerk, under 6 months (probationary period)	\$10.00	/hour

Library Directory Compensation Package		
Salary	\$32,100	annually

SECTION 6: Adoption of budget by Activity/Department

Colon Township Library Board adopts the 2019/2020 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, 2019: \$201,928

Resources (Income)

Taxes	109,000
State Aide	3,000
Grants/Donations	4,000
Library Usage Fee	400
Appropriation	10,000
Fines and Forfeitures:	
Penal Fines	15,000
Book Fines	1,200
Interest	50
Copies/Fax/Scan Services	<u>2,500</u>
Total Resources	\$145,150

Amounts available for appropriation:

\$ 347,078

Charges to Appropriations (Expenses)

Salaries	73,100
Trustee Honorarium	2,580
Payroll Taxes	5,200
Office Supplies	2,700
Materials (Books, DVD's, etc.)	15,600
Postage	75
Library Automation Software and supplies	1,890
Cleaning Supplies	650
Insurance & Bonds	3,350
Professional	500
Education/Training	1,000
Dues & Fees	500
Telephone/Internet	2,700
Travel Expense	800
Rides Delivery	2,300
Bank Fees	50
Co-op's Share of State Aid	1,500
Utilities	8,500
Computer Repair	500
Building & Grounds	5,000
New Equipment	600
Misc. Expense	1,000
Contingency	<u>10,000</u>

Total Charges \$140,095

Capital Outlay
(Building repair/upkeep of machinery): \$34,000
Total charges to appropriations: (\$174,095)

Budgetary Fund Balance, 3/31/2020 **\$ 172,983**

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

None

Absent: None

The Library Board Chairperson declared the motion carried/failed and the resolution adopted on the day of March 25th, 2019.

Kathleen L. Adams 3/25/19
Library Board Secretary



Notes on 2019-2020 Proposed Budget:

New Equipment:

The library needs to purchase a new printer that can print book labels and do "Air Print" jobs wirelessly. This will cost approximately \$600.

Capital Outlay Projects:

\$34,000

We have set aside \$30,000 in the event the library purchases the property next door. The funds would be used for the property itself, excavation and paving of the site.

\$4,000

The elevator is currently out of order while we wait for a special order part. This part (door operator) will cost approximately \$4000. We will receive the bill in the 2019/2020 Fiscal year.

Staffing:

I would like to increase the base Library Clerk wage to **\$10.50** (was \$10.25), and the Senior Library Clerk wage to (was \$11.25) **\$11.50** an hr.

Library Director would like to discuss an increase to cover part of health insurance cost.

Expense GL Number	Category #	Description	2018/2019 Budget	2018/2019 Actual	2019/2020 Proposed
--- Estimated Revenue ---					
271-000-674.000	674	DONATIONS	2,000	3,400	3,500
271-790-402.000	402	Property Taxes	90,000	81,300	92,000
271-790-411.000	411	Delinquent Taxes	15,000	7,135	15,000
271-790-580.000	580	STATE AID TO PUBLIC LIBRARIES	1,350	1,394	1,500
271-790-580.100	580.1	CO-OPS SHARE OF STATE AID	1,350	1,394	1,500
271-790-642.000	642	Copies/Fax/Scan Sales	2,500	2,500	2,500
271-790-655.000	655	PENAL FINES	15,000	11,850	15,000
271-790-656.000	656	BOOK AND DVD FINES	1,200	1,200	1,200
271-790-658.000	658	RIDES REINBURSEMENT	2,100	2,518	2,500
271-790-664.000	664	INTEREST	35	47	50
271-790-670.000	670	LIBRARY USAGE FEE	400	400	400
271-790-699.000	699	OPERATING TRANSFER IN	10,000	10,000	10,000
Total Estimated Revenue:			140,935	123,138	145,150
--- Appropriations ---					
271-790-702.000	702	LIBRARY DIRECTOR SALARY	30,000	30,000	32,100
271-790-703.000	703	ASST. LIBRARIAN WAGES	4,390	4,390	15,000
271-790-703.100	703.1	LIBRARY CLERK WAGES	27,494	27,494	21,000
271-790-703.200	703.2	CLEANING SERVICE	5,000	5,000	5,000
271-790-706.000	706	Trustees Per Diem	2,580	2,580	2,580
271-790-715.000	715	Payroll Taxes	5,200	5,100	5,200
271-790-727.000	727	Office Supplies	2,700	2,615	2,700
271-790-728.000	728	BOOKS	10,000	10,000	10,000
271-790-728.100	728.1	PERIODICALS	500	500	500
271-790-728.200	728.2	AUDIO BOOKS/HOOPLA	3,300	3,200	3,300
271-790-728.300	728.3	VIDEO'S / DVD'S	1,800	1,800	1,800
271-790-729.000	729	Postage	75	55	75
271-790-730.000	730	LIBRARY AUTOMATION SOFTWARE	1,190	1,190	1,190
271-790-730.100	730.1	AUTOMATION EQUIPMENT	300	100	200
271-790-731.000	731	AUTOMATION SUPPLIES	500	429	500
271-790-735.000	735	CLEANING SUPPLIES	650	529	650
271-790-810.000	810	Insurance & Bonds	3,300	3,325	3,350
271-790-820.000	820	PROFESSIONAL	800	480	500
271-790-829.000	829	Training	1,000	165	1,000
271-790-830.000	830	Dues & Fees	500	397	500
271-790-850.000	850	TELEPHONE/INTERNET	2,700	2,515	2,700
271-790-861.000	861	TRAVEL EXPENSE	800	457	800
271-790-871.000	871	Rides Delivery Expense	2,100	2,171	2,300
271-790-901.000	901	BANK FEES	50	0	50
271-790-902.000	902	CO-OP SHARE	1,350	1,394	1,500
271-790-920.000	920	Utilities	8,500	7,700	8,500
271-790-936.000	936	COMPUTER REPAIR	500	422	500
271-790-939.000	939	BLDG. & GRNDS./MAINTENANCE	5,000	3,649	5,000
271-790-940.000	940	NEW EQUIPMENT	500	595	600
271-790-956.000	956	Miscellaneous Expense	1,000	152	1,000
271-790-969.000	969	Contingency	10,000	1068	10,000
271-790-970.271	970	CAPITAL OUTLAY	4,000	0	34,000
Total Appropriations:			137,779	119,472	174,095

Net of Revenues & Appropriations:

-28,945

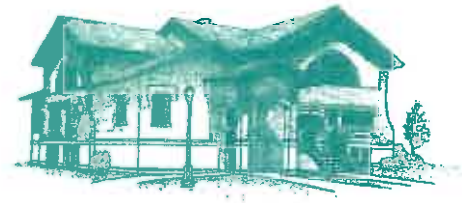
2019	
Real & Personal Taxable	\$108,914,677 x .8944 = \$97,413
2018	
Real & Personal Taxable	\$106,421,591 x .8944 = \$95,183
2017	
Real & Personal Taxable	\$104,548,850 x .8944 = \$93,508

2016	
Real & Personal Taxable	\$102,682,639 x .8944 = \$91,839

2015	
Real & Personal Taxable	\$100,753,090 x .8947 = \$90,152

2014	
Real & Personal Taxable	\$94,794,457 x .8947 = \$84,812

2013	
Real & Personal Taxable	\$93,974,556 x .8947 = \$84,079



3/15/19

Bank Accounts Summary as of last bank statements received.

General Fund*	SB&T	#30352	\$74,371
*This balance increases during tax season, as millage operating income is received.			
CD	SB&T	#8210	\$78,139
Money Market	Huntington	#7434	\$20,358
<u>Technology Fund</u>	<u>SB&T</u>	<u>#1980</u>	<u>\$29,060</u>
Total			\$201,928

Debt Retirement ** SB&T #7660 \$53,402

**Revenues from building project millage can be used only to pay bond debt, which will be paid in 2023.