

**Colon Township Library 2020/2021
General Appropriations Act**

The Colon Township Library resolves:

SECTION 1: Title

This resolution shall be known as the Colon Township Library 2020/2021 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 23rd, 2020.

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	\$11.75	/hour
Library Clerk, under 5 years	\$10.75	/hour
Library Clerk, under 6 months (probationary period)	\$10.00	/hour

Library Directory Compensation Package

Salary	\$32,100	annually
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SECTION 6: Adoption of budget by Activity/Department

Colon Township Library Board adopts the 2020/2021 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,

As of March 18th, 2020:

Library Bank Account balance \$201,059

Resources (Income)

Taxes	107,000
State Aide	3,200
Grants/Donations	6,400
Library Usage Fee	400
Operating Transfer from Township	10,000
Fines and Forfeitures:	
Penal Fines	15,000
Book Fines	1,200
Interest	100
Copies/Fax/Scan Services	<u>2,500</u>
Total Resources	\$145,800

Amounts available for appropriation:

\$ 346,859

Charges to Appropriations (Expenses)

Salaries	74,100
Trustee Honorarium	2,580
Payroll Taxes	5,500
Office Supplies	2,700
Materials (Books, DVD's, etc.)	15,500
Postage	75
Library Automation Software and supplies	1,890
Cleaning Supplies	650
Insurance & Bonds	3,400
Professional	500
Education/Training	1,000
Dues & Fees	500
Telephone/Internet	2,800
Travel Expense	800
Rides Delivery	2,500
Bank Fees	50
Co-op's Share of State Aid	1,600
Utilities	8,500
Computer Repair	500
Building & Grounds	6,000
New Equipment	600
Misc. Expense	1,000
Contingency	<u>10,000</u>

Total Charges \$142,645

Capital Outlay
(Building repair/upkeep of machinery): \$10,000
Total charges to appropriations: (\$152,645)

Budgetary Fund Balance, 3/31/2020 \$ 173,876

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 Mary Ann Zimmerman, seconded by Chris Tenney, to adopt the forgoing resolution and General Appropriation Act. Upon roll call vote, the following voted aye: John Parr - aye, Marilyn Zimmerman - aye, Chris Tenney - aye, Marilyn Miller - aye, Kathy Adams - aye, Kelli Poortenga
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 23rd, 2020.*

Kathleen L. Adams 27 July 2020
Library Board Secretary

* Approved via ^{via} email due to the Covid-19 pandemic via 27 Jul 2020