

**Colon Township Library 2022/2023
General Appropriations Act**

The Colon Township Library resolves:

SECTION 1: Title

This resolution shall be known as the Colon Township Library 2022/2023 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 28th, 2022.

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

Assistant Director	\$15.00	/hour
Library Clerk	\$12.00	/hour
Library Clerk, starting salary	\$11.00	/hour
(upon review of work performance by Library Director)		
Library Directory Compensation Package		
Salary	\$32,100	annually

SECTION 6: Adoption of budget by Activity/Department

Colon Township Library Board adopts the 2022/2023 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 28th, 2022:

Library Bank Account balance \$214,758

Resources (Income)

Taxes	111,000
State Aide	3,400
Donations	5,000
Grants	10,000
Library Usage Fee	400
Operating Transfer from Township	7,000
Fines and Forfeitures:	
Penal Fines	10,000
Book Fines	1,000
Interest	100
Copies/Fax/Scan Services	<u>1,500</u>
Total Resources	\$149,400

Amounts available for appropriation:

\$ 364,158**Charges to Appropriations (Expenses)**

Salaries	79,600
Trustee Honorarium	2,580
Payroll Taxes	6,000
Office Supplies	2,700
Materials (Books, DVD's, etc.)	14,050
Postage	75
Library Automation Software and supplies	1,800
Cleaning Supplies	800
Insurance & Bonds	3,600
Professional	1,200
Training	200
Dues & Fees	500
Telephone/Internet	2,500
Travel Expense	200
Bank Fees	50
Co-op's Share of State Aid	1,800
Utilities	8,000
Computer Repair	400
Building & Grounds	6,000
New Equipment	1,000
Misc. Expense	1,000
Contingency	1,000
Grants out	<u>10,000</u>
Total Charges	\$145,055

Capital Outlay

(Building repair/upkeep of machinery): \$4,000

Total charges to appropriations:

(\$149,055)**Budgetary Fund Balance, 3/31/2023****\$ 215,103**

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 _____, seconded by _____, to adopt the forgoing resolution and General Appropriation Act. Upon roll call vote, the following voted aye:

The following voted nay:

Absent:

The Library Board Chairperson declared the motion carried/failed and the resolution adopted on the day of March 28th, 2022.

Library Board Secretary