

CASS DISTRICT LIBRARY

RESOLUTION TO ADOPT BUDGET (GENERAL APPROPRIATIONS ACT)

At a meeting of the Library Board of the Cass District Library ("District Library Board" or "Library Board"), Cass County, Michigan, held at the Main Branch on November 15, 2023 at 6:00 p.m.

PRESENT: Sandra Asmus, Andrew Churchill, Susie Cleaver, Rebecca Crocker, Laura Hughes, Ron McAdam, Eileen Toney

ABSENT: Joe Gross

The following Resolution was offered by McAdam and seconded by Asmus:

WHEREAS, the Cass District Library ("District Library") was established by an agreement in accordance with the District Library Establishment Act, 1989 PA 24, as amended ("DLEA"); and

WHEREAS, pursuant to Section 12 of the DLEA, the District Library Board is responsible for the expenditure of district library funds; and

WHEREAS, the Library Board desires to adopt the budget according the provisions of the Michigan Uniform Budgeting and Account Act 1968 PA 2; and

WHEREAS, the Library Board has determined to hold a public hearing and to adopt the budget for the District Library for the January 1, 2024 to December 31, 2024 fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title

This Resolution shall be known as the Cass District Library General Appropriations Act ("Act").

Section 2: Chief Administrative Officer

The Library Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

Section 3: Fiscal Officer

The Treasurer shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 4, 2023, and a public hearing on the proposed budget was held on November 15, 2023.

Section 5: Estimated Revenues

Estimated library fund revenues for the fiscal year January 1, 2024 to December 31, 2024, including a voter-authorized millage of 0.7478 mills, and various miscellaneous revenues shall total \$1,774,150.00. The Board appropriates the following sums to defray expenses and meet liabilities for fiscal year 2024 for District Library purposes based on the statement of estimated revenues.

Section 6: Estimated Expenditures

Estimated library fund expenditures for fiscal year January 1, 2024 to December 31, 2024 for the various library activities (line-items) are as follows: \$2,082,934.20, including a net budgeted deficit of \$338,784.20.

Section 7: Millage Levy

The Board hereby certifies that the electors of the District approved a districtwide property tax in the amount of 0.75 mill (\$0.75 per \$1,000) at an election held on September 14th, 1993. The purpose of the millage was to levy the tax for all district library purposes authorized by law.

The Board certifies that it previously approved a levy on December 1, 2022 of a property tax upon all real and tangible personal property within the District in the total amount of 0.7478 mills (\$0.7478 per \$1,000) on the taxable valuation of such property to provide funds for District Library purposes and submitted an L-4029 to the County.

The Board hereby certifies that the millage to be levied on all taxable property in the District has been reduced, if necessary, to comply with Headlee and the Board has complied with the requirements of the Truth-in-Taxation Act, MCL 211.24e.

Section 8: Adoption of Budget by Reference

The general library fund budget of the Cass District Library is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 6 of this Act (see attached Exhibit A).

Section 9: Adoption of Budget by Line Item

The Cass District Library adopts the 2024 fiscal year general fund budget (attached as Exhibit A) by line item. Library officials responsible for the expenditures authorized in the budget may expend library funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior Library Board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 11: Transfer Authority

Under no circumstances may the total general fund budget be changed without prior Library Board approval.

Section 12: Periodic Fiscal Reports

The Fiscal Officer shall transmit to the Library Board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations.

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

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

Section 15: Violations of This Act

Any obligation incurred or payment authorized in violation of this Resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and any policy that may apply to any responsible employee.

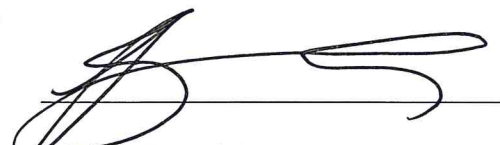
Section 16: Library Board Adoption

Motion made by Churchill, seconded by Cleaver to adopt the foregoing Resolution. Upon roll call vote, the following voted aye: Sandra Asmus, Andrew Churchill, Susie Cleaver, Rebecca Crocker, Laura Hughes, Ron McAdam, Eileen Toney. The following voted nay: None. The President declared the motion carried and the Resolution duly adopted on November 15, 2023.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF CASS)

I, the undersigned, the duly qualified and acting Secretary of the Cass District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on November 15, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.



Library Board Secretary

**RESOLUTION ESTABLISHING CAPITAL PROJECTS FUND-
EDWARDSBURG BUILD**

At a meeting of the Library Board of the Cass District Library (“District Library Board” or “Library Board”), Cass County, Michigan, held at the Main Branch on November 15, 2023 at 6:00 p.m.

PRESENT: Sandra Asmus, Andrew Churchill, Susie Cleaver, Rebecca Crocker, Laura Hughes, Ron McAdam, Eileen Toney

ABSENT: Joe Gross

The following Resolution was offered by Cleaver and seconded by Crocker:

WHEREAS, the Cass District Library believes it is necessary to establish a Capital Projects Fund-Edwardsburg Build to manage, identify, and track expenditures related to the construction of the new Edwardsburg Branch library; and

WHEREAS, the District Library Establishment Act gives the Board exclusive control over the expenditure of money deposited in the district library fund and Michigan law authorizes the establishment of a Capital Projects Fund;

THEREFORE, be it resolved that the Library Board authorizes the establishment of the Capital Projects Fund-Edwardsburg Build.

1. **Purpose of Fund:** The purpose of the Capital Projects Fund-Edwardsburg Build is to account for and report financial resources to be used for capital outlay expenditures associated with the construction of the new Edwardsburg Branch library.
2. **Funding Sources:** The Capital Projects Fund-Edwardsburg Build shall be funded through general taxation, bonds, grants, and donations;
3. **Fund Management:** The management of the Capital Projects Fund-Edwardsburg Build shall be in compliance with Michigan law and generally accepted accounting principles;
4. **Compliance with Laws:** All activities related to the Capital Projects Fund-Edwardsburg Build shall comply with applicable Michigan laws and regulations.

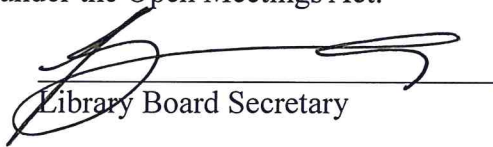
Library Board Adoption

Motion made by Churchill seconded by Hughes to adopt the foregoing Resolution. Upon roll call vote, the following voted aye: Sandra Asmus, Andrew Churchill, Susie Cleaver, Rebecca Crocker, Laura Hughes, Ron McAdam, Eileen Toney. The following voted nay: None. The President declared the motion carried and the Resolution was duly adopted on November 15, 2023.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF CASS)

I, the undersigned, the duly qualified and acting Secretary of the Cass District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on November 15, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.



Library Board Secretary

RESOLUTION ESTABLISHING DEBT SERVICE FUND-EDWARDSBURG BUILD

At a meeting of the Library Board of the Cass District Library (“District Library Board” or “Library Board”), Cass County, Michigan, held at the Main Branch on November 15, 2023 at 6:00 p.m.

PRESENT: Sandra Asmus, Andrew Churchill, Susie Cleaver, Rebecca Crocker, Laura Hughes, Ron McAdam, Eileen Toney

ABSENT: Joe Gross

The following Resolution was offered by Churchill and seconded by Hughes:

WHEREAS, the Cass District Library believes it is necessary to establish a Debt Service Fund-Edwardsburg Build to account for and report payment of principal, interest, and expenses related to the construction of the new Edwardsburg Branch library; and

WHEREAS, the District Library Establishment Act gives the Board exclusive control over the expenditure of money deposited in the district library fund and Michigan law authorizes the establishment of a Debt Service Fund;

THEREFORE, be it resolved that the Library Board authorizes the establishment of the Debt Service Fund-Edwardsburg Build.

1. **Purpose of Fund:** The purpose of the Debt Service Fund-Edwardsburg Build is to account for and report payment of principal, interest, and expenses in connection with certain long-term debt. These funds are also used to report accumulated financial resources related to future principal and interest payments.
2. **Funding Sources:** The Debt Service Fund-Edwardsburg Build shall be funded through general taxation, bonds, grants, and donations;
3. **Fund Management:** The management of the Debt Service Fund-Edwardsburg Build shall be in compliance with Michigan law and generally accepted accounting principles;
4. **Compliance with Laws:** All activities related to the Debt Service Fund-Edwardsburg Build shall comply with applicable Michigan laws and regulations.

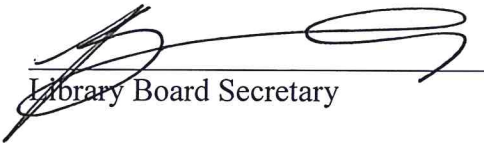
Library Board Adoption

Motion made by Cleaver seconded by Crocker to adopt the foregoing Resolution. Upon roll call vote, the following voted aye: Sandra Asmus, Andrew Churchill, Susie Cleaver, Rebecca Crocker, Laura Hughes, Ron McAdam, Eileen Toney. The following voted nay: None. The President declared the motion carried and the Resolution was duly adopted on November 15, 2023.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF CASS)

I, the undersigned, the duly qualified and acting Secretary of the Cass District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on November 15, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.



Library Board Secretary

Exhibit A	2024
Income	
101-790-404.0 Millage	\$ 1,482,000.00
101-790-404.1 Millage Refund	\$ 500.00
101-790-523.0 Federal/State Grants	\$ 3,000.00
101-790-523.2 Program Grants/Donations	\$ 450.00
101-790-525.0 USF Grants	\$ 38,000.00
101-790-540.0 State Aid	\$ 37,000.00
101-790-608.0 Other Income	\$ 7,500.00
101-790-609.0 Out-of-District Fees	\$ 100.00
101-790-609.1 Copies, Fax, Etc...	\$ 10,000.00
101-790-609.2 Meeting Room Fees	\$ 100.00
101-790-609.3 Sale of Used Books	\$ 1,250.00
101-790-609.5 Lost InterLibrary Loan-Billed	\$ 500.00
101-790-656.0 Penal Fines	\$ 132,000.00
101-790-657.0 Lost/Damaged Fees	\$ 1,000.00
101-790-657.1 Donations, Misc..	\$ 500.00
101-790-665.0 Interest & Dividends	\$ 12,000.00
101-790-675.2 Designated Gifts/Memorials	\$ 250.00
101-790-675.2 Fundraising Edwardsburg Build	\$ 5,000.00
101-790-675.4 FourWinds-RevenueSharing	\$ 12,000.00
101-790-675.5 Summer Reading-Donations	\$ 1,000.00
Total Income	\$ 1,744,150.00
Expenses	
Administration Expenses	
101-790-710.5 Staff Training	\$ 10,500.00
101-790-727.0 Office Supplies	\$ 7,500.00
101-790-727.1 Library Supplies	\$ 7,500.00
101-790-728.0 Postage	\$ 2,000.00
101-790-729.0 Janitorial Supplies	\$ 7,000.00
Total Administration Expenses	\$ 34,500.00
Books/Periodicals/Videos/Audio	
101-790-730.0 Books Adult Non-Fiction	\$ 11,000.00
101-790-730.1 Books Adult Fiction	\$ 18,000.00
101-790-730.2 Books Professional	\$ 250.00
101-790-730.3 Books Juvenile Non-Fiction	\$ 3,000.00
101-790-730.4 Books Juvenile Fiction	\$ 15,000.00
101-790-730.5 Books Large Print	\$ 11,000.00
101-790-730.6 Books CLH Material	\$ 250.00
101-790-730.7 Books Young Adult	\$ 4,500.00
101-790-731.0 Audiobooks	\$ 8,500.00
101-790-731.2 Videos	\$ 8,000.00
101-790-731.3 Music	\$ 500.00

101-790-731.4 Databases	\$ 7,500.00
101-790-731.5 E-Material	\$ 64,000.00
101-790-733.0 Periodicals	\$ 11,500.00
101-790-733.2 Designated Gift/Memorial Purchases	\$ 50.00
Total Books/Periodicals/Videos/Audio	\$ 163,050.00
Contracts/Professional Fees	
101-790-801.9 Bank Fee	\$ 1,500.00
101-790-802.0 Attorney Fees	\$ 20,000.00
101-790-802.1 Auditor Fees	\$ 8,000.00
101-790-802.3 Payroll Services	\$ 5,000.00
101-790-802.4 Service Contracts	\$ 57,000.00
101-790-802.5 Copy Machine Contract	\$ 9,200.00
101-790-803.0 Memberships	\$ 750.00
101-790-999.9 Penalty (Late Charges)	\$ 100.00
Total Contracts/Professional Fees	\$ 101,550.00
Equipment	
101-790-980.0 Furniture & Equipment	\$ 5,000.00
101-790-983.0 Automation	\$ 88,000.00
101-790-984.0 Capital Improvements	\$ 20,000.00
101-790-984.1 Edwardsburg Build	\$ -
101-790-990.0 Computer Equipment	\$ 6,000.00
Total Equipment	\$ 119,000.00
Miscellaneous Expenses	
101-790-804.0 Internet Service	\$ 45,000.00
101-790-805.0 General Insurance	\$ 18,000.00
101-790-806.0 Processing	\$ 7,500.00
101-790-806.1 Shipping/Handling Fees	\$ 2,000.00
101-790-806.3 Lost Interloan Books	\$ 400.00
101-790-806.5 Microfilm	\$ 1,360.00
101-790-807.0 Board per diem	\$ 2,800.00
101-790-861.0 Mileage	\$ 1,000.00
Total Miscellaneous Expenses	\$ 78,060.00
Payroll Expenses	
101-790-702.0 Salary - Full Time	\$ 515,583.60
101-790-702.1 Salary - Part Time	\$ 107,733.00
101-790-704.3 Employee/Volunteer Recognition	\$ 3,000.00
101-790-710.0 FICA	\$ 43,000.00
101-790-710.1 Pension/Employer Contrib.	\$ 35,000.00
101-790-710.2 Unemployment	
101-790-710.3 Medical Insurance	\$ 92,257.60
101-790-710.4 Life Insurance	\$ 1,200.00
Total Payroll Expenses	\$ 797,774.20
Programs and Promotions	
101-790-881.0 Adult Program	\$ 5,000.00

101-790-881.1 Children's Programs	\$ 4,000.00
101-790-881.3 Summer Reading	\$ 6,000.00
101-790-901.0 Library Promotion	\$ 9,000.00
101-790-901.1 Children's Supplies	\$ 3,000.00
Total Programs and Promotions	\$ 27,000.00
Repairs & Maintenance	
101-790-930.0 Computer Repair/Maintenance	\$ 20,000.00
101-790-930.1 Vehicle-Repair/Maintenance/Gas	\$ 3,000.00
101-790-930.2 Building Repair/Maintenance	\$ 20,000.00
101-790-930.3 Grounds Maintenance	\$ 18,000.00
Total Repairs & Maintenance	\$ 61,000.00
Telephone/Utilities	
101-790-921.0 Telephone	\$ 8,000.00
101-790-922.0 Utilities	\$ 60,000.00
101-790-923.0 Disposal	\$ 3,000.00
Total Telephone/Utilities	\$ 71,000.00
Total Expenses	\$ 1,452,934.20
Other Financing Sources-Fund Balance Transfer To Capital Projects	
Fund-Edwardsburg Build	\$ 350,000.00
Other Financing Sources-Debt Service	\$ 280,000.00
Total Other Financing Sources	\$ 630,000.00
Total Other Financing Sources and Expenditures	\$ 2,082,934.20
Net Budgeted Deficit (will use prior year fund equity for planned loss)	\$ (338,784.20)
Beginning Audited Fund Balance 12/31/22	\$ 874,948.00
Predicted Unaudited Profit 12/31/23	\$ 110,000.00
Updated Fund Balance	\$ 984,978.00
Net Loss (using fund balance above)	\$ (338,784.20)
Ending Fund Balance	\$ 646,193.80

Capital Projects Fund-CED Build**2024****Income**

Transfer from General Fund	\$ 350,000.00
Bond Proceeds	<u>\$ 4,195,000.00</u>
Total Income	<u>\$ 4,545,000.00</u>

Expenses

Construction	\$ 3,500,000.00
	<u>\$ 3,500,000.00</u>

Net Income	<u>\$ 1,045,000.00</u>
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Beginning Fund Balance	<u>\$ -</u>
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Expected Fund Balance	<u><u>\$ 1,045,000.00</u></u>
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Debt Service Fund Budget CED

	<u>2024</u>
Income	
Transfer from General Fund	<u>\$ 280,000.00</u>
Total Income	<u>\$ 280,000.00</u>
Expenses	
Principal repayment due 12/31	\$ 115,000.00
Interest repayment due 12/31	<u>\$ 162,750.00</u>
Total Expenses	<u>\$ 277,750.00</u>
Net income	\$ 2,250.00
Beginning Fund Balance	<u>\$ -</u>
Expected ending fund balance	<u><u>\$ 2,250.00</u></u>