

Policy Statement

The Comstock Township Library has adopted financial regulations to help the Library operate in a fiscally responsible way.

Regulations

1. The primary source of operating funds for the Library is a 1 mil, Headlee-reduced property tax and a .5 mil, Headlee-reduced property tax, both in perpetuity. Additional revenue sources come from:
 - Penal fines
 - State aid
 - Gifts, donations, and grants
 - Fines, fees, and used item sales
2. Each year the library director shall prepare a draft budget to be presented to the library board for approval.
3. The Library budget is a working document. During the course of the fiscal year, budget adjustments will be presented by the library director to the library board for approval as needed.
4. Wages and salaries will be reviewed by the Wage & Salary Committee each year with a recommendation made to the board for approval. Wages and salaries are to be set once a year, to commence in January.
5. The library director, or designated staff, will prepare a monthly report for the library board covering cash flow and a list of checks and payments, as well as quarterly investment reports.
6. The Library has a petty cash fund (\$100 for expenses) that is available to staff members, authorized by the library director, for the purchase of items under \$100. Written documentation including a description of what the purchase is for and an original receipt is required before the staff member is reimbursed for the expenditure.
7. The purchase of items \$2000 or less may be made by the library director without prior library board approval as long as the money comes from the correct fund in the budget.
8. The purchase of supplies, materials, and equipment costing \$2000 or less may be made without a bidding process.

9. Routine and budgeted purchases of books, media, periodicals, office supplies, equipment, and services in excess of \$2000 may be made from established suppliers with whom the Comstock Township Library has an ongoing relationship without competitive bidding, subject to the following guidelines:
 - The established supplier has undergone an initial evaluation with respect to cost, service, and fiscal stability.
 - The supplier's performance shall be reviewed periodically, at least every three (3) years.
10. Purchases of non-budgeted materials, supplies, equipment, services, and construction projects or contracts expected to cost in excess of \$2000 shall require the library director to solicit bids from at least two (2) qualified bidders, if possible.
11. As a public service organization, the Library uses most of its revenues to provide benefits and services to its citizens; however, some fund balances are allocated to cover unexpected expenses and revenue shortfalls. In order to insure that sufficient funds are available, the library board has identified the following potential uses of the fund balance including, but not limited to:
 - Facility expenses
 - Technology upgrades
12. Financial reports will be submitted to the Charter Township of Comstock as part of the annual audited financial statement of the Charter Township of Comstock. The final budget requesting millage for the operation of the Library shall be presented to the Township on or before the first Monday of September in each year. ¹
13. The Library maintains agreements with the Charter Township of Comstock for shared building expenses and administrative tasks performed by the Township on behalf of the Library.
14. The library board has a written *Credit Card Policy MGMT-4*.
15. The library board has a written *Investment Policy MGMT-5*.
16. The library board has a written *Gifts & Donations Policy MGMT-6*.

Approved: October 12, 2020
Comstock Township Library Board of Trustees

¹ MCL 397.210
Comstock Township Library Policies