

**Colon Township Library 2021/2022
Amendment to the
General Appropriations Act**

The Colon Township Library resolves:

SECTION 1: Title

This resolution shall be known as the **Amendment** to the Colon Township Library 2021/2022 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 August 2nd, 2021.

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

SECTION 6: Adoption of budget by Activity/Department

Colon Township Library Board adopts the 2021/2022 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 August 23rd, 2021:

Library Bank Account balance \$189,598

Resources (Income)

Taxes	107,000
State Aide	3,200
Donations	3,500
Rides Reimbursement	2,600
Library Usage Fee	400
Operating Transfer from Township	10,000
Fines and Forfeitures:	
Penal Fines	12,000
Book Fines	1,000
Interest	100
Copies/Fax/Scan Services	<u>1,500</u>
Total Resources	\$141,300

Amounts available for appropriation: \$ 330,898

Charges to Appropriations (Expenses)

Salaries	79,600
Trustee Honorarium	2,580
Payroll Taxes	6,000
Office Supplies	2,700
Materials (Books, DVD's, etc.)	14,200
Postage	75
Library Automation Software and supplies	1,900
Cleaning Supplies	650
Insurance & Bonds	3,450
Professional	500
Training	500
Dues & Fees	500
Telephone/Internet	3,000
Travel Expense	500
Rides Delivery	2,500
Bank Fees	50
Co-op's Share of State Aid	1,550
Utilities	7,500
Computer Repair	500
Building & Grounds	6,000
New Equipment	1,000
Misc. Expense	1,000
Contingency	<u>1,000</u>
Total Charges	\$137,255

Capital Outlay
(Building repair/upkeep of machinery): \$8,000

Total charges to appropriations: (\$145,255)

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

Carol Bielski, Kelli Poortenga, Mary Ann Zimmerman

The following voted nay: *Scott Wyant*

Absent: *Kathleen Adams, Denis Cristofaro*

The Library Board Chairperson declared the motion carried/failed and the resolution adopted on the day of August 2nd, 2021.

MA Zimmerman ^{may} 8/20/2021
Library Board Secretary (Acting)

Kathleen L. Adams 8/23/2021

Colon Township Library

August 2nd, 2021

Budget Amendment - FY 2021/2022:

	<u>From</u>	<u>To</u>	<u>\$ Decrease</u>
699.000 Operating Transfer In	10,000	15,000	\$5,000
	<u>\$10,000</u>	<u>\$15,000</u>	<u>\$5,000</u>

	<u>From</u>	<u>To</u>	<u>\$ Increase</u>
703.000 Senior Library Clerk	18,000	21,000	3,000
703.100 Library Clerk Wages	20,000	21,500	1,500
715.000 Payroll Taxes	5,500	6,000	500
	<u>\$12,200</u>	<u>\$15,273</u>	<u>\$5,000</u>

Budget Notes:

Title of Senior Library Clerk is now Assistant Director. Wage is \$15 an hour.
Library Clerk wages (worked over 6 months) is \$12 an hour.

This amendment was approved:

Mary Ann Zimmerman 8/2/2021
Acting Secretary

*Colon Township Library
128 S. Blackstone Ave.
Colon, MI 49040*



Notes on 2021/2022 Proposed Amended Budget:

8/2/2021

Staffing:

I propose that library clerks (employed for over 6 months) receive a wage of \$12 hr., and that Senior Library Clerk, Erica Gentz is given the new title of Assistant Director and a wage of \$15 an hour.

This would require an Operating Transfer In from GL # 699.000 in the amount of \$5,000 from the Library Budgetary Fund Balance.

Increase to the following:

\$3,000 to 703.000 (Assistant Director wages)

\$1,500 to 703.100 (Library Clerk wages)

\$500 to 715.000 (payroll tax)

GL Number	Expense Category #	Description	2021/2022 Budget	2021/2022 Amended
--- Estimated Revenue ---				
271-790-402.000	402	Property Taxes	92,000	92,000
271-790-411.000	411	Delinquent Taxes	15,000	15,000
271-790-580.000	580	STATE AID TO PUBLIC LIBRARIES	1,600	1,600
271-790-580.100	580	CO-OPS SHARE OF STATE AID	1,600	1,600
271-790-642.000	642	Copies/Fax/Scan Sales	1,500	1,500
271-790-655.000	655	PENAL FINES	12,000	12,000
271-790-656.000	656	BOOK AND DVD FINES	1,000	1,000
271-790-658.000	658	RIDES REIMBURSEMENT	2,600	2,600
271-790-644.000	644	INTEREST	100	100
271-790-670.000	670	LIBRARY USAGE FEE	400	400
271-000-674.000	674	DONATIONS	3,500	3,500
271-790-699.000	699	OPERATING TRANSFER IN	10,000	14,500
Total Estimated Revenue:			141,300	145,800

--- Appropriations ---

271-790-702.000	702	LIBRARY DIRECTOR SALARY	32,100	32,100
271-790-703.000	703	ASST. LIBRARIAN WAGES	18,000	21,000
271-790-703.100	703.1	LIBRARY CLERK WAGES	20,000	21,500
271-790-703.200	703.2	CLEANING SERVICE	5,000	5,000
271-790-706.000	706	Trustees Per Diem	2,580	2,580
271-790-715.000	715	Payroll Taxes	5,500	6,000
271-790-727.000	727	Office Supplies	2,700	2,700
271-790-728.000	728	BOOKS	9,000	9,000
271-790-728.100	728.1	PERIODICALS	400	400
271-790-728.200	728.2	AUDIO BOOKS/HOOPLA	4,000	4,000
271-790-728.300	728.3	VIDEO'S / DVD'S	800	800
271-790-729.000	729	Postage	75	75
271-790-730.000	730	LIBRARY AUTOMATION SOFTWARE	1,200	1,200
271-790-730.100	730.1	AUTOMATION EQUIPMENT	200	200
271-790-731.000	731	AUTOMATION SUPPLIES	500	500
271-790-735.000	735	CLEANING SUPPLIES	650	650
271-790-810.000	810	Insurance & Bonds	3,450	3,450
271-790-820.000	820	PROFESSIONAL	500	500
271-790-829.000	829	Training	500	500
271-790-830.000	830	Dues & Fees	500	500
271-790-850.000	850	TELEPHONE/INTERNET	3,000	3,000
271-790-861.000	861	TRAVEL EXPENSE	500	500
271-790-871.000	871	Rides Delivery Expense	2,500	2,500
271-790-901.000	901	BANK FEES	50	50
271-790-902.000	902	CO-OP SHARE	1,550	1,550
271-790-920.000	920	Utilities	7,500	7,500
271-790-936.000	936	COMPUTER REPAIR	500	500
271-790-939.000	939	BLDG. & GRNDS./MAINTENANCE	6,000	6,000
271-790-940.000	940	NEW EQUIPMENT	1,000	1,000
271-790-956.000	956	Miscellaneous Expense	1,000	1,000
271-790-969.000	969	Contingency	1,000	1,000
271-790-970.271	970	CAPITAL OUTLAY	8,000	8,000
Total Appropriations:			140,255	145,255

Net of Revenues & Appropriations: