



# Holly Township Library

Serving Holly, Groveland, and Rose Townships

## Budget

2022 - 2023

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Holly Township Library  
1116 N. Saginaw Street  
Holly, MI 48442

# 2022 - 2023 Budget - Approved May 23, 2022

## Revenues

### Local Tax Revenue

401.000 Millage income \$ 320,000

401.02 Delinquent \$ 15,000

**Total Local Tax Revenue \$ 335,000.00**

### Local Contract Revenue

402.000 Local contract revenue based on current service contracts with local townships.

Groveland Twp Service Contract \$ 6,500.00

Rose Twp Service Contract \$ 6,610.00

**Total Local Contract Revenue \$13,110.00**

### Grants & Other Special Income

450.000 Grants provided by the cooperative and other grants sought by library staff for specific programs, etc.

Coop Technology Grant \$ 13,000.00

Coop Continuing Education Grant \$ 500.00

Grants – Other \$ 500.00

**Total Grants & Other Special Income \$14,000.00**

### Endowment Funds Revenue

525.000 Endowment funds yearly distributed from the Henry Ellis Trust to Holly Township Library. This amount is based on the amount received from the current year.

Endowment Funds \$ 8,500.00

**Total Endowment Funds Revenue \$8,500.00**

### State Source Revenues

565.000 State source revenue comes from the annual state aid from the Library of Michigan based on the annual state aid report as submitted by the director. State Aid Direct comes directly to the library while indirect is then invoiced by MMLC and held in our 16(4) account to be used as needed.

State Aid Direct 16(2) \$ 10,000.00

State Aid Indirect 16(4) \$ 10,000.00

**Total Revenues for State Services \$20,000.00**

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### Charges for Services Revenue

600.00 Services

Payment for lost materials \$ 800.00

Copier Income \$ 3,000.00

Fines and Fees \$ 1,250.00

Fax Service \$ 100.00

**Total for Services Revenue \$4,350.00**

### Penal Fine Revenue

656 Penal fine income comes from the county. (Estimate)

Penal Fines \$ 42,000.00

**Total Penal fine Revenue \$42,000.00**

### Other Local Income Revenue

671.000 Other local income comes in the form of interest, donations, fundraising, and support from the Friends of the Library.

Interest and Dividends \$ 12,500.00

Donations \$ 500.00

Fundraising Income \$ 500.00

Friends of the Library Support \$ 2,500.00

**Total Other Local Income Revenue \$ 16,000**



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## Expenditures

**702.000 Salaries** \$ 272,243.10

**702.004 Health Insurance** \$ 30,000

**703.001 Payroll Taxes** \$20826.59 includes the employer share of FICA @ 6.2%/Medicare @ 1.45%

**703.002 Retention Incentives** \$550.00 include incentives that are given to employees on an annual basis in December and the breakdown is presented to the board for approval.

703.002 Annual Incentive \$ 550.00

**730.000 Office Supplies** \$ 2600.00 This category is used for any banking charges, the purchase of general office supplies, paper, book processing supplies, and postage.

730.011 Office Supplies \$ 2,000.00

730.012 Postage \$ 400.00

730.013 Banking Charges \$ 200.00

**738.000 Building & Grounds Supplies** \$2,000. Supplies in this category would include bathroom paper products, cleaning supplies, lightbulbs, etc.

**740.000 Library Materials** \$50,000 Periodicals (Popular Subscription Service, newspapers, Bookpage), AV, print materials, electronic resources through Overdrive, and the payment for lost/damaged Mel items. All items in this category (except lost) received an increase in funding:

740.744 Book Purchases \$ 30,000.00 (Divided as follows - 40% Adult, 40% Children, 20% Teens)

740.745 Periodicals \$ 2,850.00

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740.746 AV Materials \$ 6,000.00

740.747 Electronic Resources \$ 10,000.00

740.748 Payment for Lost Materials \$ 150.00

**802.000 Institutional Memberships** \$555.00 covers memberships for some staff and board members in

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Michigan Library Association (MLA), the annual membership fee for Michigan Municipal League (MML), and the annual membership for the Holly Area Chamber of Commerce is higher than the usual \$120 because they changed their structure and this one-time payment of \$180 will renew our membership through the end of 2022.

802.001 MLA \$ 200.00

802.002 MML \$ 175.00

802.003 Holly Chamber of Commerce \$ 180.00

**803.000 Cooperative Membership** \$10,000 is the estimated amount for the cooperative membership with Mideastern Michigan Library Cooperative (MMLC) based on State Aid numbers.

**813.000 Continuing Education** \$ 500.00 to be used for staff members to attend training, workshops, webinars, meetings to enhance their knowledge of library services.

**815.000 Contractual Services** \$21,800 This category includes audit services, legal fees, security alarm contract, copy machine lease, ILS, technology maintenance, aquarium maintenance, RIDES delivery for Mel, and payroll fees.

815.001 Audit Services \$ 5,200.00

815.002 Legal Fees \$ 500.00

815.003 Security Alarm Contract \$ 600.00

815.004 Copy/Fax/Printer \$ 3,000.00

815.005 Tech Maintenance \$ 0

815.006 ILS \$ 2,400.00

815.007 Aquarium Maintenance \$ 600.00

815.008 RIDES Delivery \$ 3000.00

815.009 Accounting Services \$ 6500.00

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**850.000 Utilities** \$14,250. This category includes telephone and fax, internet service, gas and electrical utilities, water, and garbage and recycling pick up. We hope to see a reduction in the electrical costs with the installation of LED lighting. Services are broken down as follows:

850.001 Telephone & Fax Charges \$ 1,500.00

850.002 Internet \$ 3,500.00

850.003 Gas & Electrical Utilities \$ 8,000.00

850.004 Water \$ 1000.00

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850.005 Garbage/Recycling \$ 250.00

**860.00 Travel Expenses** \$750. Travel expenses are for travel to meetings or workshops and include mileage and parking fees, travel and hotel accommodations, and meal reimbursements.

860.001 Mileage & Parking fees \$ 250.00

860.002 Travel & Accommodations \$ 250.00

860.003 Meal Reimbursements \$ 250.00

**880.000 Community Promotion & Printing** \$7,000.00. This category includes youth, teen and adult programming fees and supplies, promotional printing and supplies, Summer Reading Program materials and signage.

880.010 General \$ 2,000.00

880.011 PR Youth \$ 5000.00

**910.000 Insurance** \$6,800.00 Insurance includes property, liability, and D&O insurance, and workers compensation insurance. The cost of the property/liability/D&O is based on the yearly fee from May 2022 plus about 4% increase based on the MML's annual increase of between 3-5%.

910.001 Property/Liability/D&O \$ 6,000.00

910.004 Workers Compensation Insurance \$ 800.00

**930.000 Building and Grounds Maintenance** \$ 14,760.00 This category includes snow removal, lawn maintenance, HVAC maintenance with furnace filter replacements, weekly cleaning, maintenance of the parking lot, and any other maintenance expenses as they occur.

930.001 Snow Removal & Lawn Maintenance \$ 8,500.00

930.002 HVAC \$ 500.00

930.003 Parking Lot Maintenance \$ 0.00

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930.005 Misc. Maintenance Expense \$ 0

930.005 Building Cleaning Service \$ 5760.00

**977.000 Equipment Purchase & Repair** \$5,000. This category includes the purchase of new equipment like computers, headphones, laptops, projector, speakers, scanners, or other electronic equipment needed. There is also a line for the repair of equipment as needed.

977.001 Equipment Purchase \$ 4,000.00

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977.002 Equipment Repair \$ 1,000.00

**978.000 Website Maintenance** \$0 Website maintenance is for editing and designing of the library webpage.

**979.000 Technology & Innovation** \$3,000 includes any software that is needed to maintain the server, provide patron pc service through envision ware, or any other technology needed.

**980.000 Capital Improvements** \$0

**990.000 Contingencies/Fund Balance** \$19,591.64

