



2025 - 2026 Budget

June 23, 2025

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

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Revenues

Local Tax Revenue

Total Local Tax Revenue \$ \$620,408.85

Based on actual collected during previous fiscal year plus a 3% inflation factor (as estimated by the state of Michigan)

Local Contract Revenue

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

Groveland Twp Service Contract \$11,824.00

Rose Twp Service Contract \$12,376

Total Local Contract Revenue \$24,200.00

Based on \$2.00 per resident as self reported by the townships.

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 \$6500

Estimated reduction of 50% due to loss of Genesee District Library from Coop.

Endowment Funds Revenue

From Henry Ellis Trust based on previous year actuals.

Total Endowment Funds Revenue \$2518.63

State Source Revenues

State Aid Direct 16(2) \$12,250.00 State Aid Indirect 16(4) \$12,250.00

Total Revenues for State Services \$24,500.00

Charges for Services Revenue

600.00 Services Based on P&L 2024/25 Statement

600.001 Payment for lost materials \$300.00

600.002 Copier Income \$4000

600.003 Fines and Fees \$130.00

600.004 Fax Service \$25.00



Penal Fine Revenue

Total Penal fine Revenue \$33,000 *Penal fines will vary each year*

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.

671.001 Interest and Dividends \$1,000.00

671.002 Donations \$600

671.004 Miscellaneous Income \$250.00

671.003 Fundraising Income \$0 .00

671.005 Friends of the Library Support \$9,000.00

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Total Revenue = \$725,532.48



Expenditures

702.001 Director Wages **\$62,500** Based on average of \$72,000 of all Class IV Library Directors in Michigan (2023-2024)

702.002 Staff Wages **\$375,000**

702.003 Trustee Per Diem **\$2,000.00** (dependant on attendance)

702.004 Health Insurance \$32,000

703.001 Payroll Taxes \$28,687.50

703.001 Employer Share FICA - (6.2%) **\$23250**

703.012 Medicare (1.45%) **\$5437.50**

703.002 Retention Incentives 703.002 Annual Incentive **\$4800.00** payments for 4 staff (1200 each)- opt out of health insurance.

730.000 Office Supplies \$500.00 This category is used for any banking charges, the purchase of general office supplies, paper, book processing supplies, and postage.

730.011 General Office Supplies \$300

730.012 Postage \$100.00

730.013 Banking Charges \$100

738.000 Building & Grounds Supplies \$1400.00 Supplies in this category would include bathroom paper products, cleaning supplies, lightbulbs, etc. (reduced by \$2,200.00 based on actuals)



740.000 Library Materials \$32000

740.745 Periodicals \$1,000. 00

740.746 AV Materials \$1,000.00 (video, audio books) \$1000

740.747 Electronic Resources \$1000.00 Ebooks (actual amount spent on ebooks will be \$6,000, to be paid by 10(4) trust account at MMLC. Extra \$1000.00 is for local patron requests.

740.748 Payment for Lost Materials \$500

740.791 Adult Book Purchases \$9000

740.792 Teen Book Purchases \$9000

740.793 Children's Book Purchases \$10,000

740.794 Large Print Book Purchases \$648.00

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802.000 Institutional Memberships \$1400 covers memberships for some staff and board members in Michigan Library Association (MLA), the annual membership fee for Michigan Municipal League (MML),. (MLA membership increased over 23-24)

802.001 MLA \$620.00

802.002 MML \$400.00 \$556.00

802.003 Holly Chamber of Commerce \$180.00 \$165.00

803.000 Cooperative Membership \$12,250 is the estimated amount for the cooperative membership with Mideastern Michigan Library Cooperative (MMLC) based on State Aid numbers. (always ½ of State Aid payment). Change to \$40,000 if we switch to the TLN co-op, but would reduce 815.008 MEL delivery to \$0.)

813.000 Continuing Education \$2000 to be used for staff members to attend training, workshops, webinars, and meetings to enhance their knowledge of library services.

815.000 Contractual Services \$30,000 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 \$7600.00

815.002 Legal Fees **\$2000.00** (anticipated ballot language)

815.003 Security Alarm Contract \$600.00 **\$2943.36**

815.004 Copy/Fax/Printer \$4,000.00 **\$4054.65**

815.005 Tech Maintenance \$0.00

815.006 ILS \$2,400.00 **\$2400.00**

815.007 Aquarium Maintenance \$1,500.00 **\$1125.00**

815.008 RIDES Delivery \$3,000.00 **\$3000.00**

815.010 Accounting Services \$6,000.00 **\$6535.00**

825.010 Strategic Planning \$0.00

850.000 Utilities \$8500 This category includes telephone and fax, internet service, gas and electrical utilities, water, and garbage and recycling pick up. Reduction is costs of Internet and water have resulted in lowering estimates.:

850.001 Telephone & Fax Charges **\$1,200.00**

850.002 Internet \$2000 (**\$6000 if upgrade to fiber**)

850.003 Gas & Electrical Utilities \$7,000.00 **\$5174.89**

850.004 Water \$500.00 **\$351.67**

850.005 Garbage/Recycling \$300.00 **\$240.00**

860.00 Travel Expenses \$2000. 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 \$200.00

860.002 Travel & Accommodations \$150.00

860.003 Meal Reimbursements \$150.00

880.000 Community Promotion & Printing \$16,000.00. This category includes youth, teen and adult programming fees and supplies, promotional printing and supplies, Summer Reading Program materials and signage. Note: starting this budget year, each area has its own budget.

880.010 Adult & General \$8,000.00

880.011 PR Youth \$3,000.00

880.012 Summer Reading **\$3,000.00**

880.013 PR Teen **\$2000.00**

910.000 Insurance \$14000 Insurance includes property, liability, and D&O insurance, and workers

compensation insurance.

910.001 Property/Liability/D&O \$13,000.00

910.004 Workers Compensation Insurance \$700.00 **\$556.00**

930.000 Building and Grounds Maintenance \$7000 This category includes snow removal, lawn maintenance, HVAC maintenance with furnace filter replacements, cleaning, maintenance of the parking lot, and any other maintenance expenses as they occur.

930.001 Snow Removal \$1,200.00 **\$2675** Note - value is for both snow and lawn actual snow changes were **\$1105.00**

930.0011 Lawn Maintenance (new category) **\$1,200.00**

930.002 HVAC \$500.00 **\$1034.39**

930.003 Parking Lot Maintenance \$0.00

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930.005 Misc. Maintenance Expense \$0.00 **\$367.80**

930.005 Building Cleaning Service \$1,440.00 (reduce to once per month) **1650.00**

977.000 Equipment Purchase & Repair \$2500 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 \$ 0

977.002 Equipment Repair \$1,000.00

978.000 Website Maintenance \$0.00 Website maintenance is for editing and designing of the library webpage, all done inhouse.

979.000 Technology & Innovation \$6500 hardware, software, networking

980.000 Capital Improvements \$0.00

990.000 Contingencies/Fund Balance/Remodeling \$84494.98 (includes misc remodeling costs, interior painting, HVAC emergencies, balance of revenues not spent etc.)



Total Revenue \$725532.48

Total Expenditures - \$725532.48