

Budget

2024 - 2025

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

2024 - 2025 Budget



Revenues

Local Tax Revenue

401.000 Millage income \$400,000.00 estimated on a 1% increase in property values

401.02 Delinquent \$20,000.00 estimated, have varied from \$16,000.00 in 2022 to \$25,000.00 in 2023

Total Local Tax Revenue \$420,000.00

Local Contract Revenue

402.000 Local contract revenue based on current service contracts with local townships,
renegotiated in 2024 by Director to \$2.00 per resident

Groveland Twp Service Contract \$11,398 (\$2.00 x 5,699 pop)

Rose Twp Service Contract \$12,892.00 (\$2.00 x 6,446 pop)

Total Local Contract Revenue \$24,290.00

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 Preliminary plans for grant is for front desk tech upgrades, network upgrades

Coop Continuing Education Grant \$0. Not offered at current time

Grants – Other \$500.00

Total Grants & Other Special Income \$13,500.00

Endowment Funds Revenue

525.000 Endowment funds yearly distributed from the Henry Ellis Trust to Holly Township Library.

Endowment Funds \$12,100.00

Total Endowment Funds Revenue \$12,100.00

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

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indirect is then invoiced by MMLC and held in our 16(4) account to be used as needed.

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 2023/24 Statement

600.001 Payment for lost materials \$800.00

600.002 Copier Income \$3,100.00

600.003 Fines and Fees \$100.00

600.004 Fax Service \$75.00

Total for Services Revenue \$4,075.00

Penal Fine Revenue

656.000 Penal fine income comes from the county. (Estimate based on phone conversation with Oakland County Treasurer June, 2024))

Penal Fines \$33,000.00

Total Penal fine Revenue \$33,000.00

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.

671.001 Interest and Dividends \$1,100.00

671.002 Donations \$50.00 (This can vary widely)

671.004 Miscellaneous Income \$100.00 (envelopes, paper, laminating)

671.003 Fundraising Income \$0 .00

671.005 Friends of the Library Support \$9,000.00 (asked for and received an additional \$4,000.00 in 2024)

Total Other Local Income Revenue \$ 10,250.00

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Total Revenue = \$541,715.00

Expenditures

702.000 Salaries \$354,000.00

702.001 Director Wages \$52,200.00

702.002 Staff Wages \$300,000.00 (adjusted downward on 7/22/24 Board meeting)

702.003 Trustee Per Diem \$2,000.00 (may need to be adjusted if finance committee members are paid per diem)

702.004 Health Insurance \$22,000.00

703.001 Payroll Taxes \$27,133.00

703.001 Employer Share FICA - \$22,000.00 (6.2%)

703.012 Medicare \$5,133.00 (1.45%)

703.002 Retention Incentives \$0.00 raises in 23/24 fiscal year were intended to cover two years of inflation, promotion, etc..

703.002 Annual Incentive \$0.00

730.000 Office Supplies \$625.00 This category is used for any banking charges, the purchase of

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general office supplies, paper, book processing supplies, and postage.

730.011 General Office Supplies \$500.00

730.012 Postage \$50.00

730.013 Banking Charges \$75.00

738.000 Building & Grounds Supplies \$2,000.00 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 \$34,000.00

740.745 Periodicals \$1,000. 00

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

740.747 Electronic Resources \$00.00 Ebooks (actual amount spent on ebooks will be \$6,000, to be paid by 10(4) trust account at MMLC

740.748 Payment for Lost Materials \$200.00

740.791 Adult Book Purchases \$12,000.00

740.792 Teen Book Purchases \$6,000.00

740.793 Children's Book Purchases \$12,000.00

740.794 Large Print Book Purchases \$2,000.00

802.000 Institutional Memberships \$1,200.00 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

802.003 Holly Chamber of Commerce \$180.00

803.000 Cooperative Membership \$12,250.00 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)

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

815.000 Contractual Services \$27,500.00 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 \$7,500.00

815.002 Legal Fees \$2500.00

815.003 Security Alarm Contract \$600.00

815.004 Copy/Fax/Printer \$4,000.00

815.005 Tech Maintenance \$0.00

815.006 ILS \$2,400.00

815.007 Aquarium Maintenance \$1,500.00

815.008 RIDES Delivery \$3,000.00

815.010 Accounting Services \$6,000.00

825.010 Strategic Planning \$0.00



850.000 Utilities \$10,900. This category includes telephone and fax, internet service, gas and electrical utilities, water, and garbage and recycling pick up. Reduction in costs of Internet and water have resulted in lowering estimates.:

850.001 Telephone & Fax Charges \$1,600.00

850.002 Internet 1500.00

850.003 Gas & Electrical Utilities \$7,000.00

850.004 Water \$500.00

850.005 Garbage/Recycling \$300.00

860.00 Travel Expenses \$500. 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

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880.000 Community Promotion & Printing \$10,000.00. 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 \$2,000.00

880.011 PR Youth \$3,000.00

880.012 Summer Reading \$3,000.00

880.013 (new) PR Teen \$2,000.00

910.000 Insurance \$13,700.00 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

930.000 Building and Grounds Maintenance \$4,340.00 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

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

930.002 HVAC \$500.00

930.003 Parking Lot Maintenance \$0.00

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930.005 Misc. Maintenance Expense \$0.00

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

977.000 Equipment Purchase & Repair \$1,000.00 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

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

979.000 Technology & Innovation \$12,000.00 hardware, software, networking

980.000 Capital Improvements \$0.00

990.000 Contingencies/Fund Balance \$3000.00

Total Expenses: \$536,796

Income - Expenditures = \$4919