

LOCATION: KDL Meeting Center (814 West River Center Dr. NE, Comstock Park, MI 49321)

DATE: Thursday, October 11, 2018 at 4:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- * III. APPROVAL OF AGENDA
- IV. LIAISON REPRESENTATIVE COMMENTS
- V. PUBLIC COMMENTS**
- VI. NEW BUSINESS
 - A. 2019 Budget
- VII. LIAISON REPRESENTATIVE COMMENTS
- VIII. PUBLIC COMMENTS**
- IX. BOARD MEMBER COMMENTS
- X. MEETING DATES
 - Regular Meeting: Thursday, October 25, 2018 –KDL Byron Center Branch– 4:30 p.m.*
 - Regular Meeting & Budget Hearing: Thursday, November 15, 2018 –KDL Cascade Branch– 7:00 p.m.*
- * XI. ADJOURNMENT
 - * *Requires Action*
 - ** *According to Kent District Library Board of Trustees Bylaws, Article VII, Item 7.1.3, “Public comments will be limited to 3 minutes per person or group and 15 minutes per subject.”*



2019 BUDGET

KDL[®]
Kent District Library

KENT DISTRICT LIBRARY 2019 OPERATING BUDGET

	2018 Budget 1.2774 Mill	\$ Increase / (Decrease)	% of Increase / (Decrease)	2019 Budget 1.2733 Mill	% of 2019 TOTAL
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NOTE * **REVENUES:**

1	Property Taxes	21,261,500	832,060	3.9%	22,093,560	89.06%
2	Penal Fines	454,000	343,644	75.7%	797,644	3.22%
3	Charges for services	150,000	(50,000)	-33.3%	100,000	0.40%
4	Interest Income	76,000	-	0.0%	76,000	0.31%
5	Public Donations	361,500	80,500	22.3%	442,000	1.78%
6	Other Revenue	701,791	(38,581)	-5.5%	663,210	2.67%
7	State Sources	610,000	24,067	3.9%	634,067	2.56%
TOTAL REVENUES & OTHER FINANCING SOURCES		23,614,791	1,191,690	5.0%	24,806,481	100.00%

EXPENDITURES:

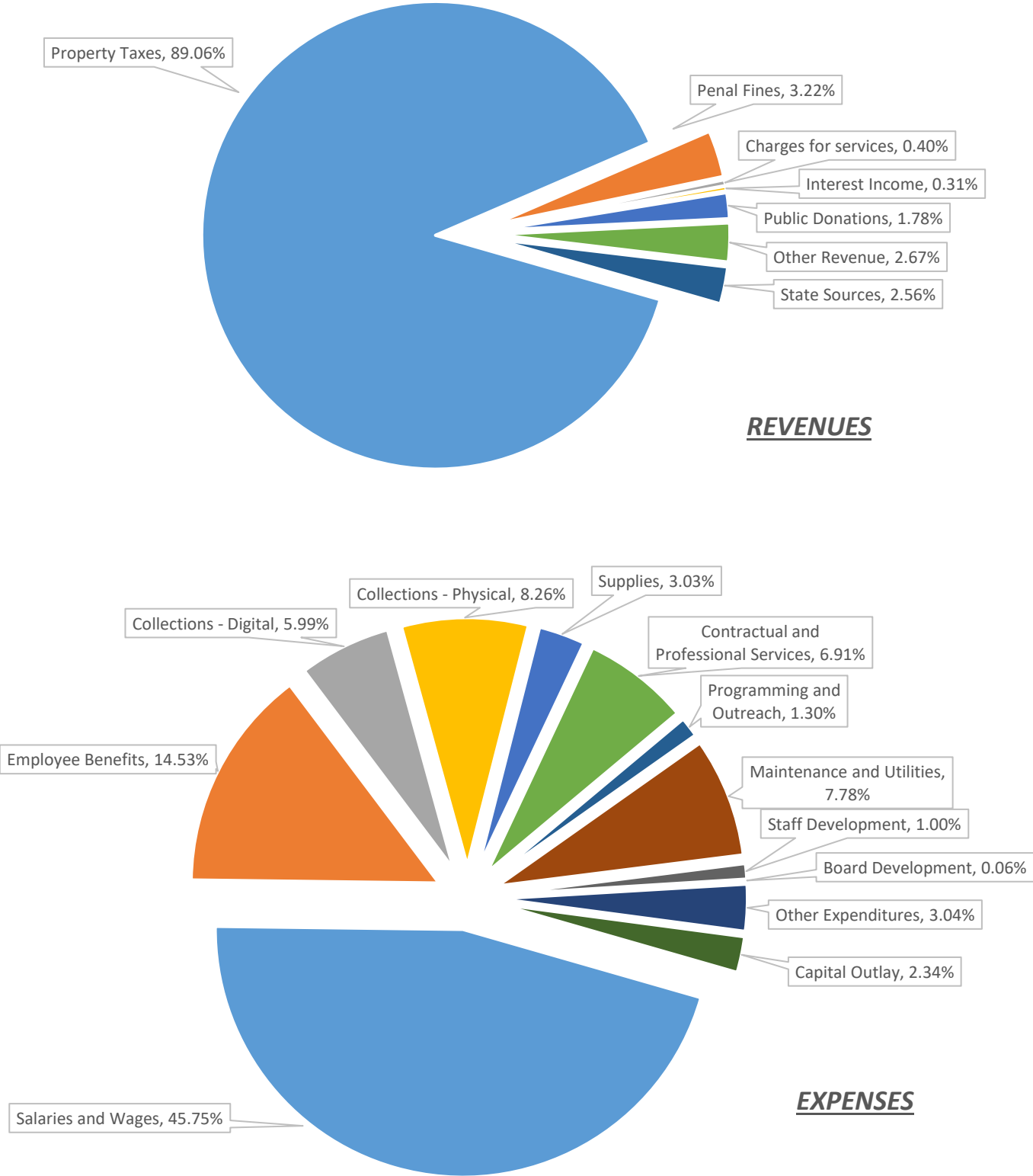
8	Salaries and Wages	10,930,339	823,232	7.5%	11,753,570	45.75%
9	Employee Benefits	3,375,721	356,417	10.6%	3,732,138	14.53%
10	Collections - Digital	1,410,334	129,164	9.2%	1,539,498	5.99%
11	Collections - Physical	2,038,995	82,392	4.0%	2,121,387	8.26%
12	Supplies	721,452	57,803	8.0%	779,255	3.03%
13	Contractual and Professional Services	1,386,596	389,524	28.1%	1,776,121	6.91%
14	Programming and Outreach	270,055	63,222	23.4%	333,277	1.30%
15	Maintenance and Utilities	1,728,223	270,823	15.7%	1,999,046	7.78%
16	Staff Development	276,810	(18,927)	-6.8%	257,883	1.00%
17	Board Development	14,900	(67)	-0.4%	14,833	0.06%
18	Other Expenditures	722,520	59,210	8.2%	781,730	3.04%
19	Capital Outlay	1,868,757	(1,267,534)	-67.8%	601,224	2.34%
TOTAL EXPENDITURES & OTHER FINANCING USES		24,744,702	945,260	3.8%	25,689,962	100.00%

20	REVENUES OVER (UNDER) EXPENDITURES	(1,129,911)	246,431	-21.8%	(883,481)
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2018 Materials Budget as a % of 2018 Total Revenues	3,449,329 14.6%	2019 Materials Budget as a % of 2019 Total Revenues	3,660,885 14.8%
2018 Staff Budget as a % of 2018 Total Revenues	14,306,060 60.6%	2019 Staff Budget as a % of 2019 Total Revenues	15,485,709 62.4%

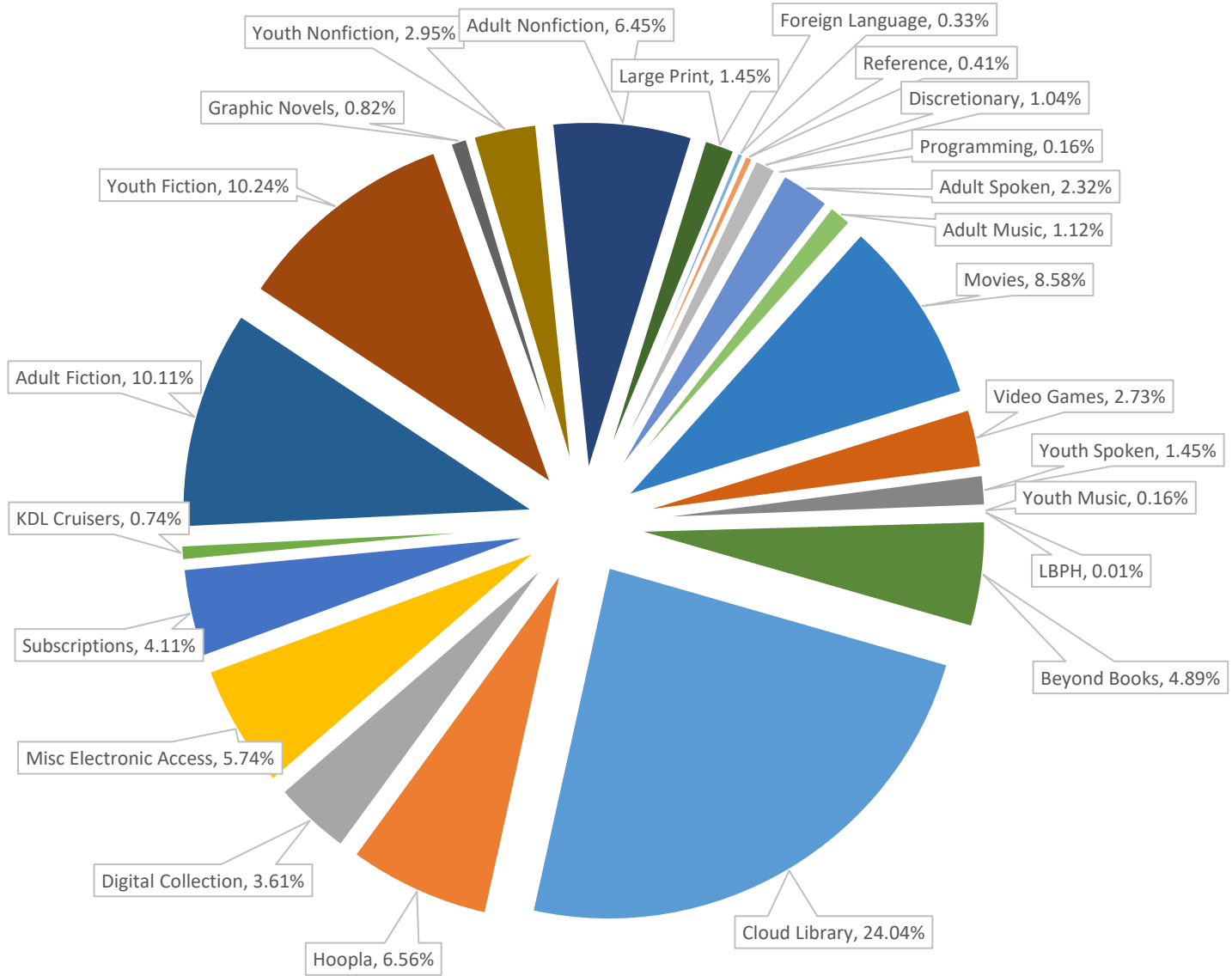
*Please see pages 4 - 6 for explanations corresponding to each numbered note.

KENT DISTRICT LIBRARY 2019 OPERATING BUDGET



KENT DISTRICT LIBRARY 2019 OPERATING BUDGET

MATERIALS



2019 Materials Budget	\$ 3,660,885
as a % of 2019 Total Revenues	14.8%
2018 Materials Budget	\$ 3,449,329
as a % of 2018 Total Revenues	14.6%

KENT DISTRICT LIBRARY

2019 OPERATING BUDGET

Explanation of Changes in the 2019 Budget from the
2018 Budget and Fund Balance Use

REVENUES

- 1. Property Taxes** – Increase of \$832,060 or 3.9%
The increase reflects a 4.74% increase in taxable value for the property within the library district and a Headlee Rollback to 1.2733 mills from 1.2774 mills the prior year.
- 2. Penal Fines** – Increase of \$343,644 or 75.7%
The budgeted amount for penal fines revenue is the average amount of penal fines received from 2015 through 2018 of \$797,644. This methodology for estimating penal fines does not appear to have been used in 2018.
- 3. Charges for Services** – Decrease of \$50,000 or 33.3%
The decrease reflects the 4Q 2018 implementation of fine-free children and teen materials. This initiative removes barriers to library materials and helps address Michigan's third grade reading problem. Fees will continue to be assessed for lost or damaged items.
- 4. Interest Income** – No change
- 5. Public Donations** – Increase of \$80,500 or 22.3%
The increase represents the new methodology for the Development department implemented in 2018.
- 6. Other Revenue** – Decrease of \$38,581 or 5.5%
The decrease reflects a reduction in eRate revenue due to a decline in anticipated eRate projects and an elimination of general ledger accounts (sales, ticket sales, book sales) no longer anticipated to be used in the 2019 Operating Fund. The amount of the total decrease would have been larger but was offset by increases in contributions from public schools due to Kelloggsville School contributing funds to help cover staffing at the Kelloggsville branch, in building rentals due to increased rental fees and anticipated growth as popularity of Meeting Center rentals continues to rise, and in royalties based on annualized 2018 actuals.
- 7. State Sources** – Increase of \$24,067 or 3.9%
The increase represents changes in multiple areas:
 - a. Inclusion of LBPH state aid revenue in the budget
 - b. Increase in the per capita state aid rate from \$0.363984 to \$0.39689
 - c. Increase in estimated Renaissance Zone reimbursement based on a preliminary figure from the State

The amount of the total increase would have been greater but was offset by a decrease in estimated Personal Property tax reimbursement due to the ineligibility of libraries to receive the amount in excess of 100% that began in 2018.

EXPENDITURES

8. Salaries and Wages – Increase of \$823,232 or 7.5%

The increase reflects wage increases for current staff and new positions to accommodate new initiatives such as the Bookmobile and Workforce Development.

9. Employee Benefits – Increase of \$356,417 or 10.6%

The increase is driven by the estimated increase in health insurance of 4%, implementation of auto-enroll for the retirement plan, and utilization of benefit dollars to help retain staff.

10. Collections (Digital) – Increase of \$129,164 or 9.2%

The increase is due to the new Workforce Development initiative, change in databases provided by MeL, and the addition of a new database to access music by local artists.

11. Collections (Physical) – Increase of \$82,392 or 4.0%

The increase represents the addition of KDL Reading Booster Packs to support 3rd grade reading and the inclusion of the circulating hotspots in the collection budget. In the prior year circulating hotspots were included in Maintenance and Utilities but as they are items available for circulation, it was deemed appropriate to include them in the collection budget.

12. Supplies – Increase of \$57,803 or 8.0%

The increase reflects an increase in Summer Reading prizes due to increased participation in the program as well as nominal increases in the other supply categories.

13. Contractual and Professional Services – Increase of \$389,524 or 28.1%

The increase is driven by:

- a. Technology projects including security cameras at four branches, testing OpenPlus (an opportunity to allow access to the library outside of traditional hours), and testing of new equipment in anticipation of the new branch in Ada
- b. Professional services for the redesign of the Service Center, development of a consistent patron experience in branches through environmental design and branding, and an investment advisor

14. Programming and Outreach – Increase of \$63,222 or 23.4%

The increase is primarily due to efforts to increase programming during Summer Reading for children, teens, and adults by increasing the number of programs and continuing to work toward equitable programming at every size branch.

15. Maintenance and Utilities – Increase of \$270,823 or 15.7%

The increase is driven by updating the self-checkout machines with new equipment and technology projects including security cameras at four branches and testing new equipment in anticipation of the new branch in Ada.

16. Staff Development – Decrease of \$18,927 or 6.8%

The decrease is due to fluctuation from the prior year of funds available to spend on staff development.

17. Board Development – Decrease of \$67 or 0.4%

Nominal decrease.

18. Other Expenditures – Increase of \$59,210 or 8.2%

The increase reflects increased vehicle liability insurance and fuel due to the new Bookmobile and an increased estimate for Workers' Compensation Insurance based on 2018 actuals.

19. Capital Outlay – Decrease of \$1,267,534 or 67.8%

The decrease is due to the absence in 2019 of major capital projects completed in 2018. These projects included replacing the Service Center roof, technology projects rolled forward from 2017, and the technology refresh of the North branches.

20. Revenues Under Expenditures – Fund balance use of \$883,481

The fund balance use is for a number of special projects:

- a. Testing new Workforce Development web applications
- b. Developing and installing consistent branding throughout our locations
- c. Testing new equipment in the anticipation of the new branch in Ada
- d. Installing security cameras at four branches
- e. Installing 'smart chutes' at two branches
- f. Installing an additional POS at one branch
- g. Exploring Voice Skills and expanding Office365 applications
- h. Installing eRate-approved network equipment

**KENT DISTRICT
LIBRARY 2019
OPERATING BUDGET**

Supplementary Information

KENT DISTRICT LIBRARY 2019 OPERATING BUDGET

	2018 Budget 1.2774 Mill	\$ Increase / (Decrease)	% of Increase / (Decrease)	2019 Budget 1.2733 Mill	% of 2019 TOTAL
REVENUES:					
Current property taxes	21,075,000	824,031	3.9%	21,899,031	88.28%
Delinquent personal property taxes	12,000	21,349	177.9%	33,349	0.13%
DNR - PILT	9,500	1,500	15.8%	11,000	0.04%
Industrial facilities taxes	165,000	(14,820)	-9.0%	150,180	0.61%
Total Property Tax	21,261,500	832,060	3.9%	22,093,560	89.06%
Penal fines	454,000	343,644	75.7%	797,644	3.22%
Total Penal fines	454,000	343,644	75.7%	797,644	3.22%
Printing/fax fees	50,000	-	0.0%	50,000	0.20%
Overdue fines	75,000	(50,000)	-66.7%	25,000	0.10%
Materials replacement charges	25,000	-	0.0%	25,000	0.10%
Total Charges for Services	150,000	(50,000)	-33.3%	100,000	0.40%
Interest earned on deposits and investments	75,000	-	0.0%	75,000	0.30%
Interest Earned - Property Taxes	1,000	-	0.0%	1,000	0.00%
Total Interest	76,000	-	0.0%	76,000	0.31%
Local Miscellaneous	164,000	(14,000)	-8.5%	150,000	0.60%
Local Materials	54,000	(42,000)	-77.8%	12,000	0.05%
Restricted donations	20,000	(20,000)	-100.0%	-	0.00%
Unrestricted donations	65,000	215,000	330.8%	280,000	1.13%
Sponsorships	58,500	(58,500)	-100.0%	-	0.00%
Total Public Donations	361,500	80,500	22.3%	442,000	1.78%
Universal Service Fund - eRate	621,786	(41,133)	-6.6%	580,653	2.34%
Contributions from public schools	25,000	38,057	152.2%	63,057	0.25%
Sales	5,000	(5,000)	-100.0%	-	0.00%
Ticket Sales	22,005	(22,005)	-100.0%	-	0.00%
Book sales	5,000	(5,000)	-100.0%	-	0.00%
Building rental	7,500	7,500	100.0%	15,000	0.06%
Royalties	2,500	500	20.0%	3,000	0.01%
Local grants	10,000	(10,000)	-100.0%	-	0.00%
Miscellaneous	3,000	(1,500)	-50.0%	1,500	0.01%
Total Other Revenue	701,791	(38,581)	-5.5%	663,210	2.67%
State Aid	300,000	14,067	4.7%	314,067	1.27%
State aid - LBPH	-	40,000	0.0%	40,000	0.16%
Renaissance Zone reimbursement	60,000	20,000	33.3%	80,000	0.32%
Personal Property tax reimbursement	250,000	(50,000)	-20.0%	200,000	0.81%
Total State Sources	610,000	24,067	3.9%	634,067	2.56%
TOTAL REVENUES & OTHER FINANCING SOURCES	23,614,791	1,191,690	5.0%	24,806,481	100.0%
EXPENDITURES:					
Wages	10,930,339	823,232	7.53%	11,753,570	45.75%
Total Wages	10,930,339	823,232	7.53%	11,753,570	45.75%
FICA	836,178	58,518	7.00%	894,696	3.48%
Health	1,914,809	91,965	4.80%	2,006,774	7.81%
Retirement	551,246	50,776	9.21%	602,022	2.34%
Other Benefits	73,488	155,158	211.13%	228,645	0.89%
Total Employee Benefits	3,375,721	356,417	10.56%	3,732,138	14.53%
Cloud Library	937,680	(57,680)	-6.15%	880,000	3.43%
Hoopla	182,000	58,000	31.87%	240,000	0.93%
Digital Collection	109,546	22,612	20.64%	132,158	0.51%
Miscellaneous Electronic Access	181,108	106,232	58.66%	287,340	1.12%
Total Collections - Digital	1,410,334	129,164	9.16%	1,539,498	5.99%

KENT DISTRICT LIBRARY 2019 OPERATING BUDGET

	2018 Budget 1.2774 Mill	\$ Increase / (Decrease)	% of Increase / (Decrease)	2019 Budget 1.2733 Mill	% of 2019 TOTAL
Subscriptions	68,615	4,307	6.28%	72,922	0.28%
KDL Cruisers	30,000	(3,000)	-10.00%	27,000	0.11%
Restricted Donations(Local Materials)	54,000	(42,000)	-77.78%	12,000	0.05%
Collection Materials - Depreciable	1,207,055	24,015	1.99%	1,231,070	4.79%
CD/DVD Collection Materials - Non-Depreciable	613,550	(14,050)	-2.29%	599,500	2.33%
Beyond Books Collection - Non-Depreciable	65,775	113,120	171.98%	178,895	0.70%
Total Collections - Physical	2,038,995	82,392	4.04%	2,121,387	8.26%
Processing Supplies	169,700	4,155	2.45%	173,855	0.68%
Office Supplies	46,310	3,431	7.41%	49,741	0.19%
Paper	19,095	8,288	43.40%	27,383	0.11%
AV Supplies	17,000	390	2.29%	17,390	0.07%
Disposable Technology <\$1000	236,145	(18,457)	-7.82%	217,689	0.85%
Maintenance Supplies - Custodial	5,160	1,542	29.88%	6,702	0.03%
Water Cooler	2,300	7,230	314.34%	9,530	0.04%
Meeting Center Supplies	3,000	1,000	33.33%	4,000	0.02%
Technology Accessories	-	25,706	0.00%	25,706	0.10%
All-staff Supplies	-	5,000	0.00%	5,000	0.02%
Wellness Supplies	5,000	(500)	-10.00%	4,500	0.02%
Team KDL Supplies	1,000	-	0.00%	1,000	0.00%
New EE Shirts/Tote Bags	4,000	(1,500)	-37.50%	2,500	0.01%
Promotions Supplies	39,020	(2,350)	-6.02%	36,670	0.14%
Service Awards	4,200	2,200	52.38%	6,400	0.02%
Other Awards/Prizes	84,550	21,900	25.90%	106,450	0.41%
Beverages	1,500	7,250	483.33%	8,750	0.03%
Books (not for circulation)	-	350	0.00%	350	0.00%
Miscellaneous Supplies	35,790	(15,288)	-42.72%	20,502	0.08%
Mail/Postage	9,805	(599)	-6.11%	9,206	0.04%
Printing and Publishing	37,877	8,055	21.27%	45,932	0.18%
Total Supplies	721,452	57,803	8.01%	779,255	3.03%
Software	328,811	211,394	64.29%	540,205	2.10%
Professional Services	20,000	148,700	743.50%	168,700	0.66%
Public Relations Consultant	10,000	(10,000)	-100.00%	-	0.00%
IT Consultant - Consulting Svcs.	58,400	126,600	216.78%	185,000	0.72%
Other Consultants	20,000	14,890	74.45%	34,890	0.14%
Audit Services	31,500	(5,300)	-16.83%	26,200	0.10%
Legal Services	16,500	5,000	30.30%	21,500	0.08%
ILS Consultant	200,000	(103,000)	-51.50%	97,000	0.38%
IT Contracted Services	63,400	4,580	7.22%	67,980	0.26%
HR Contracted Services	2,000	-	0.00%	2,000	0.01%
Delivery Services	130,000	8,560	6.58%	138,560	0.54%
Security Services	43,400	9,685	22.32%	53,085	0.21%
Employment Recruiter	5,000	(5,000)	-100.00%	-	0.00%
Lakeland Library Co-op services	4,500	500	11.11%	5,000	0.02%
Shredding services	1,050	(625)	-59.52%	425	0.00%
Drug Screenings/background checks	3,500	-	0.00%	3,500	0.01%
Other Professional Services	7,000	3,000	42.86%	10,000	0.04%
Inspection Services	1,500	1,175	78.33%	2,675	0.01%
Catering	31,250	(10,025)	-32.08%	21,225	0.08%
Custodial/cleaning services	18,810	(510)	-2.71%	18,300	0.07%
Other Contracted Services	48,400	(4,067)	-8.40%	44,333	0.17%
All-staff Services	-	25,000	0.00%	25,000	0.10%
Wellness Services	5,000	(3,075)	-61.50%	1,925	0.01%
Team KDL Services	10,000	2,500	25.00%	12,500	0.05%
Employee & Partner Care (Flowers, Etc)	-	4,150	0.00%	4,150	0.02%

KENT DISTRICT LIBRARY 2019 OPERATING BUDGET

	2018 Budget 1.2774 Mill	\$ Increase / (Decrease)	% of Increase / (Decrease)	2019 Budget 1.2733 Mill	% of 2019 TOTAL
ILS Fees	237,200	(41,582)	-17.53%	195,618	0.76%
Licenses and Fees	7,975	(7,750)	-97.18%	225	0.00%
Marc Records License	7,500	-	0.00%	7,500	0.03%
Other Benefits Administration Fees	300	4,700	1566.67%	5,000	0.02%
Pension Administration Fees	3,000	1,000	33.33%	4,000	0.02%
Payroll processing fees	55,000	9,650	17.55%	64,650	0.25%
Banking Fees	7,500	(2,875)	-38.33%	4,625	0.02%
TSYS/Credit Card Fees	8,100	2,250	27.78%	10,350	0.04%
Total Contractual and Professional Services	1,386,596	389,524	28.09%	1,776,121	6.91%
Outreach Supplies	15,085	10,872	72.07%	25,957	0.10%
Programming Supplies	40,570	26,300	64.83%	66,870	0.26%
Youth Programming Supplies	42,600	(33,700)	-79.11%	8,900	0.03%
Teen Programming Supplies	8,770	1,280	14.60%	10,050	0.04%
Adult Programming Supplies	5,900	1,270	21.53%	7,170	0.03%
Programming Services	24,380	18,080	74.16%	42,460	0.17%
Youth Programming Services	250	7,150	2860.00%	7,400	0.03%
Teen Programming Services	370	530	143.24%	900	0.00%
Adult Programming Services	6,500	9,000	138.46%	15,500	0.06%
Speakers/Performers	120,830	18,295	15.14%	139,125	0.54%
Airport Free Library	4,800	4,145	86.35%	8,945	0.03%
Total Programming and Outreach	270,055	63,222	23.41%	333,277	1.30%
Maintenance Contracts	4,300	1,275	29.65%	5,575	0.02%
Mobile Hotspots	81,625	(69,525)	-85.18%	12,100	0.05%
Cell Phones/ Stipends	33,540	(3,499)	-10.43%	30,041	0.12%
Telephones	77,111	(2,111)	-2.74%	75,000	0.29%
Internet/Telecomm Services	672,500	(48,500)	-7.21%	624,000	2.43%
Water/Sewer	3,500	300	8.57%	3,800	0.01%
Waste Disposal	7,200	300	4.17%	7,500	0.03%
Electric	68,000	-	0.00%	68,000	0.26%
Natural Gas	7,500	7,500	100.00%	15,000	0.06%
Snowplowing	8,115	6,885	84.84%	15,000	0.06%
Lawn/Landscaping	3,700	(1,427)	-38.57%	2,273	0.01%
Branch Maintenance Fees	387,282	-	0.00%	387,282	1.51%
Land Repair and Maintenance	1,000	4,200	420.00%	5,200	0.02%
Building Repair and Maintenance	39,500	(900)	-2.28%	38,600	0.15%
Equipment Repair and Maintenance	219,240	(201,060)	-91.71%	18,180	0.07%
Vehicle Repairs and Maintenance	4,070	13,730	337.35%	17,800	0.07%
Software & IT Hardware Maintenance Agreements	28,540	412,122	1444.01%	440,662	1.72%
Other Repair and Maintenance	-	250	0.00%	250	0.00%
Rentals	17,055	149,072	874.07%	166,127	0.65%
Printer/Copier Leases	64,445	2,211	3.43%	66,656	0.26%
Total Maintenance and Utilities	1,728,223	270,823	15.67%	1,999,046	7.78%
Professional Development	103,995	(8,253)	-7.94%	95,742	0.37%
Conferences	59,805	(26,855)	-44.90%	32,950	0.13%
Travel/Lodging	113,010	16,181	14.32%	129,191	0.50%
Total Staff Development	276,810	(18,927)	-6.84%	257,883	1.00%
Board Development	2,500	1,095	43.80%	3,595	0.01%
Board Travel/Lodging	12,400	(1,162)	-9.37%	11,238	0.04%
Total Board Development	14,900	(67)	-0.45%	14,833	0.06%
Gas, Oil, Grease	3,500	16,000	457.14%	19,500	0.08%
Parking	1,490	8,450	567.11%	9,940	0.04%
Mileage Reimbursement	47,957	5,245	10.94%	53,202	0.21%
Restricted Donations Expenditures	164,000	(14,000)	-8.54%	150,000	0.58%
Website	118,845	(9,528)	-8.02%	109,318	0.43%

KENT DISTRICT LIBRARY 2019 OPERATING BUDGET

	2018 Budget 1.2774 Mill	\$ Increase / (Decrease)	% of Increase / (Decrease)	2019 Budget 1.2733 Mill	% of 2019 TOTAL
Employment Advertising	1,500	(500)	-33.33%	1,000	0.00%
Advertising	57,500	25,040	43.55%	82,540	0.32%
System Advertising - Radio	5,000	(5,000)	-100.00%	-	0.00%
System Advertising - TV	20,000	(20,000)	-100.00%	-	0.00%
System Advertising - Social Media	14,100	(14,100)	-100.00%	-	0.00%
Photography	7,200	8,300	115.28%	15,500	0.06%
Outsourced Printing	15,000	22,084	147.23%	37,084	0.14%
Promotions/Marketing	9,590	25,325	264.08%	34,915	0.14%
Sponsorships/Donations	2,000	(2,000)	-100.00%	-	0.00%
Meetings	14,250	4,615	32.39%	18,865	0.07%
Memberships	42,223	16,193	38.35%	58,416	0.23%
Dues and Fees	6,540	(74)	-1.13%	6,466	0.03%
Property Liability Insurance	57,200	5,720	10.00%	62,920	0.24%
Vehicle Liability Insurance	-	14,950	0.00%	14,950	0.06%
Flood Insurance	5,800	580	10.00%	6,380	0.02%
Bond Insurance	11,160	600	5.38%	11,760	0.05%
Workers Compensation Insurance	27,000	15,000	55.56%	42,000	0.16%
Miscellaneous	14,170	(6,670)	-47.07%	7,500	0.03%
Sales Taxes	495	5	1.01%	500	0.00%
Property Tax Reimbursement	75,000	(39,025)	-52.03%	35,975	0.14%
MEL Return Items	1,000	2,000	200.00%	3,000	0.01%
Total Other Expenditures	722,520	59,210	8.19%	781,730	3.04%
Land Improvements - Non-Depreciable	-	11,400	0.00%	11,400	0.04%
Land Improvements - Depreciable	18,000	2,100	11.67%	20,100	0.08%
Building Improvements - Non-Depreciable	8,200	1,100	13.41%	9,300	0.04%
Building Improvements - Depreciable	429,000	(406,000)	-94.64%	23,000	0.09%
Technology - Non-Depreciable (\$1000-4999)	638,991	(446,454)	-69.87%	192,537	0.75%
Technology - Depreciable (5,000+)	533,025	(304,775)	-57.18%	228,250	0.89%
Equipment/Furniture - Non-Depreciable (\$0-4999)	120,742	(62,062)	-51.40%	58,680	0.23%
Equipment/Furniture - Depreciable (\$5000+)	120,800	(62,843)	-52.02%	57,957	0.23%
Total Capital Outlay	1,868,757	(1,267,534)	-67.83%	601,224	2.34%
TOTAL EXPENDITURES & OTHER FINANCING USES	24,744,703	945,259	3.82%	25,689,962	100%
REVENUES OVER (UNDER) EXPENDITURES	(1,129,912)	246,431	-21.8%	(883,481)	

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 LEGISLATIVE

	2019 Budget	% of 2019
Wages	3,720	
Total Wages	3,720	14.91%
Service Awards	100	
Miscellaneous Supplies	150	
Total Supplies	250	1.00%
Board Development	3,595	
Board Travel/Lodging	11,238	
Total Board Development	14,833	59.44%
Parking	200	
Mileage Reimbursement	3,150	
Meetings	550	
Memberships	2,250	
Total Other Expenditures	6,150	24.65%
TOTAL LEGISLATIVE EXPENDITURES	24,953	100%

KENT DISTRICT LIBRARY

2019 OPERATING BUDGET

EXECUTIVE

	2019 Budget	% of 2019
Wages	382,024	
Total Wages	382,024	48.81%
FICA	26,298	
Health	99,060	
Retirement	28,804	
Other Benefits	37,152	
Total Employee Benefits	191,314	24.44%
Office Supplies	1,550	
Technology Accessories	750	
Other Awards/Prizes	300	
Beverages	3,350	
Miscellaneous Supplies	600	
Mail/Postage	1,500	
Total Supplies	8,050	1.03%
Software	2,904	
Professional Services	1,000	
Legal Services	17,000	
Other Professional Services	10,000	
Catering	11,500	
Other Contracted Services	10,000	
Employee & Partner Care (Flowers, Etc)	4,150	
Licenses and Fees	50	
TSYS/Credit Card Fees	1,650	
Total Contractual and Professional Services	58,254	7.44%
Speakers/Performers	4,000	
Total Programming and Outreach	4,000	0.51%
Cell Phones/ Stipends	2,312	
Rentals	4,810	
Total Maintenance and Utilities	7,122	0.91%
Professional Development	27,095	
Conferences	1,600	
Travel/Lodging	19,354	
Total Staff Development	48,049	6.14%
Parking	100	
Mileage Reimbursement	5,300	
Advertising	2,000	
Outsourced Printing	200	
Meetings	6,500	
Memberships	37,172	
Dues and Fees	1,750	
Bond Insurance	10,150	

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
EXECUTIVE

	2019 Budget	% of 2019
Miscellaneous	750	
Total Other Expenditures	63,922	8.17%
Equipment/Furniture - Depreciable (\$5000+)	20,000	
Total Capital Outlay	20,000	2.56%
TOTAL EXECUTIVE EXPENDITURES	782,735	100%

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
EXECUTIVE

Administrative	
Salary & Wages	267,319
Employee Benefits	132,413
Collections - Digital	-
Collections - Physical	-
Supplies	2,650
Contractual & Prof Services	41,150
Programming & Outreach	-
Maintenance & Utilities	1,700
Staff Development	23,740
Board Development	-
Other Expenditures	57,572
Capital Outlays	20,000
Transfers	-
Total Administrative	<u><u>546,544</u></u>

Fund Development	
Salary & Wages	114,705
Employee Benefits	58,901
Collections - Digital	-
Collections - Physical	-
Supplies	5,400
Contractual & Prof Services	17,104
Programming & Outreach	4,000
Maintenance & Utilities	5,422
Staff Development	24,309
Board Development	-
Other Expenditures	6,350
Capital Outlays	-
Transfers	-
Total Fund Development	<u><u>236,191</u></u>

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
EXECUTIVE

Total Executive	
Salary & Wages	382,024
Employee Benefits	191,314
Collections - Digital	-
Collections - Physical	-
Supplies	8,050
Contractual & Prof Services	58,254
Programming & Outreach	4,000
Maintenance & Utilities	7,122
Staff Development	48,049
Board Development	-
Other Expenditures	63,922
Capital Outlays	20,000
Transfers	-
Total Executive	<u><u>782,735</u></u>
	-

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
MARKETING & COMMUNICATIONS

	2019 Budget	% of 2019
Wages	310,382	
Total Wages	310,382	37.74%
FICA	23,744	
Health	47,998	
Retirement	21,288	
Other Benefits	7,517	
Total Employee Benefits	100,548	12.23%
Office Supplies	1,000	
Paper	18,000	
Technology Accessories	600	
Promotions Supplies	5,000	
Miscellaneous Supplies	500	
Printing and Publishing	25,000	
Total Supplies	50,100	6.09%
Software	28,658	
Professional Services	25,000	
Total Contractual and Professional Services	53,658	6.52%
Cell Phones/ Stipends	1,000	
Equipment Repair and Maintenance	250	
Printer/Copier Leases	6,700	
Total Maintenance and Utilities	7,950	0.97%
Professional Development	1,000	
Conferences	2,400	
Travel/Lodging	7,565	
Total Staff Development	10,965	1.33%
Parking	100	
Mileage Reimbursement	1,000	
Website	108,518	
Advertising	78,850	
Photography	15,500	
Outsourced Printing	33,500	
Meetings	200	
Memberships	965	
Miscellaneous	2,000	
Total Other Expenditures	240,633	29.26%
Technology - Non-Depreciable (\$1000-4999)	48,188	
Total Capital Outlay	48,188	5.86%
TOTAL MARKETING & COMMUNICATIONS EXPENDITURES	822,423	100%

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
FINANCE

	2019 Budget	% of 2019
Wages	327,010	
Total Wages	327,010	50.86%
FICA	25,016	
Health	34,497	
Retirement	22,801	
Other Benefits	15,741	
Total Employee Benefits	98,055	15.25%
Office Supplies	2,700	
Technology Accessories	750	
Miscellaneous Supplies	1,000	
Printing and Publishing	600	
Total Supplies	5,050	0.79%
Professional Services	50,000	
Other Consultants	22,500	
Audit Services	26,200	
Security Services	1,500	
Shredding services	125	
Other Contracted Services	34,333	
Banking Fees	4,625	
TSYS/Credit Card Fees	8,600	
Total Contractual and Professional Services	147,883	23.00%
Cell Phones/ Stipends	1,440	
Equipment Repair and Maintenance	200	
Software & IT Hardware Maintenance Agreements	12,232	
Printer/Copier Leases	2,150	
Total Maintenance and Utilities	16,022	2.49%
Professional Development	700	
Conferences	1,630	
Travel/Lodging	6,792	
Total Staff Development	9,122	1.42%
Parking	75	
Mileage Reimbursement	334	
Advertising	750	
Meetings	750	
Memberships	1,498	
Miscellaneous	500	
Property Tax Reimbursement	35,975	
Total Other Expenditures	39,882	6.20%
TOTAL FINANCE EXPENDITURES	643,024	100%

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
INFORMATION TECHNOLOGY

	2019 Budget	% of 2019
Wages	558,315	
Total Wages	558,315	17.14%
FICA	42,091	
Health	137,304	
Retirement	33,980	
Other Benefits	8,509	
Total Employee Benefits	221,884	6.81%
Office Supplies	250	
Disposable Technology <\$1000	210,189	
Technology Accessories	2,700	
Miscellaneous Supplies	245	
Total Supplies	213,384	6.55%
Software	357,840	
IT Consultant - Consulting Svcs.	155,000	
IT Contracted Services	67,980	
Security Services	4,000	
Total Contractual and Professional Services	584,820	17.95%
Mobile Hotspots	4,900	
Cell Phones/ Stipends	4,200	
Telephones	75,000	
Internet/Telecomm Services	624,000	
Waste Disposal	800	
Equipment Repair and Maintenance	1,875	
Software & IT Hardware Maintenance Agreements	428,430	
Rentals	145,000	
Total Maintenance and Utilities	1,284,205	39.42%
Professional Development	8,345	
Conferences	350	
Travel/Lodging	6,078	
Total Staff Development	14,773	0.45%
Parking	100	
Mileage Reimbursement	4,010	
Meetings	870	
Memberships	530	
Total Other Expenditures	5,510	0.17%
Technology - Non-Depreciable (\$1000-4999)	144,349	
Technology - Depreciable (5,000+)	228,250	
Equipment/Furniture - Non-Depreciable (\$0-4999)	2,000	
Total Capital Outlay	374,599	11.50%
TOTAL INFORMATION TECHNOLOGY EXPENDITURES	3,257,490	100%

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
HUMAN RESOURCES

	2019 Budget	% of 2019
Wages	879,242	
Total Wages	879,242	43.22%
FICA	66,642	
Health	399,190	
Retirement	49,165	
Other Benefits	52,207	
Total Employee Benefits	567,204	27.88%
Processing Supplies	2,230	
Office Supplies	2,480	
Technology Accessories	920	
All-staff Supplies	5,000	
Wellness Supplies	4,500	
Team KDL Supplies	1,000	
New EE Shirts/Tote Bags	2,500	
Service Awards	6,000	
Other Awards/Prizes	1,800	
Miscellaneous Supplies	2,000	
Mail/Postage	200	
Printing and Publishing	2,000	
Total Supplies	30,630	1.51%
Software	35,525	
Legal Services	4,500	
ILS Consultant	97,000	
HR Contracted Services	2,000	
Shredding services	300	
Drug Screenings/background checks	3,500	
All-staff Services	25,000	
Wellness Services	1,925	
Team KDL Services	12,500	
ILS Fees	195,618	
Other Benefits Administration Fees	5,000	
Pension Administration Fees	4,000	
Payroll processing fees	64,650	
Total Contractual and Professional Services	451,518	22.20%
Cell Phones/ Stipends	3,980	
Printer/Copier Leases	4,300	
Total Maintenance and Utilities	8,280	0.41%
Professional Development	22,290	
Conferences	3,645	
Travel/Lodging	15,470	
Total Staff Development	41,405	2.04%

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
HUMAN RESOURCES

	2019 Budget	% of 2019
Parking	150	
Mileage Reimbursement	2,550	
Employment Advertising	1,000	
Meetings	2,600	
Memberships	1,520	
Workers Compensation Insurance	42,000	
Miscellaneous	500	
MEL Return Items	3,000	
Total Other Expenditures	53,320	2.62%
Equipment/Furniture - Non-Depreciable (\$0-4999)	2,530	
Total Capital Outlay	2,530	0.12%
TOTAL HUMAN RESOURCES EXPENDITURES	2,034,128	100%

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
HUMAN RESOURCES

Human Resources	
Salary & Wages	359,002
Employee Benefits	369,369
Collections - Digital	-
Collections - Physical	-
Supplies	24,800
Contractual & Prof Services	153,800
Programming & Outreach	-
Maintenance & Utilities	5,150
Staff Development	21,355
Board Development	-
Other Expenditures	47,560
Capital Outlays	-
Transfers	-
Total Human Resources	981,036

Patron Services	
Salary & Wages	520,240
Employee Benefits	197,835
Collections - Digital	-
Collections - Physical	-
Supplies	5,830
Contractual & Prof Services	297,718
Programming & Outreach	-
Maintenance & Utilities	3,130
Staff Development	20,050
Board Development	-
Other Expenditures	5,760
Capital Outlays	2,530
Transfers	-
Total Patron Services	1,053,093

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
HUMAN RESOURCES

Total Human Resources	
Salary & Wages	879,242
Employee Benefits	567,204
Collections - Digital	-
Collections - Physical	-
Supplies	30,630
Contractual & Prof Services	451,518
Programming & Outreach	-
Maintenance & Utilities	8,280
Staff Development	41,405
Board Development	-
Other Expenditures	53,320
Capital Outlays	2,530
Transfers	-
Total Human Resources & PSD	<u><u>2,034,128</u></u>
	-

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

	2019 Budget	% of 2019
Wages	7,757,720	
Total Wages	7,757,720	67.82%
FICA	593,466	
Health	933,745	
Retirement	396,548	
Other Benefits	93,582	
Total Employee Benefits	2,017,340	17.64%
Restricted Donations(Local Materials)	12,000	
Collection Materials - Depreciable	70	
Total Collections - Physical	12,070	0.11%
Processing Supplies	245	
Office Supplies	36,311	
Paper	8,268	
AV Supplies	50	
Disposable Technology <\$1000	7,500	
Maintenance Supplies - Custodial	6,702	
Water Cooler	9,530	
Meeting Center Supplies	4,000	
Technology Accessories	19,321	
Promotions Supplies	13,550	
Service Awards	300	
Other Awards/Prizes	300	
Beverages	5,400	
Books (not for circulation)	350	
Miscellaneous Supplies	14,807	
Mail/Postage	6,956	
Printing and Publishing	17,982	
Total Supplies	151,571	1.33%
Software	29,240	
Professional Services	92,700	
Other Consultants	9,000	
Delivery Services	1,500	
Security Services	47,235	
Inspection Services	2,000	
Catering	3,500	
Custodial/cleaning services	18,300	
TSYS/Credit Card Fees	100	
Total Contractual and Professional Services	203,575	1.78%
Outreach Supplies	21,045	
Programming Supplies	14,670	
Youth Programming Supplies	3,200	

KENT DISTRICT LIBRARY

2019 OPERATING BUDGET

BRANCHES AND OPERATIONS

	2019 Budget	% of 2019
Teen Programming Supplies	2,850	
Adult Programming Supplies	3,020	
Programming Services	30,290	
Youth Programming Services	7,400	
Teen Programming Services	900	
Adult Programming Services	15,500	
Speakers/Performers	5,700	
Total Programming and Outreach	104,575	0.91%
Maintenance Contracts	5,575	
Cell Phones/ Stipends	14,589	
Water/Sewer	3,800	
Waste Disposal	4,200	
Electric	68,000	
Natural Gas	15,000	
Snowplowing	15,000	
Lawn/Landscaping	2,273	
Branch Maintenance Fees	387,282	
Land Repair and Maintenance	5,200	
Building Repair and Maintenance	38,600	
Equipment Repair and Maintenance	14,355	
Vehicle Repairs and Maintenance	5,180	
Other Repair and Maintenance	250	
Rentals	3,317	
Printer/Copier Leases	51,313	
Total Maintenance and Utilities	633,934	5.54%
Professional Development	32,129	
Conferences	16,456	
Travel/Lodging	49,134	
Total Staff Development	97,719	0.85%
Gas, Oil, Grease	3,500	
Parking	490	
Mileage Reimbursement	27,855	
Restricted Donations Expenditures	150,000	
Website	800	
Advertising	940	
Promotions/Marketing	29,285	
Meetings	4,895	
Memberships	8,887	
Dues and Fees	4,716	
Property Liability Insurance	62,920	
Vehicle Liability Insurance	4,950	

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

	2019 Budget	% of 2019
Flood Insurance	6,380	
Bond Insurance	1,110	
Miscellaneous	3,450	
Sales Taxes	500	
Total Other Expenditures	310,678	2.72%
Land Improvements - Non-Depreciable	11,400	
Land Improvements - Depreciable	20,100	
Building Improvements - Non-Depreciable	9,300	
Building Improvements - Depreciable	23,000	
Equipment/Furniture - Non-Depreciable (\$0-4999)	48,250	
Equipment/Furniture - Depreciable (\$5000+)	37,957	
Total Capital Outlay	150,007	1.31%
TOTAL BRANCHES & OPERATIONS EXPENDITURES	11,439,190	100%

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Administrative	
Salary & Wages	528,910
Employee Benefits	100,197
Collections - Digital	-
Collections - Physical	12,000
Supplies	13,325
Contractual & Prof Services	60,800
Programming & Outreach	10,550
Maintenance & Utilities	980
Staff Development	23,439
Other Expenditures	182,512
Capital Outlays	41,000
Total Administrative	973,713

Building Maintenance	
Salary & Wages	99,445
Employee Benefits	39,533
Collections - Digital	-
Collections - Physical	-
Supplies	39,400
Contractual & Prof Services	68,240
Programming & Outreach	-
Maintenance & Utilities	173,828
Staff Development	1,000
Other Expenditures	78,910
Capital Outlays	50,400
Total Building Maintenance	550,756

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Alpine Township Branch	
Salary & Wages	136,881
Employee Benefits	35,836
Collections - Digital	-
Collections - Physical	-
Supplies	4,260
Contractual & Prof Services	-
Programming & Outreach	2,680
Maintenance & Utilities	7,855
Staff Development	2,282
Other Expenditures	1,145
Capital Outlays	500
Total Alpine Township Branch	<u><u>191,439</u></u>

Alto Branch	
Salary & Wages	135,616
Employee Benefits	37,302
Collections - Digital	-
Collections - Physical	-
Supplies	1,928
Contractual & Prof Services	5,000
Programming & Outreach	2,920
Maintenance & Utilities	11,338
Staff Development	2,000
Other Expenditures	1,780
Capital Outlays	500
Total Alto Branch	<u><u>198,383</u></u>

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Byron Township Branch

Salary & Wages	337,110
Employee Benefits	78,120
Collections - Digital	-
Collections - Physical	-
Supplies	4,280
Contractual & Prof Services	-
Programming & Outreach	5,470
Maintenance & Utilities	22,098
Staff Development	3,056
Other Expenditures	3,134
Capital Outlays	1,400
Total Byron Township Branch	454,667

Caledonia Township Branch

Salary & Wages	258,597
Employee Benefits	65,950
Collections - Digital	-
Collections - Physical	-
Supplies	4,366
Contractual & Prof Services	-
Programming & Outreach	3,525
Maintenance & Utilities	26,593
Staff Development	4,875
Other Expenditures	3,485
Capital Outlays	7,957
Total Caledonia Township Branch	375,348

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Cascade Township Branch

Salary & Wages	687,610
Employee Benefits	191,973
Collections - Digital	-
Collections - Physical	-
Supplies	10,072
Contractual & Prof Services	15,300
Programming & Outreach	25,575
Maintenance & Utilities	37,570
Staff Development	7,952
Other Expenditures	5,099
Capital Outlays	4,400
Total Cascade Township Branch	985,551

Comstock Park Branch

Salary & Wages	227,809
Employee Benefits	49,210
Collections - Digital	-
Collections - Physical	-
Supplies	3,610
Contractual & Prof Services	-
Programming & Outreach	5,075
Maintenance & Utilities	8,047
Staff Development	4,245
Other Expenditures	2,764
Capital Outlays	-
Total Comstock Park Branch	300,760

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

East Grand Rapids Branch

Salary & Wages	627,599
Employee Benefits	167,924
Collections - Digital	-
Collections - Physical	-
Supplies	5,080
Contractual & Prof Services	-
Programming & Outreach	2,850
Maintenance & Utilities	45,164
Staff Development	1,792
Other Expenditures	654
Capital Outlays	-
Total East Grand Rapids Branch	851,063

Grandville Branch

Salary & Wages	675,056
Employee Benefits	162,639
Collections - Digital	-
Collections - Physical	-
Supplies	6,573
Contractual & Prof Services	-
Programming & Outreach	9,150
Maintenance & Utilities	31,550
Staff Development	8,716
Other Expenditures	2,963
Capital Outlays	-
Total Grandville Branch	896,646

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Gaines Township Branch

Salary & Wages	368,067
Employee Benefits	100,697
Collections - Digital	-
Collections - Physical	-
Supplies	4,130
Contractual & Prof Services	-
Programming & Outreach	2,350
Maintenance & Utilities	16,973
Staff Development	3,231
Other Expenditures	1,955
Capital Outlays	2,850
Total Gaines Township Branch	500,253

Kelloggsville Branch

Salary & Wages	124,290
Employee Benefits	29,644
Collections - Digital	-
Collections - Physical	-
Supplies	2,370
Contractual & Prof Services	-
Programming & Outreach	800
Maintenance & Utilities	2,964
Staff Development	900
Other Expenditures	2,867
Capital Outlays	2,100
Total Kelloggsville Branch	165,936

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Kentwood (Richard L Root) Branch

Salary & Wages	662,806
Employee Benefits	147,906
Collections - Digital	-
Collections - Physical	-
Supplies	7,788
Contractual & Prof Services	23,115
Programming & Outreach	6,250
Maintenance & Utilities	68,687
Staff Development	7,545
Other Expenditures	1,872
Capital Outlays	-
Total Kentwood (Richard L Root) Branch	925,969

Library for Blind and Physically Handicapped

Salary & Wages	27,716
Employee Benefits	6,675
Collections - Digital	-
Collections - Physical	70
Supplies	625
Contractual & Prof Services	7,000
Programming & Outreach	1,150
Maintenance & Utilities	2,523
Staff Development	1,950
Other Expenditures	940
Capital Outlays	-
Total Library for Blind and Physically Handicapped	48,649

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Englehardt (Lowell) Branch	
Salary & Wages	249,498
Employee Benefits	70,295
Collections - Digital	-
Collections - Physical	-
Supplies	3,430
Contractual & Prof Services	-
Programming & Outreach	3,300
Maintenance & Utilities	14,295
Staff Development	4,584
Other Expenditures	2,940
Capital Outlays	-
Total Englehardt (Lowell) Branch	348,342

Nelson Township/Sand Lake Branch	
Salary & Wages	174,567
Employee Benefits	48,005
Collections - Digital	-
Collections - Physical	-
Supplies	3,305
Contractual & Prof Services	-
Programming & Outreach	1,950
Maintenance & Utilities	15,118
Staff Development	3,521
Other Expenditures	2,605
Capital Outlays	-
Total Nelson Township/Sand Lake Branch	249,071

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Plainfield Township Branch

Salary & Wages	619,195
Employee Benefits	169,445
Collections - Digital	-
Collections - Physical	-
Supplies	10,894
Contractual & Prof Services	-
Programming & Outreach	3,520
Maintenance & Utilities	36,929
Staff Development	3,224
Other Expenditures	3,975
Capital Outlays	5,100
Total Plainfield Township Branch	852,281

Krause Memorial Branch (Rockford)

Salary & Wages	392,019
Employee Benefits	96,670
Collections - Digital	-
Collections - Physical	-
Supplies	6,225
Contractual & Prof Services	-
Programming & Outreach	4,975
Maintenance & Utilities	15,973
Staff Development	2,144
Other Expenditures	2,720
Capital Outlays	1,800
Total Krause Memorial Branch (Rockford)	522,526

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Spencer Township Branch

Salary & Wages	126,048
Employee Benefits	37,180
Collections - Digital	-
Collections - Physical	-
Supplies	2,829
Contractual & Prof Services	-
Programming & Outreach	2,480
Maintenance & Utilities	6,183
Staff Development	2,611
Other Expenditures	1,905
Capital Outlays	1,000
Total Spencer Township Branch	<u><u>180,236</u></u>

Tyrone Township Branch

Salary & Wages	146,897
Employee Benefits	40,269
Collections - Digital	-
Collections - Physical	-
Supplies	4,122
Contractual & Prof Services	-
Programming & Outreach	2,330
Maintenance & Utilities	7,685
Staff Development	4,324
Other Expenditures	1,719
Capital Outlays	500
Total Tyrone Township Branch	<u><u>207,845</u></u>

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Walker Branch	
Salary & Wages	349,740
Employee Benefits	108,408
Collections - Digital	-
Collections - Physical	-
Supplies	4,405
Contractual & Prof Services	-
Programming & Outreach	3,275
Maintenance & Utilities	14,550
Staff Development	2,500
Other Expenditures	1,160
Capital Outlays	-
Total Walker Branch	<u><u>484,038</u></u>

Wyoming Branch	
Salary & Wages	802,247
Employee Benefits	233,463
Collections - Digital	-
Collections - Physical	-
Supplies	8,555
Contractual & Prof Services	24,120
Programming & Outreach	4,400
Maintenance & Utilities	67,032
Staff Development	1,828
Other Expenditures	3,574
Capital Outlays	30,500
Total Wyoming Branch	<u><u>1,175,719</u></u>

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Total Branches & Operations	
Salary & Wages	7,757,720
Employee Benefits	2,017,340
Collections - Digital	-
Collections - Physical	12,070
Supplies	151,571
Contractual & Prof Services	203,575
Programming & Outreach	104,575
Maintenance & Utilities	633,934
Staff Development	97,719
Other Expenditures	310,678
Capital Outlays	150,007
Total Branches & Operations	<u><u>11,439,190</u></u>
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KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 BRANCHES AND OPERATIONS

Branch Size	
A Branches	Alpine Alto Kelloggsville Spencer Tyrone
B Branches	Comstock Park Lowell Nelson
C Branches	Byron Center Caledonia Gaines Rockford Walker
D Branches	Cascade East Grand Rapids Grandville Kentwood Plainfield Wyoming

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 INNOVATION & USER EXPERIENCE

	2019 Budget	% of 2019
Wages	1,535,158	
Total Wages	1,535,158	22.96%
FICA	117,440	
Health	354,981	
Retirement	49,435	
Other Benefits	13,937	
Total Employee Benefits	535,793	8.01%
Cloud Library	880,000	
Hoopla	240,000	
Digital Collection	132,158	
Miscellaneous Electronic Access	287,340	
Total Collections - Digital	1,539,498	23.03%
Subscriptions	72,922	
KDL Cruisers	27,000	
Collection Materials - Depreciable	1,231,000	
CD/DVD Collection Materials - Non-Depreciable	599,500	
Beyond Books Collection - Non-Depreciable	178,895	
Total Collections - Physical	2,109,317	31.55%
Processing Supplies	171,380	
Office Supplies	5,450	
Paper	1,115	
AV Supplies	17,340	
Technology Accessories	665	
Promotions Supplies	18,120	
Other Awards/Prizes	104,050	
Miscellaneous Supplies	1,200	
Mail/Postage	550	
Printing and Publishing	350	
Total Supplies	320,220	4.79%
Software	86,038	
IT Consultant - Consulting Svcs.	30,000	
Other Consultants	3,390	
Delivery Services	137,060	
Security Services	350	
Lakeland Library Co-op services	5,000	
Inspection Services	675	
Catering	6,225	
Licenses and Fees	175	
Marc Records License	7,500	
Total Contractual and Professional Services	276,413	4.13%
Outreach Supplies	4,912	

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 INNOVATION & USER EXPERIENCE

	2019 Budget	% of 2019
Programming Supplies	52,200	
Youth Programming Supplies	5,700	
Teen Programming Supplies	7,200	
Adult Programming Supplies	4,150	
Programming Services	12,170	
Speakers/Performers	129,425	
Airport Free Library	8,945	
Total Programming and Outreach	224,702	3.36%
Mobile Hotspots	7,200	
Cell Phones/ Stipends	2,520	
Waste Disposal	2,500	
Equipment Repair and Maintenance	1,500	
Vehicle Repairs and Maintenance	12,620	
Rentals	13,000	
Printer/Copier Leases	2,193	
Total Maintenance and Utilities	41,533	0.62%
Professional Development	4,183	
Conferences	6,869	
Travel/Lodging	24,798	
Total Staff Development	35,850	0.54%
Gas, Oil, Grease	16,000	
Parking	8,725	
Mileage Reimbursement	9,003	
Outsourced Printing	3,384	
Promotions/Marketing	5,630	
Meetings	2,500	
Memberships	5,594	
Vehicle Liability Insurance	10,000	
Bond Insurance	500	
Miscellaneous	300	
Total Other Expenditures	61,636	0.92%
Equipment/Furniture - Non-Depreciable (\$0-4999)	5,900	
Total Capital Outlay	5,900	0.09%
TOTAL INNOVATION & USER EXPERIENCE EXPENDITURES	6,686,019	100%

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 INNOVATION & USER EXPERIENCE

Administrative

Salary & Wages	122,790
Employee Benefits	15,285
Collections - Digital	-
Collections - Physical	-
Supplies	1,450
Contractual & Prof Services	36,500
Programming & Outreach	-
Maintenance & Utilities	960
Staff Development	9,730
Other Expenditures	3,375
Capital Outlays	-
Total Administrative	<u><u>190,091</u></u>

Bookmobile

Salary & Wages	94,020
Employee Benefits	18,164
Collections - Digital	-
Collections - Physical	-
Supplies	11,500
Contractual & Prof Services	850
Programming & Outreach	1,000
Maintenance & Utilities	13,220
Staff Development	3,490
Other Expenditures	33,175
Capital Outlays	-
Total Bookmobile	<u><u>175,419</u></u>

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 INNOVATION & USER EXPERIENCE

Collection Development	
Salary & Wages	319,134
Employee Benefits	155,205
Collections - Digital	1,462,123
Collections - Physical	2,109,317
Supplies	3,480
Contractual & Prof Services	46,409
Programming & Outreach	5,520
Maintenance & Utilities	-
Staff Development	8,877
Other Expenditures	552
Capital Outlays	800
Total Collection Development	4,111,417

Collection Services	
Salary & Wages	583,217
Employee Benefits	211,262
Collections - Digital	-
Collections - Physical	-
Supplies	190,190
Contractual & Prof Services	164,060
Programming & Outreach	-
Maintenance & Utilities	3,693
Staff Development	1,820
Other Expenditures	300
Capital Outlays	-
Total Collection Services	1,154,543

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 INNOVATION & USER EXPERIENCE

Community Engagement	
Salary & Wages	207,057
Employee Benefits	75,555
Collections - Digital	77,375
Collections - Physical	-
Supplies	5,760
Contractual & Prof Services	3,530
Programming & Outreach	12,857
Maintenance & Utilities	7,680
Staff Development	5,974
Other Expenditures	16,204
Capital Outlays	2,400
Total Community Engagement	414,391

Programming	
Salary & Wages	208,940
Employee Benefits	60,321
Collections - Digital	-
Collections - Physical	-
Supplies	107,840
Contractual & Prof Services	25,064
Programming & Outreach	205,325
Maintenance & Utilities	15,980
Staff Development	5,959
Other Expenditures	8,030
Capital Outlays	2,700
Total Programming	640,159

KENT DISTRICT LIBRARY
2019 OPERATING BUDGET
 INNOVATION & USER EXPERIENCE

Total Innovation & User Experience	
Salary & Wages	1,535,158
Employee Benefits	535,793
Collections - Digital	1,539,498
Collections - Physical	2,109,317
Supplies	320,220
Contractual & Prof Services	276,413
Programming & Outreach	224,702
Maintenance & Utilities	41,533
Staff Development	35,850
Other Expenditures	61,636
Capital Outlays	5,900
Total Innovation & User Experience	6,686,019
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