

Kent
District
Library



*Budget
Work Session*

BOARD OF TRUSTEES
MEETING PACKET

OCTOBER 2020



BOARD OF TRUSTEES

Meeting Agenda

LOCATION

Held via remote connection per Michigan Senate Bill 1108.

DATE & TIME

Thursday, October 29, 2020 at 4:30 PM.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA*

4. LIAISON REPRESENTATIVE COMMENTS

5. PUBLIC COMMENTS**

6. NEW BUSINESS

A. 2021 Budget

7. LIAISON REPRESENTATIVE COMMENTS

8. PUBLIC COMMENTS**

9. BOARD MEMBER COMMENTS

10. MEETING DATES

Regular Meeting & Budget Approval: Thursday, Nov. 19, 2020 – KDL Service Center, 7:00 PM

11. ADJOURNMENT*

Kent
District
Library



2021 Budget

2021 Budget Strategic Focus

The new 2021-2023 strategic plan for Kent District Library is a blueprint for achieving our vision of becoming an indispensable community resource for enriching lives through access to personal discovery for all. The approach for creating the 2021 budget includes examining each initiative and asking: Does this move us closer to achieving our vision? The budget process consisted of examining two basic categories of initiatives and expenses:

- **Sustaining initiatives** - Core library services with a history of utilization and engagement data.
- **New and expanded initiatives** - Examined on the basis of how they support the business goals in the new strategic plan.

Examples of some new and expanded initiatives for 2021	Supports equity, diversity and inclusion efforts	Increases value in the community, based on demonstrated needs	Streamlines operations
EDI workgroup budget for consultants, speakers and professional development	X		
Service Center maintenance (work stations, furniture, windows, parking lot, painting, etc.)			X
IT updates (update older switches, new laptops and desktops to eliminate thin clients)			X
Handheld wands for improved inventory management			X
Home mailing of Summer Wonder workbooks, providing access and engagement for households where people have challenges in visiting the library	X	X	
<i>WonderKnook</i> to replace <i>KDLville</i> in all branches		X	
Add <i>Rosetta Stone</i> as a resource for ESL and other language learners	X	X	
<i>Men of Color Read</i> expansion to include online storytimes and discussions about growing up in different generations, races and ethnicities; this will also create a cultural archive	X	X	
<i>WonderWorks</i> grab-and-go STEAM-based project bags for youth in Summer Wonder		X	
<i>Operation Warm</i> , an outreach initiative conducted with schools that provides new winter coats and introduction to library resources for low-income families	X	X	
Virtual Outreach, online interactive resources for home-bound and transportation-challenged households	X	X	
Partnership with Kent County Parks to provide outdoor programming		X	
Annual community surveys to identify and prioritize needs, particularly for underserved and underrepresented people	X	X	X

KDL has been riding a wave of employer recognition since being named one of West Michigan, and the Nation's, Best & Brightest Employers to work for in 2019. This recognition comes as a result of providing competitive wages and benefits while fostering a culture that highly-engages our people. All this, in turn, enables us to provide outstanding value for the people we serve. The 2021 budget continues these efforts and expands in other areas, such as elevating cultural intelligence as a workforce so we can better relate to customers and colleagues. With this focus on Equity, Diversity and Inclusion, we become better prepared to fulfill our purpose to further all people.

KENT DISTRICT LIBRARY 2021 OPERATING BUDGET

2018 Actual 1.2774 Mill	2019 Actual 1.2733 Mill	2020 Amended Budget 1.2661 Mill	\$ Increase / (Decrease) from 2020 to 2021	% of Increase / (Decrease) from 2020 to 2021	2021 Budget 1.2581 Mill	% of 2021 TOTAL
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NOTE REVENUES:

1	Property Taxes	21,188,285	22,130,099	23,331,338	940,870	4.0%	24,272,208	89.81%
2	Penal Fines	831,140	787,989	795,000	(245,000)	(30.8%)	550,000	2.04%
3	Charges for services	291,834	192,717	138,000	(103,000)	(74.6%)	35,000	0.13%
4	Interest Income	231,514	369,488	302,500	(49,000)	(16.2%)	253,500	0.94%
5	Public Donations	361,388	332,221	437,020	(60,075)	(13.7%)	376,945	1.39%
6	Other Revenue	577,081	981,122	549,700	151,700	27.6%	701,400	2.60%
7	State Sources	863,786	905,003	894,140	(58,067)	(6.5%)	836,073	3.09%
TOTAL REVENUES & OTHER FINANCING SOURCES		24,345,028	25,698,639	26,447,698	577,428	2.2%	27,025,126	100.00%

EXPENDITURES:

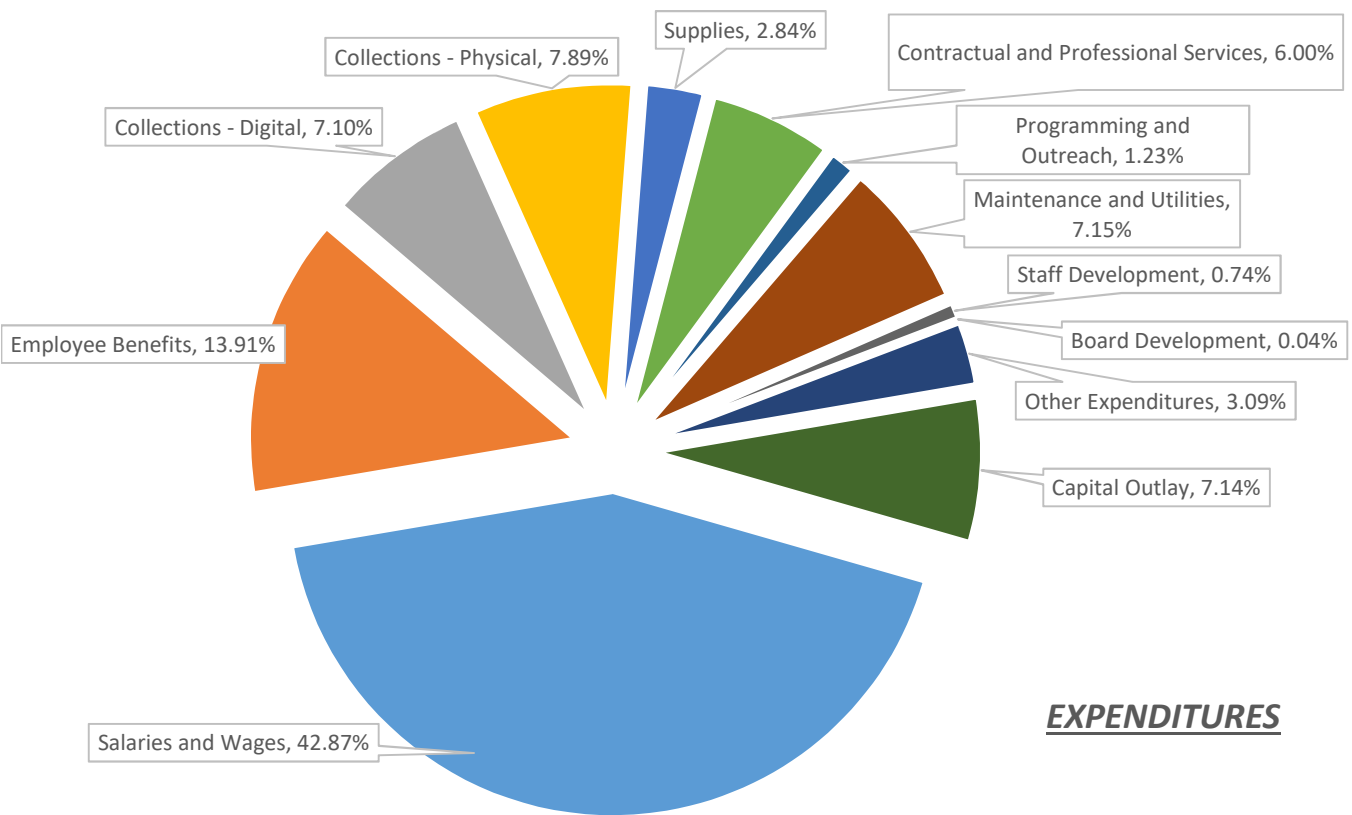
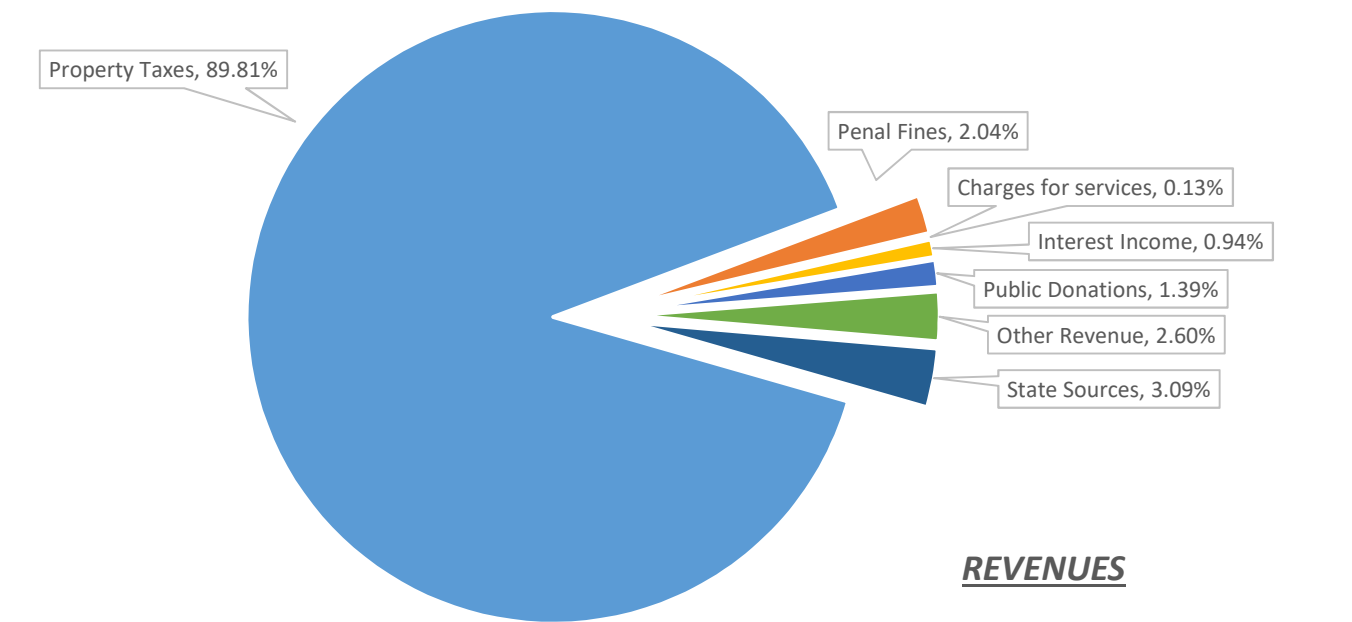
	Salaries and Wages	11,058,963	11,751,781	12,666,513	338,180	2.7%	13,004,693	42.87%
8	Employee Benefits	2,871,015	3,723,250	3,927,954	290,825	7.4%	4,218,780	13.91%
9	Collections - Digital	1,510,561	1,611,376	1,849,223	305,202	16.5%	2,154,425	7.10%
10	Collections - Physical	2,340,221	2,087,267	2,673,390	(280,819)	(10.5%)	2,392,571	7.89%
11	Supplies	728,799	489,122	970,578	(108,150)	(11.1%)	862,428	2.84%
12	Contractual and Professional Services	1,202,086	1,163,801	1,507,583	313,964	20.8%	1,821,546	6.00%
13	Programming and Outreach	240,482	290,141	327,453	46,127	14.1%	373,580	1.23%
14	Maintenance and Utilities	1,658,446	1,603,553	1,998,906	168,971	8.5%	2,167,877	7.15%
15	Staff Development	190,578	160,546	371,025	(145,199)	(39.1%)	225,826	0.74%
16	Board Development	10,885	9,248	25,280	(13,830)	(54.7%)	11,450	0.04%
17	Other Expenditures	569,202	587,153	963,296	(27,088)	(2.8%)	936,208	3.09%
18	Capital Outlay	841,941	884,876	1,084,852	1,080,037	99.6%	2,164,889	7.14%
TOTAL EXPENDITURES & OTHER FINANCING USES		23,223,180	24,362,114	28,366,052	1,968,220	8.1%	30,334,272	100.00%

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REVENUES OVER (UNDER) EXPENDITURES	1,121,848	1,336,525	(1,918,354)	(1,390,792)	(104.1%)	(3,309,146)
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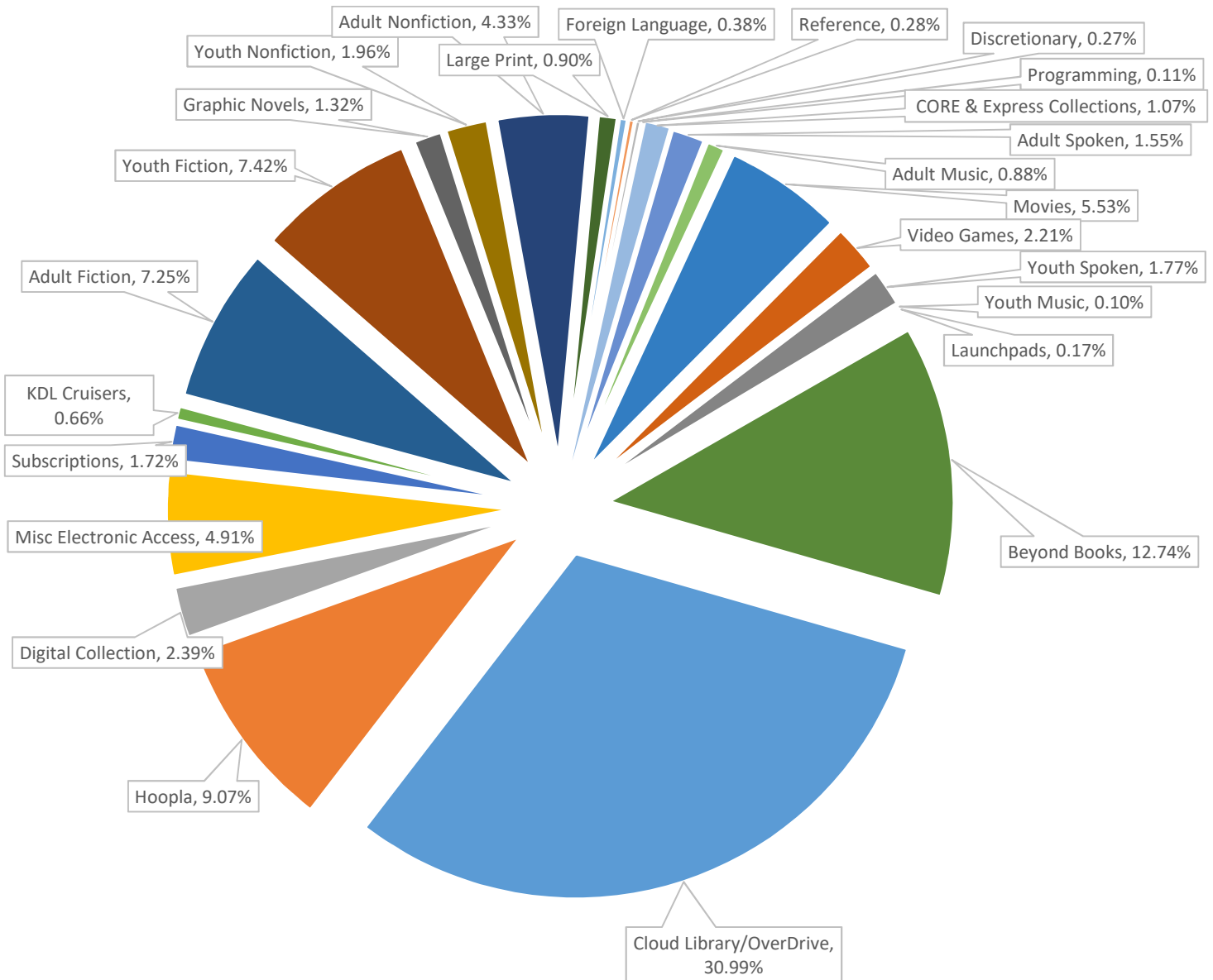
		(0)	(0)	(2)	-
Prior years' Materials Budget	3,698,643	4,522,613	2021 Materials Budget	4,546,996	
as a % of Prio Years' Total Revenues	14.4%	17.1%	as a % of 2021 Total Revenues	16.8%	
Prior Years' Staff Budget	15,475,031	16,594,467	2021 Staff Budget	17,223,473	
as a % of Prior Years' Total Revenues	60.2%	62.7%	as a % of 2021 Total Revenues	63.7%	

KENT DISTRICT LIBRARY 2021 OPERATING BUDGET



KENT DISTRICT LIBRARY 2021 OPERATING BUDGET

MATERIALS



2021 Materials Budget	\$ 4,546,996
as a % of 2021 Total Revenues	16.8%
2020 Materials Budget	\$ 4,522,613
as a % of 2020 Total Revenues	17.1%

KENT DISTRICT LIBRARY

2021 OPERATING BUDGET

Explanation of Changes in the 2021 Budget from the
2020 Budget and Fund Balance Use

REVENUES

- 1. Property Taxes** – Increase of \$940,870 or 4.0%
The increase reflects a 4.67% increase in taxable value for the property within the library district and a Headlee Rollback to 1.2581 mills from 1.2661 mills the prior year.
- 2. Penal Fines** – Decrease of \$245,000 or 30.8%
The budgeted amount for penal fines revenue was based on the actual receipt of \$619,366 in 2020 with an additional reduction due to projected effects of COVID.
- 3. Charges for Services** – Decrease of \$103,000 or 74.6%
The budgeted amount is primarily based on the average amount of printing/fax fees and materials replacement charges received from 2015 through 2020. With the introduction of free printing in 2020 during the Pandemic and the anticipation of continuation of some sort of free printing in 2021, limited printing fees were budgeted for 2021. No fine revenue is budgeted for 2021.
- 4. Interest Income** – Decrease of \$49,000 or 16.2%
The budgeted amount is based on the projected 2020 interest income with a slight reduction due to the use of invested funds as we use from the fund balance.
- 5. Public Donations** – Decrease of \$60,075 or 13.7%
Slight decrease due to anticipated decrease in donations due to effects of COVID on giving levels and change in Fund Development staffing in late 2020.
- 6. Other Revenue** – Increase of \$151,700 or 27.6%
The increase reflects additional eRate revenue due to anticipated eRate projects in 2021.
- 7. State Sources** – Decrease of \$58,067 or 6.5%
The decrease primarily represents updated information from the State of Michigan that estimates personal property tax reimbursement with a 10% reduction from 2020 to 2021 to approximately \$405,000. There is also a slight decrease of \$14,000 projected in Renaissance Zone Reimbursement by the State of Michigan.

EXPENDITURES

8. Employee Benefits – Increase of \$290,825 or 7.4%

The increase is driven by the estimated increase in health insurance of 2%, additional benefits associated with new positions, and additional FICA and retirement benefits associated with the wage increases.

9. Collections (Digital) – Increase of \$305,202 or 16.5%

The increase is due to the increased demand for digital materials.

10. Collections (Physical) – Decrease of \$280,819 or 10.5%

The increase in the Beyond Books collection primarily for additional hotspots is offset by a reduction in the CD/DVD and Physical Collection materials due to increased demand for digital materials.

11. Supplies – Decrease of \$108,150 or 11.1%

The decrease reflects lower technology equipment needs with the large replacement of patron public computers in the southern quadrants and POS computers that occurred at branches in 2020. There are also increases in other supply accounts with the concentration in Miscellaneous Supplies to account for COVID related supplies, Mail/Postage for mailing of hotspots to patrons along with summer reading materials, and Printing/Publishing for the cost of outside printing of materials to send Patrons.

12. Contractual and Professional Services – Increase of \$313,964 or 20.8%

This increase represents additional Software needs along with an increase in Other Consultants fees to support Equity, Diversity, and Inclusion and Streamlining operations initiatives.

13. Programming and Outreach – Increase of \$46,127 or 14.1%

The increase is primarily driven by additional Speakers in 2021 in support of Equity, Diversity, and Inclusion Initiatives.

14. Maintenance and Utilities – Increase of \$168,971 or 8.5%

The increase is primarily reflected in the cost of the Datacenter Colocation. There is also an anticipated increase of Building Repair and Maintenance due to maintenance needs at the Service Center.

15. Staff Development – Decrease of \$145,199 or 39.1%

The decrease reflects virtual only conference attendance in 2021 due to COVID.

16. Board Development – Decrease of \$13,830 or 54.7%

The decrease reflects virtual only conference attendance in 2021 due to COVID.

17. Other Expenditures – Decrease of \$27,088 or 2.8%

The decrease reflects efforts to more closely align budgeted expenditures with actual expenditures.

18. Capital Outlay – Increase of \$1,080,037 or 99.6%

The increase is reflective of Capital projects in 2021 including new technology for KDL staff as well as land, building and furniture improvements at the Service Center.

19. Revenues Under Expenditures – Fund balance use of \$3,309,146

The fund balance use is for a number of projects:

- a. Service Center land, building, and furniture maintenance and improvements
- b. Updated technology for KDL patrons and staff
- c. Replacement of Wonderknook furniture and manipulatives to replace KDLville in branches.
- d. Community survey to identify & prioritize needs
- e. Provide supplies and additional cleaning needs in 2021 due to COVID.

**KENT DISTRICT
LIBRARY 2021
OPERATING BUDGET**

Supplementary Information

KENT DISTRICT LIBRARY 2021 OPERATING BUDGET

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REVENUES:							
Current property taxes	21,016,990	21,954,677	23,128,111	878,405	3.8%	24,006,516	88.83%
Delinquent personal property taxes	8,556	6,866	25,000	(15,000)	(60.0%)	10,000	0.04%
DNR - PILT	16,554	14,884	14,000	2,000	14.3%	16,000	0.06%
Industrial facilities taxes	146,185	153,672	164,227	75,464	46.0%	239,692	0.89%
Total Property Tax	21,188,285	22,130,099	23,331,338	940,870	4.0%	24,272,208	89.81%
Penal fines	831,140	787,989	795,000	(245,000)	(30.8%)	550,000	2.04%
Total Penal fines	831,140	787,989	795,000	(245,000)	(30.8%)	550,000	2.04%
Printing/fax fees	101,337	97,996	100,000	(90,000)	(90.0%)	10,000	0.04%
Overdue fines	161,347	43,125	-	-	0.0%	-	0.00%
Other Patron Fees		3,917	5,000	-	0.0%	5,000	0.02%
Materials replacement charges	29,150	47,679	33,000	(13,000)	(39.4%)	20,000	0.07%
Total Charges for Services	291,834	192,717	138,000	(103,000)	(74.6%)	35,000	0.13%
Interest earned on deposits and investments	229,765	367,260	300,000	(49,000)	(16.3%)	251,000	0.93%
Interest Earned - Property Taxes	1,749	2,228	2,500	-	0.0%	2,500	0.01%
Total Interest	231,514	369,488	302,500	(49,000)	(16.2%)	253,500	0.94%
Restricted donations	326,451	308,890	157,020	19,925	12.7%	176,945	0.65%
Unrestricted donations	34,937	23,331	280,000	(80,000)	(28.6%)	200,000	0.74%
Total Public Donations	361,388	332,221	437,020	(60,075)	(13.7%)	376,945	1.39%
Universal Service Fund - eRate	467,437	838,227	515,200	181,700	35.3%	696,900	2.58%
Contributions from public schools	82,267	64,630	25,000	(25,000)	(100.0%)	-	0.00%
Sales	2,395	4,350	-	-	0.0%	-	0.00%
Ticket Sales	75	3,318	-	-	0.0%	-	0.00%
Book sales		100	-	-	0.0%	-	0.00%
Building rental	11,495	11,683	5,000	(5,000)	(100.0%)	-	0.00%
Royalties	3,815	5,186	4,500	-	0.0%	4,500	0.02%
Local grants	860	-	-	-	0.0%	-	0.00%
Miscellaneous	8,737	53,628	-	-	0.0%	-	0.00%
Total Other Revenue	577,081	981,122	549,700	151,700	27.6%	701,400	2.60%
State Aid	290,147	317,132	314,067	933	0.3%	315,000	1.17%
State aid - LBPH	41,072	41,073	41,073	-	0.0%	41,073	0.15%
Renaissance Zone reimbursement	83,517	84,746	89,000	(14,000)	(15.7%)	75,000	0.28%
Personal Property tax reimbursement	449,050	462,052	450,000	(45,000)	(10.0%)	405,000	1.50%
Total State Sources	863,786	905,003	894,140	(58,067)	(6.5%)	836,073	3.09%

TOTAL REVENUES & OTHER FINANCING SOURCES	24,345,028	25,698,639	26,447,698	577,428	2.2%	27,025,126	100.0%
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EXPENDITURES:

Wages	11,058,963	11,751,781	12,666,513	338,180	2.7%	13,004,693	42.87%
Total Wages	11,058,963	11,751,781	12,666,513	338,180	2.7%	13,004,693	42.87%
FICA	812,007	863,722	963,936	29,905	3.1%	993,840	3.28%
Health	1,671,449	1,813,249	2,030,551	133,831	6.6%	2,164,382	7.14%
Retirement	320,918	931,252	688,178	130,517	19.0%	818,695	2.70%
Other Benefits	66,640	115,027	245,290	(3,427)	(1.4%)	241,863	0.80%
Total Employee Benefits	2,871,015	3,723,250	3,927,954	290,825	7.4%	4,218,780	13.91%
Cloud Library/Overdrive	1,000,469	889,844	1,218,000	182,000	14.9%	1,400,000	4.62%
Hoopla	227,000	240,000	252,000	158,000	62.7%	410,000	1.35%
Digital Collection	108,932	112,350	118,635	(10,840)	(9.1%)	107,795	0.36%
Miscellaneous Electronic Access	174,160	369,183	260,588	(23,958)	(9.2%)	236,630	0.78%
Total Collections - Digital	1,510,561	1,611,376	1,849,223	305,202	16.5%	2,154,425	7.10%

Subscriptions	15,651	59,834	74,460	3,140	4.2%	77,600	0.26%
KDL Cruisers	24,968	27,748	29,000	991	3.4%	29,991	0.10%
Restricted Donations (Local Materials)	8,430	14,255	13,125	1,200	9.1%	14,325	0.05%
Collection Materials - Depreciable	1,421,883	1,245,679	1,654,800	(511,520)	(30.9%)	1,143,280	3.77%
CD/DVD Collection Materials - Non-Depreciable	712,586	564,536	729,965	(178,215)	(24.4%)	551,750	1.82%
Beyond Books Collection - Non-Depreciable	156,704	175,215	172,040	403,585	234.6%	575,625	1.90%
Total Collections - Physical	2,340,221	2,087,267	2,673,390	(280,819)	(10.5%)	2,392,571	7.89%
Processing Supplies	146,321	125,172	173,311	9,100	5.3%	182,411	0.60%
Office Supplies	47,499	28,494	52,833	7,022	13.3%	59,855	0.20%
Paper	23,938	21,878	27,122	2,218	8.2%	29,340	0.10%
AV Supplies	17,229	10,819	17,025	(25)	(0.1%)	17,000	0.06%
Disposable Technology <\$1000	243,590	33,756	351,684	(227,659)	(64.7%)	124,025	0.41%
Maintenance Supplies - Custodial	4,253	4,397	11,841	35,319	298.3%	47,160	0.16%
Water Cooler	7,471	4,633	7,450	(1,095)	(14.7%)	6,355	0.02%
Meeting Center Supplies	1,894	2,820	4,000	(1,000)	(25.0%)	3,000	0.01%

**KENT DISTRICT LIBRARY
2021 OPERATING BUDGET**

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Technology Accessories	34,643	27,199	23,072	18,573	80.5%	41,645	0.14%
All-staff Supplies	-	12,442	30,000	(15,000)	(50.0%)	15,000	0.05%
Wellness Supplies	11,281	1,439	500	5,500	1100.0%	6,000	0.02%
Team KDL Supplies	-	517	1,500	3,500	233.3%	5,000	0.02%
New EE Shirts/Tote Bags	2,306	1,139	7,000	(2,000)	(28.6%)	5,000	0.02%
Promotions Supplies	16,876	18,177	33,235	508	1.5%	33,743	0.11%
Service Awards	938	857	700	530	75.7%	1,230	0.00%
Other Awards/Prizes	82,896	118,509	130,335	(14,690)	(11.3%)	115,645	0.38%
Non-Alcoholic Beverages	3,080	2,924	12,660	707	5.6%	13,367	0.04%
Books (not for circulation)	8,752	8,441	9,920	580	5.8%	10,500	0.03%
Miscellaneous Supplies	20,944	17,831	18,358	35,596	193.9%	53,954	0.18%
Mail/Postage	5,253	6,709	9,291	18,584	200.0%	27,875	0.09%
Printing and Publishing	49,635	40,967	48,741	15,582	32.0%	64,323	0.21%
Total Supplies	728,799	489,122	970,578	(108,150)	(11.1%)	862,428	2.84%
Software	234,820	325,445	457,109	166,640	36.5%	623,750	2.06%
Professional Services	46,913	78,704	187,200	22,808	12.2%	210,008	0.69%
Public Relations Consultant	21,654	-	-	-	0.0%	-	0.00%
IT Consultant - Consulting Svcs.	-	49,780	47,000	(10,000)	(21.3%)	37,000	0.12%
Other Consultants	18,375	21,336	39,850	119,000	298.6%	158,850	0.52%
Audit Services	24,000	24,200	27,100	6,900	25.5%	34,000	0.11%
Legal Services	54,692	41,396	49,500	500	1.0%	50,000	0.16%
ILS Consultant	100,333	28,667	-	-	0.0%	-	0.00%
Temporary Contracted Employees	60,329	13,616	15,000	-	0.0%	15,000	0.05%
IT Contracted Services	119,774	61,063	75,000	(18,500)	(24.7%)	56,500	0.19%
HR Contracted Services	5,594	665	3,000	-	0.0%	3,000	0.01%
Delivery Services	125,591	134,746	146,027	8,341	5.7%	154,368	0.51%
Security Services	77,217	44,356	52,162	1,154	2.2%	53,316	0.18%
Employment Recruiter	1,715	-	-	-	0.0%	-	0.00%
Lakeland Library Co-op services	3,885	3,863	4,000	950	23.8%	4,950	0.02%
Shredding services	471	82	575	(25)	(4.3%)	550	0.00%
Drug Screenings/background checks	2,649	2,187	3,500	-	0.0%	3,500	0.01%
Other Professional Services	1,100	1,480	-	1,250	0.0%	1,250	0.00%
Inspection Services	1,081	1,673	3,200	-	0.0%	3,200	0.01%
Catering	23,218	22,293	31,425	2,375	7.6%	33,800	0.11%
Custodial/cleaning services	5,706	6,118	18,500	10,950	59.2%	29,450	0.10%
Other Contracted Services	34,160	11,957	67,893	(11,493)	(16.9%)	56,400	0.19%
All-staff Services	-	11,705	-	15,000	0.0%	15,000	0.05%
Wellness Services	1,222	8,345	7,425	(3,475)	(46.8%)	3,950	0.01%
Team KDL Services	8,308	-	-	-	0.0%	-	0.00%
Employee & Partner Care (Flowers, Etc)	3,527	19,241	6,630	(130)	(2.0%)	6,500	0.02%
ILS Fees	134,281	127,618	167,773	(20,153)	(12.0%)	147,620	0.49%
Licenses and Fees	582	4,257	4,400	285	6.5%	4,685	0.02%
Marc Records License	3,276	5,246	7,500	-	0.0%	7,500	0.02%
Other Benefits Administration Fees	6,654	16,447	15,030	19,470	129.5%	34,500	0.11%
Pension Administration Fees	4,281	6,397	6,600	-	0.0%	6,600	0.02%
Payroll processing fees	64,340	75,019	37,000	4,000	10.8%	41,000	0.14%
Banking Fees	3,899	3,177	4,150	4,300	103.6%	8,450	0.03%
TSYS/Credit Card Fees	8,439	8,530	23,033	(11,183)	(48.6%)	11,850	0.04%
Total Contractual and Professional Services	1,202,086	1,163,801	1,507,583	313,964	20.8%	1,821,546	6.00%
Outreach Supplies	22,894	13,064	29,782	10,898	36.6%	40,680	0.13%
Programming Supplies	100,634	88,725	105,150	11,660	11.1%	116,810	0.39%
Programming Services	24,515	48,530	44,206	(10,041)	(22.7%)	34,165	0.11%
Speakers/Performers	92,439	139,821	146,955	34,520	23.5%	181,475	0.60%
Airport Free Library	-	-	1,360	(910)	(66.9%)	450	0.00%
Total Programming and Outreach	240,482	290,141	327,453	46,127	14.1%	373,580	1.23%
Maintenance Contracts	1,400	1,730	6,600	700	10.6%	7,300	0.02%
Mobile Hotspots	75,585	16,421	14,040	6,164	43.9%	20,204	0.07%
Cell Phones/ Stipends	26,740	27,092	34,161	(3,469)	(10.2%)	30,692	0.10%
Telephones	64,253	42,199	50,953	(18,561)	(36.4%)	32,392	0.11%
Internet/Telecomm Services	635,749	650,999	649,122	18,920	2.9%	668,042	2.20%
Water/Sewer	6,073	2,918	3,800	(300)	(7.9%)	3,500	0.01%
Waste Disposal	5,598	6,940	5,500	600	10.9%	6,100	0.02%
Electric	70,160	62,374	78,000	(3,000)	(3.8%)	75,000	0.25%
Natural Gas	9,903	7,923	17,000	(2,000)	(11.8%)	15,000	0.05%
Snowplowing	13,196	14,279	20,000	500	2.5%	20,500	0.07%
Lawn/Landscaping	3,709	3,494	4,200	1,600	38.1%	5,800	0.02%
Branch Maintenance Fees	384,756	384,756	405,282	15,625	3.9%	420,907	1.39%

**KENT DISTRICT LIBRARY
2021 OPERATING BUDGET**

	2018 Actual 1.2774 Mill	2019 Actual 1.2733 Mill	2020 Amended Budget 1.2661 Mill	\$ Increase / (Decrease) from 2020 to 2021	% of Increase / (Decrease) from 2020 to 2021	2021 Budget 1.2581 Mill	% of 2021 TOTAL
Land Repair and Maintenance	2,059	509	4,200	(900)	(21.4%)	3,300	0.01%
Building Repair and Maintenance	18,438	14,436	31,600	56,400	178.5%	88,000	0.29%
Equipment Repair and Maintenance	9,236	13,547	33,777	(9,027)	(26.7%)	24,750	0.08%
Vehicle Repairs and Maintenance	1,511	3,727	17,040	(4,140)	(24.3%)	12,900	0.04%
Software & IT Hardware Maintenance Agreements	250,312	192,388	391,820	101,348	25.9%	493,168	1.63%
Other Repair and Maintenance	709	352	2,250	(800)	(35.6%)	1,450	0.00%
Rentals	19,418	115,295	161,775	24,290	15.0%	186,064	0.61%
Printer/Copier Leases	62,045	42,173	67,787	(14,979)	(22.1%)	52,808	0.17%
Contra Maintenance & Utilities - Consulting Admin	(2,400)	-	-	-	0.0%	-	0.00%
Total Maintenance and Utilities	1,658,446	1,603,553	1,998,906	168,971	8.5%	2,167,877	7.15%
Professional Development	79,973	59,854	107,769	46,509	43.2%	154,278	0.51%
Conferences	29,652	28,510	60,060	258	0.4%	60,318	0.20%
Travel/Lodging	80,953	72,182	203,196	(191,966)	(94.5%)	11,230	0.04%
Total Staff Development	190,578	160,546	371,025	(145,199)	(39.1%)	225,826	0.74%
Board Development	2,550	1,894	4,700	(3,300)	(70.2%)	1,400	0.00%
Board Travel/Lodging	8,335	7,354	20,580	(10,530)	(51.2%)	10,050	0.03%
Total Board Development	10,885	9,248	25,280	(13,830)	(54.7%)	11,450	0.04%
Gas, Oil, Grease	1,419	2,985	15,500	(6,280)	(40.5%)	9,220	0.03%
Parking	674	1,535	7,710	(1,465)	(19.0%)	6,245	0.02%
Mileage Reimbursement	41,158	44,488	71,122	892	1.3%	72,014	0.24%
Restricted Donations Expenditures	103,093	132,772	143,970	68,650	47.7%	212,620	0.70%
Website	104,658	67,566	203,685	(69,625)	(34.2%)	134,060	0.44%
Employment Advertising	190	-	1,000	-	0.0%	1,000	0.00%
System Advertising	61,868	70,510	135,820	(38,670)	(28.5%)	97,150	0.32%
Branch Advertising - Print	164	361	4,040	(515)	(12.7%)	3,525	0.01%
Photography	4,896	4,986	11,500	(2,800)	(24.3%)	8,700	0.03%
Outsourced Printing & Publishing	27,071	37,459	53,500	8,000	15.0%	61,500	0.20%
Promotions/Marketing	9,849	8,132	8,845	575	6.5%	9,420	0.03%
Meetings	10,689	16,553	24,875	6,675	26.8%	31,550	0.10%
Memberships	26,260	36,007	61,237	(942)	(1.5%)	60,295	0.20%
Dues and Fees	5,435	4,368	6,727	(887)	(13.2%)	5,840	0.02%
Property Liability Insurance	55,532	56,239	62,920	-	0.0%	62,920	0.21%
Vehicle Liability Insurance	9,671	6,627	15,500	-	0.0%	15,500	0.05%
Flood Insurance	5,750	5,771	6,520	13,480	206.7%	20,000	0.07%
Bond Insurance	9,204	9,837	11,610	263	2.3%	11,873	0.04%
Workers Compensation Insurance	39,955	50,900	48,000	-	0.0%	48,000	0.16%
Miscellaneous	3,809	1,775	16,415	(10,545)	(64.2%)	5,870	0.02%
Sales Taxes	166	257	500	-	0.0%	500	0.00%
Property Tax Reimbursement	45,033	25,686	49,000	6,380	13.0%	55,380	0.18%
MEL Return Items	2,658	2,339	3,000	-	0.0%	3,000	0.01%
Total Other Expenditures	569,202	587,153	963,296	(27,088)	(2.8%)	936,208	3.09%
Land Improvements - Non-Depreciable	-	-	-	-	0.0%	-	0.00%
Land Improvements - Depreciable	46,432	-	-	200,000	0.0%	200,000	0.66%
Building Improvements - Non-Depreciable	6,767	(18)	-	650,000	0.0%	650,000	2.14%
Building Improvements - Depreciable	360,837	754,680	30,000	(30,000)	(100.0%)	-	0.00%
Technology - Non-Depreciable (\$1000-4999)	267,506	23,946	345,037	379,547	110.0%	724,584	2.39%
Technology - Depreciable (5,000+)	43,421	17,590	624,070	(624,070)	(100.0%)	-	0.00%
Equipment/Furniture - Non-Depreciable (\$0-4999)	67,443	79,488	30,645	549,630	1793.5%	580,275	1.91%
Equipment/Furniture - Depreciable (\$5000+)	49,534	9,189	55,100	(45,070)	(81.8%)	10,030	0.03%
Total Capital Outlay	841,941	884,876	1,084,852	1,080,037	99.6%	2,164,889	7.14%
TOTAL EXPENDITURES & OTHER FINANCING USES	23,223,180	24,362,114	28,366,052	1,968,220	6.9%	30,334,272	100%
REVENUES OVER (UNDER) EXPENDITURES	1,121,848	1,336,525	(1,918,354)	(1,390,792)	72.5%	(3,309,146)	

KENT DISTRICT LIBRARY 2021 OPERATING BUDGET

LEGISLATIVE

	2021 Budget	% of 2021 Legislative Budget
Wages	3,720	
Total Wages	3,720	15.59%
Service Awards	230	
Miscellaneous Supplies	160	
Total Supplies	390	1.63%
Board Development	1,400	
Board Travel/Lodging	10,050	
Total Board Development	11,450	47.97%
Parking	55	
Mileage Reimbursement	3,107	
Meetings	2,770	
Memberships	2,375	
Total Other Expenditures	8,307	34.81%
TOTAL LEGISLATIVE EXPENDITURES	23,867	100%

KENT DISTRICT LIBRARY

2021 OPERATING BUDGET

EXECUTIVE

	2021 Budget	% of 2021 Executive Budget
Wages	552,217	
Total Wages	552,217	48.14%
FICA	38,587	
Health	108,407	
Retirement	32,604	
Other Benefits	30,598	
Total Employee Benefits	210,196	18.32%
Office Supplies	3,245	
Technology Accessories	650	
Other Awards/Prizes	520	
Non-Alcoholic Beverages	5,575	
Books (not for circulation)	10,000	
Miscellaneous Supplies	1,000	
Mail/Postage	2,150	
Total Supplies	23,140	2.02%
Software	17,560	
Professional Services	1,000	
Other Consultants	118,000	
Legal Services	35,000	
Other Professional Services	1,250	
Catering	23,500	
Employee & Partner Care (Flowers, Etc)	5,450	
Licenses and Fees	35	
TSYS/Credit Card Fees	1,750	
Total Contractual and Professional Services	203,545	17.74%
Outreach Supplies	6,000	
Speakers/Performers	4,150	
Total Programming and Outreach	10,150	0.88%
Cell Phones/ Stipends	3,680	
Equipment Repair and Maintenance	5,000	
Rentals	5,500	
Total Maintenance and Utilities	14,180	1.24%
Professional Development	28,825	
Conferences	5,345	
Travel/Lodging	400	
Total Staff Development	34,570	3.01%
Parking	550	
Mileage Reimbursement	8,118	
System Advertising	1,500	

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
EXECUTIVE

Promotions/Marketing	1,500	
Meetings	7,250	
Memberships	37,340	
Dues and Fees	1,750	
Bond Insurance	11,103	
Errors and Omissions Insurance	25	
Total Other Expenditures	69,136	6.03%
Equipment/Furniture - Non-Depreciable (\$0-4999)	30,000	
Total Capital Outlay	30,000	2.62%
TOTAL EXECUTIVE EXPENDITURES	1,147,134	100%

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
EXECUTIVE

Administrative

Salary & Wages	249,174
Employee Benefits	90,407
Collections - Digital	-
Collections - Physical	-
Supplies	1,020
Contractual & Prof Services	126,535
Programming & Outreach	-
Maintenance & Utilities	6,870
Staff Development	10,390
Board Development	-
Other Expenditures	56,280
Capital Outlays	-
Transfers	-
Total Administrative	<u><u>540,677</u></u>

Fund Development

Salary & Wages	114,864
Employee Benefits	49,219
Collections - Digital	-
Collections - Physical	-
Supplies	18,120
Contractual & Prof Services	25,060
Programming & Outreach	3,400
Maintenance & Utilities	5,980
Staff Development	740
Board Development	-
Other Expenditures	4,545
Capital Outlays	-
Transfers	-
Total Development	<u><u>221,928</u></u>

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
EXECUTIVE

Volunteers

Salary & Wages	-
Employee Benefits	-
Collections - Digital	-
Collections - Physical	-
Supplies	2,550
Contractual & Prof Services	8,500
Programming & Outreach	5,750
Maintenance & Utilities	480
Staff Development	-
Board Development	-
Other Expenditures	4,678
Capital Outlays	-
Transfers	-
Total Volunteers	<u><u>21,958</u></u>

Project Management

Salary & Wages	188,179
Employee Benefits	70,569
Collections - Digital	-
Collections - Physical	-
Supplies	1,450
Contractual & Prof Services	43,450
Programming & Outreach	1,000
Maintenance & Utilities	850
Staff Development	23,440
Board Development	-
Other Expenditures	3,633
Capital Outlays	30,000
Transfers	-
Total Project Management	<u><u>362,571</u></u>

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
EXECUTIVE

Total Executive	
Salary & Wages	552,217
Employee Benefits	210,196
Collections - Digital	-
Collections - Physical	-
Supplies	23,140
Contractual & Prof Services	203,545
Programming & Outreach	10,150
Maintenance & Utilities	14,180
Staff Development	34,570
Board Development	-
Other Expenditures	69,136
Capital Outlays	30,000
Transfers	-
Total Executive	<u><u>1,147,134</u></u>
	-

KENT DISTRICT LIBRARY 2021 OPERATING BUDGET

FINANCE

	2021 Budget	% of 2021 Finance Budget
Wages	404,077	
Total Wages	404,077	50.50%
FICA	30,912	
Health	41,045	
Retirement	25,830	
Other Benefits	8,512	
Total Employee Benefits	106,298	13.29%
Office Supplies	2,800	
Technology Accessories	750	
Miscellaneous Supplies	500	
Mail/Postage	50	
Printing and Publishing	1,200	
Total Supplies	5,300	0.66%
Software	37,200	
Professional Services	21,000	
Other Consultants	32,000	
Audit Services	34,000	
Security Services	1,550	
Shredding services	100	
Other Contracted Services	56,400	
Banking Fees	8,450	
TSYS/Credit Card Fees	10,000	
Total Contractual and Professional Services	200,700	25.08%
Cell Phones/ Stipends	1,440	
Equipment Repair and Maintenance	150	
Software & IT Hardware Maintenance Agreements	13,650	
Printer/Copier Leases	2,136	
Total Maintenance and Utilities	17,376	2.17%
Professional Development	1,150	
Conferences	2,340	
Travel/Lodging	640	
Total Staff Development	4,130	0.52%
Parking	200	
Mileage Reimbursement	424	
Restricted Donations Expenditures	600	
System Advertising	1,400	
Meetings	1,090	
Memberships	2,645	
Miscellaneous	500	
Property Tax Reimbursement	55,380	
Total Other Expenditures	62,239	7.78%
TOTAL FINANCE EXPENDITURES	800,120	100%

KENT DISTRICT LIBRARY

2021 OPERATING BUDGET

INFORMATION TECHNOLOGY

	2021 Budget	% of 2021 IT Budget
Wages	607,811	
Total Wages	607,811	16.37%
FICA	46,007	
Health	123,455	
Retirement	35,717	
Other Benefits	10,430	
Total Employee Benefits	215,608	5.81%
Office Supplies	200	
Disposable Technology <\$1000	124,025	
Technology Accessories	18,800	
Miscellaneous Supplies	600	
Printing and Publishing	7,300	
Total Supplies	150,925	4.06%
Software	374,865	
Professional Services	146,838	
IT Consultant - Consulting Svcs.	37,000	
IT Contracted Services	56,500	
Security Services	1,500	
Total Contractual and Professional Services	616,702	16.60%
Mobile Hotspots	6,000	
Cell Phones/ Stipends	4,500	
Telephones	32,392	
Internet/Telecomm Services	668,042	
Waste Disposal	1,500	
Equipment Repair and Maintenance	5,000	
Software & IT Hardware Maintenance Agreements	479,518	
Rentals	175,668	
Printer/Copier Leases	588	
Total Maintenance and Utilities	1,373,207	36.97%
Professional Development	6,473	
Conferences	10,057	
Total Staff Development	16,530	0.45%
Parking	650	
Mileage Reimbursement	4,984	
Website	1,748	
Meetings	350	
Memberships	882	
Total Other Expenditures	8,614	0.23%
Technology - Non-Depreciable (\$1000-4999)	724,584	
Total Capital Outlay	724,584	19.51%
TOTAL INFORMATION TECHNOLOGY EXPENDITURES	3,713,981	100%

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
HUMAN RESOURCES

	2021 Budget	% of 2021 HR Budget
Wages	559,628	
Total Wages	559,628	17.53%
FICA	42,309	
Health	549,562	
Retirement	108,631	
Other Benefits	40,849	
Total Employee Benefits	741,351	23.22%
Office Supplies	10,500	
Maintenance Supplies - Custodial	23,000	
Water Cooler	2,800	
Meeting Center Supplies	3,000	
Technology Accessories	2,000	
All-staff Supplies	15,000	
Wellness Supplies	6,000	
Team KDL Supplies	5,000	
New EE Shirts/Tote Bags	5,000	
Promotions Supplies	500	
Service Awards	1,000	
Other Awards/Prizes	1,000	
Non-Alcoholic Beverages	4,400	
Books (not for circulation)	500	
Miscellaneous Supplies	16,700	
Mail/Postage	5,200	
Printing and Publishing	2,800	
Total Supplies	104,400	3.27%
Software	52,900	
Legal Services	15,000	
Temporary Contracted Employees	15,000	
HR Contracted Services	3,000	
Security Services	700	
Shredding services	450	
Drug Screenings/background checks	3,500	
Inspection Services	2,500	
Team KDL Services	5,000	
Custodial/cleaning services	29,300	
All-staff Services	15,000	
Wellness Services	3,950	
Other Benefits Administration Fees	34,500	
Pension Administration Fees	6,600	
Payroll processing fees	41,000	

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
HUMAN RESOURCES

TSYS/Credit Card Fees	100	
Total Contractual and Professional Services	228,500	7.16%
Maintenance Contracts	6,300	
Cell Phones/ Stipends	3,540	
Water/Sewer	3,500	
Waste Disposal	4,600	
Electric	75,000	
Natural Gas	15,000	
Snowplowing	20,500	
Lawn/Landscaping	5,800	
Land Repair and Maintenance	3,300	
Building Repair and Maintenance	88,000	
Equipment Repair and Maintenance	4,750	
Vehicle Repairs and Maintenance	5,480	
Other Repair and Maintenance	1,450	
Rentals	3,300	
Printer/Copier Leases	5,900	
Total Maintenance and Utilities	246,420	7.72%
Professional Development	56,350	
Conferences	5,730	
Travel/Lodging	720	
Total Staff Development	62,800	1.97%
Gas, Oil, Grease	2,500	
Parking	20	
Mileage Reimbursement	1,675	
Employment Advertising	1,000	
Meetings	4,000	
Memberships	1,350	
Property Liability Insurance	62,920	
Vehicle Liability Insurance	5,500	
Flood Insurance	20,000	
Workers Compensation Insurance	48,000	
Total Other Expenditures	146,965	4.60%
Land Improvements - Depreciable	200,000	
Building Improvements - Non-Depreciable	650,000	
Equipment/Furniture - Non-Depreciable (\$0-4999)	252,600	
Total Capital Outlay	1,102,600	34.54%
TOTAL HUMAN RESOURCES EXPENDITURES	3,192,664	100%

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
HUMAN RESOURCES

Human Resources	
Salary & Wages	464,078
Employee Benefits	703,530
Collections - Digital	-
Collections - Physical	-
Supplies	38,500
Contractual & Prof Services	189,900
Programming & Outreach	-
Maintenance & Utilities	4,100
Staff Development	60,160
Board Development	-
Other Expenditures	54,610
Capital Outlays	-
Transfers	-
Total Human Resources	1,514,878

Building Maintenance	
Salary & Wages	95,550
Employee Benefits	37,821
Collections - Digital	-
Collections - Physical	-
Supplies	65,900
Contractual & Prof Services	38,600
Programming & Outreach	-
Maintenance & Utilities	242,320
Staff Development	2,640
Board Development	-
Other Expenditures	92,355
Capital Outlays	1,102,600
Transfers	-
Total Building Maintenance	1,677,786

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
HUMAN RESOURCES

Total Human Resources	
Salary & Wages	559,628
Employee Benefits	741,351
Collections - Digital	-
Collections - Physical	-
Supplies	104,400
Contractual & Prof Services	228,500
Programming & Outreach	-
Maintenance & Utilities	246,420
Staff Development	62,800
Board Development	-
Other Expenditures	146,965
Capital Outlays	1,102,600
Transfers	-
Total Human Resources	<u><u>3,192,664</u></u>
	-

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
 BRANCH SERVICES

	2021 Budget	% of 2021 Branch Services Budget
Wages	7,912,779	
Total Wages	7,912,779	69.79%
FICA	605,018	
Health	856,066	
Retirement	467,737	
Other Benefits	100,769	
Total Employee Benefits	2,029,590	17.90%
Miscellaneous Electronic Access	2,200	
Total Collections - Digital	2,200	0.02%
Restricted Donations(Local Materials)	14,325	
Total Collections - Physical	14,325	0.13%
Processing Supplies	462	
Office Supplies	29,535	
Paper	11,050	
Maintenance Supplies - Custodial	24,160	
Water Cooler	3,555	
Technology Accessories	9,300	
Promotions Supplies	13,770	
Other Awards/Prizes	1,325	
Non-Alcoholic Beverages	3,200	
Miscellaneous Supplies	33,294	
Mail/Postage	925	
Printing and Publishing	21,423	
Total Supplies	151,999	1.34%
Software	1,310	
Security Services	49,566	
Custodial/cleaning services	150	
Total Contractual and Professional Services	51,026	0.45%
Outreach Supplies	17,350	
Programming Supplies	28,635	
Programming Services	26,065	
Speakers/Performers	15,750	
Total Programming and Outreach	87,800	0.77%
Cell Phones/ Stipends	11,248	
Branch Maintenance Fees	420,907	
Equipment Repair and Maintenance	9,100	
Rentals	1,096	
Printer/Copier Leases	34,184	

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
 BRANCH SERVICES

Total Maintenance and Utilities	476,535	4.20%
Professional Development	21,050	
Conferences	12,621	
Travel/Lodging	3,550	
Total Staff Development	37,221	0.33%
Parking	925	
Mileage Reimbursement	33,413	
Restricted Donations Expenditures	212,020	
Branch Advertising	3,525	
Promotions/Marketing	3,615	
Meetings	6,320	
Memberships	6,726	
Dues and Fees	4,090	
Bond Insurance	370	
Miscellaneous	2,620	
Total Other Expenditures	273,624	2.41%
Equipment/Furniture - Non-Depreciable (\$0-4999)	291,070	
Equipment/Furniture - Depreciable (\$5000+)	10,030	
Total Capital Outlay	301,100	2.66%
TOTAL BRANCH SERVICES EXPENDITURES	11,338,200	100%

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
 BRANCH SERVICES

Ada Branch

Salary & Wages	319,266
Employee Benefits	52,763
Collections - Digital	-
Collections - Physical	500
Supplies	15,005
Contractual & Prof Services	-
Programming & Outreach	8,850
Maintenance & Utilities	33,329
Staff Development	850
Board Development	-
Other Expenditures	12,973
Capital Outlays	5,000
Transfers	-
Total Ada Branch	<u><u>448,537</u></u>

Alpine Township Branch

Salary & Wages	212,694
Employee Benefits	56,207
Collections - Digital	-
Collections - Physical	-
Supplies	6,354
Contractual & Prof Services	-
Programming & Outreach	3,120
Maintenance & Utilities	7,413
Staff Development	1,180
Board Development	-
Other Expenditures	5,005
Capital Outlays	5,750
Transfers	-
Total Alpine Township Branch	<u><u>297,723</u></u>

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
 BRANCH SERVICES

Alto Branch	
Salary & Wages	182,508
Employee Benefits	44,666
Collections - Digital	-
Collections - Physical	-
Supplies	3,305
Contractual & Prof Services	-
Programming & Outreach	4,300
Maintenance & Utilities	10,905
Staff Development	1,130
Board Development	-
Other Expenditures	7,111
Capital Outlays	500
Transfers	-
Total Alto Branch	254,424

Byron Township Branch	
Salary & Wages	392,148
Employee Benefits	84,953
Collections - Digital	-
Collections - Physical	-
Supplies	7,045
Contractual & Prof Services	-
Programming & Outreach	4,230
Maintenance & Utilities	20,815
Staff Development	1,455
Board Development	-
Other Expenditures	8,800
Capital Outlays	-
Transfers	-
Total Byron Township Branch	519,446

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
 BRANCH SERVICES

Caledonia Township Branch	
Salary & Wages	290,263
Employee Benefits	78,384
Collections - Digital	-
Collections - Physical	-
Supplies	7,215
Contractual & Prof Services	-
Programming & Outreach	3,800
Maintenance & Utilities	25,606
Staff Development	800
Board Development	-
Other Expenditures	7,383
Capital Outlays	21,000
Transfers	-
Total Caledonia Township Branch	434,451

Cascade Township Branch	
Salary & Wages	696,450
Employee Benefits	186,936
Collections - Digital	-
Collections - Physical	3,000
Supplies	9,330
Contractual & Prof Services	-
Programming & Outreach	2,650
Maintenance & Utilities	36,780
Staff Development	1,340
Board Development	-
Other Expenditures	26,138
Capital Outlays	25,500
Transfers	-
Total Cascade Township Branch	988,124

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
BRANCH SERVICES

Comstock Park Branch	
Salary & Wages	305,322
Employee Benefits	69,456
Collections - Digital	-
Collections - Physical	-
Supplies	7,730
Contractual & Prof Services	-
Programming & Outreach	4,480
Maintenance & Utilities	6,765
Staff Development	1,570
Board Development	-
Other Expenditures	2,825
Capital Outlays	5,500
Transfers	-
Total Comstock Park Branch	403,647

East Grand Rapids Branch	
Salary & Wages	643,039
Employee Benefits	154,277
Collections - Digital	-
Collections - Physical	1,000
Supplies	8,223
Contractual & Prof Services	-
Programming & Outreach	3,450
Maintenance & Utilities	43,505
Staff Development	1,825
Board Development	-
Other Expenditures	32,203
Capital Outlays	25,350
Transfers	-
Total East Grand Rapids Branch	912,872

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
 BRANCH SERVICES

Grandville Branch

Salary & Wages	631,759
Employee Benefits	159,620
Collections - Digital	-
Collections - Physical	8,000
Supplies	9,310
Contractual & Prof Services	-
Programming & Outreach	8,195
Maintenance & Utilities	34,396
Staff Development	2,270
Board Development	-
Other Expenditures	22,768
Capital Outlays	25,500
Transfers	-
Total Grandville Branch	901,818

Gaines Township Branch

Salary & Wages	417,225
Employee Benefits	107,467
Collections - Digital	-
Collections - Physical	100
Supplies	6,100
Contractual & Prof Services	110
Programming & Outreach	1,900
Maintenance & Utilities	15,390
Staff Development	1,000
Board Development	-
Other Expenditures	8,545
Capital Outlays	23,200
Transfers	-
Total Gaines Township Branch	581,038

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
 BRANCH SERVICES

Kelloggsville Branch	
Salary & Wages	154,943
Employee Benefits	52,171
Collections - Digital	-
Collections - Physical	-
Supplies	2,465
Contractual & Prof Services	-
Programming & Outreach	2,040
Maintenance & Utilities	2,067
Staff Development	1,056
Board Development	-
Other Expenditures	2,035
Capital Outlays	5,000
Transfers	-
Total Kelloggsville Branch	221,777

Kentwood (Richard L Root) Branch	
Salary & Wages	660,453
Employee Benefits	152,140
Collections - Digital	-
Collections - Physical	200
Supplies	9,730
Contractual & Prof Services	24,224
Programming & Outreach	2,450
Maintenance & Utilities	66,488
Staff Development	6,200
Board Development	-
Other Expenditures	9,253
Capital Outlays	25,500
Transfers	-
Total Kentwood (Richard L Root) Branch	956,638

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
 BRANCH SERVICES

Talking Book and Braille Center

Salary & Wages	59,946
Employee Benefits	28,780
Collections - Digital	-
Collections - Physical	75
Supplies	475
Contractual & Prof Services	1,200
Programming & Outreach	900
Maintenance & Utilities	-
Staff Development	740
Board Development	-
Other Expenditures	1,862
Capital Outlays	-
Transfers	-
Total Talking Book and Braille Center	93,978

Englehardt (Lowell) Branch

Salary & Wages	325,335
Employee Benefits	83,934
Collections - Digital	2,200
Collections - Physical	200
Supplies	6,065
Contractual & Prof Services	150
Programming & Outreach	9,120
Maintenance & Utilities	13,412
Staff Development	2,465
Board Development	-
Other Expenditures	10,840
Capital Outlays	20,500
Transfers	-
Total Englehardt (Lowell) Branch	474,220

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
 BRANCH SERVICES

Nelson Township/Sand Lake Branch	
Salary & Wages	171,578
Employee Benefits	41,683
Collections - Digital	-
Collections - Physical	450
Supplies	4,800
Contractual & Prof Services	-
Programming & Outreach	3,420
Maintenance & Utilities	13,914
Staff Development	840
Board Development	-
Other Expenditures	2,110
Capital Outlays	20,680
Transfers	-
Total Nelson Township/Sand Lake Branch	259,476

Plainfield Township Branch	
Salary & Wages	624,458
Employee Benefits	167,684
Collections - Digital	-
Collections - Physical	-
Supplies	12,003
Contractual & Prof Services	-
Programming & Outreach	4,115
Maintenance & Utilities	36,648
Staff Development	4,105
Board Development	-
Other Expenditures	84,888
Capital Outlays	27,000
Transfers	-
Total Plainfield Township Branch	960,901

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
BRANCH SERVICES

Krause Memorial Branch (Rockford)	
Salary & Wages	426,625
Employee Benefits	101,143
Collections - Digital	-
Collections - Physical	600
Supplies	8,235
Contractual & Prof Services	-
Programming & Outreach	6,090
Maintenance & Utilities	16,003
Staff Development	1,540
Board Development	-
Other Expenditures	5,750
Capital Outlays	23,300
Transfers	-
Total Krause Memorial Branch (Rockford)	589,286

Spencer Township Branch	
Salary & Wages	196,753
Employee Benefits	61,353
Collections - Digital	-
Collections - Physical	-
Supplies	4,315
Contractual & Prof Services	-
Programming & Outreach	3,990
Maintenance & Utilities	5,000
Staff Development	2,675
Board Development	-
Other Expenditures	3,260
Capital Outlays	10,710
Transfers	-
Total Spencer Township Branch	288,056

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
 BRANCH SERVICES

Tyrone Township Branch	
Salary & Wages	199,448
Employee Benefits	74,223
Collections - Digital	-
Collections - Physical	-
Supplies	5,908
Contractual & Prof Services	-
Programming & Outreach	2,100
Maintenance & Utilities	6,987
Staff Development	1,230
Board Development	-
Other Expenditures	4,385
Capital Outlays	5,750
Transfers	-
Total Tyrone Township Branch	300,031

Walker Branch	
Salary & Wages	325,220
Employee Benefits	79,358
Collections - Digital	-
Collections - Physical	200
Supplies	8,861
Contractual & Prof Services	-
Programming & Outreach	3,800
Maintenance & Utilities	14,240
Staff Development	1,400
Board Development	-
Other Expenditures	8,764
Capital Outlays	22,000
Transfers	-
Total Walker Branch	463,844

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
 BRANCH SERVICES

Wyoming Branch

Salary & Wages	677,345
Employee Benefits	192,392
Collections - Digital	-
Collections - Physical	-
Supplies	9,525
Contractual & Prof Services	25,342
Programming & Outreach	4,800
Maintenance & Utilities	66,872
Staff Development	1,550
Board Development	-
Other Expenditures	6,730
Capital Outlays	3,360
Transfers	-
Total Wyoming Branch	987,916

Total Branch Services

Salary & Wages	7,912,779
Employee Benefits	2,029,590
Collections - Digital	2,200
Collections - Physical	14,325
Supplies	151,999
Contractual & Prof Services	51,026
Programming & Outreach	87,800
Maintenance & Utilities	476,535
Staff Development	37,221
Board Development	-
Other Expenditures	273,624
Capital Outlays	301,100
Transfers	-
Total Branch Services	11,338,200

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KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
LIBRARY SERVICES

	2021 Budget	% of 2021 Library Services Budget
Wages	2,068,213	
Total Wages	2,068,213	26.22%
FICA	162,464	
Health	308,099	
Retirement	92,802	
Other Benefits	34,286	
Total Employee Benefits	597,652	7.58%
Cloud Library/Overdrive	1,400,000	
Hoopla	410,000	
Digital Collection	107,795	
Miscellaneous Electronic Access	221,930	
Total Collections - Digital	2,139,725	27.12%
Subscriptions	77,600	
KDL Cruisers	29,991	
Collection Materials - Depreciable	1,143,280	
CD/DVD Collection Materials - Non-Depreciable	551,750	
Beyond Books Collection - Non-Depreciable	575,625	
Total Collections - Physical	2,378,246	30.15%
Processing Supplies	181,949	
Office Supplies	10,700	
AV Supplies	17,000	
Technology Accessories	7,425	
Other Awards/Prizes	2,100	
Miscellaneous Supplies	700	
Mail/Postage	4,400	
Printing and Publishing	1,600	
Total Supplies	225,874	2.86%
Software	76,897	
Other Consultants	6,000	
Delivery Services	153,368	
Lakeland Library Co-op services	4,950	
Employee & Partner Care (Flowers, Etc)	500	
ILS Fees	147,620	
Marc Records License	7,500	
Total Contractual and Professional Services	396,835	5.03%
Outreach Supplies	1,100	
Programming Supplies	1,000	
Total Programming and Outreach	2,100	0.03%

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
LIBRARY SERVICES

Maintenance Contracts	1,000	
Cell Phones/ Stipends	1,580	
Equipment Repair and Maintenance	500	
Printer/Copier Leases	3,000	
Total Maintenance and Utilities	6,080	0.08%
Professional Development	36,000	
Conferences	14,000	
Travel/Lodging	2,640	
Total Staff Development	52,640	0.67%
Parking	1,900	
Mileage Reimbursement	6,186	
Meetings	4,420	
Memberships	1,919	
Miscellaneous	750	
Sales Taxes	500	
MEL Return Items	3,000	
Total Other Expenditures	18,675	0.24%
Equipment/Furniture - Non-Depreciable (\$0-4999)	3,130	
Total Capital Outlay	3,130	0.04%
TOTAL LIBRARY SERVICES EXPENDITURES	7,889,170	100%

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
LIBRARY SERVICES

Collection Services

Salary & Wages	605,607
Employee Benefits	218,785
Collections - Digital	-
Collections - Physical	-
Supplies	204,224
Contractual & Prof Services	195,818
Programming & Outreach	-
Maintenance & Utilities	3,000
Staff Development	2,845
Board Development	-
Other Expenditures	3,700
Capital Outlays	1,500
Transfers	-
Total Collection Services	1,235,479

Collection Development

Salary & Wages	317,474
Employee Benefits	124,189
Collections - Digital	2,139,725
Collections - Physical	2,378,246
Supplies	3,000
Contractual & Prof Services	26,197
Programming & Outreach	-
Maintenance & Utilities	-
Staff Development	5,310
Board Development	-
Other Expenditures	3,140
Capital Outlays	-
Transfers	-
Total Collection Development	4,997,281

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
LIBRARY SERVICES

Patron Services

Salary & Wages	404,306
Employee Benefits	114,395
Collections - Digital	-
Collections - Physical	-
Supplies	7,200
Contractual & Prof Services	13,700
Programming & Outreach	-
Maintenance & Utilities	2,100
Staff Development	10,340
Board Development	-
Other Expenditures	3,225
Capital Outlays	650
Transfers	-
Total Patron Services	555,916

Administrative

Salary & Wages	740,826
Employee Benefits	140,283
Collections - Digital	-
Collections - Physical	-
Supplies	11,450
Contractual & Prof Services	161,120
Programming & Outreach	2,100
Maintenance & Utilities	980
Staff Development	34,145
Board Development	-
Other Expenditures	8,610
Capital Outlays	980
Transfers	-
Total Administrative	1,100,494

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
LIBRARY SERVICES

Total Library Services	
Salary & Wages	2,068,213
Employee Benefits	597,652
Collections - Digital	2,139,725
Collections - Physical	2,378,246
Supplies	225,874
Contractual & Prof Services	396,835
Programming & Outreach	2,100
Maintenance & Utilities	6,080
Staff Development	52,640
Board Development	-
Other Expenditures	18,675
Capital Outlays	3,130
Transfers	-
Total Library Services	<u><u>7,889,170</u></u>
	-

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
ENGAGEMENT

	2021 Budget	% of 2021 Engagement Budget
Wages	896,249	
Total Wages	896,249	40.21%
FICA	68,544	
Health	179,548	
Retirement	55,374	
Other Benefits	14,619	
Total Employee Benefits	318,085	14.27%
Miscellaneous Electronic Access	12,500	
Total Collections - Digital	12,500	0.56%
Office Supplies	2,875	
Paper	18,290	
Technology Accessories	2,720	
Promotions Supplies	19,473	
Other Awards/Prizes	110,700	
Non-Alcoholic Beverages	192	
Miscellaneous Supplies	1,000	
Mail/Postage	15,150	
Printing and Publishing	30,000	
Total Supplies	200,400	8.99%
Software	63,018	
Professional Services	41,170	
Other Consultants	2,850	
Delivery Services	1,000	
Inspection Services	700	
Catering	10,300	
Employee & Partner Care (Flowers, Etc)	550	
Licenses and Fees	4,650	
Total Contractual and Professional Services	124,238	5.57%
Outreach Supplies	16,230	
Programming Supplies	87,175	
Programming Services	8,100	
Speakers/Performers	161,575	
Airport Free Library	450	
Total Programming and Outreach	273,530	12.27%
Mobile Hotspots	14,204	
Cell Phones/ Stipends	4,704	
Equipment Repair and Maintenance	250	
Vehicle Repairs and Maintenance	7,420	
Rentals	500	

KENT DISTRICT LIBRARY 2021 OPERATING BUDGET

ENGAGEMENT

Printer/Copier Leases	7,000		
Total Maintenance and Utilities	34,078	1.53%	
Professional Development	4,430		
Conferences	10,225		
Travel/Lodging	3,280		
Total Staff Development	17,935	0.80%	
Gas, Oil, Grease	6,720		
Parking	1,945		
Mileage Reimbursement	14,107		
Website	132,312		
System Advertising	94,250		
Photography	8,700		
Outsourced Printing & Publishing	61,500		
Promotions/Marketing	4,305		
Meetings	5,350		
Memberships	7,058		
Vehicle Liability Insurance	10,000		
Bond Insurance	400		
Miscellaneous	2,000		
Total Other Expenditures	348,647	15.64%	
Equipment/Furniture - Non-Depreciable (\$0-4999)	3,475		
Total Capital Outlay	3,475	0.16%	
TOTAL ENGAGEMENT EXPENDITURES	2,229,136	100%	

KENT DISTRICT LIBRARY
2021 OPERATING BUDGET
ENGAGEMENT

Bookmobile

Salary & Wages	159,654
Employee Benefits	59,509
Collections - Digital	-
Collections - Physical	-
Supplies	3,770
Contractual & Prof Services	4,008
Programming & Outreach	7,500
Maintenance & Utilities	8,608
Staff Development	6,105
Board Development	-
Other Expenditures	21,406
Capital Outlays	-
Transfers	-
Total Bookmobile	<u><u>270,560</u></u>

Community Engagement

Salary & Wages	142,414
Employee Benefits	54,509
Collections - Digital	12,500
Collections - Physical	-
Supplies	11,130
Contractual & Prof Services	28,050
Programming & Outreach	29,430
Maintenance & Utilities	13,700
Staff Development	3,130
Board Development	-
Other Expenditures	18,095
Capital Outlays	725
Transfers	-
Total Community Engagement	<u><u>313,683</u></u>

KENT DISTRICT LIBRARY 2021 OPERATING BUDGET

ENGAGEMENT

Marketing & Communications	
Salary & Wages	238,917
Employee Benefits	77,583
Collections - Digital	-
Collections - Physical	-
Supplies	65,100
Contractual & Prof Services	60,100
Programming & Outreach	-
Maintenance & Utilities	8,870
Staff Development	2,195
Board Development	-
Other Expenditures	300,717
Capital Outlays	550
Transfers	-
Total Marketing & Communications	754,032

Programming	
Salary & Wages	197,162
Employee Benefits	79,684
Collections - Digital	-
Collections - Physical	-
Supplies	119,400
Contractual & Prof Services	32,080
Programming & Outreach	236,600
Maintenance & Utilities	2,420
Staff Development	3,940
Board Development	-
Other Expenditures	5,564
Capital Outlays	2,200
Transfers	-
Total Programming	679,050

KENT DISTRICT LIBRARY 2021 OPERATING BUDGET

ENGAGEMENT

Administrative	
Salary & Wages	158,102
Employee Benefits	46,799
Collections - Digital	-
Collections - Physical	-
Supplies	1,000
Contractual & Prof Services	-
Programming & Outreach	-
Maintenance & Utilities	480
Staff Development	2,565
Board Development	-
Other Expenditures	2,865
Capital Outlays	-
Transfers	-
Total Administrative	<u><u>211,811</u></u>

Total Engagement	
Salary & Wages	896,249
Employee Benefits	318,085
Collections - Digital	12,500
Collections - Physical	-
Supplies	200,400
Contractual & Prof Services	124,238
Programming & Outreach	273,530
Maintenance & Utilities	34,078
Staff Development	17,935
Board Development	-
Other Expenditures	348,647
Capital Outlays	3,475
Transfers	-
Total Engagement	<u><u>2,229,136</u></u>