

Kenton County Public Library

2024-2025 Budget



Prepared by David E. Schroeder, Director

Kenton County Public Library District
 Anticipated Income
 All Funds
 July 01, 2024 - June 30, 2025

CASH RESERVE FROM PRIOR YEARS

\$2,447,935

GENERAL OPERATING FUND

TAX REVENUE

1. REAL ESTATE	14,874,471	
2. PAYMENT IN LIEU OF TAXES (PILOT)	57,315	
3. PERSONAL PROPERTY	1,600,000	
4. MOTOR VEHICLE & WATERCRAFT	865,000	
5. DELINQUENT	180,000	
6. TELECOMMUNICATION TAX	86,000	
TOTAL TAX REVENUE		<u>\$17,662,786</u>

GRANTS

7. STATE AID	0	
8. GRANTS	5,000	
9. FOUNDATION GRANTS	0	
TOTAL GRANTS		<u>\$5,000</u>

OTHER REVENUE

10. FINES	10,000	
11. INTEREST	200,000	
12. COMMISSIONS	500	
13. DONATIONS	0	
14. MISCELLANEOUS	0	
15. FRIENDS OF KCPL	59,500	
16. E-RATE REBATE	0	
TOTAL OTHER REVENUE		<u>\$270,000</u>

INVESTMENT INCOME

17. INTEREST - CD	40,000	
18. UNREALIZED GAIN/(LOSS) - CD	0	
19. GAIN/(LOSS) - CD	0	
TOTAL INVESTMENT INCOME		<u>\$40,000</u>

TOTAL ANTICIPATED GENERAL OPERATING INCOME 2024-25

\$17,977,786

TOTAL ANTICIPATED INCOME FOR ALL FUNDS JULY 01, 2024 - JUNE 30, 2025

\$20,425,721

Kenton County Public Library District
 Anticipated Expenses
 All Funds
 July 01, 2024 - June 30, 2025

GENERAL OPERATING

EXPENSE CATEGORY	ADMINISTRATION/ COLL. SERVICES	COVINGTON	ERLANGER	DURR	LATONIA	SUB-TOTAL	TOTAL
<u>STAFF</u>							
1. SALARIES	2,198,440	2,228,507	1,623,654	1,095,976	312,603	7,459,180	
2. SOCIAL SECURITY	160,163	162,852	118,497	80,015	22,718	544,245	
3. RETIREMENT	400,091	355,471	257,210	180,644	47,269	1,240,685	
4. HEALTH INSURANCE & OTHER BENEFITS	1,104,586					1,104,586	
5. UNEMPLOYMENT	3,500					3,500	
6. WORKERS COMPENSATION	22,500					22,500	
TOTAL STAFF EXPENSES	3,889,280	2,746,830	1,999,361	1,356,635	382,590	10,374,696	\$ 10,374,696
<u>PHYSICAL PLANTS</u>							
7. TELEPHONE							
a.) Line Charges	20,000					20,000	
b.) Long Distance	1,000					1,000	
c.) Cell Phones	6,400					6,400	
d.) Telephone System Maintenance	0					0	
Total Telephone	27,400					27,400	
8. UTILITIES							
a.) Gas & Electric	28,000	123,000	80,000	76,000	20,000	327,000	
b.) Water & Sanitation	2,000	13,500	13,500	6,500	2,000	37,500	
c.) Waste Collection	1,500	3,700	2,000	1,500	1,500	10,200	
Total Utilities	31,500	140,200	95,500	84,000	23,500	374,700	
9. INSURANCE							
Total Insurance	115,000					115,000	
10. REPAIR & MAINTENANCE - BUILDINGS							
a.) Supplies	2,200	31,000	16,000	14,000	4,000	67,200	
b.) Repairs & Maintenance (Service Calls)	17,000	31,000	22,500	20,000	3,000	93,500	
c.) Lawn Services & Snow Removal	0	6,000	23,000	9,000	0	38,000	
d.) HVAC Contracts	4,173	10,500	8,500	7,900	4,000	35,073	
e.) Elevator		5,000		3,200	0	8,200	
f.) Cleaning	16,500	5,000	75,000	3,200	12,500	112,200	
g.) Rent Expense					97,200	97,200	
Total R & M - Buildings	39,873	88,500	145,000	57,300	120,700	451,373	
11. VAN							
a.) Gasoline		6,000				6,000	
b.) Maintenance		1,500				1,500	
Total Van		7,500				7,500	
12. BOND REDEMPTION							
a.) Bond Redemption	651,812					651,812	
Total Bond Redemption	651,812					651,812	
TOTAL PHYSICAL PLANTS	855,585	236,200	240,500	141,300	144,200	1,627,785	\$ 1,627,785

EXPENSE CATEGORY	ADMINISTRATION/ COLL. SERVICES	COVINGTON	ERLANGER	DURR	LATONIA	SUB-TOTAL	TOTAL
<u>LIBRARY DEVELOPMENT AND MAINTENANCE</u>							
13. BOOKS AND MATERIALS							
a.) Adult	2,200	145,000	150,200	96,700	157,000	551,100	
b.) Juvenile		46,000	55,000	40,000	87,000	228,000	
c.) Floating Collection - Adult	274,000					274,000	
d.) Floating Collection - Juvenile	15,000					15,000	
e.) Cundiff			5,300			5,300	
f.) Kentucky Materials		15,000				15,000	
g.) Read Racer Books		13,000				13,000	
h.) Microfilm Replacement		2,500				2,500	
i.) Homebound Videos		2,500				2,500	
j.) Databases	255,000					255,000	
k.) eMedia	1,488,000					1,488,000	
l.) Local Digitization		1,000				1,000	
<u>Total Books and Materials</u>	<u>2,034,200</u>	<u>225,000</u>	<u>210,500</u>	<u>136,700</u>	<u>244,000</u>	<u>2,850,400</u>	
14. CATALOGING EXPENSE							
a.) Cataloging and Inter-Library Loan	50,000					50,000	
b.) Coll. Dev./Tec. Service Resources	9,000					9,000	
<u>Total Cataloging Expense</u>	<u>59,000</u>					<u>59,000</u>	
15. SOUTHWEST OHIO & NEIGHBORS							
<u>Total S.W.O.N.</u>	<u>5,500</u>					<u>5,500</u>	
16. BOOK PROCESSING AND BINDING							
a.) Processing	19,000					19,000	
b.) Processing - Outsource	40,000					40,000	
c.) Book Binding		4,000				4,000	
<u>Total Book Processing & Binding</u>	<u>59,000</u>	<u>4,000</u>				<u>63,000</u>	
<u>TOTAL LIBRARY DEV. & MAIN.</u>	<u>2,157,700</u>	<u>229,000</u>	<u>210,500</u>	<u>136,700</u>	<u>244,000</u>	<u>2,977,900</u>	<u>\$ 2,977,900</u>
<u>OTHER EXPENSES</u>							
17. BOARD MEETINGS							
<u>Total Board Meetings</u>	<u>500</u>					<u>500</u>	
18. PROFESSIONAL SERVICES / CONSULTANTS							
<u>Total Professional Svcs. / Consultants</u>	<u>25,000</u>					<u>25,000</u>	
19. FEES AND SERVICES							
a.) Accounting Software & Payroll Processing Fees	18,100					18,100	
b.) Book (Debt) Collection Expense	0					0	
c.) Credit Card Processing Fees	2,500					2,500	
<u>Total Fees and Services</u>	<u>20,600</u>					<u>20,600</u>	
20. CONTINGENCY							
<u>Total Contingency</u>	<u>200,000</u>					<u>200,000</u>	

EXPENSE CATEGORY	ADMINISTRATION/ COLL. SERVICES	COVINGTON	ERLANGER	DURR		SUB-TOTAL	TOTAL
21. COPY SERVICES							
Total Copy Services	30,000					30,000	
22. FOUNDATION							
Total Foundation	5,000					5,000	
23. FRIENDS							
Total Friends	59,500					59,500	
24. HUMAN RESOURCES							
a.) General Expense	103,600					103,600	
b.) EAP	6,000					6,000	
c.) Cafeteria Plan Admin.	4,500					4,500	
Total Human Resources	114,100					114,100	
25. LEGAL & PROFESSIONAL							
a.) Audit	12,000					12,000	
b.) Attorney	6,000					6,000	
Total Legal & Professional	18,000					18,000	
26. LIBRARY AND OFFICE SUPPLIES							
a.) Office	5,500	8,000	11,200	8,000	3,000	35,700	
b.) Small Equipment	500	3,000	3,200	1,500	1,500	9,700	
c.) Vending Supplies	250					250	
d.) Technology Supplies	52,000					52,000	
e.) Library Cards	0					0	
f.) Furniture and Fixtures	500	5,500	1,000	600	500	8,100	
Total Library and Office Supplies	58,750	16,500	15,400	10,100	5,000	105,750	
27. MEETINGS AND TRAINING							
a.) Public Services		7,400	7,400	7,400	2,000	24,200	
b.) History and Genealogy		3,500				3,500	
c.) Collection Services	1,000					1,000	
d.) Public Relations	6,000					6,000	
e.) Human Resources	4,000					4,000	
f.) Administration	3,000					3,000	
g.) Technology Department	18,000					18,000	
h.) Board	500					500	
i.) Certification	15,000					15,000	
j.) Tuition Reimbursement	16,000					16,000	
k.) PLA/ALA	9,000					9,000	
l.) KPLA	4,000					4,000	
m.) Community Engagement/Facilities	1,000					1,000	
n.) Training Coordinator		3,000				3,000	
o.) Outreach		3,000				3,000	
Total Meetings and Training	77,500	16,900	7,400	7,400	2,000	111,200	
28. MISCELLANEOUS							
Total Miscellaneous	5,000					5,000	
29. PARKING							
Total Parking		5,000				5,000	
30. PLANNING							
Total Planning	150,000					150,000	

EXPENSE CATEGORY	ADMINISTRATION/ COLL. SERVICES	COVINGTON	ERLANGER	DURR		SUB-TOTAL	TOTAL
31. POSTAGE							
a.) General	19,000					19,000	
b.) Postage Meter Lease	4,500					4,500	
<u>Total Postage</u>	<u>23,500</u>					<u>23,500</u>	
32. PROFESSIONAL MEMBERSHIPS							
<u>Total Memberships</u>	<u>5,000</u>	<u>700</u>	<u>700</u>	<u>400</u>	<u>400</u>	<u>7,200</u>	
33. PROGRAMS							
a.) Programming		50,000	70,000	64,000	10,000	194,000	
b.) Patron Experience		3,500	3,000	12,900	1,000	20,400	
c.) Summer Lunch		5,000				5,000	
d.) Tech Programs		1,500	1,500	1,500	500	5,000	
e.) Special System Programming	5,000					5,000	
f.) Outreach		15,000				15,000	
g.) Public Performance Rights	7,800					7,800	
h.) History & Genealogy		4,000				4,000	
i.) Digital Branch	4,500					4,500	
j.) System Wide Programming	125,000					125,000	
k.) All Grants	5,000					5,000	
l.) Workforce Development			24,000			24,000	
m.) STREAM		8,000	20,000	5,000	1,500	34,500	
n.) Health & Wellness		8,000				8,000	
o.) Summer Reading Celebration	32,450					32,450	
<u>Total Programs</u>	<u>179,750</u>	<u>95,000</u>	<u>118,500</u>	<u>83,400</u>	<u>13,000</u>	<u>489,650</u>	
34. PUBLIC RELATIONS							
<u>Total Public Relations</u>	<u>165,000</u>					<u>165,000</u>	
35. SECURITY							
a.) Alarm	1,200	5,000	200	350	350	7,100	
b.) Guard		125,000				125,000	
<u>Total Security</u>	<u>1,200</u>	<u>130,000</u>	<u>200</u>	<u>350</u>	<u>350</u>	<u>132,100</u>	
36. SYSTEM OPERATING EXPENSES							
a.) ILS Maintenance	45,000					45,000	
b.) Telecom/ISP	90,000					90,000	
c.) Licenses	240,590					240,590	
d.) Contract Services	19,000					19,000	
<u>Total System Operating Expenses</u>	<u>394,590</u>					<u>394,590</u>	
37. TRANSPORTATION							
<u>Total Transportation</u>	<u>4,500</u>	<u>4,000</u>	<u>2,500</u>	<u>1,000</u>	<u>350</u>	<u>12,350</u>	
38. COMMUNITY ENGAGEMENT/FACILITIES							
<u>Total Community Engagement/Facilities</u>	<u>10,000</u>					<u>10,000</u>	
TOTAL OTHER EXPENSES	1,547,490	268,100	144,700	102,650	21,100	2,084,040	\$ 2,084,040
TOTAL ANTICIPATED GENERAL OPERATING EXPENSES 2024-25	\$ 8,460,055	\$ 3,480,130	\$ 2,595,061	\$ 1,737,285	\$ 791,890	\$ 17,064,421	\$ 17,064,421

EXPENSE CATEGORY	ADMINISTRATION/					SUB-TOTAL	TOTAL
	COLL. SERVICES	COVINGTON	ERLANGER	DURR	LATONIA		
<u>CAPITAL DEVELOPMENT FUND</u>							
39. FURNITURE & EQUIPMENT							
a.) Mobile Bookshelf Units (2)		2,500				2,500	
b.) Furniture Tween Space		5,000				5,000	
c.) Slatwall Children's Area		3,000				3,000	
d.) Staff Office Chairs (8)		2,500				2,500	
e.) Tables & Chairs Teen Space		4,000				4,000	
f.) Latonia Furniture & Fixtures					440,000	440,000	
40. COMPUTER EQUIPMENT & SOFTWARE							
a.) Large Format Printer					7,000	7,000	
b.) Telemessaging Server	6,000					6,000	
c.) Door Counters					6,800	6,800	
d.) Independence PC's (27)				27,000		27,000	
e.) Latonia PC's (19)					19,000	19,000	
f.) Latonia Servers (7)					28,000	28,000	
g.) Latonia Laptops (5)					7,200	7,200	
h.) Latonia Public Copier/Printer					8,000	8,000	
i.) Latonia Staff Copier/Printer					8,000	8,000	
j.) Latonia/Independence All In One Computers (3)				1,300	2,600	3,900	
k.) Latonia Phones (8)					3,200	3,200	
l.) Latonia Monitors (69)					17,250	17,250	
m.) Independence Laptops (15)				18,000		18,000	
n.) MacBooks (4)	5,500					5,500	
o.) STREAM Laptops (2)			3,000			3,000	
p.) Strawbees Robotics Kit			2,500			2,500	
41. OUTREACH VEHICLE UPGRADE		30,000				30,000	
42. BOSS LASER PRINTER			9,000			9,000	
43. POSTER PRINTER			7,000			7,000	
44. STICKER PRINTER				6,000		6,000	
45. LATONIA RENOVATIONS					2,671,950	2,671,950	
46. COVINGTON ALLEY DOORS		10,000				10,000	
<u>Total Capital Development</u>	<u>11,500</u>	<u>57,000</u>	<u>21,500</u>	<u>52,300</u>	<u>3,219,000</u>	<u>3,361,300</u>	
TOTAL ANTICIPATED CAPITAL DEVELOPMENT EXPENSES 2024-25							<u>\$ 3,361,300</u>
<u>TOTAL ANTICIPATED EXPENSES FOR ALL FUNDS JULY 01, 2024 - JUNE 30, 2025</u>							<u>\$ 20,425,721</u>