

# Kenton County Public Library

## 2023-2024 Budget



Prepared by David E. Schroeder, Director

**Kenton County Public Library District  
Anticipated Income  
All Funds  
July 01, 2023 - June 30, 2024**

**GENERAL OPERATING FUND**

**TAX REVENUE**

1. REAL ESTATE	14,384,490	
2. PAYMENT IN LIEU OF TAXES (PILOT)	55,200	
3. PERSONAL PROPERTY	1,700,000	
4. MOTOR VEHICLE & WATERCRAFT	750,000	
5. DELINQUENT	135,000	
6. TELECOMMUNICATION TAX	75,000	
<b>TOTAL TAX REVENUE</b>		<b><u>\$17,099,690</u></b>

**GRANTS**

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

**OTHER REVENUE**

10. FINES	9,000	
11. INTEREST	75,000	
12. COMMISSIONS	500	
13. DONATIONS	0	
14. MISCELLANEOUS	0	
15. FRIENDS OF KCPL	28,000	
16. E-RATE REBATE	31,751	
<b>TOTAL OTHER REVENUE</b>		<b><u>\$144,251</u></b>

**TOTAL ANTICIPATED GENERAL OPERATING INCOME 2023-24**

**\$17,248,941**

**TOTAL ANTICIPATED INCOME FOR ALL FUNDS JULY 01, 2023 - JUNE 30, 2024**

**\$17,248,941**

**Kenton County Public Library District  
Anticipated Expenses  
All Funds  
July 01, 2023 - June 30, 2024**

**GENERAL OPERATING**

EXPENSE CATEGORY	ADMINISTRATION/ COLL. SERVICES	COVINGTON	ERLANGER	DURR	SUB-TOTAL	TOTAL
<b>STAFF</b>						
1. SALARIES	2,195,083	2,154,391	1,511,850	1,084,050	6,945,354	
2. SOCIAL SECURITY	160,000	157,453	110,157	79,036	506,646	
3. RETIREMENT	474,877	409,234	283,470	217,667	1,385,248	
4. HEALTH INSURANCE & OTHER BENEFITS	870,531				870,531	
5. UNEMPLOYMENT	3,229				3,229	
6. WORKERS COMPENSATION	29,000				29,000	
<b>TOTAL STAFF EXPENSES</b>	<b>3,732,700</b>	<b>2,721,078</b>	<b>1,905,477</b>	<b>1,380,753</b>	<b>9,740,008</b>	<b>\$ 9,740,008</b>
<b>PHYSICAL PLANTS</b>						
7. TELEPHONE						
a.) Line Charges	14,500				14,500	
b.) Long Distance	1,000				1,000	
c.) Cell Phones	6,400				6,400	
d.) Telephone System Maintenance	24,000				24,000	
<b>Total Telephone</b>	<b>45,900</b>				<b>45,900</b>	
8. UTILITIES						
a.) Gas & Electric	30,000	116,000	84,000	85,000	315,000	
b.) Water & Sanitation	2,000	13,000	8,000	5,500	28,500	
c.) Waste Collection	1,500	3,700	1,900	1,500	8,600	
<b>Total Utilities</b>	<b>33,500</b>	<b>132,700</b>	<b>93,900</b>	<b>92,000</b>	<b>352,100</b>	
9. INSURANCE						
<b>Total Insurance</b>	<b>100,000</b>				<b>100,000</b>	
10. REPAIR & MAINTENANCE - BUILDINGS						
a.) Supplies	1,300	31,000	18,000	16,000	66,300	
b.) Repairs & Maintenance (Service Calls)	13,500	23,500	22,500	9,500	69,000	
c.) Lawn Services & Snow Removal	0	6,000	23,000	9,000	38,000	
d.) HVAC Contracts	2,000	15,000	7,900	11,000	35,900	
e.) Elevator		4,900		3,800	8,700	
f.) Cleaning	16,500	4,000	70,332	4,000	94,832	
<b>Total R &amp; M - Buildings</b>	<b>33,300</b>	<b>84,400</b>	<b>141,732</b>	<b>53,300</b>	<b>312,732</b>	
11. VAN						
a.) Gasoline		7,000			7,000	
b.) Maintenance		3,500			3,500	
<b>Total Van</b>		<b>10,500</b>			<b>10,500</b>	
12. BOND REDEMPTION						
a.) Bond Redemption	650,763				650,763	
<b>Total Bond Redemption</b>	<b>650,763</b>				<b>650,763</b>	
<b>TOTAL PHYSICAL PLANTS</b>	<b>863,463</b>	<b>227,800</b>	<b>235,832</b>	<b>145,300</b>	<b>1,471,995</b>	<b>\$ 1,471,995</b>

EXPENSE CATEGORY	ADMINISTRATION/ COLL. SERVICES	COVINGTON	ERLANGER	DURR	SUB-TOTAL	TOTAL
<b><u>LIBRARY DEVELOPMENT AND MAINTENANCE</u></b>						
13. BOOKS AND MATERIALS						
a.) Adult	3,800	175,000	192,800	92,600	464,000	
b.) Juvenile		49,850	85,000	65,000	199,850	
c.) Floating Collection - Adult	307,525				307,525	
d.) Floating Collection - Juvenile	32,725				32,725	
e.) Cundiff			5,300		5,300	
f.) Kentucky Materials		15,000			15,000	
g.) Read Racer Books		25,000			25,000	
h.) Microfilm Replacement		2,500			2,500	
i.) Homebound Videos		4,500			4,500	
j.) Databases	315,000				315,000	
k.) eMedia	1,197,500				1,197,500	
l.) Local Digitization		1,000			1,000	
<b>Total Books and Materials</b>	<b>1,856,550</b>	<b>272,850</b>	<b>282,800</b>	<b>157,600</b>	<b>2,569,900</b>	
14. CATALOGING EXPENSE						
a.) Cataloging and Inter-Library Loan	45,000				45,000	
b.) Coll. Dev./Tec. Service Resources	7,000				7,000	
<b>Total Cataloging Expense</b>	<b>52,000</b>				<b>52,000</b>	
15. SOUTHWEST OHIO & NEIGHBORS						
<b>Total S.W.O.N.</b>		<b>5,500</b>			<b>5,500</b>	
16. BOOK PROCESSING AND BINDING						
a.) Processing	19,500				19,500	
b.) Processing - Outsource	59,000				59,000	
c.) Book Binding		4,000			4,000	
<b>Total Book Processing &amp; Binding</b>	<b>78,500</b>	<b>4,000</b>			<b>82,500</b>	
<b>TOTAL LIBRARY DEV. &amp; MAIN.</b>	<b>1,992,550</b>	<b>276,850</b>	<b>282,900</b>	<b>157,600</b>	<b>2,709,900</b>	<b>\$ 2,709,900</b>
<b><u>OTHER EXPENSES</u></b>						
17. BOARD MEETINGS						
<b>Total Board Meetings</b>		<b>500</b>			<b>500</b>	
18. PROFESSIONAL SERVICES / CONSULTANTS						
<b>Total Professional Svcs. / Consultants</b>	<b>150,000</b>				<b>150,000</b>	
19. FEES AND SERVICES						
a.) Accounting Software & Payroll Processing Fees	16,000				16,000	
b.) Book (Debt) Collection Expense	0				0	
c.) Credit Card Processing Fees	2,500				2,500	
<b>Total Fees and Services</b>	<b>18,500</b>				<b>18,500</b>	
20. CONTINGENCY						
<b>Total Contingency</b>		<b>600,000</b>			<b>600,000</b>	

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	28,000				28,000	
24. HUMAN RESOURCES						
a.) General Expense	59,700				59,700	
b.) EAP	6,000				6,000	
c.) Cafeteria Plan Admin.	4,500				4,500	
Total Human Resources	70,200				70,200	
25. LEGAL & PROFESSIONAL						
a.) Audit	11,400				11,400	
b.) Attorney	6,000				6,000	
Total Legal & Professional	17,400				17,400	
26. LIBRARY AND OFFICE SUPPLIES						
a.) Office	6,000	9,000	10,000	8,000	33,000	
b.) Small Equipment	1,000	3,500	1,500	1,500	7,500	
c.) Vending Supplies	250				250	
d.) Technology Supplies	50,000				50,000	
e.) Library Cards	8,700				8,700	
f.) Furniture and Fixtures	3,200	7,500	3,900	600	15,200	
Total Library and Office Supplies	69,150	20,000	15,400	10,100	114,740	
27. MEETINGS AND TRAINING						
a.) Public Services		7,400	7,400	7,400	22,200	
b.) History and Genealogy		3,500			3,500	
c.) Collection Services	3,000				3,000	
d.) Public Relations	6,000				6,000	
e.) Human Resources	4,000				4,000	
f.) Administration	4,000				4,000	
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	10,000				10,000	
l.) KPLA	4,000				4,000	
m.) Community Engagement/Facilities	1,000				1,000	
n.) Training Coordinator		3,000			3,000	
o.) Outreach		4,000			4,000	
Total Meetings and Training	81,500	17,900	7,400	7,400	114,200	
28. MISCELLANEOUS						
Total Miscellaneous	3,024				3,024	
29. PARKING						
Total Parking		1,200			1,200	
30. PLANNING						
Total Planning	50,000				50,000	

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>6,000</u>	<u>700</u>	<u>600</u>	<u>400</u>	<u>7,700</u>	
33. PROGRAMS						
a.) Programming		50,000	70,000	57,000	177,000	
b.) Patron Experience		1,500	2,250	12,900	16,650	
c.) Summer Lunch		5,000			5,000	
d.) Tech Programs		1,500	1,500	1,500	4,500	
e.) Special System Programming	11,000				11,000	
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			20,000		20,000	
m.) STREAM		8,000	20,000	4,000	32,000	
n.) Health & Wellness		8,000			8,000	
<u>Total Programs</u>	<u>153,300</u>	<u>93,000</u>	<u>113,750</u>	<u>76,400</u>	<u>435,450</u>	
34. PUBLIC RELATIONS						
<u>Total Public Relations</u>	<u>155,000</u>				<u>155,000</u>	
35. SECURITY						
a.) Alarm	500	4,500	350	350	5,700	
b.) Guard		110,000			110,000	
<u>Total Security</u>	<u>500</u>	<u>114,500</u>	<u>350</u>	<u>350</u>	<u>115,700</u>	
36. SYSTEM OPERATING EXPENSES						
a.) ILS Maintenance	45,000				45,000	
b.) Telecom/ISP	75,000				75,000	
c.) Licenses	250,000				250,000	
d.) Contract Services	15,000				15,000	
<u>Total System Operating Expenses</u>	<u>385,000</u>				<u>385,000</u>	
37. TRANSPORTATION						
<u>Total Transportation</u>	<u>4,000</u>	<u>3,500</u>	<u>2,500</u>	<u>2,000</u>	<u>12,000</u>	
38. COMMUNITY ENGAGEMENT/FACILITIES						
<u>Total Community Engagement/Facilities</u>	<u>29,000</u>				<u>29,000</u>	
<b><u>TOTAL OTHER EXPENSES</u></b>	<b><u>1,879,574</u></b>	<b><u>250,880</u></b>	<b><u>140,000</u></b>	<b><u>95,850</u></b>	<b><u>2,366,114</u></b>	<b><u>\$ 2,366,114</u></b>
<b>TOTAL ANTICIPATED GENERAL OPERATING EXPENSES 2023-24</b>	<b>\$ 8,468,288</b>	<b>\$ 3,478,418</b>	<b>\$ 2,584,009</b>	<b>\$ 1,779,303</b>	<b>\$ 16,288,016</b>	<b><u>\$16,288,016</u></b>

EXPENSE CATEGORY	ADMINISTRATION/ COLL. SERVICES	COVINGTON	ERLANGER	DURR	SUB-TOTAL	TOTAL
<b><u>CAPITAL DEVELOPMENT FUND</u></b>						
39. FURNITURE & EQUIPMENT						
a.) Durr Furniture Upgrade				39,200	39,200	
40. COMPUTER EQUIPMENT & SOFTWARE						
a.) Scanners (15)			3,360		3,360	
b.) Auto Tracking Camera for Zoom			5,000		5,000	
c.) Projection TV and Sound Bar				4,500	4,500	
d.) Envisionware Servers	9,000				9,000	
e.) Firewall	3,000				3,000	
f.) Switches	12,000				12,000	
g.) Routers	12,000				12,000	
h.) Phone Upgrade	35,000				35,000	
41. STICKER PRINTER			8,500		8,500	
42. 3D PRINTER			8,000		8,000	
43. LITE ZILLA			20,000		20,000	
44. HOMEBOUND VEHICLE WRAP		3,500			3,500	
45. ERLANGER CHILDREN'S RENOVATION			287,865		287,865	
46. ERLANGER EMERGENCY SYSTEM UPGRADE			10,000		10,000	
47. COVINGTON RENOVATION		600,000			500,000	
<u>Total Capital Development</u>	71,000	503,500	342,725	43,700	960,925	
<b>TOTAL ANTICIPATED CAPITAL DEVELOPMENT EXPENSES 2023-24</b>						<b>\$ 960,925</b>
<b><u>TOTAL ANTICIPATED EXPENSES FOR ALL FUNDS JULY 01, 2023 - JUNE 30, 2024</u></b>						<b><u>\$17,248,941</u></b>