

2022 Budget



FIRST READING ON OCTOBER 18, 2021

ADOPTED ON NOVEMBER 15, 2021



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BDL Board of Trustees

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[VACANT]

Representing Union Township

Message from the Library Director

The last 18 months have not been easy for anyone, and looking forward our 2022 budget proposal shows challenges yet to come. We have all of our usual priorities that come with operating a library and providing materials and services. These traditional priorities are made more difficult, however, by lower projected revenues, the continuing effects of a global pandemic, inflation rates at a level not seen in over 30 years, ongoing major building maintenance concerns, and our goal in the strategic plan of implementing a bookmobile for the district.

With all that in mind, in 2022 we will be trying to do more with less. The only way we can accomplish this is to make modest adjustments to certain budget categories and to leverage our Unassigned Fund Balance—our "rainy day fund". Thankfully, the budgetary conditions of the last few years have left our fund balance in a healthy state. We will be able to use the fund balance to achieve

our goals and live up to our obligations, while ultimately ending 2022 still with a fund balance at or beyond recommended levels for a District Library in Michigan.

fine collection returns to normal levels.


The 2022 budget includes the second of several years of significant additional funding for children's materials district-



If you subtract out the two major proposed projects of a district-wide bookmobile and completing exterior maintenance at the Coldwater Branch, the 2022 budget proposal is in line with past years. Without those two projects, we would be looking at using our fund balance to cover a deficiency of about \$62,000, within the margin we would expect to regain as penal

wide from the generosity of the Shamulus Trust.

This budget also includes a 5% Cost of Living Adjustment for all library employees.


John Rucker, Director

General Fund Operating Budget Overview

General Fund • Operating Revenues

	2020 Actual	2021 Budget	2022 Budget
Taxes ¹	\$ 1,684,769.38	\$ 1,716,000.00	\$ 1,768,000.00
Penal Fines ²	\$ 152,464.42	\$ 180,000.00	\$ 108,000.00
State Aid ³	\$ 37,551.66	\$ 40,337.00	\$ 41,000.00
Charges for Services ⁴	\$ 9,132.23	\$ 12,000.00	\$ 9,000.00
Reimbursements ⁵	\$ 24,585.63	\$ 30,950.00	\$ 39,000.00
Interest Earned ⁶	\$ 24,936.00	\$ 12,000.00	\$ 12,000.00
Other Revenue ⁷	\$ 3,708.07	\$ 4,000.00	\$ 5,000.00
REVENUES TOTAL	\$ 1,937,147.39	\$ 1,995,287.00	\$ 1,982,000.00
Transferred from the Capital Improvement Fund ⁸	\$ 433,692.00	n/a	n/a
Transfer from the Special Revenues Fund ⁹	\$ 24,841.00	\$ 44,000.00	\$ 21,000.00
TOTAL OPERATING FUNDS AVAILABLE	\$ 2,395,680.39	\$ 2,039,287.00	\$ 2,003,000.00

Notes

- The transfer from the Capital Improvement Fund was a one-time occurrence for the 2020 budget. This amount was then immediately designated as an Assigned Fund Balance for Special Projects, along with 3% of tax income from millage 1, as provided for by the BDL Plan of Service (https://www.BranchDistrictLibrary.org/governing_documents).
- See page 13 for descriptions of all categories.

General Fund

Operating Budget Overview (cont.)

General Fund • Operating Expenditures

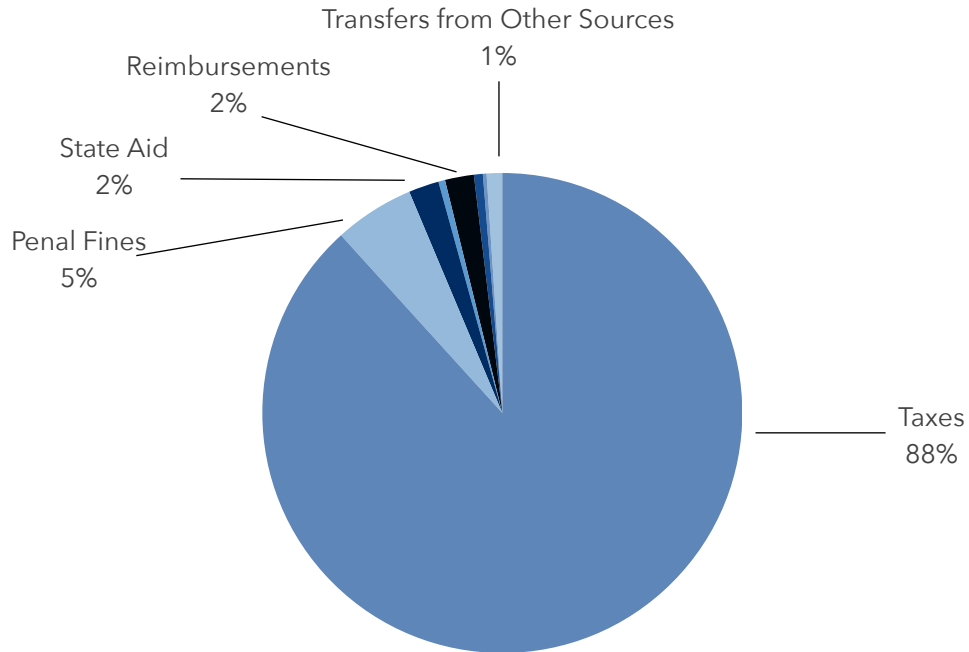
	2020 Actual	2021 Budget	2022 Budget
Personnel ¹⁰⁻¹⁷	\$ 1,246,071.00	\$ 1,378,844.00	\$ 1,527,000.00
Materials ¹⁸⁻²⁰	\$ 165,172.00	\$ 200,000.00	\$ 180,000.00
Programming ²¹	\$ 30,690.00	\$ 48,500.00	\$ 33,000.00
Facilities ²²⁻²⁷	\$ 244,732.00	\$ 347,300.00	\$ 522,000.00
Other ²⁸⁻³²	\$ 132,465.00	\$ 151,900.00	\$ 160,000.00
EXPENDITURES TOTAL	\$ 1,819,130.00	\$ 2,126,544.00	\$ 2,422,000.00
Excess (deficiency) of revenues over expenditures	\$ 576,550.39	\$ (87,257.00)	\$ (419,000.00)

Notes

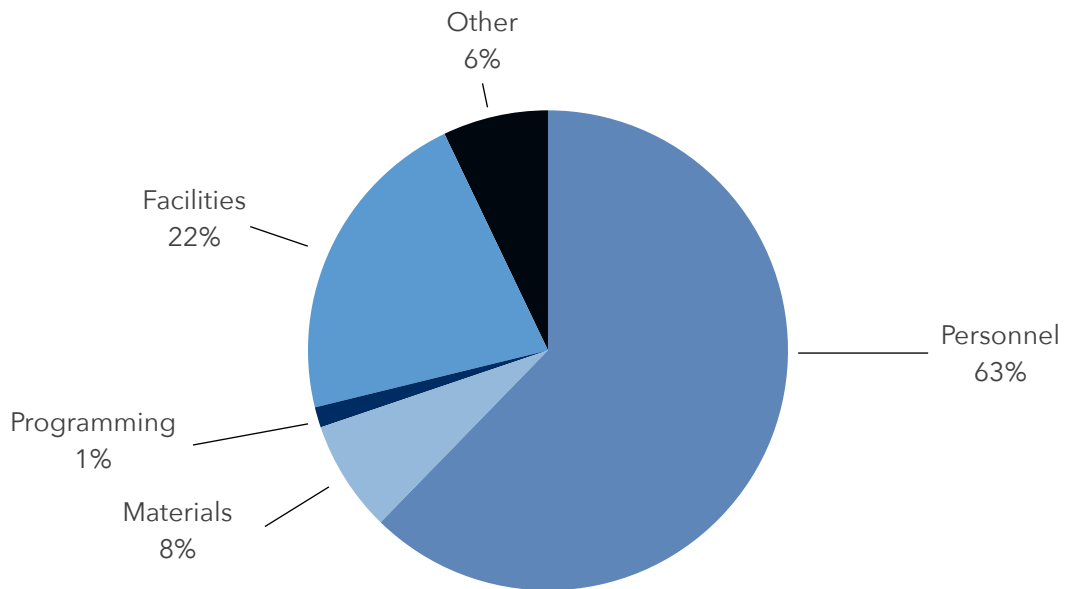
- See page 9 for expenditures detail.
- See page 13 for descriptions of all categories.

General Fund Operating Budget Overview (cont.)

2022 Operating Revenues



2021 Operating Expenditures

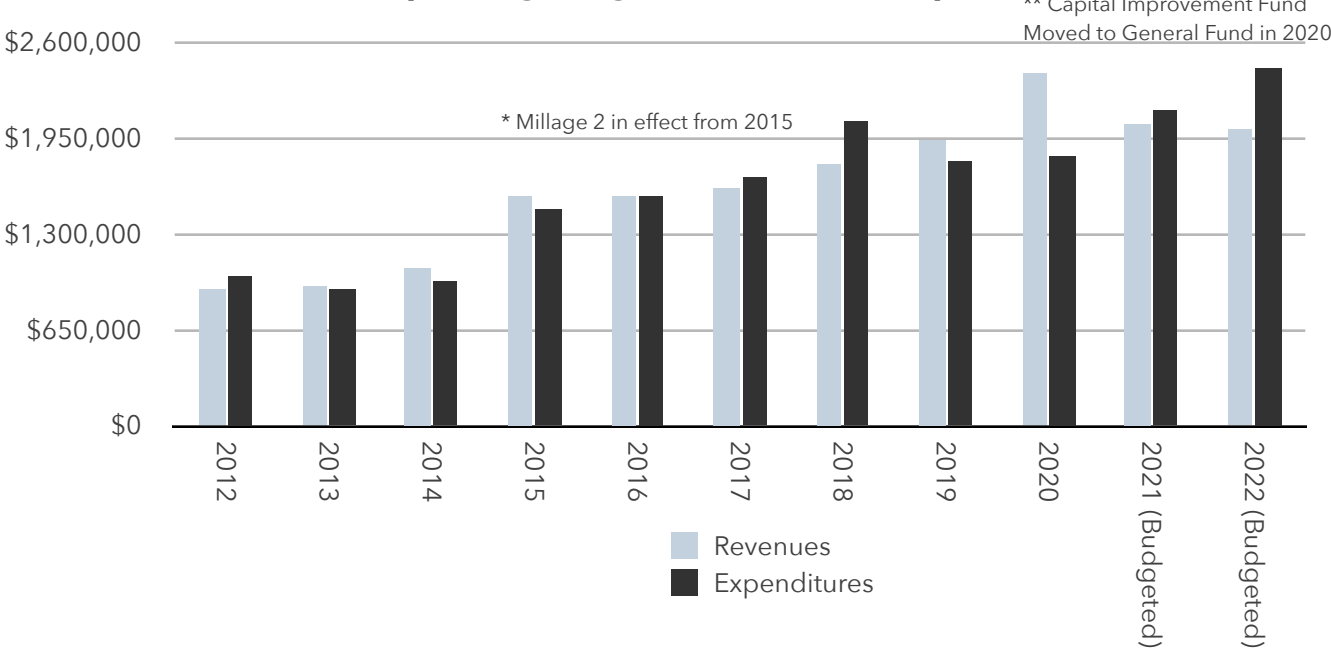


Notes

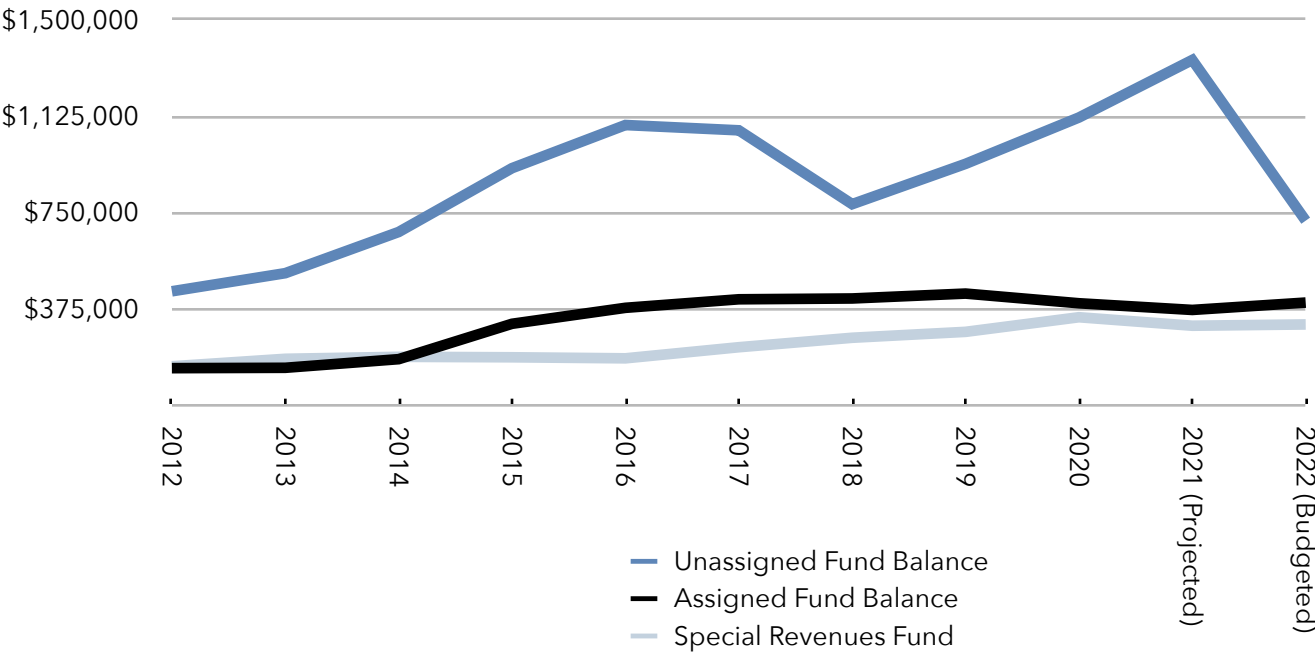
- Personnel is 74% of expenditures when one-time major projects are factored out.
- See page 9 for expenditures detail and page 13 for descriptions of all categories.

Historical Context

Operating Budget Revenues and Expenditures



Fund Balances



Notes

- The 2022 Budget includes using \$360,000 from the Unassigned Fund Balance. See chart 2 on page 8 for a detailed explanation of the fund balances. See Expenditure Detail (pp. 9-12) for descriptions of planned Fund Balance Use.
- See page 9 for expenditures detail.
- See page 13 for descriptions of all categories.

Fund Balances

1: Unassigned General Fund Balance

Actual End of 2020	Projected End of 2021	Projected 2022 Change	Projected End of 2022
\$ 1,119,957.00	\$ 1,113,716.90	\$ (419,000.00)	\$ 694,716.90

Notes

- If the General Fund is the library's "checking account", then the Unassigned Fund Balance is our "rainy day fund". Any excess revenue over expenditures in the Operating Budget at the end of the year adds to the Unassigned Fund Balance. Any deficiency would be paid out from the Unassigned Fund Balance.
- Library of Michigan Recommendation is that we maintain at least 4 months of typical operating costs in our Unassigned Fund Balance. For BDL this would be a minimum of about \$700,000.

2: Assigned General Fund Balance for Special Projects

Actual End of 2020	Projected End of 2021	2022 Funds Allocated	Projected 2021 Expenditures	Projected End of 2021
\$ 395,946.00	\$ 369,946.00	\$ 28,725.00	\$ 0.00	\$ 398,671.00

Notes

- The Assigned Fund Balance for Special Projects was previously designated the "Capital Improvement Fund".
- Per the BDL Plan of Service (https://www.BranchDistrictLibrary.org/governing_documents), 3% of millage 1 is allocated each year to grow this Assigned Fund Balance to enable purchase of fixtures, interior improvements, or other large projects for the benefit of the district or specific branches.
- There are no planned major projects to use the Assigned Fund Balance in 2022.

3: Special Revenues Fund Balance

Actual End of 2020	Projected End of 2021	Budgeted 2022 Revenue	Projected 2022 Expenditures	Projected End of 2022
\$ 341,458.00	\$ 308,400.00	\$ 26,000.00	\$ (21,000.00)	\$ 313,400.00

Notes

- The Special Revenues Fund comes from donations to the library. Some donations are restricted to a specific branch or purpose. Others are unrestricted. Donations come throughout the year, often peaking near the end of the year.
- Transfers from the Special Revenues Fund to the Operating Budget for special projects will occur late each year, and be only for the amounts actually used. The Special Revenues Fund is not used to increase the Unassigned General Fund Balance.

General Fund Expenditures Detail

Personnel

	2020 Actual	2021 Budget	2022 Budget
Salaries ¹⁰	\$ 956,327.00	\$ 1,049,115.00	\$ 1,144,000.00
Payroll Taxes ¹¹	\$ 73,205.00	\$ 83,929.00	\$ 92,000.00
Other Benefits ¹²	\$ 5,799.00	\$ 12,000.00	\$ 8,800.00
Health Insurance ¹³	\$ 183,339.00	\$ 199,700.00	\$ 248,000.00
Unemployment ¹⁴	\$ 15,627.00	\$ 0.00	\$ 0.00
Training and Travel ¹⁵	\$ 10,149.00	\$ 24,900.00	\$ 25,000.00
Education Reimbursement ¹⁶	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Board Per Diem ¹⁷	\$ 1,625.00	\$ 4,200.00	\$ 4,200.00
TOTAL	\$ 1,246,071.00	\$ 1,378,844.00	\$ 1,527,000.00

Notes

- See General Fund Narrative on page 14 for descriptions of all categories.
- For detail on Salaries, see pages 16-18.

General Fund

Expenditures Detail (cont.)

Materials

	2020 Actual	2021 Budget	2022 Budget
Physical Materials ¹⁸ (Typical)	\$ 108,030.00	\$ 119,000.00	\$ 110,000.00
Physical Materials ¹⁸ (Special Revenues Funds)	\$ 0.00	\$ 10,000.00	\$ 15,000.00
Digital Materials ¹⁹	\$ 31,709.00	\$ 47,000.00	\$ 43,000.00
Materials Preparation ²⁰ (Typical)	\$ 25,433.00	\$ 24,000.00	\$ 12,000.00
TOTAL	\$ 165,172.00	\$ 200,000.00	\$ 180,000.00

Notes

- "Typical" refers to a typical year's expenditures of normal revenues, as opposed to the special use of transferred funds.
- Physical Materials includes the 2nd of at least 6 years using the gift from the Shamuluas Trust to purchase children's materials across the district, as well as expected community support for equipping the bookmobile.
- See General Fund Narrative on page 14 for descriptions of all categories.

Programming

	2020 Actual	2021 Budget	2022 Budget
Programming ²¹ (Typical)	\$ 30,690.00	\$ 43,500.00	\$ 30,000.00
Programming ²¹ (Special Revenues Funds)	\$ 0.00	\$ 5,000.00	\$ 3,000.00
TOTAL	\$ 30,690.00	\$ 48,500.00	\$ 33,000.00

Notes

- "Typical" refers to a typical year's expenditures of normal revenues, as opposed to the special use of transferred funds.
- Programming includes an estimated \$3,000 to be transferred from the Special Revenues Fund programming.
- See General Fund Narrative on page 14 for descriptions of all categories.

General Fund Expenditures Detail (cont.)

Facilities

	2020 Actual	2021 Budget	2022 Budget
Rent ²²	\$ 1,870.00	\$ 4,000.00	\$ 4,000.00
Utilities ²³	\$ 49,453.00	\$ 63,000.00	\$ 72,000.00
Upkeep (Typical) ²⁴	\$ 54,445.00	\$ 59,000.00	\$ 155,000.00
Upkeep ²⁴ (Special Revenues Funds)	\$ 0.00	\$ 29,000.00	\$ 3,000.00
Upkeep ²⁴ (Assigned Fund Balance)	\$ 0.00	\$ 115,000.00	\$ 0.00
Technology ²⁵ (Typical)	\$ 112,695.00	\$ 36,000.00	\$ 240,000.00
Equipment Maintenance ²⁶	\$ 4,056.00	\$ 7,000.00	\$ 20,000.00
Office Supplies ²⁷	\$ 22,213.00	\$ 34,300.00	\$ 28,000.00
TOTAL	\$ 244,732.00	\$ 347,300.00	\$ 522,000.00

Notes

- "Typical" refers to a typical year's expenditures of normal revenues, as opposed to the special use of transferred funds.
- Upkeep includes an additional \$100,000 budgeted to see completed the exterior painting, lead paint remediation, brick repair, and window caulking at the Coldwater Branch.
- Upkeep includes an estimated \$3,000 to be transferred from the Special Revenues Fund for building improvements at the Union Twp. Branch.
- Technology includes an additional \$200,000 for the purchase and equipping of a new bookmobile.
- See General Fund Narrative on page 14 for descriptions of all categories.

General Fund

Expenditures Detail (cont.)

Other

	2020 Actual	2021 Budget	2022 Budget
Consulting Services ²⁸	\$ 41,501.00	\$ 48,000.00	\$ 51,000.00
Licensing ²⁹	\$ 38,730.00	\$ 52,000.00	\$ 52,000.00
Insurance ³⁰	\$ 21,162.00	\$ 21,800.00	\$ 27,000.00
Memberships ³¹	\$ 24,684.00	\$ 28,700.00	\$ 29,000.00
Other Expenditures ³²	\$ 6,388.00	\$ 1,400.00	\$ 1,000.00
TOTAL	\$ 132,465.00	\$ 151,900.00	\$ 160,000.00

Notes

- See General Fund Narrative on page 15 for descriptions of all categories.
- Licensing contains additional funding for the upgrading Microsoft Office on all computers.

General Fund Narrative

1. Taxes

BDL's tax revenues come from primarily from Property Taxes, with small amounts from other related sources, like the Personal Property Tax and the Industrial Facilities Tax.

Property tax revenues are determined by multiplying our total millage rate by the taxable value of Branch County, as determined by the Branch County Equalization Department.

For the 2022 Fiscal Year, Branch County's taxable value is \$1,588,163,838.

BDL has two millages:

- Millage 1, at 0.6029 mills, in perpetuity from 1991 (reduced from 0.7 by the Headlee Amendment)
- Millage 2, at 0.4983 mills, in effect from 2015-2022 (reduced from 0.5 by the Headlee Amendment)

For more on the Headlee Amendment, see <https://www.canr.msu.edu/news/what-is-the-headlee-amendment-and-how-does-it-affect-local-taxes>

2. Penal Fines

Since 1835 Michigan's Constitution has contained a provision stating that income from penal fines shall be used for the support of public libraries. Michigan law requires that penalties collected for violations of the state penal code be paid to the county treasurers. Therefore, penal fines are local funds, collected within each county, distributed to public libraries serving residents of the county.

3. State Aid

Enshrined in Michigan law under Public Act 89 of 1977, State Aid is disbursed to public libraries twice a year, using a formula of the aid rate set in the annual state budget multiplied by the library's service population.

The FY 2021 rate was \$0.4299853 per capita. As of 11/12/21, the FY 2022 rate has not been announced by the state of Michigan. Multiple this rate by our population times 2 to get our approximate annual State Aid payment. Half remains with BDL, and half goes to the Woodlands Library Cooperative to cover our membership.

4. Charges for Services

This line shows any money we collect from patrons directly, including for copies, printouts, and the sale of small office supplies to the public. It also includes fees for replacement library cards and non-resident cards.

BDL proudly has no overdue fines. However, patrons are charged a processing fee and the cost of the item for lost or damaged materials.

5. Reimbursements

BDL provides payroll services to the Branch County Literacy Council, and we are reimbursed for all such expenses. Other reimbursements come from the Woodlands Library Cooperative for delivery services and various institutional memberships.

6. Interest Earned

Self explanatory.

7. Other Revenue

Grants received and any other miscellaneous revenue.

8. Transferred from the Capital Improvement Fund

This was a one-time transfer of the entirety of the Capital Improvement Fund into the General Fund. This transfer comes at the recommendation of our accountants. The full amount transferred will then be designated as an Assigned Fund Balance for Special Projects, with the same governing rules as the previous Capital Improvement Fund.

9. Transfers from the Special Revenues Fund

This line is for transferring money from from our Special Revenues Fund, which is mostly donations, to finance occasional projects.

General Fund Narrative (cont.)

Expenditures

10.Salaries

The budgeted salaries reflect a Cost of Living Adjustment of 5% over the 2021 rates, to be applied to all employees starting the first full pay period of 2022.

11.Payroll Taxes

Self explanatory.

12.Other Benefits

This line is for benefits other than health insurance, such as deferred compensation, and payments in lieu of insurance.

13.Health Insurance

This line shows BDL contributions to health, dental, and vision insurance plans offered to full-time and salaried employees.

14.Unemployment

This line is for payments made to the State of Michigan for unemployment claims.

15.Training and Travel

As a service organization, keeping staff well trained is essential. This line item covers sending staff to conferences, workshops, and training events, as well as mileage reimbursements for travel between library branches.

16.Education Reimbursement

BDL Policy allows for approved continuing education reimbursements. A small amount is kept in this line item each year for short-notice reimbursements. With sufficient advanced notice, larger amounts may be approved in annual budgets.

17.Board Per Diem

Per BDL Board Bylaws, Trustees are entitled for \$25 per meeting for up to 25 meetings each year.

18.Physical Materials

This line is for expenditures for all the library materials you can hold in your hand: books, magazines, newspapers, audiobooks, DVD movies, etc.

19.Digital Materials

This line is for premium digital materials and services like Hoopla, OverDrive, Ancestry, and more.

20.Materials Preparation

On this line we track all expenditures required to support traditional library operations: in other words, what it takes to get physical materials into our patrons' hands. This line includes supplies associated with the processing of physical materials to prepare them for circulation, or to repair them. It includes archival materials, barcodes, and library cards. A portion of this line item, delivery of patron materials between the library branches, is reimbursed by the Woodlands Library Cooperative.

21.Programming

This line item covers any type of program we put on or hire out. It also covers food for public events, supplies, and getting the word out via printed materials, or advertising in any medium.

22.Rent

This line is for rental fees for offsite storage units and rent due for our Sherwood Branch building.

General Fund Narrative (cont.)

23. Utilities

In accordance with our various branch service agreements, BDL utilities bills include gas and electricity, water, and sewer at the Coldwater Branch, and telephone and Internet access at all branches.

24. Upkeep

This line is for expenditures for the cleaning, upkeep, and minor interior repair of all branches, per our branch service agreements. It covers all interior and exterior repairs and maintenance at the Coldwater Branch, per the lease agreement with the City of Coldwater.

25. Technology

This line includes expenditures at all library locations to support our 5-year technology plan (https://www.BranchDistrictLibrary.org/governing_documents). This plan keeps BDL up to date in computing, network capability, and security for both patrons and staff.

This line also includes any special technology projects funded via transfers from other sources.

26. Equipment Maintenance

This line is for costs incurred in maintaining technology and office equipment.

27. Office Supplies

This line tracks expenditures for supplies normally used in a business office, including: paper, pens, receipt tape, note pads, file folders, ink and toner cartridges, etc. Also includes postage.

28. Consulting Services

This line is for expenditures for our accountants and audits, legal services, strategic planning, benefits coordination, compliance, etc.

29. Licensing

This line item includes expenditures for desktop software licensing and movie performance rights. Also includes support services used by patrons and staff, such as our integrated library system, computer time management systems, device management systems, and fees to access certain vendor services.

30. Insurance

This line is for expenditures for insurance to cover the contents of all BDL branches, as well as the total building of the Coldwater Branch, per lease agreement with the City of Coldwater. It also covers injury liability at all branches, trustee liability coverage for the BDL Board, and Workers' Compensation insurance.

31. Memberships

This line tracks fees owed for BDL, or BDL staff, to be part of the Woodlands Library Cooperative, the Michigan Library Association, the American Library Association, and other professional organizations. Woodlands also reimburses BDL for some of these other memberships.

32. Other Expenditures

This line is for tracking corrections of prior year's taxes, bank and merchant fees, and any other expenditure that does not fit any of the other categories.

Pay Scales

Hourly Employees Pay Scales / Steps

	A Entry	B (1yr after A)	C (1yr after B)	D (1yr after C)	E (2yrs after D)	F (2yrs after E)	G (2yrs after F)
Student Clerk	Minimum wage (currently \$9.45)						
Courier	\$13.07						
Public Services Clerk	\$ 12.35	\$ 12.92	\$ 13.51	\$ 14.06	\$ 14.56	\$ 15.24	\$ 15.79
Paraprofessional	\$ 15.37	\$ 16.01	\$ 16.82	\$ 17.51	\$ 18.11	\$ 18.96	\$ 19.67
Reference Aide	\$ 15.45	\$ 16.11	\$ 16.93	\$ 17.63	\$ 18.25	\$ 19.09	\$ 19.78
Branch Manager	\$ 16.53	\$ 17.18	\$ 18.00	\$ 18.70	\$ 19.33	\$ 20.17	\$ 20.85

Notes

- Pay rates above reflect a 5% Cost of Living Adjustment (COLA). According to the U.S. Bureau of Labor Statistics, inflation was 6.2% from 10/2020 - 10/2021.
- This COLA will be applied to all employees on January 10, 2022, the start of the first full pay period in the new year, per the *Employment Handbook*.
- The Paraprofessional Scale includes:
 - Bookkeeper
 - Heritage Room Coordinator
 - Children’s Services Coordinator
 - Teen Services Coordinator
 - Technical Services Staff
 - Information Technology Services Staff
- The Reference Aide scale is no longer used, and includes only those employees grandfathered into that scale.

Salaried Employees

	Annual Salary
Director	\$ 85,710.00
Assistant Director	\$ 63,734.00
Director of Public Services	\$ 54,943.00

Notes

- Pay rates above reflect a 5% Cost of Living Adjustment (COLA). According to the U.S. Bureau of Labor Statistics, inflation was 6.2% from 10/2020 - 10/2021.

Employees

Part-Time Hourly Employees

Name	Position	Weekly Hours	FTE	Year-end Step	Hourly Pay Rate	PTO Coverage	12 Staff Meetings	Longevity	Total Payroll Costs
Employee 1 (intermittent)	Courier	0	0.00	n/a	\$ 13.07	0	\$ 0.00	\$ 0.00	\$ 0.00
Employee 2 (intermittent)	Public Services Clerk	0	0.00	G	\$ 15.79	0	\$ 189.48	\$ 0.00	\$ 189.48
Employee 3	Public Services Clerk	18	0.48	G	\$ 15.79	0	\$ 189.48	\$ 0.00	\$ 14,968.92
Employee 4 [NEW]	Public Services Clerk	20	0.50	C	\$ 13.51	40	\$ 162.12	\$ 0.00	\$ 14,752.92
Employee 5 [NEW]	Public Services Clerk	20	0.50	C	\$ 13.51	40	\$ 162.12	\$ 0.00	\$ 14,752.92
Employee 6	Public Services Clerk	20	0.48	D	\$ 14.06	0	\$ 168.72	\$ 0.00	\$ 14,791.12
Employee 7	Public Services Clerk	20	0.50	B	\$ 12.92	40	\$ 155.04	\$ 0.00	\$ 14,132.24
Employee 8	Public Services Clerk	20	0.53	D	\$ 14.06	40	\$ 168.72	\$ 0.00	\$ 15,331.52
Employee 9	Public Services Clerk	20	0.48	D	\$ 14.06	0	\$ 168.72	\$ 0.00	\$ 14,791.12
Employee 10	Public Services Clerk	20	0.53	D	\$ 14.06	40	\$ 168.72	\$ 0.00	\$ 15,331.52
Employee 11	Public Services Clerk	20	0.53	D	\$ 14.06	0	\$ 168.72	\$ 0.00	\$ 14,791.12
Employee 12 [NEW]	Branch Manager	26	0.53	C	\$ 18.00	20	\$ 216.00	\$ 0.00	\$ 24,822.20
Employee 13 [VACANT]	Branch Manager	26	0.65	C	\$ 18.00	0	\$ 216.00	\$ 575.00	\$ 25,127.00
Employee 14	Public Services Clerk	26	0.65	E	\$ 18.25	40	\$ 219.00	\$ 0.00	\$ 25,433.40
Employee 15	Public Services Clerk	26	0.65	D	\$ 14.06	40	\$ 168.72	\$ 0.00	\$ 19,718.24
Employee 16	Technical Services Clerk	26	0.65	C	\$ 16.82	0	\$ 201.84	\$ 0.00	\$ 22,942.48
Employee 17	Public Services Clerk	26	0.65	D	\$ 14.06	0	\$ 168.72	\$ 0.00	\$ 19,177.84
Employee 18	Public Services Clerk	26	0.65	G	\$ 15.79	40	\$ 189.48	\$ 0.00	\$ 22,077.96
Employee 19	Technical Services Clerk	26	0.65	G	\$ 19.67	0	\$ 236.04	\$ 0.00	\$ 26,829.88
Employee 20	Heritage Room Coordinator	26	0.53	F	\$ 18.96	0	\$ 227.52	\$ 0.00	\$ 25,861.44
Employee 21	Courier	30	0.75	n/a	\$ 13.07	0	\$ 0.00	\$ 0.00	\$ 20,389.20
Employee 22	Public Services Clerk	30	0.75	G	\$ 20.85	0	\$ 250.20	\$ 500.00	\$ 33,276.20
Employee 23	Public Services Clerk	30	0.75	G	\$ 15.79	0	\$ 189.48	\$ 650.00	\$ 25,471.88
Employee 24	Public Services Clerk	30	0.75	G	\$ 15.79	0	\$ 189.48	\$ 0.00	\$ 24,821.88
Employee 25	Branch Manager	35	0.88	G	\$ 20.85	0	\$ 250.20	\$ 450.00	\$ 38,647.20
		25		14.02				\$ 2,175.00	\$ 488,429.68

Notes

- This budget provides support for hiring the Algonsee Branch Manager, a currently vacant half-time position at the Coldwater Branch, a new branch manager for bookmobile and outreach services, and two additional half-time positions to cover bookmobile and Coldwater Branch staffing.
- Paid Time Off (PTO) coverage is budgeted with the assumption that shifts are being covered by staff earning \$13.26/hour. Not all employees would need coverage; typically only those working public service desks would require some coverage.
- Only 1 courier ever works at a time, so there is no need to budget for them both.
- To figure any line on the table above:
 $((\text{Weekly Hours} \times \text{Hourly Pay Rate} \times 52 \text{ weeks in a year}) + (\text{Hourly Pay Rate} \times 12 \text{ Staff Meetings}) + (\text{PTO Time} \times 13.26 \text{ per hour}) + \text{Longevity})$
- Total Payroll Costs above represent the maximum potential cost of the employee to the library, not their personal wage.

Employees (cont.)

Full-Time Hourly Employees

Name	Position	Weekly Hours	FTE	Year-end Step	Hourly Pay Rate	PTO Coverage	Longevity	Total Payroll Costs	Insurance Costs	
Employee 26	Children's Services Coordinator	40	1.00	E	\$ 18.11	20	\$ 0.00	\$ 37,939.00	\$ 26,347.80	
Employee 27	Branch Manager	40	1.00	D	\$ 18.70	0	\$ 0.00	\$ 38,896.00	\$ 7,895.61	
Employee 28	Branch Manager	40	1.00	F	\$ 20.17	20	\$ 0.00	\$ 42,223.80	\$ 5,498.20	
Employee 29	IT Services Assistant	40	1.00	G	\$ 19.67	0	\$ 0.00	\$ 40,913.60	\$ 18,704.93	
Employee 30	Branch Manager	40	1.00	G	\$ 20.85	0	\$ 650.00	\$ 44,018.00	\$ 26,587.95	
Employee 31	Public Services Clerk	40	1.00	G	\$ 15.79	0	\$ 500.00	\$ 33,343.20	\$ 20,774.37	
Employee 32	Public Services Clerk	40	1.00	E	\$ 14.56	20	\$ 0.00	\$ 30,555.00	\$ 4,776.38	
Employee 33	Bookkeeper	40	1.00	E	\$ 18.11	0	\$ 0.00	\$ 37,668.80	\$ 13,103.71	
Employee 34	IT Services Assistant	40	1.00	G	\$ 19.67	0	\$ 425.00	\$ 41,338.60	\$ 30,828.97	
Employee 35	Teen Services Coordinator	40	1.00	G	\$ 19.67	0	\$ 0.00	\$ 40,913.60	\$ 14,733.95	
Employee 36	Branch Manager	40	1.00	G	\$ 20.85	0	\$ 650.00	\$ 44,018.00	\$ 20,205.87	
11		11.00						\$ 2,225.00	\$ 431,827.60	\$ 189,457.75

Full-Time Salaried

Position	Annual Salary	Longevity	Insurance Costs
Director	\$ 85,710.00	\$ 625.00	\$ 20,339.15
Assistant Director	\$ 63,734.00	\$ 0.00	\$ 18,785.64
Director of Public Services	\$ 54,943.00	\$ 0.00	\$ 18,479.47
	\$ 204,387.00	\$ 625.00	\$ 57,604.27

Staffing Totals

	Total Payroll Costs	Insurance Costs
Part-Time	\$ 488,429.68	\$ 0.00
Full-Time	\$ 431,827.60	\$ 189,457.75
Salaried	\$ 205,012.00	\$ 57,604.27
Literacy Council	\$ 13,000.00	\$ 0.00
TOTAL	\$ 1,138,269.28	\$ 247,062.02

Note

- Paid Time Off (PTO) coverage is budgeted with the assumption that shifts are being covered by staff earning \$13.26/hour. Not all employees would need coverage; typically only those working public service desks would require coverage.
- Total Payroll Costs above are the maximum potential cost of the employee to the library, not their personal wage.
- BDL provides payroll services to the Branch County Literacy Council, and we are reimbursed for all such expenses.

2022 Special Revenues Fund Budget

Special Revenues Fund • Revenues

	2020 Actual	2021 Budget	2022 Budget
Donations	\$ 80,359.00	\$ 25,000.00	\$ 25,000.00
Interest Earned on Fund Balance	\$ 1,456.00	\$ 2,000.00	\$ 1,000.00
TOTAL	\$ 81,815.00	\$ 27,000.00	\$ 26,000.00

Special Revenues Fund • Expenditures

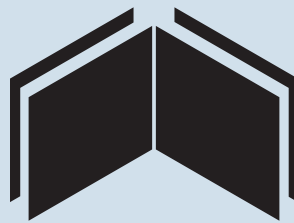
	2020 Actual	2021 Budget	2022 Budget
Expenditures / Transfers to General Fund	\$ 24,892.00	\$ 44,000.00	\$ 21,000.00

Special Revenues • Fund Balance

Actual End of 2020	Projected End of 2021	Budgeted 2022 Revenue	Projected 2022 Expenditures	Projected End of 2022
\$ 341,458.00	\$ 308,400.00	\$ 26,000.00	\$ (21,000.00)	\$ 313,400.00

Proposed Special Revenues Fund Projects for 2022

- Coldwater Branch programming: \$3000.
- Union Twp. Branch programming, materials, or facilities improvements (from donations restricted to the Union Twp. Branch): \$3,000.
- Children’s materials for all branches (from donations restricted to this purpose): \$10,000.
- We expect to receive at least \$5,000 in community support for the bookmobile project.



BRANCH
DISTRICT LIBRARY

**Administrative Offices at
10 E. Chicago St.
Coldwater MI 49036**

Tel.: 517-278-2341

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info@BranchDistrictLibrary.org