

POUDRE RIVER PUBLIC LIBRARY DISTRICT

AGENDA ITEM SUMMARY

Name of Requestor: Jeff Barnes
Appearance Date: November 11, 2013
Time Required: 45 minutes
Date Decision Needed: November 11, 2013

Agenda Item:

VI. UNFINISHED BUSINESS
F. APPROVAL OF 2014 POUDRE
RIVER PUBLIC LIBRARY DISTRICT
BUDGET

Objective:

Public Hearing and approval of 2014 budget, appropriations and certification of 2013 mill levy.

Situation:

At the October 14, 2013 board meeting, the 2014 budget was submitted to the Board. The details of the estimated revenue and proposed expenditures were reviewed.

Minor changes have been made to the draft budget presented at the October meeting. The changes to revenue include funds anticipated to be received from Colorado State University for the purchase of e-media and the receipt of grant funds from the Colorado State Library. The State grant has been received but will be only partially spent in 2013. Changes to expenditures include appropriating these two additions and using half of the Contingency line item to increase wages/salaries 2.5% rather than 2%, additional funds for marketing, lessen the reduction of computer lab monitors at Old Town Library and increase Council Tree public service hours for current duties of the public service staff. These changes will be presented to the Board as an alternate to the budget presented in October.

Since the October 14th meeting, the notice of public hearing was properly published and a copy of the budget information has been available on the District's website and at Old Town Library.

Proposal:

N/A

Advantages:

N/A

Disadvantages:

N/A

Requested Action:

Hold public hearing on the budget and approve resolutions adopting the proposed 2014 budget, appropriating funds for the 2014 budget, certifying the property tax mill levy.

Potentially Affected Interest:

General public

Level of Public Interest and Participation:

High

Poudre River Public Library District Presentation of Proposed 2014 Budget

The operating budget of the Poudre River Public Library District was drafted using the following requirements and assumptions –

- ✓ State required emergencies reserves would be maintained
- ✓ Board approved operating reserves would be maintained
- ✓ Board approved capital reserves would continue to be funded
- ✓ Loss of Building on Basics (BOB) sales tax revenue from the city of Fort Collins after 2015

Revenue is budgeted to increase 4% in 2014 due primarily to the change in property values due to the bi-annual reassessment done by the County Assessor. Revenue from property taxes is projected to increase \$290,000.

In anticipation of the loss of BOB funds after 2015, half of any additional revenue from other sources is not being committed to ongoing activities. This will enable the Library District to absorb this \$744,000 loss of revenue without major disruption of Library services.

New staff positions include the addition of a second classified position for facility maintenance and building operations, and an upgrade in a half-time position in Interlibrary Loan from an hourly position to a classified one. The Facility position is based on increasing workload and to better match the seven days a week operation of the libraries. The Interlibrary Loan position is to provide better backup for the ILL manager and implement some succession planning.

The budget for hourly Outreach personnel is being added into the general budget of the Library District and removed from the list of items being asked of the Friends of the Library to fund. This change will bring the budget for this staff into the General Fund budget which is consistent with all other ongoing District staffing positions.

The budgets for Collection Development and Outreach are being increased to appropriate funds being contributed by CSU for e-media, bequests and a grant for the Colorado State Library.

Budgeted hours for the computer lab monitors are being reduced. This is to provide specific, dedicated lab monitors only during the most used hours of the lab. Also, based on workload, a vacant half-time Library Assistant position at the Harmony Library will not be filled. Hours are being added for extra time incurred by part-time classified and hourly staff when attending training sessions and conferences, and team involvement. Also, the budget for the Answer Center and Council Tree Circulation is being increased due to the need to provide replacement staff when the regular staff is unavailable.

Expenditures in most areas are being held at their current levels. However, management is recommending a 2.5% increase in staff wages and salaries for 2014. Most expenditure line items have been held at their current levels. A few items (janitorial, banking fees and insurance) are increasing due to the level of current activity and insurance needs. Enhancements made to our integrated library system have increased the costs of ongoing maintenance and subscription costs for that system. Based on a reduction in need, the budget for work-study students is being eliminated and the budget for legal services is being reduced.

Amounts budgeted for capital outlay and contingencies are being budgeted at the same level as the 2013 budget.

In 2014, the lease agreement for the Webster House Administration Center will expire. The option to purchase the remaining one-third interest in this property is being budgeted in the Capital Projects Fund. This purchase will be funded using carryover funds within that fund and the annual transfer from the General Fund.

Also, using funds available from the Community Foundation of Northern Colorado, some minor remodeling of the Council Tree library is being budgeted in the Capital Projects Fund. These improvements are based on circulation and staff needs identified by the library manager.

Poudre River Public Library District
Proposed General Fund Budget
For the year ending December 31, 2014

	<u>2013</u> <u>Budget</u>	<u>2013</u> <u>Forecast</u>	<u>2014</u> <u>Budget - Oct</u>	<u>2014</u> <u>Budget - Nov</u>	<u>2015</u> <u>Estimate</u>
Revenue:					
Property Tax	\$ 6,832,500	\$ 6,857,500	\$ 7,122,500	\$ 7,122,500	\$ 7,172,500
Specific Ownership Tax	450,000	475,000	475,000	475,000	475,000
Copier Charges & Other	25,000	15,000	25,000	20,000	20,000
Fines	175,000	185,000	175,000	180,000	180,000
Donations - Grants	120,800	100,300	130,800	151,450	120,800
Interest earnings	50,000	20,000	50,000	50,000	50,000
Intergovernmental	744,000	744,000	744,000	744,000	744,000
	<u>8,397,300</u>	<u>8,396,800</u>	<u>8,722,300</u>	<u>8,742,950</u>	<u>8,762,300</u>
Expenditures:					
Administration	1,283,770	1,268,770	1,308,850	1,316,240	1,322,140
Systems Administration	611,805	611,805	631,735	634,415	638,715
Collection Services	682,855	677,855	683,105	685,530	691,430
Combined Operating Expenses	162,550	157,550	185,825	185,825	202,625
Answer Center	146,780	158,780	155,330	156,010	157,610
Outreach Services	209,860	200,010	232,150	235,400	237,600
Interlibrary Loan (1)	-	-	161,355	161,760	162,760
Collection Development	935,000	974,850	965,000	982,400	982,400
Programming	143,200	123,200	123,200	123,200	123,200
Facilities	332,210	332,210	376,940	377,260	378,060
Old Town Operations	193,955	193,955	195,575	196,000	197,000
Old Town Public Service	774,045	809,045	774,020	782,040	790,340
Old Town Circulation	427,775	412,775	454,220	456,100	460,700
Harmony Operations	114,790	114,790	115,720	116,080	116,980
Harmony Public Service	527,600	527,600	504,090	506,320	511,820
Harmony Circulation (1)	500,545	495,545	348,130	349,870	354,170
Council Tree Operations	252,540	252,540	256,090	256,500	257,500
Council Tree Public Service	296,960	296,960	301,660	308,445	311,345
Council Tree Circulation	402,740	422,740	411,035	412,785	416,985
Capital Outlay	50,000	37,500	50,000	50,000	50,000
Contingency	75,000	-	75,000	37,500	37,500
	<u>8,123,980</u>	<u>8,068,480</u>	<u>8,309,030</u>	<u>8,329,680</u>	<u>8,400,881</u>
Excess of revenue over Expenditures	273,320	328,320	413,270	413,270	361,419
Transfer to Capital Projects Fund	<u>(377,050)</u>	<u>(302,050)</u>	<u>(252,050)</u>	<u>(252,050)</u>	<u>(252,050)</u>
Excess of revenue over Expenditures and Transfers	(103,730)	26,270	161,220	161,220	109,369
Beginning Fund Balance	<u>4,450,000</u>	<u>4,602,980</u>	<u>4,629,250</u>	<u>4,629,250</u>	<u>4,790,470</u>
Ending Fund Balance	<u>\$ 4,346,270</u>	<u>\$ 4,629,250</u>	<u>\$ 4,790,470</u>	<u>\$ 4,790,470</u>	<u>\$ 4,899,840</u>
Allocation of Ending Fund Balance					
Emergency Reserve	242,200	242,200	261,400	261,400	261,400
Reserved for Funding Restrictions	847,050	847,050	917,550	917,550	960,750
Reserved for Donations	65,900	65,900	45,900	45,900	25,900
Designated for working capital/operations	1,679,500	1,679,500	1,744,500	1,748,600	1,752,500
Unreserved	<u>1,511,620</u>	<u>1,794,600</u>	<u>1,821,120</u>	<u>1,817,020</u>	<u>1,899,290</u>
Total	<u>\$ 4,346,270</u>	<u>\$ 4,629,250</u>	<u>\$ 4,790,470</u>	<u>\$ 4,790,470</u>	<u>\$ 4,899,840</u>

Poudre River Public Library District
Proposed General Fund Budget
Expenditures by Object
For the year ending December 31, 2014

Revenue:	
Property Tax	\$ 7,122,500
Specific Ownership Tax	475,000
Copier Charges	20,000
Fines	180,000
Donations - Grants	151,450
Interest earnings	50,000
Intergovernmental	744,000
	<u>8,742,950</u>

Expenditures:	<u>Personnel</u>	<u>Contractual</u>	<u>Commodities</u>	<u>Total</u>
Administration	\$ 547,840	\$ 759,900	\$ 8,500	1,316,240
Systems Administration	401,715	165,200	67,500	634,415
Collection Services	556,530	57,000	72,000	685,530
Combined Operating Expenses	31,275	141,350	13,200	185,825
Answer Center	153,510	-	2,500	156,010
Outreach Services	224,750	6,000	4,650	235,400
Interlibrary Loan	111,610	50,150	-	161,760
Collection Development	-	165,000	817,400	982,400
Programming	3,500	45,400	74,300	123,200
Facilities	117,710	252,050	7,500	377,260
Old Town Operations	97,000	86,500	12,500	196,000
Old Town Public Service	772,640	6,400	3,000	782,040
Old Town Circulation	425,100	22,500	8,500	456,100
Harmony Operations	87,730	15,750	12,600	116,080
Harmony Public Service	506,320	-	-	506,320
Harmony Circulation	349,870	-	-	349,870
Council Tree Operations	93,450	154,950	8,100	256,500
Council Tree Public Service	307,945	-	500	308,445
Council Tree Circulation	412,785	-	-	412,785
Capital Outlay	-	-	50,000	50,000
Contingency	-	-	37,500	37,500
	<u>\$ 5,201,280</u>	<u>\$ 1,928,150</u>	<u>\$ 1,200,250</u>	<u>8,329,680</u>

Percent of total operating expenditures	62%	23%	14%	100%
Excess of revenue over Expenditures				413,270
Transfer to Capital Projects Fund				<u>(252,050)</u>
Excess of revenue over Expenditures and Transfers				161,220
Beginning Fund Balance				<u>4,629,250</u>
Ending Fund Balance				<u>\$ 4,790,470</u>

Poudre River Public Library District
Summary of Budget Changes from 2013

Revenue Changes	<u>Budget - Oct</u>	<u>Budget - Nov</u>
Increase in property taxes	\$ 290,000	\$ 290,000
Increase in Specific Ownership taxes	25,000	25,000
Increase in Fines revenue	5,000	5,000
Decrease in copier charges	(5,000)	(5,000)
Increase for State Library Grant	-	20,650
CSU contribution for emedia purchases	10,000	10,000
Net change in revenue	<u>325,000</u>	<u>345,650</u>
Expenditure Increases		
Classified staff salaries	71,950	89,950
Hourly staff wages	17,250	21,550
Increase in Facility staff	39,100	39,100
ILL classified 1/2 time position from hourly	10,450	10,450
Collection Development - use of donated funds	20,000	20,000
Collection Development - CSU funding	10,000	10,000
Collection Development - State Library Grant	-	17,400
AWE stations - State Library Grant	-	900
Outreach - State Library Grant	-	2,350
Answer Center sub hours	6,000	6,000
Team meeting time	7,500	7,500
Staff Day - years of service awards	7,000	7,000
Systems maintenance/subscription fees	23,000	23,000
Outreach staffing	16,800	16,800
Consulting	10,000	10,000
Marketing	-	5,000
LSR sub budget	10,000	10,000
Janitorial	7,500	7,500
Insurance	4,000	4,000
Banking	4,500	4,500
Total Increases	<u>265,050</u>	<u>313,000</u>
Expenditure Decreases		
Reduction of LA Staff	31,000	25,400
Reduction of Computer lab hours	15,000	10,400
Legal fees	15,000	15,000
Work-study	10,000	10,000
Finance officer	9,000	9,000
Contingency	-	37,500
	-	-
Total Decreases	<u>80,000</u>	<u>107,300</u>
Net Increase	<u>185,050</u>	<u>205,700</u>
Net Additional Revenue over Additional Expenditures	<u>\$ 139,950</u>	<u>\$ 139,950</u>