

## Poudre River Public Library District Presentation of Proposed 2015 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
- ✓ A portion of the unreserved fund balance will be reduced and used in future years

Revenue is budgeted to increase 2.1% in 2015 due primarily to increases in property taxes from new construction and higher levels of Specific Ownership Taxes. Revenue from these taxes is projected to increase \$212,500.

New staff positions include the addition of a Human Resources Manager, additional staffing of computer lab monitors at Old Town Library and additional staffing of the Answer Center during peak periods.

Expenditures in most areas are being held at their current levels. However, management is recommending a 2.5% increase in staff salaries and an increase from \$8.25 to \$9.00 per hour for circulation staff for 2015. Most expenditure line items have been held at their current levels. After several years of no or minimal increases, the cost of Health and Dental premiums are increasing 9%. The Collection Development budget is being increased to 12% of revenue. With the addition of the Human Resources Manager, less support services will be needed from the City of Fort Collins and so the budget for these services is being reduced.

Management is recommending the Capital Projects Fund be used to fund the Library District long-term Capital Replacement Plan. With this recommendation, the policy to transfer 3%-5% of revenue from the General Fund will be modified, with Board approval, to transfer a fixed amount of \$250,000. Also, because the Capital Replacement Plan includes technology equipment, the hardware portion of the Systems Administration budget is being reduced.

Both grant revenue and expenditure budgets are being adjusted to match anticipated grant activity in 2015.

Amounts budgeted for capital outlay and contingencies are being budgeted at the same level as the 2015 budget.

**Poudre River Public Library District  
Proposed General Fund Budget  
For the year ending December 31, 2015**

	<u>2014 Budget</u>	<u>2014 Forecast</u>	<u>2015 Budget</u>	<u>2016 Estimate</u>
<b>Revenue:</b>				
Property Tax	\$ 7,122,500	\$ 7,172,500	\$ 7,285,000	\$ 7,867,800
Specific Ownership Tax	475,000	550,000	525,000	525,000
Copier Charges & Other	20,000	15,000	20,000	20,000
Fines	180,000	180,000	180,000	180,000
Donations - Grants	120,800	105,350	85,800	85,800
Interest earnings	50,000	50,000	50,000	50,000
Intergovernmental	<u>774,650</u>	<u>774,650</u>	<u>777,600</u>	<u>25,650</u>
<b>Total revenue</b>	<u>8,742,950</u>	<u>8,847,500</u>	<u>8,923,400</u>	<u>8,754,250</u>
<b>Expenditures:</b>				
Administration	1,316,240	1,298,700	1,404,100	1,448,400
Systems Administration	634,415	634,415	610,135	629,500
Collection Services	685,530	671,800	716,060	738,550
Combined Operating Expenses	185,825	172,800	185,825	191,700
Answer Center	156,010	156,010	164,970	170,200
Outreach Services	278,560	256,500	317,880	328,000
Interlibrary Loan (1)	161,760	161,760	172,720	178,200
Collection Development	982,400	1,087,400	1,073,100	1,106,900
Programming	123,200	104,600	103,200	106,400
Facilities	377,260	353,750	381,430	393,500
Old Town Operations	196,000	196,000	199,300	205,600
Old Town Public Service	738,880	738,880	744,865	769,200
Old Town Circulation	456,100	438,700	471,920	486,900
Harmony Operations	116,080	116,080	119,010	122,800
Harmony Public Service	506,320	506,320	532,180	548,800
Harmony Circulation (1)	349,870	349,870	366,690	378,400
Council Tree Operations	256,500	256,500	258,510	266,700
Council Tree Public Service	308,445	294,300	318,685	328,800
Council Tree Circulation	412,785	402,800	431,625	445,350
Capital Outlay	50,000	35,000	50,000	50,000
Contingency	<u>37,500</u>	<u>-</u>	<u>37,500</u>	<u>37,500</u>
<b>Total expenditures</b>	<u>8,329,680</u>	<u>8,232,185</u>	<u>8,659,705</u>	<u>8,931,400</u>
Excess of revenue over Expenditures	413,270	615,315	263,695	(177,150)
Transfer to Capital Projects Fund	<u>(252,050)</u>	<u>(252,050)</u>	<u>(250,000)</u>	<u>(250,000)</u>
Excess of revenue over Expenditures and Transfers	161,220	363,265	13,695	(427,150)
Beginning Fund Balance	<u>4,629,250</u>	<u>4,602,980</u>	<u>4,790,470</u>	<u>4,804,165</u>
Ending Fund Balance	<u>\$ 4,790,470</u>	<u>\$ 4,966,245</u>	<u>\$ 4,804,165</u>	<u>\$ 4,377,015</u>
<b>Allocation of Ending Fund Balance</b>				
Emergency Reserve	262,300	262,300	262,300	262,900
Reserved for Funding Restrictions	917,550	917,550	917,550	960,750
Reserved for Donations	45,900	45,900	25,900	5,900
Designated for working capital/operations	1,748,600	1,748,600	1,784,700	1,750,900
Unreserved	<u>1,816,120</u>	<u>1,991,895</u>	<u>1,813,715</u>	<u>1,396,565</u>
<b>Total</b>	<u>\$ 4,790,470</u>	<u>\$ 4,966,245</u>	<u>\$ 4,804,165</u>	<u>\$ 4,377,015</u>

**Poudre River Public Library District  
Proposed General Fund Budget  
Expenditures by Object  
For the year ending December 31, 2015**

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<b>Revenue:</b>	
Property Tax	\$ 7,285,000
Specific Ownership Tax	525,000
Copier Charges	20,000
Fines	180,000
Donations	85,800
Interest earnings	50,000
Intergovernmental	<u>777,600</u>
<b>Total Revenue</b>	<u>8,923,400</u>

<b>Expenditures:</b>	<u>Personnel</u>	<u>Contractual</u>	<u>Commodities</u>	<u>Total</u>
Administration	\$ 690,200	\$ 705,400	\$ 8,500	1,404,100
Systems Administration	414,935	176,200	19,000	610,135
Collection Services	575,060	69,000	72,000	716,060
Combined Operating Expenses	31,275	141,350	13,200	185,825
Answer Center	162,470	-	2,500	164,970
Outreach Services	299,580	15,750	2,550	317,880
Interlibrary Loan	122,570	50,150	-	172,720
Collection Development	-	165,000	908,100	1,073,100
Programming	3,500	45,400	54,300	103,200
Facilities	121,880	252,050	7,500	381,430
Old Town Operations	100,300	86,500	12,500	199,300
Old Town Public Service	735,465	6,400	3,000	744,865
Old Town Circulation	440,920	22,500	8,500	471,920
Harmony Operations	90,660	15,750	12,600	119,010
Harmony Public Service	532,180	-	-	532,180
Harmony Circulation	366,690	-	-	366,690
Council Tree Operations	95,460	154,950	8,100	258,510
Council Tree Public Service	318,185	-	500	318,685
Council Tree Circulation	431,625	-	-	431,625
Capital Outlay	-	-	50,000	50,000
Contingency	-	-	37,500	37,500
<b>Total Expenditures</b>	<u>\$ 5,532,955</u>	<u>\$ 1,906,400</u>	<u>\$ 1,220,350</u>	<u>8,659,705</u>
Percent of total operating expenditures	64%	22%	14%	100%
Excess of revenue over Expenditures				263,695
Transfer to Capital Projects Fund				<u>(250,000)</u>
Change in Fund Balance				13,695
Beginning Fund Balance				<u>4,790,470</u>
Ending Fund Balance				<u>\$ 4,804,165</u>

**Poudre River Public Library District**  
**Summary of Budget Changes from 2014**

**Revenue Changes**

Increase in property taxes	\$ 162,500
Increase in Specific Ownership taxes	50,000
United Way Grant	5,000
LSTA Grant	2,950
Decrease in consultant generated grant revenue	<u>(40,000)</u>
<b>Change in revenue</b>	<b><u>\$ 180,450</u></b>

**Expenditure Changes**

Classified staff salaries	\$ 92,250
Hourly staff wages	38,225
Addition of HR manager position	120,000
Increase in Lab Monitors hours	5,750
Increase in Answer Center hours	5,200
Current staff position reclassifications	15,000
Health-Dental premium increase	52,300
Collection Development to 12% of revenue	87,450
United Way Grant	5,000
LSTA Grant	7,950
Decrease in Capital Fund transfer	(2,050)
Systems Admin capital replacement	(24,600)
City IGA decrease	(34,500)
Decrease in consultant generated grant expenditures	<u>(40,000)</u>
<b>Change in expenditures</b>	<b><u>\$ 327,975</u></b>

**Capital Projects Fund**  
**Budgeted Projects through December 31, 2015**

	Restricted for Land and Design	Budgeted for Webster House Buyout	Capital Replacement	Available	Total
1 Fund Balance after completion of Old Town Library and Library Park Improvements	\$ 31,300	\$ 427,350	-	\$ 29,110	487,760
<b>2014-2015 Revenue</b>					
2 Community Foundation - 2014	-	-	-	37,500	37,500
3 Annual General Fund transfer	-	-	250,000	-	250,000
4 Community Foundation available reserves	-	-	-	14,500	14,500
5 Total funds available	31,300	427,350	250,000	81,110	789,760
<b>2015 Project Activity</b>					
6 Webster House buyout	-	(427,350)	-	-	(427,350)
7 Council Library Improvements	(2,300)	-	-	(77,700)	(80,000)
8 Capital replacement - 2015	-	-	(125,000)	-	(125,000)
9 Fund balance - December 31, 2015	\$ 29,000	\$ -	\$ 125,000	\$ 3,410	\$ 157,410