

# **2021 Budget Presentation**

**PRPLD Board of Trustees Meeting**

**October 11, 2021**

# Statutory Budget Calendar



- ✓ **August 25** – Deadline for County Assessor to certify preliminary assessed valuation
- ✓ **October 15** – Deadline to submit proposed budget to governing board
- ✓ **December 10** – Deadline to receive final assessed valuation
- ✓ **December 15** – Deadline to hold public hearing and adopt budget, appropriate funds and set mill levy
- ✓ **December 15** – Deadline to certify mill levy to Board of County Commissioners
- ✓ **January 31** – Deadline to file budget with Division of Local Government

# Summary of Changes from Draft v1

## Revenue

- Decrease Specific Ownership Tax by \$25K due to ongoing COVID impacts on vehicle sales – conservative estimate

## Expenditures

### Personnel

- Retained 1.0 FTE in Administration – Finance Manager
- Added .50 FTE new position + benefits in Administration – Equity, Diversity & Inclusion Specialist
- Net change from Draft v1 = additional expenditures of \$98,600

### Contractual

- Added Community Outreach liability insurance for van - \$3,200
- Decreased conferences & training based on current staffing levels - \$5,500
- Net change from Draft v1 = decrease of \$2,300 in expenditures

### Commodities

- Decreased Programming expenses to match post COVID adjusted programming levels
- Net change from Draft v1 = decrease of \$55K in expenditures

- Net Revenue over Expenditures decreased from \$911,457 to \$845,707

# General Fund – Revenue



Revenue Type	2020 Actual	2021 Budget	2021 On Pace	2022 Budget	% Incr (Decr) vs 2020 Budget
Property Tax	\$ 10,828,707	\$ 10,814,709	\$ 10,814,709	\$ 12,030,353	11%
Specific Ownership Tax	826,000	800,000	750,000	725,000	-9%
<b>Total Tax Revenue</b>	<b>11,654,707</b>	<b>11,614,709</b>	<b>11,564,709</b>	<b>12,755,353</b>	<b>10%</b>
Library Fines	32,395	-	22,000	-	#DIV/0!
Intergovernmental Grants	125,026	78,700	61,256	46,000	-42%
Copy Charges	7,913	-	480	-	#DIV/0!
Interest Earnings	92,041	50,000	50,000	50,000	0%
Donations	100,133	115,065	99,229	100,000	-13%
Miscellaneous	32,732	11,000	18,318	11,000	0%
<b>Total Other Revenue</b>	<b>390,240</b>	<b>254,765</b>	<b>251,283</b>	<b>207,000</b>	<b>-19%</b>
<b>Total Revenue</b>	<b>\$ 12,044,947</b>	<b>\$ 11,869,474</b>	<b>\$ 11,815,992</b>	<b>\$ 12,962,353</b>	<b>9%</b>

- Preliminary assessed value was \$4,050,623,739, an increase of \$409,925,408 or 11.26% from our prior assessment.
- Specific ownership taxes are estimated based on current market conditions for vehicle sales, which are lagging somewhat due to the continued impacts of COVID.
- Statewide initiatives (Prop 120 and SB 21-293) could significantly impact the District’s property tax receipts, starting as soon as FY 2022 - estimate decrease of \$720K to \$850K.

# General Fund – Expenditures



Expenditures by Business Unit	2020 Actual	2021 Budget	2021 On Pace	2022 Budget	% Incr (Decr) vs 2021 Budget
Administration (excl. Transfers)	\$ 1,710,171	\$ 1,877,030	\$ 1,651,838	\$ 2,085,587	11%
Combined (incl. Capital Outlay)	1,086,264	1,209,819	944,121	1,280,058	6%
Community Services	394,328	478,464	193,504	498,758	4%
Communication	236,303	366,228	259,068	406,526	11%
Old Town Library	1,495,752	1,668,444	1,251,715	1,671,726	0%
Collection Services	2,608,958	2,712,629	2,498,527	2,847,703	5%
Harmony Library	1,118,252	1,251,705	834,161	1,131,460	-10%
Council Tree Library	1,070,518	1,179,035	983,859	1,194,828	1%
<b>Total Expenditures</b>	<b>\$ 9,720,546</b>	<b>\$ 10,743,354</b>	<b>\$ 8,616,792</b>	<b>\$ 11,116,646</b>	<b>3%</b>
Transfer to Capital Projects Fund	1,825,000	1,000,000	1,000,000	1,000,000	0%
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 11,545,546</b>	<b>\$ 11,743,354</b>	<b>\$ 9,616,792</b>	<b>\$ 12,116,646</b>	<b>3%</b>

\*\*These numbers are not final

# General Fund – Expenditures



YOY Expenditures	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Administration (excl. Transfers)	1,578,243	1,946,123	1,869,478	\$ 1,974,835	\$ 1,822,038	\$ 1,710,171	\$ 1,877,030	\$ 2,085,587
Combined (incl. Capital Outlay)	1,169,644	1,243,501	1,251,836	1,345,152	1,306,585	1,086,264	1,209,819	\$ 1,280,058
Community Services	292,020	323,357	323,501	363,206	352,853	394,328	478,464	\$ 498,758
Communication	-	-	-	65,000	85,650	236,303	366,228	\$ 406,526
Old Town Library	1,334,195	1,416,389	1,515,853	1,450,944	1,534,242	1,495,752	1,668,444	\$ 1,671,726
Collection Services	2,124,603	2,207,337	2,317,471	2,448,734	2,351,772	2,608,958	2,712,629	\$ 2,847,703
Programming	85,261	127,442	150,172	169,000	168,178	0	-	\$ -
Harmony Library	1,008,433	1,058,250	1,072,805	1,159,834	1,142,468	1,118,252	1,251,705	\$ 1,131,460
Council Tree Library	940,878	977,526	987,245	1,079,235	1,138,824	1,070,518	1,179,035	\$ 1,194,828
<b>Total Expenditures</b>	<b>8,533,277</b>	<b>9,299,925</b>	<b>9,488,361</b>	<b>10,055,940</b>	<b>9,902,610</b>	<b>9,720,546</b>	<b>10,743,354</b>	<b>11,116,646</b>
YOY Percentage Increase		9%	2%	6%	-2%	-2%	8%	3%

# General Fund – Expenditures

## Summary of Personnel Changes



Personnel-Related Expenditure	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget
Salaries & wages	\$ 4,888,130	\$ 4,623,630	\$ 5,043,530	\$ 4,688,136	\$ 5,179,791	\$ 4,556,025	\$ 4,886,110	\$ 4,971,025
Benefits & taxes	1,590,365	1,508,058	1,668,690	1,538,489	1,671,640	1,446,082	1,529,805	1,570,712
<b>Total Expenditures</b>	<b>\$ 6,478,495</b>	<b>\$ 6,131,688</b>	<b>\$ 6,712,220</b>	<b>\$ 6,226,625</b>	<b>\$ 6,851,431</b>	<b>\$ 6,002,107</b>	<b>\$ 6,415,915</b>	<b>\$ 6,541,737</b>
YOY Budget % Change			4%		12%	-11%	7%	2.0%
<b>% of Total Expenditures (excl. Transfers)</b>	<b>63%</b>	<b>61%</b>	<b>64%</b>	<b>63%</b>	<b>70%</b>	<b>62%</b>	<b>60%</b>	<b>59%</b>

### Highlights

4% increase for staff within their pay range

7% increase for health or dental insurance

Includes paid time off and paid sick time for hourly employees

# General Fund – Expenditures

## Summary of Personnel Changes



Business Unit	2022 Budget	2021 Budget	Variance	% Variance	Notes
<b>Admin Total</b>	<b>783,677</b>	<b>702,034</b>	<b>81,643</b>	<b>11.6%</b>	
Hourly	51,527	41,520			Answer Center sub hours
Overtime	0	0			
Salary	732,150	660,515			Equity, Diversity & Inclusion Specialist .5 FTE Position
<b>Collection Services Total</b>	<b>556,610</b>	<b>557,708</b>	<b>(1,098)</b>	<b>-0.2%</b>	
Hourly	11,648	12,559			
Overtime	0	0			
Salary	544,962	545,150			
<b>Combined Total</b>	<b>519,146</b>	<b>503,263</b>	<b>15,883</b>	<b>3.2%</b>	
Hourly	0	0			
Overtime	0	0			
Salary	519,146	503,263			
<b>Communication Total</b>	<b>228,860</b>	<b>214,776</b>	<b>14,084</b>	<b>6.6%</b>	
Hourly	988	0			
Overtime	0	0			
Salary	227,872	214,776			(1) Digital Comm Assistant 1.0 FTE Position
<b>Community Services Total</b>	<b>328,717</b>	<b>316,074</b>	<b>12,643</b>	<b>4.0%</b>	
Hourly	48,673	46,801			
Overtime	0	0			
Salary	280,044	269,273			
<b>Council Tree Library Total</b>	<b>737,265</b>	<b>736,160</b>	<b>1,105</b>	<b>0.2%</b>	
Hourly	223,648	258,255			
Overtime	0	0			
Salary	513,617	477,905			Reallocation of hours between staff
<b>Harmony Library Total</b>	<b>807,011</b>	<b>876,119</b>	<b>(69,108)</b>	<b>-7.9%</b>	
Hourly	232,733	235,601			
Overtime	0	0			
Salary	574,278	640,518			Reduced staffing and/or hours
<b>Old Town Library Total</b>	<b>1,009,738</b>	<b>1,035,679</b>	<b>(25,941)</b>	<b>-2.5%</b>	
Hourly	327,982	315,368			
Overtime	0	0			
Salary	681,756	720,311			Reduced staffing and/or hours
	<b>4,971,024</b>	<b>4,941,812</b>	<b>29,212</b>	<b>0.6%</b>	

	2022 Budget	2021 Budget	Variance	% Variance
<b>Total Hourly</b>	<b>897,199</b>	<b>910,103</b>	<b>(12,904)</b>	<b>-1.4%</b>
<b>Total Overtime</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total Salary</b>	<b>4,073,825</b>	<b>4,031,710</b>	<b>42,115</b>	<b>1.0%</b>
	<b>4,971,024</b>	<b>4,941,812</b>	<b>29,212</b>	<b>0.6%</b>



# General Fund – Expenditures

## Summary of FTE Changes



Business Unit	Council Tree	Harmony	Midtown	Old Town	Webster House	Grand Total
<b>Administration</b>						
Hourly					1.0	
Salary		0.5			8.7	10.2
<b>Combined</b>						
Hourly						
Salary					7.0	7.0
<b>Community Services</b>						
Hourly					1.2	
Salary			1.3		3.5	5.9
<b>Communication</b>						
Hourly						
Salary					4.0	4.0
<b>Old Town Library</b>						
Hourly				8.1		
Salary				11.1		19.2
<b>Collection Services</b>						
Hourly			0.4			
Salary			9.6			10.0
<b>Harmony Library</b>						
Hourly		7.1				
Salary		9.2				16.3
<b>Council Tree Library</b>						
Hourly	6.4					
Salary	9.0					15.4
<b>2022 Grand Total - FTE</b>	<b>15.4</b>	<b>16.8</b>	<b>11.2</b>	<b>19.2</b>	<b>25.4</b>	<b>88.0</b>
<b>2021 Grand Total - FTE</b>	<b>16.4</b>	<b>18.5</b>	<b>11.2</b>	<b>22.7</b>	<b>24.8</b>	<b>93.6</b>

# General Fund Expenditures – Administration



<b>Administration</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>% Incr (Decr) vs 2021 Budget</b>	<b>\$ Incr (Decr) vs 2021 Budget</b>
Personnel	\$ 927,105	\$ 1,022,387	10%	\$ 95,282
Contractual	939,926	1,053,200	12%	\$ 113,274
Commodities (incl. Capital Outlay)	10,000	10,000	0%	\$ -
<b>Total Expenditures</b>	<b>\$ 1,877,031</b>	<b>\$ 2,085,587</b>	<b>11%</b>	<b>\$ 208,556</b>
Transfer to Capital Projects Fund	1,000,000	1,000,000	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 2,877,031</b>	<b>\$ 3,085,587</b>	<b>7%</b>	<b>\$ 208,556</b>

### Personnel Highlights

Added \$25K for Equity, Diversity and Inclusion Specialist (New .5 FTE to be hired in 2nd half of 2022)

### Contractual Highlights

Added \$50K to Consulting Services for Development Officer

Added \$25K to contract payments (GVT) for LC Treasurer fees due to increased property tax receipts

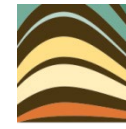
Added \$8K to Prof & Tech Services for E-Cabinet/File HR and \$15K for proposed comp analysis

Increased liability and property insurance by 3% for estimated inflation (total \$13K)

### Commodities Highlights

None

# General Fund Expenditures – Combined



**POUDRE RIVER  
PUBLIC LIBRARY**  
DISTRICT

<b>Combined</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>% Incr (Decr) vs 2021 Budget</b>	<b>\$ Incr (Decr) vs 2021 Budget</b>
Personnel	\$ 652,519	\$ 675,884	4%	\$ 23,365
Contractual	442,300	491,174	11%	\$ 48,874
Commodities (incl. Capital Outlay)	115,000	113,000	-2%	\$ (2,000)
<b>Total Expenditures</b>	<b>\$ 1,209,819</b>	<b>\$ 1,280,058</b>	<b>6%</b>	<b>\$ 70,239</b>

## Personnel Highlights

None

## Contractual Highlights

Added \$10K to Collection Services related to contrat with Unique Management  
Added \$10K to Maintenance Contracts related to Tolin PM on District HVAC units  
Added approx. \$29K to Software Maint & Support for contracts with various vendors

## Commodities Highlights

None

# General Fund Expenditures – Community Services

<b>Community Services</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>% Incr (Decr) vs 2021 Budget</b>	<b>\$ Incr (Decr) vs 2021 Budget</b>
Personnel	\$ 404,004	\$ 424,598	5%	\$ 20,594
Contractual	21,760	23,460	8%	\$ 1,700
Commodities (incl. Capital Outlay)	52,700	50,700	-4%	\$ (2,000)
<b>Total Expenditures</b>	<b>\$ 478,464</b>	<b>\$ 498,758</b>	<b>4%</b>	<b>\$ 20,294</b>
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 478,464</b>	<b>\$ 498,758</b>	<b>4%</b>	<b>\$ 20,294</b>

## Personnel Highlights

None - salary and insurance increases for existing staff

## Contractual Highlights

Added \$4,500 for Vehicle Repair Services and Fuel for proposed Community Outreach Bookmobile/Van

## Commodities Highlights

None

# General Fund Expenditures – Communication

<b>Communication</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>% Incr (Decr) vs 2021 Budget</b>	<b>\$ Incr (Decr) vs 2021 Budget</b>
Personnel	\$ 273,028	\$ 291,451	7%	\$ 18,423
Contractual	77,900	82,100	5%	\$ 4,200
Commodities (incl. Capital Outlay)	15,300	32,975	116%	\$ 17,675
<b>Total Expenditures</b>	<b>\$ 366,228</b>	<b>\$ 406,526</b>	<b>11%</b>	<b>\$ 40,298</b>
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 366,228</b>	<b>\$ 406,526</b>	<b>11%</b>	<b>\$ 40,298</b>

## Personnel Highlights

Added 1.0 FTE Digital Comm Assistant

## Contractual Highlights

Increased copy services by \$2,700 for Reprographics and Services promo project

Added \$1,500 to Conference and Travel related to new FTE

## Commodities Highlights

Increased supplies for Summer Reading and other programming transferred to Communications

# General Fund Expenditures – Old Town Library



<b>Old Town Library</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>% Incr (Decr) vs 2021 Budget</b>	<b>\$ Incr (Decr) vs 2021 Budget</b>
Personnel	\$ 1,338,994	\$ 1,317,726	-2%	\$ (21,268)
Contractual	275,350	314,350	14%	\$ 39,000
Commodities (incl. Capital Outlay)	54,100	39,650	-27%	\$ (14,450)
<b>Total Expenditures</b>	<b>\$ 1,668,444</b>	<b>\$ 1,671,726</b>	<b>0%</b>	<b>\$ 3,282</b>
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 1,668,444</b>	<b>\$ 1,671,726</b>	<b>0%</b>	<b>\$ 3,282</b>

## Personnel Highlights

Reduced staffing and/or hours

## Contractual Highlights

Added \$32K to utilities

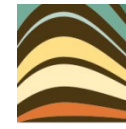
Increased Janitorial Services by \$10K

Decreased Conference and Travel by \$2K due to decrease in related staffing

## Commodities Highlights

Reduced supplies related to programming

# General Fund Expenditures – Collection Services



<b>Collection Services</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>% Incr (Decr) vs 2021 Budget</b>	<b>\$ Incr (Decr) vs 2021 Budget</b>
Personnel	\$ 746,654	\$ 756,403	1%	\$ 9,749
Contractual	462,000	502,200	9%	\$ 40,200
Commodities (incl. Capital Outlay)	1,503,975	1,589,100	6%	\$ 85,125
<b>Total Expenditures</b>	<b>\$ 2,712,629</b>	<b>\$ 2,847,703</b>	<b>5%</b>	<b>\$ 135,074</b>
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 2,712,629</b>	<b>\$ 2,847,703</b>	<b>5%</b>	<b>\$ 135,074</b>

## Personnel Highlights

None

## Contractual Highlights

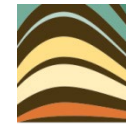
Online Database Subscriptions increasing by \$52K

Decreases in Postage (\$5K), Other Rental Services (\$8K)

## Commodities Highlights

Net increases primarily related to Books & Periodicals and Electronic Media

# General Fund Expenditures – Harmony Library



<b>Harmony Library</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>% Incr (Decr) vs 2021 Budget</b>	<b>\$ Incr (Decr) vs 2021 Budget</b>
Personnel	\$ 1,144,155	\$ 1,076,260	-6%	\$ (67,895)
Contractual	29,750	27,750	-7%	\$ (2,000)
Commodities (incl. Capital Outlay)	77,800	27,450	-65%	\$ (50,350)
<b>Total Expenditures</b>	<b>\$ 1,251,705</b>	<b>\$ 1,131,460</b>	<b>-10%</b>	<b>\$ (120,245)</b>
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 1,251,705</b>	<b>\$ 1,131,460</b>	<b>-10%</b>	<b>\$ (120,245)</b>

## Personnel Highlights

Reduced staffing and/or hours

## Contractual Highlights

Conference and travel decreased per budget

## Commodities Highlights

Reduced supplies related to programming changes (Book fair moved to Communications)



# General Fund Expenditures – Council Tree Library



<b>Council Tree Library</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>% Incr (Decr) vs 2021 Budget</b>	<b>\$ Incr (Decr) vs 2021 Budget</b>
Personnel	\$ 963,985	\$ 977,029	1%	\$ 13,044
Contractual	192,000	194,000	1%	\$ 2,000
Commodities (incl. Capital Outlay)	23,050	23,800	3%	\$ 750
<b>Total Expenditures</b>	<b>\$ 1,179,035</b>	<b>\$ 1,194,829</b>	<b>1%</b>	<b>\$ 15,794</b>
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 1,179,035</b>	<b>\$ 1,194,829</b>	<b>1%</b>	<b>\$ 15,794</b>

## Personnel Highlights

Reduced staffing and/or hours offset by standard salary and health insurance increases

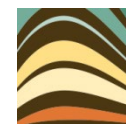
## Contractual Highlights

None

## Commodities Highlights

None

# Capital Projects Fund Proposed Projects



**POUDRE RIVER**  
**PUBLIC LIBRARY**  
DISTRICT

<b>Expenditure</b>	<b>2022 Budget</b>
Library Park irrigation replacement	\$ 360,000
Laptop kiosk	35,500
Refresh learning lab/kiosk laptops	14,000
AMH PC replacements	14,000
OTL/Webster switch replacement (data and phones)	50,000
Replace Innovative servers	45,000
Public PC replacements	16,000
Replace Drop Box - North College King Soopers*	9,000
WHAC refurbish front steps	20,000
Harmony carpet replacement	150,000
Council Tree teen area refresh	25,000
Council Tree express check-out units	18,000
Council Tree carpet replacement	82,000
Community Services van	150,000
<b>Total Cost</b>	<b>\$ 988,500</b>

\*Added from Draft v1

# Fund Balances

<b>Fund Balances</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
General Fund Restricted - Emergencies	\$ 334,000	\$ 363,272	\$ 358,987
General Fund Restricted - Donations	-	-	-
General Fund Committed - Working Capital	2,385,125	2,437,550	2,408,989
General Fund Unassigned	1,502,326	1,786,957	1,945,922
<b>General Fund Total Fund Balance</b>	<b>4,221,451</b>	<b>4,587,779</b>	<b>4,713,899</b>
Capital Projects Fund Restricted	\$ -	\$ -	\$ -
Capital Projects Fund Committed	6,956,742	5,877,033	5,897,533
Capital Projects Fund Unassigned	-	-	-
<b>Capital Projects Fund Total Fund Balance</b>	<b>6,956,742</b>	<b>5,877,033</b>	<b>5,897,533</b>
<b>Library District Total</b>	<b>11,178,193</b>	<b>10,464,812</b>	<b>10,611,432</b>

# Questions and Discussion