

2022

COMPREHENSIVE ANNUAL BUDGET



**POUDRE RIVER
PUBLIC LIBRARY**
DISTRICT

**CONNECT
TO CURIOSITY**



ACCOUNTABLE



COLLABORATIVE



CURIOUS



INNOVATIVE



INCLUSIVE



Poudre River Public Library District
Finance Office
301 East Olive Street
Fort Collins, Colorado 80524

This page is intentionally blank.

POUDRE RIVER PUBLIC LIBRARY DISTRICT 2022 COMPREHENSIVE ANNUAL BUDGET



CONNECT
TO CURIOSITY

Board of Trustees

(As of December 31, 2021)

Fred Colby, *President*

Matt Schild, *Vice President*

Corey Radman, *Secretary/Treasurer*

Catherine Hong Xiang

Amanda Quijano

Becki Schulz

Joe Wise

Library Leadership Team

David Slivken

Ken Draves

Tova Aragon

Katie Auman

Mark Huber

Cynthia Langren

Eileen McCluskey

Currie Meyer

Sabrina Stromnes

Amy Lyons

Vacant

Executive Director

Deputy Director and Harmony Manager

Collections Manager

Communications and Development Manager

IT and Facilities Manager

Executive Administrative Assistant

Old Town Library Manager

Council Tree Library Manager

Human Resources Manager

Finance Manager

Community Outreach Manager

POUDRE RIVER PUBLIC LIBRARY DISTRICT 2022 COMPREHENSIVE ANNUAL BUDGET

TABLE OF CONTENTS

	Page
Summary	5
General Fund	
General Fund Revenue.....	6
General Fund Expenditures.....	8
General Fund Business Units.....	10
Capital Projects Fund	
Capital Projects Fund Revenue.....	18
Capital Projects Fund Expenditures.....	19
Supplementary Information	
Fund Balances.....	20
Staffing.....	21
Circulation Statistics.....	22
Budget Policy and Statutory Calendar.....	25
Resolution and Budget Document	27

Summary

Established in 2006 by voter approval in compliance with state statute CRS 24-90-110, Poudre River Public Library District (the District) is an independent political subdivision of the State of Colorado. The District is governed by a seven-member board of trustees that are jointly appointed by Fort Collins City Council and Larimer County Board of County Commissioners. Trustees serve four-year terms and are limited to two consecutive terms. The District is primarily supported by a 3-mill property tax levy.

The District serves nearly 208,000 people across 1,800 square miles in northern Larimer County, Colorado. Anchored by three library branches in Fort Collins (Old Town, Harmony, and Council Tree), the District is dedicated to meeting diverse District patrons' needs and interests with exceptional opportunities for learning, intellectual stimulation and personal enjoyment. Library patrons are provided a wide range of library services including books, DVDs and other materials for business and pleasure, programming services for all ages, literacy services and meeting room availability.

The District's operating departments, called Business Units, include Administration (the Executive Director's office, Human Resources, Finance and the Answer Center), Combined Expenditures (Systems Administration and Facilities), Community Outreach, Communications, the operations of three library branches, and Collection Services.

The Board of Trustees is required to adopt a final budget no later than December 15 of each fiscal year. The annual budget serves as a foundation for the District's financial planning and control and is prepared by fund and Business Unit. The Executive Director is specifically authorized to make budget transfers between operating accounts within a fund. Any transfer of budgeted funds related to a specifically-approved capital project and any change in a fund's total budget require Board of Trustees approval.

General Fund

The General Fund is the District’s primary operating fund. It accounts for all financial resources except for those devoted to capital projects.

General Fund Revenue

The District is funded by a variety of sources, with property taxes being the most significant. Other revenue sources in order of budgeted financial significance include specific ownership taxes, donations and grants, investment earnings, and other miscellaneous revenue.

Property Taxes

Properties are reassessed every other year, with 2021 being the most recent reassessment year. In non-reassessment years, changes in overall assessed valuation are primarily due to new construction.

Voters approved a tax rate of 3 mills and also waived the state 5.5% property tax revenue limitation and the Taxpayer Bill of Rights (TABOR) limitation for the District. State statute allows an adjustment to the voter-approved rate to collect on amounts withheld in the previous year for abatements and refunds. For 2022, the total mill levy is 3.017 mills, and revenue from property taxes is budgeted to increase \$1,215,644 to \$12,030,353.

Several Urban Renewal Authorities (URAs) as well as the Fort Collins Downtown Development Authority (DDA), are located within the District. Agreements between these entities and the District provide that incremental property taxes generated in designated areas are distributed to the URA or DDA, not the District, for a set period of time. The following table summarizes the annual impact of these agreements as well as the cumulative impact from the inception of the District through December 2021.

Tax Increment District	2021 Tax Revenue Generated	Distributed to PRPLD	% of Tax Revenue Generated	Distributed to URA & DDA	% of Tax Revenue Generated	Lifetime TIF Paid by PRPLD as of Dec. 2021
Timnath URA	\$ 332,550	\$ 9,025	3%	\$ 323,525	97%	\$ 2,188,616
Fort Collins DDA	657,300	475,869	72%	181,431	28%	2,265,187
North College Ave URA	184,097	85,510	46%	98,587	54%	699,195
Midtown URA Prospect South	56,652	34,152	60%	22,500	40%	151,090
Midtown URA Foothills Mall	98,249	34,875	35%	63,374	65%	350,484
Total	\$ 1,328,848	\$ 639,431	48%	\$ 689,417	52%	\$ 5,654,572

Specific Ownership Taxes

This revenue source consists of a prorated share of license fees for vehicles and other items, collected by Larimer County and distributed to local governments in proportion to property tax distributions. Budgeted revenue for 2022 is \$750,000, a \$50,000 decrease from 2021 due to the potential negative impact of the COVID-19 virus pandemic on our local economy.

Donations and Grants

The District receives donations and grants from individual patrons as well as local and state organizations. In general, these donations and grants support the District’s programs and collection development. For 2022, we anticipate receiving \$146,000 in donations and grants from sources including the Poudre River Friends of the Library, Poudre River Library Trust, Colorado State University, City of Fort Collins, Front Range Community College, and Colorado State Library.

Investment Earnings

As part of the support services provided by the City of Fort Collins, the investable funds of the District are included with the City’s funds and invested in compliance with state statutes. The budget for investment earnings is unchanged from 2021 at \$50,000.

Other Miscellaneous Revenue

The District receives \$900 of lease income each month from Verizon Wireless for a cell phone tower on the Old Town Library rooftop as well as nominal amounts of unplanned income from other sources. The total 2022 budget for other miscellaneous revenue is unchanged from 2021 at \$11,000.

Library Fines and Copy Charges

The District’s Board of Trustees voted in October 2020 to eliminate all extended use fees and rental fees for materials. Fees for lost and damaged materials will continue to be charged, but we do not have a reasonable estimate to budget for those fees. In addition, patrons are no longer charged for copies and prints since the COVID-19 virus pandemic began, and the Library Leadership Team has not yet finalized a plan to resume charges. Therefore, there is no budget for library fines or copy charges in 2022.

The table below summarizes total 2022 budgeted revenue.

Revenue Type	2021 Budget	2022 Budget	% Incr (Decr) vs 2021 Budget
Property Tax	\$ 10,814,709	\$ 12,030,353	11%
Specific Ownership Tax	800,000	750,000	-6%
Total Tax Revenue	11,614,709	12,780,353	10%
Library Fines	-	-	0%
Intergovernmental Grants	78,700	46,000	-42%
Copy Charges	-	-	0%
Interest Earnings	50,000	50,000	0%
Donations	115,065	100,000	-13%
Miscellaneous	11,000	11,000	0%
Total Other Revenue	254,765	207,000	-19%
Total Revenue	\$ 11,869,474	\$ 12,987,353	9%

General Fund Expenditures

General Fund expenditures include all of the District’s operating departments, referred to as Business Units. As priorities and circumstances change, we make changes to the overall budget to reflect the needs of the District. The following table outlines the 2022 budget changes for each Business Unit. Individual Business Units will be discussed in more detail later in this report.

Expenditures by Business Unit	2021 Budget	2022 Budget	% Incr (Decr) vs 2021 Budget
Administration (excl. Transfers)	\$ 1,877,030	\$ 1,986,489	6%
Combined (incl. Capital Outlay)	1,209,819	1,280,058	6%
Community Services	478,464	501,558	5%
Communication	366,228	399,526	9%
Old Town Library	1,668,444	1,684,676	1%
Collection Services	2,712,629	2,847,703	5%
Harmony Library	1,251,705	1,181,810	-6%
Council Tree Library	1,179,035	1,194,079	1%
Total Expenditures	\$10,743,354	\$11,075,899	3%
Transfer to Capital Projects Fund	1,000,000	1,000,000	0%
Total Expenditures & Transfers	\$11,743,354	\$12,075,899	3%

Expenditures within each Business Unit are organized into three broad categories: personnel, contractual, and commodity. Personnel includes all District staffing costs, such as salaries and benefits. Contractual includes operating costs that are not associated with physical items, such as professional fees, service support costs, repairs and maintenance, insurance policies, utilities, training and travel, dues and database subscriptions. Commodity includes physical items such as office and program supplies, computer hardware and related software, and physical additions to the materials collection such as books and DVDs. The following table provides a breakdown of budgeted operating costs within these categories for 2022.

Expenditures by Type	Personnel	Contractual	Commodity	Total
Administration (excl. Transfers)	923,789	1,052,700	10,000	1,986,489
Combined (incl. Capital Outlay)	675,884	491,174	113,000	1,280,058
Community Services	424,598	26,260	50,700	501,558
Communication	291,451	82,100	25,975	399,526
Old Town Library	1,317,726	314,350	52,600	1,684,676
Collection Services	756,403	502,200	1,589,100	2,847,703
Harmony Library	1,076,260	27,750	77,800	1,181,810
Council Tree Library	977,029	194,000	23,050	1,194,079
Total Expenditures	6,443,140	2,690,534	1,942,225	11,075,899
Percentage of Total Expenditures	58%	24%	18%	100%

The following table shows actual expenditures for 2015-2020 and budgeted expenditures for 2021 and 2022, organized by Business Unit, along with the year-over-year percentage increases.

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	\$ 1,986,489
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	\$ 501,558
Communication	-	-	-	65,000	85,650	236,303	366,228	\$ 399,526
Old Town Library	1,334,195	1,416,389	1,515,853	1,450,944	1,534,242	1,495,752	1,668,444	\$ 1,684,676
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	\$ 1,181,810
Council Tree Library	940,878	977,526	987,245	1,079,235	1,138,824	1,070,518	1,179,035	\$ 1,194,079
Total Expenditures	8,533,277	9,299,925	9,488,361	10,055,940	9,902,610	9,720,546	10,743,354	11,075,899
YOY Percentage Increase		9%	2%	6%	-2%	-2%	8%	3%

General Fund Business Unit: Administration

The Administration budget for the District includes the operations of the Executive Director, the Deputy Director, Finance, Human Resources, and the Answer Center. Staffing consists of 10.2 FTE (full-time equivalent) employee positions. All staff are located at Webster House Administration Center (WHAC) with the exception of the Deputy Director, who works out of Harmony Library.

Specific activities include banking fees, legal counsel, property and liability insurance, audit fees, consulting services, county treasurer fees and support services provided by the City of Fort Collins. Through an intergovernmental agreement, the City provides various support services to the District including human resources and employee benefits, information technology, treasury management, payroll and vendor payment processing, purchasing, and accounting. For 2022, \$374,000 is budgeted for these services, which is a significant portion of the total Administration budget.

Another intergovernmental cost to the District consists of treasurer fees incurred for Larimer County’s collection and remittance of the District’s property tax revenue, per Colorado statute. For 2022, the District budget for treasurer fees is \$241,000, or two percent of projected property tax revenue.

The Answer Center (AC) is the central contact point for patrons and other stakeholders requesting information from or about the District. Many of the calls received are answered directly by AC staff, including questions about circulation functions, room reservations and assistance with e-readers and the downloadable digital collection. The AC operates seven days a week for a total of 66 hours and has access to a foreign language service that can provide interpreter services in any language.

The total 2022 Administration budget is listed below.

Administration	2021 Budget	2022 Budget	% Incr (Decr) vs 2021 Budget	\$ Incr (Decr) vs 2021 Budget
Personnel	\$ 927,105	\$ 923,789	0%	\$ (3,316)
Contractual	939,926	1,052,700	12%	\$ 112,774
Commodities (incl. Capital Outlay)	10,000	10,000	0%	\$ -
Total Expenditures	\$ 1,877,031	\$ 1,986,489	6%	\$ 109,458
Transfer to Capital Projects Fund	1,000,000	1,000,000	0%	\$ -
Total Expenditures & Transfers	\$ 2,877,031	\$ 2,986,489	4%	\$ 109,458

General Fund Business Unit: Combined

The Combined budget for the District includes the operations of Systems Administration (SA) and Facilities as well as traditional overhead expenditures that apply District-wide. Staffing consists of 7.0 FTE (full-time equivalent) employee positions. All staff are located at WHAC, though the Facilities team frequently travels throughout the District.

SA is responsible for the technology needs of the District. SA staff manage and maintain the integrated library system, the website, staff and public computers, wired and wireless networks, and usage statistics. They also maintain hardware and software components and implement system and product upgrades as technology changes.

The Facilities team is responsible for the maintenance and repair of two District libraries, WHAC, and the Midtown location. Harmony Library is part of the Front Range Community College Larimer County campus, so the building is maintained by the College, though Facilities does maintain District-owned equipment that is located there.

Combined operating expenditures include District activities that do not pertain to any one department but rather are common to many operational areas. These expenditures include patron account collection services, District-wide telephone and internet costs, and postage and freight services.

The total 2022 Combined budget is listed below.

Combined	2021 Budget	2022 Budget	% Incr (Decr) vs 2021 Budget	\$ Incr (Decr) vs 2021 Budget
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)
Total Expenditures	\$ 1,209,819	\$ 1,280,058	6%	\$ 70,239

General Fund Business Unit: Community Outreach

The Community Outreach Department, formerly known as Community Services, provides services to priority audiences to strengthen our community and help residents build critical literacies. Communities served include those that are geographically isolated from branch services, are economically stressed, socially isolated, or underserved due to disability, race, gender identity, sexual orientation, religion, age, national origin, or ethnicity. Staffing consists of 5.9 FTE (full-time equivalent) employee positions. All staff are located at either WHAC or the Harmony location.

Staff, in conjunction with community partners and volunteers, offer services and programs throughout the District. In- person and virtual services offered include early literacy and digital literacy activities and resources, art activities, multilingual storytimes, makerspaces, book clubs, distribution of free books, citizenship and computer classes, cultural celebrations, among others.

The total 2022 Community Outreach budget is listed below.

Community Outreach	2021 Budget	2022 Budget	% Incr (Decr) vs 2021 Budget	\$ Incr (Decr) vs 2021 Budget
Personnel	\$ 404,004	\$ 424,598	5%	\$ 20,594
Contractual	21,760	26,260	21%	\$ 4,500
Commodities (incl. Capital Outlay)	52,700	50,700	-4%	\$ (2,000)
Total Expenditures	\$ 478,464	\$ 501,558	5%	\$ 23,094
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
Total Expenditures & Transfers	\$ 478,464	\$ 501,558	5%	\$ 23,094

General Fund Business Unit: Communication

The Communication team was historically included in the Administration budget but was given their own Business Unit for 2020 and going forward, based on their growth and our strategic plans. Staffing consists of 4.0 FTE (full-time equivalent) employee positions. All staff are located at WHAC. Activities include advertising and communicating our services to the District, planning special events and preparing branded marketing materials for internal and external use.

The total 2022 Communication budget is listed below.

Communication	2021 Budget	2022 Budget	% Incr (Decr) vs 2021 Budget	\$ Incr (Decr) vs 2021 Budget
Personnel	\$ 273,028	\$ 291,451	7%	\$ 18,423
Contractual	77,900	82,100	5%	\$ 4,200
Commodities (incl. Capital Outlay)	15,300	25,975	70%	\$ 10,675
Total Expenditures	\$ 366,228	\$ 399,526	9%	\$ 33,298
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
Total Expenditures & Transfers	\$ 366,228	\$ 399,526	9%	\$ 33,298

General Fund Business Unit: Old Town Library

The Old Town Library budget for the District includes operational, public service and circulation expenditures for the Old Town Library branch. Staffing consists of 19.2 FTE (full-time equivalent) employee positions. All staff are located at the Old Town Library branch. The library is traditionally open seven days a week for a total of 66 hours, though operating hours have been affected by the COVID-19 virus pandemic.

Old Town Library, located in downtown Fort Collins, was built in 1976 to replace the original Carnegie Library. In 2012, the library was remodeled and expanded from its original 34,000 square feet to approximately 40,000 square feet. The remodel project included larger community and story time rooms, several study rooms, a high tech collaboration room, a family bathroom, an automated material handler, new furnishings, public art, and shelving for more accessible materials. The expansion was designed to be energy neutral.

Old Town Library is finishing up a renovation project, including a redesign of the lobby area and second floor spaces in to be completed in January 2022. The District is also planning to replace the Old Town Library roof in 2022 and is coordinating with the City for a new irrigation system for Library Park.

The Old Town Library budget is shown on the following page.

Old Town Library	2021 Budget	2022 Budget	% Incr (Decr) vs 2021 Budget	\$ Incr (Decr) vs 2021 Budget
Personnel	\$ 1,338,994	\$ 1,317,726	-2%	\$ (21,268)
Contractual	275,350	314,350	14%	\$ 39,000
Commodities (incl. Capital Outlay)	54,100	52,600	-3%	\$ (1,500)
Total Expenditures	\$ 1,668,444	\$ 1,684,676	1%	\$ 16,232
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
Total Expenditures & Transfers	\$ 1,668,444	\$ 1,684,676	1%	\$ 16,232

General Fund Business Unit: Collection Services

The Collection Services budget for the District includes collection development and maintenance as well as interlibrary loan operations. Staffing consists of 10.0 FTE (full-time equivalent) employee positions. All staff are located at the Midtown location, which was leased in 2018 to relieve space issues at WHAC.

The Collection Services department manages and maintains the District’s material collection, which currently exceeds one million physical and digital items. This includes books, magazines, newspapers, DVDs, eMedia, audiobooks, databases and gadgets such as projectors, puzzles, and hotspots. The department selects materials to purchase, processes and catalogues the items, and de-selects materials to provide an accessible and relevant collection. In 2021, 36,687 items were added to the collection and 45,310 items were removed.

The Interlibrary Loan team manages requests for library materials made by patrons to and from other libraries. In Colorado, the Coalition of Research Libraries operates an interlibrary loan service called Prospector. Prospector is a unified catalog of academic, public, and special libraries in Colorado and Wyoming through which patrons have access to 30 million books, journals, DVDs, videos and other materials. With a single search, patrons identify and borrow materials from the collections and have them delivered to their local library. In 2021, Interlibrary Loan processed 87,834 requests: 52,487 for our patrons and 35,347 for patrons of other libraries.

The total 2022 Collection Services budget is listed below.

Collection Services	2021 Budget	2022 Budget	% Incr (Decr) vs 2021 Budget	\$ Incr (Decr) vs 2021 Budget
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
Total Expenditures	\$ 2,712,629	\$ 2,847,703	5%	\$ 135,074
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
Total Expenditures & Transfers	\$ 2,712,629	\$ 2,847,703	5%	\$ 135,074

General Fund Business Unit: Harmony Library

The Harmony Library budget for the District includes operational, public service and circulation expenditures for the Harmony Library branch. Staffing consists of 16.3 FTE (full-time equivalent) employee positions. All staff are located at the Harmony Library branch. The library is traditionally open seven days a week for a total of 66 hours, though operating hours have been affected by the COVID-19 virus pandemic.

Harmony Library, located on the Front Range Community College Larimer Campus in southwest Fort Collins, is a joint-use facility with the college. This 31,100 square-foot library opened in 1998 and is owned by FRCC. Under an intergovernmental agreement, FRCC maintains the building and covers operating costs such as utilities, property insurance, janitorial services, and security. The District operates the library by providing staffing, library materials, and programming.

The total 2022 Harmony Library budget is shown below.

Harmony Library	2021 Budget	2022 Budget	% Incr (Decr) vs 2021 Budget	\$ Incr (Decr) vs 2021 Budget
Personnel	\$ 1,144,155	\$ 1,076,260	-6%	\$ (67,895)
Contractual	29,750	27,750	-7%	\$ (2,000)
Commodities (incl. Capital Outlay)	77,800	77,800	0%	\$ -
Total Expenditures	\$ 1,251,705	\$ 1,181,810	-6%	\$ (69,895)
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
Total Expenditures & Transfers	\$ 1,251,705	\$ 1,181,810	-6%	\$ (69,895)

General Fund Business Unit: Council Tree Library

The Council Tree Library budget for the District includes operational, public service and circulation expenditures for the Council Tree Library branch. Staffing consists of 15.4 FTE (full-time equivalent) employee positions. All staff are located at the Council Tree Library branch. The library is traditionally open seven days a week for a total of 66 hours per week, though operating hours have been affected by the COVID-19 virus pandemic.

Council Tree Library is located in the Front Range Village shopping complex in southeast Fort Collins. This 16,700 square foot library opened in 2009 and is owned by the District as a condominium unit. Front Range Village provides maintenance, management and security for the overall shopping complex, and a condo association maintains the building structure. The District covers all operating expenses of the library and interior maintenance. Both public and staff areas within the building have been updated, refreshed and re-arranged for efficiency and ease of use in 2010, 2015, 2019, 2021, and upcoming in 2022 to include new carpet installation and a refresh of the teen areas.

The total 2022 Council Tree Library budget is listed on the following page.

Council Tree Library	2021 Budget	2022 Budget	% Incr (Decr) vs 2021 Budget	\$ Incr (Decr) vs 2021 Budget
Personnel	\$ 963,985	\$ 977,029	1%	\$ 13,044
Contractual	192,000	194,000	1%	\$ 2,000
Commodities (incl. Capital Outlay)	23,050	23,050	0%	\$ -
Total Expenditures	\$ 1,179,035	\$ 1,194,079	1%	\$ 15,044
Transfer to Capital Projects Fund	-	-	#DIV/0!	\$ -
Total Expenditures & Transfers	\$ 1,179,035	\$ 1,194,079	1%	\$ 15,044

Programming Expenditures

The District typically facilitates a large number of diverse programs for all ages throughout the year. In 2021, many programs were either cancelled or only offered virtually as we navigated evolving health and safety guidance. The District offered 692 in-person programs with 16,442 attendees. In addition, we were able to host 436 virtual programs with 2,246 attendees.

All programming-related expenditures, including staff time, are allocated to individual Business Units instead of using one centralized Programming Business Unit. This structure allows staff to exercise greater control and autonomy over programming planning and spending while providing better accountability to our stakeholders.

Programs are funded from three major sources: Business and individual sponsors, Poudre River Friends of the Library, and the District’s General Fund. For 2022, we anticipate receiving \$7,000 in sponsor funding (primarily for Fort Collins BookFest) and \$20,000 from Poudre River Friends of the Library. The District plans to spend \$116,300 on supplies, artists, and speakers paid from the General Fund. The 2022 budget is based on the assumption that we will return to normal, pre-COVID-19 levels of spending and program offerings.

The total 2022 Programming budget is listed on the following pages.

Poudre River Public Library District | 2022 Comprehensive Annual Budget

Program Info		2022 Supplies			
Program Name	Dept	Sponsor Funding	FOL Funding	PRPLD Funding	Total Budget \$
SRC Children Prize Books	Collection			15,000.00	15,000.00
SRC Adult Prize Drawings (reallocated from Old Town)	Communication		0.00	600.00	600.00
Literary Arts Month	Communication	7,000.00	0.00	3,500.00	10,500.00
Programming Flex Budget	Communication			750.00	750.00
Children's Cultural Programming	Communication			1,000.00	1,000.00
SRC Author Visit	Communication		2,800.00	2,200.00	5,000.00
SRC Children's Prize Drawings (reallocated from Harmony)	Communication		0.00	1,000.00	1,000.00
SRC Marketing & Print Materials	Communication		6,500.00	4,500.00	11,000.00
SRC Teen Prize Drawings (reallocated from Old Town)	Communication		0.00	800.00	800.00
Community Outreach Adult Programs	Community Out			3,000.00	3,000.00
Community Outreach Book Clubs	Community Out			2,000.00	2,000.00
Community Outreach Older Adult Programs	Community Out			4,000.00	4,000.00
Homebound and Older Adults (rename Homebound Services & Programs)	Community Out			1,000.00	1,000.00
Community Engagement Programs (rename Community Outreach Engagement Programs)	Community Out			5,000.00	5,000.00
Outreach Cultural Events (rename Latinx Cultural Events)	Community Out			4,000.00	4,000.00
Community Outreach Flex Programs	Community Out			2,000.00	2,000.00
Día de Muertos Programs	Community Out			5,000.00	5,000.00
Makerspace Supplies and Programming	Community Out			2,500.00	2,500.00
SRC Community Outreach	Community Out		4,000.00		4,000.00
Community Outreach Storytimes	Community Out			4,000.00	4,000.00
Día de Los Niños Celebration	Community Out			3,000.00	3,000.00
World Language Storytimes	Community Out		0.00	700.00	700.00
Community Outreach Teen Programs	Community Out			2,500.00	2,500.00
IMAGINANTES Program	Community Out			5,000.00	5,000.00
Cook Meet Share	Council Tree		0.00	200.00	200.00
CT Adult Flex Program	Council Tree			500.00	500.00
CTL Great Decisions	Council Tree		0.00	200.00	200.00
CT Children Flex Program	Council Tree			1,000.00	1,000.00
CT Children STREAM Activities	Council Tree			500.00	500.00
CT Discovery Zone	Council Tree			500.00	500.00
CT School's Out Programming	Council Tree			500.00	500.00
CT Spring Break Programming	Council Tree			500.00	500.00
CT Winter Break Programming	Council Tree			500.00	500.00
One Book Colorado (rename State Library Children's Programming)	Council Tree			500.00	500.00
Liaisons CTL	Council Tree			100.00	100.00
Books Build Boys	Council Tree			500.00	500.00
SRC Family Nights	Council Tree			600.00	600.00
SRC CT Kid Zone	Council Tree			500.00	500.00
SRC Junior Volunteers	Council Tree		400.00		400.00
SRC Teen Programming	Council Tree		2,500.00		2,500.00
CT Teen Passive Programming	Council Tree			100.00	100.00
Role Playing Games	Council Tree			1,000.00	1,000.00
STEM for Tweens/Teens	Council Tree			700.00	700.00
Teen STEM Club	Council Tree			150.00	150.00
Tween Weekly Programming	Council Tree			1,000.00	1,000.00
Tweens/Teens Flex Program	Council Tree			2,000.00	2,000.00
It's a Girl Thing	Council Tree			350.00	350.00

Poudre River Public Library District | 2022 Comprehensive Annual Budget

2022 Program Info		2022 Supplies			
Program Name	Dept	Sponsor Funding	FOL Funding	PRPLD Funding	Total Budget \$
History Comes Alive	Harmony	0.00		600.00	600.00
Business & Nonprofit Flex Prog	Harmony			1,700.00	1,700.00
Children's Art Programming	Harmony			500.00	500.00
HL Children Flex Program	Harmony			600.00	600.00
HL Children STREAM Activities	Harmony			250.00	250.00
HL Spring Break Programming	Harmony			500.00	500.00
HL Winter Break Programming	Harmony			500.00	500.00
HL School's Out Programming	Harmony			400.00	400.00
Peek-a-Boo Time	Harmony			600.00	600.00
Storytimes	Harmony			1,500.00	1,500.00
SRC Decorations	Harmony	400.00			400.00
SRC HL Kid Zone (Change to SRC HL Schoolage Programs)	Harmony	400.00			400.00
SRC School Visits	Harmony	200.00			200.00
SRC Teen Prize Books	Harmony	2,000.00			2,000.00
Adulting Programs	Harmony			1,000.00	1,000.00
Babysitting Classes	Harmony			250.00	250.00
HL Teen Passive Programming	Harmony			100.00	100.00
Teen Council Meetings	Harmony			500.00	500.00
Teen Council Programs	Harmony			1,500.00	1,500.00
Teen Literature Conference	Harmony			1,500.00	1,500.00
Teen Writers Group	Harmony			500.00	500.00
Computer Help and Classes - Public	Old Town			575.00	575.00
Media Mentors (INTERNAL TRAINING)	Old Town				
Kevin Cook	Old Town	0.00		1,200.00	1,200.00
OTL Adult Flex Program	Old Town			2,000.00	2,000.00
OTL Book Club Books	Old Town			1,000.00	1,000.00
OTL Great Decisions	Old Town			800.00	800.00
OTL Intergenerational Program	Old Town			500.00	500.00
OTL LEGO Build Club	Old Town			300.00	300.00
Rocky Mountain Raptors Program	Old Town			450.00	450.00
OTL Children STREAM Activities	Old Town			375.00	375.00
OTL Children's Flex Program	Old Town			1,000.00	1,000.00
OTL School's Out Programming	Old Town			500.00	500.00
OTL Spring Break Programming	Old Town			500.00	500.00
OTL Summer Learning Series	Old Town			500.00	500.00
OTL Winter Break Programming	Old Town			500.00	500.00
SRC Adult Programming	Old Town	0.00		500.00	500.00
SRC Kickoff Event	Old Town			1,500.00	1,500.00
SRC Monday Outdoors	Old Town			3,000.00	3,000.00
SRC OTL Kid Zone	Old Town			500.00	500.00
SRC Tween Zone	Old Town	800.00			800.00
After Hours Programs for Teens	Old Town			750.00	750.00
Author Visits	Old Town			1,000.00	1,000.00
Off-site Teen Book Clubs	Old Town	0.00		1,000.00	1,000.00
OTL Teen Passive Programming	Old Town			100.00	100.00
Teen GSA Group (was Retro Gaming)	Old Town			300.00	300.00
Total		7,000.00	20,000.00	116,300.00	143,300.00

Capital Projects Fund

The Capital Projects Fund is used to account for financial resources that are designated for the acquisition or construction of major capital facilities and equipment.

Capital Projects Fund Revenue

Capital Projects Fund revenue consists of transfers from the General Fund, investment earnings, and donations. Before 2015, the District had a budget policy to transfer 3-5% of annual General Fund revenue to the Capital Projects Fund to accumulate funds for major repair of District facilities and equipment and to purchase of new or expanded facilities. In 2015, the policy was revised to transfer \$250,000 per year to primarily fund the District’s Capital Replacement Plan. In 2018 and 2019, an additional transfer of \$1,000,000 from the General Fund was approved to add to a reserve for future facility expansion that was established in 2017. In 2021 and 2022, total transfers of \$2,000,000 were approved. These transfers were funded from the accumulation of unassigned fund balance in the General Fund.

Donations restricted to facility improvements, if any, are recorded in the Capital Projects Fund. As of December 2020, the District does not have any donor-restricted donations in this Fund. In 2015, the District received a generous bequest from the Paul Gwyn estate and decided to commit its use to capital improvements, so it is part of the Fund’s Committed Fund Balance. The bequest has been used to purchase an automated material handler for Council Tree Library, security cameras at Old Town Library, window blinds at Council Tree Library and children’s book bins at Council Tree Library. As of December 31, 2021, the remaining bequest balance of \$98,176.

The total 2022 revenue budget for the Capital Projects Fund is listed below.

Revenue Type	2020 Actual	2021 Budget	2022 Budget
Investment Earnings	\$ 105,934	\$ -	\$ -
Miscellaneous	21,589	-	-
General Fund Transfer - Facilities	1,825,000	1,000,000	1,000,000
Total Revenue	\$ 1,952,523	\$ 1,000,000	\$ 1,000,000

Capital Projects Fund Expenditures

Activity in the Capital Projects Fund varies depending on the projects that need funded. Prior projects have included new and expanded facilities as well as equipment replacement. For 2021, projects included Old Town Library roof evaluation and planning, furniture purchases and design work for the Old Town Library renovation project.

For 2022, the District has budgeted \$1,001,500 in expenditures as shown below.

Expenditure	2022 Budget
Library Park irrigation replacement	\$ 360,000
Laptop kiosk	35,500
Refresh learning lab/kiosk laptops	14,000
AMH PC replacements	14,000
OTL cooling unit in Circulation Room	23,000
OTL/Webster switch replacement (data and phones)	50,000
Replace Innovative servers	45,000
Replace public PCs	16,000
Replace N. College King Soopers Drop Box	9,000
WHAC refurbish front steps	10,000
Harmony carpet replacement	150,000
Council Tree teen area refresh	25,000
Council Tree express check-out units	18,000
Council Tree carpet replacemnt	82,000
Community Services van	150,000
Total Cost:	\$ 1,001,500

Supplementary Information

Fund Balances

The Fund Balances in the General Fund and Capital Projects Fund are the differences between the Funds' assets and liabilities. In the early years of the District, operating costs were less than current levels due to fewer employees, programs, and facilities. As a result, the General Fund Fund Balance accumulated to its present level from unspent revenue in 2007 and 2008 and has remained relatively even since then. The Fund Balances are segregated into restricted and committed categories based on external requirements and internal policy decisions.

The table below outlines actual and projected fund balances.

Fund Balances	2020 Actual	2021 Budget	2022 Budget
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
General Fund Total Fund Balance	4,221,451	4,587,779	4,713,899
Capital Projects Fund Restricted	\$ -	\$ -	\$ -
Capital Projects Fund Committed	6,956,742	5,877,033	5,897,533
Capital Projects Fund Unassigned	-	-	-
Capital Projects Fund Total Fund Balance	6,956,742	5,877,033	5,897,533
Library District Total	11,178,193	10,464,812	10,611,432

The General Fund restricted balance for emergencies is a state constitution requirement that 3% or more of fiscal year spending be reserved for declared emergencies. Emergencies exclude economic conditions, revenue shortfalls, and salary or benefit increases. If used, the reserve balance must be replaced in the next fiscal year.

The General Fund committed balance for working capital is a Board of Trustees budget policy that 20% of the subsequent year's budgeted revenue be held to meet District cash flow needs. Property taxes are due to the Larimer County Treasurer in two equal installments or in total at the end of April, and the Treasurer remits taxes collected the following month. This reserve ensures that adequate funds are available during periods of negative cash flow. This policy is also similar to the Government Finance Officers Association's best practice to maintain a minimum unrestricted fund balance of two months' operating expenditures.

The entire fund balance of the Capital Projects Fund is internally committed by the Board of Trustees to be used for capital replacement and facility needs.

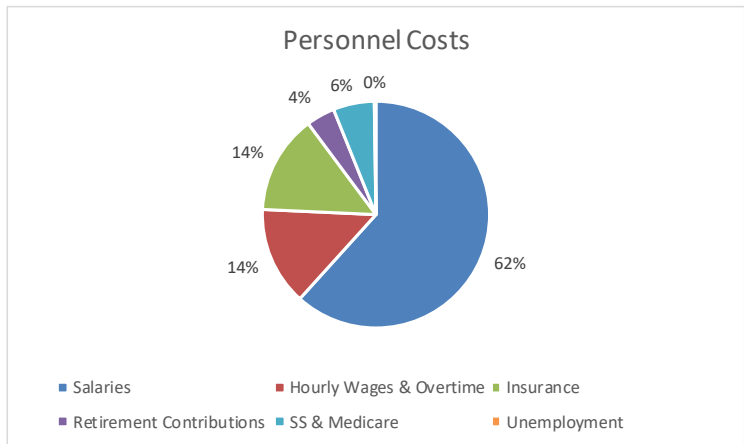
Staffing

The following table illustrates the breakdown of staffing at each location, per Business Unit.


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

The information below provides a breakdown of total budgeted personnel costs for 2022.

Personnel Costs	
Salaries	3,986,366
Hourly Wages & Overtime	907,228
Insurance	911,730
Retirement Contributions	263,345
SS & Medicare	378,312
Unemployment	15,000
Total Personnel Costs	6,461,981



Circulation Statistics



**CONNECT
TO CURIOSITY**

December 2021

January - December 2021

Total **Overall** Circulation
2,353,711

24% increase from the same
time period in 2020

19% decrease from the same
time period in 2019

Physical Circulation
1,647,666

Digital (eMedia) Circulation
706,045



MEMBER ENGAGEMENT (CARDHOLDERS)



New in December 2021
1,075

Current
137,561

Monthly Average
Current Members
2020/2021
136,955/134,466

ITEM COUNT

December 2021

Physical items

New: 2,796

Removed: 2,181

Current: 320,048

Digital items

Current: 1,190,193

eAudiobooks: 152,096

eBooks: 670,843

eMusic: 291,992

eVideo: 75,151

eMagazines: 111

DATABASE USAGE



In December 2021
32,316

Year to Date
2020/2021
300,035/309,956

COMPUTER USAGE



WiFi use in
December 2021
4,795

WiFi Year to Date use
2020/2021
42,716/49,706

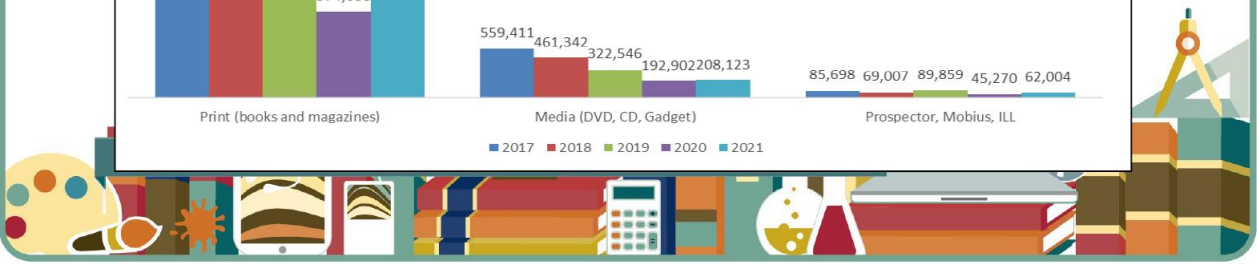
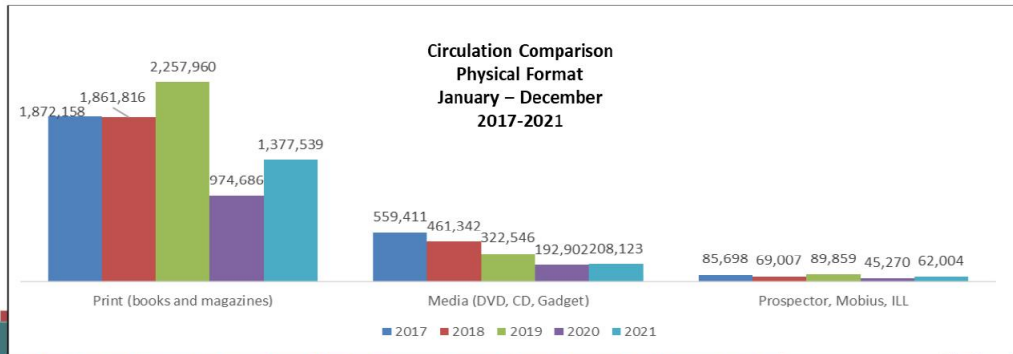
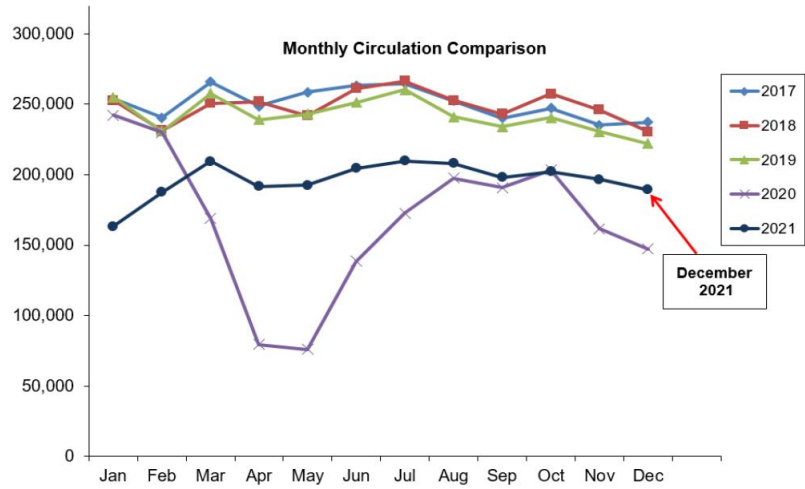
Library computer users in
December 2021
3,606

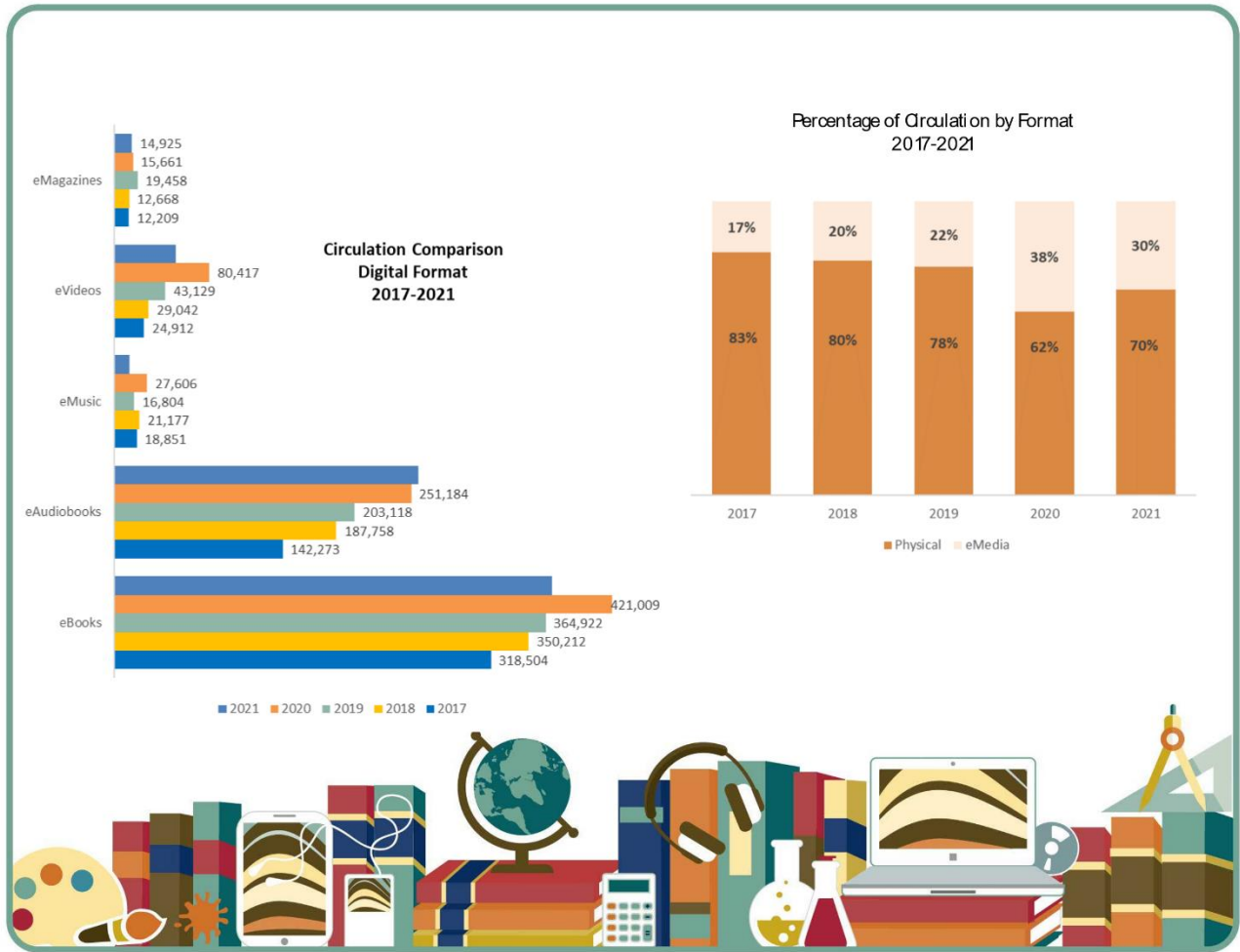
Library computer
Year to Date use
2020/2021
32,054/33,151

HOLDS PLACED

In December 2021
28,298

Year to Date
2020/2021
45,148/24,423





Budget Policy and Statutory Calendar

The District shall adopt an annual budget in accordance with part 1 of article 1 of title 29, C.R.S. This budget will be for the ensuing calendar year and will be adopted on a basis consistent with Generally Accepted Accounting Principles.

The Executive Director is specifically authorized to make budget transfers between operating accounts within a fund. Any transfer of budgeted funds to or from a specifically-approved capital project, and any change in the total budget for each fund require approval of the Board of Trustees.

A Capital Reserve is established and will be funded annually by a transfer from the General Fund of at least \$250,000. The intent of this reserve is to fund the Capital Replacement Plan and provide funds for future facility needs. This reserve will be maintained separately from the District’s General Fund in a Capital Projects Fund.

A Working Capital Operating Reserve is established equal to 20% of budgeted revenue. This reserve will be maintained in the General Fund to provide for the cash flows needs of the District.

All unexpended annual appropriations for operating and capital replacement funds lapse at year-end. Appropriations for capital projects continue until completion of the specific project.

Approved May 2008

Revised and approved November 11, 2013, November 10, 2014

DEADLINE	ACTION REQUIRED	AUTHORITY
Jan. 1	Start of the fiscal year	§29-1-102(9), C.R.S.
Not specified	Board appoints or designates a person (“Budget Officer”) to prepare and submit the budget to the Board	§29-1-104, C.R.S.
Aug. 25	County Assessor will certify to all taxing entities and the Division of Local Government the total valuation for assessment of all taxable property located within the territorial limits of the county’s political subdivisions	§39-5-128(1), C.R.S.
Oct. 14	Budget Officer submits proposed budget to the Board	§29-1-105, C.R.S.
Receipt of budget	Board sets date for public hearing of proposed budget (hearing must be held and proposed budget adopted prior to Dec. 15 in order to certify the mill levy)	§29-1-106(1), C.R.S.
After hearing set	Publish notice of public hearing one time only in newspaper having general circulation in the boundaries of the District (if proposed budget is more than \$50,000)	§29-1-106(3)(a), C.R.S.
	Any district whose proposed budget is \$50,000 or less shall post copies of notice of public hearing in three public places within its boundaries in lieu of publication	§29-1-106(3)(b), C.R.S.

DEADLINE	ACTION REQUIRED	AUTHORITY
After hearing set	If the governing body has submitted or intends to submit a request for increased property tax revenues to the Division of Local Government, the amount of increased property taxes shall be included in the notice of public hearing which is published or posted	§29-1-106(2), C.R.S.
Nov. 1	Deadline to file a request for excess mill levy with the Division of Local Government, if the budget requires a general purpose levy in excess of the 5.5% limitation	§29-1-302(1), C.R.S.
	OR Board may call a special election in lieu of submitting a request to the DOLG	§29-1-302(2)(a), C.R.S. §29-1-302(2)(b), C.R.S.
Nov. 5	Special election for increased mill levy may be held if all requirements for an election have been satisfied	§32-1-103(21), C.R.S.
Dec. 10	Assessor shall send single notice of changes in assessed valuation to Board; if changes in assessed valuation have occurred and a mill levy has been adopted, the Board may schedule a meeting to make adjustments to the levy	§39-1-111(5), C.R.S.
Dec. 15	Public hearing to review and adopt budget. Board must enact a resolution adopting the budget and appropriating funds for the budget year prior to certification of mill levy	§29-1-108(1), C.R.S. §29-1-108(2), C.R.S.
Dec. 15	Budget Officer shall certify mill levy to the Board of County Commissioners	§39-5-128(1), C.R.S.
Dec. 31	Districts not levying a property tax must adopt budget and enact resolution to appropriate funds for next fiscal year	§29-1-108(4), C.R.S.
Jan. 31	Budget Officer shall file a “certified copy” of the budget, including budget message, with the Division of Local Government. Budget Officer shall keep copies of budget and resolutions authorizing expenditures or fund transfers	§29-1-113(1), C.R.S.

Resolution and Budget Document

**POUDRE RIVER PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS**

STATE OF COLORADO
COUNTY OF LARIMER

The Board of Trustees of the Poudre River Public Library District, Larimer County, Colorado held a regular meeting using Zoom video conference services on Monday, November 8, 2021, at the hour of 4:00 p.m.

The following members of the Board of Trustees were present:

President: Fred Colby
Vice President: Matt Schild
Secretary/Treasurer: Corey Radman
Trustee: Amanda Quijano
Trustee: Hong (Catherine) Xiang
Trustee: Becki Schulz
Trustee: Joe Wise

Also present: Elizabeth Dauer, Seter & Vander Wall, P.C.; David Slivken, Library Director; Ken Draves, Library Deputy Director; Amy Lyons, District Finance Officer.

Counsel reported, that prior to the meeting, the Trustees were notified of the date, time and place of the meeting and the purpose for which it was called. She further reported that this meeting is a regular meeting of the Board of Trustees of the District and that a Notice of Meeting has been posted and to the best of her knowledge, remains posted to the date of this meeting. A copy of the Notice of Regular Meeting and a copy of the published Notice as to Amended 2021 and Proposed 2022 Budgets are incorporated into these proceedings.

{00560552}

NOTICE OF REGULAR MEETING
AND
NOTICE AS TO AMENDED 2021 AND PROPOSED 2022 BUDGETS

{00560552}

**NOTICE OF PUBLIC HEARING AS TO
AMENDED 2021 AND PROPOSED 2022 BUDGETS**

NOTICE IS HEREBY GIVEN that a proposed 2022 budget and, if necessary, an amended 2021 budget have been submitted to the **POUDRE RIVER PUBLIC LIBRARY DISTRICT** for the fiscal year 2022. Copies of such proposed 2022 budget and, if necessary, amended 2021 budget have been filed in the Old Town Library, Community Room, 201 Peterson Street, Fort Collins, Colorado, where same is open for public inspection. Such proposed 2022 budget and, if necessary, amended 2021 budget will be considered at the next meeting of the Poudre River Public Library District to be held at 4:00 P.M. on Monday, November 8, 2021. Any interested elector within the Poudre River Public Library District may inspect the proposed 2022 budget and, if necessary, the amended 2021 budget and file or register any objections at any time prior to the final adoption of the proposed 2022 budget and, if necessary, the amended 2021 budget.

To reduce the spread of COVID-19, the Board of Trustees encourages the Public and others to join the meeting via Zoom. To access meeting, visit
<https://us02web.zoom.us/j/89743990647?pwd=b1FUcmhVamMrMDFTZy9kWU42dXR3Zz09>

BY ORDER OF THE BOARD OF TRUSTEES:
POUDRE RIVER PUBLIC LIBRARY DISTRICT

By: /s/ SETER & VANDER WALL, P.C.
Attorneys for the District

Publish in: *The Fort Collins Coloradoan*
Publish on: Friday, October 29, 2021

{00560552}

Trustee Schulz introduced and moved the adoption of the following Resolution:

**Poudre River Public Library District
Board of Trustees Resolution 2021-_____**

RESOLUTION

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET, LEVYING PROPERTY TAXES TO HELP DEFRAY THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE POUFRE RIVER PUBLIC LIBRARY DISTRICT, LARIMER COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2022, AND ENDING ON THE LAST DAY OF DECEMBER, 2022.

WHEREAS, the Board of Trustees of the Poudre River Public Library District has authorized its budget officer to prepare and submit a proposed budget at the proper time; and

WHEREAS, the proposed budget has been submitted to the Board of Trustees of the District for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with law, the proposed budget was open for inspection by the public at a designated place, a public hearing was held on Monday, November 8, 2021 and interested electors were given the opportunity to file or register any objections to the proposed budget; and

WHEREAS, the budget being adopted by the Board has been prepared based on the best information available at this time to the Board regarding the effects of Article X, Section 20 of the Colorado Constitution; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

{00560552}

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE POUDBRE RIVER PUBLIC LIBRARY DISTRICT OF LARIMER COUNTY, COLORADO:

Section 1. Summary of 2022 Revenues and 2022 Expenditures. The estimated revenues and expenditures for each fund for fiscal year 2022, as more specifically set forth in the budget attached hereto are accepted and approved.

Section 2. Adoption of Budget. The budget as submitted, amended and attached hereto and incorporated herein is approved and adopted as the budget of the Poudre River Public Library District for fiscal year 2022.

Section 3. Levy of General Property Taxes. The foregoing budget indicates that the amount of money necessary to balance the budget for the General Fund for operating expenses from property tax revenue is **\$12,030,353**. For the purposes of meeting all general operating expenses of the District during the 2022 budget year, the voters have approved a tax levy of **3.000** mills upon each dollar of the total valuation for assessment within the District for the year 2021.

Section 4. Certification to County Commissioners. The Secretary of the District, or its designee, is hereby authorized and directed to certify to the County Commissioners of Larimer County the mill levy for the District hereinabove determined and set forth on the Certification of Tax Levies for Non-School Governments attached hereto.

Section 5. Appropriations. The amounts set forth as expenditures and balances remaining, as specifically allocated in the budget are hereby appropriated from the revenue to each fund for the purposes stated and no other.

Section 6. Budget Certification. The budget shall be certified by the Secretary of the District, and made a part of the public records of the Poudre River Public Library District.

The foregoing Resolution was seconded by Trustee Schild.

RESOLUTION APPROVED AND ADOPTED THIS 8TH DAY OF NOVEMBER, 2021.

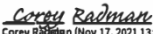
{00560552}

Poudre River Public Library District
2022 Budget Resolution
Signature Page

POUDRE RIVER PUBLIC LIBRARY DISTRICT

By: 
Fred Colby (Nov 17, 2021 11:47 MST)
President

ATTEST:

By: 
Corey Radman (Nov 17, 2021 11:14 MST)
Secretary

{00560552}

STATE OF COLORADO
COUNTY OF LARIMER
POUDRE RIVER PUBLIC LIBRARY DISTRICT

I, Corey Radman, hereby certify that I am a Trustee and the duly elected and qualified Secretary of the Poudre River Public Library District, and that the foregoing constitute a true and correct copy of the record of proceedings of the Board of Trustees of said District, adopted at a meeting of the Board of Trustees of the Poudre River Public Library District held on November 8, 2021, at Larimer County, Colorado, as recorded in the official record of the proceedings of the District, insofar as said proceedings relate to the budget hearing for fiscal year 2022; that said proceedings were duly had and taken; that the meeting was duly held; and that the persons were present at the meeting as therein shown.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of the District this 8th day of November, 2021.


Corey Radman (Nov 17, 2021 13:14 MST)

Secretary

{00560552}

EXHIBIT A
BUDGET DOCUMENT
AND
BUDGET MESSAGE

{00560552}

Capital Asset Requests - Proposed Projects	
Expenditure	2022 Budget
Library Park irrigation replacement	\$ 360,000
Laptop kiosk	35,500
Refresh learning lab/kiosk laptops	14,000
AMH PC replacements	14,000
OTL cooling unit in Circulation Room	23,000
OTL/Webster switch replacement (data and phones)	50,000
Replace Innovative servers	45,000
Replace public PCs	16,000
Replace N. College King Soopers Drop Box	9,000
WHAC refurbish front steps	10,000
Harmony carpet replacement	150,000
Council Tree teen area refresh	25,000
Council Tree express check-out units	18,000
Council Tree carpet replacemnt	82,000
Community Services van	150,000
Total Cost:	\$ 1,001,500