

2023 Budget Presentation

PRPLD Board of Trustees Meeting
October 10, 2022

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

- None; will update per October YTD actual prior to adoption at November board meeting

Expenditures

Personnel

- None, pending completion of compensation study; will be updated prior to adoption at November board meeting

Contractual

- Decreased maintenance contracts due to deferral of Automated Material Handling (AMH) and Radio Frequency Identification (RFID) RFP in 2023 for 2024 budget- \$59,999

Commodities

- None

Net Revenue over Expenditures increased from \$490,942 to 550,940

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%
Total Tax Revenue	11,654,707	11,614,709	11,564,709	12,755,353	10%
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%
Total Other Revenue	390,240	254,765	251,283	207,000	-19%
Total Revenue	\$ 12,044,947	\$ 11,869,474	\$ 11,815,992	\$ 12,962,353	9%

- Property tax decrease is due to impacts of SB21-293 on our assessed values
- 2023 is our next reassessment year (for 2024 budget year)
- Specific ownership taxes (SOT) – receipts are trending up following a downturn during the COVID pandemic

General Fund – Expenditures



Expenditures by Business Unit	2021 Actual	2022 Budget	2022 On Pace	2023 Budget	% Incr (Decr) vs 2022 Budget
Administration (excl. Transfers)	\$ 1,781,570	\$ 2,030,234	\$ 1,834,065	\$ 2,059,335	1%
IT & Facilities (Combined)	1,099,945	1,298,549	1,287,483	1,203,434	-7%
Community Outreach	248,270	503,758	436,055	576,449	14%
Communication	322,309	407,450	423,786	534,123	31%
Old Town Library	1,464,865	1,683,086	1,540,530	1,641,092	-2%
Collection Services	2,562,838	2,849,982	2,572,363	2,830,705	-1%
Harmony Library	1,042,182	1,125,496	1,043,412	1,168,091	4%
Council Tree Library	1,160,157	1,178,085	1,157,917	1,197,186	2%
Total Expenditures	\$ 9,682,135	\$ 11,076,640	\$ 10,295,611	\$ 11,210,415	1%
Transfer to Capital Projects Fund	2,000,000	1,000,000	1,850,000	500,000	-50%
Total Expenditures & Transfers	\$ 11,682,135	\$ 12,076,640	\$ 12,145,611	\$ 11,710,415	-3%

**These numbers are not final

General Fund – Expenditures



YOY Expenditures	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Administration (excl. Transfers)	1,946,123	1,869,478	1,974,835	\$ 1,822,038	\$ 1,710,171	\$ 1,781,570	\$ 2,030,234	\$ 2,059,335
IT & Facilities (Combined)	1,243,501	1,251,836	1,345,152	1,306,585	1,086,264	1,099,945	1,298,549	\$ 1,203,434
Community Outreach	323,357	323,501	363,206	352,853	394,328	248,270	503,758	\$ 576,449
Communication	-	-	65,000	85,650	236,303	322,309	407,450	\$ 534,123
Old Town Library	1,416,389	1,515,853	1,450,944	1,534,242	1,495,752	1,464,865	1,683,086	\$ 1,641,092
Collection Services	2,207,337	2,317,471	2,448,734	2,351,772	2,608,958	2,562,838	2,849,982	\$ 2,830,705
Programming	127,442	150,172	169,000	168,178	-	-	-	\$ -
Harmony Library	1,058,250	1,072,805	1,159,834	1,142,468	1,118,252	1,042,182	1,125,496	\$ 1,168,091
Council Tree Library	977,526	987,245	1,079,235	1,138,824	1,070,518	1,160,157	1,178,085	\$ 1,197,186
Total Expenditures	9,299,925	9,488,361	10,055,940	9,902,610	9,720,546	9,682,136	11,076,640	11,210,415
YOY Percentage Increase		2%	6%	-2%	-2%	0%	14%	1%

General Fund – Expenditures

Summary of Personnel Changes



Personnel-Related Expenditure	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget
Salaries & wages	\$ 5,043,530	\$ 4,688,136	\$ 5,179,791	\$ 4,556,025	\$ 4,886,110	\$ 4,406,973	\$ 4,893,594	\$ 4,962,016
Benefits & taxes	1,688,690	1,538,489	1,671,640	1,446,082	1,529,805	1,323,798	1,568,387	1,632,311
Total Expenditures	\$ 6,732,220	\$ 6,226,625	\$ 6,851,431	\$ 6,002,107	\$ 6,415,915	\$ 5,730,771	\$ 6,461,981	\$ 6,594,327
YOY Budget % Change			2%		3%	-16%	13%	2.0%
% of Total Expenditures (excl. Transfers)	65%	62%	65%	62%	66%	59%	58%	59%

Highlights

No annual increases have been included pending completion of our compensation study; end of intro and other promotions are included

6% increase for health insurance

Includes paid time off and paid sick time for hourly employees

Compensation Study Updates – from Sabrina

- Not a blanket approach
 - Each position will be evaluated relative to market
 - Overall pay plan will be evaluated relative to market
- Results expected by end of October, including cost to implement recommendations to ensure our pay plan is relevant and competitive in the current market

Other positions – TBD

- Security Staff – to be advertised for in-house positions vs. contract (2023 budget)
- Public Services Director – being evaluated by Library Leadership

General Fund – Expenditures

Summary of Personnel Changes



Business Unit	2023 Budget	2022 Budget	Variance	% Variance	Notes
Admin Total	794,137	727,214	66,923	9.2%	
Hourly	51,209	51,527			Answer Center sub hours
Overtime	0	0			
Salary	742,928	675,687			.5 FTE for Deputy Director from Harmony, .75 FTE HR
Collection Services Total	562,238	558,281	3,957	0.7%	
Hourly	35,952	35,075			
Overtime	0	0			
Salary	526,286	523,206			End of introductory period increases for new employees
IT & Facilities Total	448,980	520,015	(71,035)	-13.7%	
Hourly	0	0			
Overtime	0	0			
Salary	448,980	520,015			Systems Administrator position (1.0 FTE) funds reallocated
Communication Total	271,582	229,848	41,734	18.2%	
Hourly	4,420	1,976			
Overtime	0	0			
Salary	267,162	227,872			.5 FTE Development position (moved from Admin budget)
Community Outreach Total	372,167	328,717	43,450	13.2%	
Hourly	49,301	48,673			
Overtime	0	0			
Salary	322,866	280,044			Transfer Mentoring from OTL
Council Tree Library Total	722,681	717,522	5,159	0.7%	
Hourly	209,364	208,662			
Overtime	0	0			
Salary	513,317	508,860			
Harmony Library Total	832,648	802,258	30,390	3.8%	
Hourly	234,499	233,332			
Overtime	0	0			
Salary	598,149	568,926			.5 FTE Manager allocation increase
Old Town Library Total	957,583	1,009,738	(52,155)	-5.2%	
Hourly	295,827	327,982			Reduced staffing and/or position savings
Overtime	0	0			
Salary	661,756	681,756			Position savings; transfer Mentoring to Community Outreach
	4,962,016	4,893,593	68,423	1.4%	

	2023 Budget	2022 Budget	Variance	% Variance
Total Hourly	880,572	907,227	(26,655)	-2.9%
Total Overtime	0	0	0	0.0%
Total Salary	4,081,444	3,986,366	95,078	2.4%
	4,962,016	4,893,593	68,423	1.4%

General Fund – Expenditures

Summary of FTE Changes



Business Unit	Council Tree	Harmony	Midtown	Old Town	Webster House	Grand Total
Administration						
Hourly					1.0	
Salary					9.0	10.0
Combined						
Hourly					.	
Salary					6.0	6.0
Community Services						
Hourly					1.2	
Salary			1.3		4.5	6.9
Communication						
Hourly						
Salary					5.0	5.0
Old Town Library						
Hourly				8.1		
Salary				10.3		18.4
Collection Services						
Hourly			0.4			
Salary			9.6			10.0
Harmony Library						
Hourly		7.1				
Salary		9.7				16.8
Council Tree Library						
Hourly	6.4					
Salary	9.0					15.4
2023 Grand Total	15.4	16.8	11.2	18.4	26.6	88.4
2022 Grand Total	15.4	16.8	11.2	19.2	25.4	88.0

General Fund Expenditures – Administration

Administration	2022 Budget	2023 Budget	% Incr (Decr) vs 2022 Budget	\$ Incr (Decr) vs 2022 Budget
Personnel	\$ 961,284	\$ 1,046,385	9%	\$ 85,101
Contractual	1,058,950	999,950	-6%	\$ (59,000)
Commodities (incl. Capital Outlay)	10,000	13,000	30%	\$ 3,000
Total Expenditures	\$ 2,030,234	\$ 2,059,335	1%	\$ 29,101
Transfer to Capital Projects Fund	1,000,000	500,000	-50%	\$ (500,000)
Total Expenditures & Transfers	\$ 3,030,234	\$ 2,559,335	-16%	\$ (470,899)

Personnel Highlights

Net increase primarily related to reallocating .5FTE for Deputy Director from Harmony
.75 FTE increase to HR staffing related to orientation, training, and recruiting

Contractual Highlights

Subtracted \$50K from Consulting Services for Development Officer - moved to Communications budget
Subtracted \$20K to contract payments (GVT) for LC Treasurer fees due to increased property tax receipts
Added \$3500 to Natural Gas and \$3,500 for Conference and Travel
Increased liability and property insurance by 10% for estimated inflation (total \$2,500)

Commodities Highlights

Added \$3K to Supplies for Board/Staff/Volunteer events

General Fund Expenditures – IT & Facilities (Combined)

IT & Facilities (Combined)	2022 Budget	2023 Budget	% Incr (Decr) vs 2022 Budget	\$ Incr (Decr) vs 2022 Budget
Personnel	\$ 676,875	\$ 592,644	-12%	\$ (84,231)
Contractual	508,674	497,790	-2%	\$ (10,884)
Commodities (incl. Capital Outlay)	113,000	113,000	0%	\$ -
Total Expenditures	\$ 1,298,549	\$ 1,203,434	-7%	\$ (95,115)

Personnel Highlights

Subtracted \$84K for Systems Administrator position - funds reallocated

Contractual Highlights

Added \$40K to Software & Maint Support for contracts with various vendors (Innovative and AWS primary)

Added \$20K for professional services/contract support

Added \$2,500 to Collection Services related to contract with Unique Management

Subtracted \$75K for Postage & Freight Service - moved Courier to Collections budget

Commodities Highlights

None

General Fund Expenditures – Community Outreach

Community Outreach	2022 Budget	2023 Budget	% Incr (Decr) vs 2022 Budget	\$ Incr (Decr) vs 2022 Budget
Personnel	\$ 424,598	\$ 474,449	12%	\$ 49,851
Contractual	28,460	35,000	23%	\$ 6,540
Commodities (incl. Capital Outlay)	50,700	67,000	32%	\$ 16,300
Total Expenditures	\$ 503,758	\$ 576,449	14%	\$ 72,691
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 503,758	\$ 576,449	14%	\$ 72,691

Personnel Highlights

Anticipate fully-staffed programs, in addition to transfer of Mentoring from OTL

Contractual Highlights

Added \$1K for Vehicle Repair Services for Community Outreach "Evie"

Added \$2K for Dues and Subscriptions for scheduling programs

Commodities Highlights

Added \$14,300 for increased programming, including Mentoring Services and Noches en Familia

Added \$2K for supplies/branding items

General Fund Expenditures – Communication

Communication	2022 Budget	2023 Budget	% Incr (Decr) vs 2022 Budget	\$ Incr (Decr) vs 2022 Budget
Personnel	\$ 292,375	\$ 356,469	22%	\$ 64,094
Contractual	82,100	142,030	73%	\$ 59,930
Commodities (incl. Capital Outlay)	32,975	35,625	8%	\$ 2,650
Total Expenditures	\$ 407,450	\$ 534,124	31%	\$ 126,674
Transfer to Capital Projects Fund	-	-	0%	-
Total Expenditures & Transfers	\$ 407,450	\$ 534,124	31%	\$ 126,674

Personnel Highlights

Added .5 FTE for Development position (transfer from Admin), plus health insurance for existing staff

Contractual Highlights

Added \$60K to Other Prof & Tech Services for Rebranding project (\$50K), Van graphics design, etc.

Commodities Highlights

Increased supplies for programming transferred to Communications (SRC Kick-off)

General Fund Expenditures – Old Town Library



Old Town Library	2022 Budget	2023 Budget	% Incr (Decr) vs 2022 Budget	\$ Incr (Decr) vs 2022 Budget
Personnel	\$ 1,320,586	\$ 1,271,592	-4%	\$ (48,994)
Contractual	322,850	329,350	2%	\$ 6,500
Commodities (incl. Capital Outlay)	39,650	40,150	1%	\$ 500
Total Expenditures	\$ 1,683,086	\$ 1,641,092	-2%	\$ (41,994)
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 1,683,086	\$ 1,641,092	-2%	\$ (41,994)

Personnel Highlights

Reduced staffing and/or hours, in addition to position savings and Mentoring transfer to Comm Outreach

Contractual Highlights

Added \$6,500 to utilities, majority to natural gas

Commodities Highlights

No significant changes

General Fund Expenditures – Collection Services



Collection Services	2022 Budget	2023 Budget	% Incr (Decr) vs 2022 Budget	\$ Incr (Decr) vs 2022 Budget
Personnel	\$ 758,182	\$ 768,412	1%	\$ 10,230
Contractual	502,700	578,700	15%	\$ 76,000
Commodities (incl. Capital Outlay)	1,589,100	1,483,593	-7%	\$ (105,507)
Total Expenditures	\$ 2,849,982	\$ 2,830,705	-1%	\$ (19,277)
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 2,849,982	\$ 2,830,705	-1%	\$ (19,277)

Personnel Highlights

Insurance increases for existing staff, plus end of introductory period adjustments

Contractual Highlights

Added \$89K for Courier services - transfer from Combined budget, in addition to vendor increases

Online Database Subscriptions decreasing by \$9K

Decrease in Other Prof & Tech Services (\$4K)

Commodities Highlights

Net decreases related to Books & Periodicals, Non-Print Media, E-Media due to decreased revenues

General Fund Expenditures – Harmony Library



Harmony Library	2022 Budget	2023 Budget	% Incr (Decr) vs 2022 Budget	\$ Incr (Decr) vs 2022 Budget
Personnel	\$ 1,070,796	\$ 1,112,891	4%	\$ 42,095
Contractual	27,750	27,750	0%	\$ -
Commodities (incl. Capital Outlay)	26,950	27,450	2%	\$ 500
Total Expenditures	\$ 1,125,496	\$ 1,168,091	4%	\$ 42,595
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 1,125,496	\$ 1,168,091	4%	\$ 42,595

Personnel Highlights

Increased Manager position by 0.5 FTE, in addition to health insurance increases for existing staff

Contractual Highlights

None

Commodities Highlights

Increased supplies related to programming changes (General Adult Programs)

General Fund Expenditures – Council Tree Library



Council Tree Library	2022 Budget	2023 Budget	% Incr (Decr) vs 2022 Budget	\$ Incr (Decr) vs 2022 Budget
Personnel	\$ 957,285	\$ 971,486	1%	\$ 14,201
Contractual	197,000	199,000	1%	\$ 2,000
Commodities (incl. Capital Outlay)	23,800	26,700	12%	\$ 2,900
Total Expenditures	\$ 1,178,085	\$ 1,197,186	2%	\$ 19,101
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 1,178,085	\$ 1,197,186	2%	\$ 19,101

Personnel Highlights

6% health insurance and introductory period increases included

Contractual Highlights

Increased Natural Gas by \$2K

Commodities Highlights

Increased programming supplies for children's services and Friends and Family Night

Capital Projects Fund Proposed Projects



POUDRE RIVER
PUBLIC LIBRARY
DISTRICT

Expenditure	2023 Budget
WHAC improvements, upgrades and van enclosure	\$ 100,000
Book Drop - Timberline King Soopers	6,000
Book Drop - First National Bank	6,000
Book Drop - Overland Foods	6,000
CT - Recover Teen area seats	16,000
CT - Automated door opener for restrooms	11,067
CT - Interior painting	25,000
CT - Security cameras	10,000
Harmony - Restroom upgrades*	100,000
Total Cost	\$ 280,067

*estimate; working with FRCC

Fund Balances

Fund Balances	2021 Actual	2022 Budget	2023 Budget
General Fund Restricted - Emergencies	\$ 335,000	\$ 358,987	\$ 335,000
General Fund Restricted - Donations	-	-	-
General Fund Committed - Working Capital	2,598,000	2,408,989	2,450,000
General Fund Unassigned	1,634,263	1,945,922	1,782,263
General Fund Total Fund Balance	4,567,263	4,713,898	4,567,263
Capital Projects Fund Restricted	\$ -	\$ -	\$ -
Capital Projects Fund Committed	8,608,057	5,877,033	9,458,057
Capital Projects Fund Unassigned	-	-	-
Capital Projects Fund Total Fund Balance	8,608,057	5,877,033	9,458,057
Library District Total	13,175,320	10,590,931	14,025,320

Questions and Discussion