

2023 Budget Presentation

PRPLD Board of Trustees Meeting
November 14, 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 v2



Revenue

- None significant; increased State Library Grant by \$4,975 per award letter

Expenditures

Personnel – Increased \$546,588

- Increased salaries and benefits for transfer of Security Services from OTL to WHAC staff (2.0 FTE) - \$113,145
- Compensation study is pending; have set aside \$433,443*** for implementation of findings to be allocated across departments

Contractual – Decreased \$82,850

- Increased Audit Services for additional procedures specific to Pcards - \$10K
- Decreased Security Services (OTL) for transfer of positions to staff (WHAC) - \$102,850
- Increased IT Support for website update related to Rebranding Projects - \$20K
- Decreased Maintenance Contracts for Bibliotheca actual - \$10K

Commodities – Increased \$92K

- Increased Programming and Other Supplies - \$4K
- Increased Collections (books, periodicals, non-print media & e-media) - \$78K
- Increased Communications supplies for items related to Rebranding Project - \$10K

Net Revenue over Expenditures decreased from \$550,940 to \$433,443***

- This amount will be set aside in the Personnel budget to address implementation of Compensation Study

General Fund – Revenue

Revenue Type	2021 Actual	2022 Budget	2022 On Pace	2023 Budget	% Incr (Decr) vs 2022 Budget
Property Tax	\$ 10,887,726	\$ 12,030,353	\$ 11,520,808	\$ 11,290,355	-6%
Specific Ownership Tax	877,858	750,000	828,908	800,000	7%
Total Tax Revenue	11,765,584	12,780,353	12,349,716	12,090,355	-5%
Library Fines	35,786	-	50,000	-	0%
Intergovernmental Grants	84,562	46,000	110,466	54,975	20%
Copy Charges	480	-	-	-	0%
Investment/Interest Earnings	(25,645)	50,000	(400,000)	10,000	-80%
Donations	142,076	100,000	400,000	100,000	0%
Miscellaneous	25,105	11,000	15,000	11,000	0%
Total Other Revenue	262,363	207,000	175,466	175,975	-15%
Total Revenue	\$ 12,027,947	\$ 12,987,353	\$ 12,525,182	\$ 12,266,330	-6%

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

Property Tax Assessment Rate Changes SB21-293 and SB22-238



Property Tax Assessment Rate Changes pursuant to [SB22-238](#)

May 16, 2022

Type of Property		Assessment Rates – For property tax years 2022 (payable in 2023) Created under SB21-293	Assessment Rates – For property tax year 2023 (payable in 2024) Created under SB22-238	Assessment Rates – For property tax year 2024 (payable in 2025) Created under SB22-238	Assessment Rates – For property tax year 2025 (payable in 2026) & thereafter
Non-residential	Hotels, motels and B & Bs – 'lodging properties'	29%	27.9% (Exempt first \$30,000 of Actual Value)	29%	29%
	Renewable Energy Production	26.4%	26.4%	26.4%	29%
	Agricultural Property	26.4%	26.4%	26.4%	29%
	Commercial, Vacant, Industry	29%	27.9% <i>(For improved commercial only: exempt first \$30,000 of Actual Value)</i>	29%	29%
	Oil & Gas	87.5%	87.5%	87.5%	87.5%
Residential	Multi-family housing (i.e. apartments)	6.80%	6.765% (Exempt first \$15,000 of Actual Value)	6.8%	7.15%
	All other residential property	6.95%	6.765% (Exempt first \$15,000 of Actual Value)	TBD (set at a level to hit a total revenue reduction over the 2023 & 2024 property tax years of \$700 million)	7.15%

Backfill for Property Tax Year 2023 & 2024 (3 tiers):

1.) Local governments in counties with over 300,000 people will be made whole for 65% of their lost revenue.

9 counties: Adams, Arapahoe, Boulder, Denver, Douglas, El Paso, Jefferson, Larimer and Weld

*Fire, library, sanitation & water districts, health service districts & municipalities within these counties will receive a higher percentage backfill. Those with an assessed valuation of more than 10% will be made whole for 90% of their lost revenue. Those with an assessed valuation of less than 10% will be made whole for 100% of their lost revenue.

2.) Local governments in counties with a.) under 300,000 people and b.) an assessed valuation growth of over 10% will be made whole for 90% of their lost revenue.

10 counties: Chaffee, Eagle, Elbert, Grand, Gunnison, Lake, Montrose, Park, San Miguel and Summit

3.) Local governments in counties with a.) under 300,000 and b.) an assessed valuation growth of under 10% will be made whole for 100% of their lost revenue.

Remaining 45 counties

Property Tax Assessment Rate Changes SB21-293 (2023) and SB22-238 (2024 & 2025)



Property Type	Actual Value	Assessment Rates (Under SB21-293)	Assessed Value	Assessment Rates (Historical)	Assessed Value (Historical)
Agricultural	63,054,270	26.40%	16,648,155	29.00%	18,285,738.30
Commercial	3,874,344,970	29.00%	1,123,448,066	29.00%	1,123,448,066
Exempt	3,651,366,750	27.80%	1,015,008,079	27.80%	1,015,008,079
Industrial	1,120,075,250	29.00%	324,821,831	29.00%	324,821,831
Natural Resource	9,924,890	29.00%	2,878,190	29.00%	2,878,190
Oil & Gas	2,621,373	56.00%	1,467,901	56.00%	1,467,901
Residential	33,945,561,100	6.93%	2,353,104,258	7.15%	2,427,107,619
State Assessed	318,109,500	28.88%	91,883,945	28.88%	91,883,945
Vacant	347,863,130	29.00%	100,880,361	29.00%	100,880,361
Total	<u>43,332,921,233</u>		<u>5,030,140,786</u>		<u>5,105,781,730</u>
		Less: Exempt	(1,015,008,079)		(1,015,008,079)
		Gross Total Taxable Assessed Valuation	<u>4,015,132,707</u>		<u>4,090,773,651</u>
		Less: TIF District Increment	(232,769,135)		(232,769,135)
		Net Total Taxable Assessed Valuation	<u>3,782,363,572</u>		<u>3,858,004,516</u>
		Approx. Lost Revenue Payable in 2023	<u>(226,923)</u>		

- ❑ SB21-293 lost revenue – No backfill for Property Tax year 2022 (Payable in 2023)
- ❑ SB22-238 lost revenue – Backfill for Property Tax years 2023 and 2024 (Payable in 2024 & 2025) could be up to 90% based on legislation (includes fire, library, sanitation & water districts; health service districts & municipalities within designated counties, including Larimer)

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	\$ 1,753,564	\$ 2,617,039	29%
IT & Facilities (Combined)	1,099,945	1,298,549	1,206,912	1,223,434	-6%
Community Outreach	248,270	503,758	411,594	577,177	15%
Communication	322,309	407,450	386,785	546,623	34%
Old Town Library	1,464,865	1,683,086	1,450,371	1,538,663	-9%
Collection Services	2,562,838	2,849,982	2,682,925	2,908,117	2%
Harmony Library	1,042,182	1,125,496	1,029,938	1,168,091	4%
Council Tree Library	1,160,157	1,178,085	1,106,066	1,187,186	1%
Total Expenditures	\$ 9,682,135	\$ 11,076,640	\$ 10,028,155	\$ 11,766,330	6%
Transfer to Capital Projects Fund	2,000,000	1,000,000	1,500,000	500,000	-50%
Total Expenditures & Transfers	\$ 11,682,135	\$ 12,076,640	\$ 11,528,155	\$ 12,266,330	2%

**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	\$ 2,617,039
IT & Facilities (Combined)	1,243,501	1,251,836	1,345,152	1,306,585	1,086,264	1,099,945	1,298,549	\$ 1,223,434
Community Outreach	323,357	323,501	363,206	352,853	394,328	248,270	503,758	\$ 577,177
Communication	-	-	65,000	85,650	236,303	322,309	407,450	\$ 546,623
Old Town Library	1,416,389	1,515,853	1,450,944	1,534,242	1,495,752	1,464,865	1,683,086	\$ 1,538,663
Collection Services	2,207,337	2,317,471	2,448,734	2,351,772	2,608,958	2,562,838	2,849,982	\$ 2,908,117
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	\$ 1,187,186
Total Expenditures	9,299,925	9,488,361	10,055,940	9,902,610	9,720,546	9,682,136	11,076,640	11,766,330
YOY Percentage Increase		2%	6%	-2%	-2%	0%	14%	6%

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	\$ 5,052,914
Benefits & taxes	1,688,690	1,538,489	1,671,640	1,446,082	1,529,805	1,323,798	1,568,387	1,654,558
Total Expenditures	\$ 6,732,220	\$ 6,226,625	\$ 6,851,431	\$ 6,002,107	\$ 6,415,915	\$ 5,730,771	\$ 6,461,981	\$ 6,707,472
YOY Budget % Change			2%		3%	-16%	13%	3.8%
% of Total Expenditures (excl. Transfers)	65%	62%	65%	62%	66%	59%	58%	57%

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 are pending, including cost to implement recommendations to ensure our pay plan is relevant and competitive in the current market
- Budget includes up to **\$433,443** to implement Compensation Study, for a total of **\$7,140,915** allocated to total Personnel Costs

Other positions – TBD

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

General Fund – Expenditures

Summary of Personnel Changes



Business Unit	2023 Budget	2022 Budget	Variance	% Variance	Notes
Admin Total	885,037	727,214	157,823	21.7%	
Hourly	51,209	51,527			Answer Center sub hours
Overtime	0	0			
Salary	833,828	675,687			.5 FTE for Deputy Director from Harmony, .75 FTE HR, 2.0 Security
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
	5,052,916	4,893,593	159,323	3.3%	

	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	4,172,344	3,986,366	185,978	4.7%
	5,052,916	4,893,593	159,323	3.3%

General Fund – Expenditures

Summary of FTE Changes



Business Unit	Council Tree	Harmony	Midtown	Old Town	Webster House	Grand Total
Administration						
Hourly					1.0	
Salary					11.0	12.0
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	28.6	90.4
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	\$ 1,592,589	66%	\$ 631,305
Contractual	1,058,950	1,009,950	-5%	\$ (49,000)
Commodities (incl. Capital Outlay)	10,000	14,500	45%	\$ 4,500
Total Expenditures	\$ 2,030,234	\$ 2,617,039	29%	\$ 586,805
Transfer to Capital Projects Fund	1,000,000	500,000	-50%	\$ (500,000)
Total Expenditures & Transfers	\$ 3,030,234	\$ 3,117,039	3%	\$ 86,805

Personnel Highlights***

Net increase primarily related to reallocating .5 FTE for Deputy Director from Harmony

.75 FTE increase to HR staffing related to orientation, training, and recruiting

2.0 FTE Security staff added - inhouse transfer from OTL contractual

*****includes \$433,443 reserved for implementation of 2022 Comp. Study across all departments**

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 decreased property tax receipts

Added \$10K for additional audit procedures specific to Pcard processes and transactions

Added \$3,500 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 \$4,500 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	517,790	2%	\$ 9,116
Commodities (incl. Capital Outlay)	113,000	113,000	0%	\$ -
Total Expenditures	\$ 1,298,549	\$ 1,223,434	-6%	\$ (75,115)

Personnel Highlights

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

Contractual Highlights

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

Added \$20K for professional services/contract support

Added \$20K for professional services/website redesign

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	\$ 475,177	12%	\$ 50,579
Contractual	28,460	35,000	23%	\$ 6,540
Commodities (incl. Capital Outlay)	50,700	67,000	32%	\$ 16,300
Total Expenditures	\$ 503,758	\$ 577,177	15%	\$ 73,419
Transfer to Capital Projects Fund	-	-	0%	-
Total Expenditures & Transfers	\$ 503,758	\$ 577,177	15%	\$ 73,419

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	\$ 356,468	22%	\$ 64,093
Contractual	82,100	142,030	73%	\$ 59,930
Commodities (incl. Capital Outlay)	32,975	48,125	46%	\$ 15,150
Total Expenditures	\$ 407,450	\$ 546,623	34%	\$ 139,173
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 407,450	\$ 546,623	34%	\$ 139,173

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 and Book Fest), along with an additional increase of \$10K for supplies related to Rebranding project

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	\$ 1,272,013	-4%	\$ (48,573)
Contractual	322,850	226,500	-30%	\$ (96,350)
Commodities (incl. Capital Outlay)	39,650	40,150	1%	\$ 500
Total Expenditures	\$ 1,683,086	\$ 1,538,663	-9%	\$ (144,423)
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 1,683,086	\$ 1,538,663	-9%	\$ (144,423)

Personnel Highlights

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

Contractual Highlights

Transfer \$102,850 to Admin for Security staff (2 FTE)

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	\$ 767,647	1%	\$ 9,465
Contractual	502,700	578,700	15%	\$ 76,000
Commodities (incl. Capital Outlay)	1,589,100	1,561,770	-2%	\$ (27,330)
Total Expenditures	\$ 2,849,982	\$ 2,908,117	2%	\$ 58,135
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 2,849,982	\$ 2,908,117	2%	\$ 58,135

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	189,000	-4%	\$ (8,000)
Commodities (incl. Capital Outlay)	23,800	26,700	12%	\$ 2,900
Total Expenditures	\$ 1,178,085	\$ 1,187,186	1%	\$ 9,101
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 1,178,085	\$ 1,187,186	1%	\$ 9,101

Personnel Highlights

6% health insurance and introductory period increases included

Contractual Highlights

Increased Natural Gas by \$2K

Decrease Maintenance Contract by \$10K for Bibiotheca contract

Commodities Highlights

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

Capital Projects Fund Proposed Projects

Expenditure	2023 Budget
WHAC improvements, upgrades and van enclosure	\$ 100,000
Rebranding Capital Purchases (signs, etc.)	\$ 21,000
Book Drop - Timberline King Soopers	6,000
Book Drop - First National Bank	6,000
Book Drop - Overland Foods	6,000
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	\$ 285,067

*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	2,132,263
General Fund Total Fund Balance	4,567,263	4,713,898	4,917,263
Capital Projects Fund Restricted	\$ -	\$ -	\$ -
Capital Projects Fund Committed	8,608,057	5,877,033	9,608,057
Capital Projects Fund Unassigned	-	-	-
Capital Projects Fund Total Fund Balance	8,608,057	5,877,033	9,608,057
Library District Total	13,175,320	10,590,931	14,525,320

Questions and Discussion