

# Budget Work Session

September 18, 2023

poudre libraries



# 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



# Statutory Budget Calendar – HH???

*If Colorado Proposition HH is passed by voters:*

- ✓ **December 29, 2023** – Final certification of values  
(from 12/10/2023)
- ✓ **January 5, 2024** – Final reporting for certification of mill levies  
(from 12/15/2023)



# General Fund - Revenue

Revenue Type	2022 Actual	2023 Budget	2023 On Pace	2024 Budget	% Incr (Decr) vs 2023 Budget
Property Tax	\$ 11,500,949	\$ 11,290,355	\$ 11,290,355	\$ 14,690,918	30%
Specific Ownership Tax	873,286	800,000	775,000	800,000	0%
<b>Total Tax Revenue</b>	<b>12,374,235</b>	<b>12,090,355</b>	<b>12,065,355</b>	<b>15,490,918</b>	<b>28%</b>
Library Fines	47,830	-	20,000	-	0%
Intergovernmental Grants	207,721	54,975	54,975	54,975	0%
Copy Charges	-	-	-	-	0%
Investment/Interest Earnings	(26,470)	10,000	-	10,000	0%
Donations	580,465	100,000	100,000	100,000	0%
Miscellaneous	110,575	11,000	20,000	11,000	0%
<b>Total Other Revenue</b>	<b>920,121</b>	<b>175,975</b>	<b>194,975</b>	<b>175,975</b>	<b>0%</b>
<b>Total Revenue</b>	<b>\$ 13,294,356</b>	<b>\$ 12,266,330</b>	<b>\$ 12,260,330</b>	<b>\$ 15,666,893</b>	<b>28%</b>

\*\*These numbers are not final

- Property tax increase is due to significant growth in assessed values
- Change is reflective of current values, not adjusted for potential impacts of Proposition HH
- Should Proposition HH pass, we might only see a 20% increase, resulting in ~ \$1M lower



# General Fund – Expenditures

Expenditures by Business Unit	2022 Actual	2023 Budget	2023 On Pace	2024 Budget	% Incr (Decr) vs 2023 Budget
Administration (excl. Transfers)	\$ 1,858,768	\$ 2,346,039	\$ 2,096,892	\$ 2,666,597	14%
IT & Facilities (Combined)	1,338,292	1,244,634	1,141,108	1,236,750	-1%
Community Outreach	450,053	599,977	570,392	619,700	3%
Communication	413,660	601,923	539,678	583,175	-3%
Old Town Library	1,512,318	1,590,663	1,585,663	1,621,790	2%
Collection Services	2,657,076	2,934,817	2,759,399	3,236,111	10%
Harmony Library	1,050,241	1,216,591	1,148,134	1,223,973	1%
Council Tree Library	1,170,718	1,231,686	1,170,981	1,247,003	1%
<b>Total Expenditures</b>	<b>\$10,451,127</b>	<b>\$11,766,330</b>	<b>\$11,012,247</b>	<b>\$12,435,100</b>	<b>6%</b>
Transfer to Capital Projects Fund	2,000,000	500,000	500,000	3,000,000	500%
<b>Total Expenditures &amp; Transfers</b>	<b>\$12,451,127</b>	<b>\$12,266,330</b>	<b>\$11,512,247</b>	<b>\$15,435,100</b>	<b>26%</b>

\*\*These numbers are not final



# General Fund – Expenditures

YOY Expenditures	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
Administration (excl. Transfers)	1,869,478	1,974,835	1,822,038	\$ 1,710,171	\$ 1,781,570	\$ 1,858,768	\$ 2,346,039	\$ 2,666,597
IT & Facilities (Combined)	1,251,836	1,345,152	1,306,585	1,086,264	1,099,945	1,338,292	1,244,634	\$ 1,236,750
Community Outreach	323,501	363,206	352,853	394,328	248,270	450,053	599,977	\$ 619,700
Communication	-	65,000	85,650	236,303	322,309	413,660	601,923	\$ 583,175
Old Town Library	1,515,853	1,450,944	1,534,242	1,495,752	1,464,865	1,512,318	1,590,663	\$ 1,621,790
Collection Services	2,317,471	2,448,734	2,351,772	2,608,958	2,562,838	2,657,076	2,934,817	\$ 3,236,111
Programming	150,172	169,000	168,178	-	-	-	-	\$ -
Harmony Library	1,072,805	1,159,834	1,142,468	1,118,252	1,042,182	1,050,241	1,216,591	\$ 1,223,973
Council Tree Library	987,245	1,079,235	1,138,824	1,070,518	1,160,157	1,170,718	1,231,686	\$ 1,247,003
<b>Total Expenditures</b>	<b>9,488,361</b>	<b>10,055,940</b>	<b>9,902,610</b>	<b>9,720,546</b>	<b>9,682,136</b>	<b>10,451,126</b>	<b>11,766,330</b>	<b>12,435,100</b>
YOY Percentage Increase		6%	-2%	-2%	0%	8%	22%	6%

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# General Fund – Expenditures

## Summary of Personnel Changes

Personnel-Related Expenditure	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2024 Budget
Salaries & wages	\$ 5,179,791	\$ 4,556,025	\$ 5,179,791	\$ 4,406,973	\$ 4,893,594	\$ 4,569,333	\$ 5,390,365	\$ 5,676,487
Benefits & taxes	1,671,640	1,446,082	1,671,640	1,323,798	1,568,387	1,468,024	1,750,550	1,747,752
<b>Total Expenditures</b>	<b>\$ 6,851,431</b>	<b>\$ 6,002,107</b>	<b>\$ 6,851,431</b>	<b>\$ 5,730,771</b>	<b>\$ 6,461,981</b>	<b>\$ 6,037,357</b>	<b>\$ 7,140,915</b>	<b>\$ 7,424,239</b>
YOY Budget % Change			0%		8%	-12%	18%	4.0%
<b>% of Total Expenditures (excl. Transfers)</b>	<b>66%</b>	<b>60%</b>	<b>65%</b>	<b>59%</b>	<b>66%</b>	<b>58%</b>	<b>61%</b>	<b>60%</b>

### Highlights

Includes 2023 Market Adjustments to be implemented during last quarter of 2023; annual cost of \$370K

Annual increases TBD

Health insurance increases pending from COFC

Includes paid time off and paid sick time for hourly employees



# General Fund Expenditures – Administration

Administration	2023 Budget	2024 Budget	% Incr (Decr) vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 1,321,589	\$ 1,575,674	19%	\$ 254,085
Contractual	1,009,950	1,063,923	5%	\$ 53,973
Commodities (incl. Capital Outlay)	14,500	27,000	86%	\$ 12,500
<b>Total Expenditures</b>	<b>\$ 2,346,039</b>	<b>\$ 2,666,597</b>	<b>14%</b>	<b>\$ 320,558</b>
Transfer to Capital Projects Fund	500,000	3,000,000	500%	\$ 2,500,000
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 2,846,039</b>	<b>\$ 5,666,597</b>	<b>99%</b>	<b>\$ 2,820,558</b>

## Personnel Highlights

Net increase due to set-aside for 2023 market adjustments compared to prior year set-aside

Review of contractual positions in process; recommendations will be made in subsequent presentations

## Contractual Highlights

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

Added \$25K to legal services for anticipated SE development

Increased liability and property insurance by 3% for estimated inflation (total \$2,500) per Flood Peterson

## Commodities Highlights

Added \$12,500 to Supplies for Board/Staff/Volunteer events - create more "Joy, Connection and Value"





# General Fund Expenditures – IT & Facilities (Combined)

IT & Facilities (Combined)	2023 Budget	2024 Budget	% Incr (Decr) vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 613,844	\$ 614,960	0%	\$ 1,116
Contractual	517,790	508,790	-2%	\$ (9,000)
Commodities (incl. Capital Outlay)	113,000	113,000	0%	\$ -
<b>Total Expenditures</b>	<b>\$ 1,244,634</b>	<b>\$ 1,236,750</b>	<b>-1%</b>	<b>\$ (7,884)</b>

## Personnel Highlights

No significant changes

## Contractual Highlights

Subtracted \$10K from Maintenance Contracts - moved OTL and CTL budgets  
Other adjustments pending review of Automated Materials Handler (AMH) contracts

## Commodities Highlights

None



# General Fund Expenditures – Community Outreach

<b>Community Outreach</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>% Incr (Decr) vs 2023 Budget</b>	<b>\$ Incr (Decr) vs 2023 Budget</b>
Personnel	\$ 497,977	\$ 521,700	5%	\$ 23,723
Contractual	35,000	31,000	-11%	\$ (4,000)
Commodities (incl. Capital Outlay)	67,000	67,000	0%	\$ -
<b>Total Expenditures</b>	<b>\$ 599,977</b>	<b>\$ 619,700</b>	<b>3%</b>	<b>\$ 19,723</b>
Transfer to Capital Projects Fund	-	-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 599,977</b>	<b>\$ 619,700</b>	<b>3%</b>	<b>\$ 19,723</b>

## Personnel Highlights

No significant changes; staffing review in process

## Contractual Highlights

Subtracted \$4K for insurance - included in Administration budget

## Commodities Highlights

No change



# General Fund Expenditures – Communication

Communication	2023 Budget	2024 Budget	% Incr (Decr)	
			vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 411,768	\$ 414,243	1%	\$ 2,475
Contractual	142,030	119,107	-16%	\$ (22,923)
Commodities (incl. Capital Outlay)	48,125	49,825	4%	\$ 1,700
<b>Total Expenditures</b>	<b>\$ 601,923</b>	<b>\$ 583,175</b>	<b>-3%</b>	<b>\$ (18,748)</b>
Transfer to Capital Projects Fund	-	-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 601,923</b>	<b>\$ 583,175</b>	<b>-3%</b>	<b>\$ (18,748)</b>

## Personnel Highlights

No significant changes

## Contractual Highlights

Subtracted \$37K from Other Prof & Tech Services (2023 rebranding project)

Added \$4K to Copy Services for Development campaigns

Added \$10K to Advertising for Transfort ads

## Commodities Highlights

Added funds for staff name tags (rebranding)



# General Fund Expenditures – Old Town Library

Old Town Library	2023 Budget	2024 Budget	% Incr (Decr)	
			vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 1,324,013	\$ 1,324,140	0%	\$ 127
Contractual	226,500	257,500	14%	\$ 31,000
Commodities (incl. Capital Outlay)	40,150	40,150	0%	\$ -
<b>Total Expenditures</b>	<b>\$ 1,590,663</b>	<b>\$ 1,621,790</b>	<b>2%</b>	<b>\$ 31,127</b>
Transfer to Capital Projects Fund	-	-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 1,590,663</b>	<b>\$ 1,621,790</b>	<b>2%</b>	<b>\$ 31,127</b>

## Personnel Highlights

No significant changes; review of staffing models in process

## Contractual Highlights

Added \$6K for Precision Security staff coverage/substitutes

Added \$20 for Janitorial Services (enhanced cleaning)

Added \$5K to Maintenance Contracts for COFC services (transfer from Facilities)

## Commodities Highlights

No change



# General Fund Expenditures – Collections

Collection Services	2023 Budget	2024 Budget	% Incr (Decr)	
			vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 794,347	\$ 794,445	0%	\$ 98
Contractual	578,700	612,252	6%	\$ 33,552
Commodities (incl. Capital Outlay)	1,561,770	1,829,414	17%	\$ 267,644
<b>Total Expenditures</b>	<b>\$ 2,934,817</b>	<b>\$ 3,236,111</b>	<b>10%</b>	<b>\$ 301,294</b>
Transfer to Capital Projects Fund	-	-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 2,934,817</b>	<b>\$ 3,236,111</b>	<b>10%</b>	<b>\$ 301,294</b>

## Personnel Highlights

No significant changes

## Contractual Highlights

Added \$30K to Postage for courier services

Added \$3K for Rental Services (new lease)

## Commodities Highlights

Subtracted \$10K from Computer Software - Content Café

Added \$41K to Books & Periodicals

Added \$17K to Non-print Media

Added \$219K to Electronic Media



# General Fund Expenditures – Harmony Library

Harmony Library	2023 Budget	2024 Budget	% Incr (Decr) vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 1,161,391	\$ 1,163,573	0%	\$ 2,182
Contractual	27,750	27,750	0%	-
Commodities (incl. Capital Outlay)	27,450	32,650	19%	\$ 5,200
<b>Total Expenditures</b>	<b>\$ 1,216,591</b>	<b>\$ 1,223,973</b>	<b>1%</b>	<b>\$ 7,382</b>
Transfer to Capital Projects Fund	-	-	0%	-
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 1,216,591</b>	<b>\$ 1,223,973</b>	<b>1%</b>	<b>\$ 7,382</b>

## Personnel Highlights

No significant changes; review of staffing models in process

## Contractual Highlights

None

## Commodities Highlights

Increased supplies to purchase new lamps and TVs for study rooms



# General Fund Expenditures – Council Tree Library

Council Tree Library	2023 Budget	2024 Budget	% Incr (Decr)	
			vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 1,015,986	\$ 1,015,503	0%	\$ (483)
Contractual	189,000	204,000	8%	\$ 15,000
Commodities (incl. Capital Outlay)	26,700	27,500	3%	\$ 800
<b>Total Expenditures</b>	<b>\$ 1,231,686</b>	<b>\$ 1,247,003</b>	<b>1%</b>	<b>\$ 15,317</b>
Transfer to Capital Projects Fund	-	-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 1,231,686</b>	<b>\$ 1,247,003</b>	<b>1%</b>	<b>\$ 15,317</b>

## Personnel Highlights

No significant changes; review of staffing models in process

## Contractual Highlights

Increased Natural Gas by \$5K

Increase Maintenance Contract by \$10K for COFC services (transfer from Facilities)

## Commodities Highlights

Increase programming supplies by \$800 to account for rising costs and participation



# Capital Projects Fund – Proposed Projects

Expenditure	Budget
SE Expansion - Due Diligence/Planning/Site Development	\$ 250,000
WHAC Landscaping/Stormwater mitigation	25,000
AMH Replacement/Installation/Addition at Harmony	175,000
Self-Check - Replace Customer-facing PCs and RFID Readers	33,000
Circulation - desk and check-in equipment	25,000
Collections - replace laptops and other equipment	17,500
Laptop Kioks/Laptop Cart (Harmony & OTL)	17,500
Harmony - Adjustable height desks and book tables	17,295
Harmony - Glass whiteboards	6,720
CT - New work surface in study room	5,000
OTL - Shelving to shift non-fiction/additional "cake" display	10,000
OTL - Tables and Chairs for Community Room	5,000
OTL - Computer Tech Desk	7,000
OTL - Outdoor Sound System	5,000
OTL - Intercom	12,000
<b>Total Annual Capital Budget:</b>	<b>\$ 611,015</b>

Trust-Funded Request	Budget
CT - Adjustable height public PCs	\$ 6,000
OTL - Play furniture for children's area	2,200
OTL - Furniture for teen area	5,000
City Gives Award	Budget
CT - Laptop kiosk	\$ 30,000





# Projections

Projected Revenues	2024	2025	2026*	2027	2028*
Property Tax	14,690,918	14,690,918	16,160,010	16,160,010	17,776,011
Specific Ownership Tax	800,000	800,000	800,000	800,000	800,000
Other Revenue	175,975	175,975	180,000	180,000	180,000
<b>Total Revenue</b>	<b>15,666,893</b>	<b>15,666,893</b>	<b>17,140,010</b>	<b>17,142,037</b>	<b>18,756,011</b>
<i>*10% increase in reassessment years</i>					
Expenses ~6% annual increase	12,666,893	13,426,907	14,232,521	15,086,472	15,991,661
<b>Revenue over Expense</b>	<b>3,000,000</b>	<b>2,239,986</b>	<b>2,907,489</b>	<b>2,055,565</b>	<b>2,764,350</b>
Transfer to Capital	3,000,000	2,215,000	2,850,000	2,000,000	2,500,000
Capital Projects - Expenditures	611,015	300,000	300,000	300,000	300,000
Add to Capital	2,388,985	1,915,000	2,550,000	1,700,000	2,200,000
Beginning Capital Projects Fund	9,062,147	11,451,132	13,366,132	15,916,132	17,616,132
Ending Capital Projects Fund	11,451,132	13,366,132	15,916,132	17,616,132	19,816,132
<b>5-year increase in CPF</b>					<b>\$ 8,365,000</b>

*\*\*Funds available to pay for expansion*



# Projections – Under HH

Projected Revenues - Under HH	2024	2025	2026*	2027	2028*
Property Tax	13,616,509	13,616,509	14,978,160	14,978,160	16,475,976
Specific Ownership Tax	800,000	800,000	800,000	800,000	800,000
Other Revenue	175,975	175,975	180,000	180,000	180,000
<b>Total Revenue</b>	<b>14,594,508</b>	<b>15,666,893</b>	<b>15,958,160</b>	<b>15,960,187</b>	<b>17,455,976</b>
<i>*10% increase in reassessment years</i>					
Expenses ~6% annual increase	12,594,508	13,350,178	14,151,189	15,000,260	15,900,276
<b>Revenue over expenses</b>	<b>2,000,000</b>	<b>2,316,715</b>	<b>1,806,971</b>	<b>959,927</b>	<b>1,555,700</b>
Transfer to Capital	2,000,000	2,250,000	1,750,000	850,000	1,500,000
Capital Projects - Expenditures	611,015	300,000	300,000	300,000	300,000
Add to Capital	1,388,985	1,950,000	1,450,000	550,000	1,200,000
Beginning Capital Projects Fund	9,062,147	10,451,132	12,401,132	13,851,132	14,401,132
Ending Capital Projects Fund	10,451,132	12,401,132	13,851,132	14,401,132	15,601,132
<b>5-year increase in CPF</b>					<b>\$ 5,150,000</b>

*\*\*Funds available to pay for expansion*



# Questions and Discussion

poudre libraries

