

# 2024 Budget Presentation

Board of Trustees Meeting  
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)



# Summary of Changes from Draft V1

## ❑ Revenue

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

## ❑ Expenditures

### ❑ *Personnel*

- ❑ Allocated 2023 pay adjustments implemented in Q4/2023 with an approximately annual cost of \$280K
- ❑ Added 4.6 FTE – see individual department budget for more detail

### ❑ *Health Insurance*

- ❑ Includes an estimated decrease in health insurance premiums per the COFC

## ❑ Contractual

- ❑ Added \$98K to Government Contracts for updated County and COFC costs
- ❑ Reduced overall Conference & Travel budgets by \$38K to offset the cost of adding an additional .5 FTE to create a full-time EDI/Training & Development position

## ❑ Commodities

- ❑ Added \$20K to programming budgets for increased attendance and rising supply costs

## ❑ Set aside \$217K for 2024 annual increases, as well as future pay and insurance increases



# 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



# Increased Property Tax Revenue

*How does this money benefit the community?*

- Provide for future expansion – build a bigger, better library!
  - Service area population continues to grow
  - Meet current and future community needs – meeting, programming, and staffing spaces

Attract and retain highly-qualified professional staff

- Competitive market pay
- Thoughtful and sustainable pay planning

Reinvest tax dollars in our community responsibly

- Poudre Libraries has not added any new facilities since CTL was built per voter approval of the District
- Poudre Libraries has not increased its mill levy since its inception (2007)



# 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	\$ 2,563,710	9%
IT & Facilities (Combined)	1,338,292	1,244,634	1,141,108	1,229,015	-1%
Community Outreach	450,053	599,977	570,392	632,678	5%
Communication	413,660	601,923	539,678	649,063	8%
Old Town Library	1,512,318	1,590,663	1,585,663	1,679,058	6%
Collection Services	2,657,076	2,934,817	2,759,399	3,245,719	11%
Harmony Library	1,050,241	1,216,591	1,148,134	1,262,614	4%
Council Tree Library	1,170,718	1,231,686	1,170,981	1,267,877	3%
<b>Total Expenditures</b>	<b>\$ 10,451,127</b>	<b>\$ 11,766,330</b>	<b>\$ 11,012,247</b>	<b>\$ 12,529,735</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>\$ 15,529,735</b>	<b>27%</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	\$ 2,563,710
IT & Facilities (Combined)	1,251,836	1,345,152	1,306,585	1,086,264	1,099,945	1,338,292	1,244,634	\$ 1,229,015
Community Outreach	323,501	363,206	352,853	394,328	248,270	450,053	599,977	\$ 632,678
Communication	-	65,000	85,650	236,303	322,309	413,660	601,923	\$ 649,063
Old Town Library	1,515,853	1,450,944	1,534,242	1,495,752	1,464,865	1,512,318	1,590,663	\$ 1,679,058
Collection Services	2,317,471	2,448,734	2,351,772	2,608,958	2,562,838	2,657,076	2,934,817	\$ 3,245,719
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	\$ 1,262,614
Council Tree Library	987,245	1,079,235	1,138,824	1,070,518	1,160,157	1,170,718	1,231,686	\$ 1,267,877
<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>12,529,735</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	\$ 5,866,742
Benefits & taxes	1,671,640	1,446,082	1,671,640	1,323,798	1,568,387	1,468,024	1,750,550	1,770,990
<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>\$ 7,637,732</b>
YOY Budget % Change			0%		8%	-12%	18%	7.0%
<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>61%</b>

### Highlights

Includes 2023 Market Adjustments implemented during last quarter of 2023; annual cost of approximately \$285K

**Annual increases TBD - 4% increase would cost approximately \$260K**

Health insurance includes an estimated premium decrease per the COFC

Includes paid time off and paid sick time for hourly employees



# General Fund – Expenditures Summary of Personnel Changes

Business Unit	2024 Budget	2023 Budget	Variance	% Variance	Notes
<b>Admin Total</b>	<b>1,023,823</b>	<b>903,915</b>	<b>119,908</b>	<b>13.3%</b>	
Hourly	41,870	51,527			Answer Center sub hours
Overtime	0	0			
Salary	981,953	852,388			Pay analysis increases (net); .5 FTE added to EDI & Training position
<b>Collection Services Total</b>	<b>607,537</b>	<b>585,738</b>	<b>21,799</b>	<b>3.7%</b>	
Hourly	25,322	37,452			
Overtime	0	0			
Salary	582,215	548,286			Pay analysis increases
<b>IT &amp; Facilities Total</b>	<b>469,842</b>	<b>465,498</b>	<b>4,344</b>	<b>0.9%</b>	
Hourly	0	0			
Overtime	0	0			
Salary	469,842	465,498			Pay analysis increases
<b>Communication Total</b>	<b>374,254</b>	<b>313,082</b>	<b>61,172</b>	<b>19.5%</b>	
Hourly	5,920	5,920			
Overtime	0	0			
Salary	368,334	307,162			.5 FTE added to Development position
<b>Community Outreach Total</b>	<b>408,811</b>	<b>392,722</b>	<b>16,089</b>	<b>4.1%</b>	
Hourly	54,301	54,356			Hourly Outreach Assistants
Overtime	0	0			
Salary	354,510	338,366			Pay analysis increases
<b>Council Tree Library Total</b>	<b>812,952</b>	<b>762,181</b>	<b>50,771</b>	<b>6.7%</b>	
Hourly	253,947	225,864			Pay analysis increases; .4 FTE added to existing CER hours
Overtime	0	0			
Salary	559,005	536,317			Pay analysis increases
<b>Harmony Library Total</b>	<b>941,845</b>	<b>875,148</b>	<b>66,697</b>	<b>7.6%</b>	
Hourly	292,345	250,999			Pay analysis increases
Overtime	0	0			
Salary	649,500	624,149			Pay analysis increases
<b>Old Town Library Total</b>	<b>1,090,520</b>	<b>1,003,681</b>	<b>86,839</b>	<b>8.7%</b>	
Hourly	333,541	313,825			Added .50 FTE for a new Computer Tech Lab position
Overtime	0	0			
Salary	756,979	689,856			Added .50 FTE to existing LA hours; added .50 FTE for new LA
	<b>5,729,584</b>	<b>5,301,965</b>	<b>427,619</b>	<b>8.1%</b>	

	2024 Budget	2023 Budget	Variance	% Variance
<b>Total Hourly</b>	<b>1,007,246</b>	<b>939,943</b>	<b>67,303</b>	<b>7.2%</b>
<b>Total Overtime</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total Salary</b>	<b>4,722,338</b>	<b>4,362,022</b>	<b>360,316</b>	<b>8.3%</b>
	<b>5,729,584</b>	<b>5,301,965</b>	<b>427,619</b>	<b>8.1%</b>



# General Fund – Expenditures Summary of FTE Changes

Business Unit	Council Tree	Harmony	Midtown	Old Town	Webster House	Grand Total
<b>Administration</b>						
Hourly					1.0	
Salary					11.5	12.5
<b>Combined</b>						
Hourly					.	
Salary					6.0	6.0
<b>Community Services</b>						
Hourly					1.2	
Salary			1.3		4.5	6.9
<b>Communication</b>						
Hourly						
Salary					5.0	5.0
<b>Old Town Library</b>						
Hourly				8.6		
Salary				11.3		19.9
<b>Collection Services</b>						
Hourly			0.4			
Salary			9.6			10.0
<b>Harmony Library</b>						
Hourly		7.1				
Salary		9.9				17.0
<b>Council Tree Library</b>						
Hourly	6.8					
Salary	9.0					15.8
<b>2024 Grand Total</b>	<b>15.8</b>	<b>17.0</b>	<b>11.2</b>	<b>19.9</b>	<b>29.1</b>	<b>93.0</b>
<b>2023 Grand Total</b>	<b>15.4</b>	<b>16.8</b>	<b>11.2</b>	<b>18.4</b>	<b>26.6</b>	<b>88.4</b>



# General Fund Expenditures – Administration

Administration	2023 Budget	2024 Budget	% Incr (Decr) vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 1,321,589	\$ 1,418,787	7%	\$ 97,198
Contractual	1,009,950	1,117,923	11%	\$ 107,973
Commodities (incl. Capital Outlay)	14,500	27,000	86%	\$ 12,500
<b>Total Expenditures</b>	<b>\$ 2,346,039</b>	<b>\$ 2,563,710</b>	<b>9%</b>	<b>\$ 217,671</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>\$ 5,563,710</b>	<b>95%</b>	<b>\$ 2,717,671</b>

## Personnel Highlights

- Added \$34K (net) to salaries and benefits for pay adjustments
- Added .50 FTE to Development Officer (\$38K )
- Subtracted \$13K from hourly ACS staff to reflect actuals
- Subtracted \$3K (net) for health insurance premium decrease offset by updated counts

## Contractual Highlights

- Added \$98K to contract payments (GVT) for LC Treasurer fees (\$68K) and COFC IGA (\$20K)
- Added \$25K to legal services for anticipated SE development
- Added \$3K to liability and property insurance by 3% for estimated inflation per Flood Peterson
- Decreased Conference & Travel by \$8K
- Decreased Other Purchased Services by \$10K

## 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	\$ 607,225	-1%	\$ (6,619)
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>\$ 1,229,015</b>	<b>-1%</b>	<b>\$ (15,619)</b>

## Personnel Highlights

Added \$4K to salaries and benefits for pay adjustments  
Subtracted \$11K for health insurance premium decrease

## 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

Community Outreach	2023 Budget	2024 Budget	% Incr (Decr) vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 497,977	\$ 532,428	7%	\$ 34,451
Contractual	35,000	25,750	-26%	\$ (9,250)
Commodities (incl. Capital Outlay)	67,000	74,500	11%	\$ 7,500
<b>Total Expenditures</b>	<b>\$ 599,977</b>	<b>\$ 632,678</b>	<b>5%</b>	<b>\$ 32,701</b>
Transfer to Capital Projects Fund	-	-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 599,977</b>	<b>\$ 632,678</b>	<b>5%</b>	<b>\$ 32,701</b>

## Personnel Highlights

Added \$20K to salaries and benefits for pay adjustments; staffing review in process  
 Added \$14K (net) for health insurance premium decrease offset by updated counts

## Contractual Highlights

Decreased insurance by \$4K - included in Administration budget  
 Decreased Conference & Travel by \$5K

## Commodities Highlights

Added \$7,500 to programming supplies for a variety of community event and children's literacy



# General Fund Expenditures – Communication

Communication	2023 Budget	2024 Budget	% Incr (Decr) vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 411,768	\$ 479,881	17%	\$ 68,113
Contractual	142,030	119,107	-16%	\$ (22,923)
Commodities (incl. Capital Outlay)	48,125	50,075	4%	\$ 1,950
<b>Total Expenditures</b>	<b>\$ 601,923</b>	<b>\$ 649,063</b>	<b>8%</b>	<b>\$ 47,140</b>
Transfer to Capital Projects Fund	-	-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 601,923</b>	<b>\$ 649,063</b>	<b>8%</b>	<b>\$ 47,140</b>

## Personnel Highlights

Added \$34K (net) to salaries and benefits for pay adjustments  
 Added .50 FTE to Development Officer (\$38K )  
 Subtracted \$4K for health insurance premium decrease

## 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)  
 Added \$2K to programming supplies, primarily for Book Fest



# 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	\$ 1,401,808	6%	\$ 77,795
Contractual	226,500	234,250	3%	\$ 7,750
Commodities (incl. Capital Outlay)	40,150	43,000	7%	\$ 2,850
<b>Total Expenditures</b>	<b>\$ 1,590,663</b>	<b>\$ 1,679,058</b>	<b>6%</b>	<b>\$ 88,395</b>
Transfer to Capital Projects Fund	-	-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 1,590,663</b>	<b>\$ 1,679,058</b>	<b>6%</b>	<b>\$ 88,395</b>

## Personnel Highlights

Added \$30K (net) to salaries and benefits for pay adjustments  
 Added .50 FTE to existing LA hours (\$24K )  
 Added .50 FTE for a new LA position TBD (\$24K )  
 Added .50 FTE for a new Computer Tech Lab position (\$22K)  
 Subtracted \$21K for health insurance premium decrease

## Contractual Highlights

Added \$11K for Precision Security staff coverage/substitutes and \$5K for Social Work programming  
 Added \$20K for Janitorial Services (enhanced cleaning)  
 Decreased overall Maintenance Contract by \$15K (COFC services \$10K minus \$20K for Bibioteca contract)  
 Decreased Conference & Travel by \$8K

## Commodities Highlights

Added \$3K to programming supplies, including teen events, story time, and Kevin Cook





# General Fund Expenditures – Collections

Collection Services	2023 Budget	2024 Budget	% Incr (Decr) vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 794,347	\$ 807,303	2%	\$ 12,956
Contractual	578,700	614,002	6%	\$ 35,302
Commodities (incl. Capital Outlay)	1,561,770	1,829,414	17%	\$ 267,644
<b>Total Expenditures</b>	<b>\$ 2,934,817</b>	<b>\$ 3,250,719</b>	<b>11%</b>	<b>\$ 315,902</b>
Transfer to Capital Projects Fund	-	-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 2,934,817</b>	<b>\$ 3,250,719</b>	<b>11%</b>	<b>\$ 315,902</b>

## Personnel Highlights

Added \$23K (net) to salaries and benefits for pay adjustments  
Subtracted \$10K for health insurance premium decrease

## Contractual Highlights

Added \$30K to Postage for courier services  
Added \$7K for Rental Services (new lease)  
Decreased Conference & Travel by \$2K

## Commodities Highlights

Added \$41K to Books & Periodicals  
Added \$17K to Non-print Media  
Added \$219K to Electronic Media  
Subtracted \$10K from Computer Software - Content Café



# 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	\$ 1,205,414	4%	\$ 44,023
Contractual	27,750	20,250	-27%	\$ (7,500)
Commodities (incl. Capital Outlay)	27,450	36,950	35%	\$ 9,500
<b>Total Expenditures</b>	<b>\$ 1,216,591</b>	<b>\$ 1,262,614</b>	<b>4%</b>	<b>\$ 46,023</b>
Transfer to Capital Projects Fund	-	-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 1,216,591</b>	<b>\$ 1,262,614</b>	<b>4%</b>	<b>\$ 46,023</b>

## Personnel Highlights

Added \$75K to salaries and benefits for pay adjustments  
Subtracted \$31K for health insurance premium decrease

## Contractual Highlights

Decreased Conference & Travel by \$7,500

## Commodities Highlights

Increased supplies by \$4,300 to purchase new lamps and TVs for study rooms  
Increase programming supplies by \$5,200 to account for rising costs and participation



# 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	\$ 1,047,727	3%	\$ 31,741
Contractual	189,000	187,500	-1%	\$ (1,500)
Commodities (incl. Capital Outlay)	26,700	32,650	22%	\$ 5,950
<b>Total Expenditures</b>	<b>\$ 1,231,686</b>	<b>\$ 1,267,877</b>	<b>3%</b>	<b>\$ 36,191</b>
Transfer to Capital Projects Fund	-	-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 1,231,686</b>	<b>\$ 1,267,877</b>	<b>3%</b>	<b>\$ 36,191</b>

## Personnel Highlights

Added \$40K to salaries and benefits for pay adjustments  
 Added .40 FTE to CER Staff (\$15K )  
 Subtracted \$23K for health insurance premium decrease

## Contractual Highlights

Increased Natural Gas by \$5K  
 Increased Copier Services by \$5K due to increased usage  
 Decreased overall Maintenance Contract by \$5K (COFC services \$10K minus \$5K for Bibioteca contract)  
 Decreased Conference & Travel by \$6,500

## Commodities Highlights

Increase programming supplies by \$6K 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
IT - Replace AC for network room at OTL	20,000
IT - Replace staff and public servers	20,000
Circulation - desk and check-in equipment	25,000
Collections - replace laptops and other equipment	17,500
Laptop Kioks/Laptop Cart	17,500
Harmony - Adjustable height desks and book table	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 - Intercom	12,000
<b>Total Annual Capital Budget:</b>	<b>\$ 646,015</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



# Questions and Discussion

poudre libraries

