

2024 Budget Presentation

Board of Trustees Meeting
December 11, 2023



Summary of Changes from Draft V3

☐ Revenue

- ☐ Property Taxes – decreased by \$1,075,000 due to SB23B-001
 - ☐ Temporary reduction of multifamily residential rate from 6.765% to 6.7%
 - ☐ Increases actual value deduction for residential property from \$15K to \$55K

☐ Expenditures

- ☐ Personnel – none significant
 - ☐ Contractual – none significant
 - ☐ Commodities - Subtracted **\$25K** from Collections budget (overall net increase to address usage and anticipated cost increases)
- ☐ Decreased transfer to Capital Projects by **\$1,050,000** per the above



Statutory Budget Calendar – Subsequent to Special Session

- ✓ **August 25** – Deadline for County Assessor to certify preliminary assessed valuation
- ✓ **October 15** – Deadline to submit proposed budget to governing board
- ✓ ~~December 10~~ **January 3, 2024** – Deadline to receive final assessed valuation
- ✓ ~~December 15~~ **January 10, 2024** – Deadline to hold public hearing and adopt budget, appropriate funds and set mill levy
- ✓ ~~December 15~~ **January 10, 2024** – Deadline to certify mill levy to Board of County Commissioners
- ✓ **January 31** – Deadline to file budget with Division of Local Government



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	\$ 13,617,085	21%
Specific Ownership Tax	873,286	800,000	775,000	800,000	0%
Total Tax Revenue	12,374,235	12,090,355	12,065,355	14,417,085	19%
Library Fines	47,830	-	20,000	-	0%
Intergovernmental Grants	207,721	54,975	54,975	53,795	-2%
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%
Total Other Revenue	920,121	175,975	194,975	174,795	-1%
Total Revenue	\$ 13,294,356	\$ 12,266,330	\$ 12,260,330	\$ 14,591,880	19%

- Property tax increase (20%) is due to significant growth in assessed values, offset by changes made during the Governor’s special session
- Change is reflective of estimated assessed values based on changes made during the Governor’s special session



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	\$ 2,838,016	21%
IT & Facilities (Combined)	1,338,292	1,244,634	1,141,108	1,237,968	-1%
Community Outreach	450,053	599,977	570,392	744,533	24%
Communication	413,660	601,923	539,678	665,881	11%
Old Town Library	1,512,318	1,590,663	1,585,663	1,743,984	10%
Collection Services	2,657,076	2,934,817	2,759,399	3,302,303	13%
Harmony Library	1,050,241	1,216,591	1,148,134	1,304,858	7%
Council Tree Library	1,170,718	1,231,686	1,170,981	1,304,336	6%
Total Expenditures	\$ 10,451,127	\$ 11,766,330	\$ 11,012,247	\$ 13,141,880	12%
Transfer to Capital Projects Fund	2,000,000	500,000	500,000	1,450,000	190%
Total Expenditures & Transfers	\$ 12,451,127	\$ 12,266,330	\$ 11,512,247	\$ 14,591,880	19%



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	\$ 2,838,016
IT & Facilities (Combined)	1,251,836	1,345,152	1,306,585	1,086,264	1,099,945	1,338,292	1,244,634	\$ 1,237,968
Community Outreach	323,501	363,206	352,853	394,328	248,270	450,053	599,977	\$ 744,533
Communication	-	65,000	85,650	236,303	322,309	413,660	601,923	\$ 665,881
Old Town Library	1,515,853	1,450,944	1,534,242	1,495,752	1,464,865	1,512,318	1,590,663	\$ 1,743,984
Collection Services	2,317,471	2,448,734	2,351,772	2,608,958	2,562,838	2,657,076	2,934,817	\$ 3,302,303
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	\$ 1,304,858
Council Tree Library	987,245	1,079,235	1,138,824	1,070,518	1,160,157	1,170,718	1,231,686	\$ 1,304,336
Total Expenditures	9,488,361	10,055,940	9,902,610	9,720,546	9,682,136	10,451,126	11,766,330	13,141,880
YOY Percentage Increase		6%	-2%	-2%	0%	8%	22%	12%



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	\$ 6,278,185
Benefits & taxes	1,671,640	1,446,082	1,671,640	1,323,798	1,568,387	1,468,024	1,750,550	1,801,035
Total Expenditures	\$ 6,851,431	\$ 6,002,107	\$ 6,851,431	\$ 5,730,771	\$ 6,461,981	\$ 6,037,357	\$ 7,140,915	\$ 8,079,220
YOY Budget % Change			0%		8%	-12%	18%	13.1%
% of Total Expenditures (excl. Transfers)	66%	60%	65%	59%	66%	58%	61%	61%

Highlights

Includes 2023 Market Adjustments implemented during last quarter of 2023; annual cost of \$280K

Annual increases of 4% - cost is approximately \$250K

Includes set-aside of \$250K for future pay increases

Health insurance rate decrease of 9% offset by increases for actual Employee counts

Includes set-aside of \$50K for future health insurance increases

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
Admin Total	1,062,443	903,915	158,528	17.5%	
Hourly	40,044	51,527			Answer Center sub hours
Overtime	0	0			
Salary	1,022,399	852,388			Pay analysis increases (net); .5 FTE added to EDI & Training position
Collection Services Total	630,826	585,738	45,088	7.7%	
Hourly	25,322	37,452			
Overtime	0	0			
Salary	605,504	548,286			Pay analysis increases
IT & Facilities Total	488,636	465,498	23,138	5.0%	
Hourly	0	0			
Overtime	0	0			
Salary	488,636	465,498			Pay analysis increases
Communication Total	388,987	313,082	75,905	24.2%	
Hourly	5,920	5,920			
Overtime	0	0			
Salary	383,067	307,162			.5 FTE added to Development position
Community Outreach Total	498,163	392,722	105,441	26.8%	
Hourly	56,473	54,356			Hourly Outreach Assistants
Overtime	0	0			
Salary	441,690	338,366			Pay analysis increases
Council Tree Library Total	845,470	762,181	83,289	10.9%	
Hourly	264,105	225,864			Pay analysis increases; .4 FTE added to existing CER hours
Overtime	0	0			
Salary	581,365	536,317			Pay analysis increases
Harmony Library Total	979,519	875,148	104,371	11.9%	
Hourly	304,039	250,999			Pay analysis increases
Overtime	0	0			
Salary	675,480	624,149			Pay analysis increases
Old Town Library Total	1,134,141	1,003,681	130,460	13.0%	
Hourly	346,883	313,825			Added .50 FTE for a new Computer Tech Lab position
Overtime	0	0			
Salary	787,258	689,856			Added .50 FTE to existing LA hours; added .50 FTE for new LA
	6,028,185	5,301,965	726,220	13.7%	

	2024 Budget	2023 Budget	Variance	% Variance
Total Hourly	1,042,786	939,943	102,843	10.9%
Total Overtime	0	0	0	0.0%
Total Salary	4,985,399	4,362,022	623,377	14.3%
	6,028,185	5,301,965	726,220	13.7%



General Fund – Expenditures

Summary of FTE Changes

Business Unit	Council Tree	Harmony	Midtown	Old Town	Webster House	Grand Total
Administration						
Hourly					1.0	
Salary					11.5	12.5
Combined						
Hourly					.	
Salary					6.0	6.0
Community Services						
Hourly					1.2	
Salary			1.3		6.0	8.4
Communication						
Hourly						
Salary					5.0	5.0
Old Town Library						
Hourly				8.6		
Salary				11.3		19.9
Collection Services						
Hourly			0.4			
Salary			9.6			10.0
Harmony Library						
Hourly		7.1				
Salary		9.9				17.0
Council Tree Library						
Hourly	6.8					
Salary	9.0					15.8
2024 Grand Total	15.8	17.0	11.2	19.9	30.6	94.5
2023 Grand Total	15.4	16.8	11.2	18.4	28.6	90.4



General Fund Expenditures – Administration

Administration	2023 Budget	2024 Budget	% Incr (Decr) vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 1,321,589	\$ 1,693,093	28%	\$ 371,504
Contractual	1,009,950	1,117,923	11%	\$ 107,973
Commodities (incl. Capital Outlay)	14,500	27,000	86%	\$ 12,500
Total Expenditures	\$ 2,346,039	\$ 2,838,016	21%	\$ 491,977
Transfer to Capital Projects Fund	500,000	1,450,000	190%	\$ 950,000
Total Expenditures & Transfers	\$ 2,846,039	\$ 4,288,016	51%	\$ 1,441,977

Personnel Highlights

Added \$35K (net) to salaries and benefits for pay adjustments
 Added .50 FTE for EDI & Training (\$38K)
 Added \$10K (net) for health insurance premium decrease offset by updated counts
 Added \$300K set-aside to fund future staff salary and insurance increases
 Subtracted \$13K from hourly ACS staff to reflect actuals

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	\$ 628,678	2%	\$ 14,834
Contractual	517,790	496,290	-4%	\$ (21,500)
Commodities (incl. Capital Outlay)	113,000	113,000	0%	\$ -
Total Expenditures	\$ 1,244,634	\$ 1,237,968	-1%	\$ (6,666)

Personnel Highlights

Added \$26K to salaries & benefits for pay adjustments and annual increases
Subtracted \$11K for health insurance premium decrease

Contractual Highlights

Subtracted \$15K from Maintenance Contracts - moved OTL and CTL budgets
Subtracted \$7K from collection services and telephone, collectively, to reflect actuals

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	\$ 644,283	29%	\$ 146,306
Contractual	35,000	25,750	-26%	\$ (9,250)
Commodities (incl. Capital Outlay)	67,000	74,500	11%	\$ 7,500
Total Expenditures	\$ 599,977	\$ 744,533	24%	\$ 144,556
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 599,977	\$ 744,533	24%	\$ 144,556

Personnel Highlights

Added \$47K to salaries and benefits for pay adjustments
 Added \$75K (1.5 FTE) to reflect staffing and programming needs; final staffing review in process
 Added \$24K (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

No change



General Fund Expenditures – Communication

Communication	2023 Budget	2024 Budget	% Incr (Decr) vs 2023 Budget	\$ Incr (Decr) vs 2023 Budget
Personnel	\$ 411,768	\$ 496,699	21%	\$ 84,931
Contractual	142,030	119,107	-16%	\$ (22,923)
Commodities (incl. Capital Outlay)	48,125	50,075	4%	\$ 1,950
Total Expenditures	\$ 601,923	\$ 665,881	11%	\$ 63,958
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 601,923	\$ 665,881	11%	\$ 63,958

Personnel Highlights

Added \$51K (net) to salaries & benefits for pay adjustments and annual pay increases
 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)



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	\$ 1,450,734	10%	\$ 126,721
Contractual	226,500	250,250	10%	\$ 23,750
Commodities (incl. Capital Outlay)	40,150	43,000	7%	\$ 2,850
Total Expenditures	\$ 1,590,663	\$ 1,743,984	10%	\$ 153,321
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 1,590,663	\$ 1,743,984	10%	\$ 153,321

Personnel Highlights

Added \$78K (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 \$30K 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

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	\$ 833,887	5%	\$ 39,540
Contractual	578,700	609,002	5%	\$ 30,302
Commodities (incl. Capital Outlay)	1,561,770	1,859,414	19%	\$ 297,644
Total Expenditures	\$ 2,934,817	\$ 3,302,303	13%	\$ 367,486
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 2,934,817	\$ 3,302,303	13%	\$ 367,486

Personnel Highlights

Added \$30K (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 \$2K (net) for new Automation lease (rent and property services)
 Decreased Conference & Travel by \$2K

Commodities Highlights

Subtracted \$10K from Computer Software - Content Café
 Added \$48K to Books & Periodicals
 Added \$17K to Non-print Media
 Added \$243K 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	\$ 1,247,658	7%	\$ 86,267
Contractual	27,750	20,250	-27%	\$ (7,500)
Commodities (incl. Capital Outlay)	27,450	36,950	35%	\$ 9,500
Total Expenditures	\$ 1,216,591	\$ 1,304,858	7%	\$ 88,267
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 1,216,591	\$ 1,304,858	7%	\$ 88,267

Personnel Highlights

Added \$117K to salaries & benefits for pay adjustments and annual pay increases
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	\$ 1,084,186	7%	\$ 68,200
Contractual	189,000	187,500	-1%	\$ (1,500)
Commodities (incl. Capital Outlay)	26,700	32,650	22%	\$ 5,950
Total Expenditures	\$ 1,231,686	\$ 1,304,336	6%	\$ 72,650
Transfer to Capital Projects Fund	-	-	0%	\$ -
Total Expenditures & Transfers	\$ 1,231,686	\$ 1,304,336	6%	\$ 72,650

Personnel Highlights

Added \$76K 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 Biblioteca 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
Rebranding - remaining signage	18,000
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
Total Annual Capital Budget:	\$ 664,015

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



Fund Balances

Fund Balances	2022 Actual	2023 Budget	2024 Budget
General Fund Restricted - Emergencies	\$ 363,000	\$ 335,000	\$ 360,000
General Fund Committed - Donations	510,025	-	510,025
General Fund Committed - Working Capital	2,454,000	2,450,000	3,100,000
General Fund Committed - Programming	100,000		100,000
General Fund Unassigned	1,983,468	2,132,263	1,490,468
General Fund Total Fund Balance	5,410,493	4,917,263	5,560,493
Capital Projects Fund Restricted	\$ -	\$ -	\$ -
Capital Projects Fund Committed	9,062,147	9,458,057	10,500,000
Capital Projects Fund Unassigned	-	-	-
Capital Projects Fund Total Fund Balance	9,062,147	9,458,057	10,500,000
Library District Total	14,472,640	14,375,320	16,060,493



Questions and Discussion

