

**POUDRE RIVER PUBLIC LIBRARY DISTRICT  
RECORD OF PROCEEDINGS**

STATE OF COLORADO  
COUNTY OF LARIMER

The Board of Trustees of the Poudre River Public Library District, Larimer County, Colorado held a regular meeting at the Old Town Library, 201 Peterson Street, Fort Collins, Colorado on Monday, November 13, 2017, at the hour of 4:00 p.m.

The following members of the Board of Trustees were present:

Secretary/Treasurer: Fred Colby  
Trustee: John Frey  
Trustee: Joe Wise  
Trustee: Becki Schulz  
Trustee: Valerie Arnold

Also present: Kim J. Seter, Seter & Vander Wall, P.C.; David Slivken, Library Director; Ken Draves, Library Deputy Director; Jeff Barnes, District Finance Officer.

Counsel reported, that prior to the meeting, the Trustees were notified of the date, time and place of the meeting and the purpose for which it was called. She further reported that this meeting is a regular meeting of the Board of Trustees of the District and that a Notice of Meeting has been posted at two places within the boundaries of the District and at the office of the County Clerk of Larimer County in Fort Collins, Colorado, and to the best of her knowledge, remains posted to the date of this meeting. A copy of the Notice of Regular Meeting and a copy of the published Notice as to Amended 2017 and Proposed 2018 Budgets are incorporated into these proceedings.

NOTICE OF REGULAR MEETING  
AND  
NOTICE AS TO AMENDED 2017 AND PROPOSED 2018 BUDGETS

DRAFT

**NOTICE AS TO AMENDED 2017 AND PROPOSED 2018 BUDGETS**

NOTICE IS HEREBY GIVEN that a proposed 2018 budget and, if necessary, an amended 2017 budget have been submitted to the **POUDRE RIVER PUBLIC LIBRARY DISTRICT** for the fiscal year 2018. Copies of such proposed 2018 budget and, if necessary, amended 2017 budget have been filed in the Old Town Library, Community Room, 201 Peterson Street, Fort Collins, Colorado, where same is open for public inspection. Such proposed 2018 budget and, if necessary, amended 2017 budget will be considered at the next meeting of the Poudre River Public Library District to be held at 4:00 P.M. on Monday, November 13, 2017. The meeting will be held at the Old Town Library, 201 Peterson Street, Fort Collins, Colorado. Any interested elector within the Poudre River Public Library District may inspect the proposed 2018 budget and, if necessary, the amended 2017 budget and file or register any objections at any time prior to the final adoption of the proposed 2018 budget and, if necessary, the amended 2017 budget.

BY ORDER OF THE BOARD OF TRUSTEES:  
POUDRE RIVER PUBLIC LIBRARY DISTRICT

By: /s/ SETER & VANDER WALL, P.C.  
Attorneys for the District

Publish in: The Fort Collins Coloradoan  
Publish on: Monday, November 6, 2017

ATTACH REGULAR MEETING NOTICE

DRAFT

Trustee \_\_\_\_\_ introduced and moved the adoption of the following Resolution:

**Poudre River Public Library District  
Board of Trustees Resolution 2017- \_\_\_\_\_**

RESOLUTION

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET, LEVYING PROPERTY TAXES FOR COLLECTION IN THE YEAR 2017 TO HELP DEFRAY THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE POUFRE RIVER PUBLIC LIBRARY DISTRICT, LARIMER COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2018, AND ENDING ON THE LAST DAY OF DECEMBER, 2018.

WHEREAS, the Board of Trustees of the Poudre River Public Library District has authorized its budget officer to prepare and submit a proposed budget at the proper time; and

WHEREAS, the proposed budget has been submitted to the Board of Trustees of the District for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with law, the proposed budget was open for inspection by the public at a designated place, a public hearing was held on Monday, November 13, 2017 and interested electors were given the opportunity to file or register any objections to the proposed budget; and

WHEREAS, the budget being adopted by the Board has been prepared based on the best information available at this time to the Board regarding the effects of Article X, Section 20 of the Colorado Constitution; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE  
POUDRE RIVER PUBLIC LIBRARY DISTRICT OF LARIMER COUNTY, COLORADO:

Section 1. Summary of 2018 Revenues and 2018 Expenditures. The estimated revenues and expenditures for each fund for fiscal year 2018, as more specifically set forth in the budget attached hereto are accepted and approved.

Section 2. Adoption of Budget. The budget as submitted, amended and attached hereto and incorporated herein is approved and adopted as the budget of the Poudre River Public Library District for fiscal year 2018.

Section 3. Levy of General Property Taxes. The foregoing budget indicates that the amount of money necessary to balance the budget for the General Fund for operating expenses from property tax revenue is \$ 9,480,300. For the purposes of meeting all general operating expenses of the District during the 2018 budget year, the voters have approved a tax levy of 3.0 mills upon each dollar of the total valuation for assessment within the District for the year 2017.

Section 4. Certification to County Commissioners. The Secretary of the District, or its designee, is hereby authorized and directed to certify to the County Commissioners of Larimer County the mill levy for the District hereinabove determined and set forth on the Certification of Tax Levies for Non-School Governments attached hereto.

Section 5. Appropriations. The amounts set forth as expenditures and balances remaining, as specifically allocated in the budget are hereby appropriated from the revenue to each fund for the purposes stated and no other.

Section 6. Budget Certification. The budget shall be certified by the Secretary of the District, and made a part of the public records of the Poudre River Public Library District.

The foregoing Resolution was seconded by Trustee \_\_\_\_\_.

RESOLUTION APPROVED AND ADOPTED THIS 13<sup>TH</sup> DAY OF NOVEMBER, 2017.

Poudre River Public Library District  
2018 Budget Resolution  
Signature Page

POUDRE RIVER PUBLIC LIBRARY DISTRICT

By: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Secretary

STATE OF COLORADO  
COUNTY OF LARIMER  
POUDRE RIVER PUBLIC LIBRARY DISTRICT

I, \_\_\_\_\_, hereby certify that I am a Trustee and the duly elected and qualified Secretary of the Poudre River Public Library District, and that the foregoing constitute a true and correct copy of the record of proceedings of the Board of Trustees of said District, adopted at a meeting of the Board of Trustees of the Poudre River Public Library District held on November 13, 2017, at Larimer County, Colorado, as recorded in the official record of the proceedings of the District, insofar as said proceedings relate to the budget hearing for fiscal year 2017; that said proceedings were duly had and taken; that the meeting was duly held; and that the persons were present at the meeting as therein shown.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of the District this 13th day of November, 2017.

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Secretary



ACKNOWLEDGEMENT OF NOTICE AND  
APPROVAL OF RECORD OF PROCEEDINGS

We, the undersigned members of the Board of Trustees of the Poudre River Public Library District, Larimer County, Colorado, do hereby acknowledge receipt of proper notice of the meeting of the Board held Monday, November 13, 2017, at 4:00 p.m., at the Main Branch Library, 201 Peterson Street, Fort Collins, Colorado, informing of the date, time and place of the meeting and the purpose for which it was called, and we do hereby approve said record of proceedings and the actions taken by the Board as stated therein.

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**EXHIBIT A**

**BUDGET DOCUMENT  
AND  
BUDGET MESSAGE**

DRAFT

## Poudre River Public Library District Presentation of Proposed 2018 Budget

The operating budget of the Poudre River Public Library District was drafted using the following requirements and assumptions –

- ✓ State required emergencies reserves would be maintained
- ✓ Board approved operating reserves would be maintained
- ✓ Board approved capital reserves would continue to be funded
- ✓ Salary and wage increase 3% plus increases required due to changes in the state minimum wage

Revenue is budgeted to increase 10.5% in 2018 due to increases in property taxes from biannual reassessment determined by the County Assessor and higher levels of Specific Ownership Taxes. Revenue from these taxes is projected to increase \$935,600.

Expenditures are increasing 4.4% for 2018. Most expenditure line items have been held at their current levels. Of the items that are changing, the following are the more significant. Management is recommending a 3% increase in staff salaries and hourly positions other and circulation staff, and an increase of \$0.90/hour for circulation hourly staff due to annual increases in the state minimum wage. By 2020, the Colorado minimum wage will be \$12/hour. There are also personnel decreases built into the 2018 budget for changes in salaries due to turnover and reductions in circulation hourly activity based on reduced circulation activity and efficiencies from the automated material handlers at Old Town Library and Council Tree. The cost of health and dental premiums is increasing 5%. Overall, personnel costs are increasing 2.5% in 2018.

The Collection Development budget is being increased to maintain the 12% of revenue budgeted for this activity. This budget has also been increased for moneys anticipated to be provided to the Library District from sources such as Front Range Community College and CSU specifically for enhancements to the collection.

Other changes to the expenditures budget includes an increase in the portion of programming funded by the Library District so that a smaller portion of the programming cost is funded by the Friends of the Library, maintenance on the automated materials handler at Council Tree Library now that this device is out of warranty, an increase in County Treasurer fees due to the increase in property taxes, inclusion of the activity of the annual FOCO Book Fest and use of Comic Con Proceeds, and a one-time addition to the Systems Administration budget for additional laptop computers and iPads for patron usage. Amount budgeted for capital outlay is being budgeted at the same level as the 2017 budget.

The Capital Projects Fund will fund the needs of the Capital Replacement Plan in 2018. This includes normal computer replacements and replacement of the cooling equipment at Old Town Library.

**Poudre River Public Library District  
Proposed General Fund Budget  
For the year ending December 31, 2018**

	<u>2017 Budget</u>	<u>2017 Forecast</u>	<u>2018 Budget</u>	<u>2019 Estimate</u>
<b>Revenue:</b>				
1 Property Tax	\$ 8,619,700	\$ 8,653,100	\$ 9,480,300	\$ 9,669,900
2 Specific Ownership Tax	600,000	720,000	675,000	675,000
3 Copier Charges & Other	20,000	23,300	20,000	20,000
4 Extended Use Fees	180,000	151,000	150,000	150,000
5 Donations - Grants	80,000	101,800	141,000	141,000
6 Investment earnings	50,000	106,200	50,000	50,000
7 Intergovernmental	32,000	64,900	78,700	73,000
8 <b>Total revenue</b>	<u>9,581,700</u>	<u>9,820,300</u>	<u>10,595,000</u>	<u>10,778,900</u>
<b>Expenditures:</b>				
9 Administration	1,779,730	1,685,940	1,776,275	1,795,100
10 Systems Administration	657,425	655,969	707,240	734,600
11 Collection Services	784,135	751,837	799,695	830,600
12 Combined Operating Expenses	256,395	219,773	269,320	279,800
13 Answer Center	179,210	174,730	181,065	188,100
14 Outreach Services	344,220	343,825	371,520	385,900
15 Interlibrary Loan	178,950	171,752	185,280	192,500
16 Collection Development	1,276,070	1,351,070	1,344,750	1,396,800
17 Programming	102,200	137,200	152,700	158,600
18 Facilities	407,895	411,243	419,820	436,100
19 Old Town Operations	255,495	230,977	258,785	268,800
20 Old Town Public Service	822,955	819,375	817,295	848,900
21 Old Town Circulation	509,880	466,529	551,105	586,900
22 Harmony Operations	126,275	116,784	129,445	134,400
23 Harmony Public Service	614,570	570,132	684,030	710,400
24 Harmony Circulation	419,525	407,300	449,365	478,700
25 Council Tree Operations	267,375	246,617	269,875	280,300
26 Council Tree Public Service	339,985	339,379	355,500	369,200
27 Council Tree Circulation	434,010	407,092	475,280	505,700
28 Capital Outlay	50,000	39,976	50,000	50,000
29 <b>Total expenditures</b>	<u>9,806,300</u>	<u>9,547,500</u>	<u>10,248,345</u>	<u>10,631,400</u>
30 Excess of revenue over				
31 Expenditures	(224,600)	272,800	346,655	147,500
32 Transfer to Capital Projects Fund	(250,000)	(2,250,000)	(250,000)	(250,000)
33 Excess of revenue over				
34 Expenditures and Transfers	(474,600)	(1,977,200)	96,655	(102,500)
35 Beginning Fund Balance	<u>5,880,035</u>	<u>5,946,555</u>	<u>3,969,355</u>	<u>4,066,010</u>
36 Ending Fund Balance	<u>\$ 5,405,435</u>	<u>\$ 3,969,355</u>	<u>\$ 4,066,010</u>	<u>\$ 3,963,510</u>
<b>Allocation of Ending Fund Balance</b>				
37 Emergency Reserve	\$ 316,000	\$ 316,000	\$ 322,300	\$ 304,700
38 Designated for working capital/operations	2,110,600	2,110,600	2,148,600	2,155,800
39 Unreserved	<u>2,978,835</u>	<u>1,542,755</u>	<u>1,595,110</u>	<u>1,503,010</u>
40 Total	<u>\$ 5,405,435</u>	<u>\$ 3,969,355</u>	<u>\$ 4,066,010</u>	<u>\$ 3,963,510</u>

**Poudre River Public Library District  
Proposed General Fund Budget  
Expenditures by Object  
For the year ending December 31, 2018**

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**Revenue:**

1	Property Tax	\$	9,480,300
2	Specific Ownership Tax		675,000
3	Copier Charges		20,000
4	Fines		150,000
5	Donations		141,000
6	Interest earnings		50,000
7	Intergovernmental		78,700
8	<b>Total Revenue</b>		<u>10,595,000</u>

**Expenditures:**

		<u>Personnel</u>	<u>Contractual</u>	<u>Commodities</u>	<u>Total</u>
9	Administration	\$ 865,825	\$ 901,550	\$ 8,900	1,776,275
10	Systems Administration	482,040	176,200	49,000	707,240
11	Collection Services	658,695	69,000	72,000	799,695
12	Combined Operating Expenses	59,770	176,350	33,200	269,320
13	Answer Center	178,565	-	2,500	181,065
14	Outreach Services	350,820	9,750	10,950	371,520
15	Interlibrary Loan	132,630	52,150	500	185,280
16	Collection Development	-	198,850	1,145,900	1,344,750
17	Programming	29,000	73,400	50,300	152,700
18	Facilities	140,270	269,550	10,000	419,820
19	Old Town Operations	104,285	142,000	12,500	258,785
20	Old Town Public Service	809,145	5,150	3,000	817,295
21	Old Town Circulation	517,605	25,000	8,500	551,105
22	Harmony Operations	101,595	15,750	12,100	129,445
23	Harmony Public Service	682,280	1,250	500	684,030
24	Harmony Circulation	449,115	-	250	449,365
25	Council Tree Operations	107,075	154,700	8,100	269,875
26	Council Tree Public Service	354,750	250	500	355,500
27	Council Tree Circulation	455,030	20,000	250	475,280
28	Capital Outlay	-	-	50,000	50,000
29	<b>Total Expenditures</b>	<u>\$ 6,478,495</u>	<u>\$ 2,290,900</u>	<u>\$ 1,478,950</u>	<u>10,248,345</u>
30	Percent of total operating expenditures	63%	22%	14%	100%
	Excess of revenue over				
31	Expenditures				346,655
32	Transfer to Capital Projects Fund				<u>(250,000)</u>
33	Change in Fund Balance				96,655
34	Beginning Fund Balance				<u>3,969,355</u>
35	Ending Fund Balance				<u>\$ 4,066,010</u>

**Poudre River Public Library District**  
**Summary of Proposed Budget Changes for 2018**

**Revenue Changes**

1	Increase in property taxes	\$ 860,600
2	Increase in Specific Ownership taxes	75,000
3	Decrease in extended use fees	(30,000)
4	Increase in governmental revenue	47,700
5	Funding from Comic Con proceeds	25,000
6	Increase in programming for Book Fest	<u>35,000</u>
7	<b>Change in revenue</b>	<b><u>\$ 1,013,300</u></b>

**Expenditure Changes**

8	Classified staff salaries (3%)	\$ 128,290
9	Hourly staff wages (3%)	24,350
10	Additional increase for minimum wage change	49,020
11	Health-Dental premium increase (5%)	41,010
12	Classified staff turnover impact	(42,555)
13	Circulation schedules impacts	(40,100)
14	Collection Development to 12% of revenue	67,580
15	Collection Development external funding	79,700
16	Collection Development and Programming Comic Con Funded	25,000
17	Decrease in copier lease agreements	(8,250)
18	Increase in Library funded program activity	10,500
19	Automatic Material Handlers maintenance	22,500
20	Increase in County Treasurer fees	20,000
21	Increase in supply of iPads and laptop computers	30,000
22	Book Fest event cost	<u>35,000</u>
23	<b>Change in expenditures</b>	<b><u>\$ 442,045</u></b>

**Poudre River Public Library District**  
**Summary of Capital Projects Fund Activity**  
**Through December 31, 2018**

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	Paul Gwyn Bequest	Restricted for Design/Land	Capital				Total
			Replacement Plan	Future Facilities	Unrestricted		
<b>Balance December 31, 2016</b>	\$ 182,203	\$ 40,377	\$ 395,433	\$ -	\$ 51,269	\$ 669,282	
Estimated 2017 Revenue - Expenditures							
2017 General Fund Transfer	-	-	250,000	2,000,000	-	2,250,000	
Investment Earnings	-	-	10,600	-	1,400	12,000	
Intergovernmental revenue	-	-	13,181	-	-	13,181	
Replacement of computer equipment	-	-	(34,900)	-	-	(34,900)	
Old Town Library Elevator refurbishment	-	-	(75,000)	-	-	(75,000)	
Old Town Library Security Cameras	(29,481)	-	-	-	-	(29,481)	
Council Tree window blinds	(17,500)	-	-	-	-	(17,500)	
<b>Balance December 31, 2017</b>	135,222	40,377	559,314	2,000,000	52,669	2,787,582	
2018 General Fund Transfer	-	-	250,000	-	-	250,000	
2018 Capital Replacement Plan	-	-	(275,000)	-	-	(275,000)	
<b>Balance December 31, 2018</b>	\$ 135,222	\$ 40,377	\$ 534,314	\$ 2,000,000	\$ 52,669	\$ 2,762,582	

Note - 2018 Capital Replacement Budget includes \$150,000 for Old Town Library cooling equipment.