## **2024 Budget Presentation**

### Board of Trustees Meeting November 13, 2023





# **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

#### **Expenditures**

Personnel

Added 4% for annual increases across the Library; approximate cost of \$250K
Added 1.5 FTE to Community Outreach to address staffing and programming needs

Added \$250K set-aside to fund future pay increases

Health Insurance

□ Includes a decrease of approximately 9%, offset by actual staff counts and increases □ \$50K set-aside to fund future increases

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□ None significant

**Commodities** 

□ Added \$55K to Collections budget to address usage and anticipated cost increases

Decreased transfer to Capital Project by \$500K to fund the above

# **General Fund - Revenue**

poudre libraries

Revenue Type	2	022 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%
Total Tax Revenue		12,374,235	12,090,355	 12,065,355	15,490,918	28%
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	\$ 15,665,713	28%

• Property tax increase is due to significant growth in assessed values

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• Change is reflective of current values, no adjustments since Proposition HH did not pass

# **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	\$ 2,836,848	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	3,327,303	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	\$ 13,165,713	12%
Transfer to Capital Projects Fund	2,000,000	500,000	500,000	2,500,000	400%
Total Expenditures & Transfers	\$ 12,451,127	\$ 12,266,330	\$ 11,512,247	\$ 15,665,713	28%

### **General Fund – Expenditures**

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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	\$ 2,836,84
IT & Facilities (Combined)	1,251,836	1,345,152	1,306,585	1,086,264	1,099,945	1,338,292	1,244,634	\$ 1,237,96
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	\$ 665,88
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	\$ 3,327,303
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	\$ 1,304,85
Council Tree Library	987,245	1,079,235	1,138,824	1,070,518	1,160,157	1,170,718	1,231,686	\$ 1,304,33
Total Expenditures	9,488,361	10,055,940	9,902,610	9,720,546	9,682,136	10,451,126	11,766,330	13,165,71
YOY Percentage Increase		6%	-2%	-2%	b 0%	8%	22%	5 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	\$ 6,277,017
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	\$ 8,078,052
YOY Budget % Change			0%		8%	-12%	18%	13.1%
% of Total Expenditures (excl.								
Transfers)	66%	60%	65%	59%	66%	58%	61%	61%

#### <u>Highlights</u>

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	1,061,275	903,915	157,360	17.4%	
Hourly	40,044	51,527			Answer Center sub hours
Overtime	0	0			
Salary	1,021,231	852,388			Pay 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 increases
IT & Facilities Total	488,636	465,498	23,138	5.0%	
Hourly	0	0			
Overtime	0	0			
Salary	488,636	465,498			Pay 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 increases. 1.5 FTE added to support programming needs
Council Tree Library Total	845,470	762,181	83,289	10.9%	
Hourly	264,105	225,864			Pay increases ; .4 FTE added to existing CER hours
Overtime	0	0			
Salary	581,365	536,317			Pay increases
Harmony Library Total	979,519	875,148	104,371	11.9%	
Hourly	304,039	250,999			Pay increases
Overtime	0	0			
Salary	675,480	624,149			Pay 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
	6,027,017	5,301,965	725,052	13.7%	

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	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	4,984,231	4,362,022	622,209	14.3%
	6,027,017	5,301,965	725,052	13.7%

### General Fund – Expenditures Summary of FTE Changes

<b>Business Unit</b>	<b>Council Tree</b>	Harmony	Midtown	Old Town	Webster House	Grand Total
Administration						
Hourly					1.0	
Salary					11.5	12.5
Combined					•	
Hourly						
Salary					6.0	6.0
<b>Community Services</b>						
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
<b>Collection Services</b>						
Hourly			0.4			
Salary			9.6			10.0
Harmony Library						
Hourly		7.1				
Salary		9.9				17.0
<b>Council Tree Library</b>						
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	20	23 Budget	20	24 Budget	% Incr (Decr) vs 2023 Budget	Incr (Decr) vs 2023 Budget
Personnel	\$	1,321,589	\$	1,691,925	28%	\$ 370,336
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	\$	2,836,848	21%	\$ 490,809
Transfer to Capital Projects Fund		500,000		2,500,000	400%	\$ 2,000,000
Total Expenditures & Transfers	\$	2,846,039	\$	5,336,848	88%	\$ 2,490,809

#### 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)	20	23 Budget	20	24 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

					% Incr (Decr)	\$ Incr (Decr) vs
Community Outreach	202	3 Budget	202	24 Budget	vs 2023 Budget	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**

					% Incr (Decr)	\$ Incr (Decr) vs
Communication	202	3 Budget	202	24 Budget	vs 2023 Budget	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**

					% Incr (Decr)	\$ Incr (Decr) vs
Old Town Library	2023 Budget		2024 Budget		vs 2023 Budget	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**

					% Incr (Decr)	\$ Incr (Decr) vs
Collection Services	20	23 Budget	20	24 Budget	vs 2023 Budget	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		1,884,414	21%	\$ 322,644
Total Expenditures	\$	2,934,817	\$	3,327,303	13%	\$ 392,486
Transfer to Capital Projects Fund		-		-	0%	\$ -
<b>Total Expenditures &amp; Transfers</b>	\$	2,934,817	\$	3,327,303	13%	\$ 392,486

#### 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 \$61K to Books & Periodicals Added \$17K to Non-print Media Added \$255K to Electronic Media

### poudre libraries

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## **General Fund Expenditures – Harmony Library**

					% Incr (Decr)	\$	Incr (Decr) vs
Harmony Library	2023 Budget		2024 Budget		vs 2023 Budget		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**

					% Incr (Decr)	\$	Incr (Decr) vs
Council Tree Library	2023 Budget		2024 Budget		vs 2023 Budget		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%	\$	-
<b>Total Expenditures &amp; Transfers</b>	\$	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

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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	20	)22 Actual	20	23 Budget	20	024 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		11,000,000
Capital Projects Fund Unassigned		-		-		-
Capital Projects Fund Total Fund Balance		9,062,147		9,458,057		11,000,000
Library District Total		14,472,640		14,375,320		16,560,493





# **Questions and Discussion**