

Poudre River Public Library District Presentation of Proposed 2012 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
- ✓ An answer center is being established to centralize patron calls
- ✓ An increased emphasis on serving patron needs outside of the actual libraries is addressed by establishing Outreach Services as a separate department in the staff organization structure.

Revenue is anticipated to be substantially the same as that of 2011 with the reduction of budgeted Specific Ownership (SO) Taxes and interest income based on current economic circumstances. SO taxes are included in licensing fees for vehicles and have been decreasing the last couple of years. Based on historically low interest rates and constraints on the types of investments available based on state statutes which govern the investment of public funds, earnings on investments have been declining and, therefore, a decrease in the budget for the revenue source is being decreased.

Expenditures in most areas are being held at their current levels. However, management is recommending a 2% increase in staff wages and salaries for 2012. Classified staff received a 1% increase in 2010 and no increase in 2011. Hourly wages were increased \$0.25/hour in 2011 after receiving no increase in 2010. There is no change in the premiums being charged to the employees for health and dental coverage for 2012. Employer contributions for these benefits are decreasing 8% compared to 2011.

Where appropriate, other operating expenses are being reduced based on the current budget and the actual costs incurred. This includes utilities, supplies, and Council Tree Library facility/condo costs. Amounts budgeted for capital outlay and contingencies are being reduced based on the historical need for those items.

**Poudre River Public Library District
Proposed General Fund Budget
For the year ending December 31, 2012**

	<u>2011</u> <u>Budget</u>	<u>2011</u> <u>Forecast</u>	<u>2012</u> <u>Budget</u>	<u>2013</u> <u>Estimate</u>
Revenue:				
Property Tax	\$ 6,832,500	\$6,882,500	\$6,832,500	\$ 6,832,500
Specific Ownership Tax	475,000	440,000	450,000	450,000
Copier Charges & Other	25,000	22,500	25,000	25,000
Fines	175,000	195,000	175,000	175,000
Donations - Grants	94,800	160,000	88,000	88,000
Interest earnings	75,000	70,000	50,000	50,000
Intergovernmental	744,000	794,000	744,000	744,000
	<u>8,421,300</u>	<u>8,564,000</u>	<u>8,364,500</u>	<u>8,364,500</u>
Expenditures:				
Administration	1,294,950	1,294,950	1,327,625	1,337,625
Systems Administration	560,000	560,000	627,080	634,080
Collection Services	605,650	605,650	658,770	667,770
Combined Operating Expenses	84,100	50,000	73,550	74,450
Answer Center	-	-	145,375	148,375
Outreach Services	-	-	245,100	247,600
Collection Development	935,000	935,000	935,000	935,000
Programming	134,900	134,900	110,400	110,400
Facilities	376,700	325,000	364,990	366,490
Main Operations	191,950	191,950	184,900	186,900
Main Public Service	1,045,470	925,000	809,560	829,560
Main Circulation	738,900	670,000	483,910	496,410
Harmony Operations	115,100	115,100	114,630	116,130
Harmony Public Service	484,080	484,080	520,760	529,760
Harmony Circulation	375,600	550,000	457,550	464,550
Council Tree Operations	253,740	253,740	237,290	238,790
Council Tree Public Service	413,420	340,000	304,290	311,790
Council Tree Circulation	210,990	310,000	355,300	359,800
Capital Outlay	178,500	130,000	50,000	50,000
Contingency	100,000	-	75,000	75,000
	<u>8,099,050</u>	<u>7,875,370</u>	<u>8,081,080</u>	<u>8,180,480</u>
Excess of revenue over				
Expenditures	322,250	688,630	283,420	184,020
Transfer to Capital Projects Fund	<u>(252,800)</u>	<u>(425,000)</u>	<u>(252,050)</u>	<u>(252,050)</u>
Excess of revenue over				
Expenditures and Transfers	<u>69,450</u>	<u>263,630</u>	<u>31,370</u>	<u>(68,030)</u>
Beginning Fund Balance	4,018,000	4,018,000	3,825,000	3,855,000
Transfer to Capital Projects Fund	<u>(360,000)</u>	<u>(360,000)</u>	-	-
Remaining Beginning Balance	<u>3,658,000</u>	<u>3,658,000</u>	<u>3,825,000</u>	<u>3,855,000</u>
Ending Fund Balance	<u>\$ 3,727,450</u>	<u>\$3,921,630</u>	<u>\$3,856,370</u>	<u>\$ 3,786,970</u>
Allocation of Ending Fund Balance				
Emergency Reserve	239,870	245,700	242,500	242,500
Reserved for Funding Restrictions	675,200	641,800	716,800	791,800
Reserved for Donations	100,000	110,347	100,000	100,000
Designated for working capital/operations	1,684,300	1,701,800	1,672,900	1,672,900
Unreserved	<u>1,028,080</u>	<u>1,221,983</u>	<u>1,124,170</u>	<u>979,770</u>
Total	<u>\$ 3,727,450</u>	<u>\$3,921,630</u>	<u>\$3,856,370</u>	<u>\$ 3,786,970</u>

**Poudre River Public Library District
Proposed General Fund Budget
Expenditures by Object
For the year ending December 31, 2012**

Revenue:	
Property Tax	\$ 6,832,500
Specific Ownership Tax	450,000
Copier Charges	25,000
Fines	175,000
Donations - Grants	88,000
Interest earnings	50,000
Intergovernmental	<u>744,000</u>
	<u>8,364,500</u>

Expenditures:	<u>Personnel</u>	<u>Contractual</u>	<u>Commodities</u>	<u>Total</u>
Administration	\$ 557,325	\$ 761,800	\$ 8,500	1,327,625
Systems Administration	385,780	147,200	94,100	627,080
Collection Services	537,670	89,100	32,000	658,770
Combined Operating Expenses	20,000	47,350	6,200	73,550
Answer Center	142,875	-	2,500	145,375
Outreach Services	211,450	6,000	27,650	245,100
Collection Development	-	120,000	815,000	935,000
Programming	700	45,400	64,300	110,400
Main Facilities	77,290	280,200	7,500	364,990
Main Operations	93,900	78,500	12,500	184,900
Main Public Service	800,160	6,400	3,000	809,560
Main Circulation	380,910	94,500	8,500	483,910
Harmony Operations	85,030	14,000	15,600	114,630
Harmony Public Service	520,760	-	-	520,760
Harmony Circulation	422,950	34,600	-	457,550
Council Tree Operations	90,490	143,200	3,600	237,290
Council Tree Public Service	296,790	-	7,500	304,290
Council Tree Circulation	355,300	-	-	355,300
Capital Outlay	-	-	50,000	50,000
Contingency	-	-	75,000	75,000
	<u>\$ 4,979,380</u>	<u>\$ 1,868,250</u>	<u>\$ 1,233,450</u>	<u>8,081,080</u>
Excess of revenue over Expenditures				283,420
Transfer to Capital Projects Fund				<u>(252,050)</u>
Excess of revenue over Expenditures and Transfers				31,370
Beginning Fund Balance				<u>3,800,000</u>
Ending Fund Balance				<u>\$ 3,831,370</u>

**Poudre River Public Library District
Summary of Budget Changes from 2012**

Revenue Changes

Specific Ownership taxes	\$ (25,000)
Interest earnings	(25,000)
Donations/grants	<u>(6,800)</u>
Total Revenue Changes	<u>(56,800)</u>

Expenditure changes

Increases

Classified staff salary increase	72,030
Hourly staff increase	17,260
Program marketing	5,000
Outreach services	23,100
Technology upgrades	70,000
City Services	41,250
Prospector increase	<u>6,000</u>
	<u>234,639</u>

Decreases

Liability/property insurance	(15,500)
Health/dental insurance	(57,000)
Programming	(5,000)
Other operating expenses	(17,500)
Reorganization/staff changes	(4,110)
Capital outlay	(25,000)
Contingency	(25,000)
Capital reserve decrease	<u>(750)</u>
	<u>(149,860)</u>

Net Expenditure Increases 84,780

Net budget change \$ (141,580)

**Poudre River Public Library District
Capital Projects Fund
Summary of Project Activities**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>Total</u>
Revenue					
Capital Reserve Transfers	\$ 608,000	\$ 425,500	\$ 821,000	\$ 252,050	\$ 2,106,550
Transfer from Unreserved Funds	-	1,300,000	-	-	1,300,000
City Impact Fee Transfers	982,100	168,916	-	-	1,151,016
City Sales Tax - land/design	905,900	-	-	-	905,900
Interest income	27,936	57,100	50,000	15,000	150,036
Donations	-	1,667	-	-	1,667
Total Revenue	<u>2,523,936</u>	<u>1,953,183</u>	<u>871,000</u>	<u>267,050</u>	<u>5,615,169</u>
Project Expenditures					
Main remodel/expansion	-	97,139	300,000	3,803,000	4,200,139
Webster House Admin. Center	-	-	800,000	-	800,000
Total Expenditures	<u>-</u>	<u>97,139</u>	<u>1,100,000</u>	<u>3,803,000</u>	<u>5,000,139</u>
Net - Revenue less Exp.	2,523,936	1,856,044	(229,000)	(3,535,950)	615,030
Beginning Fund Balance	-	2,523,936	4,379,980	4,150,980	-
Ending Fund Balance	<u>\$ 2,523,936</u>	<u>\$ 4,379,980</u>	<u>\$ 4,150,980</u>	<u>\$ 615,030</u>	<u>\$ 615,030</u>