

Poudre River Public Library District Presentation of Proposed 2013 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

Revenue is anticipated to be substantially the same as that of 2012. The preliminary assessed valuation received from the Larimer County Assessor shows a minor decrease of 0.1%. This would result in approximately \$8,000 less in property tax revenue but is still sufficient to support the current budgeted amount.

The only new staff position is to add a part-time contractual development officer. This position is anticipated to be self-funded. Additional grant revenue has been included in the proposed budget to offset this person's cost and the out of pocket costs the additional grants would require.

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. With the remodeling of Old Town Library, janitorial costs have increased and the maintenance agreement for the automated material handler needs to be added to the 2013 budget.

Employer contributions for the health and dental benefits are decreasing 9% compared to 2012. There is no change in the premiums being charged to the employees for this coverage for 2013.

The Systems Administration (SA) budget is decreasing because of one-time items in the 2012 budget. There was \$70,000 included in the 2012 budget for purchase of a discovery tool to ease use of the materials catalog and for server replacement. Ongoing costs of the discovery tool and an enhanced collection management tool adds \$47,500 to SA's 2013 budget.

Where appropriate, other operating expenses are being reduced based on the current budget and the actual costs incurred. This includes utilities, supplies, repairs and maintenance, Outreach Services, and the IT portion of the support services of the city contract.

Amounts budgeted for capital outlay and contingencies are being budgeted at the same level as the 2012 budget.

**Poudre River Public Library District
Proposed General Fund Budget
For the year ending December 31, 2013**

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Forecast</u>	<u>2013</u> <u>Budget</u>	<u>2014</u> <u>Estimate</u>
Revenue:				
Property Tax	\$ 6,832,500	\$6,882,500	\$6,832,500	\$ 7,037,475
Specific Ownership Tax	450,000	480,000	450,000	450,000
Copier Charges & Other	25,000	17,500	25,000	25,000
Fines	175,000	185,000	175,000	175,000
Donations - Grants	88,000	88,000	120,800	120,000
Interest earnings	50,000	60,000	50,000	50,000
Intergovernmental	744,000	744,000	744,000	744,000
	<u>8,364,500</u>	<u>8,457,000</u>	<u>8,397,300</u>	<u>8,601,475</u>
Expenditures:				
Administration	1,321,125	1,321,125	1,314,770	1,326,090
Systems Administration	627,080	627,080	619,300	627,410
Collection Services	658,770	690,000	683,860	694,720
Combined Operating Expenses	73,550	47,500	162,550	162,950
Answer Center	145,375	145,375	146,780	149,670
Outreach Services	245,100	209,500	213,060	217,170
Collection Development	935,000	982,000	935,000	935,000
Programming	110,400	135,000	143,200	143,270
Facilities	364,990	298,500	332,210	333,770
Main Operations	184,900	184,900	184,700	186,600
Main Public Service	805,360	805,360	800,050	815,860
Main Circulation	490,410	490,410	426,770	434,490
Harmony Operations	114,630	114,630	117,290	119,010
Harmony Public Service	523,760	523,760	528,600	539,170
Harmony Circulation	461,750	461,750	474,050	482,780
Council Tree Operations	234,290	234,290	243,290	245,120
Council Tree Public Service	298,790	298,790	305,460	311,420
Council Tree Circulation	360,800	360,800	368,040	375,400
Capital Outlay	50,000	37,500	50,000	50,000
Contingency	75,000	-	75,000	75,000
	<u>8,081,080</u>	<u>7,968,270</u>	<u>8,123,980</u>	<u>8,224,900</u>
Excess of revenue over				
Expenditures	283,420	488,730	273,320	376,575
Transfer to Capital Projects Fund	(252,050)	(252,050)	(252,050)	(258,000)
Excess of revenue over				
Expenditures and Transfers	31,370	236,680	21,270	118,575
Beginning Fund Balance	<u>3,825,000</u>	<u>4,326,650</u>	<u>4,450,000</u>	<u>4,450,000</u>
Ending Fund Balance	<u>\$ 3,856,370</u>	<u>\$ 4,563,330</u>	<u>\$ 4,471,270</u>	<u>\$ 4,568,575</u>
Allocation of Ending Fund Balance				
Emergency Reserve	242,500	245,700	242,500	242,500
Reserved for Funding Restrictions	716,800	727,800	828,300	909,400
Reserved for Donations	100,000	83,000	63,000	43,000
Designated for working capital/operations	1,672,900	1,679,500	1,679,500	1,679,500
Unreserved	1,124,170	1,827,330	1,657,970	1,694,175
Total	<u>\$ 3,856,370</u>	<u>\$ 4,563,330</u>	<u>\$ 4,471,270</u>	<u>\$ 4,568,575</u>

**Poudre River Public Library District
Proposed General Fund Budget
Expenditures by Object
For the year ending December 31, 2013**

Revenue:

Property Tax	\$ 6,832,500
Specific Ownership Tax	450,000
Copier Charges	25,000
Fines	175,000
Donations - Grants	120,800
Interest earnings	50,000
Intergovernmental	744,000
	8,397,300

Expenditures:

	<u>Personnel</u>	<u>Contractual</u>	<u>Commodities</u>	<u>Total</u>
Administration	\$ 565,970	\$ 740,300	\$ 8,500	1,314,770
Systems Administration	405,500	147,200	66,600	619,300
Collection Services	542,860	109,000	32,000	683,860
Combined Operating Expenses	20,000	136,350	6,200	162,550
Answer Center	144,280	-	2,500	146,780
Outreach Services	205,410	6,000	1,650	213,060
Collection Development	-	120,000	815,000	935,000
Programming	3,500	65,400	74,300	143,200
Main Facilities	78,160	246,550	7,500	332,210
Main Operations	94,950	77,250	12,500	184,700
Main Public Service	790,650	6,400	3,000	800,050
Main Circulation	385,770	32,500	8,500	426,770
Harmony Operations	85,940	15,750	15,600	117,290
Harmony Public Service	528,600	-	-	528,600
Harmony Circulation	436,400	37,650	-	474,050
Council Tree Operations	91,490	148,200	3,600	243,290
Council Tree Public Service	297,960	-	7,500	305,460
Council Tree Circulation	368,040	-	-	368,040
Capital Outlay	-	-	50,000	50,000
Contingency	-	-	75,000	75,000
	\$ 5,045,480	\$ 1,888,550	\$ 1,189,950	8,123,980
Excess of revenue over Expenditures				273,320
Transfer to Capital Projects Fund				(252,050)
Excess of revenue over Expenditures and Transfers				21,270
Beginning Fund Balance				4,450,000
Ending Fund Balance				\$ 4,471,270

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

Revenue Changes

Additional Grants generated by Development Officer	\$ 40,000
Decrease in funding from the Friends of the Library	<u>(7,200)</u>
Net change in revenue	<u>32,800</u>

Expenditure Increases

Classified staff salaries	82,800
Hourly staff wages	17,000
Contractual development officer	20,000
Programming costs based on funding changes	12,800
Maintenance of automated materials handler	22,500
Janitorial	10,000
Collection processing	19,000
Copier/printing and other	<u>6,050</u>
Total Increases	<u>190,150</u>

Expenditure Decreases

Utilities	15,000
Repair & maintenance	27,250
Technology projects	27,500
City IT support charges	10,000
Health/Dental premiums	30,000
Postage	5,000
Outreach budget correction	<u>32,500</u>
Total Decreases	<u>147,250</u>

Net Increase	<u>42,900</u>
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Net Budget Change	<u>\$ 10,100</u>
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