

2022 BUDGET

November 18, 2021

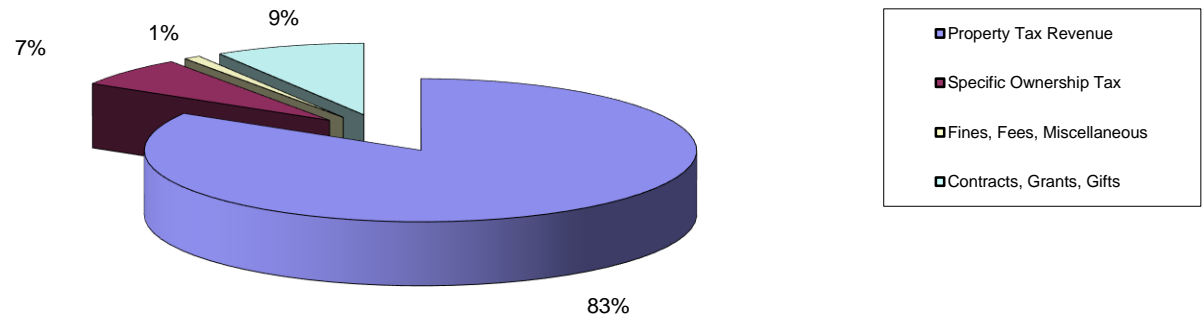


FUNDS

- PCCLD prepares an annual budget for two funds:
 - General Fund
 - This fund reflects property tax and other general revenue, and all of the operating expenses for the District.
 - Capital Project Fund
 - This fund reflects revenue and expense for capital asset acquisitions, the library replacement plan, and the Master Facility Plan, which includes the renovation and refurbishment for all Libraries within the District.

GENERAL FUND - REVENUES

GENERAL FUND BUDGET - REVENUES

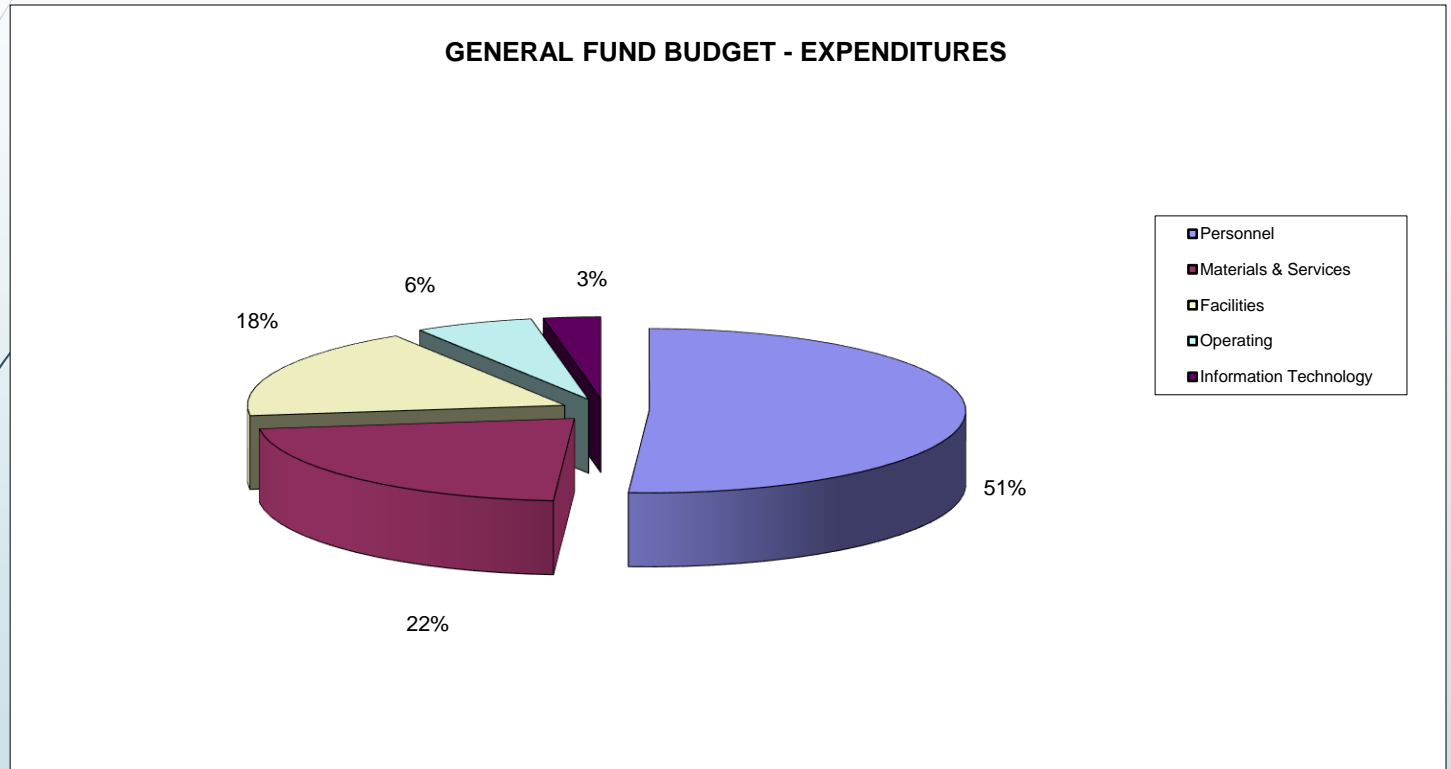




GENERAL FUND - REVENUES

- Property tax increased by 11.6%. The mill levy is 5.889.
 - Includes \$82,073 for abatements/refunds.
- Specific ownership tax – down 3% from estimated 2021.
- Contracts, grants, donations – increased from 2021 due to a difference in the amount of American Rescue Plan grants expected in 2022.
- Interest earnings – increased from the 2021 estimates.
- Fines – remain flat compared to 2021 budget.
- Photocopier revenue and miscellaneous revenue budgeted at 22% less than the 2021 budget.
- TOTAL REVENUES - up by 12%.

GENERAL FUND - EXPENDITURES





GENERAL FUND EXPENDITURES

- Total expenditures increased 6% - \$778,436.
- Personnel – total increase of 5%:
 - 4% Salary increase includes:
 - Increase for Pay for Performance plan wage changes.
 - Decrease of 0.35 FTE overall.
 - Minimum wage increase.

GENERAL FUND EXPENDITURES (continued)

- Workers compensation decreased by 42%. This is based claim history and deductible costs in recent years.
- PERA, unemployment, and Medicare costs increased (at set percentages) based on the increase in total wages.
- Health related benefits will be increasing versus 2021 – medical, dental, vision, life, and flex plans due to increase from current amounts.
- Employee relations increased \$25,539 to reflect projected spending.
- Employee training increased just over \$50,000. A portion of the spending will focus on frontline staff training and security matters training.

GENERAL FUND EXPENDITURES (continued)

- Materials, services – increased 12%.
 - This represents materials spending at 24.3% of the total operating budget. This area includes digital materials, which are still in high demand, the \$1,000,000 Summer Reading Pays program, and a Rawlings refresh of materials to coincide with the Rawlings Library renovation completion.
- Facilities – remains flat for 2022, mainly due to the annual \$1.2 million Certificate of Participation payment.
 - Utilities are up by 2%.
 - Vehicle maintenance budget is flat to 2021's budget.
 - Building repair & maintenance increased by 1%.
 - Lease purchase reflects debt service on 2020 COPS.
 - Insurance decreased 17% over estimated.
 - Friends expenditures are budgeted at a 34% increase with more programs and events expected to return in 2022.

GENERAL FUND EXPENDITURES (continued)

- Operating – increased 23%.
 - Increase of 26% in Contract Services – due to consulting projects and a new accounting software implementation.
 - Community Relations increased \$16,462 compared with the 2021 budget – a rebranding project will begin in 2022.
 - Office supplies increased by \$15,638.
 - Photocopier increased by 50% to reflect operating costs returning to typical years amounts.
 - Courier service – increased \$1,208 – due to interlibrary loan activity.
- Information technology – decreased 3%.
 - Telecommunications decreased 1% (\$88,512 E-Rate reimb in 2022).
 - Hardware Repair & Maintenance is reducing due to less repairs expected on new patron copiers.
 - Technology Supplies decreased 4% for anticipated costs.
 - Technology maintenance, licenses and support decreased 4%.



GENERAL FUND – FUND BALANCE

- \$3,451,875 at end of 2022 – a decrease of \$966,756 in comparison with prior year.
- An internal transfer between the General Fund and the Capital Project Fund of \$2,825,510 is budgeted for in 2022. This will require the use of fund balance reserves for the general fund budget in 2022.
- Importantly, we anticipate maintaining an unrestricted fund balance at 31% of operating expenditures.




CAPITAL PROJECT FUND

- Three purposes:
 - Library Replacement Plan (planned capital asset replacement).
 - Master Facility Plan and other capital projects.
 - Acquisition of Other Capital Assets & Improvements.



CAPITAL PROJECT FUND - REVENUES

- Contributions, Gifts & Grants – \$1,172,500 continuing the capital fundraising campaign for the Master Facility Plan and Rawlings Library renovation project.
- E-Rate – \$101,128 internal network connections for the Rawlings Library.
- Interest earnings – \$15,000.
- TOTAL REVENUE - \$1,288,628.



CAPITAL PROJECT FUND - EXPENDITURES

➤ **Capital Asset Spending.**

- Asset Repair & Maintenance – \$10,000.
- Info Technology - \$233,137.
 - Replacement plan – equipment upgrades.
- Furniture, fixtures and equipment - \$44,000.
- Master Facility Plan project - \$9,582,511.
 - Rawlings Library renovation project and start of next project on the plan.

➤ **TOTAL EXPENDITURES - \$9,869,648.**

➤ **ENDING FUND BALANCE – \$2,038,839 – includes transfer in from General Fund of \$2,825,510. \$5,755,511 decrease in fund balance overall.**



ASSUMPTIONS

- Revenue is budgeted conservatively, based on assessed valuation & current economic conditions.
- Expenditures are budgeted in anticipation of all known impact and will reflect annual plan initiatives and the 2021-2025 strategic plan areas.
- **COMBINED UNRESTRICTED FUND BALANCE:**
\$5,043,208 – 43% of total combined annual expenditures - 20% is minimum per fund balance policy adopted in 2009.



Preliminary to Final

- Developments between now and December 9 which inform the 2022 budget process:
 - ❑ Additional 2021 expenditure activity.
 - ❑ End-of-year issues.
 - ❑ Assessed valuation changes.
 - ❑ Renewal costs for employee benefits and insurance.
 - ❑ Other wage adjustments.

- Comments from the public will continue to be received until 5:30 pm on Thursday, December 9, 2021, at which time the proposed 2022 budget will be presented to the Board of Trustees for adoption and appropriation.
- Manager review of approved budget is scheduled for January 22, 2022.

QUESTIONS? COMMENTS?

