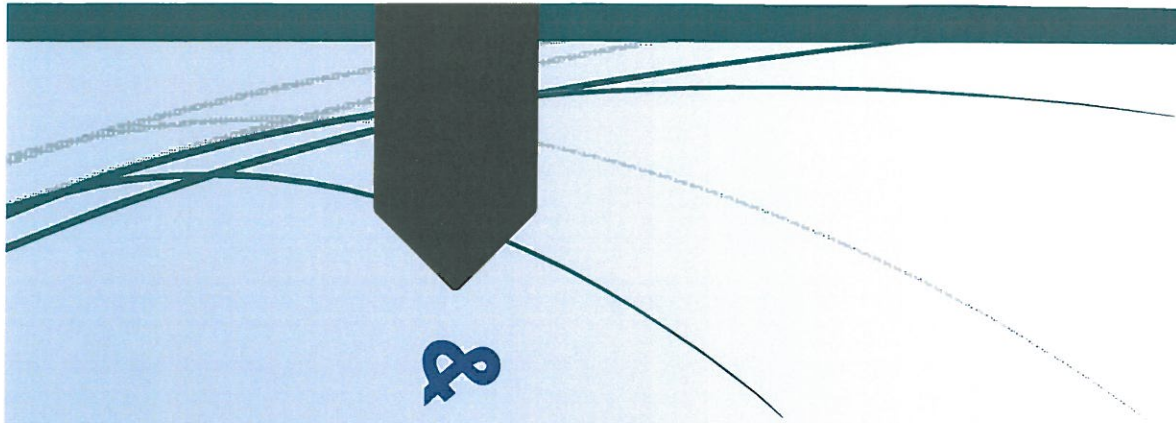




PUEBLO CITY-COUNTRY  
**LIBRARY**  
Ideas • Imagination • Information



# 2018 ANNUAL PLAN & PRELIMINARY BUDGET

November 16, 2017

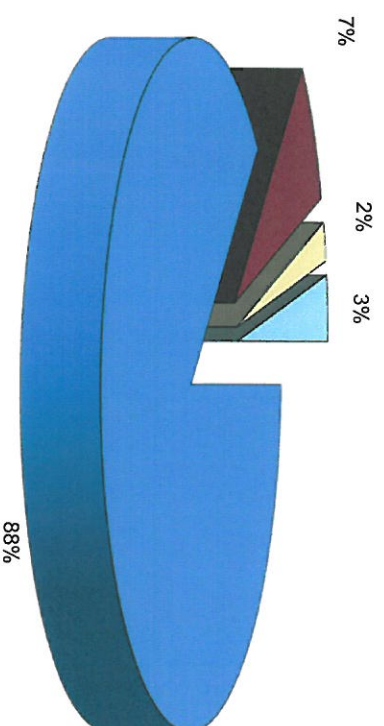


# FUNDS

- ➡ PCCLD prepares an annual budget for three 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 acquisition (including the library replacement plan), InfoZone Museum updates and renovation, and special building and capital projects
  - ➡ Special Revenue Fund
    - ➡ This fund reflects an annual donation from the SCCF Chamberlain Fund and are restricted for purchasing books and equipment.

# GENERAL FUND - REVENUES

GENERAL FUND BUDGET - REVENUES



- Property Tax Revenue
- Specific Ownership Tax
- Fines, Fees, Miscellaneous
- Contracts, Grants, Gifts



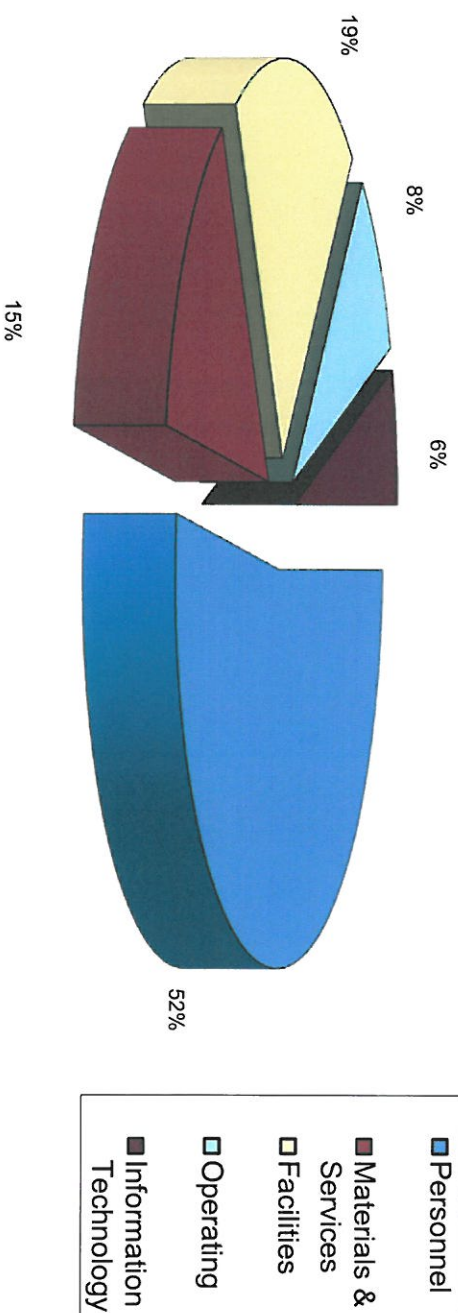


# GENERAL FUND - REVENUES

- Property tax increases by \$282,227, which is 3% - mill levy 5.288
  - Includes \$65,711 for abatements/refunds
- Specific ownership tax – up 3% from estimated 2017. Depending upon receipts for November, this budget may increase for 2018.
- Contracts, grants, donations – down 23%, due to specific grant revenue expectations for 2018.
- Interest earnings – decreased from the 2017 estimates
- Fines – decrease of 3%, reflective of current collections
- Photocopier & miscellaneous decreased by 3% and 15% respectively. Both based on budget forecasts.
- TOTAL REVENUES - up by 1.8% - \$182,790.

# GENERAL FUND - EXPENDITURES

GENERAL FUND BUDGET - EXPENDITURES





# GENERAL FUND EXPENDITURES

- Total expenditures increase 2% - \$222,955
- Personnel – total increase of 0.3%:
  - 2% Salary increase includes:
    - Increase for Pay for Performance plan wage changes.
    - Includes merit pay and small BIP increase
  - Increasing by 0.90 FTE





## GENERAL FUND EXPENDITURES (continued)

- Workers compensation holds steady; unemployment increases by 13%.
- Health related benefits decrease 12% versus 2017 – medical, dental, vision, flex plan. \*New part-time benefits coming on line – telehealth and Beta discount dental plan (employee costs are involved).
- Training increases 36% to reflect a return to a more customary training program design.
- Employee relations increases 9% to include Starlight Awards and Corporate Cup.



# GENERAL FUND EXPENDITURES (continued)

- Materials, services – increase of 4%
  - This increase maintains our goal of keeping materials at 15% of the total operating budget.
  - Programs decrease by 1% (we will continue to seek grants to supplement the budget)
- Facilities – increase of 3% from 2017
  - Utilities are up by 7%.
  - Vehicle maintenance budget remains commensurate with the 2017 estimated year-end costs.
  - Building repair & maintenance increases by 2%.
  - Rent holding steady per contractual agreement.
  - Lease purchase reflects debt service on 2012 COPS.
  - Insurance increases 8% over estimated. This may change by final budget upon receipt of renewal quotes.
- Friends expenditures are budgeted accordingly.



# GENERAL FUND EXPENDITURES (continued)

- Operating – increases 8%
  - Increase of 12% in Contract Services – includes Security Coordination & Asset Valuation Project
  - Community Relations increases by 33% compared with the 2017 budget – solely reflects a budgeted contribution to the Pueblo Library Foundation from the Booklovers Black-tie Ball.
  - Professional membership to chambers of commerce added.
  - Office supplies decreases by 1%, based on concerted effort for district-wide efficiency.
  - Photocopier – 6 months of lease costs is budgeted; will explore asset purchase in 2018
  - Courier service – increases 17% – due to rising costs.
- Information technology – increases 8%
  - Telecommunications increases 1% (\$173k E-Rate reimb in 2018)
  - Hardware Repair & Maintenance increase includes purchase of cameras in 2018
  - Technology Supplies decreases 9%
  - Technology maintenance, licenses and support increases 12%.





## GENERAL FUND – FUND BALANCE

- ▶ \$1,958,194 at end of 2018 – a decrease of \$450,145 in comparison with prior year, due to transfer out of \$550,000 to maintain the Library Replacement Plan.
- ▶ With a surplus in the general fund budget in 2018, the district will remain financially strong – we'll be spending less on operating costs than our projected revenue. We'll also fund capital improvements and asset acquisition in 2018. Importantly, we anticipate maintaining an unrestricted fund balance at 26% of operating expenditures.





# CAPITAL PROJECT FUND

- Four purposes:
  - New building and capital projects
  - InfoZone Museum expenses & upgrades
  - Library Replacement Plan (planned capital asset replacement)
  - Acquisition of Other Capital Assets & Improvements





# CAPITAL PROJECT FUND - REVENUES

- Contributions & Gifts – \$20,000 anticipated for InfoZone Museum
- Grants
  - \$35,000 budgeted for federal funds from the E-rate program for schools and libraries. E-rate reimburses up to 80% for Wi-Fi, building infrastructure and networking expenditures.
- Miscellaneous revenue – \$21,000 anticipated for insurance claims to repair capital assets
- Interest earnings – \$10,000
- TOTAL REVENUE - \$86,000



# CAPITAL PROJECT FUND - EXPENDITURES

## ➤ **Capital Asset Acquisitions**

- InfoZone expenditures – \$30,000
- Info Technology - \$252,100
  - Replacement plan – network upgrades
- Building improvements, furniture, equip - \$357,200
  - Roof & HVAC at Lamb Library
  - Parking lot lights at Pueblo West & Rawlings Libraries
  - A passenger van

## ➤ **TOTAL EXPENDITURES - \$639,300**

- **ENDING FUND BALANCE – \$1,842,217 – includes transfer in from General Fund of \$550,000. \$3,300 decrease in fund balance overall.**





# SPECIAL REVENUE FUND

- Regular, identified income from the SCCF Chamberlain Fund specifically for library purposes.
- **Revenue:** \$5,020 to include Chamberlain Fund distributions and interest earned.
- **Expenses:** \$5,000 budgeted contribution to the Pueblo Library Foundation
- **Ending Fund balance, \$440, includes contribution stated above**





# ASSUMPTIONS

- Revenue is budgeted conservatively, based on assessed valuation & current economic conditions.
- Expenditures are budgeted in anticipation of all known impact and will soon include annual plan initiatives: continue excellent service, plan for growth, provide competitive employee compensation and benefits.
- COMBINED UNRESTRICTED FUND BALANCE: \$2,680,985 – 26% of total combined annual expenditures - 20% is minimum per fund balance policy adopted in 2009.





# Preliminary to Final

- Developments between now and December 14 which inform the 2018 budget process:
  - ☐ Additional 2017 expenditure activity
  - ☐ End-of-year issues
  - ☐ Assessed valuation changes
  - ☐ Renewal costs for property/liability insurance and workers compensation insurance
  - ☐ Other wage adjustments



- ▶ Comments from the public will continue to be received until 5:30 pm on Thursday, December 14, 2017, at which time the proposed 2018 budget will be presented to the Board of Trustees for adoption and appropriation.
- ▶ Manager review of approved budget is scheduled for Jan 26, 2018.

## QUESTIONS?    COMMENTS?

