

2018 Draft Budget Message

Our Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community

Oct. 14, 2017

Dear Clearview Library Board of Trustees and Clearview Library District Taxpayers:

It is my pleasure to submit to you our 2018 draft budget for your consideration. This budget was prepared by the Library Director with input from the Clearview Library District Management Team and Financial Assistant.

In 2017, the Library Board took the necessary steps to build a new library for the District, which will replace the current library on Third St. An owner's representative, an architect and a contract manager were hired. The Board voted at the end of August to take a mill levy increase to the voters in November. If the voters approve the increase, ground will be broken early in 2018 and the library will be open in 2019. The increase in the mill levy will fund the new library through certificates of participation and provides for increased operating revenue for a library that is twice the size of the current building.

The attached budget does not include the increased revenue, which will become available if the District voters approve a mill levy increase on Nov. 7, 2017. A revised budget will be presented to the Library Board and the public pending the results of the Nov. 7 vote.

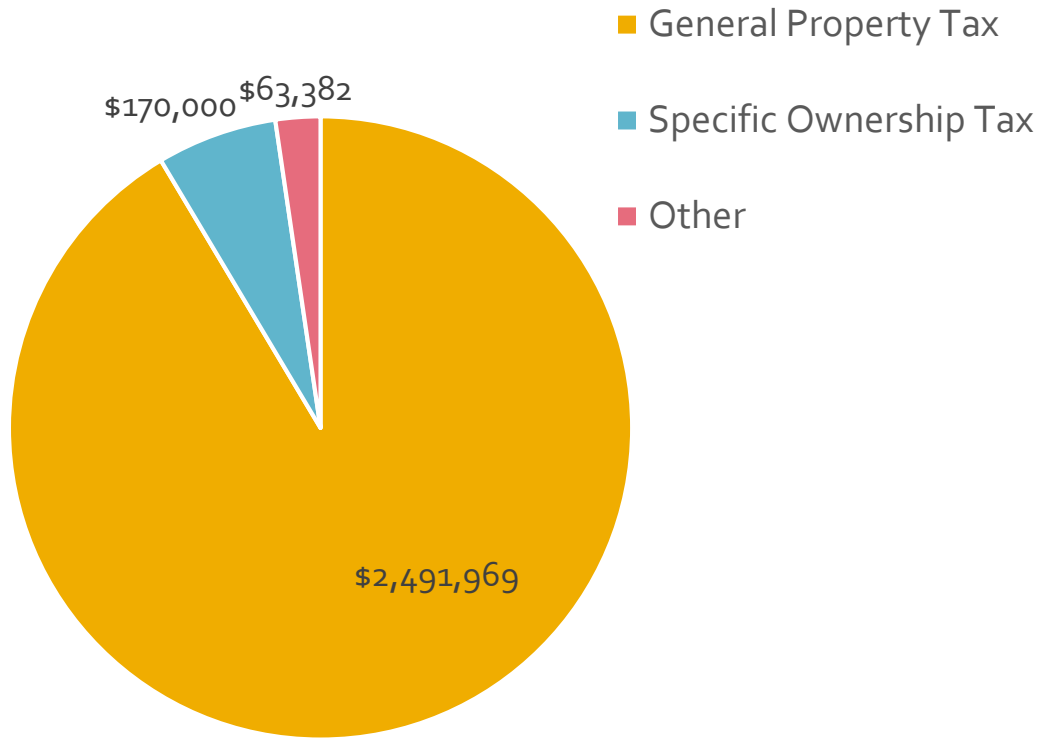
Without a funding increase, 2018 will be a steady-state year for the Clearview Library District. Increases in revenue will cover wage and benefit increases as well as increases in materials and programming, building costs, and public relations budgets.

Revenue

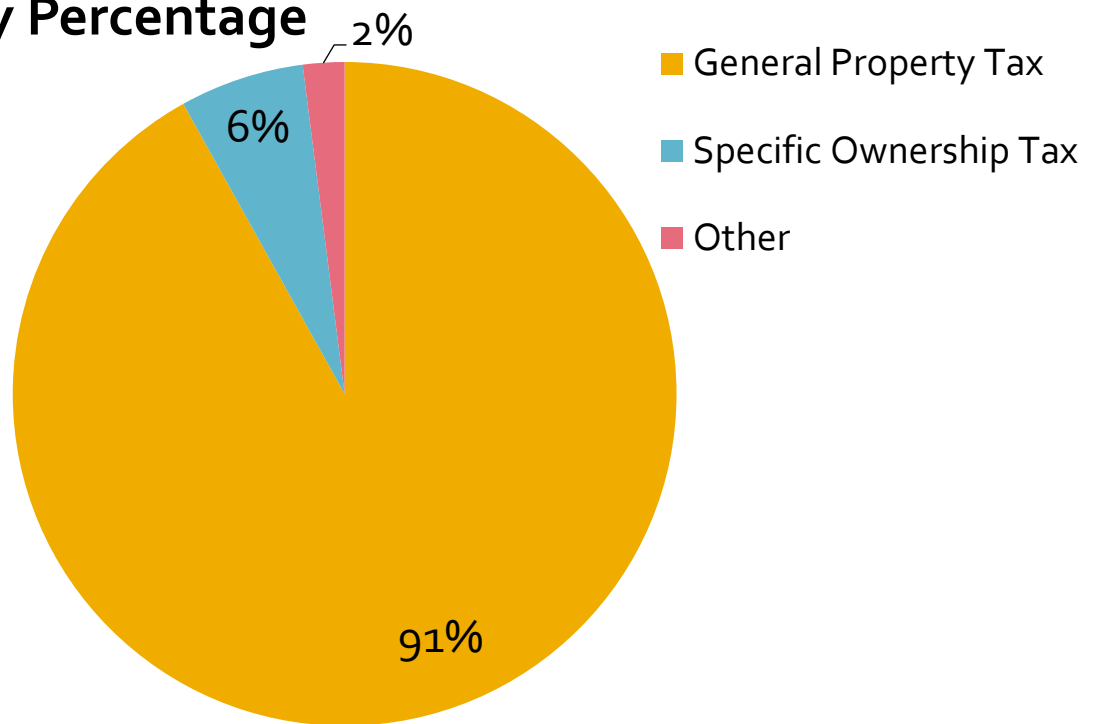
The Clearview Library District is funded by a mill levy assessed against property owners and businesses within the District. The preliminary property assessment figure from Weld County for 2018 is \$697,965,060 which means revenue from property taxes is estimated to be \$2,491,969 an increase of \$51,641 over estimated 2017 tax revenue.

Revenue from other sources amounts to \$233,282. The total revenue without the increased mill levy is \$ 2,725,251

Revenue



Revenue by Percentage



Expenditures

The expenditures of the District are comprised of Bookmobile Costs, Building Costs, Capital Outlays, County Treasurer's Fee, Electronic Databases, Materials, Operating Supplies, Other Expenses, Programming, Public Relations, Salaries and Related Expenses, and Software/Tech Support.

Salaries and related expenses, \$1,685,815, account for 62% of the District's expenditures. In 2018, the library staff will be made up of 12 full-time staff and 32 part-time staff. Related costs include health insurance, PERA retirement, disability insurance and worker's comp insurance.

Materials, \$238,500 which include adult and children's books, dvds, cds, audiobooks, video games, e-books, downloadable music, audiobooks, movies and tv shows as well as explore kits account for 9% of the budget. The Library District will expand the collection of explore kits in 2018 to meet the public demand. The budget for e-materials has also been increased to accommodate the increased use of Hoopla.

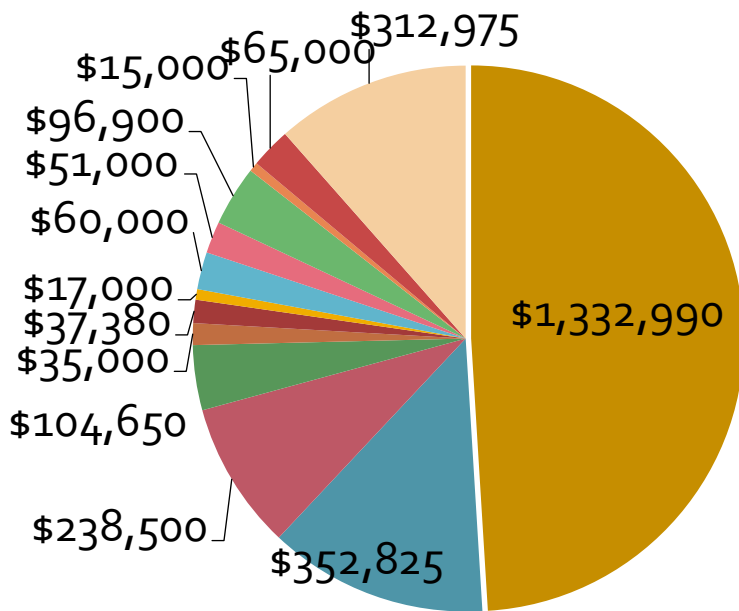
Programming, \$51,000, costs for adults, teens and children, which does not include staff time to prepare the programs is 2% of the budget. Through August of 2017, the Library District held 1,496 programs, which were attended by 34,729 children and adults. The budget reflects an increase in order to provide additional program presenters and increased STEAM programming.

Building Costs, \$96,999, are anticipated to be higher for 2018 due to a slight increase in motor vehicle insurance rates and to an increase in cleaning costs. Due to the heavy use of the building, the District will enter into a contract with a cleaning service, which will be responsible for cleaning three days per week. The Library will continue to employ a part-time maintenance/cleaning person who will be responsible for cleaning and maintenance on the other 4 days of the week.

Capital Outlays, \$65,000, 2% of the budget, do not include construction of a new building. They include the cost of new servers, replacement of bathroom counter tops and maintenance of the parking lot.

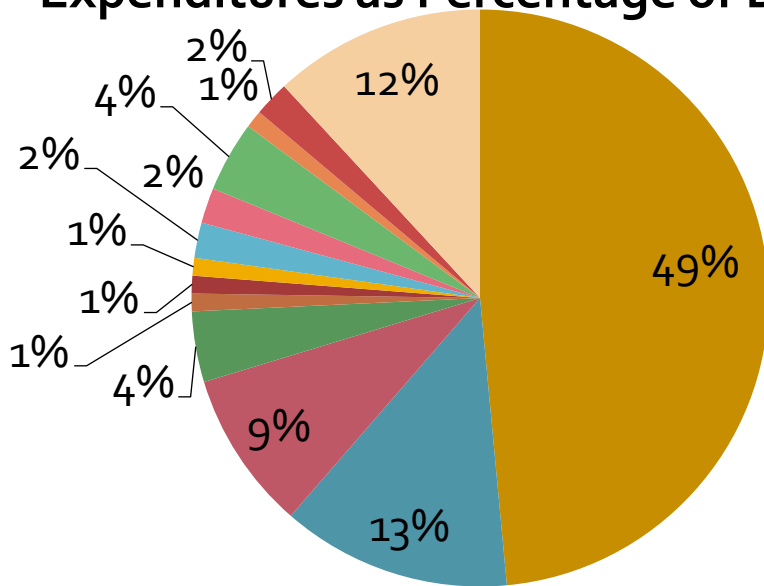
Public Relations, \$60,000, 2% of the budget, is an increase over the 2017 budget. In 2017 the Library engaged the services of a marketing consultant whose work has made a difference in spreading the word about library services and in increasing the Library's reach on social media. The Library District will continue to work with the consultant in 2018.

Expenditures



- Salaries
- Related Expenses
- Materials
- Software/Tech Support
- Operating Supplies
- County Treasurer's Fee
- Electronic Databases
- Public Relations
- Programming
- Building Costs
- Bookmobile Costs
- Capital Outlays
- Other Expenses

Expenditures as Percentage of Budget



- Salaries
- Related Expenses
- Materials
- Software/Tech Support
- Operating Supplies
- County Treasurer's Fee
- Electronic Databases
- Public Relations
- Programming
- Building Costs
- Bookmobile Costs
- Capital Outlays
- Other

Respectfully submitted,

Ann Kling, Library Director

Clearview Library District

2018 Draft Budget

	2016 Actual	2017 Budget	2017 YTD	2018 Budget
Revenue				
General property tax	2,228,169	2,440,328	2,419,049	2,491,969
Other revenue	79,188	53,948	75,766	63,282
Specific ownership tax	140,505	140,000	173,822	170,000
Revenue Total	2,447,862	2,634,276	2,668,636	2,725,251
Expense				
Bookmobile costs	7,158	15,000	9,977	15,000
Building costs	73,565	80,000	72,217	96,900
Capital outlays	1,021,801	140,000	626,510	65,000
County treasurer's fee	33,485	36,560	36,591	37,380
Electronic Databases	11,005	13,250	13,936	17,000
Materials/periodicals	192,877	212,000	208,744	238,500
Operating supplies	34,848	30,000	30,822	35,000
Other Expenses	148,211	277,850	197,751	312,975
Programming	36,749	43,000	41,498	51,000
Public relations	5,748	50,000	31,927	60,000
Related expenses	284,923	322,318	308,202	352,825
Salaries	1,119,698	1,307,342	1,248,609	1,332,990
Software/tech support	66,399	102,500	92,973	104,650
Expense Total	3,036,467	2,629,820	2,919,757	2,719,220
Net Income	(588,605)	4,456	(251,121)	6,031