



## **2020 Budget Message**

### **Our Mission**

**Cultivate Curiosity. Enlighten the Mind. Strengthen the Community**

Oct. 14, 2019

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

It is my pleasure to submit to you our 2020 budget. This budget was prepared by the Library Director with input from the Clearview Library District Management Team and Financial Assistant and with the advice from the Clearview Library District Board of Trustees, Ad Hoc Budget Committee.

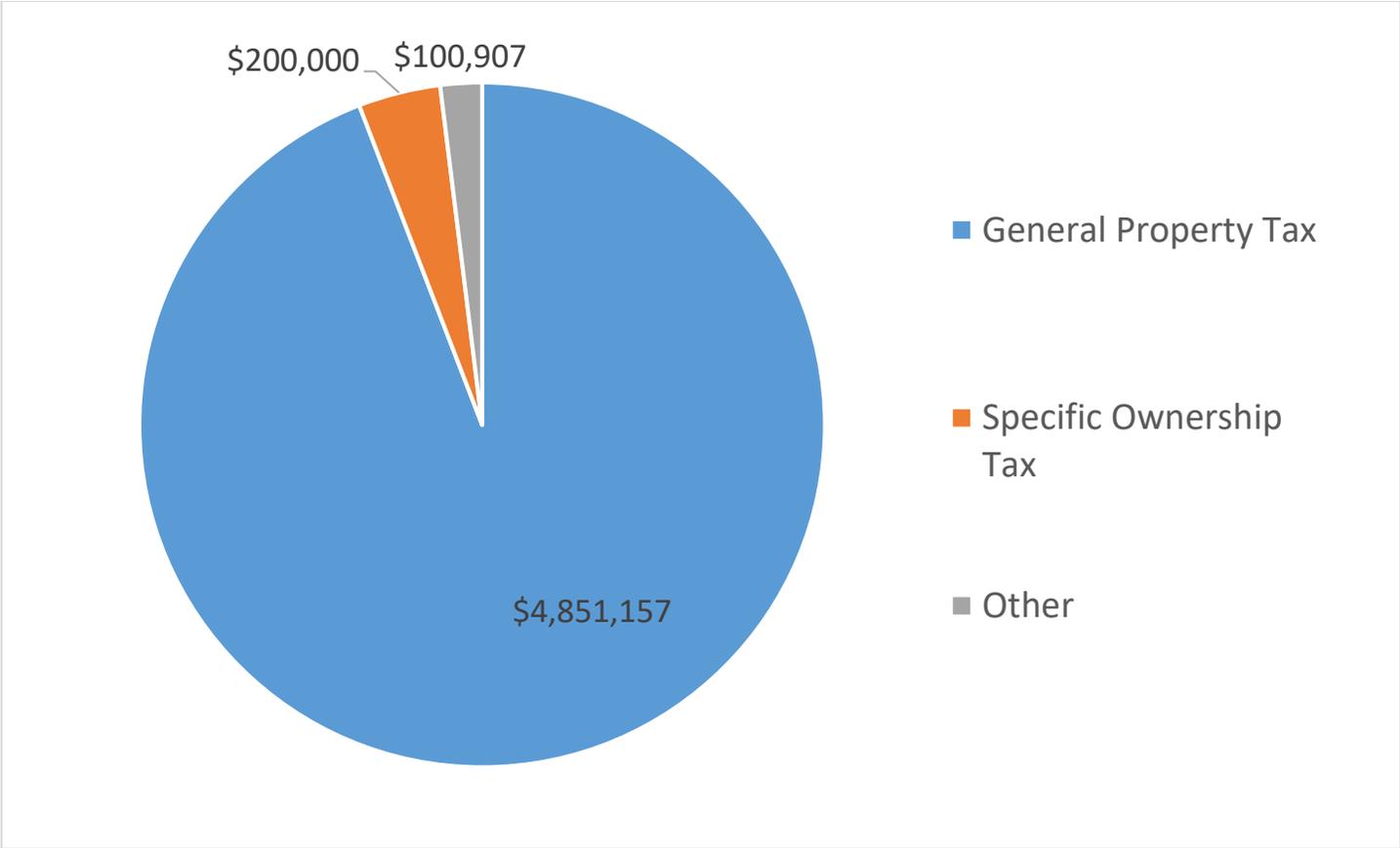
In 2019, the Clearview Library District saw an increase in property tax revenue due primarily to an increase in oil and gas production within the district. The district transferred \$874,245 dollars to reserve funds. Increased revenue was also used to fund repairs to the Windsor Severance Library. In 2020 the library will once again see a significant rise in property tax revenue largely attributable once again to oil and gas.

### **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 the 2020 budget cycle is \$1,368,064,730 which will generate \$4,851,157 in property tax revenue for the library district. This increase is due to an increase in the assessed value of oil and gas. Revenue from oil and gas had been steady until the past two budget cycles. This year's increase is the largest increase in the history of the Library District.

Revenue from sources other than property taxes totals \$300,907. The total anticipated revenue for the Clearview Library District for 2020 is \$5,152,064.

# Estimated Revenue



## 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**, \$2,095,796 or 57% of the District's projected expenditures. The library district is undergoing a compensation and organizational study. Wages and organizational structure are being compared with libraries and other organizations in northern Colorado and libraries in Colorado whose populations or budgets are similar to the Clearview Library District.

Recommendations will be made to the library board when the study is complete in December 2019 or early January 2020. Related costs include health insurance, PERA retirement, disability insurance, worker's compensation insurance and life insurance. PERA costs will rise as of July 1, 2020. Health insurance cost rose by 8% for 2020.

**Capital Outlays**, \$536,520, 15% of the budget, include computer hardware and equipment, furniture replacements, and building improvements including the replacement of the library's HVAC system that has reached the end of its reliable life.

**Materials**, \$329,000 or 9% of the budget, 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. The library district will expand access to ebooks as a response to the strategic planning survey conducted in 2019.

**Building Costs**, \$105,568 or 3% of the budget include repairs and maintenance, insurance, utilities, and the security system.

**Software/Tech Support**, \$96,500 or 3% of the budget covers the costs of maintaining the software that is used to run the Library District's integrated library system and other systems such as the computer booking system, collection maintenance software, and support for the servers. In addition, the district is looking into adding Prospector, a very popular software tool for interlibrary loan.

**County Treasurer's Fee**, \$72,767, 2% of the budget is the fee assessed by the Treasurer to collect property taxes for the library district.

**Public Relations**, \$60,000, 2% of the budget, will be spent on a marketing consultant and an increase in advertising for the District to promote awareness of library services.

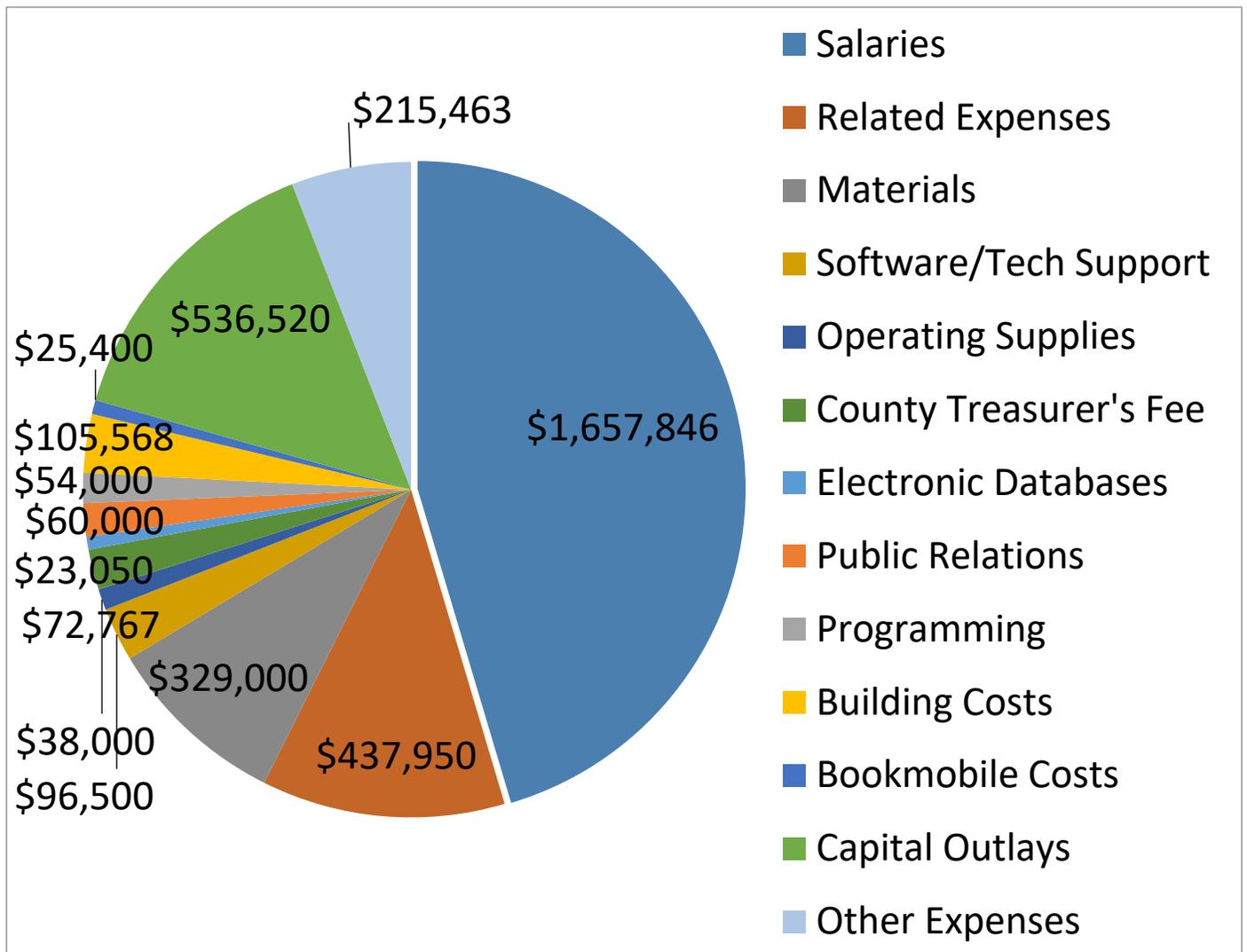
**Programming**, \$54,000 or 1% of the budget will be spent on adult, teen, children's and outreach programs. This cost does not include the staff time to prepare the programs. The 2019 strategic planning survey indicated a desire on the part of the participants for an increase in programs for adults and children.

**Bookmobile**, \$25,400 or 1% of the budget covers fuel costs and maintenance for the vehicle. In 2020 the bookmobile will celebrate its 10 year anniversary. The original wrap of the vehicle needs to be replaced along with the tires.

**Electronic Databases**, \$23,050 or 1% of the budget provide library patrons with access to vetted sources that are used to answer reference questions and to assist students and adults who are researching topics for personal reasons or school assignments.

**Other Expenses**, \$215,463, or 6% of the budget includes telephone service, internet, photocopiers, consultant fees, payroll processing, bank fees, and other expenses not otherwise categorized.

### Estimated Expenditures



# Clearview Library District 2020 Draft Budget

	2018 Actual	2019 Budget	2019 Actual	2020 Budget
<b>Revenue</b>				
General property tax	\$2,463,039	\$3,510,964	\$3,506,236	\$4,851,157
Other revenue	\$113,802	\$72,827	\$106,365	\$100,907
Specific ownership tax	\$191,168	\$170,000	\$229,102	\$200,000
<b>Revenue Total</b>	<b>\$2,768,009</b>	<b>\$3,753,791</b>	<b>\$3,841,703</b>	<b>\$5,152,064</b>
<b>Expense</b>				
Bookmobile costs	\$25,873	\$22,600	\$9,660	\$25,400
Building costs	\$89,192	\$96,900	\$86,289	\$105,568
Capital outlays	\$94,099	\$95,500	\$176,817	\$536,520
County treasurer's fee	\$37,301	\$52,675	\$52,562	\$72,767
Electronic Databases	\$15,684	\$17,000	\$12,450	\$23,050
Materials/periodicals	\$234,590	\$285,500	\$242,841	\$329,000
Operating supplies	\$26,083	\$35,000	\$35,797	\$38,000
Other Expenses	\$170,149	\$282,298	\$151,034	\$215,463
Programming	\$40,442	\$52,000	\$46,223	\$54,000
Public relations	\$12,162	\$60,000	\$53,463	\$60,000
Related expenses	\$311,355	\$350,554	\$318,720	\$437,950
Salaries	\$1,250,128	\$1,420,519	\$1,335,405	\$1,657,846
Software/tech support	\$92,630	\$109,000	\$92,546	\$96,500
<b>Expense Total</b>	<b>\$2,399,686</b>	<b>\$2,879,546</b>	<b>\$2,613,808</b>	<b>\$3,652,064</b>
<b>Net Income</b>	<b>\$368,322</b>	<b>(\$0)</b>	<b>\$353,650</b>	<b>(\$0)</b>
<b>Transfers</b>				
Transfer to Reserve Funds		\$874,245	\$874,245	\$1,500,000
<b>Transfers Total</b>		<b>\$874,245</b>	<b>\$874,245</b>	<b>\$1,500,000</b>

Respectfully submitted,

Ann Kling, Library Director

Oct. 14, 2019