

**Budget Message – 2026 Draft Budget**  
***Clearview Library District***

October 15, 2025

It is with a sense of purpose and optimism that I present the proposed 2026 budget for our library district. This is more than a financial document; it is our roadmap for the coming year, designed to serve our community with intention and care.

Our work is guided by a simple but powerful mission: to **cultivate curiosity, strengthen the community, and enlighten the mind**. Every dollar in this proposed budget is a tool used to bring that mission to life for every library patron in the district.

In 2026, we will continue to advance the goals of the current Strategic Plan, ensuring the library remains a vibrant and essential resource. This budget directly supports five key areas of focus:

- **Communication:** Enhancing outreach to increase awareness of the resources and programs available.
- **Technology:** Providing reliable internet, access to a variety of devices, an extensive digital collection, and the technical assistance needed to thrive in a connected world.
- **Partnerships:** Deepening collaborations with local schools, organizations, and businesses to strengthen community fabric.
- **Programming:** Offering a rich variety of events for all ages.
- **Space:** Maintaining and improving library facilities to be welcoming and inspiring places for everyone to learn, connect, and discover.

**Your Library District at a Glance**

We are proud to serve a growing and dynamic population of over 60,000 residents across the vibrant communities of Windsor, Severance, and West Greeley. Access to knowledge and connection is provided through:

- **Locations:** The Windsor Library, the Severance Library, and the Bookmobile, which brings library services directly into neighborhoods.
- **Resources:** A diverse and expansive collection, extensive access to digital items like eBooks and audiobooks, multiple streaming services, our popular hands-on "Explore Kits", and a wealth of technology such as computers, 3D printing, and hotspots.
- **Staff:** A team of dedicated and talented professionals who are devoted to building relationships, facilitating meaningful programs and experiences, and providing excellent service across our communities.

**Revenue**

The library is every resident's investment, and we are dedicated to excellent stewardship of the public's trust and resources. The district is primarily funded by a **3.546 mill levy** assessed against property owners and businesses within the library district boundaries. The property assessment figure from Weld County for the 2026 budget cycle is \$2,090,204,225, which will generate \$7,411,864 in property tax revenue.

Revenue from sources other than property taxes total \$523,028. The total anticipated operating revenue for the Clearview Library District in 2026 is \$8,234,892. This represents a 10% increase from 2025 revenue.

### Highlights of Operating Expenditures

Total Operating Expenditures for the district include but are not limited to materials, databases, facilities costs, operating supplies, programming, public relations, personnel expenses, technology, and software/technical support. The total estimated expenditures for 2026 are \$7,229,951. This represents a 9% increase from 2025, largely due to increased costs of materials and services.

**Personnel Expenses** are projected to be \$3,501,711 or 65% of the projected expenditures. The district will be adding staff to increase Community Engagement. This may include two librarian positions, and administrative support in IT and communication.

**Materials** are \$551,000 or 8% of the budget, and will be used to purchase additional physical materials, with a specific focus on refreshing our Bookmobile collection. The funds will also be used for eMaterial which continues to grow in popularity.

**IT** costs account for \$268,000 or 4% of the projected expenditures. The district anticipates increased costs for maintaining and replacing IT equipment and subscriptions, and will also be pursuing alternative options for a phone system.

**Capital Expenses** are projected at \$581,156 or 8% of the estimated expenditures. This includes a lease payment of \$361,156 for the Glacier Banks lease, which funded the construction costs of the Severance Library. The lease will be paid off in 2041 and may be paid off earlier if funding allows. Additional capital costs include purchasing a Community Engagement vehicle, remodeling the large meeting room at the Windsor Library to increase storage, refreshing service points at the Windsor Library, and installing new flooring and baseboards in the portions of the Windsor Library that are due for a refresh.

**Operating Expenses** are budgeted for \$806,097 or 11% of the projected expenditures. This is a 3% increase over 2025 budgeted expenditures. These costs are tied to the administrative and operational expenses of three buildings and a bookmobile. They will allow us to increase services in order accommodate population growth and increasing demand for programming and materials. This includes items such as utilities, insurance, security monitoring, auditing, legal, phone service, copiers, and other costs associated with running our facilities.

|                                             | 2024 Actuals | 2024 Revised Budget | 2025 YTD (September) | 2025 Budget | 2025 Estimated | 2026 Projected |
|---------------------------------------------|--------------|---------------------|----------------------|-------------|----------------|----------------|
| <u>Revenue</u>                              |              |                     |                      |             |                |                |
| Property Tax                                | 8,407,729    | 8,233,544           | 6,764,681            | 6,779,261   | 6,779,261      | 7,411,864      |
| Specific Ownership Tax                      | 298,227      | 245,000             | 252,024              | 300,000     | 300,000        | 300,000        |
| Other Income                                | 590,397      | 424,586             | 456,901              | 423,492     | 423,492        | 523,028        |
| Total Operating Revenue                     | 9,296,353    | 8,903,130           | 7,473,607            | 7,502,753   | 7,502,753      | 8,234,892      |
|                                             |              |                     |                      |             |                |                |
| <u>Expenditures</u>                         |              |                     |                      |             |                |                |
| Salaries and Wages                          | 2,512,411    | 2,899,805           | 2,147,884            | 3,217,983   | 2,863,845      | 3,501,711      |
| Benefits                                    | 733,560      | 1,021,325           | 699,578              | 1,049,655   | 987,640        | 1,228,487      |
| Operating                                   | 698,862      | 690,505             | 600,964              | 812,995     | 801,286        | 806,097        |
| Materials                                   | 397,760      | 509,500             | 338,885              | 511,500     | 508,328        | 551,000        |
| IT                                          | 222,354      | 253,200             | 107,188              | 279,598     | 160,781        | 268,000        |
| Programming                                 | 75,934       | 87,500              | 75,970               | 98,000      | 101,294        | 109,500        |
| Public Relations                            | 99,302       | 124,643             | 83,703               | 137,874     | 125,554        | 160,000        |
| Vehicles                                    | 20,741       | 26,000              | 11,042               | 26,250      | 15,588         | 25,500         |
| Capital Existing                            | 60,844       | 250,000             | 27,161               | 150,000     | 115,000        | 220,000        |
| Lease Payment - Branch                      | 356,606      | 356,606             | 53,257               | 361,486     | 361,486        | 361,156        |
| Total Operating Expense                     | 5,178,374    | 6,219,084           | 4,145,631            | 6,645,341   | 6,040,801      | 7,231,451      |
| Operating Revenue Over (Under) Expenditures | 4,117,979    | 2,684,046           | 3,327,975            | 857,412     | 1,461,952      | 1,003,441      |
|                                             |              |                     |                      |             |                |                |
| <u>Other Financing Sources (Uses)</u>       |              |                     |                      |             |                |                |
| DOLA                                        | 263,008      | 263,008             | -                    | -           | -              | -              |
| Capital - Expansion                         | (2,591,003)  | (1,823,042)         | (8,803)              | -           | -              | -              |
| Total Other Financing Sources (Uses)        | (2,327,995)  | (1,560,034)         | (8,803)              | -           | -              | -              |
| Net Increase (Decrease) to Fund Balance     | 1,789,984    | 1,124,012           | 3,319,172            | 857,412     | 1,461,952      | 1,003,441      |
|                                             |              |                     |                      |             |                |                |
| Beginning Fund Balance                      | 9,319,986    | 8,573,620           | 11,109,970           | 11,109,970  | 11,109,970     | 12,571,922     |
| Ending Fund Balance                         | 11,109,970   | 9,697,632           | 14,429,142           | 11,967,382  | 12,571,922     | 13,575,363     |

The public is invited to attend the budget hearing for the 2026 budget at 5:30 pm, October 30, 2025, at the regular meeting of the library board, Severance Library, 5 Timber Ridge Pkwy., Severance, CO 80550

Respectfully submitted,  
 Erica Rose, Library Director  
 October 15, 2025