



2021 Budget Message

Our Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community

Oct. 14, 2020

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

It is my pleasure to submit to you our 2021 draft budget. This budget was prepared by the Library Director with input from the Clearview Library District Management Team and Financial Assistant and was reviewed by the library board's treasurer.

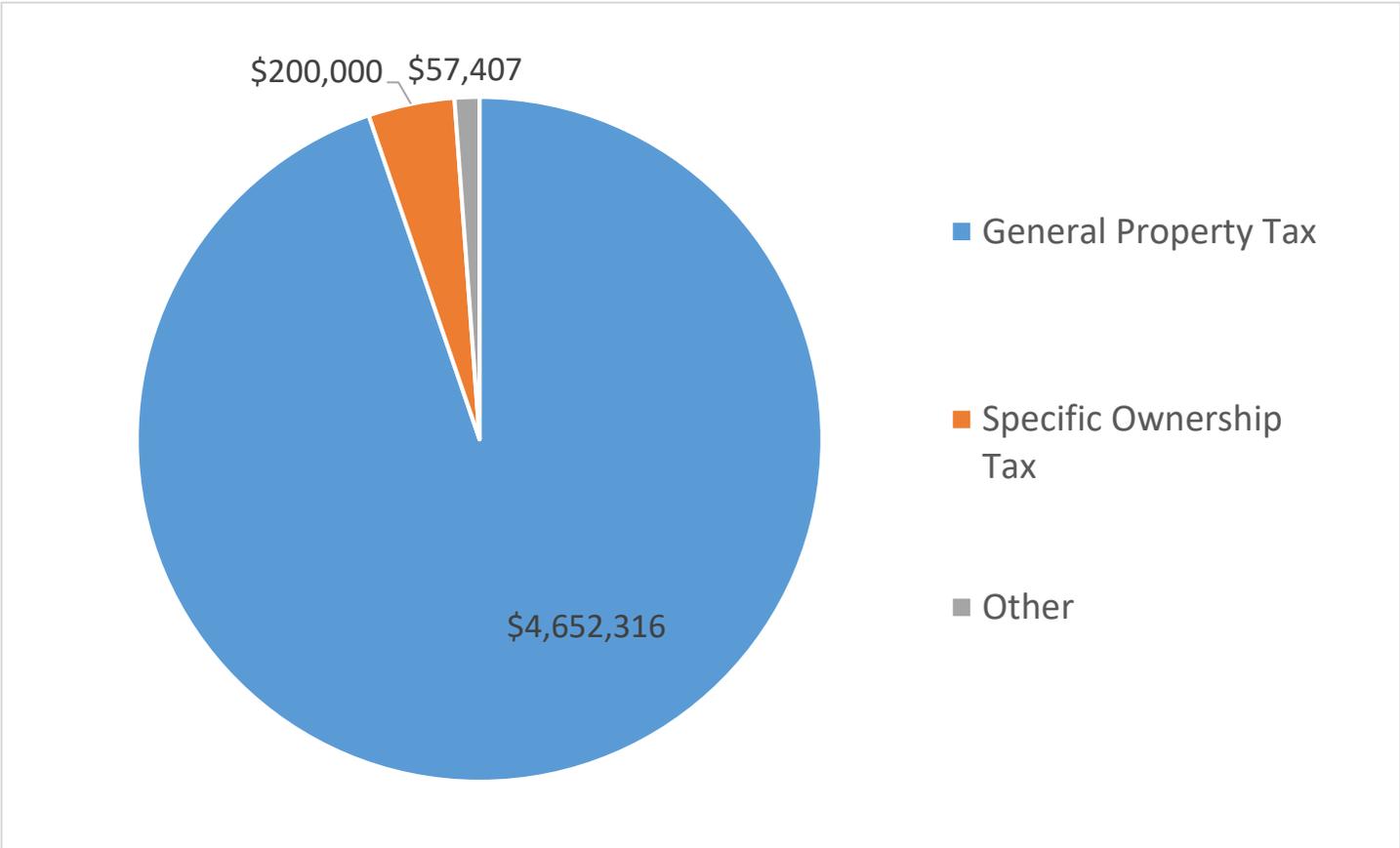
In 2020, the Clearview Library District saw an increase in property tax revenue due primarily to an increase in oil and gas production within the district. The district agreed to transfer \$1,500,000 dollars to reserve funds to be used for future needs of the library district. In 2021 the library will once again see property tax revenue similar to that received in 2020, 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 2021 budget cycle is \$1,305,622,595, which will generate \$4,652,316 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 three budget cycles.

Revenue from sources other than property taxes totals \$257,407. The total anticipated revenue for the Clearview Library District for 2021 is \$4,909,723. This total is down, \$242,341 from the total revenue projected for the 2020. The intention of the district is to put \$1,300,000 into the reserve fund for future needs of the district.

Estimated 2021 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/Technical Support. Projected expenditures for 2021 are \$42,342 lower than expenditures in the 2020 budget.

Salaries and Related Expenses, \$2,201,396 or 61% of the district's projected expenditures. Due to COVID-19 and the closure of the library in 2020, expenditures for wages were lower than budgeted. Many positions were left vacant due to the closure of the building and the reduction in number of people safely allowed in the building. The Library building and bookmobile were closed to the public from Mar. 16 through June 28. Digital services were available throughout the building closure. Curbside delivery of material began on April 27. Library programming went from in-house to virtual once the doors of the building were closed and has remained virtual.

In 2021, when the library returns to full in-house services, the library district must be prepared to provide the services the patrons of the library district have been missing and are expecting. Those services will require a return to previous staffing levels. In addition, in 2020, the library completed a salary survey and organizational study that brought salaries into alignment with other libraries in Colorado and recommended additional positions to ensure adequate staffing for the growing district.

Related costs include health insurance, PERA retirement, disability insurance, worker's compensation insurance and life insurance. Employee PERA costs rose as of July 1, 2020. Health insurance costs rose by 1.7% for 2021.

Materials, \$343,500 or 10% 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 the use continues to rise.

Capital Outlays, \$304,000 or 8% of the budget, include computer hardware and equipment, furniture replacements, and building improvements including continued work on the library roof which continues to leak.

Building Costs, \$108,500 or 3% of the budget include repairs and maintenance, insurance, utilities, and the security system.

Software/Tech Support, \$95,500 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, and support for the servers.

Public Relations, \$67,915, 2% of the budget, will be spent on promoting awareness of library services through various sources, re-designing the library website and communications.

Programming, \$58,000 or 2% 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 library staff have reworked programming in a time of COVID to make it safer for our patrons.

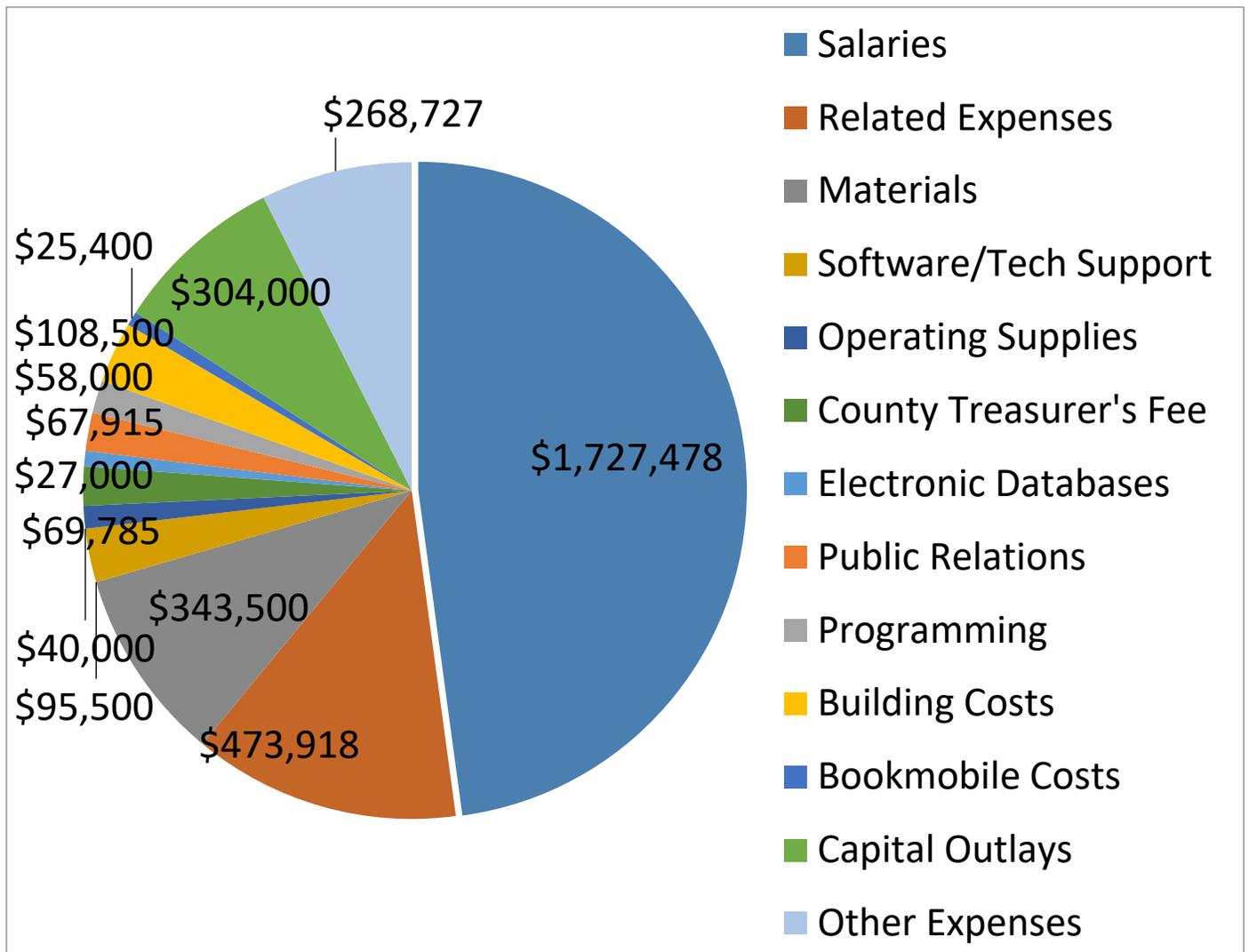
County Treasurer’s Fee, \$69,785, 1.5% of the budget is the fee assessed by the Treasurer to collect property taxes for the library district.

Bookmobile, \$25,400 or 1% of the budget covers fuel costs and maintenance for the vehicle.

Electronic Databases, \$27,000 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.

Other Expenses, \$268,727, or 7% of the budget includes telephone service, internet, photocopiers, consultant fees, payroll processing, bank fees, and other expenses not otherwise categorized.

Estimated 2021 Expenditures



Clearview Library District 2021 Draft Budget

2021 Draft Budget Oct. 2020

	2019 Actual	2020 Est	2020 Budget	2021 Budget
Revenue				
General property tax	3,508,111	4,078,642	4,851,157	4,652,316
Other revenue	106,297	48,037	100,907	57,407
Specific ownership tax	236,462	231,301	200,000	200,000
Revenue Total	3,850,870	4,357,980	5,152,064	4,909,723
Expense				
Bookmobile costs	14,148	16,717	25,400	25,400
Building costs	85,842	118,265	105,568	108,500
Capital outlays	223,473	0	536,520	304,000
County treasurer's fee	52,640	62,592	72,767	69,785
Electronic Databases	12,109	20,785	23,050	27,000
Materials/periodicals	257,057	257,677	329,000	343,500
Operating supplies	33,560	42,352	38,000	40,000
Other Expenses	141,852	115,047	210,463	268,727
Programming	42,310	24,884	54,000	58,000
Public relations	53,904	41,201	60,000	67,915
Related expenses	324,189	359,807	442,950	473,918
Salaries	1,335,391	1,433,272	1,657,846	1,727,478
Software/tech support	89,809	125,923	96,500	95,500
Expense Total	2,666,284	2,618,524	3,652,064	3,609,722
Net Income	310,341	1,739,456	0	0
Transfer to reserve funds	874,245		1,500,000	1,300,000
Transfers Total	874,245		1,500,000	1,300,000

Respectfully submitted,

Ann Kling, Library Director

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