

2019 Draft Budget Message

Our Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community

Oct. 15, 2018

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

It is my pleasure to submit to you our 2019 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.

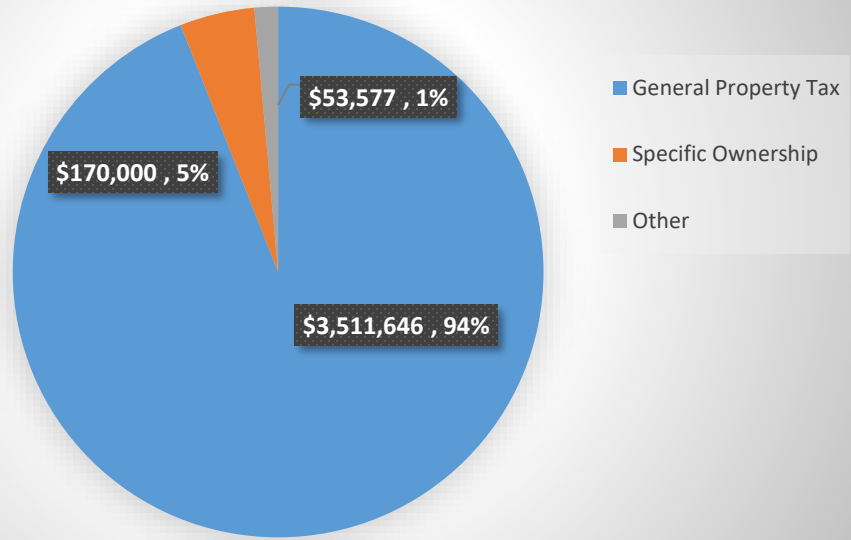
2018 was a steady-state year for the Clearview Library District. A small increase in revenue enabled the District to cover increases in wages and benefits for employees and cover increases in programming and collection budgets. The District was able to maintain its high quality services and collections.

Revenue

The Clearview Library District is funded by a mill levy assessed against property owners and businesses within the District. The property assessment figure from Weld County for the 2019 budget cycle is \$987,562,370 which will generate an estimated \$3,511,646 in property tax revenue for the District. This increase is due to an increase in the assessed value of oil and gas. Revenue from oil and gas varies greatly from year to year.

Revenue from other sources totals \$223,577. The total anticipated revenue for 2019 is \$3,735,223.

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, \$1,771,073, account for 47% of the District's expenditures. In 2019, the library staff will be made up of 13 full-time staff and 33 part-time staff. Related costs include health insurance, PERA retirement, disability insurance and worker's comp insurance. The District will be hiring a part-time business librarian to work with the small business community in the District.

Materials, \$285,500 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 8% of the budget. The Library District will continue to expand the collection of explore kits in 2019 to meet the public demand. The budget for e-materials has also been increased to accommodate the increased use of Hoopla, a streaming service and the addition of Kanopy, a downloadable film database.

Programming, \$52,000, cost for adult, teen and children's programs, which does not include staff time to prepare the programs, is 1% of the budget. Through September of 2017, the Library District held 1,769, programs, which were attended by 38,317 children, teens, and adults. The budget reflects an increase to teen programming, which is becoming increasingly popular.

Building Costs, \$96,900, include cleaning costs and other building expenses account for 3% of the budget.

Capital Outlays, \$77,000, 2% of the budget, include computer replacements, furniture replacements, and building improvements.

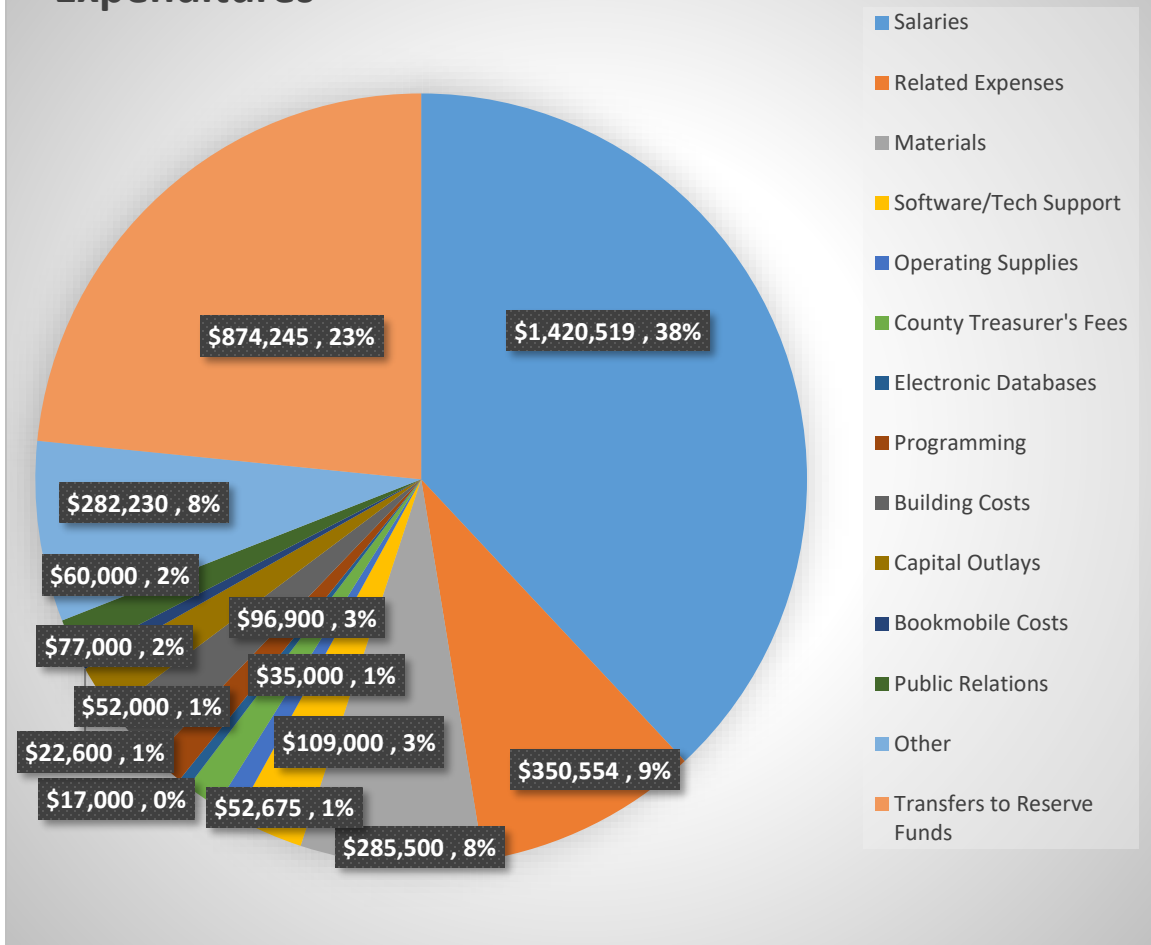
Public Relations, \$60,000, 2% of the budget, will be spent on a marketing consultant and an increase in advertising for the District.

Software/Tech Support, 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.

Bookmobile, 1% of the budget covers fuel costs and maintenance for the vehicle.

Transfer to Reserves, revenue from oil and gas will be transferred to reserve funds for future capital expenses.

Expenditures



Respectfully submitted,

Ann Kling, Library Director

Clearview Library District 2019 Draft Budget

	2017 Actual	2018 Budget	2018 Anticipated	2019 Budget
Revenue				
General property tax	\$2,425,432	\$2,497,016	\$2,505,291	\$3,511,646
Other revenue	\$67,221	\$63,282	\$79,923	\$53,577
Specific ownership tax	\$189,622	\$170,000	\$174,492	\$170,000
Revenue Total	\$2,682,275	\$2,730,298	\$2,759,705	\$3,735,223
Expense				
Bookmobile costs	\$13,269	\$17,000	\$25,374	\$22,600
Building costs	\$72,907	\$96,900	\$91,955	\$96,900
Capital outlays	\$815,349	\$75,000	\$94,373	\$77,000
County treasurer's fee	\$36,418	\$37,457	\$37,528	\$52,675
Electronic Databases	\$14,013	\$17,000	\$15,485	\$17,000
Materials/periodicals	\$211,584	\$260,500	\$225,985	\$285,500
Operating supplies	\$31,208	\$35,000	\$23,148	\$35,000
Other Expenses	\$207,657	\$288,975	\$161,261	\$282,230
Programming	\$38,270	\$51,000	\$40,358	\$52,000
Public relations	\$31,494	\$60,000	\$11,836	\$60,000
Related expenses	\$304,996	\$353,741	\$312,381	\$350,554
Salaries	\$1,236,894	\$1,332,733	\$1,250,970	\$1,420,519
Software/tech support	\$91,355	\$104,650	\$78,888	\$109,000
Transfer to Reserve Funds				\$874,245
Expense Total	\$3,105,414	\$2,729,956	\$2,369,541	\$3,735,223
Net Income	(\$423,138)	\$342	\$390,165	(\$0)