



Budget Message – 2023 Budget ***Clearview Library District***

December 8, 2022

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

It is my pleasure to submit to you our 2023 budget. This budget was prepared by the library director with input from the Clearview Library District administrative team.

In 2022, the library district embarked on three capital projects as outlined in the Facilities Plan adopted by the library board in April 2021. An office building in Windsor was purchased late in 2021. A building team was hired consisting of an owner's representative, an architectural design firm and a construction management firm. The architectural firm prepared a design which was approved by a building committee consisting of board members, administrative staff and the owner's representative. Work began on the project in August, 2022 and will be completed by the end of December, 2022. The design of a remodel for the Windsor Severance Library also began in 2022 and construction will begin in January, 2023. The third project, building a branch library in the northern part of the library district also began in 2022. The library district purchased land from the Town of Severance and the architectural team began designing the building. The site plan has been submitted to the Town of Severance Planning Dept. for review. To finance the library in Severance, the district obtained a lease from Glacier Banks which will fund a large portion of the project. A \$500,000 grant was also received from the Colorado Department of Local Affairs(DOLA). The remaining funds will come from the district's reserves.

The district will experience increased operating costs in 2023 with the addition of the administrative services building on Ash St., operation of a courier van and the increased costs of materials and supplies due to inflation. Staff salaries and benefits are also increasing as the district replaces some of the part-time positions with full-time positions with benefits in order to increase staff retention. Salaries and benefits have been added to the budget for the last quarter of 2023 for the branch library in Severance which is tentatively scheduled to open late in 2023.



Revenue

The Clearview Library District is funded by a mill levy assessed against property owners and businesses within the library district boundaries. The net total taxable assessed valuation received from the Weld County Assessor's Office on November 28, 2022 for the 2023 budget cycle is \$ 1,614,487,162 which will generate \$5,724,971.48 in property tax revenue for the library district. An additional \$11,301.41f from taxes abated and refunded results in a total tax revenue of \$5,736,272.89.

Revenue from the Specific Ownership Tax is anticipated to total \$230,000 and revenue from sources other than property taxes totals \$153, 107. The total anticipated operating revenue for the Clearview Library District for 2023 is \$6,119,380. This is a 39% increase over projected 2022 revenue.

The lease funding obtained in 2022 from Glacier Banks, reserve funds, and a DOLA grant of \$500,000 will fund construction costs for the 10,000 sq. ft. branch in the northern part of the library district. Reserve funds will be used to fund the Windsor Severance Library renovation.

Highlights of Expenditures

Total budgeted operating expenditures for 2023 are \$560,588 or 13% higher than the 2022 budgeted operating expenditures. This increase can be attributed to the full year expense for the payment and interest on the lease for the branch library in Severance, increased staffing costs, and increased operating costs for the administrative services facility and the courier van.

Salaries and Related Expenses, \$3,069,133 or 63% of the district's projected operating expenditures is attributable to an increase in the number of full-time positions and the result of a salary and benefits study which brought wages to market for 2023. Several part-time positions were converted to full-time positions to increase staff retention rates in 2022. Additional part-time positions will be converted to full-time in 2023. Staff for the branch in the northern part of the District have been added to the budget for the last quarter of 2023.

Materials, \$411,500 or 8% of the projected budgeted expenditures. The library district continues to see an increase in the use of ematerials and streaming services. The branch in the northern part of the district will increase the number of books and other materials to be purchased.



Lease Payment, \$356,622 or 7% of the projected budgeted expenditures. This is the annual payment plus interest on the lease to fund the construction cost of a branch library in the northern part of the library district. The lease will be paid off in 2041 and may be paid off earlier if funding allows.

IT, \$213,750 or 4% of the projected expenditures. Having 2 facilities and a third by the end of 2023 will increase IT costs.



Clearview Library District 2023 Budget

	2022 Budget	Projected 2022	2023 Budget
Revenue			
Property Tax	\$ 4,155,604	\$ 4,102,347	\$ 5,736,273
Specific Ownership Tax	\$ 210,000	\$ 250,220	\$ 230,000
Other Income	\$ 22,914	\$ 204,603	\$ 153,107
Total Operating Revenue	\$ 4,388,518	\$ 4,557,169	\$ 6,119,380
Expense			
Bookmobile	\$ 19,500	\$ 19,747	\$ 22,000
IT	\$ 187,150	\$ 251,399	\$ 213,750
Materials	\$ 398,000	\$ 298,389	\$ 411,500
Operating Expenses	\$ 519,203	\$ 379,421	\$ 501,494
Programming	\$ 59,000	\$ 49,265	\$ 60,000
Public Relations	\$ 98,400	\$ 21,458	\$ 98,400
Salaries and Wages	\$ 2,015,268	\$ 1,708,818	\$ 2,346,659
Benefits	\$ 569,982	\$ 436,788	\$ 722,474
Professional Development	\$ 14,000	\$ 13,691	\$ 32,500
Capital	\$ 45,000	\$ 4,210	\$ 83,707
Lease Payment - Branch	\$ 363,015	\$ 270,393	\$ 356,622
Total Operating Expense	\$ 4,288,518	\$ 3,453,580	\$ 4,849,106
Total Capital Expense	\$ 8,530,003	\$ 1,568,439	\$ 8,683,478
Total Expense	\$ 12,818,521	\$ 5,022,019	\$ 13,532,584
Branch Lease - Glacier Banks	\$ 5,686,076	\$ 5,165,294	\$ 5,165,294
DOLA Grant			\$ 500,000
Transfers			
Transfer from Reserves	\$ 2,643,927	\$ 495,225	\$ 1,747,909
Transfer to Reserves	\$ 100,000	\$ -	\$ -
Net Income			
Net Income	\$0	\$30,375	(\$0)

Respectfully submitted,
 Ann Kling, Library Director
 December 8, 2022