

Delta County Public Library District (64220)  
Doing business as Delta County Libraries  
E. Annette Choszczyk, District Director  
P.O. Box 858  
Delta, CO 81416

Jan. 31, 2012

Division of Local Government  
1313 Sherman St., Room 521  
Denver, CO 80203

Attached is the budget information from the Delta County Public Library District also doing business as Delta County Libraries.

I, E. Annette Choszczyk, District Director, certify that the attached is a true and accurate copy of the 2012 budget for the Delta County Public Library District.

Sincerely,

A handwritten signature in cursive script that reads "E. Annette Choszczyk". The signature is written in black ink and is positioned above the typed name and title.

E. Annette Choszczyk  
District Director  
Delta County Public Library District (64220)  
Doing business as Delta County Libraries

2012 Budget  
Delta County  
Public Library District

## Table of Contents

Table of Contents.....	3
Certification.....	4
Budget Message.....	5
Budget.....	9
Copies of Copier Leases.....	13

Delta County Public Library District  
Delta County Libraries  
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I, E. Annette Choszczyk, District Director, certify that the attached is a true and accurate copy of the amended 2011 budget and the 2012 budget for the Delta County Public Library District.



E. Annette Choszczyk  
District Director  
Delta County Public Library District

## **Budget Message**

**Basis of Accounting:** modified accrual

**Features:**

- Format: adjusted to fit our chart of accounts
- 2011 Amended Budget is Included

**2012 Budget Detail Notes:**

**Expenditures:**

**Administration**

- Continued Membership in Mountain States Employers Council
- Added insurance coverage as needed, insurance for facilities increased in 2011 due to a review of coverage to include new buildings and new technology

**Operations**

**Collections and Supplies**

Collections

- 2012 collections budget is reduced. We anticipate a fundraising effort to help mitigate the reduction

**Personnel**

Salaries

- No COLA planned for 2012
- All employees received 3% market adjustment in 2011

Additional Salaries

- No new positions, adjustments for reorganization or shared tasks
- IT Management position was moved to payroll; it was previously a contracted service

Insurance Plans

- Insurance plans are reviewed annually

Health Insurance

- Provider was changed after comparing competing bids

Life Insurance

- Continued coverage

EAP

- Continued Triad EAP

## **Electronic Resources**

Databases and Downloadable materials:

Continuation planned:

- BookFlix
- Mango Languages
- Grolier Online
- Optimal Resume
- Universal Class
- Genealogy Resources
- State-wide Consortium Databases
- Overdrive Consortium for Electronic materials

Internet and Systems

- Continuation of Sirsi/Dynix operating system
- Wireless Internet access provided free, one connection to each location, by Skybeam as a public service to all library locations
- Additional wireless connections, and upgraded speed, added to each location to increase speed of access
- 2012 goals include upgraded internet and telecommunications, as a part of E-Rate applications we are soliciting bids for upgrades and have estimated possible additional costs
- Increased use of the internet at all facilities has caused a severe need for upgrades to internet connectivity and bandwidth
- Add time management feature for public computers
- Deploy self check machines at some facilities

## **Maintenance**

Repair and Maintenance

- Service contracts for elevators, HVAC systems
- Window and carpet cleaning contracts

## **Capital**

- Delta County provides \$50,000 towards capital expenses. In 2012 this money will fund part of the Delta building repair project and updates to technology in the libraries.

Equipment

- Continue technology update plan
- Continue with deployment and use of new BTOP equipment

Furniture

- Replacement only

## Restricted Expenditures

- Literacy program is funded through grants and payment for services
  - ESL at all library locations with non-English speaking populations
  - GED/Adult Basic Education at Libraries
  - Basic Computer Literacy Classes at Libraries
  - Parenting and Toddler Playgroup at Library locations
- State Historic Fund grant was received for Delta Library. The first phase will include repair of the exterior and structure of the 1910 historic Carnegie Library. This work will be completed in 2012
- State-wide BTOP grant received in 2011 for technology purchases Programming and updates will continue throughout 2012

## Revenue:

- Sales tax revenue will remain at 2009 level for 2012
- Continuing Literacy grants and payment for service
- County value and revenues decreased for 2012 by 13%
- Specific Ownership Tax is expected to stay constant as projected by the County Administrator and Commissioners, this figure is an estimate

### Fund Balance/reserves

We added to our reserves in 2011 in anticipation of 2012 and 2013 decreases in tax value and revenues.

### Restricted Funds- Literacy Grants and Services

We offer ESL, GED tutoring, and family literacy programs in collaboration with the Delta County School District and the County Department of Health and Human Services. These programs are funded with a variety of collaborative grants and any of the three agencies may act as lead or fiscal agent for grants. Charges for services and actual grant money are shared among the collaborators to fund programming. We also include some funding in our budget for these programs

### Restricted Funds- Building Projects

State Historic Fund grant will result in a construction project to repair and stabilize the foundation of the 1910 Carnegie section of the Delta Public Library. Construction and landscaping work will be completed during 2012

### Restricted Funds- Other grants

We apply for a variety of grants throughout the year and estimate some revenue for successful proposals

## Restricted Funds: Designated Donations-Books, Equipment, Furniture and Programs

As people donate funds, we allow restricted donations which specify an area to be funded. This number is estimated from the revenue received in 2011.

Fundraising activities in 2012 will focus on raising money for collections.

## Services to be delivered:

- The Delta County Public Library District provides free and open access to library service at five branch libraries located in Paonia, Hotchkiss, Crawford, Cedaredge, and Delta.
- The District also provides ESL classes, Family Literacy programs, and GED tutoring through our collaborative Literacy Program housed in the Delta Center and with programming in all of our branches.
- The District website allows remote access to databases and information
- All branches provide the following:
  - Books, magazines, and a variety of audio-visual materials in English and Spanish for all ages and interests. Materials are available to use in the libraries or are loaned to patrons for home use.
  - Areas for study
  - Baby and Toddler programs
  - Children's story times
  - Programs for children, teens, and adults on a variety of subjects
  - Public access computers with internet access, word processing, other business software and printing
  - Laptops, I-Pads and other technology for public use
  - Electronic databases for research and information
  - Wireless internet connectivity for laptop use inside and outside the facilities
  - Trained staff to assist patrons with the use of materials and resources
  - Inter-library loan services to obtain materials from other libraries
  - Summer reading incentive programs
  - Tours and visits for school classes or other groups
  - Meeting rooms/space for community groups, reading clubs
  - Telephone assistance



**Delta County Public Library District 2012 Budget**

		Amended				
		2009 Actual	2010 Actual	2011 Actual	2011 Budget	2012 Budget
<b>INCOME</b>						
Delta County						
400	Property Taxes	867,822	1,003,214	1,023,217	1,054,633	929,722
405	Delinquent Tax-Paid		74,592	30,193	30,193	
410	Interest on Taxes	6,478	9,706	8,121	8,500	7,500
415	Spec Ownership Tax	146,399	143,287	134,753	145,000	145,000
420	Sales Taxes	87,967	87,967	87,967	87,967	87,967
425	Other County Taxes	8,495	0	0	0	
435	Property Tax-Montrose	10,987	11,538	11,722	11,685	10,344
430	Capital-Delta County	50,000	50,000	50,000	10,000	50,000
	Capital to Restricted Funds (Delta Building project)		-50,000	-40,000		-40,000
440	Fines	24,141	26,609	22,344	26,000	24,000
445	Fees	21,085	21,251	19,970	22,000	22,000
450	Donations	3,356	2,985	4,102	3,000	10,000
465	Donations Book Sales	3,169	3,568	3,495	3,000	3,000
470	Small Grants		1,715	1,000	2,000	2,000
473	Erate			7,731	7,731	15,000
475	Misc Income	32,407	8,462	561	1,000	2,000
480	Interest Income Savings	4,778	2,952	2,283	3,500	3,500
<b>Total Operating Revenue</b>		<b>1,267,084</b>	<b>1,397,846</b>	<b>1,367,459</b>	<b>1,416,209</b>	<b>1,272,033</b>
Restricted Funds						
	Literacy Grants	89,575	67,493	60,656	70,000	70,000
	Literacy Charges for Serv	74,613	61,831	68,476	70,000	70,000
	Big Read	563	10,309	2,856	2,856	2,856
	BTOP	0	14,445	144,437	144,437	0
	Colo Workforce		0	18,093	18,093	0
	LSTA		13,368	5,788	5,788	15,000
	StoryTimeStew		0	5,000	5,000	5,000
	Designated Donations	15,845	44,757	37,796	37,796	58,000
	Bldg Proj from Capital				40,000	40,000
	Building Projs	520,470	199,838	237,006	205,000	160,000
<b>Total Restricted Revenue</b>		<b>701,066</b>	<b>412,041</b>	<b>580,108</b>	<b>598,970</b>	<b>420,856</b>
	General Reserve Draw	0	0	0	0	140,592
	InKind Rent-Intergov	189,635	189,635	189,635		
<b>Total Revenue-All Sources (Does Not Include In-Kind)</b>		<b>1,968,150</b>	<b>1,809,887</b>	<b>1,947,567</b>	<b>2,015,179</b>	<b>1,833,481</b>

**Delta County Public Library District 2012 Budget**

					Amended	
		2009 Actual	2010 Actual	2011 Actual	2011 Budget	2012 Budget
<b>EXPENSE</b>						
<b>Administration</b>						
500	Auditor	3,150	3,150	3,150	3,200	3,500
501	Bookkeeping	11,074	10,740	11,023	11,100	11,500
505	Advertising /Printing	1,320	1,778	3,525	3,600	3,600
510	Bank Fees	583	593	713	725	725
515	Courier	2,625	2,625	2,760	3,000	3,000
520	ILL Fees	128	164	74	175	150
525	Foundation Exp	200	40	60	200	100
530	Insurance - Board	2,346	2,390	2,709	2,710	2,800
535	Insurance - Prop	7,100	7,560	14,009	14,050	13,000
540	Legal	432	1,240	0	1,500	1,500
545	MSEC	1,580	1,840	1,848	1,900	2,000
550	Movie Licensing	960	960	960	1,000	1,000
555	Professional Dues	1,772	1,520	1,590	1,800	1,800
560	Rent	3,325	3,355	3,640	3,650	3,650
565	Telephone	12,323	11,230	13,122	15,000	20,000
575	Travel/Mileage	8,986	7,595	6,146	12,000	7,500
580	Treasurer's Fee	17,037	21,745	21,219	22,000	21,500
585	Workshops	7,780	4,093	3,313	8,000	5,500
	<b>Total Admin</b>	<b>82,721</b>	<b>82,618</b>	<b>89,861</b>	<b>105,610</b>	<b>102,825</b>
<b>Collections</b>						
600	Books	63,410	59,748	68,760	70,000	55,000
605	Audio Books	17,286	11,534	9,610	15,000	8,000
610	Music CDs	10,346	5,972	2,600	10,000	5,000
615	DVDs	17,528	21,729	18,172	25,000	10,000
620	Periodicals	4,342	4,705	4,295	4,800	4,000
		<b>112,912</b>	<b>103,688</b>	<b>103,436</b>	<b>124,800</b>	<b>82,000</b>
<b>Supplies</b>						
630	Computer Supplies/Assessorie	3,925	3,306	3,930	4,000	4,500
635	Janitorial Supplies	2,807	2,882	3,251	3,355	3,500
640	Office/Operating Supplies	10,502	12,465	15,503	15,550	14,500
645	Outsourcing	4,707	5,349	4,916	5,500	5,000
650	Postage	2,499	2,161	1,889	2,000	2,000
655	Processing Supplies	407	491	563	600	600
660	Program Supplies	3,099	4,490	4,866	5,000	4,500
	ReBranding Supplies	4,921	0	0	0	
	<b>Total Materials/Supplies</b>	<b>32,867</b>	<b>31,144</b>	<b>34,918</b>	<b>36,005</b>	<b>34,600</b>
<b>Electronic Resources</b>						
675	Electronic Subscriptions	17,121	16,039	27,666	28,000	25,000
680	Internet Access	815	2,314	3,073	15,000	30,000
682	Network/Internet Maint/Support			580	1,000	5,000
685	Software	781	1,683	2,350	2,500	4,000
690	Sirsi/Dynix	27,905	23,560	29,195	30,000	30,000
691	Migration/Time Manage	27,454	8,700	0	0	12,000
	<b>Total Electronic Resource</b>	<b>74,076</b>	<b>52,296</b>	<b>62,864</b>	<b>76,500</b>	<b>106,000</b>

**Delta County Public Library District 2012 Budget**

					Amended	
		2009 Actual	2010 Actual	2011 Actual	2011 Budget	2012 Budget
<b>Personnel</b>						
700	Wages & Salaries	668,467	659,098	698,081	705,000	755,000
705	Contingency	10,000	0	0	15,000	15,000
710	Substitutes	16,119	12,447	23,057	23,100	18,000
715	Janitorial Wage	2,700	1,748		0	
720	Payroll Tax Expense	51,271	49,084	53,593	58,000	62,000
725	Colo Unemployment Exp	7,592	385	880	10,000	10,000
730	Health Ins	78,966	59,672	59,962	67,500	65,000
735	Life Ins	2,021	1,346	1,471	1,500	1,600
740	Workers Comp	2,449	3,699	2,763	3,000	3,000
745	AFLAC Svc Fee	41	100	0	400	400
750	Employees Assist Prop	1,589	1,172	1,022	1,200	1,200
755	IRA Plan Expense	10,890	11,025	10,272	11,000	15,000
760	Contract Labor-PC Maint	30,810	25,185	17,451	17,500	0
761	Contract Services-SRP			1,000	1,000	0
762	Contract Labor-Janitorial	23,902	31,153	30,108	30,150	33,000
	<b>Total Personnel</b>	<b>906,817</b>	<b>856,113</b>	<b>899,661</b>	<b>944,350</b>	<b>979,200</b>
<b>Maintenance</b>						
770	Copiers	12,310	14,158	14,415	14,500	15,000
775	Repair & Maint Equip	11,172	7,926	10,247	15,000	15,000
777	Repair & Maint Bldgs		8,275	4,229	10,000	10,000
780	Utilities-Electric	32,256	30,439	29,778	35,000	35,000
782	Utilities-Gas	4,575	3,313	2,994	5,000	5,000
784	Utilities-Other	3,433	3,425	4,795	4,900	6,000
	<b>Total Maintenance</b>	<b>63,746</b>	<b>67,536</b>	<b>66,458</b>	<b>84,400</b>	<b>86,000</b>
<b>Capital</b>						
790	Computer Equipment	6,720	11,369	5,202	6,000	5,000
792	Furniture & Other Eqpt	4,944	2,507	1,965	7,000	5,000
794	Bldg Interior/New Constr			660	1,000	2,000
800	Capital Outlay-Eqpt	12,500	0	10,000	10,000	10,000
801	Capital Outlay-Bldg	37,500		0	0	0
	<b>Total Capital</b>	<b>61,664</b>	<b>13,876</b>	<b>17,827</b>	<b>24,000</b>	<b>22,000</b>
	<b>Total Operating Expense</b>	<b>1,334,803</b>	<b>1,207,271</b>	<b>1,275,025</b>	<b>1,395,665</b>	<b>1,412,625</b>
<b>Restricted Expenditures</b>						
	Literacy Payroll	118,470	103,603	104,077	110,000	110,000
	Literacy Other Expense	45,717	24,997	25,055	30,000	30,000
	Big Read Expense	563	7,453	0	2,856	2,856
	BTOP		0	144,437	144,437	0
	Colo Rural Wkforce			7,084	18,093	0
	LSTA		13,081	5,788	5,788	15,000
	Storytime Stew			5,000	5,000	5,000
	Designated Donations-Books	4,296	15,309	5,340	15,000	50,000
	Designated Don.-Furn&Eqpt	10,231	1,996	3,506	15,000	4,000
	Designated Don.-Programs	1,318	1,314	4,562	7,796	4,000
	Building Projects	520,470	43,328	172,556	245,000	200,000

<b>Delta County Public Library District 2012 Budget</b>					
				Amended	
	2009 Actual	2010 Actual	2011 Actual	2011 Budget	2012 Budget
Total Restricted Expense	701,065	211,081	477,405	598,970	420,856
Add to General Reserve				20,544	
InKind Rent-Intergov.	189,635	189,635	189,635		
<b>Total Expense-All Sources</b> (Does not include In-Kind)	<b>2,035,868</b>	<b>1,418,352</b>	<b>1,752,430</b>	<b>2,015,179</b>	<b>1,833,481</b>
<b>Available Funds</b>					
Operating Revenue	1,267,084	1,397,846	1,367,459		1,272,033
Operating Expense	-1,334,803	-1,207,271	-1,275,025		-1,412,625
Added to or Subtracted from Reserves	-67,719	190,575	92,434		-140,592
Prior Year Reserve Balance	543,807	476,088	666,663		759,098
Available Fund Balance	476,088	666,663	759,098		618,506
<b>CAPITAL OUTLAY PROJECTION</b>					
	2010	2011	2,012	2,013	2,014
Cental	14,445	10,000	10,000	50,000	50,000
Cedaredge					
Crawford					
Delta	35,555	40,000	40,000		
Hotchkiss					
Paonia					
Literacy					
	50,000	50,000	50,000	50,000	50,000