

**Douglas County Libraries Foundation
Budget Message
Budget 2011**

I. Introduction

Mission: For generations to come, the Douglas County Libraries Foundation (DCLF) enriches the literacy goals of Douglas County Libraries by celebrating literature, life-long learning and community building.

2010 was a transition year for DCLF. The DCLF employee left in May and DCLF did not hire a replacement. Yet, programs and events continued and donations were received. Of the 2010 donors, 65% or 146 were new donors, contributing about 37% of all donations received in 2010. Though 2010 was another year of economic decline, DCLF was fortunate to maintain the DCLF donor base, while continuing to offer numerous literacy and learning events.

Highlights of 2010 included:

- Louviers Turkey Shoot
- Bayless Events
- Louviers Flea Market
- Highlands Ranch Birthday Campaign
- Gay and Lesbian Fund Matching Program

Donor Relations: The goal in 2011 year is to cultivate relationships with our existing individual donors and to identify new donors within the community. Existing and potential donors will be touched this year through a combination of:

- Personal invitations to donors for Library events and programs
- Personal meetings with community leaders, in support of DCL's IT campaign with focus on community
- Personal thank you calls to donors from the board and administrative staff
- Thank you letters throughout the year, as well as a year-end note of thanks!

| Total funds raised from donations, grants and book sales: | |
|--|------------|
| 2009 | \$ 271,740 |
| 2010 forecast | \$ 212,656 |
| 2011 budgeted | \$ 144,612 |

| | |
|---------------|------------|
| 2009 | \$ 271,740 |
| 2010 forecast | \$ 212,656 |
| 2011 budgeted | \$ 144,612 |

Cost per dollar raised (fundraising expenses of salaries, promotion, sponsor receptions, etc.). Goal: no more that 35%:

| | |
|---------------|-----|
| 2009 | 23% |
| 2010 forecast | 17% |
| 2011 budgeted | 9% |

Cost of administration per dollar of revenue, primarily driven by a 5% management fee to Douglas County Libraries to cover Library personnel time, IT support, office space, etc.:

| | |
|---------------|-----|
| 2009 | 7% |
| 2010 forecast | 13% |
| 2011 | 12% |

II. Overview

The Foundation continues to support and celebrate DCL'S programs of *Literature*, *Learning* and *Libraries* in 2011.

Celebrate *Literature*: The community will enjoy stories and enhance their skills as authors and storytellers share their experiences. Donations can support various events, such as:

- Author Extravaganza
- Authors @ Douglas County Libraries
- Colorado Author Series
- Storytelling Festival
- Page to Stage

Celebrate *Learning*: The Foundation will support the needs of our communities through:

- Early Literacy activities, such as Book Start volunteers reading in childcare facilities
- Adult Literacy programs, such as GED preparations and testing, U.S. citizenship classes and English language learning
- Other literacy programs like Spellbinders, reading programs, financial literacy, and branch specific programs

Celebrate Libraries: In 2011, opportunities will be available for donors to help support board-approved library amenities. A grant writer is hired to seek funding which supports the library's desire to provide additional technology, support green energy initiatives, and to meet the needs of the community with additional GED and ESL programming initiatives.

III. Program Funding

A total of \$90,000 has been budgeted for 2011: \$30,000 for programming and events and \$60,000 for capital projects. In 2011, programming costs for many of the Literature and Learning events are budgeted in the DCL budget.

A. Literature Events

- 1. Annual Author Extravaganza**
- 2. Author events at branches**
- 3. Rocky Mountain Storytelling Festival**
- 4. Page to Stage.**

B. Learning

- 1. Book Start Early Literacy Program.** Book Start is an outreach program that brings the library to the community. Trained volunteers are now present in every commercial child care center in the county bringing early literacy to thousands of children.
- 2. GED and English Language Learners Program.** These programs use many volunteers to provide tutoring services.

C. Libraries

- 1. Building amenities.** For 2011, the Foundation will seek additional funding as needs arise.
- 2. Miscellaneous Programs** - For 2011, the Foundation will support these as needs arise, board approves, and funding exists.
- 3. Used Book Sales**

IV. Overhead

A. Administrative Expenses

Donor Perfect software annual costs: \$6,000
Bank, credit card and filing fees: \$1,000
Office supplies and stationery: \$1,100
Furniture and equipment: \$300
Audit fees: \$2,000
Management fees to Library at 5% of total revenues: \$7,500
Total: \$17,900

B. Fundraising Expenses

Salary: \$10,000
Training/professional memberships and subscriptions: \$0
Mileage: \$0
Mailings and postage for fundraising: \$250
Meals and receptions for fundraising: \$0
Printing, flyers and advertising: \$1,000
Office and other supplies: \$1,000
Donor recognition supplies: \$500
Total: \$12,750

C. Fund Balance Summary

| | Budget <u>2011</u> | Forecast <u>2010</u> | Actual <u>2009</u> |
|----------------------------------|-----------------------|-------------------------|-----------------------|
| Beginning fund balance | <u>\$ 355,019</u> | <u>\$ 294,999</u> | <u>\$ 357,615</u> |
| Donations, grants and entry fees | 43,000 | 111,043 | 177,373 |
| Book sales | <u>101,612</u> | <u>101,613</u> | <u>94,367</u> |
| Subtotal funds raised | 144,612 | 212,656 | 271,740 |
| Interest | <u>686</u> | <u>686</u> | <u>4,465</u> |
| Total revenues | 145,298 | 213,342 | 276,205 |
| Moneys spent on programs | 30,000 | 86,317 | 255,378 |
| Moneys spent on capital projects | <u>60,000</u> | <u>3,190</u> | <u>0</u> |
| Subtotal programs and projects | 90,000 | 89,507 | 255,378 |

| | | | |
|--|------------------|------------------|------------------|
| Administrative expenses | 17,900 | 27,439 | 19,633 |
| Fundraising expenses | <u>12,750</u> | <u>36,376</u> | <u>63,810</u> |
| Total expenses | <u>120,650</u> | <u>153,322</u> | <u>338,821</u> |
| Net income | <u>24,648</u> | <u>60,020</u> | <u>(62,616)</u> |
| Ending fund balance | <u>\$379,667</u> | <u>\$355,019</u> | <u>\$294,999</u> |
| Percent of program/project activity to total expenses. Goal: at least 65% | 75% | 58% | 75% |
| Fund balance divided by expenses. Goal: no more than 3 | 3.15 | 2.32 | .87 |
| Total expenses divided by Total revenues. Goal: at least 75% | 83% | 73% | 123% |