

**MINUTES OF THE
Basalt Regional Library Board of Trustees
Public Hearing on the 2018 Proposed Budget
November 13, 2017, 5:15 PM in the Conference Room**

Call To Order: Ann Stephenson called the meeting to order at 5:15 p.m.

Members Present: Ann Stephenson, President; Michael Latousek, Vice President; Heather Manolakas, Treasurer; Becky Musselman, Trustee; Roger Garrett, Trustee

Also present: Ann Scott, Director; Kim Clinco, Accountant; Erin Hollingsworth, Associate Director

No members of the public were present.

Kim Clinco presented the 2018 Proposed Budget:

General Operating Fund Budget: Mill levy totals are based on assessment valuations, although the finance committee is still waiting to receive the updated valuations. The anticipated total general operating mill levy is only 0.42 percent higher than last year's budget. MVSO is budgeted for a 15 percent increase. Budgeted fines and fees for 2018 are based on 2017 projections. Earnings from interest on bank accounts and late tax payments have been increased from last year but are still a conservative estimate at \$11,000. Contributions include grants, and are budgeted for \$12,891. There is nothing budgeted for restricted funds. The income portion of the General Operating Fund is \$1,513,444.03. No large increases for administrative expenses, which include contract services, insurance, professional development, supplies, and treasurer's fees. Overall, there is a decrease of 5.88 percent in the administrative portion of the budget. Facility expenses include janitorial, landscaping, and snow removal services, and are budgeted at a 6.85 percent decrease-- due in part to a preventative maintenance schedule. Internet connectivity expenses have been eliminated, which contributed to a 12.28 percent decrease in anticipated utility expenses for 2018. Overall, facility expenses including utilities are down 8.48 percent. New line items under library programs have been created, but do not affect the overall total, as funds have been reallocated from existing line items. Overall, the budget for library programs is very similar to 2017, with only a 0.36 percent decrease. The budget for technology & equipment has been increased so that copier supplies do not come out of office supplies, with a 22.73 percent increase to cover those expenses. Overall, the total technology budget has only a slight increase of 6.04 percent for 2018. Budgets for youth audio collections have been combined for 2018. Totals for the books & magazines budgets are based on 2017 usage and projections, with an increase of 10.31 percent for 2018. The budget for digital resources has been reallocated and revamped to target resources that are used most frequently, with an increase of 19.92 percent. The budget for music is relatively the same, and there is a slight increase to video at 4.39 percent. In total, the collections budget is up 10.67 percent. Total operating expenses before payroll are similar to 2017, at \$560,056. Payroll has been slightly increased by 3 percent. Total operating expenses including payroll are \$1,397,533, which leaves a surplus of \$115,911.03 before allocations to the capital reserve fund. The proposed 2018 budget reflects allocating \$80,000 to capital reserve, which leaves a

general operating fund surplus of \$35,911.03. The projected fund balance at the end of 2018 is \$1,195,412.28.

Bond Repayment Fund: Based on assessed valuations, the mill levy will collect \$937,055. Scheduled payments for 2018 include \$154,031 in bond interest. Treasurer's fees are in relation to what is collected on the mill levy. The bond repayment principal loan payment is \$725,000. For 2018, after collecting revenue and paying principal, interest, and treasurer's fees, a surplus of \$21,843 is projected. The projected bond repayment fund balance at the end of 2018 is \$568,203.

Capital Reserve Fund: The Capital Reserve Fund will begin 2018 at \$401,630. Projected income includes an allocation of \$80,000, plus projected interest of \$3,000. Capital reserve expenses are projected to be \$54,300, which includes asphalt seal and repair, staining the building's exterior, new self-checkout computers, new office computers, and funds to cover miscellaneous or unforeseen expenses. The projected capital reserve fund balance at the end of 2018 is \$430,330.

Respectfully Submitted,



Dick Hampleman, Secretary

12/13/17
Date