

2017 ANNUAL BUDGET

MESA COUNTY LIBRARIES



Mesa County
LIBRARIES

Adopted by the Library Board of Trustees - Effective January 1, 2017

2017 BUDGET MESSAGE
MESA COUNTY PUBLIC LIBRARY DISTRICT

Mesa County Libraries continue to be energetic and thriving, offering services at locations in Clifton, Collbran, De Beque, Fruita, Gateway, Grand Junction, Orchard Mesa, and Palisade, as well as online. These locations include a central location, 7 branch locations, a production studio, and are conveniently located throughout Mesa County to serve a community of more than 148,000 residents.

More than 90 staff members provide services that include reader's advisory, materials circulation, information and reference services, instruction and access to technology and Internet, community gathering spaces, language learning, story time and puppet shows, and an interactive website featuring downloadable books, media and electronic resources.

During 2016 Mesa County Libraries was offered a unique partnership opportunity with Launch West CO and the Colorado Advanced Manufacturing Alliance. A co-working space called "The Factory" opened in downtown Grand Junction located at 750 Main Street. The District's investment provided for 1 FTE to provide support, scheduling, basic managerial and research guidance for all Factory users. For this investment we will have an opportunity to be actively involved in economic development and offer an even greater set of resources to all library patrons.

The De Beque Branch has been a cooperative venture between the Mesa County Public Library District and the De Beque School District since 1994. In November 2015, De Beque voters approved a ballot measure to build a new elementary school and library to replace the aging and deteriorating existing facility. When the new building opens in 2017, De Beque residents – and students – will have a larger, more comfortable library, with continued access to all of the resources that Mesa County Libraries has to offer. The De Beque Branch project fulfills Mesa County Libraries' mission by providing 21st century technological skills along with materials and services to enrich lives and build community through opportunities to learn, discover, create, and connect.

Important aspects of the budget include:

Mesa County Libraries' biggest revenue stream comes from property and specific ownership taxes. The 2017 Budget for Mesa County Libraries includes total revenue for all funds in the amount of \$6,489,952. Of this amount, \$6,230,978 constitutes tax revenue. Additional revenue comes from operating revenue, gifts and grants, and other miscellaneous income.

Gross assessed property valuations in Mesa County decreased 2.3% in 2016 to \$1.845 billion from \$1.879 billion in 2015. This change means the Library District will realize a decrease in its property tax revenue income. The voter-approved mill levy remains at 3.00 mills, and with abatement levy, the final mill levy certified to the county will be 3.013 mills for 2017.

Total budgeted expenditures increased by \$1,436,047 to \$8,106,627 in the 2017 Budget, most of this increase occurred within the Capital Project Fund, with increased capital spending during 2017 of \$1,427,035. Operating expenditures increased by \$9,012 from the 2016 Budget.

Revenues – All Funds

During 2017, the library's primary source of funding continues to be property and specific ownership taxes, which equate to 96% of total budgeted revenue. The remaining 4% in revenue collection comes from fines, interest income, public printing and copier use, gifts, grants, and other miscellaneous income.

The 2017 Budget includes a transfer of \$1,000,000 from the General Fund to the Capital Project Fund in anticipation of future capital projects.

Expenditures – By Fund

General Fund

The 2017 budget for General Fund expenditures is \$6,410,592. The estimated total spending in 2016 is anticipated to be \$6,127,488. This fund is budgeted to transfer \$1,000,000 to the Capital Project Fund during 2017.

Employee compensation and benefits at \$4,111,912, or 64% of General Fund expenditures, represents the most significant expenditure of the 2017 General Fund budget.

Collection Development expenditures for 2017 are budgeted at \$790,000. This figure represents 12.3% of expenditures from the General Fund. This funding level is regarded by the Colorado State Library as acceptable to fulfill the library's aim to satisfy public demand and keep the collection up-to-date in several formats.

Capital Project Fund

The 2017 budget for capital expenditures from the Capital Project Fund is \$1,696,035 and represents an increase of 530% in the fund. The estimated total expenditures in the fund for 2016 is \$74,035. Capital expenditures in 2017 are budgeted to include significant improvements to the District's buildings and furniture, fixtures, and equipment.

Budget Process:

The 2017 Budget is prepared in compliance with Colorado State Statute and Colorado Budget Laws.

On September 29, 2016, a first draft of the 2017 budget was presented to the Library Board of Trustees. On October 27, 2016, a second draft of the 2017 budget was presented to the Board of Trustees and a public hearing was held, allowing for public review and comment. A "Notice of Budget" was prepared and posted in the local newspaper on October 17, 2016, at which time copies were made available at the District's administrative offices.

The 2017 budget was formally adopted by the Board of Trustees at the regularly scheduled meeting on December 1, 2016, at which time resolutions were passed to appropriate funds and certify the mill levy. The December meeting coincides with receipt of final assessed valuation figures from the County Assessor. A copy of the mill levy certification was provided to the appropriate county offices on December 9, 2016.

A certified copy of the adopted budget will be provided to the Colorado Division of Local Government on or before January 31, 2017.

Budgetary Basis of Accounting:

This budget is prepared using the modified accrual basis of accounting as used by all governmental fund types. Under this method of accounting, revenues are recognized when they become available and measurable, and expenditures are recognized when a liability is incurred.

Property taxes are considered measurable in the period levied, but not available until the following year.

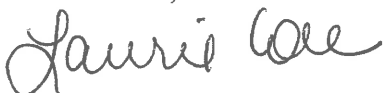
With this budget, thanks and appreciation are extended to the Board of Trustees, directors, managers and all staff for their continued efforts and support, and in their thoughtful planning of the 2017 Budget year.

I certify that the attached is a true and accurate copy of the adopted 2017 budget for the Mesa County Libraries.

Joseph Sanchez, Library Director



Laurie Cole, Finance Director



Mesa County Public Library District
2017 Final Budget
General Fund

Revenue	Account Description	2015	2016	2016	2017
		Actual	Final Budget	Projection	Final Budget
Tax Revenue		\$ 6,161,810	\$ 6,485,767	\$ 6,500,767	\$ 6,230,978
Operating Revenue		\$ 183,025	\$ 182,500	\$ 243,700	\$ 182,500
Gifts & Grants		\$ 94,970	\$ 76,673	\$ 76,673	\$ 76,474
Total Revenue		\$ 6,439,805	\$ 6,744,940	\$ 6,821,140	\$ 6,489,952

Expenditures

Compensation & Benefits	\$ 3,538,513	\$ 3,995,798	\$ 3,941,498	\$ 4,111,912
Administration	\$ 220,189	\$ 263,379	\$ 242,879	\$ 258,245
Youth Services	\$ 31,803	\$ 37,000	\$ 36,482	\$ 37,000
Technology	\$ 402,833	\$ 446,000	\$ 432,000	\$ 415,000
Information Services	\$ 10,327	\$ 18,100	\$ 18,100	\$ 10,650
Public Services	\$ 11,376	\$ 18,690	\$ 17,190	\$ 12,500
Branch Services	\$ 48,653	\$ 67,400	\$ 52,700	\$ 70,500
Development & Foundation	\$ 11,454	\$ 12,550	\$ 6,250	\$ 11,300
Collection Management	\$ 1,796	\$ 1,625	\$ 875	\$ 1,625
Library Materials	\$ 750,844	\$ 800,000	\$ 800,000	\$ 790,000
Public Information	\$ 67,347	\$ 94,450	\$ 73,700	\$ 83,950
Literacy	\$ 8,880	\$ 19,300	\$ 19,300	\$ 19,300
Volunteer Services	\$ 1,633	\$ 2,500	\$ 2,000	\$ 2,500
Technology Services	\$ 9,559	\$ 67,360	\$ 41,960	\$ 37,200
Human Resources	\$ 49,201	\$ 59,740	\$ 34,880	\$ 45,450
Facilities	\$ 326,213	\$ 371,015	\$ 331,001	\$ 373,460
Grant Funded Expenditures	\$ 118,230	\$ 76,673	\$ 76,673	\$ 80,000
General Fund Contingency	\$ -	\$ 50,000	\$ -	\$ 50,000
Total Operating Expenditures	\$ 5,608,851	\$ 6,401,580	\$ 6,127,488	\$ 6,410,592
Revenue Over/Under Expenditures	\$ 830,954	\$ 343,360	\$ 693,652	\$ 79,360

Beginning Fund Balance	\$ 5,082,449	\$ 4,163,403	\$ 4,163,403	\$ 4,557,055
Transfer Out - Capital Project Fund	\$ 1,750,000	\$ 300,000	\$ 300,000	\$ 1,000,000
Ending Fund Balance	\$ 4,163,403	\$ 4,206,763	\$ 4,557,055	\$ 3,636,415

**Mesa County Public Library District
2017 Budget - Final
Capital Project Fund**

	2015	2016	2016	2017
	Actual	Final Budget	Projection	Proposed Budget
Revenue				
Transfer In - General Fund	\$ 1,750,000	\$ 300,000	\$ 300,000	\$ 1,000,000
Foundation	\$ 328,500	\$ 145,000	\$ 230,283	\$ -
Gifts/Donations	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 2,078,500	\$ 445,000	\$ 530,283	\$ 1,000,000
Expenditures				
Capital Expenditures				
Landscape Improvements	\$ 9,439	\$ 2,500	\$ 5,500	\$ 2,500
Building Improvements	\$ 6,454	\$ 60,000	\$ -	\$ 25,000
Capital Asset or Improvement	\$ 44,722	\$ 85,000	\$ -	\$ 1,450,000
RFID	\$ 108,200	\$ -	\$ 18,535	\$ 18,535
Branch - Improvements	\$ 18,800	\$ 55,000	\$ 15,000	\$ 77,000
Architect & Engineering fees	\$ 82,847	\$ -	\$ -	\$ -
Water Mitigation	\$ 1,072	\$ -	\$ -	\$ -
Construction Management & Consulting	\$ 2,642	\$ 5,000	\$ -	\$ -
Furniture, Fixtures & Equipment	\$ 66,872	\$ 56,500	\$ 35,000	\$ 118,000
Total Capital Expenditures	\$ 341,048	\$ 264,000	\$ 74,035	\$ 1,691,035
Capital Projects				
Hard Costs/New Construction	\$ 1,052,226	\$ -	\$ -	\$ -
Soft Costs	\$ 17,395	\$ -	\$ -	\$ -
Contingency	\$ -	\$ 5,000	\$ -	\$ 5,000
Total Capital Projects	\$ 1,069,621	\$ 5,000	\$ -	\$ 5,000
Total Expenditures	\$ 1,410,669	\$ 269,000	\$ 74,035	\$ 1,696,035
Revenue Over/(Under) Expenditures	\$ 667,831	\$ 176,000	\$ 456,248	\$ (696,035)
Beginning Fund Balance	\$ 224,787	\$ 892,618	\$ 892,618	\$ 1,348,866
Ending Fund Balance	\$ 892,618	\$ 1,068,618	\$ 1,348,866	\$ 652,831

Mesa County Public Library District

RESOLUTION (#16-03) TO ADOPT ANNUAL BUDGET

(Pursuant to 29-1-108, C.R.S.)

A resolution summarizing expenditures and revenues for each fund and adopting an annual budget for the Mesa County Public Library District for the calendar year beginning on the first day of January, 2017, and ending on the last day of December, 2017.

WHEREAS, the Board of Trustees of the Mesa County Public Library District has appointed the Director of the Mesa County Public Library District to prepare and submit a proposed budget to this governing body at the proper time, and;

WHEREAS, the Library Director submitted a proposed budget to the Board of Trustees on September 29, 2016, for its consideration, and;

WHEREAS, upon due and proper notice, published in accordance with the law, said proposed budget was open for inspection by the public at a designated place, as well as being posted on the Mesa County Public Libraries website, a public hearing was held on October 27, 2016, and interested taxpayers were given the opportunity to file or register any objections to the proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE MESA COUNTY PUBLIC LIBRARY DISTRICT:


Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Mesa County Public Library District for the year stated above.

Details for each fund are as follows:

Fund	Fund Balance January 1	Revenues (including Transfers In)	Appropriations (including Transfers Out)	Fund Balance December 31
General	\$4,557,055	\$6,489,952	\$7,410,592	\$3,636,415
Capital Projects	\$1,348,866	\$1,000,000	\$1,696,035	\$652,831
Total	\$5,905,921	\$7,489,952	\$9,106,627	\$4,289,246

Section 2. That the budget hereby approved and adopted shall be signed by the President and Secretary of the Board of Trustees and made a part of the public records of the Mesa County Public Library District.

ADOPTED, this 1st day of December 2016.


Elaine Barnett, President

Attest:


Dean DiDario, Secretary

Mesa County Public Library District

RESOLUTION (#16-04) TO APPROPRIATE SUMS OF MONEY

(Pursuant to Section 29-1-108, C.R.S.)

A resolution appropriating sums of money to the various funds, in the amounts and for the purposes as set forth below, for the Mesa County Public Library District for the 2017 budget year.

WHEREAS, the Board of Trustees has adopted the annual budget in accordance with the Colorado Local Government Budget Law, on December 1, 2016, and;

WHEREAS, the Board of Trustees has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but it is also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MESA COUNTY PUBLIC LIBRARY DISTRICT:

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated:

General Fund	
Operating Expenditures	\$ 6,410,592
Transfer Out	\$ 1,000,000
Reserve/Fund Balance	\$ 0
TOTAL General Fund	<u>\$ 7,410,592</u>
Capital Projects Fund	
Capital Expenditures	\$ 1,696,035
Reserve/Fund Balance	\$ 0
TOTAL Capital Projects Fund	<u>\$ 1,696,035</u>
GRAND TOTAL All Funds	<u>\$ 9,106,627</u>

Section 2. The above appropriations may be expended only in accordance with Mesa County Public Library District policies on purchasing and budget latitude.

Section 3. Any and all year-end fund balances shall be considered a "reserve increase" and therefore part of "fiscal year spending" within the meaning of Article X, Section 2-(2) (e) of the Colorado Constitution.

ADOPTED, this 1st day of December 2016.


Elaine Barnett, President

Attest:


Dean DiDario, Secretary

Mesa County Public Library District

RESOLUTION (#16-05) TO SET MILL LEVY

(Pursuant to 39-5-128, C.R.S. and 39-1-111, C.R.S.)

A resolution levying general property taxes for the year 2017, to help defray the costs of providing library services, to the Mesa County Public Library District for the 2017 budget year.

WHEREAS, the Board of Trustees of the Mesa County Public Library District has adopted the annual budget in accordance with the Local Government Budget Law on December 1, 2016, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes is \$5,533,646 and;

WHEREAS, the 2016 net total assessed valuation for the County of Mesa, Colorado, as certified by the County Assessor is \$1,846,661,450 (less the Tax Increment Finance of \$10,071,411).

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MESA COUNTY PUBLIC LIBRARY DISTRICT:

Section 1. That for the purpose of meeting all general operating expenses of the Mesa County Public Library District during the 2017 budget year, there is hereby levied a tax of 3.013 mills (3.000 voter approved and 0.013 millage for abatements, refunds) upon each dollar of the total valuation for assessment of all taxable property within Mesa County for the year 2016.

Section 2. That the President of the Board is hereby authorized and directed to immediately certify to the County Commissioners of Mesa County, Colorado, the mill levy for the Mesa County Public Library District as determined above.

ADOPTED, this 1st day of December, 2016.



Elaine Barnett, President

Attest:



Dean DiDario, Secretary