



Mesa County Libraries
BOARD
 OF **TRUSTEES**
 • C O M M I T T E E M E E T I N G •

Finance Committee

MINUTES

Date and Time: Monday, September 16, 2019 – 11 a.m.

Location: Central Library, 443 N. 6th St., Grand Junction, CO – Mesa Community Room

#	Agenda Item
1	<p>Opening:</p> <ul style="list-style-type: none"> • Call to Order and Roll Call <ul style="list-style-type: none"> ○ Committee Chair Mahre called the meeting to order at 11:03 a.m. ○ BOARD PRESENT: Barry Blanchard, Dean DiDario, Chris Mahre ○ COMMITTEE MEMBERS EXCUSED: Abby Landmeier ○ STAFF PRESENT: Michelle Boisvenue-Fox, Stacey Smith, Blair Wade • Review of Agenda: The agenda was accepted as presented.
2	<p>Review the Draft MCL 2020 Budget</p> <ul style="list-style-type: none"> • <i>Revenue:</i> <ul style="list-style-type: none"> ○ Wade reported that Property Tax Revenue for MCL was reported in the first draft budget, reflecting higher preliminary assessments. Final assessments will be reported soon, and tax revenue will be updated accordingly in the second draft budget. The total MCL tax revenue with Special Ownership Tax (SOT) is up 8.3%. It was discussed that such a revenue increase will aid imminent capital improvements. ○ Operating Revenue was drafted with a decrease of 32.7% to account for a potential change in MCL fines and fees policy, pending board action. Discussion led to acknowledgement that automatic renewals now in place will already reduce income from fines. Wade will attempt to extrapolate the loss in fines revenue to determine an estimate for 2020. The committee deemed it acceptable to reflect this possible Operating Revenue decrease in a first draft budget. Additionally, the potential change will decrease collection expenses for MCL. • <i>Expenditures – Substantial Changes:</i> <ul style="list-style-type: none"> ○ The Communications Department, now including the Volunteer & Outreach Coordinator, was broken out from Administration, thereby moving some Administration expenditures in compensation and supplies. ○ Marmot Library Network previously handled MCL’s internet provision expenses and E-rate credits, but Marmot no longer offers this service. MCL will now handle E-rates directly, as reflected in a new line item under Administration expenditures for Broadband Service. ○ Facilities compensation decreased significantly due to staffing changes in 2019 and pursuit of more outsourced facilities maintenance. Accordingly, Janitorial Services and Lawn Maintenance line items have increased substantially. • <i>Expenditures – Compensation:</i> A 3% increase in wages is anticipated across the board for a cost of living increase, excepting staff members affected by the \$0.90 minimum wage increase. Employee Benefits costs are projected with a 30% increase until final estimates influence the second draft budget. Wade noted that MCL currently has 73 FTEs (full-time equivalents), with 53 benefitted full-time staff.

	<ul style="list-style-type: none"> • <i>Expenditures – Departments:</i> <ul style="list-style-type: none"> ○ Software expenses were previously accounted for under the Technology budget, but department-specific software expenses will now appear under each department’s budget. ○ The Art Committee Supplies budget was moved from Administration to Information Services. ○ The Library Materials budget is still being evaluated by the Head of Collection Management, but will remain at the same increase as presented in the draft budget. Allocations will be shifted within the budget to reflect patron demand for more digital materials. Committee members would like to see MCL’s proposed percentage of revenue compared with similar Colorado libraries. ○ Under Facilities, Wade clarified that Insurance Expense includes coverage for all of MCL’s locations and liability coverage. ○ Capital Project Fund: Wade outlined several items included in the drafted Capital Expenditures including a \$100,000 elevator replacement, roof and HVAC updates to the Palisade Branch, other branch improvements, and anticipated capital outlay for a capital project (imminently including expenses for an architect, engineering fees, and an owner’s representative). • The committee discussed how to present the first draft budget to the full board on September 26. DiDario requested comparative percentages of revenue for major expense categories between the 2020 budget and past budgets. Additionally, multiple trustees requested comparable industry standard revenue percentages from Colorado. • The committee engaged in general discussion about budget factors involved if MCL were to become a fine-free library.
3	<p>Adjournment</p> <ul style="list-style-type: none"> • Meeting was adjourned at 12:35 p.m.

Minutes submitted by Stacey Smith, MCL Executive Assistant.