



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: Thursday July 14, 2022 – 11:00 a.m.

Location: Central Library Admin Conference Room

#	Agenda Item
1	<p>Opening</p> <ul style="list-style-type: none"> • <i>Call to Order and Roll Call:</i> <ul style="list-style-type: none"> ○ Committee Chair Candice Walton called the meeting to order at 11:00 a.m. ○ BOARD PRESENT: Cindy Cyphers, Candice Walton, Mary Watson, Randy Spydell ○ COMMITTEE MEMBERS ABSENT: None ○ STAFF PRESENT: Michelle Boisvenue-Fox, Blair Wade • <i>Review of Agenda:</i> The agenda was accepted as presented.
2	<p>Review District Cash Flow Projections during Clifton Project</p> <ul style="list-style-type: none"> • Wade explained the Cash Flow Projections spreadsheet showing the status of District funds from January 2022 through April 2026 during and after the Clifton Capital Project. The Clifton Capital project is expected to use a significant portion of the District’s fund balance and it is vital to track how this impacts the District’s on-going operations budgets especially during the months when the District does not receive much tax revenue. • Wade explained the difference between the three tiers of reserved funds. Any reserve funds used would be prioritized for repayment with annual net income. <ul style="list-style-type: none"> ○ TABOR – required by Colorado law; 3% of previous year’s total expenses; cannot use unless the District is facing insolvency. ○ Preferred – 6 months of operating expenses; 3 months of this can be accessed without a vote from the Board. ○ Board Policy – 3 months of operating expenses; can only be accessed with a Board approval. • The Cash Flow Report is updated monthly with actual numbers including revenues and expenses. • The Construction Expenses have not been updated since early May. These estimates will be updated once FCI receives accurate estimates – expected in August. • The Foundation disbursement timeline will fluctuate as we move donations from estimates to actuals. The Donation amounts for grants and expected contributions are listed. Unknown donation sources are listed as just ‘Foundation’ contributions that will be updated as they are received or become confirmed. • The Cash Flow Report indicates that if the District spends 100% of their 2022 budget and 100% of their estimated 2023 budget (using historical trends), the District would need to ask the Board to allow access to the 3 months of restricted operating expenses in early Spring 2024. <ul style="list-style-type: none"> ○ Wade and Boisvenue-Fox stated that the 2023 budget was in the process right now and that cuts and adjustments could be made to avoid having to take that step.

	<ul style="list-style-type: none"> ○ The District has historically underspent their total budget and this fact would also mitigate the need to access reserved funds. ● The Cash Flow Report is how the ‘Available Funds’ amount comes from for the Clifton Capital Project Budget update report that the Board received in their monthly Board meeting packet. ● Walton asked if the Board would like to receive the Cash Flow report in addition to the Clifton Capital Project Budget. Watson thought it may be too much information and requested that the Cash Flow Report be reviewed at the October Finance Committee meeting instead. ● Walton requested that the most updated version the Cash Flow report be provided to her upon request at the monthly Board meetings. Paper version preferred.
3	<p>Review Clifton Capital Project Budget</p> <ul style="list-style-type: none"> ● Wade reviewed the Clifton Capital Project Budget report. The report is a summary of the Clifton Cash Flow report and includes what has been spent on the Clifton project up to this point – including F Road expenses. ● Wade indicated that the ‘Available Funds as of.’ number will fluctuate based on actual expenses and revenue, and changing estimates for expected expenses and revenue. Available funds includes any estimated net income from the Districts current budget year. ● Walton and Wade offered to meet one-on-one with any Board member who would like more information on these two reports.
4	<p>Adjournment</p> <ul style="list-style-type: none"> ● Meeting was adjourned at 11:53 a.m.

Minutes submitted by Blair Wade, MCL Finance Director.