

**MONROE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES BUDGET WORKSHOP**

1. At a Budget Workshop of the Board of Trustees of the Monroe County Library System held on November 16, 2009 at 5:00 p.m. at the Mary K. Daume Library Service Center, the meeting was called to order by Chairperson Elizabeth Taylor. Roll call by Secretary Laurence Gregory as follows:

Present: Elizabeth J. Taylor, chair; MaryAnn Bourque, Vice-Chair; Laurence Gregory, Secretary; Fred Lux, Trustee; and Nancy Colpaert, Director. Catharine Calder, Trustee; arrived at 5:07 p.m.

Staff: Nancy Bellaire, Assistant Director

A quorum being present, the Board proceeded to transact business.

2. Motion by Vice-chair Bourque, supported by Secretary Gregory, to accept the agenda as presented. Motion carried.
3. Public Comment – None.
4. Budget Workshop

Director Colpaert said the goal of this workshop is to review the library system's finances for 2009 and to look at the draft budget for 2010 which will be made available for the public by December 1, and presented for review at the budget hearing and adoption at the December board meeting.

The board reviewed the status of the 2009 budget as of October 31, 2009, the most recent financial report available. 83% of the year has passed with 100.28% of anticipated revenues received. As of October 31, we have \$21,851 income over what we budgeted. Expenditures are at 80.13%, \$6,674,751 of the \$8,330,058 budgeted.

The board reviewed suggestions for cost savings submitted by library staff as part of this year's budget process. Many of these have been taken into consideration and incorporated into the budget.

In terms of next year's revenue, 2010 property tax income is projected to be down 2% compared to 2009. Penal fines have been budgeted conservatively at the same amount as 2009. State aid will be \$.1963 per capita, a 39% decrease. Total income is projected at \$7.4 million, a 2% decrease over 2009.

Director Colpaert reviewed a document outlining the major items included on the 2010 expenditure side of the budget including salaries and benefits, supplies and services, library materials, capital outlay and debt payment.

Director Colpaert noted that following discussions with the Policy and Personnel Committee, she did not use any salary increase in preparing the 2010 draft budget. The material budget remains at \$845,000. Most items included in the capital outlay line item are for technology,

including a new Millennium server, network upgrades at Bedford and Ellis and technology for the Ellis building. The debt retirement payment for 2010 will be \$144,443.

Proposed expenditures for 2010 total \$8,123,716, a 2% decrease over the 2009 budget.

Following review of that document, the board took action by way of the following motions:

Motion by Trustee Lux, supported by Trustee Calder, to give full and part time staff a 2% One Time Compensation Adjustment in December 2009 from the 2009 budget. There will be no increases included in the 2010 budget aside from merit steps for eligible staff. Motion carried.

Motion by Trustee Lux, supported by Vice-chair Bourque, to give Director Nancy Colpaert a 2% One Time Compensation Adjustment in December 2009 from the 2009 budget. Motion carried.

Motion by Trustee Lux, supported by Trustee Calder, to keep the board remuneration at \$50 per board meeting. Motion carried.

Motion by Trustee Lux, supported by Secretary Gregory, to make the necessary budget line item changes for 2010. Motion carried.

Director Colpaert indicated that the Strategic Plan and the Technology Plan were both consulted in preparing the draft budget. She also noted that capital expenditures for the Ellis building project were not included in the budget, but would be brought to the board once the project is approved. Funding for the Ellis project has been set aside in a reserve fund. Ms. Colpaert mentioned that she appreciated the input from department heads and staff in helping to build the budget and also the assistance of administrative staff in gathering the data to actually put the document together.

Motion by Trustee Calder, supported by Secretary Gregory, to revise the Fax Policy to not charge for faxes. Motion carried.

Motion by Trustee Lux, supported by Vice-chair Bourque, to approve amendments to the Deferred Compensation Plan with Lincoln Life. Motion carried.

Motion by Secretary Gregory, supported by Trustee Lux, to grant a Thirteenth Check to eligible MCLS retirees. Motion carried.

5. Board Comments

Trustee Lux commended Director Colpaert on the budget preparation. He also discussed conference attendance and pros and cons of using the convention host hotel based on his experience as a conference planner.

Trustee Calder thanked Director Colpaert for being prudent in managing the library funds over the years. She noted that the workshop format was efficient and understandable. She reminded the board not to lose sight of the details in the budget.

Vice-chair Bourque asked if the compensation package for staff could be streamlined. She suggested that library compensation be compared with other similar libraries. Chair Taylor assigned this to the board's Policy and Personnel Committee as a project for next year.

Chair Taylor agonized about the library's decreasing revenues, adding that she hoped that income from property taxes will rebound.

6. Public Comment – none
7. Announcements – Date of Next Board Meeting – Monday, December 14, 6:00 p.m., Mary K. Daume Library Service Center.
8. Adjournment
Motion by Vice-chair Bourque, supported by Trustee Lux, to adjourn the meeting at 6:00 p.m. Motion carried.

Respectfully submitted,

Laurence Gregory, Secretary

Elizabeth J. Taylor, Chair