**Beaver Island District Library Board of Trustees**

**Budget Meeting Minutes 3/20/2014**

Present: LaFreniere, Lounsberry, Lyle, Moore, Stambaugh, Welter

Absent: Vyse

Other: McGinnity, Mitchell, Speck

**ANNUAL BUDGET MEETING**

1. Meeting called to order by Lyle at 3:33 pm.
2. **Public Comment**: None
3. **Review and Approval of the BIDL operating budget**:

Welter presented an overview of the “Revenues” portion of the proposed budget, explaining how the reduction in the millage requested by the Library affected revenues for the coming fiscal year. Discussion of how the reduction will affect the fund balance.

Overall the budgeted revenues come to $107,842.

Welter then went over the “Expenditures” portion of the proposed budget.

1. Discussion of increase to salaries and wages line. Custodial removed to Building & Maintenance line. The previously approved salary increase for the director, along with wage increases for the two librarians are factored into that line.
2. Benefits are largely predetermined.
3. Payroll taxes are obviously dependent on salaries and wages.
4. Book budget remains the same as last year.
5. Bookkeeping remains the same as last year.
6. For the Insurance line, the budget committee anticipates a modest annual increase.
7. Office Supplies are reduced because cleaning supplies have moved to the Repairs & Maintenance line.
8. Professional fees are increased significantly to account for the audit fees.
9. With the addition of office supplies, the Repairs and Maintenance/Building Supplies category increased.
10. Cleaning contract was budgeted for $4000.
11. Subscriptions increased nominally.
12. Technology increased. (Internet, automated catalog hosting, etc.)
13. Telephone decreased slightly.
14. Travel remained steady.
15. Utilities remained the same. Discussion of how utilities are broken down in terms of budget year.
16. Other Expenses reduced by half because more of those previously unclassified expenses are being put into other categories.
17. Programming is a new category that came out of Other Expenses.
18. Capital Outlay has been left empty, as we have several Strategic Initiatives that would have fallen into that category but are being kept separate for clarity.

**Strategic Initiatives:**

Emerging from our strategic planning process, we have numerous expenditures that were slated for this year. They have been broken into five general categories:

1. Captial Outlay
2. Two desktop workstations (replacing Windows XP machines) - $2000

(April)

1. Two iPads, one for card catalog, and one for tethered patron use - $1000

(April)

1. Five computer chairs - $1250

(May)

1. Maintenance
2. Carpet & upholstery cleaning - $1000

(September)

1. Other Expenses
2. Strat. Planning 2015 - $250

(January)

1. Lillian Greg Recognition - $500

(July)

1. Coffee Bar - $500

(June)

1. Programming
2. Summer Reading Program - $750

(July)

1. Business Open House - $200

(May)

1. Subscriptions
   1. E-Newsletter - $500

(April)

Overall, the expenses come to $134,870, meaning that next year we would be running at a deficit of $27,028. The unaudited fund balance for the end of the current fiscal year is projected to be roughly $166,406, so the deficit would draw the fund down to approximately $139,378 by the end of the next fiscal year.

Welter explained that the committee is confident that this is a safe budget that the director should have no trouble meeting. We would still be left with more than a full year’s operating cost in the fund.

Moore made a motion to approve the budget as proposed. Lounsberry seconded.

Roll call vote

Ayes: Moore, Stambaugh, Lounsberry, LaFreniere, Welter, Lyle

Nays: none

Motion carried. Budget for FY 2014 approved.

1. **Public Comment**: None

Meeting adjourned 4:05 pm.

Respectfully submitted by Patrick S. McGinnity, Director