

**FORT COLLINS REGIONAL LIBRARY DISTRICT
RECORD OF PROCEEDINGS**

STATE OF COLORADO
COUNTY OF LARIMER

The Board of Trustees of the Fort Collins Regional Library District, Larimer County, Colorado held a regular meeting at the Streets Facility, Training Room, 625 Ninth Street, Fort Collins, Colorado on Wednesday, November 5, 2008, at the hour of 4:00 p.m.

The following members of the Board of Trustees were present:

President: Mary Atchison
Vice President: Mike Liggett
Secretary: Michelle Kalkowski
Treasurer: John Knezovich
Trustee: Nina Bodenhamer
Trustee: Robin Gard
Trustee: Bob Viscount

Also present: Kim J. Seter, Seter & Vander Wall, P.C.; Brenda Carns, Library Director; Jeff Barnes, District Accountant, and interested constituents.

Mr. Seter reported that, prior to the meeting, he notified each of the Trustees of the date, time and place of the meeting and the purpose for which it was called. He further reported that this meeting is a special meeting of the Board of Trustees of the District and that a Notice of Meeting has been posted at two places within the boundaries of the District and at the office of the County Clerk of Larimer County in Fort Collins, Colorado, and to the best of his knowledge, remains posted to the date of this meeting. A copy of the Notice of Regular Meeting and a copy of the published Notice as to Proposed 2009 Budget are incorporated into these proceedings.

NOTICE AS TO PROPOSED 2009 BUDGET
and
NOTICE OF SPECIAL MEETING

NOTICE AS TO PROPOSED 2009 BUDGET

NOTICE IS HEREBY GIVEN that a proposed budget has been submitted to the **FORT COLLINS REGIONAL LIBRARY DISTRICT**, for the fiscal year 2009. A copy of such proposed budget has been filed in the Main Library, Ben Delatour Room, 201 Peterson Street, Fort Collins, Colorado, where same is open for public inspection. Such proposed budget will be considered at the next meeting of the Fort Collins Regional Library District to be held at 4:00 P.M. on Wednesday, November 5, 2008. The meeting will be held at the Streets Facility, Training Room, 625 Ninth Street., Fort Collins, Colorado. Any interested elector within the Fort Collins Regional Library District may inspect the proposed budget and file or register any objections at any time prior to the final adoption of the 2009 budget.

BY ORDER OF THE BOARD OF TRUSTEES:
FORT COLLINS REGIONAL LIBRARY DISTRICT

By: /s/ SETER & VANDER WALL, P.C.
Attorneys for the District

Publish in: The Fort Collins Coloradoan

Publish on: Friday, October 31, 2008

NOTICE OF PUBLIC MEETING

of the
Fort Collins Regional Library District

The Fort Collins Regional Library District Board of Trustees
will meet on the 5th day of November 2008
commencing at the hour of 4:00 p.m. at:
City Streets Facility - 625 Ninth Street
Training Room
Fort Collins, Colorado

The purpose of the meeting is to conduct a public hearing on the proposed 2009 budget and conduct such other business as may come before the Board.

All meetings are open to the Public pursuant to §24-6-402 of the Colorado Revised Statutes. A copy of the Agenda for the meeting is set forth below.

I. CALL TO ORDER

II. AGENDA REVIEW

III. PUBLIC COMMENT

IV. APPROVAL OF MINUTES (OCTOBER 6, 2008)

V. REPORTS

- a) Director's Report
- b) Trustee Reports
- c) Financial Report
- d) Legal Report

VI. BUSINESS ITEMS

a) Unfinished Business

- 1. 2009 FCRLD Budget - Public Hearing *Barnes*
- 2. Facilities Master Plan Update *Barnes*
- City Council Study Session Dec 8 Overview *Carns*
- 3. Gift/Sponsorship Policy Approval *Watson-Lakamp*

b) New Business

VII. INFORMATION AND ANNOUNCEMENTS

VIII. EXECUTIVE SESSION

The Board may enter into executive session to receive legal advice on specific legal questions pursuant to §24-6-402(4)(b), C.R.S.

IX. ADJOURNMENT

Trustee Liggett introduced and moved the adoption of the following Resolution:

**Fort Collins Regional Library District
Board of Trustees Resolution 08-**

RESOLUTION

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET, LEVYING PROPERTY TAXES FOR COLLECTION IN THE YEAR 2009 TO HELP DEFRAY THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE FORT COLLINS REGIONAL LIBRARY DISTRICT, LARIMER COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2009, AND ENDING ON THE LAST DAY OF DECEMBER, 2009.

WHEREAS, the Board of Trustees of the Fort Collins Regional Library District has authorized its budget officer to prepare and submit a proposed budget at the proper time; and

WHEREAS, the proposed budget has been submitted to the Board of Trustees of the District for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with law, the proposed budget was open for inspection by the public at a designated place, a public hearing was held on Wednesday, November 5, 2008 and interested electors were given the opportunity to file or register any objections to the proposed budget; and

WHEREAS, the budget being adopted by the Board has been prepared based on the best information available at this time to the Board regarding the effects of Article X, Section 20 of the Colorado Constitution; 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 OF THE FORT COLLINS REGIONAL LIBRARY DISTRICT OF LARIMER COUNTY, COLORADO:

Section 1. Summary of 2009 Revenues and 2009 Expenditures. The estimated revenues and expenditures for each fund for fiscal year 2009, as more specifically set forth in the budget attached hereto are accepted and approved.

Section 2. Adoption of Budget. The budget as submitted, amended and attached hereto and incorporated herein is approved and adopted as the budget of the Fort Collins Regional Library District for fiscal year 2009.

Section 3. Levy of General Property Taxes. The foregoing budget indicates that the amount of money necessary to balance the budget for the General Fund for operating expenses from property tax revenue is \$ 6,734,400. For the purposes of meeting all general operating expenses of the District during the 2009 budget year, the voters have approved a tax levy of 3.000 mills upon each dollar of the total valuation for assessment within the District for the year 2008.

Section 4. Certification to County Commissioners. The Secretary of the District, is hereby authorized and directed to certify to the County Commissioners of Larimer County the mill levy for the District hereinabove determined and set forth on the Certification of Tax Levies for Non-School Governments attached hereto.

Section 5. Appropriations. The amounts set forth as expenditures and balances remaining, as specifically allocated in the budget are hereby appropriated from the revenue to each fund for the purposes stated and no other.

Section 6. Budget Certification. The budget shall be certified by Michelle Kalkowski, Secretary of the District, and made a part of the public records of the Fort Collins Regional Library District.

The foregoing Resolution was seconded by Trustee Bodenhamer.

RESOLUTION APPROVED AND ADOPTED THIS 5TH DAY OF NOVEMBER, 2008.

Fort Collins Regional Library District
2009 Budget Resolution
Signature Page

FORT COLLINS REGIONAL LIBRARY DISTRICT

By: Mary Atchison
President, Mary Atchison

ATTEST:

By: Michelle S. Kalkowski
Secretary, Michelle Kalkowski

STATE OF COLORADO
COUNTY OF LARIMER
FORT COLLINS REGIONAL LIBRARY DISTRICT

I, Michelle Kalkowski, hereby certify that I am a Trustee and the duly elected and qualified Secretary of the Fort Collins Regional Library District, and that the foregoing constitute a true and correct copy of the record of proceedings of the Board of Trustees of said District, adopted at a meeting of the Board of Trustees of the Fort Collins Regional Library District held on November 5, 2008, at Larimer County, Colorado, as recorded in the official record of the proceedings of the District, insofar as said proceedings relate to the budget hearing for fiscal year 2009; that said proceedings were duly had and taken; that the meeting was duly held; and that the persons were present at the meeting as therein shown.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of the District this 5th day of November, 2008.

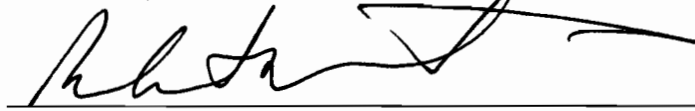

Secretary

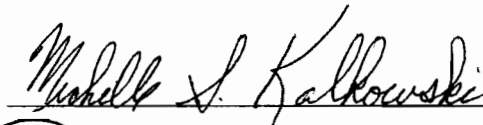
ACKNOWLEDGEMENT OF NOTICE AND
APPROVAL OF RECORD OF PROCEEDINGS

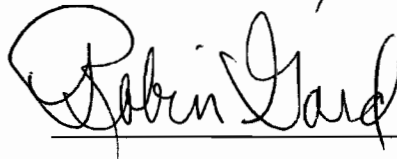
We, the undersigned members of the Board of Trustees of the Fort Collins Regional Library District, Larimer County, Colorado, do hereby acknowledge receipt of proper notice of the meeting of the Board held Wednesday, November 5, 2008, at 4:00 p.m., at the Streets Facility, Training Room, 625 Ninth Street, Fort Collins, Colorado, informing of the date, time and place of the meeting and the purpose for which it was called, and we do hereby approve said record of proceedings and the actions taken by the Board as stated therein.











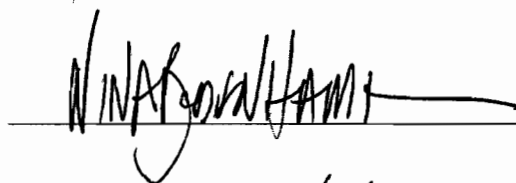




EXHIBIT A

**BUDGET DOCUMENT
AND
BUDGET MESSAGE**

BUDGET DOCUMENT
AND
BUDGET MESSAGE

The attached 2009 Budget for the Fort Collins Regional Library District includes these important features:

The primary revenue source for the District is property taxes assessed at the 3 mill rate established at the time of District formation. During 2009, the District will open Council Tree Library, a new branch library in southeastern Fort Collins. The District will also complete a long range facilities plan and a branding project in 2009. In order to ascertain the needs of the community, a Strategic Plan was developed in 2008. The first phase of implementing this plan will begin in 2009.

The budgetary basis of accounting timing measurement method used is the modified accrual basis.

The services to be provided during the budget year as a public library include no cost access to the library collection including books, periodicals, CD's DVD's and other electronic media, programs aimed at all ages, community meetings rooms, and internet access.

**Fort Collins Regional Library District
Proposed General Fund Budget
For the year ending December 31, 2009**

	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Forecast</u>	<u>2009</u> <u>Budget</u>
Revenue:			
1 Property Tax	\$ 6,090,763	\$6,635,000	\$ 6,734,400
2 Specific Ownership Tax	544,902	550,000	550,000
3 Copier Charges	25,835	25,000	25,000
4 Fines	80,693	125,000	125,000
5 Donations - Grants	173,983	124,000	131,080
6 Interest earnings	184,004	110,000	60,000
7 Intergovernmental	98,825	1,192,000	744,000
8	<u>7,199,005</u>	<u>8,761,000</u>	<u>8,369,480</u>
Expenditures:			
9 Administration	1,040,796	1,208,880	1,161,300
10 Systems Administration	106,268	872,720	737,800
11 Technical Services	270,365	380,680	325,000
12 Main Facilities	-	215,140	280,300
13 Main Operations	-	55,000	51,000
14 Main Adult Services	361,913	637,270	681,600
15 Main Children's Services	208,008	576,030	640,000
16 Main Circulation	527,868	569,000	692,200
17 Combined Operating Expenses	359,377	272,940	192,400
18 Collection Development	685,954	777,250	952,300
19 Programming	250,328	115,510	151,100
20 Harmony Branch	347,917	171,250	173,500
21 Harmony Children's	-	165,250	170,600
22 Harmony Adult	-	248,050	256,500
23 Harmony Circulation	363,368	474,010	496,500
24 Southeast Branch	-	30,000	834,200
25 Capital Outlay	-	650,000	100,000
26 Contingency	-	-	100,000
	<u>4,522,162</u>	<u>7,418,980</u>	<u>7,996,300</u>
Excess of revenue over			
27 Expenditures	2,676,843	1,342,020	373,180
Other financing use:			
28 Transfer to Capital Projects Fund	-	(905,900)	(251,100)
29 Net change in Fund Balance	2,676,843	436,120	122,080
30 Beginning Fund Balance	-	2,676,843	3,112,963
31 Ending Fund Balance	<u>\$ 2,676,843</u>	<u>\$ 3,112,963</u>	<u>\$ 3,235,043</u>
Allocation of Ending Fund Balance			
32 Reserved for Encumbrances	\$ 230,000	\$ -	\$ -
33 Emergency Reserve	135,665	203,070	236,890

34 Reserved for Funding Restrictions	-	73,470	103,010
35 Reserved for Donations	63,631	368,630	363,630
36 Designated for working capital/operations	-	1,244,190	1,255,400
37 Unreserved	<u>2,247,547</u>	<u>1,223,603</u>	<u>1,276,113</u>
38 Total	<u>\$ 2,676,843</u>	<u>\$3,112,963</u>	<u>\$ 3,235,043</u>

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Larimer County, Colorado.

On behalf of the Fort Collins Regional Library District,
(taxing entity)^A

the Board of Trustees,
(governing body)^B

of the Fort Collins Library District,
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 2,222,701,577 assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ _____ (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

Submitted: 12/15/2008 for budget/fiscal year 2009.
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	<u>3.000</u> mills	\$ <u>6,734,400</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< _____ > mills	\$ < _____ >
SUBTOTAL FOR GENERAL OPERATING:	3.000 mills	\$ 6,734,400
3. General Obligation Bonds and Interest ^J	_____ mills	\$ _____
4. Contractual Obligations ^K	_____ mills	\$ _____
5. Capital Expenditures ^L	_____ mills	\$ _____
6. Refunds/Abatements ^M	_____ mills	\$ _____
7. Other ^N (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	3.000 mills	\$ 6,734,400

Contact person: (print) Sandy Thomas Daytime phone: (303) 770-2700
Signed: Sandy Thomas Title: Paralegal

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).