RESORTTAX
— BUILDING BIG SKY SINCE 1992 —

2015-2016 APPLICATION FOR RESORT TAX FUNDS

Applicant's Official Name: Friends of the Big Sky Community Library

Project Name: Big Sky Community Library

Project Start Date: July 1, 2015 **Project Completion Date:** June 30, 2016

Representative: Kay Reeves

Address: P.O. Box 161344, Big Sky, MT 59716

Telephone: 995-4281 x 205 **Email:** kreeves@3rivers.net

Total Funds Requested $ 76,150

State your estimated payment request schedule for the coming year; amounts should total funds requested. Please enter dollar amounts.

	July '15	Aug '15	Sep '15	Oct '15	Nov '15	Dec '15
Payment Request $	6,300	6,300	6,300	6,300	6,300	6,300
	Jan '16	**Feb '16**	**Mar '16**	**Apr '16**	**May '16**	**Jun '16**
Payment Request $	6,300	6,300	6,300	6,300	6,300	6,850

I certify that the application and its attachments are correct to the best of my knowledge.

KayReeves
Signature
Kay Reeves
Printed Name

Chair - Friends of the BSCL
Title (Board Chair or Governing Officer)
April 3, 2015
Date

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1) **Provide a description of the entity and the Mission Statement.**
State the entity's tax status/legal identity and when it was initiated.
What is the personnel makeup of your office; specifically how many are employees, how many are contractors and what are their duties? What is the full time equivalent (FTE) of each: ¼ , ½, ¾ or full time?
Unless previously provided to the resort tax office, please include a copy of the Articles of Incorporation.
(200 words max)

The Friends operate the Big Sky Community Library located at the north end of Ophir School. Our mission statement reads, "The Friends of the Big Sky Community Library are committed to providing educational opportunities for the residents and visitors of the greater Big Sky Community." We have held 501(c)(3) status since 2004. We employ three part-time librarians whose combined total hours average 30-35 per week.

2) **Provide a complete description of the project(s). Include the project(s) purpose, goals and objectives. For each project provide measurable objectives, i.e. how you will do something and in what timeframe. The information provided here should be specific regarding what the entity is requesting to be funded by resort tax. If requesting funds for Operations, identify the categories and assign a dollar amount (salaries, software, etc.) If permits are required, please specify what permits are required and what projects they apply to. Please be succinct.**

We are requesting funds to continue the Library's operation for community use. Funds will be used to keep the Library open twenty hours weekly for public use and to purchase new circulating materials for use by patrons of all ages.The attached budget provides a complete breakdown of operations categories and dollar amounts.

Library use by the general public continues to grow. 120 new library cards were issued this past year (vs. 80 new cards in 2013.) We recorded an average of 467 patron visits per month in 2014. In each month an average of 133 patrons came in to use the computers. In the coming fiscal year we have budgeted $2,500 to begin an e-book collection.

3) **Is the project within the resort tax district? (25 words max)**

Yes.

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Please note: Not every project will fulfill questions #4 through #8. Applications will not be rated on the ability to fulfill multiple questions.

Does the entity and/or project...

4) **Benefit the community at large including residents, visitors and tax collectors/the business community? (50 words max)**

Anyone who walks in the door can use the library during public hours. Library card are available to residents and temporary visitors. The availability of WIFI, computers, printers, and scanners are very useful services to travelers. We are the only local source of books for kids during their school breaks.

5) **Promote tourism and development, help make Big Sky a world class resort community and increase resort tax revenue? (50 words max)**

Yes. A public library is a vital resource for any thriving community. It shows that a place values literacy, education, and life-long learning. Its presence in an unincorporated resort area demonstrates that this is a place that cares about meeting the needs of its people.

6) **Support or improve critical infrastructure, public health, safety and/or welfare in the world class community? (50 words max)**

The Library contributes to public welfare by promoting learning and providing popular materials for relaxation. It provides critical technology to those who can't afford to own a computer or whose travels or employment take them far from their home printer.

7) **Involve collaboration among entities in the community to meet common goals? (100 words max)**

The school district remains a critical partner in providing the space for a community library at little cost.
We continue our collaboration with the Morningstar's school readiness effort. 23 families have signed up for our "1000 Books Before Kindergarten" program. We began a "Food for the Brain" effort with the Food Bank to provide small bags of books to interested customers. We are planning for a One Book Big Sky program later in 2015. This event will encourage everyone to read a common book and participate in a variety of activities which will include a number of Big Sky partners.

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8) **Fill a community need not currently or adequately being satisfied? (50 words max)**

The BSCL is the only public community library within 45 miles.

Provide the following financial documents:

9) Copy of the entity's complete operating budget for the period 07/01/15 through 06/30/16.
If your fiscal year does not coincide with this time period, please provide complete budgets for the entity's fiscal year that covers the aforementioned time period. For example, if the entity's fiscal year corresponds with a calendar year, provide two budgets 1) 01/01/2015 through 12/31/2015 and 2) 01/01/2016 through 12/31/2016.

10) Organization's Profit and Loss Report, Budget vs. Actual Report and Balance Sheet from your previous completed fiscal year.

11) Organization's Profit and Loss Report, Budget vs. Actual Report and Balance Sheet from your current fiscal year to date.

12) For applicants with mill levy authority please provide the following:

a. A map of your district's boundaries
b. The current taxable value of your district
c. If applicable, the current mill levy rate
d. Using the information above, provide a detailed budgetary breakdown of the potential tax burden per $100,000 value, for property owners within your district if mill levy authority would be used to fund this project rather than resort tax funds.

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Total budget for the year the entity is requesting funding $ 93,050
What percentage of the above budget is the entity requesting from resort tax? 83%

PRINCIPLE	ITEM	AMOUNT
Revenue	Private Donor Contributions Total	8,200
	Private Donor Contributions In-kind	0
	Public Grants	76,150
	Fundraising Events	2,400
	Sub Total Revenue	
	Other*	6,300
	Total Revenue	92,050
Expenses	Paid Personnel (not including volunteer time) # FTE Personnel	48,500
	Operations	25,450
	Programming	18,100
	Other*	
	Total Expenses	92,050
Income	Net Income	0

Capital Reserves	On Hand Restricted**	
	On Hand Unrestricted**	28,000
	Goal	

Purpose of Restricted and Unrestricted Capital Reserves: Interim source of funds in the event of loss of BSRAD funding or loss of occupancy at Ophir School.

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TOTAL CASH FLOW 3-YEAR REQUIREMENT

(to include all organization projects and programs; not only those requesting funding for in this cycle

ITEM	2014	2015	2016	Total Cash Flow 3-Yr Requirement
Paid Personnel (not including volunteer time)	49,900	48,500	49,700	148,100
# of FTE Personnel	1	1	1	NA
Operations	25,300	25,450	23,640	74,390
Programming	14,200	18,100	43,640	75,940
Capital Expenditures				
Other				
Total	89,400	92,050	116,900	298,430

RESORT TAX REQUEST	71,173	76,150	97,027	244,350

Describe financial increases and decreases and the projects for which resort tax funds may be requested.

2014 *Budget overage for the current fiscal year resulted from a $3,330 one-time payroll charge from the school district to correct an error in vacation/sick pay expense.*

2015 *Current request includes $2,500 in programming for our entry into e-books.*

2016 *The additional programming funds ($25,000) will be needed to replace Ophir School-owned books that will be moved to the new elementary school. We will seek grant funding to assist and thus may not be requesting the full amount.*