

**Basalt Regional Library District Board of Trustees  
Monday, April 18, 2016  
5:15 P.M. Library Community Room**

**All meetings of the Basalt Regional Library District are open meetings.  
Members of the public are most welcome.**

**Board of Trustees: Carolyn Kane, President; Ann Stephenson, Vice-President;  
Karen Hillebrand, Treasurer; Heather Manolakas, Secretary; Kent Whinnery,  
Trustee; Dick Hampleman, Trustee**

**Also Present: Barbara Milnor, Director; Kim Clinco, Bookkeeper; Sandra Dexter,  
Administrative Assistant**

**Basalt Regional Library Board of Trustees has identified 3 Strategic Planning  
Goals for 2015:**

- 1) Advance Digital Changes at the Library**
- 2) Marketing Advocacy and Social Engagement**
- 3) Update and Maintain Facility Systems**

**AGENDA**

**5:15 PM Call to Order**

**5:15 PM Citizen Comments:  
Linda Crossland, Friends of the Library  
Helene Slansky, Sally Cole, Basalt Library Foundation**

**5:30 PM Approval of minutes of the January 18, 2016 meeting  
Approval of the minutes of the February 15, 2016 meeting  
Approval of minutes of the March 21, 2016 meeting**

**5:35 PM Directors Report  
Anne Darby, Technical Services Supervisor**

**5:45 PM Board Comments  
Carolyn Kane: Committee Assignments**

**5:50 PM Committee Reports**

**Finance Committee: February financials**

**Strategic Planning Committee**

**Facilities Committee: Dick Hampleman, Navigator report**

**Personnel Committee: date for meeting**

**6:00 PM Action Items**

**none**

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
January 18, 2016 @ 5:15 P.M. in the Community Room**

**Call to order:** Carolyn Kane called the meeting to order at 5:18 p.m.

**Members Present:** Carolyn Kane, President; Bernie Grauer, Vice President; Karen Hillebrand, Treasurer; Kent Whinnery, Trustee; Dick Hampleman, Trustee

**Members Absent:** Heather Manolakas, Trustee; Ann Stephenson, Secretary

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; and guests Linda Crossland, Helene Slansky, Matthew Shmigelsky, and Bart Axelman

**Citizen Comments:**

**Friends of the Library, Linda Crossland:** The Friends have \$9,000 to put toward wish lists. This may be a couple of thousand dollars less in the future as the book sale is up in the air. The Foundation has a balance of \$4,300 which all goes to books.

**Library Foundation, Helene Slansky:** A fundraising event is scheduled for February 25, 2016 at 6:00 p.m. in the Community Room. The Crystal Palace Players will perform "Broadway." Ticket price is \$50.

**Bart Axelman and Matthew Shmigelsky presentation:** Bart and Matthew reviewed what CLEER (Clean Energy Economy for the Region) will do for the Library if the Board approves a contract with CLEER. CLEER will set up their equipment to chart gas and electric usage every 15 minutes. It also provides a break out of solar and Holy Cross usage. The last two years of the Library's usage will be entered into their system to provide a trend line. Data is live and an appointed Library staff member would periodically check the graph for any obvious spikes. The worst electric peaks cost the Library between \$500 and \$600 per month which is about \$3,400 per year in peak usage fees. Peak charges are not based on usage, but are in addition to usage charges. Even though, as Bernie Grauer noted, the Basalt Regional Library is in the top 11% of efficiency for library buildings, peak charges can be mitigated by tracking electric usage and implementing strategies to reduce usage during peak times. Matthew said they send out a quarterly report. Carolyn Kane asked for a monthly report, at least initially, so that peaks or others issues can be noted and addressed immediately rather than waiting for several months. Matthews said they will can do this. A vote on the CLEER contract is under action items.

**Board Comments:** None

**Approval of December 21, 2015 Regular Board Meeting Minutes:** Karen Hillebrand moved to approve the December 21, 2015 Board Meeting Minutes as written. Bernie Grauer seconded the motion. The motion carried with 4 ayes and 1 absentee.

**Director's Report: Barb Milnor:** Barb handed out copies of the New York Times Best Seller List with the formats of the items we have in the collection noted on the list. Barb noted that we are third from the bottom in lending to other libraries. Marmot would like us to lend more, but Barb said our taxpayer money was used to buy these items and they should be available first to our patrons. Therefore, we will continue our policy of not lending our DVDs or New Books to other libraries. Basalt patrons will continue to be able to place holds on these items. Patrons from other libraries can request these items

through Interlibrary Loan. A list of the latest acquisitions can be found on the catalog home page on the Basalt Library website by clicking on the New Adult or New Movies box. Barb does not purchase Blue-ray movies due to the higher cost, though some are donated. Carolyn Kane noted that circulation totals are down only 0.55% for the year and that the door count is up 3.49%.

**Committee Reports:**

**Policy Committee: Ann Stephenson, Chair:** No report in Ann's absence.

**Personnel Committee:** The Director Evaluation will be reviewed and updated in 2016.

**Employee Handbook: Ken Whinnery, Chair:** Barbara Milnor and Kent will review the Employee Handbook to see if anything needs to be updated.

**Facilities Committee: Bernie Grauer, Chair:** We now have a team looking at utilities and we will be able to record where we've been and where we're going. We have made big progress.

**Finance Committee: Karen Hillebrand, Chair:**

- Karen read the Budget Message that will be sent to DOLA (Department of Local Affairs).
- We are on target between 90% and 100% with our financials for 2015. It was questioned why we are getting less revenue from Pitkin County than from Eagle County, yet we are paying higher fees to Pitkin County. Kim Clinco will check into this.
- Kim was asked where we are on the delinquency letter we received stating that the 2011 W-2s were never filed with the IRS. Kim has sent a letter to the IRS. All of payroll, including W-2s, are in QuickBooks for easy access for reprinting.
- We reviewed the 12/31/16 internal draft financials. It was noted that these were draft financials as it was year-end and the figures would be adjusted in the final year-end financials.
- The Library received \$5,000 from the Catto Foundation. Barb Milnor said they might also be willing to fund specific projects.

**Appointment of Nominating Committee:** The nominating committee consists of two people who are not current officers that are appointed by the Board President to do a survey of Board Members for nomination of officers for 2016. Carolyn Kane spoke with Dick Hampleman and Heather Manolakas prior to the Board Meeting about being on the nominating committee and both had agreed. Carolyn officially appointed Dick Hampleman and Heather Manolakas to the Nominating Committee.

**Board Term Expirations:** Both Bernie Grauer's (Eagle County) and Dick Hampleman's (Pitkin County) first terms expire March 2016. Per BRLD Bylaws, the Director will set a closing date for applications, possibly February 7<sup>th</sup>. The Director will also take care of postings and advertising of open Board seats. Barb will contact the County Commissioners to determine interview dates. An application must be submitted by the deadline and incumbents must write a letter of intent to reapply.

**Action Items:**

**Organizational Resolution 2016-01, posting location/map/location and time of Board Meetings:**

Bernie Grauer moved and Ken Whinnery seconded the motion to adopt the Organizational Resolution. The motion carried with five ayes.

**Discussion and possible vote to amend the Financial Management Manual regarding the process of engaging an auditor:** Current wording of the Financial Management Manual states, “The Finance Committee, working with the Director and the Bookkeeper, will initiate a formal process at least every three years to acquire the services of an auditing firm.” This is not a state statute, but a policy the Board adopted when putting together the Financial Management Manual. Carolyn suggested changing the manual to say, “In August, following the audit submission, the Treasurer, Finance Committee, Director and Bookkeeper will recommend to retain the auditor or to conduct an auditor search for a new auditor.” This gives enough lead time if the Board decides to switch auditors, but also will allow us to keep Pete Blair as our auditor for as long as he continues to meet the deadline and is giving us the service that we require as a Library Board. Karen Hillebrand will work on the wording for this and present it in a Resolution to be voted on by the Board.

**Discussion and possible vote on CLEER contract:** Kent Whinnery pointed out that we have a project quote not a contract. Kent suggested approving this for one year and then making an agreement for the future. Bernie Grauer moved to accept the project quote from CLEER and to accept their services for the \$1270 first year cost for set up, gas meter, bill history, and one-year subscription and that by year two a written contract will be in place. Kent seconded the motion. The motion carried with five ayes.

**Discussion and possible vote on November 2016 ballot issue:** Carolyn Kane deferred this vote based on the morning’s work session where Jacqueline Murphy advised against voting on intent to go on the November ballot this early in the year. Carolyn suggested forming a committee in March to more completely study the feasibility and the strategy for going on the ballot. Jacqueline has resources and strategies that she suggested the Board look over and contact to get more clarity and certainty on how to do this. Much of this would be pro-bono. This also allows for time to do polling and surveys and come up with definite pros and cons.

**Adjournment:** Bernie Grauer moved and Dick Hampleman seconded the motion to adjourn the meeting. The motion carried with five ayes. Carolyn Kane adjourned the meeting at 7:05 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Carolyn Kane, President

\_\_\_\_\_  
Date

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
February 15, 2016**

**Call to Order:** Carolyn Kane called the meeting to order at 5:22 p.m.

**Members Present:** Carolyn Kane, President; Karen Hillebrand, Treasurer; Ann Stephenson, Secretary; Heather Manolakas, Trustee; Dick Hampleman, Trustee.

**Members Absent:** Kent Whinnery, Trustee; Bernie Grauer, Vice-President.

Also present were Barbara Milnor, Director and guest Helene Slansky.

**Citizen Comments:**

**Library Foundation, Helene Slansky:** Helene reported that everything is going smoothly with the Foundation. A benefit production is scheduled for Thursday, Feb. 25. Helene expressed thanks to Gretchen Weber and Ann Stephenson for distributing flyers for the event. Charlotte is making arrangements to have the piano tuned prior to the event. The Foundation is paying for this as well as providing refreshments.

**Approval of January 18, 2016 Board Minutes:** Karen noted that the actual General Fund balance at the end of 2015 was \$1,076,532.86 so that the wording, "Based on the preliminary year end financials" should be added at the beginning of the fourth bullet point under the Finance Committee report. Due to the fact that Ann and Heather had been absent for the January meeting, the Board did not have a voting quorum to approve these minutes. Approval was tabled until the March meeting.

**Director's Report:** Bernie Grauer's Trustee term expires at the end of March and the Library is currently accepting applications for his seat as he has decided not to serve another term. Bernie's is an Eagle County seat. Thus far there are no applicants. Dick Hampleman's term is also expiring and he intends to send Barb a letter expressing his desire to serve another term.

Barb reported on having an unexpected four-day week, i.e. closure on three days. The Library was closed for two days due to a heavy winter storm. The schools were also closed. Ace Roofing spent a considerable amount of time shoveling the heavy snowfall of the last storm from the roof. Daily Property Management then had to shovel the areas surrounding the building where the roof snow had landed. There was a scheduled closing the same week for a water main leak.

Chris Cook has given notice that she will be resigning from the Library and moving back to Michigan. Barb has received three applications for this open position. There will be a staff party for Chris at the end of February.

Barb received an e-mail from CLEER informing her that Source Gas had inappropriately charged \$1,318.00 in taxes and fees. The charges were inappropriate as the Library is a non-profit. Matthew Shmigelsky is to meet with Kent Whinnery regarding a contract with CLEER upon Kent's return from vacation. Carolyn asked about the possibility of Bart monitoring the CLEER data to make sure the library is not exceeding usage levels.

Barb said there was a letter in today's Aspen Times referring to the Town's denying any liability regarding water damage claims to the water hammer issue.

### **Committee Reports:**

**Nominating Committee:** Heather and Dick will be contacting Board members to get everyone's slate of officers. Bernie cannot be nominated. The election of officers will occur at the March meeting.

**Personnel Committee:** Carolyn would like to meet with the committee in March to get the evaluation ball rolling a bit sooner. Carolyn will contact Heather and Kent to set this up.

**Finance Committee:** The year-end financials were re-capped by Carolyn, as Karen was out of town for the Finance Committee meeting. Of note was receipt of only 87.5% of the income from Pitkin County. This is being investigated. It was noted that the contributions came to only 33.5% of what was budgeted. Also noted was that the way contributions were handled in 2015 was changed at the request of the Friends and Foundation. So in actuality, the contributions came in and were accounted for in a different manner. Total Income for 2015 was \$956,083 (93% of budget). Total Expenditures were \$1,179,220 (96% of budget). General Fund Balance as of 12/31/15 was \$1,076,532.

Carolyn also reported on the January 2016 financials. Total income in January was only 1.75%. This is because tax bills are due beginning in February. Total expenses year-to-date are 7.32%.

Peter Pendergast, our new citizen representative has been assigned as the person who will be the liaison between the Library and the IRS regarding the letter sent from the IRS about the missing W-2 forms from the past administration.

**November Ballot Issue Committee:** Randy Cohlman sent some projections that will be sent to the Board. It was suggested the Board have a conference call with John Chrastka regarding strategizing for this issue.

**Action Item:** A document was included in the Board packet amending the Financial Management Manual. The proposed new wording was accepted with the exception of striking the second use of the word "auditor" in the first sentence.

**Adjournment:** Karen Hillebrand moved and Dick Hampleman seconded the motion to adjourn the meeting at 6:06 p.m.

Respectfully Submitted,

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Ann Stephenson, Secretary



**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
March 21, 2016 @ 5:15 P.M. in the Community Room**

**Call to order:** Karen Hillebrand called the meeting to order at 5:21 p.m.

**Members Present:** Karen Hillebrand, Treasurer; Ann Stephenson, Secretary; Kent Whinnery, Trustee; Heather Manolakas, Trustee

**Members Absent:** Carolyn Kane, President; Bernie Grauer, Vice President; Dick Hampleman, Trustee

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; and guests Linda Crossland and Helene Slansky

**Citizen Comments:**

**Friends of the Library, Linda Crossland:** Linda Crossland gave a copy of the Foundation's and Friend's Balance Sheets and Profit and Loss Statements to Karen Hillebrand. Linda reported that the Foundation took in \$1,100 at their fundraising event "Broadway" performed by The Crystal Palace Players and they now have \$5,635 for books. The Friends have \$10,041 for wish lists and have funded one wish list from Erin; a book club for the teen section. The Friends are contemplating forming a steering committee that will make decisions on how money is spent, will delegate jobs, and keep track of the volunteers, rather than having one person in charge. They will come to the Board with their list for ratification. Unlike the Foundation, the Friend's doesn't have a Board and this will make things a little more formal. Helene reported that the Foundation is having a meeting Wednesday to look at an event for later in the spring.

Karen Hillebrand moved approval of minutes to later in the meeting to see if they could get a quorum.

**Financials:** All Board Members present attended the Finance Committee Meeting. There were no questions about the financials. Karen Hillebrand noted that a large amount was spent on removal of snow from the roof. Karen checked the policy and believes that this be coded as a capital expenditure. Heather Manolakas suggested that the repair of the water main valve could also be coded under capital expenditures. Kim Clinco asked for a decision on this before the Finance Committee Meeting so that she can make the changes in the Financials before the meeting.

**Approval of the January 18, 2016 Regular Board Meeting Minutes:** Tabled due to lack of a quorum.

**Approval of the February 15, 2016 Regular Board Meeting Minutes:** Tabled due to lack of a quorum.

**Director's Report: Barb Milnor:** February statistics were down slightly, though, in general, they are gradually increasing.

Chris Cook's last day was February 27, 2016. Barb has sent her a recommendation.

Ann Darby Null will be replacing Chris. Since we now have Marmot Maintenance, Ann will be in charge of devices, etc. Her title will be Technology/Media Supervisor. Ann has an MLIS degree and has worked in a small library.

Barb hired Jalyne Lessig to work two days per week (16 hours). She was able to fit this in the Budget.

The movie "Most Likely to Succeed" was very successful. This was done in partnership with the Aspen Ski Company. Barb said this was a good partnership and she would partner with them again.

Two people attended Tecera Edad: Convivio y Loteria. Convivio is the closest word to pot luck in English. This program is specifically for elderly Hispanics. It is a social opportunity to eat a meal as a group. This same program is held at the Eagle County Building. Eventually, the two may be combined.

**Action Items:**

**Election of Officers:** Heather Manolakas presented the slate of officers as follows:

- Carolyn Kane, President
- Ann Stephenson, Vice-President
- Karen Hillebrand, Treasurer
- Heather Manolakas, Secretary

Kent Whinnery moved to approve the slate as presented. Karen Hillebrand seconded the motion. The motion carried with four ayes and 3 absentees.

It was noted that Bernie Grauer is leaving the Board.

**Adjournment:** Kent Whinnery moved and Ann Stephenson seconded the motion to adjourn the meeting. The motion carried with four ayes.

Respectfully Submitted,

\_\_\_\_\_  
Ann Stephenson, Secretary

\_\_\_\_\_  
Date

**Basalt Regional Library District**  
**Balance Sheet**  
as of March 31, 2016

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash in Banks				
Alpine Bank #0127	\$ 190,903.77	\$ -	\$ -	\$ 190,903.77
Colo Trust - Bond Repayment #8002	-	704,707.33	-	704,707.33
Colo Trust - Tabor Reserve #8003	49,778.67	-	-	49,778.67
Colo Trust - Operating Fund #8004	890,437.50	101,514.59	-	991,952.09
Colo Trust - Capital Rsv Fund #8005	-	-	317,091.46	317,091.46
<b>Total Current Assets</b>	<b>\$ 1,131,119.94</b>	<b>\$ 806,221.92</b>	<b>\$ 317,091.46</b>	<b>\$ 2,254,433.32</b>
<b>Fixed Assets</b>				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,355,750.25	-	-	1,355,750.25
Equipment and Fixtures	263,547.49	-	-	263,547.49
Building	10,733,846.00	-	-	10,733,846.00
Less Accumulated Depreciation	(1,616,304.70)	-	-	(1,616,304.70)
	\$ 12,056,452.04	\$ -	\$ -	\$ 12,056,452.04
<b>Other Assets</b>				
Cash with County Treasurer	\$ 3,779.40	\$ -	\$ -	\$ 3,779.40
Prepaid Expense	-	-	-	-
Property Tax Receivable	1,766,786.00	-	-	1,766,786.00
	\$ 1,770,565.40	\$ -	\$ -	\$ 1,770,565.40
<b>TOTAL ASSETS</b>	<b>\$ 14,958,137.38</b>	<b>\$ 806,221.92</b>	<b>\$ 317,091.46</b>	<b>\$ 16,081,450.76</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 26,203.86	\$ -	\$ -	\$ 26,203.86
<b>Other Current Liab</b>				
Accrued Expenses	35,448.00	-	-	35,448.00
Accrued Vacation	26,180.00	-	-	26,180.00
Deferred Grant	4,691.00	-	-	4,691.00
Deferred Property Tax	1,766,786.00	-	-	1,766,786.00
Payroll Liabilities	1,345.35	-	-	1,345.35
Wages Payable	5,474.00	-	-	5,474.00
<b>Total Other Current Liab</b>	<b>\$ 1,839,924.35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,839,924.35</b>
<b>Long Term Liabilities</b>				
Bonds Payable, 2012	\$ 7,790,000.00	\$ -	\$ -	\$ 7,790,000.00
Bonds Payable, 2006	569,999.91	-	-	569,999.91
<b>Total Long Term Liabilities</b>	<b>\$ 8,359,999.91</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,359,999.91</b>
<b>Total Liabilities</b>	<b>\$ 10,226,128.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,226,128.12</b>
Investment in Capital Assets	\$ 3,633,401.31	\$ -	\$ -	\$ 3,633,401.31
<b>Fund Balance:</b>				
General Operating Fund	\$ 1,038,882.86	\$ -	\$ -	\$ 1,038,882.86
Restricted for Emergencies - Tabor Fund	37,650.00	-	-	37,650.00
Debt Repayment Fund	-	531,009.65	-	531,009.65
Less Bond Principle Payment	-	-	-	-
Capital Reserve Fund	-	-	316,721.12	316,721.12
<b>Total Fund Balance</b>	<b>1,076,532.86</b>	<b>531,009.65</b>	<b>316,721.12</b>	<b>1,924,263.63</b>
<b>Fund Revenue/Expenditures</b>				
Current Year-to-Date Revenue	\$ 352,014.00	\$ 286,116.16	\$ 370.34	\$ 638,500.50
Current Year-to-Date Expenditures	329,938.91	10,903.89	-	340,842.80
<b>Net Current Year</b>	<b>22,075.09</b>	<b>275,212.27</b>	<b>370.34</b>	<b>297,657.70</b>
<b>Total Fund Balance</b>	<b>1,098,607.95</b>	<b>806,221.92</b>	<b>317,091.46</b>	<b>2,221,921.33</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 14,958,137.38</b>	<b>\$ 806,221.92</b>	<b>\$ 317,091.46</b>	<b>\$ 16,081,450.76</b>

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
March 2016**

		Mar 2016 Actuals	Jan-Mar 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
<b>General Operating Fund Balance 1/1/16 (Includes Tabor Reserve)</b>			<b>1,076,532.86</b>				
General Fund:							
4005	General Operating Mill Levy						
4010	Eagle County	175,708.78	188,519.24	528,924.56	(340,405.32)	35.64%	439,226.73
4020	Pitkin County	116,002.97	122,380.75	468,834.56	(346,453.81)	26.10%	378,790.90
	Total General Operating Mill Levy	291,711.75	310,899.99	997,759.12	(686,859.13)	31.16%	818,017.63
4100	MVSO - General Operating						
4110	Eagle County	3,950.18	11,877.66	35,000.00	(23,122.34)	33.94%	46,015.34
4120	Pitkin County	2,766.71	7,967.74	30,000.00	(22,032.26)	26.56%	29,068.34
	Total MVSO - General Operating	6,716.89	19,845.40	65,000.00	(45,154.60)	30.53%	75,083.68
4200	Fines & Fees						
4205	Coffee Purchase	93.01	193.97	500.00	(306.03)	100.00%	535.25
4210	Copies	861.70	2,243.69	6,000.00	(3,756.31)	37.39%	7,406.78
4215	Earbuds	21.60	48.60	-	48.60	100.00%	43.01
4220	Faxing	68.06	191.06	1,000.00	(808.94)	19.11%	966.31
4230	Fines	1,698.88	5,450.85	25,000.00	(19,549.15)	21.80%	23,535.39
4240	Guest Passes	-	41.00	600.00	(559.00)	6.83%	415.50
4250	Meeting Room Rental	489.50	2,964.00	5,000.00	(2,036.00)	59.28%	4,202.50
4260	Replacement Books	132.91	247.90	750.00	(502.10)	33.05%	542.03
4270	Replacement Library Cards	58.80	127.80	500.00	(372.20)	25.56%	610.95
4280	Test Proctoring	-	10.00	100.00	(90.00)	10.00%	120.00
4290	Holy Cross Deposit Return/Member Equity	-	-	3,000.00	(3,000.00)	100.00%	3,250.42
	Total Fines & Fees	3,424.46	11,518.87	42,450.00	(30,931.13)	27.14%	41,628.14
4300	Earnings on investments						
4310	Colostrust Int Op Acct/Mill Levy	391.09	1,444.24	5,000.00	(3,555.76)	28.88%	6,459.61
	Total Earnings on investments	391.09	1,444.24	5,000.00	(3,555.76)	28.88%	6,459.61
4400	Contributions						
4410	Contributions - Adult	-	2,100.00	500.00	1,600.00	420.00%	2,000.00
4420	Contributions - Music	-	1,500.00	5,000.00	(3,500.00)	30.00%	6,000.00
4430	Contributions Outreach	-	1,500.00	500.00	1,000.00	300.00%	-
4440	Contributions Youth Srv	-	3,175.00	500.00	2,675.00	635.00%	100.00
4470	Grant - State of Colorado	-	-	4,691.00	(4,691.00)	0.00%	3,234.00
4480	Other	30.50	30.50	2,000.00	(1,969.50)	1.53%	3,560.44
4490	Restricted Fund Income - Friends/Foundation	-	-	-	-	0.00%	-
	Total Contributions	30.50	8,305.50	13,191.00	(4,885.50)	62.96%	14,894.44
	<b>Total Income</b>	<b>302,274.69</b>	<b>352,014.00</b>	<b>1,123,400.12</b>	<b>(771,386.12)</b>	<b>31.33%</b>	<b>956,083.50</b>
	Operating expenses						
5000	Administration						
5005	Contract Services						
5010	Accounting	638.75	2,222.50	14,000.00	(11,777.50)	15.88%	10,421.06
5020	Audit - Annual	-	-	9,500.00	(9,500.00)	0.00%	8,900.00
5030	Courier	-	-	6,000.00	(6,000.00)	0.00%	6,645.05
5040	Legal	-	30.00	8,000.00	(7,970.00)	0.38%	4,177.09
	Total Contract Services	638.75	2,252.50	37,500.00	(35,247.50)	6.01%	30,143.20
5100	Insurance						
5110	Property & Liability Insur	-	-	18,700.00	(18,700.00)	0.00%	17,725.18
5120	Worker's compensation	141.27	141.27	2,200.00	(2,058.73)	6.42%	1,403.06
	Total Insurance	141.27	141.27	20,900.00	(20,758.73)	0.68%	19,128.24

**Basalt Regional Library District**  
**Profit & Loss Budget Performance**  
**General Fund**  
**March 2016**

					Mar 2016 Actuals	Jan-Mar 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
5210		Postage & Shipping			6.95	337.26	1,000.00	(662.74)	33.73%	886.99
5220		Professional Dev. & Memberships								
5230		Board			43.78	93.78	1,000.00	(906.22)	9.38%	3,331.92
5235		Employment Council			-	-	1,500.00			-
5240		Library Association Dues			-	225.00	1,000.00	(775.00)	22.50%	1,040.00
5250		Spec District Ass'n Due			-	-	3,000.00	(3,000.00)	0.00%	938.88
5260		Staff			1,845.56	1,845.56	5,000.00	(3,154.44)	36.91%	3,398.91
5270		Travel expenses			-	119.90	1,000.00	(880.10)	11.99%	1,799.95
		Total Professional Dev. & Memberships			1,889.34	2,284.24	12,500.00	(8,715.76)	18.27%	10,509.66
5280		Publicity								
5290		Advertising			907.50	3,183.53	7,500.00	(4,316.47)	42.45%	8,676.01
		Total Publicity			907.50	3,183.53	7,500.00	(4,316.47)	42.45%	8,676.01
5300		Supplies								
5310		Office Supplies			910.84	3,165.30	13,000.00	(9,834.70)	24.35%	12,108.38
5320		Technical Cataloging & Service			85.85	257.55	6,500.00	(6,242.45)	3.96%	6,385.10
		Total Supplies			996.69	3,422.85	19,500.00	(16,077.15)	17.55%	18,493.48
5350		Treasurer's fees								
5360		Eagle fees			5,271.27	5,658.02	15,867.74	(10,209.72)	35.66%	13,192.68
5370		Pitkin fees			5,725.82	6,044.76	23,441.73	(17,396.97)	25.79%	20,240.72
		Total Treasurer's fees			10,997.09	11,702.78	39,309.47	(27,606.69)	29.77%	33,433.40
		Total Administration			15,577.59	23,324.43	138,209.47	(113,385.04)	16.88%	121,270.98
5400		Facility Expenses								
5410		Janitorial			-	8,290.00	49,750.00	(41,460.00)	16.66%	49,620.00
5420		Janitorial Supplies			-	587.89	7,000.00	(6,412.11)	8.40%	6,397.11
5430		Landscaping			-	-	6,000.00	(6,000.00)	0.00%	8,288.36
5440		Maintenance *Detailed List Attached			237.00	18,045.88	30,000.00	(11,954.12)	60.15%	23,060.04
5450		Mat Cleaning			52.39	104.39	720.00	(615.61)	14.50%	598.78
5460		Snow Removal			-	2,200.00	4,500.00	(2,300.00)	48.89%	4,760.80
		Total Facility Expenses (Maintenance)			289.39	29,228.16	97,970.00	(68,741.84)	29.83%	92,725.09
5500		Utilities								
5510		Electric			962.37	3,293.83	8,750.00	(5,456.17)	37.64%	7,538.47
5520		Gas			706.28	3,448.62	11,250.00	(7,801.38)	30.65%	6,110.01
5530		Internet Connectivity			452.81	1,411.36	3,500.00	(2,088.64)	40.32%	3,742.38
5540		Sanitation			-	660.00	3,700.00	(3,040.00)	17.84%	2,640.00
5550		Telephone			542.90	1,582.35	5,000.00	(3,417.65)	31.65%	6,008.36
5560		Trash			-	1,038.67	5,500.00	(4,461.33)	18.88%	4,115.33
5570		Water			489.29	489.29	3,000.00	(2,510.71)	16.31%	2,883.40
		Total Utilities			3,153.65	11,924.12	40,700.00	(28,775.88)	29.30%	33,037.95
		Total Facility Expenses			3,443.04	41,152.28	138,670.00	(97,517.72)	29.68%	125,763.04

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
March 2016**

				Mar 2016 Actuals	Jan-Mar 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
5600	Library Programs								
5610	Adult			15.05	1,265.05	3,000.00	(1,734.95)	42.17%	2,688.70
5620	Children's			237.75	736.34	4,455.00	(3,718.66)	16.53%	4,265.43
5630	Community			159.12	694.28	6,000.00	(5,305.72)	11.57%	5,047.45
5640	Music			500.00	2,224.12	11,080.00	(8,855.88)	20.07%	10,628.36
5650	Outreach			34.49	117.85	1,450.00	(1,332.15)	8.13%	4,343.20
5633	Outreach Advertising			-	2,610.00	3,700.00			-
5635	Outreach Volunteer			-	-	550.00			-
5660	Young Adult			2,374.73	1,200.82	4,550.00	(3,349.18)	26.39%	3,907.06
5670	Young Adult - State of Colorado Grant			203.10	2,590.59	4,691.00	(2,100.41)	55.22%	3,326.90
5680	Young Adult - Thrift Shop			-	50.00	1,000.00	(950.00)	100.00%	1,287.72
	Total Library Programs			3,524.24	11,489.05	40,476.00	(27,346.95)	28.38%	35,494.82
5700	Technology & Equipment								
5710	Copiers & Equipment								
5720	Card Printer Support			-	-	300.00	(300.00)	0.00%	267.69
5730	Lease			274.75	549.50	3,400.00	(2,850.50)	16.16%	3,297.00
5740	Service Agreement			-	481.37	2,300.00	(1,818.63)	20.93%	1,942.56
5750	Supplies			-	1,474.84	4,000.00	(2,525.16)	36.87%	3,331.21
	Total Copiers & Equipment			274.75	2,505.71	10,000.00	(7,494.29)	25.06%	8,838.46
5760	Marmot ILS System			-	8,423.00	40,000.00	(31,577.00)	21.06%	37,756.00
5765	Marmot IT Contract			19,714.50	30,643.50	47,000.00	(16,356.50)	65.20%	-
5770	Miscellaneous Parts			1,732.71	1,732.71	3,000.00	(1,267.29)	57.76%	1,700.49
5780	Support & Service Agreements								
5790	Bibliotheca			-	-	12,000.00	(12,000.00)	0.00%	10,864.09
5800	Envisionware			-	-	605.00	(605.00)	0.00%	548.65
5810	Timeclock			-	-	255.00	(255.00)	0.00%	245.00
5820	Web Calendar/EMS			-	174.00	2,750.00	(2,576.00)	6.33%	2,204.40
	Total Support & Service Agreements			-	174.00	15,610.00	(15,436.00)	1.11%	13,862.14
5830	Tech Labor & Repair			-	-	10,000.00	(10,000.00)	0.00%	10,900.83
	Total Technology			21,721.96	43,478.92	125,610.00	(82,131.08)	34.61%	73,057.92
5900	Collections								
5910	Audio								
5920	Adult BCD			329.68	919.25	7,000.00	(6,080.75)	13.13%	8,288.21
5930	Juvenile Audio			-	749.85	2,000.00	(1,250.15)	37.49%	857.11
5940	Spanish Adult BCD			-	-	500.00			198.11
5950	YA Audio			-	-	300.00	(300.00)	0.00%	-
	Total Audio			329.68	1,669.10	9,800.00	(7,630.90)	17.03%	9,343.43
6000	Books & Magazines								
6010	Adult fiction books			505.06	2,720.41	9,000.00	(6,279.59)	30.23%	13,636.45
6020	Adult non-fiction books			472.05	2,835.23	10,000.00	(7,164.77)	28.35%	12,970.98
6030	Juvenile Fiction			619.68	1,759.70	6,500.00	(4,740.30)	27.07%	6,606.89
6040	Juvenile Non-Fiction			205.01	374.81	3,000.00	(2,625.19)	12.49%	2,931.22
6050	Print Subscriptions			79.95	9,663.10	9,600.00	63.10	100.66%	9,401.18
6060	Spanish adult fiction			-	13.52	1,800.00	(1,786.48)	0.75%	1,409.69
6070	Spanish adult non-fiction			22.89	40.75	1,800.00	(1,759.25)	2.26%	1,331.95
6080	Spanish children's books			-	310.91	2,000.00	(1,689.09)	15.55%	1,348.53
6090	Spanish juvenile books			-	62.75	500.00	(437.25)	12.55%	577.04
6100	YA Fiction			358.73	1,180.47	6,500.00	(5,319.53)	18.16%	6,509.62
6110	YA Non-Fiction			41.52	284.99	900.00	(615.01)	31.67%	477.93
	Total Books			2,304.89	19,246.64	51,600.00	(32,353.36)	37.30%	57,201.48

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
March 2016**

			Mar 2016 Actuals	Jan-Mar 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
6200		Digital Resources						
6210		Annual Subscriptions						
6220		Ancestry.com	-	1,510.00	1,548.00	(38.00)	97.55%	1,455.00
6230		Culturegrams	-	-	1,144.00	(1,144.00)	0.00%	1,095.00
6240		Ency Britannica	-	250.00	300.00	(50.00)	83.33%	257.50
6260		Lynx, statewide database package	-	-	1,700.00	(1,700.00)	0.00%	1,636.00
6270		Mango Languages	-	-	1,373.00	(1,373.00)	0.00%	2,419.95
6275		New York Times	-	-	1,400.00			-
6280		Tumblebooks	-	-	500.00	(500.00)	0.00%	-
6290		Overdrive Advantage	-	-	5,000.00			-
6300		Downloadable Titles						
6310		One Click Digital	159.44	1,680.48	1,500.00	180.48	112.03%	2,063.50
6320		Overdrive	-	-	5,500.00	(5,500.00)	0.00%	3,185.00
6322		Juvenile Overdrive	-	-	500.00			-
6324		Y A Overdrive	-	-	500.00			-
6330		Zinio	-	2,000.00	5,000.00	(3,000.00)	40.00%	3,200.00
		<b>Total Digital Resources</b>	<b>159.44</b>	<b>5,440.48</b>	<b>25,965.00</b>	<b>(13,124.52)</b>	<b>20.95%</b>	<b>15,311.95</b>
6400		Music						
6410		Adult Music	19.98	383.94	1,500.00	(1,116.06)	25.60%	1,212.22
6420		Juvenile Music	-	91.02	750.00	(658.98)	12.14%	279.35
		<b>Total Music</b>	<b>19.98</b>	<b>474.96</b>	<b>2,250.00</b>	<b>(1,775.04)</b>	<b>21.11%</b>	<b>1,491.57</b>
6500		Video						
6510		Adult Video	283.31	2,510.18	7,000.00	(4,489.82)	35.86%	7,505.76
6520		Hispanic Video	-	152.31	800.00	(647.69)	19.04%	279.07
6530		Juvenile Video	24.12	296.91	2,000.00			1,455.75
6540		YA Video	-	-	300.00	(300.00)	0.00%	-
		<b>Total Video</b>	<b>307.43</b>	<b>2,959.40</b>	<b>10,100.00</b>	<b>(5,437.51)</b>	<b>29.30%</b>	<b>9,240.58</b>
		<b>Total Collections</b>	<b>3,121.42</b>	<b>29,790.58</b>	<b>99,715.00</b>	<b>(60,321.33)</b>	<b>29.88%</b>	<b>92,589.01</b>
		<b>Total Operating expenses</b>	<b>47,388.25</b>	<b>149,235.26</b>	<b>542,680.47</b>	<b>(380,702.12)</b>	<b>27.50%</b>	<b>448,175.77</b>
6900		Payroll Expenses						
6910		Payroll	52,411.85	148,441.60	677,140.08	(528,698.48)	21.92%	626,205.58
6920		Payroll Service	244.45	945.75	4,000.00	(3,054.25)	23.64%	3,593.30
6930		Payroll Taxes	4,041.99	12,241.81	54,842.75	(42,600.94)	22.32%	47,761.39
6940		Retirement Plan	1,669.15	5,374.91	25,018.62	(19,643.71)	21.48%	24,141.31
6950		Health Insurance	2,674.14	13,699.58	32,754.96	(19,055.38)	41.82%	29,343.01
		<b>Total Payroll Expenses</b>	<b>61,041.58</b>	<b>180,703.65</b>	<b>793,756.41</b>	<b>(613,052.76)</b>	<b>22.77%</b>	<b>731,044.59</b>
		<b>Total Expense</b>	<b>108,429.83</b>	<b>329,938.91</b>	<b>1,336,436.88</b>	<b>(993,754.88)</b>	<b>24.69%</b>	<b>1,179,220.36</b>
		<b>Net General Fund Income/(Loss) Prior to Capital Rsv Allocation</b>	<b>193,844.86</b>	<b>22,075.09</b>	<b>(213,036.76)</b>	<b>222,368.76</b>	<b>-10.36%</b>	<b>(223,136.86)</b>
		Allocation to Capital Reserve Outlay	-	-	40,000.00	(40,000.00)	0.00%	20,000.00
		<b>Net General Fund Income/(Loss)After Capital Reserve Allocation</b>	<b>193,844.86</b>	<b>22,075.09</b>	<b>(253,036.76)</b>			<b>(243,136.86)</b>
		<b>General Fund Balance 3/31/16</b>		<b>1,098,607.95</b>				

**Basalt Regional Library District**  
**Bond Repayment Fund**  
**Profit & Loss Budget Performance**  
 March 2016

		Mar 2016 Actuals	Jan-Mar 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
<b>Bond Repayment Fund Balance 1/1/16</b>			<b>531,009.65</b>				
Bond Repayment Fund:							
	Interest Earned - Bond Repayment	292.54	521.03	-	521.03	100.0%	974.08
	Transfer - Escrow Account	-	-	-			250,664.00
	Interest Earned - Escrow Account	-	-	-			31,673.59
	Mill Levy Debt Repayment				-		
	Eagle County	160,897.71	172,628.29	484,340.89	(311,712.60)	35.64%	402,150.09
	Pitkin County	107,079.66	112,966.84	429,315.94	(316,349.10)	26.31%	394,429.63
	Total Mill Levy Debt Repayment	267,977.37	285,595.13	913,656.83	(628,061.70)	31.26%	796,579.72
	Total Debt Service Fund	268,269.91	286,116.16	913,656.83	(627,540.67)	31.32%	1,079,891.39
	Total Bond Repayment Fund Income	268,269.91	286,116.16	913,656.83	(627,540.67)	31.32%	1,079,891.39
	Expense						
	Bond Interest	-	-	190,693.26	(190,693.26)	0.0%	495,031.26
	Treasurer's Fees						
	Eagle County	4,827.02	5,181.18	14,530.23	(9,349.05)	35.66%	12,090.48
	Pitkin County	5,428.31	5,722.71	21,465.80	(15,743.09)	26.66%	18,724.81
	Total Treasurer's Fees	10,255.33	10,903.89	35,996.03	(25,092.14)	30.29%	30,815.29
	Total Bond Repayment Fund Expense	10,255.33	10,903.89	226,689.29	(215,785.40)	4.81%	525,846.55
	Net Bond Repayment Principle Loan Payment	-	-	670,000.00	-	0.0%	550,000.00
	Net Bond Repayment Fund	258,014.58	275,212.27	16,967.54	(411,755.27)	1,621.99%	4,044.84
<b>Bond Repayment Fund Balance 3/31/16</b>			<b>806,221.92</b>				



**Basalt Regional Library District**  
**Capital Reserve Fund**  
**Profit & Loss Budget Performance**  
 March 2016

	Mar 2016 Actuals	Jan-Mar 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
<b>Capital Reserve Fund Balance 1/1/16</b>		<b>316,721.12</b>				
Capital Reserve Fund:						
Income						
Allocation From General Fund	-	-	40,000.00	(40,000.00)	0.0%	20,000.00
Interest Earned - Reserve Fund	140.55	370.34	-	370.34	100.0%	536.40
<b>Total Capital Reserve Fund Income</b>	<b>140.55</b>	<b>370.34</b>	<b>40,000.00</b>	<b>(39,629.66)</b>	<b>0.93%</b>	<b>20,536.40</b>
Expense						
Capital Reserve Expense						
Capital Reserve Fund Expense - Misc	-	-	20,000.00	(20,000.00)	0.0%	5,890.00
<b>Total 8300 - Capital Reserve Expense</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>(20,000.00)</b>	<b>0.00%</b>	<b>5,890.00</b>
<b>Net Capital Reserve Fund</b>	<b>140.55</b>	<b>370.34</b>	<b>20,000.00</b>	<b>(19,629.66)</b>	<b>1.85%</b>	<b>14,646.40</b>
<b>Capital Reserve Fund Balance 3/31/16</b>		<b>317,091.46</b>				

**Basalt Regional Library District  
General Fund  
Maintenance Detail  
as of March 31, 2016**

<b>Maintenance Expenditure Detail</b>				
	<b>Month</b>	<b>Vendor</b>	<b>Detail</b>	<b>Amount</b>
	<b>January</b>			
		Acme Alarm Company	annual test & inspection	570.00
		Roto Rooter Plumbing	cleared main sewer line	659.00
		Clean Energy Economy	energy navigator	1,270.00
		Basalt Mini Storage	Jan storage	164.00
		Grizzly Creek Enterpr	install metal shelving	220.00
	<b>Total January</b>			<b>2,883.00</b>
	<b>February</b>			
		Basalt Mini Storage	Feb/Mar Storage	328.00
		Flame Out Fire	fire sprinkler system work	2,500.00
		Acem Alarm Company	annual test & inspection	255.00
		Aspen Maintenance Su	supplies	48.95
		Orkin Pest Control	pest control	101.20
		Ace Roofing	shovel snow from roof	8,320.00
		Daly Property Services	finish snow shoveling from roof	1,235.00
	<b>Total February</b>			<b>12,788.15</b>
	<b>March</b>			
		Acme Alarm Company	2nd Quarter Monitoring	99.00
		Basalt Minit Storage	Apr Storage	164.00
		1000 Bulbs	light bulbs	81.66
		Aspen Maintenance Su	supplies	322.51
		Top Gun Plumbing	repair women's restroom faucet/flu	1,223.20
		Acme Alarm Company	Fire System-Test/Ground Fault	185.00
		Jon Micheletti	supplies / repair vacuum	299.36
	<b>Total March</b>			<b>2,374.73</b>
	<b>Summary</b>			
		Alarm System		354.00
		Energy Navigator		1,270.00
		Fire Sprinklers		2,500.00
		Maintenance Testing		755.00
		Miscellaneous		972.48
		Pest Control		101.20
		Plumbing/HVAC		1,882.20
		Snow Shovel - Roof		9,555.00
		Storage		656.00
	<b>Total</b>			<b>18,045.88</b>