

Basalt Regional Library District Board of Trustees

Monday, April 16, 2018, 5:15 PM

Basalt Regional Library Community Room

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

Board of Trustees: Karen Barch, President; Michael Latousek, Vice President; Becky Musselman, Vice President; Roger Garrett, Treasurer; Dick Hampleman, Secretary; Christi Blish, Trustee (Awaiting Ratification); Enid Ritchy, Trustee (Awaiting Ratification)

Basalt Regional Library Board of Trustees has identified three Strategic Planning Goals for 2017-2018:

- 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
Citizen Comments

5:20 PM Board Comments:
Welcome & Introduction of New Board Members

5:25 PM Approval of Minutes of January 15, 2018 Board Meeting
Approval of Minutes of March 19, 2018 Board Meeting

5:30 PM Director's Report, Ann Scott

5:40 PM Committee Reports:
Bylaws Committee
Policy Committee
Personnel & Human Relations Committee
Facilities Committee
Finance Committee

- March Financials

6:00 PM Explanation of Board Committees & Committee Formation

6:10 PM Strategic Plan Revision Project

6:20 PM Adjourn Meeting

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
January 15, 2018, 5:15 PM in the Community Room**

Call to Order: Ann Stephenson called the meeting to order at 5:22 p.m.

Members Present: Ann Stephenson, President; Heather Manolakas, Treasurer; Karen Barch, Trustee; Becky Musselman, Trustee

Also Present: Ann Scott, Director; Kim Clinco, Accountant; Erin Hollingsworth, Associate Director

Board Comments:

Status of Applications for Expiring Board Seats: Ann Stephenson has been encouraging citizens to apply to fill her seat on the board, since she will be unable to reapply due to term limitations. Ann's seat is for Pitkin County. Ann suggested that the library advertise the position on the front page of the library's website. The library is also advertising in the newsletter and newspapers. The deadline for applying is March 1. Applicants will be interviewed by representatives of Eagle and Pitkin counties sometime in early March. Any board members who would like to reapply for their position should submit a letter of interest to Ann Scott.

Disclosure of Any Gifts Tendered During 2017: None.

Approval of August 21, 2017 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the August 21, 2017 Board Meeting Minutes will be tabled until the February meeting.

Approval of October 16, 2017 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the October 16, 2017 Board Meeting Minutes will be tabled until the February meeting.

Approval of December 11, 2017 Board Meeting Minutes: The minutes will be edited to include that Ann Stephenson cannot reapply to the board due to term limits. Heather Manolakas moved and Karen Barch seconded the motion to approve the December 11, 2017 Board Meeting Minutes. The motion passed with 4 ayes.

Director's Report: *Ann Scott, Director*

- The library received an estimate of approximately \$500 to replace the outdoor lights with LED bulbs, which will last longer.
- The library is now composting with Evergreen Zero Waste. Staff is excited, and completed a training with Evergreen to learn more about what can be composted.
- Kim Clinco and Ann Scott are trying to get in touch with Pete Blair about an engagement letter for last year's audit.
- Several library computers were recently infected with a virus. Marmot was quick to respond and get the virus under control at no cost to the library. Marmot will conduct a webinar with staff to talk about virus prevention.

- Caroline recently completed her Master's of Library Science degree, and will take over programs and collections for school-aged children. Her new title will be Youth Services Librarian.
- The library has several new marketing campaigns, including "The Places Your Library Card Can Take You." Amnesty Week will be the week of Valentine's Day to forgive overdue fines.
- Volunteer Appreciation Night will be January 30 from 5-7 p.m.
- Circulation statistics have been fairly steady over the past few months.

Committee Reports:

Bylaws Committee: *Michael Latousek, chair.* Not present.

Policy Committee: *Heather Manolakas, chair.* Several policies on the website need to be updated. Erin will go through them to make sure the website reflects current policies.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* Heather Manolakas sent a Library Director Performance survey to staff. Results are positive. Comments are anonymous and will be given to Ann Scott.

Facilities Committee: *Dick Hampleman, chair.* Not present..

Finance Committee: *Heather Manolakas, treasurer.*

- **December Financials:** As of December 31, total income was at 103 percent. Operating expenses were under budget, at 89.62 percent, including payroll. Administration expenses were down. The budget for insurance was fairly accurate. Professional development was also down, at 71 percent. Treasurer's fees were low, at 91 percent. Facility expenses were at 82 percent. Utilities finished at 67 percent. Library programs finished at 82 percent. Total technology ended at 87 percent. Total collections were at 95 percent. \$87,920 was allocated to the Capital Reserve Fund, including interest and the Holy Cross Energy rebate. \$29,095 was spent, including AWE computers, door counters, and the LED lights. The Capital Reserve Fund balance as of December 31 is \$401,976. The next bond repayment is due in April.
- **DOLA Budget Message:** Heather Manolakas read the DOLA Budget Message for the record. See attached.

Appointment of Nominating Committee: After some discussion, Ann Stephenson appointed Becky Musselman and Roger Garrett to the nominating committee for board position nominations.

Action Items:

Discussion and possible vote on Resolution 2018-01, a Resolution of the Basalt Regional Library District designating the official posting place for notices, adopting the official district map, and setting forth other administrative matters:

Heather Manolakas moved and Karen Barch seconded to approve the resolution. The resolution passed with 4 ayes.

Adjournment: Ann Stephenson moved and Heather Manolakas seconded to adjourn the meeting. The motion carried with 4 ayes. The meeting adjourned at 6:21 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

January 15, 2018

Dear Taxpayers and Library Patrons:

Library operations are funded by a mill levy, the proceeds of which rise and fall according to property valuations. In 2016, the voters approved a ballot issue to increase the mill levy to fund the library with a fixed additional sum of \$350,000 per year, starting in 2017 and continuing through 2023. This increase in revenue has allowed the library to maintain its level of service and to address some of the Board's long-term goals.

In 2017, expenses were less than budgeted because of unforeseen savings, primarily in payroll. The 2018 budget reflects only a 1.63% increase in actual operating expenses from 2017, significantly less than the anticipated 3% increase. This slight increase reflects the director's evaluation, with input from the staff, of the overall library operations, including programs, collections, and staffing.

Based on a capital reserve fund study conducted in 2016, the Library Board increased the contribution from the Operating Fund to the Capital Reserve Fund to \$80,000 to keep pace with anticipated capital expenditures. This increase was retroactive for 2017, and will continue in 2018.

The Basalt Regional Library continues to be a center of year-round community vitality, with 13,000 yearly program attendees (class and events) and high demand for computers, meeting spaces, and services. The Library is now under a new Director who is not only maintaining the current level of collections, programs, and overall community use of the Library, but striving to find new ways in which the Library can serve the community.

Please feel free to contact our director, Ann Scott, with any questions or concerns.

Sincerely,

Heather Manolakas
Treasurer

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
March 19, 2018, 5:15 PM in the Community Room**

Call to Order: Ann Stephenson called the meeting to order at 5:16 p.m.

Members Present: Ann Stephenson, President; Michael Latousek, Vice President; Dick Hampleman, Secretary; Karen Barch, Trustee; Roger Garrett, Trustee; Becky Musselman, Trustee

Also Present: Kim Clinco, Accountant; Erin Hollingsworth, Associate Director

Citizen Comments: Several community members who have applied to be on the Board were present to observe the meeting.

Board Comments: Heather Manolakas submitted a letter to be read at the meeting. See Attachment A.

Approval of August 21, 2017 Board Meeting Minutes: Karen Barch moved and Dick Hampleman seconded to approve the August 21, 2017 Board Meeting Minutes. The motion passed with 4 ayes.

Approval of January 15, 2018 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the January 15, 2018 Board Meeting Minutes will be tabled until the April meeting.

Approval of February 19, 2018 Board Meeting Minutes: Roger Garrett moved and Dick Hampleman seconded to approve the February 19, 2018 Board Meeting Minutes. The motion passed with 5 ayes.

Director's Report: *written report submitted by Ann Scott, Director*

- See attachment B

Committee Reports:

Bylaws Committee: *Michael Latousek, chair.* No report.

Policy Committee: *Heather Manolakas, chair.* Not present. Becky Musselman said the committee will meet after the committees have been appointed for the new year.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* No report.

Facilities Committee: *Dick Hampleman, chair.* Dick will begin scheduling power-washing for the exterior siding, starting with a test section.

Finance Committee: *Karen Barch read over the February financials*

- **February Financials:** February financials on track with no significant expenses. The library received a distribution from Eagle County earlier than anticipated. Non-collection expenses are as expected. In Collections, several annual subscriptions were paid in January and February. Payroll is higher than this time last year, due to different staffing levels and an employee who was on sick-leave last year. Cash balance is as expected. The Capital Reserve Fund reflects a refund on the door counter.

Officer Nominating Committee: *Becky Musselman and Roger Garrett.* Becky and Roger distributed a slate of nominations to be voted upon (see attachment C).

Open Discussion of Officer Nominations: Before voting, board members had the opportunity to discuss their nominations and any potential conflicts or issues. Karen Barch wanted to disclose that she would be out of town mid-April until mid-June, and suggested that perhaps a parliamentarian should be appointed to ensure that the board's actions are in keeping with the bylaws. Roger Garrett said he would be happy to serve as Treasurer, and does not foresee any major issues with the position. Becky Musselman said she feels well-suited for either the position of Vice-President or Secretary, but expressed concern at being nominated for President since she is new to the board. Dick Hampleman said he would be happy to serve as Secretary again this year. Michael Latousek said he is happy to serve where needed, but has a busy schedule outside of the Board.

Election of Board Officers: Voting was by a show of hands.

- There were no additional nominations for President. Karen Barch received 5 votes. Becky Musselman received 1 vote.
- There were no additional nominations for Vice President. Michael Latousek received 3 votes. Becky Musselman received 3 votes. Since the bylaws do not explicitly prohibit the sharing of roles, Michael and Becky will act as Co-Vice Presidents, confirmed by a unanimous vote. Since Karen will be gone for the April and May meetings, Becky will lead the April meeting and Michael will lead the May meeting.
- There were no additional nominations for Secretary. Dick Hampleman received 4 votes. Michael Latousek did not receive votes. Becky Musselman received 2 votes.
- There were no additional nominations for Treasurer. Roger Garrett received 5 votes.

Additional Business: Board members should submit preferences for committee appointments to Karen Barch.

Adjournment: Ann Stephenson adjourned the meeting at 6:00 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

ATTACHMENT A

Dear Fellow Board Members, Director Ann, and Staff,

I am sorry that I could not be here for my last board meeting. My absence is illustrative of the reason I decided not to reapply for my board position. I simply am too busy right now and do not foresee my schedule easing anytime in the near future.

I leave feeling that we have accomplished so much over the last three years, in addition to the normal tasks with which the board must deal from year to year. The two accomplishments that stand out are our successful campaign for the mill levy increase and the hiring of a new director, both of which I think will contribute to the continuing success of the library.

I love the library and will continue to offer it my support. I want to thank you all for an exciting and rewarding three years, and in advance for your contributions in the years to come.

Sincerely,

Heather Manolakas

ATTACHMENT B

Dear BRLD Board,

RE: DIRECTOR'S REPORT, Ann Scott

Thank you for the opportunity to attend the Public Library Conference. I look forward to sharing what I am learning about the issues, trends, technology and moments that are shaping the response of public libraries around the country.

We currently have interviews for BRLD Board candidates scheduled for Thurs, Apr. 5, 10-12PM. Please feel free to attend. At this time, we have three Eagle County candidates scheduled, two from the Town of Basalt (including our current trustee Karen Barch). We have two prospective Pitkin County candidates.

To keep you up to date regarding:

ADVANCING DIGITAL CHANGES

We are working with Marmot to schedule installation of the new self-check machines.

Our micro-theatre is near completion and will make the Kanopy digital films available for any visitor who would like a unique experience at the library or who does not have access to digital downloads at home.

MARKETING ADVOCACY AND SOCIAL ENGAGEMENT

The state report has been completed. As soon as the document is published, we will be sharing all the data we collected regarding last year's use of our materials and services. This data will infuse an annual report to be shared with the board and community.

UPDATING AND MAINTAINING FACILITY SYSTEMS

As spring approaches, we have renewed our landscaping contract, and I'll be pursuing getting the building pressure washed and the parking lot reviewed.

I reached out as requested to local security services to compare costs with the Honeywell panic button service. Unfortunately no local organizations have returned my call. An added benefit of Honeywell is that they have experience with other library systems and they provide some strategic safety training.

We are also reaching out to local authorities to do a walkthrough of our building and make suggestions on how to secure both staff and members in the case of an emergency.

ATTACHMENT C

2018 Slate of Officer Nominations:

Position	Nominees	Votes Received
President	*Karen Barch	5
	Becky Musselman	1
Vice President	*Michael Latousek	3
	*Becky Musselman	3
Secretary	*Dick Hampleman	4
	Michael Latousek	
	Becky Musselman	2
Treasurer	*Roger Garrett	5 (1 abstention)

*Denotes Officer for 2018-2019 year.

Basalt Regional Library District
Balance Sheet
as of March 31, 2018

	General Operating	Bond Repayment	Capital Reserve	Total
	Fund	Fund	Fund	Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 222,005.46	\$ -	\$ -	\$ 222,005.46
Colo Trust - Bond Repayment #8002	-	796,971.84	-	796,971.84
Colo Trust - Tabor Reserve #8003	43,219.23	-	-	43,219.23
Colo Trust - Operating Fund #8004	1,158,449.00	100,378.61	-	1,258,827.61
Colo Trust - Capital Rsv Fund #8005	5,994.33	-	402,788.59	408,782.92
Total Current Assets	\$ 1,429,668.02	\$ 897,350.45	\$ 402,788.59	\$ 2,729,807.06
Fixed Assets				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,516,895.13	-	-	1,516,895.13
Equipment and Fixtures	270,068.49	-	-	270,068.49
Building	10,742,166.00	-	-	10,742,166.00
Less Accumulated Depreciation	(2,263,069.54)	-	-	(2,263,069.54)
	\$ 11,585,673.08	\$ -	\$ -	\$ 11,585,673.08
Other Assets				
Cash with County Treasurer	\$ 3,955.80	\$ -	\$ -	\$ 3,955.80
Prepaid Expense	2,367.63	-	-	2,367.63
Property Tax Receivable	2,297,523.25	-	-	2,297,523.25
	\$ 2,303,846.68	\$ -	\$ -	\$ 2,303,846.68
TOTAL ASSETS	\$ 15,319,187.78	\$ 897,350.45	\$ 402,788.59	\$ 16,619,326.82
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 11,319.70	\$ -	\$ -	\$ 11,319.70
Other Current Liab				
Accrued Expenses	29,212.50	-	-	29,212.50
Accrued Vacation	26,469.32	-	-	26,469.32
Deferred Grant - State	-	-	-	-
Deferred Property Tax	2,297,523.25	-	-	2,297,523.25
Payroll Liabilities	(381.12)	-	-	(381.12)
Wages Payable	9,217.12	-	-	9,217.12
Total Other Current Liab	\$ 2,362,041.07	\$ -	\$ -	\$ 2,362,041.07
Long Term Liabilities				
Bonds Payable, 2012	\$ 6,990,000.00		\$ -	\$ 6,990,000.00
Total Long Term Liabilities	\$ 6,990,000.00	\$ -	\$ -	\$ 6,990,000.00
Total Liabilities	\$ 9,363,360.77	\$ -	\$ -	\$ 9,363,360.77
Investment in Capital Assets	\$ 4,455,621.41	\$ -	\$ -	\$ 4,455,621.41
Fund Balance - of 1/1/18				
General Operating Fund	\$ 1,206,443.48	\$ -	\$ -	\$ 1,206,443.48
Restricted for Emergencies - Tabor Fund	42,500.00	-	-	42,500.00
Debt Repayment Fund	-	542,828.15	-	542,828.15
Less Bond Principle Payment		-		-
Capital Reserve Fund	-	-	401,976.54	401,976.54
Total Fund Balance	1,248,943.48	542,828.15	401,976.54	2,193,748.17
Fund Revenue/Expenditures				
Current Year-to-Date Revenue	\$ 600,344.75	\$ 368,472.56	\$ 1,640.84	\$ 970,458.15
Current Year-to-Date Expenditures	349,082.63	13,950.26	828.79	363,861.68
Net Current Year	251,262.12	354,522.30	812.05	606,596.47
Total Fund Balance - as of 3/31/18	1,500,205.60	897,350.45	402,788.59	2,800,344.64
Total Liabilities and Fund Balance	\$ 15,319,187.78	\$ 897,350.45	\$ 402,788.59	\$ 16,619,326.82

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
March 2018**

		March 2018 Actuals	Jan-Mar 2018 Actuals	Previous Year Jan- Mar 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
General Operating Fund Balance 1/1/18 (Includes Tabor Reserve)			1,248,943.48	1,013,656.00					
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County	265,702.24	325,599.39	249,905.86	582,538.30	(256,938.91)	55.89%	541,102.71	
4020	Pitkin County	112,592.78	177,715.88	171,797.17	440,407.20	(262,691.32)	40.35%	467,897.02	
4030	Mill Levy Increase	49,539.42	49,539.42	-	350,000.00	(300,460.58)	14.15%	349,477.29	
4040	Tax Abatement	1,855.15	1,855.15	-	7,392.87	(5,537.72)	25.09%	13,144.08	
	Total General Operating Mill Levy	429,689.59	554,709.84	421,703.03	1,380,338.37	(825,628.53)	40.19%	1,371,621.10	
4100	MVSO - General Operating								
4110	Eagle County	7,860.85	18,575.49	14,117.11	40,000.00	(21,424.51)	46.44%	62,431.92	
4120	Pitkin County	2,759.75	8,508.94	8,703.49	35,000.00	(26,491.06)	24.31%	37,902.29	
	Total MVSO - General Operating	10,620.60	27,084.43	22,820.60	75,000.00	(47,915.57)	36.11%	100,334.21	
4200	Fines & Fees								
4205	Coffee Purchase	107.00	296.01	225.40	600.00	(303.99)	100.00%	864.75	
4210	Copies	779.70	2,197.58	1,851.44	7,000.00	(4,802.42)	31.39%	8,229.14	
4215	Earbuds	19.01	46.11	77.00	150.00	(103.89)	100.00%	200.00	
4220	Faxing	100.60	280.20	159.00	500.00	(219.80)	56.04%	792.00	
4230	Fines	797.72	3,417.53	5,315.12	20,000.00	(16,582.47)	17.09%	18,747.64	
4240	Guest Passes	28.00	57.00	24.00	200.00	(143.00)	28.50%	178.30	
4250	Meeting Room Rental	537.50	1,463.10	984.25	4,000.00	(2,536.90)	36.58%	5,608.25	
4260	Replacement Books	-	218.88	167.98	1,800.00	(1,581.12)	12.16%	813.50	
4270	Replacement Library Cards	24.00	82.00	85.20	300.00	(218.00)	27.33%	333.19	
4280	Test Proctoring	-	-	30.00	100.00	(100.00)	0.00%	70.00	
4290	Holy Cross Deposit Return/Member Equity	-	-	-	1,400.00	(1,400.00)	0.00%	1,881.44	
4295	CORE Refund	-	-	2,500.00	-	-	100.00%	2,500.00	
	Total Fines & Fees	2,393.53	8,058.41	11,419.39	36,050.00	(27,991.59)	22.35%	40,218.21	
4300	Earnings on investments								
4310	Colotrust Int Op Acct/Mill Levy	1,899.02	4,580.22	2,843.90	11,000.00	(6,419.78)	41.64%	22,485.31	
	Total Earnings on investments	1,899.02	4,580.22	2,843.90	11,000.00	(6,419.78)	41.64%	22,485.31	
4400	Contributions								
4410	Contributions - Adult	-	-	500.00	500.00	(500.00)	0.00%	500.00	
4420	Contributions - Music	-	300.00	1,000.00	5,000.00	(4,700.00)	6.00%	4,285.00	
4430	Contributions Outreach	-	-	100.00	500.00	(500.00)	0.00%	100.00	
4440	Contributions Youth Srv	-	-	500.00	500.00	(500.00)	0.00%	500.00	
4470	Grant - State of Colorado	-	4,653.00	2,115.00	4,691.00	(38.00)	99.19%	2,115.00	

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
March 2018**

			March 2018 Actuals	Jan-Mar 2018 Actuals	Previous Year Jan- Mar 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
5310		Office Supplies	243.67	2,124.14	3,084.48	9,000.00	(6,875.86)	23.60%	9,189.97	
5320		Technical Cataloging & Service	91.08	1,041.07	2,101.64	6,500.00	(5,458.93)	16.02%	6,821.50	
		Total Supplies	334.75	3,165.21	5,186.12	15,500.00	(12,334.79)	20.42%	16,011.47	
5350		Treasurer's fees								
5360		Eagle fees	8,299.99	10,096.95	7,497.80	22,726.13	(12,629.18)	44.43%	22,091.74	
5370		Pitkin fees	6,660.03	8,581.23	8,590.17	30,770.17	(22,188.94)	27.89%	27,039.96	
		Total Treasurer's fees	14,960.02	18,678.18	16,087.97	53,496.30	(34,818.12)	34.91%	49,131.70	
		Total Administration	16,431.41	26,194.83	29,892.44	146,396.30	(120,201.47)	17.89%	138,240.71	
5400		Facility Expenses								
5410		Janitorial	4,145.00	12,435.00	12,435.00	49,750.00	(37,315.00)	24.99%	49,740.00	monthly contract
5420		Janitorial Supplies	575.04	1,478.75	611.77	6,000.00	(4,521.25)	24.65%	3,961.58	
5430		Landscaping	-	-	-	9,000.00	(9,000.00)	0.00%	9,427.75	contract
5440		Maintenance *Detailed List Attached	699.00	3,912.36	3,273.72	25,000.00	(21,087.64)	15.65%	16,487.20	
5450		Mat Cleaning	84.12	224.73	182.00	700.00	(475.27)	32.10%	690.66	monthly cleaning of floor mats
5460		Snow Removal	-	-	78.75	5,000.00	(5,000.00)	0.00%	4,478.75	contract
		Total Facility Expenses (Maintenance)	5,503.16	18,050.84	16,581.24	95,450.00	(77,399.16)	18.91%	84,785.94	
5500		Utilities								
5510		Electric	651.66	1,743.02	2,196.70	9,270.00	(7,526.98)	18.80%	6,366.09	Holy Cross - monthly
5515		Compost Collection System	-	37.50	-	600.00	(562.50)	6.25%	-	new contract
5520		Gas	1,100.21	3,514.52	2,802.61	10,815.00	(7,300.48)	32.50%	5,799.57	Black Hills - monthly
5540		Sanitation	-	660.00	660.00	3,700.00	(3,040.00)	17.84%	2,640.00	Basalt Sanitation - Quarterly advance
5550		Telephone	575.99	1,705.35	1,610.04	6,600.00	(4,894.65)	25.84%	6,649.94	Centurylink - monthly
5560		Trash	-	1,153.24	1,167.43	4,700.00	(3,546.76)	24.54%	4,996.05	Waste Mgt - monthly
5570		Water	699.42	699.42	480.63	3,000.00	(2,300.58)	23.31%	3,461.33	Town of Basalt - Quarterly arrears
		Total Utilities	3,027.28	9,513.05	8,917.41	38,685.00	(29,171.95)	24.59%	29,912.98	
		Total Facility Expenses	8,530.44	27,563.89	25,498.65	134,135.00	(106,571.11)	20.55%	114,698.92	
5600		Library Programs								
5610		Adult	915.04	1,520.79	601.03	3,000.00	(1,479.21)	50.69%	2,814.03	
5620		Children's	42.89	303.53	730.82	4,500.00	(4,196.47)	6.75%	4,712.35	
5625		Children's Program Materials	-	548.25	-	3,000.00	(2,451.75)	18.28%	-	
5630		Community	494.99	1,201.99	2,113.88	4,450.00	(3,248.01)	27.01%	6,513.82	
5640		Music	1,081.73	2,481.73	2,972.67	10,000.00	(7,518.27)	24.82%	9,945.33	
5650		Outreach	-	-	154.52	-	-	0.00%	406.25	
5633		Outreach Advertising	-	548.08	3,190.00	3,700.00	(3,151.92)	14.81%	3,190.00	

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
March 2018**

			March 2018 Actuals	Jan-Mar 2018 Actuals	Previous Year Jan- Mar 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
5635		Volunteers	-	-	-	550.00	(550.00)	0.00%	450.00	
5660		Young Adult	72.52	539.10	226.49	4,550.00	(4,010.90)	11.85%	3,839.87	
5670		Young Adult - State of Colorado Grant	967.20	4,182.83	413.85	4,691.00	(508.17)	89.17%	2,102.66	
5675		Young Adult - Gale Student Resources Grant	-	-	-	1,200.00	(1,200.00)	100.00%	-	
		Total Library Programs	3,574.37	11,326.30	10,403.26	39,641.00	(28,314.70)	28.57%	33,974.31	
5700		Technology & Equipment								
5710		Copiers & Equipment								
5730		Lease	336.61	852.53	232.30	3,000.00	(2,147.47)	28.42%	1,301.75	monthly
5740		Service Agreement	-	450.20	308.24	3,500.00	(3,049.80)	12.86%	2,528.73	monthly
5750		Supplies	216.97	552.72	847.63	7,000.00	(6,447.28)	7.90%	6,789.61	
		Total Copiers & Equipment	553.58	1,855.45	1,388.17	13,500.00	(11,644.55)	13.74%	10,620.09	
5760		Marmot ILS System	25,895.01	52,037.72	22,000.96	91,500.00	(39,462.28)	56.87%	85,224.59	quarterly invoicing / 1st & 2nd qrt pd
5770		Miscellaneous Parts	233.84	238.83	160.00	3,000.00	(2,761.17)	7.96%	3,881.67	
5780		Support & Service Agreements								
5790		Self Check	-	-	-	10,000.00	(10,000.00)	0.00%	-	
5795		Emma	-	-	-	2,040.00	(2,040.00)	0.00%	-	
5800		Envisionware	-	-	-	600.00	(600.00)	0.00%	-	
5803		Hoote Suite	-	228.00	-	240.00	(12.00)	95.00%	-	annual contract paid
5805		Magisto	-	-	-	480.00	(480.00)	0.00%	-	
5810		Timeclock	-	-	-	280.00	(280.00)	0.00%	584.00	
5820		Web Calendar/EMS	224.95	580.95	348.00	2,200.00	(1,619.05)	26.41%	3,160.53	
		Total Support & Service Agreements	224.95	808.95	348.00	15,840.00	(15,031.05)	5.11%	3,744.53	
5830		Tech Labor & Repair	-	-	1,385.00	3,000.00	(3,000.00)	0.00%	1,490.00	
		Total Technology	26,907.38	54,940.95	25,282.13	126,840.00	(71,899.05)	43.32%	104,960.88	
5900		Collections								
5910		Audio								
5920		Adult BCD	423.68	810.63	1,301.16	7,500.00	(6,689.37)	10.81%	7,549.32	
5930		Youth Audio	499.48	695.62	284.79	2,200.00	(1,504.38)	31.62%	1,945.59	
		Total Audio	923.16	1,506.25	1,585.95	9,700.00	(8,193.75)	15.53%	9,494.91	
6000		Books & Magazines								
6010		Adult fiction books	277.49	1,814.51	4,294.80	11,000.00	(9,185.49)	16.50%	10,237.70	
6020		Adult non-fiction books	43.98	2,213.39	3,656.23	11,000.00	(8,786.61)	20.12%	11,327.99	
6030		Juvenile Fiction	987.98	3,489.37	1,562.90	7,000.00	(3,510.63)	49.85%	7,131.50	
6040		Juvenile Non-Fiction	506.78	858.27	278.36	3,000.00	(2,141.73)	28.61%	2,406.08	

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
March 2018**

			March 2018 Actuals	Jan-Mar 2018 Actuals	Previous Year Jan- Mar 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
6045		Large Print	-	-	-	1,800.00	(1,800.00)	0.00%	-	
6050		Print Subscriptions	-	7,502.17	7,334.20	9,900.00	(2,397.83)	75.78%	8,471.27	
6055		Replacement Books - Purchased	-	-	-	1,800.00	(1,800.00)	0.00%	-	
6060		Spanish adult fiction	-	-	680.56	1,000.00	(1,000.00)	0.00%	1,204.86	
6070		Spanish adult non-fiction	-	196.47	787.63	1,500.00	(1,303.53)	13.10%	1,794.30	
6080		Spanish children's books	29.43	29.43	103.41	3,000.00	(2,970.57)	0.98%	969.46	
6090		Spanish juvenile books	-	-	15.70	-	-	0.00%	2,627.77	
6100		YA Fiction	757.87	1,456.27	1,476.30	6,700.00	(5,243.73)	21.74%	6,132.14	
6110		YA Non-Fiction	224.35	333.26	224.93	930.00	(596.74)	35.83%	497.39	
		Total Books	2,827.88	17,893.14	20,415.02	58,630.00	(40,736.86)	30.52%	52,800.46	
		Restricted Funds								
		Restricted Funds Expense - Friends/Foundation	-	-	193.72	-	-	0.00%	4,779.61	
		Total Restricted Funds	-	-	193.72	-	-	0.00%	4,779.61	
6200		Digital Resources								
6210		Annual Subscriptions								
6220		Ancestry.com	-	1,620.00	1,560.00	1,575.00	45.00	102.86%	1,560.00	annual contract paid
6230		Culturegrams	-	1,180.00	1,140.00	1,200.00	(20.00)	98.33%	1,140.00	annual contract paid
6240		Ency Britannica	-	-	-	300.00	(300.00)	0.00%	-	
6245		Gale Student Resources	-	1,215.90	-	1,200.00	15.90	101.33%	-	annual contract paid
6250		Gale Public	-	-	-	2,050.00	(2,050.00)	0.00%	-	
6255		LYNDA - Database	-	4,140.00	-	4,140.00	-	100.00%	-	annual contract paid
6260		Lynx, statewide database package	-	-	-	-	-	0.00%	2,045.73	
6270		Mango Languages	-	1,183.88	1,230.00	1,184.00	(0.12)	99.99%	1,230.00	annual contract paid
6275		New York Times	-	1,279.20	1,246.30	1,300.00	(20.80)	98.40%	1,246.30	annual contract paid
6280		Tumblebooks	-	-	-	500.00	(500.00)	0.00%	-	
6290		Overdrive Advantage	-	762.36	1,686.38	5,000.00	(4,237.64)	15.25%	5,400.80	
6300		Downloadable Titles								
6305		Kanopy	-	3,000.00	-	3,000.00	-	100.00%	-	annual contract paid
6310		One Click Digital	-	-	173.93	-	-	0.00%	2,104.75	
6320		Overdrive	49.95	1,672.05	1,227.46	9,500.00	(7,827.95)	17.60%	5,479.78	
6330		Zinio	-	2,000.00	2,000.00	2,000.00	-	100.00%	2,000.00	
		Total Digital Resources	49.95	18,053.39	10,264.07	32,949.00	(14,895.61)	54.79%	22,207.36	
6400		Music								
6410		Adult Music	779.05	779.05	502.14	1,550.00	(770.95)	50.26%	1,539.76	
6420		Juvenile Music	129.00	129.00	108.87	775.00	(646.00)	16.65%	650.68	
		Total Music	908.05	908.05	611.01	2,325.00	(1,416.95)	39.06%	2,190.44	

Basalt Regional Library District
Bond Repayment Fund
Profit & Loss Budget Performance
March 2018

		March 2018 Actuals	Jan-Mar 2018 Actuals	Previous Year Jan-Mar 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals
Bond Repayment Fund Balance 1/1/18			542,828.18	522,974.00				
Bond Repayment Fund:								
	Interest Earned - Bond Repayment	1,140.63	2,676.70	479.79	-	2,676.70	100.0%	5,087.51
	Mill Levy Debt Repayment					-		
	Eagle County	160,291.29	200,959.96	168,342.00	533,435.45	(332,475.49)	37.67%	495,492.51
	Pitkin County	103,102.20	164,835.90	158,580.01	403,284.75	(238,448.85)	40.87%	428,457.43
	Total Mill Levy Debt Repayment	263,393.49	365,795.86	326,922.01	936,720.20	(570,924.34)	39.05%	923,949.94
	Total Debt Service Fund	264,534.12	368,472.56	327,401.80	936,720.20	(568,247.64)	39.34%	929,037.45
	Total Bond Repayment Fund Income	264,534.12	368,472.56	327,401.80	936,720.20	(568,247.64)	39.34%	929,037.45
	Expense							
	Bond Interest	-	-	-	154,031.26	(154,031.26)	0.0%	168,031.26
	Treasurer's Fees							
	Eagle County	4,808.91	6,029.04	5,051.04	16,003.06	(9,974.02)	37.67%	14,922.35
	Pitkin County	6,147.72	7,921.22	7,929.39	20,164.24	(12,243.02)	39.28%	26,229.69
	Total Treasurer's Fees	10,956.63	13,950.26	12,980.43	36,167.30	(22,217.04)	38.57%	41,152.04
	Total Bond Repayment Fund Expense	10,956.63	13,950.26	12,980.43	190,198.56	(176,248.30)	7.34%	209,183.30
	Net Bond Repayment Principle Loan Payment	-	-	-	725,000.00	-	0.0%	700,000.00
	Net Bond Repayment Fund	253,577.49	354,522.30	314,421.37	21,521.64	(391,999.34)	1,647.28%	19,854.15
Bond Repayment Fund Balance 3/31/18			897,350.48	837,395.37				
**2018 Bond Repayment Schedule:								
	5/1/18 - Series 2012 Interest		77,015.63					
	11/1/18 - Series 2012 Interest		77,015.63					
	11/1/18 - Series 2012 Principle		725,000.00					

**Basalt Regional Library District
Capital Reserve Fund
Profit & Loss Budget Performance
March 2018**

										March 2018 Actuals	Jan-Mar 2018 Actuals	Previous Year Jan-Mar 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals
Capital Reserve Fund Balance 1/1/18											401,976.54	343,152.00				
Capital Reserve Fund:																
Income																
Door Counter - Refund										-	2,324.50					
Holy Cross Energy - LED Rebate										-	-	-	-	-	0.0%	3,878.00
Allocation From General Fund										-	-	-	80,000.00	(80,000.00)	0.0%	80,000.00
Interest Earned - Reserve Fund										615.07	1,640.84	816.36	3,000.00	(1,359.16)	54.7%	4,042.05
Total Capital Reserve Fund Income										615.07	1,640.84	816.36	83,000.00	(81,359.16)	1.98%	87,920.05
Expense																
Capital Reserve Expense																
Capital Reserve Exp - Asphalt Seal/Repair										-	-	-	3,900.00	(3,900.00)	0.0%	-
Capital Reserve Exp - Build Ext Seal/Paint										-	-	-	12,400.00	(12,400.00)	0.0%	-
Capital Reserve Exp - Self Checkout (3)										-	-	-	18,000.00	(18,000.00)	0.0%	-
Capital Reserve Exp - Computers - 50% Offi										-	-	-	10,000.00	(10,000.00)	0.0%	13,754.01
Capital Reserve Exp - Miscellaneous										828.79	828.79	14,543.50	10,000.00	(9,171.21)	8.29%	15,341.50
Total 8300 - Capital Reserve Expense										828.79	828.79	14,543.50	54,300.00	(53,471.21)	1.53%	29,095.51
Net Capital Reserve Fund										(213.72)	812.05	(13,727.14)	28,700.00	(27,887.95)	2.83%	58,824.54
Capital Reserve Fund Balance 3/31/18											402,788.59	329,424.86				
Capital Reserve Exp - Misc																
Furniture - Lunchroom/Employee										828.79						
Total Capital Rsv Exp Misc										828.79						

**Basalt Regional Library District
General Fund
Maintenance Detail
as of March 31, 2018**

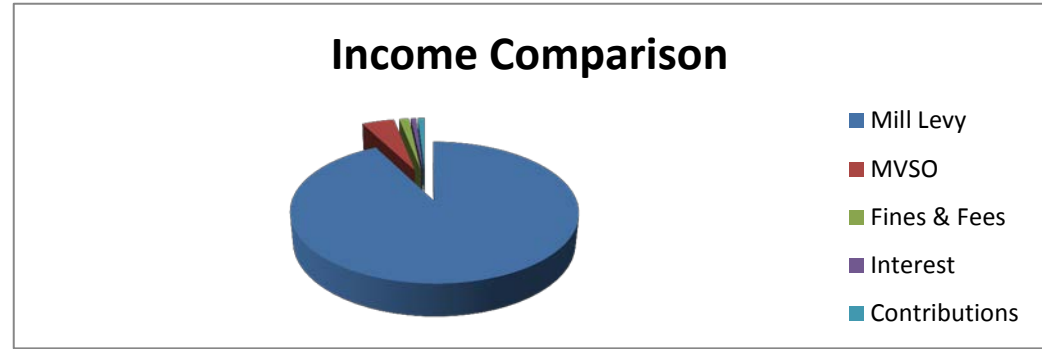
Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		Acme Alarm Company	2018 Test and Inspection	530.00
		Ann Scott	Reimburse for Breakroom Furniture	178.40
		Grizzly Creek Enterpr	remove bulliten boards / shelving	244.00
		Roto Rooter Plumbing	scheduled maintenance for restrooms	659.00
	Total January			1,611.40
	February			
		Aspen Upholstery	balance of cushion upholstery	899.96
		Grizzly Creek	remove televisions/shelving/maint	702.00
	Total February			1,601.96
	March			
		Acem Alarm Company	2nd quarter monitoring	99.00
		Grizzly Creek	patch drywall / painting / shelving	600.00
	Total March			699.00
	Summary			
		Alarm System		629.00
		Fire Sprinklers		-
		Maintenance Testing		-
		Miscellaneous		2,624.36
		Pest Control		-
		Plumbing/HVAC		659.00
		Window Cleaning		-
	Total			3,912.36

**Basalt Regional Library District
Mar-18**

Income Comparison

as of 2/28/18

Mill Levy	554,710	92%
MVSO	27,084	5%
Fines & Fees	8,058	1%
Interest	4,580	1%
Contributions	5,912	1%
Restricted	-	0%
Total	600,345	100%



Expense Comparison

as of 2/28/18

Administration	26,195	8%
Facility	27,564	8%
Programs	11,326	3%
Technology	54,941	16%
Collections	40,934	12%
Payroll	188,123	54%
Total	349,083	100%

