

**Basalt Regional Library District Board of Trustees
Monday, February 20, 2017
5:15 P.M. 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: Carolyn Kane, President; Ann Stephenson, Vice President;
Karen Hillebrand, Treasurer; Heather Manolakas, Secretary; Dick Hampleman,
Trustee; Michael Latousek, Trustee; Karen Barch, Trustee**

**Also Present: Barbara Milnor, Director; Kim Clinco, Bookkeeper; Valerie Welch,
Recorder Pro Tem Peter Pendergast, Citizen Representative, Roger Garrett,
Board Appointee; Becky Musselman, Board Appointee**

**Basalt Regional Library Board of Trustees has identified 3 Strategic Planning
Goals for 2015-2016**

- 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:
Linda Crossland
Helen Slansky
Other
- 5:20 PM Board Comments**
Introduction of new Board members
Roger Garrett, Pitkin County
Becky Musselman, Eagle County
Introduction of Valerie Welch, Recorder Pro Tem
Election of Officers – March Agenda
- 5:30 PM Approval of January, 2017 minutes**

5:35 PM Director's Report

5:40 PM Committee reports

Policy Committee, Ann Stephenson

Personnel/Handbook Committee, Heather Manolakas

Employee Benefits

Facilities Committee, Dick Hampleman

Nominating Committee, Karen Barch

Finance Committee, Karen Hillebrand

Finance Report- January Financials

Audit- status

Capital Reserve Study – allocation, preamble

Financial Management Manual

6:00 PM Unfinished Business

1) THREE GOALS FOR 2017 – Decide the Library's top 3 priorities for 2017 and create specific actions for each goal. **Goals for 2016:**

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

2) Capital Reserve Study Allocation: Determine annual allocation to Capital Reserve Fund and put Capital Reserve Study on website.

3) Financial Management Manual. Update

4) Employee Benefits: It has been suggested that we study all Benefit packages in comparable libraries and update the Benefits Section of the Employee Handbook.

5) Discussion of legal representation

6) Impacts of the Gallagher Amendment on 2018 Budget

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
January 16, 2017 @ 5:15 PM in the Community Room**

Call to order: Carolyn Kane called the meeting to order at 5:19 p.m.

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

Member Absent: Michael Latousek, Trustee

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; Roger Garrett, Finance Committee Citizen Representative; Linda Crossland, Friends of the Library, and Anne Darby, Media Technology Supervisor

Citizen Comments:

- Library Foundation: Linda Crossland reported that the Foundation has a balance of \$4,564.71.
- Friends of the Library: Linda Crossland said that Bonnie Armand will be the Bookkeeper for the Friends of the Library. The Friends of the Library donated \$7,213.00 to Youth Services, \$1,000 of which Erin used to take the Teen Book Club to an author visit in Denver. The Friends currently has \$4,800 to give to collection managers.

Board Comments:

Status of applications for expiring Board seats: Barb Milnor is waiting for applications.

Carolyn Kane referenced a Denver Post article, "State Budget to Feel Pinch." According to a study referenced in the article, residential property assessments may drop next year to 6.56 percent from 7.96 percent.

Approval of December 12, 2016 Board Meeting Minutes: Carolyn Kane suggested clarification in the last paragraph on page two. It states that the General Mill Levy is 3.514 mills. The General Mill Levy is 2.61 and the temporary additional funding of \$350,000 is 0.940 for 2017. These two combined are 3.514 mills. Ann Stephenson moved and Karen Hillebrand seconded the motion to approve the minutes of the December 12, 2016 Board Meeting with the discussed changes to the last paragraph on page 2. The motion carried with six ayes and one absentee.

Staff Report: Barb Milnor noted that a staff report will once again be included in the monthly agenda. Ann Darby, Technology: Anne reported that there have been a lot of changes in technology in the last year. We are now back on Marmot support for IT rather than using individual contractors, hardware has been streamlined, this year she is working on creating a new website with better accessibility for patrons, and a new logo was commissioned that will be incorporated into our digital presence. Dick Hampleman said an amazing job was done with putting the telescope program on the website. Barb noted that it was Christy who put this together.

Director's Report: Barb Milnor:

- State of the Library: Barb handed out copies of her State of the Library letter noting there were 11 new programs in 2016. There were 401 children and young adult programs in 2016 with attendance of 7,692 and 224 adult programs (music, adult, Outreach) with attendance of 2, 778.

Seven adult and one Youth Services volunteer worked 450 hours. The Print collection grew by 2,565 volumes to 59,292. Circulation of all materials was 182,746 and total library visits was 133,627 even with the broken people counter. As a result of the experience with producing the telescope video, plans are to make several more videos; instructional videos about library services and short videos on how to use our catalog and data bases. The telescope program started in January 2017 with the first telescope going out last week. When the weather improves there will be preliminary telescope programming.

- The Basalt Library Teen Department, in conjunction with the department's book clubs at the middle and high school, was recently selected by the Young Adult Library Services Association (YALSA) to be one of twenty book groups nationwide to help select books for the Teen's Top Ten Award. As a YALSA Teen's Top Ten book group, the library will receive advanced copies from over 30 publishers throughout the year, for the next two years. Students in the club will be able to read the advanced copies before they are even published, and will write reviews for the publishers. This is a great opportunity for our students to express their thoughts and opinions and have an impact on young adult literature.
- Barb reviewed the web usage statistics that shows the number of hits to various locations on the Library web page. She handed out an Organizational Chart, noting there are Department Heads, now, instead of Managers. A print newsletter will be produced every two months.
- Heather Manolakas had two questions regarding insurance and additional programming.
- Carolyn Kane asked if the Strategic Planning Goals need to be updated or changed. After some discussion, a suggestion was made to have a work session to put specifics under each goal. No date was set for a work session.

End of Year Committee Reports

Policy Committee: Ann Stephenson: The Materials Circulation Policy needs to be updated regarding the cost to patrons for lost or damaged items. Barb will send out the old and new wording. All policies have been reviewed and dated. Ann suggested these be reviewed every two years unless otherwise needed. All policies are available for public view online and in the Library Business Center.

Personnel Committee: Heather Manolakas: The Director Contract has been resolved and it was signed in December 2016.

Facilities Committee: Dick Hampleman: We have made progress with upgrading of systems which should result in energy savings and we are now able to monitor our energy consumption. Barb noted that the LED bulbs for the east wing are here. They are scheduled to be installed on Wednesday. She was informed that our electric bill will be cut in half once the LED bulbs are installed. Ann Stephenson noted that with the Capital Reserve Study complete, we know what we need to focus on.

Employee Handbook Committee: Ann Stephenson:

Ann was put in charge when Kent Whinnery resigned. Barb can advise Ann on what needs to be reviewed. Kim Clinco said they try to limit employee handbook changes to once per year, usually in November. Carolyn noted that Kent suggested making the Handbook part of the Personnel Committee. The Director Contract and employee benefits are both confidential, therefore, Personnel and Handbook Committees do not accept citizen representatives. However, all committees need to have a least two board members. Therefore, it is efficient to combine the Personnel and Handbook Committees.

Finance Committee: Karen Hillebrand, Treasurer

- **December Financials:** The preliminary 2016 financial statements have been revised slightly since the Finance Committee Meeting. Part of the audio/visual payment was missing. Association dues are now coded correctly. Overall, we are at 92.1% of the annual budget. We still have a few expenses that will trickle in.
- **Capital Reserve Study:** The Capital Reserve Study has been completed. Karen turned over explanation of the Study to Kim Clinco. There is a 91-page full study that is available. A copy of the study summary was provided to the Board Members. The Summary is an overview stating high and low recommendations for yearly allocations to the Capital Reserve Account. Our present Capital Reserve allocation is only \$40,000/year, about 58% of the recommended amount. The full study shows a complete list of replacements, when replacements are due and estimated costs for each. Year-by-year recommendations for replacing or maintenance are also included in the summary. The board will need to decide how much money to allocate each year. The summary information is in Excel spreadsheets so changes and adjustments can be made to accommodate the Library budget and actual need. Karen said there will eventually be a link posted on the website so anyone interested in reading the full study will have access to it. Ann asked if it was decided at the Finance Committee meeting who was going to write the preamble to the Capital Reserve Study. It was decided that this would be discussed in more detail at the February meeting.
- The DOLA letter is an annual budget report to the patrons and the state. It accompanies the approved 2017 budget and is due to be submitted to the state by January 31, 2017. Karen read the DOLA letter to the Board.
- In the Financial Management Manual, it states that we can retain our current auditor if there were no problems with the auditor. Barb is in the process of getting a proposal from Pete Blair who has been our auditor for the past three years. The present board revised the process for retaining or replacing the auditor in the Financial Management Manual last year. Karen will put this on the Finance Committee agenda for February 2017 if requested. Carolyn submitted revisions to the Financial Management Manual at the Finance Committee Meeting asking that the revisions and additions be reviewed by the Committee as a whole at the February meeting. Changes to the Employee Handbook that were brought up will also be discussed in February, although this is usually done only once per year.
- Karen Barch brought up what she thinks is a gap in employee benefits, short-term disability insurance, and wondered if this was addressed in June. She inquired how the Board determines what benefits are offered to employees and asked if there is a list of benefits that are available at libraries of similar size that we can look at and select from. Karen Hillebrand disagreed that short-term disability insurance is something that was missed. She noted that various benefits have been looked at and considered, taking into account premium and management costs. Ann noted that they also look at what similar size libraries have. Carolyn Kane suggested contacting Mountain States Employment Council, of which we are a member, to find out comprehensively what benefits are out there and what the Board can consider. Carolyn Kane noted this is a work in progress and that the Board has been very consistently conscientious about benefits.

Appointment of Nominating Committee: Carolyn Kane: Carolyn read Article 5, Section 6 of the Bylaws; Election of Officers. She appointed Michael Latousek and Karen Barch as the Nominating Committee according to instructions set out in the Bylaws.

Action Items:

Discussion and possible vote on Resolution 2017-01, a Resolution of the Basalt Regional Library District designating the official posting place for notices, adopting the official map and setting forth other administrative matters: Barb Milnor noted that the map attached to the resolution is a corrected map. The boundaries have not changed. Ann Stephenson asked if the map legend should show that the District is the part colored in pink. Barb will check into getting this added to the map legend. Karen Hillebrand moved and Ann Stephenson seconded the motion to approve Resolution 2017-01. The motion carried with six ayes and one absentee.

Adjournment: Ann Stephenson moved and Heather Manolakas seconded the motion to adjourn the meeting. The motion carried with six ayes and one absentee. Carolyn Kane adjourned the meeting at 6:56 p.m.

Respectfully Submitted,

Heather Manolakas, Secretary

Date

Basalt Regional Library District
Balance Sheet
as of January 31, 2017

	General Operating	Bond Repayment	Capital Reserve	Total
	Fund	Fund	Fund	Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 20,092.30	\$ -	\$ -	\$ 20,092.30
Colo Trust - Bond Repayment #8002		166,969.17	-	166,969.17
Colo Trust - Tabor Reserve #8003	50,082.11	-	-	50,082.11
Colo Trust - Operating Fund #8004	805,627.26	357,683.44	-	1,163,310.70
Colo Trust - Capital Rsv Fund #8005	17,545.17	-	341,512.19	359,057.36
Total Current Assets	\$ 893,346.84	\$ 524,652.61	\$ 341,512.19	\$ 1,759,511.64
Fixed Assets				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,436,836.59	-	-	1,436,836.59
Equipment and Fixtures	263,547.49	-	-	263,547.49
Building	10,733,846.00	-	-	10,733,846.00
Less Accumulated Depreciation	(1,933,781.45)	-	-	(1,933,781.45)
	\$ 11,820,061.63	\$ -	\$ -	\$ 11,820,061.63
Other Assets				
Cash with County Treasurer	\$ 3,955.80	\$ -	\$ -	\$ 3,955.80
Prepaid Expense	-	-	-	-
Property Tax Receivable	1,911,350.00	-	-	1,911,350.00
	\$ 1,915,305.80	\$ -	\$ -	\$ 1,915,305.80
TOTAL ASSETS	\$ 14,628,714.27	\$ 524,652.61	\$ 341,512.19	\$ 15,494,879.07
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 17,276.86	\$ -	\$ -	\$ 17,276.86
Other Current Liab				
Accrued Expenses	33,012.50	-	-	33,012.50
Accrued Vacation	26,656.00	-	-	26,656.00
Deferred Grant	2,115.00	-	-	2,115.00
Deferred Property Tax	1,911,350.00	-	-	1,911,350.00
Payroll Liabilities	2,168.80	-	-	2,168.80
Wages Payable	6,794.71	-	-	6,794.71
Total Other Current Liab	\$ 1,982,097.01	\$ -	\$ -	\$ 1,982,097.01
Long Term Liabilities				
Bonds Payable, 2012	\$ 7,690,000.00	\$ -	\$ -	\$ 7,690,000.00
Total Long Term Liabilities	\$ 7,690,000.00	\$ -	\$ -	\$ 7,690,000.00
Total Liabilities	\$ 9,689,373.87	\$ -	\$ -	\$ 9,689,373.87
Investment in Capital Assets	\$ 4,027,577.36	\$ -	\$ -	\$ 4,027,577.36
Fund Balance - of 1/1/17				
General Operating Fund	\$ 973,578.34	\$ -	\$ -	\$ 973,578.34
Restricted for Emergencies - Tabor Fund	40,700.00	-	-	40,700.00
Debt Repayment Fund	-	524,891.60	-	524,891.60
Less Bond Principle Payment		-		-
Capital Reserve Fund	-	-	341,233.43	341,233.43
Total Fund Balance	1,014,278.34	524,891.60	341,233.43	1,880,403.37
Fund Revenue/Expenditures				
Current Year-to-Date Revenue	\$ 14,823.07	\$ (255.23)	\$ 278.76	\$ 14,846.60
Current Year-to-Date Expenditures	117,338.37	(16.24)	-	117,322.13
Net Current Year	(102,515.30)	(238.99)	278.76	(102,475.53)
Total Fund Balance - as of 1/31/17	911,763.04	524,652.61	341,512.19	1,777,927.84
Total Liabilities and Fund Balance	\$ 14,628,714.27	\$ 524,652.61	\$ 341,512.19	\$ 15,494,879.07

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
January 2017**

			Jan 2017 Actuals	Jan 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
		Restricted Funds						
6190		Restricted Funds Expense	-	-	-	-	0.00%	11,558.13
		Total Restricted Funds	-	-	-	-	0.00%	11,558.13
6200		Digital Resources						
6210		Annual Subscriptions						
6220		Ancestry.com	-	-	1,550.00	(1,550.00)	0.00%	1,510.00
6230		Culturegrams	-	-	1,200.00	(1,200.00)	0.00%	-
6240		Ency Britannica	-	-	300.00	(300.00)	0.00%	250.00
6260		Lynx, statewide database package	-	-	1,700.00	(1,700.00)	0.00%	1,686.00
6270		Mango Languages	1,230.00	1,230.00	1,380.00	(150.00)	89.13%	-
6275		New York Times	-	-	1,400.00	(1,400.00)	0.00%	-
6280		Tumblebooks	-	-	500.00	(500.00)	0.00%	89.01
6290		Overdrive Advantage	-	-	5,000.00	(5,000.00)	0.00%	-
6300		Downloadable Titles						
6310		One Click Digital	-	-	3,000.00	(3,000.00)	0.00%	3,386.31
6320		Overdrive	1,028.42	1,028.42	5,500.00	(4,471.58)	18.70%	6,660.27
6322		Juvenile Overdrive	-	-	500.00	(500.00)	0.00%	-
6324		Y A Overdrive	-	-	500.00	(500.00)	0.00%	-
6330		Zinio	2,000.00	2,000.00	5,000.00	(3,000.00)	40.00%	2,000.00
		Total Digital Resources	4,258.42	4,258.42	27,530.00	(23,271.58)	15.47%	15,581.59
6400		Music						
6410		Adult Music	37.38	37.38	1,545.00	(1,507.62)	2.42%	2,420.27
6420		Juvenile Music	-	-	772.50	(772.50)	0.00%	497.93
		Total Music	37.38	37.38	2,317.50	(2,280.12)	1.61%	2,918.20
6500		Video						
6510		Adult Video	291.75	291.75	7,210.00	(6,918.25)	4.05%	7,784.17
6520		Hispanic Video	-	-	824.00	(824.00)	0.00%	592.58
6530		Juvenile Video	-	-	2,060.00	(2,060.00)	0.00%	1,351.06
6540		YA Video	-	-	309.00	(309.00)	0.00%	-
		Total Video	291.75	291.75	10,403.00	(10,111.25)	2.80%	9,727.81
		Total Collections	17,040.82	17,040.82	103,492.50	(86,451.68)	16.47%	101,944.37
		Total Operating expenses	56,104.74	56,104.74	563,419.63	(507,314.89)	9.96%	515,646.61
6900		Payroll Expenses						
6910		Payroll	50,209.77	50,209.77	700,005.23	(649,795.46)	7.17%	612,199.42
6920		Payroll Service	899.60	899.60	4,000.00	(3,100.40)	22.49%	3,602.68
6930		Payroll Taxes	4,143.45	4,143.45	53,000.45	(48,857.00)	7.82%	47,437.50
6940		Retirement Plan	2,229.45	2,229.45	22,400.00	(20,170.55)	9.95%	19,843.89
6950		Health Insurance	3,751.36	3,751.36	33,677.16	(29,925.80)	11.14%	32,057.28
		Total Payroll Expenses	61,233.63	61,233.63	813,082.84	(751,849.21)	7.53%	715,140.77
		Total Expense	117,338.37	117,338.37	1,376,502.47	(1,259,164.10)	8.52%	1,230,787.38
		Net General Fund Income/(Loss) Prior to Capital Rsv Allocation	(102,515.30)	(102,515.30)	121,535.09	138,879.36	-84.35%	(77,115.66)
		Allocation to Capital Reserve Outlay	-	-	40,000.00	(40,000.00)	0.00%	40,000.00
		Net General Fund Income/(Loss)After Capital Reserve Allocation	(102,515.30)	(102,515.30)	81,535.09			(117,115.66)
		General Fund Balance 1/31/17		911,763.04				

Basalt Regional Library District
Bond Repayment Fund
Profit & Loss Budget Performance
January 2017

							Jan 2017 Actuals	Jan 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	
Bond Repayment Fund Balance 1/1/17								524,891.60					
Bond Repayment Fund:													
Interest Earned - Bond Repayment							129.22	129.22	-	129.22	100.0%	3,975.83	
Mill Levy Debt Repayment										-			
Eagle County							(126.14)	(126.14)	495,890.89	(496,017.03)	-0.03%	481,202.52	
Pitkin County							(258.31)	(258.31)	428,844.80	(429,103.11)	-0.06%	426,790.13	
Total Mill Levy Debt Repayment							(384.45)	(384.45)	924,735.69	(925,120.14)	-0.04%	907,992.65	
Total Debt Service Fund							(255.23)	(255.23)	924,735.69	(924,990.92)	-0.03%	911,968.48	
Total Bond Repayment Fund Income							(255.23)	(255.23)	924,735.69	(924,990.92)	-0.03%	911,968.48	
Expense													
Bond Interest							-	-	168,031.26	(168,031.26)	0.0%	190,693.76	
Treasurer's Fees													
Eagle County							(3.43)	(3.43)	14,876.73	(14,880.16)	-0.02%	14,473.23	
Pitkin County							(12.81)	(12.81)	21,442.24	(21,455.05)	-0.06%	21,521.89	
Total Treasurer's Fees							(16.24)	(16.24)	36,318.97	(36,335.21)	-0.05%	35,995.12	
Total Bond Repayment Fund Expense							(16.24)	(16.24)	204,350.23	(204,366.47)	-0.01%	226,688.88	
Net Bond Repayment Principle Loan Payment							-	-	700,000.00	-	0.0%	670,000.00	
Net Bond Repayment Fund							(238.99)	(238.99)	20,385.46	(720,624.45)	-1.17%	15,279.60	
Bond Repayment Fund Balance 1/31/17								524,652.61					
**2017 Bond Repayment Schedule:													
5/1/17 - Series 2012 Interest							84,015.63						
11/1/17 - Series 2012 Interest							84,015.63						
11/1/17 - Series 2012 Principle							700,000.00						

Basalt Regional Library District
Capital Reserve Fund
Profit & Loss Budget Performance
January 2017

	Jan 2017 Actuals	Jan 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
Capital Reserve Fund Balance 1/1/17		341,233.43				
Capital Reserve Fund:						
Income						
Allocation From General Fund	-	-	40,000.00	(40,000.00)	0.0%	40,000.00
Interest Earned - Reserve Fund	278.76	278.76	-	278.76	100.0%	2,057.48
Total Capital Reserve Fund Income	278.76	278.76	40,000.00	(39,721.24)	0.7%	42,057.48
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 - Computers - 50% Offi	-	-	14,000.00	(14,000.00)	0.0%	
Capital Reserve Exp - Miscellaneous	-	-	10,000.00	(10,000.00)	0.0%	17,544.05
Total 8300 - Capital Reserve Expense	-	-	40,300.00	(10,000.00)	0.00%	17,544.05
Net Capital Reserve Fund	278.76	278.76	(300.00)	(29,721.24)	-92.92%	24,513.43
Capital Reserve Fund Balance 1/31/17		341,512.19				

**Basalt Regional Library District
General Fund
Maintenance Detail
as of January 31, 2017**

Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		Basalt Mini Storage	Feb Storage	164.00
		Aspen Maintenance	supplies	473.05
		The Fireplace Comp	turn on gas fireplace	110.92
		Roto Rooter Plumbing	scheduled maintenance for restrooms	659.00
		Acem Alarm Company	2017 Annual Test & Inspection	500.00
		Grizzly Creek Enterpr	paint study room/hang art/repair toilets	470.00
	Total January			2,376.97
	Summary			
		Alarm System		500.00
		Fire Sprinklers		-
		Maintenance Testing		659.00
		Miscellaneous		853.97
		Pest Control		-
		Plumbing/HVAC		200.00
		Snow Shovel - Roof		-
		Storage		164.00
		Window Cleaning		-
	Total			2,376.97