

**Basalt Regional Library District Board of Trustees**  
**Monday, February 19, 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:** Ann Stephenson, President; Michael Latousek, Vice President;  
Heather Manolakas, Treasurer; Dick Hampleman, Secretary; Karen Barch, Trustee;  
Roger Garrett, Trustee; Becky Musselman, Trustee

**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

**5:25 PM** Approval of minutes of August 21, 2017 Board Meeting  
Approval of minutes of October 16, 2017 Board Meeting  
Approval of minutes of January 15, 2018 Board Meeting

**5:30 PM** Director's Report, Ann Scott

**5:40 PM** Committee Reports:

Bylaws Committee: *Michael Latousek, chair*

Policy Committee: *Heather Manolakas, chair*

Personnel & Human Relations Committee: *Ann Stephenson, chair*

Facilities Committee: *Dick Hampleman, chair*

Officer Nominating Committee: *Becky Musselman & Roger Garrett*

- Review and Discussion of Bylaws Regarding the Nomination and Election of Board Officers

Finance Committee: *Heather Manolakas, treasurer*

- Finalized 2017 Year End Reports
- January Financials

**6:00 PM** Adjourn Meeting

## **Article 5**

### **Officers and their Duties**

#### **Section 1. Officers.**

The officers of the Board of Trustees will be President, Vice President, Secretary and Treasurer, and Officers will be elected each year at the regular March meeting of the Board. Each officer will serve for a period of one year and cannot serve more than two consecutive years in the same office. In the event that an officer resigns his/her position during the year, the Board will make an appointment, by majority vote, to fulfill the remainder of the officer's term.

#### **Section 2. Duties of the President.**

The President is the chief executive officer of the Board. The President sets Board Meeting agendas with input from other Trustees and the Director, conducts all Board Meetings following Parliamentary Procedure, appoints all committees and arranges for presentation of their reports at Board Meetings, executes all documents authorized by the Board, and performs other official duties as the Board may request.

#### **Section 3. Duties of the Vice-President.**

The Vice-President will fulfill the duties of President in the President's absence and will fulfill other duties assigned by the President or the Board.

#### **Section 4. Duties of the Secretary.**

The Secretary will review and be responsible for the accuracy of the Board meeting minutes, post and distribute to the other Trustees written draft meeting minutes in a timely fashion prior to each Board meeting, create record keeping strategies to maintain the records that are required, maintain a master document of Trustee attendance at Board Meetings, and attest to official documents of the District as necessary. The Secretary, with the assistance of the Director, will keep an updated list of all Trustees, noting the governing district represented and the corresponding term expiration date.

#### **Section 5. Duties of the Treasurer.**

The Treasurer will chair the Finance Committee, develop and review financial policies and procedures to ensure responsible oversight of library funds, work with the Director and accountant(s) to ensure the accuracy of the Library's finances, and present monthly financial reports at each Board meeting. At the direction of the Board, the Treasurer will arrange for an annual audit of financial statements of the previous year. The Treasurer will oversee the annual budget process for the ensuing fiscal year and will conduct timely budget meetings with the Board and Director to ensure compliance with state regulations and deadlines.

#### **Section 6. Election of Officers.**

Each year at the Annual Meeting, to be held in January, the President will appoint two non-officers to form a Nominating Committee. The committee will contact all Trustees to receive nominations, and contact nominees to obtain their acceptance. Elections will take place at the March meeting. A slate of candidates for each office will be presented. Each office may have more than one nominee. Once elected, nominee names will be removed from eligibility for other

offices. The President will call for additional nominations prior to the vote for each office. Each office will be filled in sequence, beginning with the office of President. A show of hands will register the vote, unless a roll call vote is requested for clarification. New officer terms will take effect at the meeting following election of officers.

**Basalt Regional Library District**  
**Balance Sheet**  
**as of December 31, 2017**  
**Prior to Audit**

	General Operating	Bond Repayment	Capital Reserve	Total
	Fund	Fund	Fund	Balance
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash in Banks				
Alpine Bank #0127	\$ 58,475.75	\$ -	\$ -	\$ 58,475.75
Colo Trust - Bond Repayment #8002	50,328.18	542,828.15	-	593,156.33
Colo Trust - Tabor Reserve #8003	43,045.73	-	-	43,045.73
Colo Trust - Operating Fund #8004	1,058,186.46	-	-	1,058,186.46
Colo Trust - Capital Rsv Fund #8005	5,165.54	-	401,976.54	407,142.08
<b>Total Current Assets</b>	<b>\$ 1,215,201.66</b>	<b>\$ 542,828.15</b>	<b>\$ 401,976.54</b>	<b>\$ 2,160,006.35</b>
<b>Fixed Assets</b>				
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
<b>Other Assets</b>				
Cash with County Treasurer	\$ 3,955.80	\$ -	\$ -	\$ 3,955.80
Prepaid Expense	23,361.50	-	-	23,361.50
Property Tax Receivable	2,297,523.25	-	-	2,297,523.25
	\$ 2,324,840.55	\$ -	\$ -	\$ 2,324,840.55
<b>TOTAL ASSETS</b>	<b>\$ 15,125,715.29</b>	<b>\$ 542,828.15</b>	<b>\$ 401,976.54</b>	<b>\$ 16,070,519.98</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 22,360.12	\$ -	\$ -	\$ 22,360.12
<b>Other Current Liab</b>				
Accrued Expenses	29,212.50	-	-	29,212.50
Accrued Vacation	26,469.32	-	-	26,469.32
Deferred Grant - State	4,653.00	-	-	4,653.00
Deferred Property Tax	2,297,523.25	-	-	2,297,523.25
Payroll Liabilities	(152.95)	-	-	(152.95)
Wages Payable	9,217.12	-	-	9,217.12
<b>Total Other Current Liab</b>	<b>\$ 2,366,922.24</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,366,922.24</b>
<b>Long Term Liabilities</b>				
Bonds Payable, 2012	\$ 6,990,000.00		\$ -	\$ 6,990,000.00
<b>Total Long Term Liabilities</b>	<b>\$ 6,990,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,990,000.00</b>
<b>Total Liabilities</b>	<b>\$ 9,379,282.36</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,379,282.36</b>
Investment in Capital Assets	\$ 4,497,489.45	\$ -	\$ -	\$ 4,497,489.45
<b>Fund Balance - of 1/1/17</b>				
General Operating Fund	\$ 971,156.00	\$ -	\$ -	\$ 971,156.00
Restricted for Emergencies - Tabor Fund	42,500.00	-	-	42,500.00
Debt Repayment Fund	-	522,974.00	-	522,974.00
Less Bond Principle Payment		(700,000.00)		(700,000.00)
Capital Reserve Fund	-	-	343,152.00	343,152.00
<b>Total Fund Balance</b>	<b>1,013,656.00</b>	<b>(177,026.00)</b>	<b>343,152.00</b>	<b>1,179,782.00</b>
<b>Fund Revenue/Expenditures</b>				
Current Year-to-Date Revenue	\$ 1,553,112.35	\$ 929,037.45	\$ 87,920.05	\$ 2,570,069.85
Current Year-to-Date Expenditures	1,317,824.87	209,183.30	29,095.51	1,556,103.68
<b>Net Current Year</b>	<b>235,287.48</b>	<b>719,854.15</b>	<b>58,824.54</b>	<b>1,013,966.17</b>
<b>Total Fund Balance - as of 12/31/17</b>	<b>1,248,943.48</b>	<b>542,828.15</b>	<b>401,976.54</b>	<b>2,193,748.17</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 15,125,715.29</b>	<b>\$ 542,828.15</b>	<b>\$ 401,976.54</b>	<b>\$ 16,070,519.98</b>

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
December 2017 - Prior to Audit**

		Jan -Dec 2017 Actuals	Previous Year Jan- Dec 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
<b>General Operating Fund Balance 1/1/17 (Includes Tabor Reser</b>		<b>1,013,656.00</b>	<b>1,151,394.00</b>					
General Fund:								
4005	General Operating Mill Levy							
4010	Eagle County	541,102.71	525,502.12	541,537.76	(435.05)	99.92%	525,502.12	
4020	Pitkin County	467,897.02	462,355.99	468,320.05	(423.03)	99.91%	462,355.99	
4030	Mill Levy Increase	349,477.29	-	349,774.49	(297.20)	99.92%	-	
4040	Tax Abatement	13,144.08	-	13,155.26	(11.18)	99.92%	-	
	<b>Total General Operating Mill Levy</b>	<b>1,371,621.10</b>	<b>987,858.11</b>	<b>1,372,787.56</b>	<b>(1,166.46)</b>	<b>99.92%</b>	<b>987,858.11</b>	
4100	MVSO - General Operating							
4110	Eagle County	62,431.92	47,618.63	35,000.00	27,431.92	178.38%	47,618.63	
4120	Pitkin County	37,902.29	29,683.97	30,000.00	7,902.29	126.34%	29,683.97	
	<b>Total MVSO - General Operating</b>	<b>100,334.21</b>	<b>77,302.60</b>	<b>65,000.00</b>	<b>35,334.21</b>	<b>154.36%</b>	<b>77,302.60</b>	
4200	Fines & Fees							
4205	Coffee Purchase	864.75	974.03	500.00	364.75	100.00%	974.03	
4210	Copies	8,229.14	7,245.87	6,000.00	2,229.14	137.15%	7,245.87	
4215	Earbuds	200.00	361.80	100.00	100.00	100.00%	361.80	
4220	Faxing	792.00	846.46	1,000.00	(208.00)	79.20%	846.46	
4230	Fines	18,747.64	20,191.07	25,000.00	(6,252.36)	74.99%	20,191.07	
4240	Guest Passes	178.30	276.40	600.00	(421.70)	29.72%	276.40	
4250	Meeting Room Rental	5,608.25	6,858.00	5,000.00	608.25	112.17%	6,858.00	
4260	Replacement Books	813.50	692.70	750.00	63.50	108.47%	692.70	
4270	Replacement Library Cards	333.19	576.70	500.00	(166.81)	66.64%	576.70	
4280	Test Proctoring	70.00	84.00	100.00	(30.00)	70.00%	84.00	
4290	Holy Cross Deposit Return/Member Equity	1,881.44	1,596.10	1,200.00	681.44	156.79%	1,596.10	
4295	CORE Refund	2,500.00	4,700.00	-	2,500.00	100.00%	4,700.00	
	<b>Total Fines &amp; Fees</b>	<b>40,218.21</b>	<b>44,403.13</b>	<b>40,750.00</b>	<b>(531.79)</b>	<b>98.69%</b>	<b>44,403.13</b>	
4300	Earnings on investments							
4310	Colostrust Int Op Acct/Mill Levy	22,485.31	11,246.96	6,000.00	16,485.31	374.76%	11,246.96	
	<b>Total Earnings on investments</b>	<b>22,485.31</b>	<b>11,246.96</b>	<b>6,000.00</b>	<b>16,485.31</b>	<b>374.76%</b>	<b>11,246.96</b>	
4400	Contributions							
4410	Contributions - Adult	500.00	2,100.00	500.00	-	100.00%	2,100.00	
4420	Contributions - Music	4,285.00	5,180.00	5,000.00	(715.00)	85.70%	5,180.00	
4430	Contributions Outreach	100.00	1,500.00	500.00	(400.00)	20.00%	1,500.00	
4440	Contributions Youth Srv	500.00	3,175.00	500.00	-	100.00%	3,175.00	
4470	Grant - State of Colorado	2,115.00	7,274.00	5,000.00	(2,885.00)	42.30%	7,274.00	Linda's Grant



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Profit & Loss Budget Performance  
General Fund  
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			Jan -Dec 2017 Actuals	Previous Year Jan- Dec 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
5310		Office Supplies	9,189.97	10,913.85	12,000.00	(2,810.03)	76.58%	10,913.85	
5320		Technical Cataloging & Service	6,821.50	5,281.21	6,500.00	321.50	104.95%	5,281.21	
		<b>Total Supplies</b>	<b>16,011.47</b>	<b>16,195.06</b>	<b>18,500.00</b>	<b>(2,488.53)</b>	<b>86.55%</b>	<b>16,195.06</b>	
5350		Treasurer's fees							
5360		Eagle fees	22,091.74	15,804.54	21,496.13	595.61	102.77%	15,804.54	
5370		Pitkin fees	27,039.96	23,005.69	32,166.00	(5,126.04)	84.06%	23,005.69	
		<b>Total Treasurer's fees</b>	<b>49,131.70</b>	<b>38,810.23</b>	<b>53,662.13</b>	<b>(4,530.43)</b>	<b>91.56%</b>	<b>38,810.23</b>	
		<b>Total Administration</b>	<b>138,240.71</b>	<b>128,143.32</b>	<b>153,962.13</b>	<b>(15,721.42)</b>	<b>89.79%</b>	<b>128,143.32</b>	
5400		Facility Expenses							
5410		Janitorial	49,740.00	49,740.00	49,750.00	(10.00)	99.98%	49,740.00	
5420		Janitorial Supplies	3,961.58	4,714.31	7,000.00	(3,038.42)	56.59%	4,714.31	
5430		Landscaping	9,427.75	7,475.38	7,000.00	2,427.75	134.68%	7,475.38	additional shrub trimming done
5440		Maintenance *Detailed List Attached	16,487.20	34,135.31	33,000.00	(16,512.80)	49.96%	34,135.31	
5450		Mat Cleaning	690.66	650.78	720.00	(29.34)	95.93%	650.78	
5460		Snow Removal	4,478.75	6,635.00	5,000.00	(521.25)	89.58%	6,635.00	
		<b>Total Facility Expenses (Maintenance)</b>	<b>84,785.94</b>	<b>103,350.78</b>	<b>102,470.00</b>	<b>(17,684.06)</b>	<b>82.74%</b>	<b>103,350.78</b>	
5500		Utilities							
5510		Electric	6,366.09	9,966.40	10,500.00	(4,133.91)	60.63%	9,966.40	
5520		Gas	5,799.57	4,900.09	10,500.00	(4,700.43)	55.23%	4,900.09	
5530		Internet Connectivity	-	2,963.18	4,800.00	(4,800.00)	0.00%	2,963.18	included in Marmot contract
5540		Sanitation	2,640.00	2,640.00	3,700.00	(1,060.00)	71.35%	2,640.00	
5550		Telephone	6,649.94	6,618.86	6,600.00	49.94	100.76%	6,618.86	
5560		Trash	4,996.05	4,275.56	5,000.00	(3.95)	99.92%	4,275.56	
5570		Water	3,461.33	3,159.86	3,000.00	461.33	115.38%	3,159.86	quarterly basis / additional usage?
		<b>Total Utilities</b>	<b>29,912.98</b>	<b>34,523.95</b>	<b>44,100.00</b>	<b>(14,187.02)</b>	<b>67.83%</b>	<b>34,523.95</b>	
		<b>Total Facility Expenses</b>	<b>114,698.92</b>	<b>137,874.73</b>	<b>146,570.00</b>	<b>(31,871.08)</b>	<b>78.26%</b>	<b>137,874.73</b>	
5600		Library Programs							
5610		Adult	2,814.03	2,636.96	3,000.00	(185.97)	93.80%	2,636.96	
5620		Children's	4,712.35	4,743.48	4,455.00	257.35	105.78%	4,743.48	utilized line items under budget
5630		Community	6,513.82	5,231.88	6,000.00	513.82	108.56%	5,231.88	utilized line items under budget
5640		Music	9,945.33	8,867.88	11,080.00	(1,134.67)	89.76%	8,867.88	
5650		Outreach	406.25	384.50	1,450.00	(1,043.75)	28.02%	384.50	
5633		Outreach Advertising	3,190.00	2,610.00	3,700.00	(510.00)	86.22%	2,610.00	
5635		Outreach Volunteer	450.00	-	550.00	(100.00)	81.82%	-	



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5660		Young Adult	3,839.87	3,485.54	4,550.00	(710.13)	84.39%	3,485.54	
5670		Young Adult - State of Colorado Grant	2,102.66	7,499.36	5,000.00	(2,897.34)	42.05%	7,499.36	Linda's State Grant - expenses
5680		Young Adult - Thrift Shop	-	50.00	-	-	100.00%	50.00	anticipating grant
		<b>Total Library Programs</b>	<b>33,974.31</b>	<b>35,509.60</b>	<b>39,785.00</b>	<b>(5,810.69)</b>	<b>85.39%</b>	<b>35,509.60</b>	
5700		<b>Technology &amp; Equipment</b>							
5710		<b>Copiers &amp; Equipment</b>							
5720		Card Printer Support	-	100.22	300.00	(300.00)	0.00%	100.22	
5730		Lease	1,301.75	1,922.15	3,400.00	(2,098.25)	38.29%	1,922.15	monthly lease on copier
5740		Service Agreement	2,528.73	2,944.09	2,300.00	228.73	109.94%	2,944.09	overage of contract copies
5750		Supplies	6,789.61	6,353.91	5,000.00	1,789.61	135.79%	6,353.91	ink/toner - previously in office supplies
		<b>Total Copiers &amp; Equipment</b>	<b>10,620.09</b>	<b>11,320.37</b>	<b>11,000.00</b>	<b>(379.91)</b>	<b>96.55%</b>	<b>11,320.37</b>	
5760		Marmot ILS System	40,000.00	32,768.00	40,000.00	-	100.00%	32,768.00	ILS Contract
5765		Marmot IT Contract	45,224.59	46,843.50	47,000.00	(1,775.41)	96.22%	46,843.50	IT Contract
5770		Miscellaneous Parts	3,881.67	2,687.89	3,000.00	881.67	129.39%	2,687.89	
5780		<b>Support &amp; Service Agreements</b>							
5790		Bibliotheca	-	10,864.09	12,000.00	(12,000.00)	0.00%	10,864.09	
5800		Envisionware	-	-	605.00	(605.00)	0.00%	-	
5810		Timeclock	584.00	266.25	255.00	329.00	229.02%	266.25	timeclock renewal higher
5820		Web Calendar/EMS	3,160.53	3,329.81	2,750.00	410.53	114.93%	3,329.81	utilized line items under budget
		<b>Total Support &amp; Service Agreements</b>	<b>3,744.53</b>	<b>14,460.15</b>	<b>15,610.00</b>	<b>(11,865.47)</b>	<b>23.99%</b>	<b>14,460.15</b>	
5830		Tech Labor & Repair	1,490.00	4,094.68	3,000.00	(1,510.00)	49.67%	4,094.68	
		<b>Total Technology</b>	<b>104,960.88</b>	<b>112,174.59</b>	<b>119,610.00</b>	<b>(14,649.12)</b>	<b>87.75%</b>	<b>112,174.59</b>	
5900		<b>Collections</b>							
5910		<b>Audio</b>							
5920		Adult BCD	7,549.32	6,864.47	7,210.00	339.32	104.71%	6,864.47	
5930		Juvenile Audio	1,945.59	1,773.18	2,060.00	(114.41)	94.45%	1,773.18	
5940		Spanish Adult BCD	-	-	515.00	(515.00)	0.00%	-	
5950		YA Audio	-	-	309.00	(309.00)	0.00%	-	
		<b>Total Audio</b>	<b>9,494.91</b>	<b>8,637.65</b>	<b>10,094.00</b>	<b>(599.09)</b>	<b>94.06%</b>	<b>8,637.65</b>	
6000		<b>Books &amp; Magazines</b>							
6010		Adult fiction books	10,237.70	11,280.77	9,270.00	967.70	110.44%	11,280.77	utilized line items under budget
6020		Adult non-fiction books	11,327.99	11,101.70	10,300.00	1,027.99	109.98%	11,101.70	utilized line items under budget
6030		Juvenile Fiction	7,131.50	6,992.03	6,695.00	436.50	106.52%	6,992.03	utilized line items under budget
6040		Juvenile Non-Fiction	2,406.08	2,840.50	3,090.00	(683.92)	77.87%	2,840.50	

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6050		Print Subscriptions	8,471.27	9,239.82	9,888.00	(1,416.73)	85.67%	9,239.82	annual payments for magazines subs
6060		Spanish adult fiction	1,204.86	687.18	1,854.00	(649.14)	64.99%	687.18	
6070		Spanish adult non-fiction	1,794.30	1,459.25	1,854.00	(59.70)	96.78%	1,459.25	
6080		Spanish children's books	969.46	1,477.81	2,060.00	(1,090.54)	47.06%	1,477.81	
6090		Spanish juvenile books	2,627.77	491.21	515.00	2,112.77	510.25%	491.21	combined spanish budget
6100		YA Fiction	6,132.14	7,087.06	6,695.00	(562.86)	91.59%	7,087.06	
6110		YA Non-Fiction	497.39	863.66	927.00	(429.61)	53.66%	863.66	
		<b>Total Books</b>	<b>52,800.46</b>	<b>53,520.99</b>	<b>53,148.00</b>	<b>(347.54)</b>	<b>99.35%</b>	<b>53,520.99</b>	
		<b>Restricted Funds</b>							
		Restricted Funds Expense - Friends/Foundation	4,622.47	11,558.13	-	4,622.47	0.00%	11,558.13	based on Friends-Foundation Recvd
6190		Restricted Funds Expense - Pardon My Garden	157.14	-	-	157.14	0.00%	-	pardon my garden
		<b>Total Restricted Funds</b>	<b>4,779.61</b>	<b>11,558.13</b>	<b>-</b>	<b>4,779.61</b>	<b>0.00%</b>	<b>11,558.13</b>	
6200		<b>Digital Resources</b>							
6210		Annual Subscriptions							
6220		Ancestry.com	1,560.00	1,510.00	1,550.00	10.00	100.65%	1,510.00	
6230		Culturegrams	1,140.00	-	1,200.00	(60.00)	95.00%	-	
6240		Ency Britannica	-	250.00	300.00	(300.00)	0.00%	250.00	
6260		Lynx, statewide database package	2,045.73	1,686.00	1,700.00	345.73	120.34%	1,686.00	utilized line items under budget
6270		Mango Languages	1,230.00	-	1,380.00	(150.00)	89.13%	-	annual subscription
6275		New York Times	1,246.30	-	1,400.00	(153.70)	89.02%	-	
6280		Tumblebooks	-	89.01	500.00	(500.00)	0.00%	89.01	
6290		Overdrive Advantage	5,400.80	-	5,000.00	400.80	108.02%	-	utilized line items under budget
6300		Downloadable Titles							
6310		One Click Digital	2,104.75	3,386.31	3,000.00	(895.25)	70.16%	3,386.31	
6320		Overdrive	5,479.78	6,660.27	5,500.00	(20.22)	99.63%	6,660.27	pre order for year
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	
		<b>Total Digital Resources</b>	<b>22,207.36</b>	<b>15,581.59</b>	<b>27,530.00</b>	<b>(5,322.64)</b>	<b>80.67%</b>	<b>15,581.59</b>	
6400		<b>Music</b>							
6410		Adult Music	1,539.76	2,420.27	1,545.00	(5.24)	99.66%	2,420.27	
6420		Juvenile Music	650.68	497.93	772.50	(121.82)	84.23%	497.93	
		<b>Total Music</b>	<b>2,190.44</b>	<b>2,918.20</b>	<b>2,317.50</b>	<b>(127.06)</b>	<b>94.52%</b>	<b>2,918.20</b>	
6500		<b>Video</b>							
6510		Adult Video	8,412.08	7,784.17	7,210.00	1,202.08	116.67%	7,784.17	utilized portion of spanish budget



**Basalt Regional Library District**  
**Bond Repayment Fund**  
**Profit & Loss Budget Performance**  
December 2017 - Prior to Audit

							Jan -Dec 2017	Previous Year		Over/(Under)	% of Annual	2016 Year
							Actuals	Jan-Dec 2016	2017 Budget	Budget	Budget	End Actuals
								Actual				
<b>Bond Repayment Fund Balance 1/1/17</b>							<b>522,974.00</b>	<b>509,612.00</b>				
Bond Repayment Fund:												
Interest Earned - Bond Repayment							5,087.51	3,825.83	-	5,087.51	100.0%	3,975.83
Mill Levy Debt Repayment										-		
Eagle County							495,492.51	479,919.79	495,890.89	(398.38)	99.92%	481,202.52
Pitkin County							428,457.43	424,311.95	428,844.80	(387.37)	99.91%	426,790.13
Total Mill Levy Debt Repayment							923,949.94	904,231.74	924,735.69	(785.75)	99.92%	907,992.65
Total Debt Service Fund							929,037.45	908,057.57	924,735.69	4,301.76	100.47%	911,968.48
Total Bond Repayment Fund Income							929,037.45	908,057.57	924,735.69	4,301.76	100.47%	911,968.48
Expense												
Bond Interest							168,031.26	190,693.76	168,031.26	-	100.0%	190,693.76
Treasurer's Fees												
Eagle County							14,922.35	14,432.03	14,876.73	45.62	100.31%	14,473.23
Pitkin County							26,229.69	21,389.69	21,442.24	4,787.45	122.33%	21,521.89
Total Treasurer's Fees							41,152.04	35,821.72	36,318.97	4,833.07	113.31%	35,995.12
Total Bond Repayment Fund Expense							209,183.30	226,515.48	204,350.23	4,833.07	102.37%	226,688.88
Net Bond Repayment Principle Loan Payment							700,000.00	580,331.25	700,000.00	-	100.0%	670,000.00
Net Bond Repayment Fund							19,854.15	101,210.84	20,385.46	(531.31)	97.39%	15,279.60
<b>Bond Repayment Fund Balance 12/31/17</b>							<b>542,828.15</b>	<b>610,822.84</b>				
<b>**2017 Bond Repayment Schedule:</b>												
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**  
December 2017 - Prior to Audit

							Jan -Dec 2017	Previous Year				
							Actuals	Jan-Dec 2016	2017 Budget	Over/(Under)	% of Annual	2016 Year
								Actual		Budget	Budget	End Actuals
<b>Capital Reserve Fund Balance 1/1/17</b>							<b>343,152.00</b>	<b>296,720.00</b>				
Capital Reserve Fund:												
Income												
Holy Cross Energy - LED Rebate							3,878.00	-	-	3,878.00	100.0%	-
Allocation From General Fund							80,000.00	-	40,000.00	40,000.00	200.0%	40,000.00
Interest Earned - Reserve Fund							4,042.05	1,818.06	-	4,042.05	100.0%	2,057.48
<b>Total Capital Reserve Fund Income</b>							<b>87,920.05</b>	<b>1,818.06</b>	<b>40,000.00</b>	<b>47,920.05</b>	<b>219.8%</b>	<b>42,057.48</b>
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							13,754.01	-	14,000.00	(245.99)	98.24%	
Capital Reserve Exp - Miscellaneous							15,341.50	10,360.57	10,000.00	5,341.50	153.42%	17,544.05
<b>Total 8300 - Capital Reserve Expense</b>							<b>29,095.51</b>	<b>10,360.57</b>	<b>40,300.00</b>	<b>(11,204.49)</b>	<b>72.2%</b>	<b>17,544.05</b>
<b>Net Capital Reserve Fund</b>							<b>58,824.54</b>	<b>(8,542.51)</b>	<b>(300.00)</b>	<b>59,124.54</b>	<b>-19,608.18%</b>	<b>24,513.43</b>
<b>Capital Reserve Fund Balance 12/31/17</b>							<b>401,976.54</b>	<b>288,177.49</b>				
Capital Reserve Exp Detail												
Computers - 3 Early Literacy							8,487.00					
Computers - Mac							2,582.77					
Computer/Monitor - Marmot							2,684.24					
Door Counter							798.00					
LED Lights/Installation							14,543.50					
<b>Total</b>							<b>29,095.51</b>					

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

<b>Maintenance Expenditure Detail</b>			
<b>Month</b>	<b>Vendor</b>	<b>Detail</b>	<b>Amount</b>
<b>January</b>			
	Basalt Mini Storage	Jan 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
	<b>Total January</b>		<b>2,376.97</b>
<b>February</b>			
	One Source Lighting	repair lights in children's circle	575.00
	Grizzly Creek Enterpr	spot clean carpet stains	40.00
	<b>Total February</b>		<b>615.00</b>
<b>March</b>			
	Acme Alarm	2nd quarter monitoring	99.00
	Basalt Security	extra keys	18.75
	Basalt Mini Storage	March Storage	164.00
	<b>Total March</b>		<b>281.75</b>
<b>April</b>			
	Basalt Mini Storage	April storage	164.00
	Basalt Mini Storage	May Storage	164.00
	Grizzly Creek Enter	repair men's bathroom faucet	80.00
	Office Depot	maint supplies	121.65
	<b>Total April</b>		<b>529.65</b>
<b>May</b>			
	Basalt Mini Storage	June Storage	164.00
	Two Peaks Electric	move floor receptical	215.00
	Orkin	Pest Control	104.26
	<b>Total May</b>		<b>483.26</b>
<b>June</b>			
	Basalt Mini Storage	July Storage	164.00
	Bodart	shelving	1,880.48
	Acem Alarm Company	3rd Quarter Monitoring	99.00
	Grizzly Creek Enter	change main cooling filters	75.00
	<b>Total June</b>		<b>2,218.48</b>
<b>July</b>			
	Acme Alarm	troubleshoot fire system	260.50
	Factory Direct	filters	430.20
	Flame Out Fire	Fire Sprinkler Work	856.25
	Grizzly Creek	misc repairs	340.00
	Shine-A-Blinds	repair blind in conference room	1,251.18
	The Fireplace Company	gas fireplace tune up	180.00
	Two Peaks Electrical	run wiring for new shade	70.00
	<b>Total July</b>		<b>3,388.13</b>
<b>Aug</b>			
	Basalt Mini Storage	Aug storage	164.00
	Basalt Security	security lever for children's room	397.50

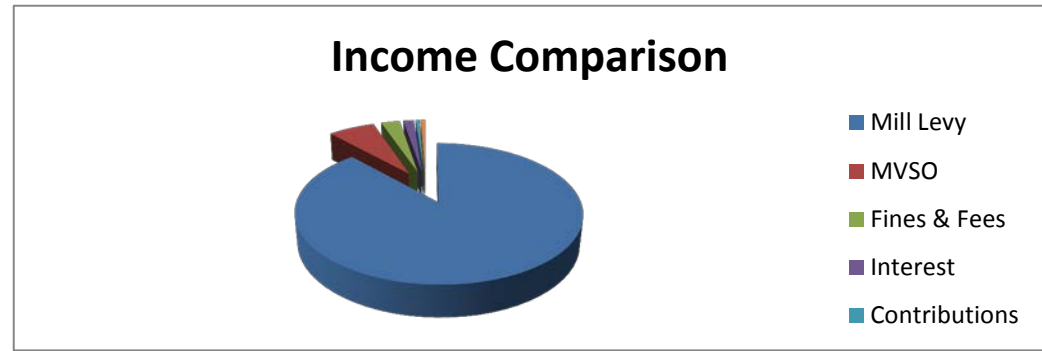
**Basalt Regional Library District  
General Fund  
Maintenance Detail  
as of December 31, 2017**

<b>Maintenance Expenditure Detail</b>				
	<b>Month</b>	<b>Vendor</b>	<b>Detail</b>	<b>Amount</b>
		Grizzly Creek	install new tv	120.00
		Two Peaks Electrical	replace 2 exit signs	600.00
		Acme Alarm	panel / monitoring	236.50
		Basalt Mini Storage	Sept storage	164.00
	<b>Total August</b>			1,682.00
	<b>Sept</b>			
		Acme Alarm	4th quarter monitoring	99.00
		Al's Window Cleaning	Exterior / Interior Cleaning	930.00
		Basalt Mini Storage	Sept storage	172.00
		Orkin Pest	Quarterly	400.36
		Roto Rooter Plumbing	scheduled maintenance	659.00
	<b>Total September</b>			2,260.36
	<b>Oct</b>			
		Basalt Mini Storage	Oct Storage	172.00
	<b>Total October</b>			172.00
	<b>November</b>			
		Aspen Upholstery	50% deposit on cushion reupholster	812.00
		Basalt Mini Storage	Dec Storage	172.00
		Grizzly Creek	Clean Out Storage	490.00
		Grizzly Creek	remove old counters / repair stand/ shelving	381.00
	<b>Total November</b>			1,855.00
	<b>December</b>			
		Acme Alarm	quarterly monitoring	99.00
		AED Authority	infant/child lifepak	116.00
		Basalt Mini Storage	refund of deposit	(150.40)
		Grizzly Creek	final clean of storage/paint rooms/shelves	560.00
	<b>Total December</b>			624.60
	<b>Summary</b>			
		Alarm System		1,195.00
		Fire Sprinklers		856.25
		Maintenance Testing		1,516.00
		Miscellaneous		7,647.25
		Pest Control		504.62
		Plumbing/HVAC		280.00
		Shelving		1,880.48
		Storage		1,677.60
		Window Cleaning		930.00
	<b>Total</b>			16,487.20

**Basalt Regional Library District  
Dec-17**

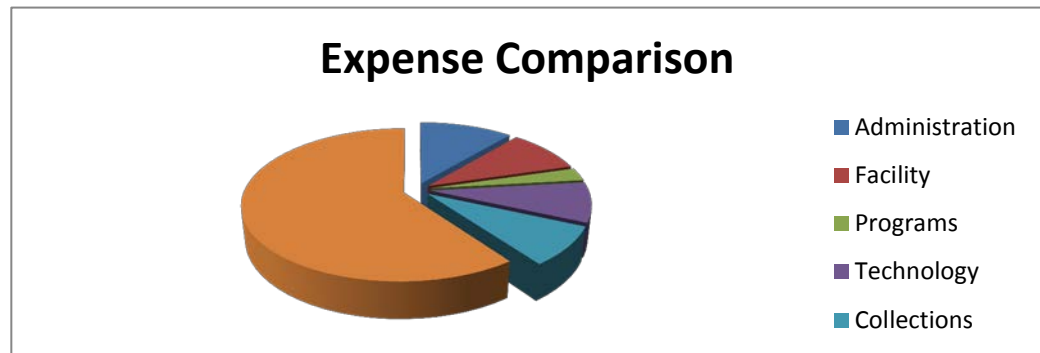
**Income Comparison**

	as of 12/31/17	
Mill Levy	1,371,621	88%
MVSO	100,334	6%
Fines & Fees	40,218	3%
Interest	22,485	1%
Contributions	8,583	1%
<b>Total</b>	<b>1,553,112</b>	<b>100%</b>



**Expense Comparison**

	as of 12/31/17	
Administration	138,241	11%
Facility	114,699	9%
Programs	33,974	3%
Technology	104,961	8%
Collections	102,260	8%
Payroll	743,690	60%
<b>Total</b>	<b>1,237,825</b>	<b>100%</b>





**Basalt Regional Library District**  
**Balance Sheet**  
as of January 31, 2018

	General Operating	Bond Repayment	Capital Reserve	Total
	Fund	Fund	Fund	Balance
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash in Banks				
Alpine Bank #0127	\$ 4,323.44	\$ -	\$ -	\$ 4,323.44
Colo Trust - Bond Repayment #8002	52,418.21	543,600.44	-	596,018.65
Colo Trust - Tabor Reserve #8003	43,100.89	-	-	43,100.89
Colo Trust - Operating Fund #8004	1,012,616.14	-	-	1,012,616.14
Colo Trust - Capital Rsv Fund #8005	5,165.54	-	402,498.19	407,663.73
<b>Total Current Assets</b>	<b>\$ 1,117,624.22</b>	<b>\$ 543,600.44</b>	<b>\$ 402,498.19</b>	<b>\$ 2,063,722.85</b>
<b>Fixed Assets</b>				
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
<b>Other Assets</b>				
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
<b>TOTAL ASSETS</b>	<b>\$ 15,007,143.98</b>	<b>\$ 543,600.44</b>	<b>\$ 402,498.19</b>	<b>\$ 15,953,242.61</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 17,148.31	\$ -	\$ -	\$ 17,148.31
<b>Other Current Liab</b>				
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	957.53	-	-	957.53
Wages Payable	9,217.12	-	-	9,217.12
<b>Total Other Current Liab</b>	<b>\$ 2,363,379.72</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,363,379.72</b>
<b>Long Term Liabilities</b>				
Bonds Payable, 2012	\$ 6,990,000.00		\$ -	\$ 6,990,000.00
<b>Total Long Term Liabilities</b>	<b>\$ 6,990,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,990,000.00</b>
<b>Total Liabilities</b>	<b>\$ 9,370,528.03</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,370,528.03</b>
Investment in Capital Assets	\$ 4,497,489.45	\$ -	\$ -	\$ 4,497,489.45
<b>Fund Balance - of 1/1/18</b>				
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
<b>Total Fund Balance</b>	<b>1,248,943.48</b>	<b>542,828.15</b>	<b>401,976.54</b>	<b>2,193,748.17</b>
<b>Fund Revenue/Expenditures</b>				
Current Year-to-Date Revenue	\$ 18,242.45	\$ 772.61	\$ 521.65	\$ 19,536.71
Current Year-to-Date Expenditures	128,059.43	0.32	-	128,059.75
<b>Net Current Year</b>	<b>(109,816.98)</b>	<b>772.29</b>	<b>521.65</b>	<b>(108,523.04)</b>
<b>Total Fund Balance - as of 1/31/18</b>	<b>1,139,126.50</b>	<b>543,600.44</b>	<b>402,498.19</b>	<b>2,085,225.13</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 15,007,143.98</b>	<b>\$ 543,600.44</b>	<b>\$ 402,498.19</b>	<b>\$ 15,953,242.61</b>

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

		January 2018 Actuals	January 2018 Actuals	Previous Year January 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
<b>General Operating Fund Balance 1/1/18 (Includes Tabor Reserve)</b>			<b>1,248,943.48</b>	<b>1,013,656.00</b>					
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County	15.90	15.90	(137.74)	582,538.30	(582,522.40)	0.00%	541,102.71	
4020	Pitkin County	-	-	(279.84)	440,407.20	(440,407.20)	0.00%	467,897.02	
4030	Mill Levy Increase	-	-	-	350,000.00	(350,000.00)	0.00%	349,477.29	
4040	Tax Abatement	-	-	-	7,392.87	(7,392.87)	0.00%	13,144.08	
	<b>Total General Operating Mill Levy</b>	<b>15.90</b>	<b>15.90</b>	<b>(417.58)</b>	<b>1,380,338.37</b>	<b>(1,380,322.47)</b>	<b>0.00%</b>	<b>1,371,621.10</b>	
4100	MVSO - General Operating								
4110	Eagle County	5,193.57	5,193.57	4,253.64	40,000.00	(34,806.43)	12.98%	62,431.92	
4120	Pitkin County	2,864.46	2,864.46	2,555.40	35,000.00	(32,135.54)	8.18%	37,902.29	
	<b>Total MVSO - General Operating</b>	<b>8,058.03</b>	<b>8,058.03</b>	<b>6,809.04</b>	<b>75,000.00</b>	<b>(66,941.97)</b>	<b>10.74%</b>	<b>100,334.21</b>	
4200	Fines & Fees								
4205	Coffee Purchase	117.01	117.01	66.00	600.00	(482.99)	100.00%	864.75	
4210	Copies	775.62	775.62	597.26	7,000.00	(6,224.38)	11.08%	8,229.14	
4215	Earbuds	11.10	11.10	31.00	150.00	(138.90)	100.00%	200.00	
4220	Faxing	71.60	71.60	44.00	500.00	(428.40)	14.32%	792.00	
4230	Fines	1,261.81	1,261.81	2,049.12	20,000.00	(18,738.19)	6.31%	18,747.64	
4240	Guest Passes	13.00	13.00	6.00	200.00	(187.00)	6.50%	178.30	
4250	Meeting Room Rental	438.60	438.60	338.50	4,000.00	(3,561.40)	10.97%	5,608.25	
4260	Replacement Books	37.89	37.89	48.84	1,800.00	(1,762.11)	2.11%	813.50	
4270	Replacement Library Cards	23.00	23.00	27.60	300.00	(277.00)	7.67%	333.19	
4280	Test Proctoring	-	-	10.00	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	-	-	-	-	-	100.00%	2,500.00	
	<b>Total Fines &amp; Fees</b>	<b>2,749.63</b>	<b>2,749.63</b>	<b>3,218.32</b>	<b>36,050.00</b>	<b>(33,300.37)</b>	<b>7.63%</b>	<b>40,218.21</b>	
4300	Earnings on investments								
4310	Colotrust Int Op Acct/Mill Levy	1,365.89	1,365.89	915.59	11,000.00	(9,634.11)	12.42%	22,485.31	
	<b>Total Earnings on investments</b>	<b>1,365.89</b>	<b>1,365.89</b>	<b>915.59</b>	<b>11,000.00</b>	<b>(9,634.11)</b>	<b>12.42%</b>	<b>22,485.31</b>	
4400	Contributions								
4410	Contributions - Adult	-	-	500.00	500.00	(500.00)	0.00%	500.00	
4420	Contributions - Music	200.00	200.00	1,000.00	5,000.00	(4,800.00)	4.00%	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	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  
January 2018**

			January 2018 Actuals	January 2018 Actuals	Previous Year January 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
5310		Office Supplies	684.82	684.82	836.71	9,000.00	(8,315.18)	7.61%	9,189.97	
5320		Technical Cataloging & Service	756.77	756.77	1,924.80	6,500.00	(5,743.23)	11.64%	6,821.50	
		<b>Total Supplies</b>	<b>1,441.59</b>	<b>1,441.59</b>	<b>2,761.51</b>	<b>15,500.00</b>	<b>(14,058.41)</b>	<b>9.30%</b>	<b>16,011.47</b>	
5350		Treasurer's fees								
5360		Eagle fees	0.49	0.49	(3.74)	22,726.13	(22,725.64)	0.00%	22,091.74	
5370		Pitkin fees	-	-	(13.88)	30,770.17	(30,770.17)	0.00%	27,039.96	
		<b>Total Treasurer's fees</b>	<b>0.49</b>	<b>0.49</b>	<b>(17.62)</b>	<b>53,496.30</b>	<b>(53,495.81)</b>	<b>0.00%</b>	<b>49,131.70</b>	
		<b>Total Administration</b>	<b>3,232.73</b>	<b>3,232.73</b>	<b>5,407.95</b>	<b>146,396.30</b>	<b>(143,163.57)</b>	<b>2.21%</b>	<b>138,240.71</b>	
5400		Facility Expenses								
5410		Janitorial	4,145.00	4,145.00	4,145.00	49,750.00	(45,605.00)	8.33%	49,740.00	
5420		Janitorial Supplies	424.30	424.30	-	6,000.00	(5,575.70)	7.07%	3,961.58	
5430		Landscaping	-	-	-	9,000.00	(9,000.00)	0.00%	9,427.75	
5440		Maintenance *Detailed List Attached	1,611.40	1,611.40	2,376.97	25,000.00	(23,388.60)	6.45%	16,487.20	
5450		Mat Cleaning	84.12	84.12	78.00	700.00	(615.88)	12.02%	690.66	
5460		Snow Removal	-	-	-	5,000.00	(5,000.00)	0.00%	4,478.75	
		<b>Total Facility Expenses (Maintenance)</b>	<b>6,264.82</b>	<b>6,264.82</b>	<b>6,599.97</b>	<b>95,450.00</b>	<b>(89,185.18)</b>	<b>6.56%</b>	<b>84,785.94</b>	
5500		Utilities								
5510		Electric	526.69	526.69	767.54	9,270.00	(8,743.31)	5.68%	6,366.09	
5515		Compost Collection System	-	-	-	600.00	(600.00)	0.00%	-	
5520		Gas	1,275.19	1,275.19	1,121.97	10,815.00	(9,539.81)	11.79%	5,799.57	
5540		Sanitation	660.00	660.00	660.00	3,700.00	(3,040.00)	17.84%	2,640.00	
5550		Telephone	-	-	535.28	6,600.00	(6,600.00)	0.00%	6,649.94	
5560		Trash	381.82	381.82	388.69	4,700.00	(4,318.18)	8.12%	4,996.05	
5570		Water	-	-	-	3,000.00	(3,000.00)	0.00%	3,461.33	
		<b>Total Utilities</b>	<b>2,843.70</b>	<b>2,843.70</b>	<b>3,473.48</b>	<b>38,685.00</b>	<b>(35,841.30)</b>	<b>7.35%</b>	<b>29,912.98</b>	
		<b>Total Facility Expenses</b>	<b>9,108.52</b>	<b>9,108.52</b>	<b>10,073.45</b>	<b>134,135.00</b>	<b>(125,026.48)</b>	<b>6.79%</b>	<b>114,698.92</b>	
5600		Library Programs								
5610		Adult	390.73	390.73	150.00	3,000.00	(2,609.27)	13.02%	2,814.03	
5620		Children's	118.31	118.31	389.71	4,500.00	(4,381.69)	2.63%	4,712.35	
5625		Children's Program Materials	142.25	142.25	-	3,000.00	(2,857.75)	4.74%	-	
5630		Community	-	-	225.51	4,450.00	(4,450.00)	0.00%	6,513.82	
5640		Music	175.20	175.20	36.79	10,000.00	(9,824.80)	1.75%	9,945.33	
5650		Outreach	-	-	-	-	-	#DIV/0!	406.25	
5633		Outreach Advertising	548.08	548.08	-	3,700.00	(3,151.92)	14.81%	3,190.00	

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

				January 2018 Actuals	January 2018 Actuals	Previous Year January 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		310.27	310.27	209.38	4,550.00	(4,239.73)	6.82%	3,839.87	
5670		Young Adult - State of Colorado Grant		3,083.22	3,083.22	221.40	4,691.00	(1,607.78)	65.73%	2,102.66	
5675		Young Adult - Gale Student Resources Grant		-	-	-	1,200.00	(1,200.00)	100.00%	-	
		<b>Total Library Programs</b>		<b>4,768.06</b>	<b>4,768.06</b>	<b>1,232.79</b>	<b>39,641.00</b>	<b>(34,872.94)</b>	<b>12.03%</b>	<b>33,974.31</b>	
5700		Technology & Equipment									
5710		Copiers & Equipment									
5730		Lease		295.46	295.46	-	3,000.00	(2,704.54)	9.85%	1,301.75	
5740		Service Agreement		-	-	19.00	3,500.00	(3,500.00)	0.00%	2,528.73	
5750		Supplies		85.80	85.80	233.06	7,000.00	(6,914.20)	1.23%	6,789.61	
		<b>Total Copiers &amp; Equipment</b>		<b>381.26</b>	<b>381.26</b>	<b>252.06</b>	<b>13,500.00</b>	<b>(13,118.74)</b>	<b>2.82%</b>	<b>10,620.09</b>	
5760		Marmot ILS System		23,328.71	23,328.71	22,000.96	91,500.00	(68,171.29)	25.50%	85,224.59	
5770		Miscellaneous Parts		-	-	80.00	3,000.00	(3,000.00)	0.00%	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	228.00	-	240.00	(12.00)	95.00%	-	
5805		Magisto		-	-	-	480.00	(480.00)	0.00%	-	
5810		Timeclock		-	-	-	280.00	(280.00)	0.00%	584.00	
5820		Web Calendar/EMS		182.00	182.00	174.00	2,200.00	(2,018.00)	8.27%	3,160.53	
		<b>Total Support &amp; Service Agreements</b>		<b>410.00</b>	<b>410.00</b>	<b>174.00</b>	<b>15,840.00</b>	<b>(15,430.00)</b>	<b>2.59%</b>	<b>3,744.53</b>	
5830		Tech Labor & Repair		-	-	-	3,000.00	(3,000.00)	0.00%	1,490.00	
		<b>Total Technology</b>		<b>24,119.97</b>	<b>24,119.97</b>	<b>22,507.02</b>	<b>126,840.00</b>	<b>(102,720.03)</b>	<b>19.02%</b>	<b>104,960.88</b>	
5900		Collections									
5910		Audio									
5920		Adult BCD		241.97	241.97	495.26	7,500.00	(7,258.03)	3.23%	7,549.32	
5930		Youth Audio		93.46	93.46	37.91	2,200.00	(2,106.54)	4.25%	1,945.59	
		<b>Total Audio</b>		<b>335.43</b>	<b>335.43</b>	<b>533.17</b>	<b>9,700.00</b>	<b>(9,364.57)</b>	<b>3.46%</b>	<b>9,494.91</b>	
6000		Books & Magazines									
6010		Adult fiction books		677.84	677.84	1,337.25	11,000.00	(10,322.16)	6.16%	10,237.70	
6020		Adult non-fiction books		1,015.81	1,015.81	1,900.46	11,000.00	(9,984.19)	9.23%	11,327.99	
6030		Juvenile Fiction		925.92	925.92	398.69	7,000.00	(6,074.08)	13.23%	7,131.50	
6040		Juvenile Non-Fiction		287.42	287.42	133.00	3,000.00	(2,712.58)	9.58%	2,406.08	

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

			January 2018 Actuals	January 2018 Actuals	Previous Year January 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	7,502.17	7,210.66	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	-	-	96.27	1,000.00	(1,000.00)	0.00%	1,204.86	
6070		Spanish adult non-fiction	86.78	86.78	31.74	1,500.00	(1,413.22)	5.79%	1,794.30	
6080		Spanish children's books	-	-	17.73	3,000.00	(3,000.00)	0.00%	969.46	
6090		Spanish juvenile books	-	-	15.70	-	-	#DIV/0!	2,627.77	
6100		YA Fiction	460.95	460.95	334.95	6,700.00	(6,239.05)	6.88%	6,132.14	
6110		YA Non-Fiction	92.43	92.43	-	930.00	(837.57)	9.94%	497.39	
		<b>Total Books</b>	<b>11,049.32</b>	<b>11,049.32</b>	<b>11,476.45</b>	<b>58,630.00</b>	<b>(47,580.68)</b>	<b>18.85%</b>	<b>52,800.46</b>	
		<b>Restricted Funds</b>								
		Restricted Funds Expense - Friends/Foundation	-	-	-	-	-	0.00%	4,779.61	
		<b>Total Restricted Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>4,779.61</b>	
6200		<b>Digital Resources</b>								
6210		Annual Subscriptions								
6220		Ancestry.com	-	-	-	1,575.00	(1,575.00)	0.00%	1,560.00	
6230		Culturegrams	-	-	-	1,200.00	(1,200.00)	0.00%	1,140.00	
6240		Ency Britannica	-	-	-	300.00	(300.00)	0.00%	-	
6245		Gale Student Resources	1,215.90	1,215.90	-	1,200.00	15.90	101.33%	-	
6250		Gale Public	-	-	-	2,050.00	(2,050.00)	0.00%	-	
6255		LYNDA - Database	4,140.00	4,140.00	-	4,140.00	-	100.00%	-	
6260		Lynx, statewide database package	-	-	-	-	-	#DIV/0!	2,045.73	
6270		Mango Languages	1,184.00	1,184.00	1,230.00	1,184.00	-	100.00%	1,230.00	
6275		New York Times	1,279.20	1,279.20	1,246.30	1,300.00	(20.80)	98.40%	1,246.30	
6280		Tumblebooks	-	-	-	500.00	(500.00)	0.00%	-	
6290		Overdrive Advantage	-	-	1,028.42	5,000.00	(5,000.00)	0.00%	5,400.80	
6300		<b>Downloadable Titles</b>								
6305		Kanopy	3,000.00	3,000.00	-	3,000.00	-	100.00%	-	
6310		One Click Digital	-	-	-	-	-	0.00%	2,104.75	
6320		Overdrive	-	-	-	9,500.00	(9,500.00)	0.00%	5,479.78	
6330		Zinio	2,000.00	2,000.00	2,000.00	2,000.00	-	100.00%	2,000.00	
		<b>Total Digital Resources</b>	<b>12,819.10</b>	<b>12,819.10</b>	<b>5,504.72</b>	<b>32,949.00</b>	<b>(20,129.90)</b>	<b>38.91%</b>	<b>22,207.36</b>	
6400		<b>Music</b>								
6410		Adult Music	-	-	92.31	1,550.00	(1,550.00)	0.00%	1,539.76	
6420		Juvenile Music	-	-	-	775.00	(775.00)	0.00%	650.68	
		<b>Total Music</b>	<b>-</b>	<b>-</b>	<b>92.31</b>	<b>2,325.00</b>	<b>(2,325.00)</b>	<b>0.00%</b>	<b>2,190.44</b>	

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

				January 2018 Actuals	January 2018 Actuals	Previous Year January 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
6500	Video										
6510		Adult Video		350.67	350.67	769.97	8,600.00	(8,249.33)	4.08%	8,412.08	
6520		Spanish Video		-	-	152.10	-	-	0.00%	829.99	
6530		Juvenile Video		104.17	104.17	47.61	2,060.00	(1,955.83)	5.06%	1,545.38	
6540		YA Video		-	-	-	200.00	(200.00)	0.00%	-	
		Total Video		454.84	454.84	969.68	10,860.00	(10,405.16)	4.19%	10,787.45	
		Total Collections		24,658.69	24,658.69	18,576.33	114,464.00	(89,805.31)	21.54%	102,260.23	
		Total Operating expenses		65,887.97	65,887.97	57,797.54	561,476.30	(495,588.33)	11.73%	494,135.05	
6900	Payroll Expenses										
6910	Payroll			53,080.14	53,080.14	50,209.77	710,002.00	(656,921.86)	7.48%	626,749.87	
6920	Payroll Service			712.65	712.65	899.60	4,000.00	(3,287.35)	17.82%	4,145.85	
6930	Payroll Taxes			4,939.18	4,939.18	4,143.45	57,400.00	(52,460.82)	8.60%	48,439.15	
6940	Retirement Plan			1,101.04	1,101.04	2,229.45	23,465.00	(22,363.96)	4.69%	25,165.83	
6950	Health Insurance			2,338.45	2,338.45	3,751.36	42,610.00	(40,271.55)	5.49%	36,508.60	
6980	Director Search			-	-	-	-	-	0.00%	2,680.52	
		Total Payroll Expenses		62,171.46	62,171.46	61,233.63	837,477.00	(775,305.54)	7.42%	743,689.82	
	Total Expense			128,059.43	128,059.43	119,031.17	1,398,953.30	(1,270,893.87)	9.15%	1,237,824.87	
		Net General Fund Income/(Loss) Prior to Capital Rsv Allocation		(109,816.98)	(109,816.98)	(104,208.10)	116,326.07	(226,143.05)	-94.40%	315,287.48	
		Allocation to Capital Reserve Outlay		-	-	40,000.00	80,000.00	(80,000.00)	0.00%	80,000.00	
		Net General Fund Income/(Loss)After Capital Reserve Allocation		(109,816.98)	(109,816.98)	(144,208.10)	36,326.07			235,287.48	
		<b>General Fund Balance 1/31/18</b>			<b>1,139,126.50</b>	<b>869,447.90</b>					

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

			January 2018 Actuals	January 2018 Actuals	Previous Year January 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals
<b>Bond Repayment Fund Balance 1/1/18</b>				542,828.18	522,974.00				
Bond Repayment Fund:									
		Interest Earned - Bond Repayment	761.89	761.89	129.22	-	761.89	100.0%	5,087.51
		Mill Levy Debt Repayment					-		
		Eagle County	10.72	10.72	(126.14)	533,435.45	(533,424.73)	0.0%	495,492.51
		Pitkin County	-	-	(258.31)	403,284.75	(403,284.75)	0.0%	428,457.43
		Total Mill Levy Debt Repayment	10.72	10.72	(384.45)	936,720.20	(936,709.48)	0.0%	923,949.94
		Total Debt Service Fund	772.61	772.61	(255.23)	936,720.20	(935,947.59)	0.08%	929,037.45
		Total Bond Repayment Fund Income	772.61	772.61	(255.23)	936,720.20	(935,947.59)	0.08%	929,037.45
		Expense							
		Bond Interest	-	-	-	154,031.26	(154,031.26)	0.0%	168,031.26
		Treasurer's Fees							
		Eagle County	0.32	0.32	(3.43)	16,003.06	(16,002.74)	0.0%	14,922.35
		Pitkin County	-	-	(12.81)	20,164.24	(20,164.24)	0.0%	26,229.69
		Total Treasurer's Fees	0.32	0.32	(16.24)	36,167.30	(36,166.98)	0.0%	41,152.04
		Total Bond Repayment Fund Expense	0.32	0.32	(16.24)	190,198.56	(190,198.24)	0.0%	209,183.30
		Net Bond Repayment Principle Loan Payment	-	-	-	725,000.00	-	0.0%	700,000.00
		Net Bond Repayment Fund	772.29	772.29	(238.99)	21,521.64	(745,749.35)	3.59%	19,854.15
<b>Bond Repayment Fund Balance 1/31/18</b>				543,600.47	522,735.01				
<b>**2018 Bond Repayment Schedule:</b>									
		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**  
January 2018

		January 2018 Actuals	January 2018 Actuals	Previous Year January 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals
<b>Capital Reserve Fund Balance 1/1/18</b>			<b>343,152.00</b>	<b>343,152.00</b>				
Capital Reserve Fund:								
Income								
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		521.65	521.65	278.76	3,000.00	(2,478.35)	17.39%	4,042.05
<b>Total Capital Reserve Fund Income</b>		<b>521.65</b>	<b>521.65</b>	<b>278.76</b>	<b>83,000.00</b>	<b>(82,478.35)</b>	<b>0.63%</b>	<b>87,920.05</b>
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		-	-	-	10,000.00	(10,000.00)	0.0%	15,341.50
<b>Total 8300 - Capital Reserve Expense</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>54,300.00</b>	<b>(54,300.00)</b>	<b>0.0%</b>	<b>29,095.51</b>
<b>Net Capital Reserve Fund</b>		<b>521.65</b>	<b>521.65</b>	<b>278.76</b>	<b>28,700.00</b>	<b>(28,178.35)</b>	<b>1.82%</b>	<b>58,824.54</b>
<b>Capital Reserve Fund Balance 1/31/18</b>			<b>343,673.65</b>	<b>343,430.76</b>				

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

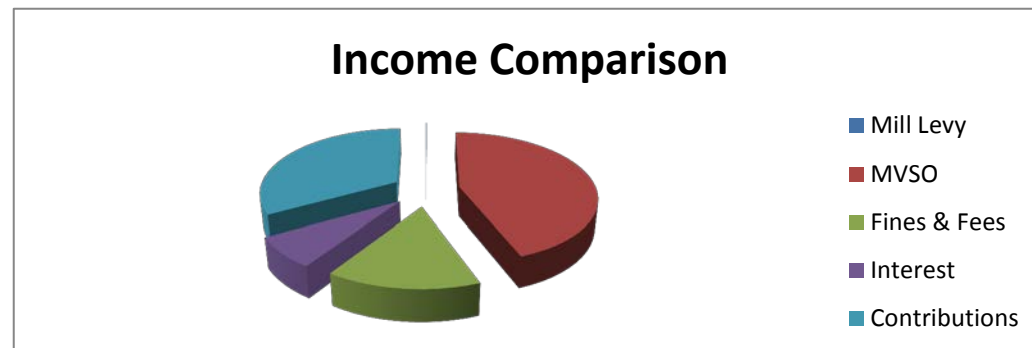
<b>Maintenance Expenditure Detail</b>				
	<b>Month</b>	<b>Vendor</b>	<b>Detail</b>	<b>Amount</b>
	<b>January</b>			
		Acme Alarm Company	2018 Test and Inspection	530.00
		Ann Scott	Reimburse for Breakroom Furniture	178.40
		Grizzly Creek Enterpr	remove bulliten boards / shelving	244.00
		Roto Rooter Plumbing	scheduled maintenance for restrooms	659.00
	<b>Total January</b>			1,611.40
	<b>Summary</b>			
		Alarm System		530.00
		Fire Sprinklers		-
		Maintenance Testing		-
		Miscellaneous		422.40
		Pest Control		-
		Plumbing/HVAC		659.00
		Window Cleaning		-
	<b>Total</b>			1,611.40

**Basalt Regional Library District  
Jan-18**

**Income Comparison**

as of 1/31/18

Mill Levy	16	0%
MVSO	8,058	44%
Fines & Fees	2,750	15%
Interest	1,366	7%
Contributions	6,053	33%
Restricted	-	0%
<b>Total</b>	<b>18,242</b>	<b>100%</b>



**Expense Comparison**

as of 1/31/18

Administration	3,233	3%
Facility	9,109	7%
Programs	4,768	4%
Technology	24,120	19%
Collections	24,659	19%
Payroll	62,171	49%
<b>Total</b>	<b>128,059</b>	<b>100%</b>

