

Basalt Regional Library District Board of Trustees
Monday, January 15, 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:
Status of Application for Expiring Board Seats
Disclosure of Any Gifts Tendered During 2017

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 December 11, 2017 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*
Finance Committee: *Heather Manolakas, treasurer*

- December Financials

- DOLA Budget Message

5:50 PM Appointment of Nominating Committee

ACTION ITEMS

5:55 PM 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.

6:00 PM Adjourn Meeting

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
August 21 2017, 5:15 PM in the Community Room**

Call to Order: Ann Stephenson called the meeting to order at 5:21 p.m.

Members Present: Ann Stephenson, President; Dick Hampleman, Secretary; Karen Barch, Trustee; Becky Musselman, Trustee

Also present: Ann Scott, Director; Kim Clinco, Bookkeeper; Erin Hollingsworth, Associate Director

Board Comments: Karen Barch commended the library on the Eclipse program. It is believed approximately 500 people attended.

Approval of July 17, 2017 Special Board Meeting Minutes: Because Dick Hampleman was not in attendance for the July 17 Special Board Meeting, a quorum was not present to approve the minutes. The approval of the July 17 Special Board Meeting Minutes will be tabled until the September meeting.

Approval of July 17, 2017 Board Meeting Minutes: Dick Hampleman moved to approve the minutes, and Karen Barch seconded. The motion passed with four ayes.

Director's Report: *Ann Scott, Director*

- The library has received two applications from qualified candidates for the open position. Ann hopes to receive several more before interviewing.
- The library is collaborating with Pitkin County Library and the Garfield County Libraries on valley-wide programming.
- The library's circulation statistics reflect a slight dip for the year to date. This is perhaps because Pitkin County was closed for a portion of the previous year.
- The library has a new website. Christy has been trained to update and maintain the website. Feedback is appreciated, as there are many changes in the format.
- The final fire safety check is on August 30th. There will also be a brief staff training on using the AED. Sandy created a maintenance calendar, so that there is a history of previous maintenance issues, as well as a schedule for future appointments.
- Ann asked if the board would be interested in attending a new board member training session or a board member retreat.

Staff Report: *Erin Hollingsworth, Associate Director*

- The Eclipse Watch Party was hugely successful. Approximately 500 people attended. There were activities for children, snacks, and the library's telescopes were set up on the lawn.
- Summer Reading for children and teens finished at the end of July. Enrollment and attendance was on par with previous years.
- The regular adult programs, such as the Yarn Group and Foreign Film Night, have consistent attendance. The Summer Poetry Workshop will be wrapping up with an open-mic event on September 8th. The library will be partnering with Eagle County and Pitkin County Senior Services on a healthy aging initiative.

- The Summer Music Series was also very successful, with full audiences for each performance.

Committee Reports:

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

Policy Committee: *Heather Manolakas, chair.* No report.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* There will be a discussion and vote on approving the updates to the employee handbook later in the meeting.

Facilities Committee: *Dick Hampleman, chair.* Dick is coordinating bids for staining the exterior of the building. Maintenance of the building will also inform the finance committee's plan to increase the capital reserve fund.

Finance Committee: *Heather Manolakas, treasurer.* Kim gave the report for the finance committee. The finance committee has discussed increasing the allocation to the capital reserve fund, especially since the library will be receiving extra funding as a result of the increase to the mill levy over the next six years. A draft copy of the plan was distributed to all board members.

- **July Financials:** Cash balance at the end of July was \$3,276,671.51. The motor vehicle increase is running ahead of budget for the current year. Fines and fees are at budget for the first seven months of the year. Interest on bank accounts and late tax payments are over budget. Income for the first seven months is at 89 percent. Operating expenses, which include administration, are under budget at 51 percent. Facility expenses, which include janitorial expenses, maintenance, and utilities, are under budget at 41 percent. Library programs are slightly under budget, due in part because the budget for Community Programming, which is shared among departments, has not been spent. Ann mentioned that the funds in Community Programming may be split among departments in the future. The budget for supplies is almost spent. The second large payment for the Marmot contracts was made. As a result, Technology & Equipment is slightly over budget at 63 percent. Under collections, adult fiction and nonfiction are almost completely spent. The Spanish children's and juvenile books balance each other out, and will be combined next year. The library's new databases cost slightly more than in previous years, but digital resources overall should be under budget. Music and video expenses are within budget. Overall, collection expenses are at 60 percent. Total operating expenses through July are at 52 percent. Payroll is under budget; only 53 percent has been spent. Fund balance at the end of July was \$1,616,382.40. The only capital reserve expenditure through July was on new LED lights.

Action Items:

Discussion and possible vote on Resolution 2017-07, a Resolution of the Basalt Regional Library District to update the BRLD Employee Handbook: Copies of the changes to the employee handbook were previously distributed to board members. No discussion. Karen Barch moved, and Dick Hampleman seconded to approve the changes to the BRLD Employee Handbook. The motion carried with four ayes.

Adjournment: Karen Barch moved, and Dick Hampleman seconded to adjourn the meeting. The motion carried with four ayes. The meeting adjourned at 5:59 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

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

Call to Order: Michael Latousek called the meeting to order at 5:20 p.m.

Members Present: Ann Stephenson, President; Michael Latousek, Vice President; Heather Manolakas, Treasurer; Dick Hampleman, Secretary; Karen Barch, Trustee;

Also present: Ann Scott, Director; Kim Clinco, Bookkeeper; Erin Hollingsworth, Associate Director

Board Comments: Ann Stephenson spoke with Jen Riffle of the Basalt Town Council about the new Habitat for Humanity Housing in Basalt. Jen said the housing should be open to BRLD employees.

Approval of July 17, 2017 Special Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the July 17 Special Board Meeting Minutes will be tabled until the November meeting.

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

Approval of September 18, 2017 Board Meeting Minutes: Karen Barch moved and Heather Manolakas seconded to approve the minutes from the September 18 board meeting. The motion passed with 4 ayes.

Director's Report: *Ann Scott, Director*

- Ann is working with the town's public works department to evaluate the back parking lot. The parking lot may need a slurry surface treatment, which is usually required every five years.
- Ann is investigating the possibility of clearing out the library's storage unit at Basalt Mini Storage. Items that need to be stored may be moved to the library's on-site storage.
- One of the library's door counters is still not working and may be replaced with a low-tech version.
- Ann will be meeting with Marmot to discuss replacing some of the ageing technology in the library, including computers and self-checkout machines.
- Ann will also meet with Marmot to ensure that all on-call Marmot staff members know how to lock down the library building, should that be necessary in the case of an emergency.
- The library's AWE literacy computers will be updated before the end of the year.
- Signa is working on the website to make certain features more intuitive and user-friendly.
- The library's marketing process is currently being streamlined to feature more of the library's offerings, including e-books.
- The BRLD marketing department will be meeting with the Pitkin County Library's marketing department to coordinate advertising for the Jane Austen series of events in November.

- Garfield County Libraries staff members may come watch a BRLD storytime and/or technology class as part of their training.
- The library will also be collaborating with The Temporary at Willits on a new film series.
- Special District Training will take place on Friday, December 15 during a working lunch.
- New programming: Halloween parade for toddlers, teen hang-out sessions on Fridays after school, author Reyna Grande will give a public presentation on her book "The Distance Between Us" on Monday, October 23, Ajax Quartet concert on October 17.

Committee Reports:

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

Policy Committee: *Heather Manolakas, chair.* No report.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* The Personnel Committee will soon begin working on Ann Scott's contract.

Facilities Committee: *Dick Hampleman, chair.* Dick spoke with commercial painters about the building's siding. The siding may not need to be stained, but could instead be power-washed to remove some of the discoloring. Any action will have to wait until the Spring, however.

Finance Committee: *Heather Manolakas, treasurer.*

- **September Financials:** September marks the 75 percent mark for the fiscal year. Income through September is at 93 percent, with the Pitkin County mill levy still due to arrive. Operating expenses are at 65 percent. Facility expenses are at 60 percent and utility expenses are at 51 percent. Technology and equipment are at 74 percent. Collections are at 72 percent. Payroll is at 66 percent. Bond repayment is due at the beginning of next month. Capital reserve fund contribution has yet to be made for the year.
- **2018 Budget:** The second draft of the 2018 budget has been submitted to the finance committee. The only numbers that may change are the mill levy certification, tax abatement, and liability and workers compensation insurance. This budget includes only a slight increase, under 1 percent, from the 2017 budget. Little has changed in administration expenses, with a budgeted reduction of 7 percent for 2018. The facilities budget has been reduced, and the hope is that prevention will help reduce costs in maintenance. Library programs include grants that are regularly awarded, and a few line items have been changed but do not affect overall totals. Total technology is up 6 percent to cover increases in the Marmot contract and other contracts. Payroll is increasing 3 percent overall, but does not include cost-of-living increases. Health insurance does include the addition of the short term disability. The 2018 budget allows for \$80,000 to be allocated to the capital reserve fund, with a remaining surplus of \$32,719. There are two bond interest payments of approximately \$77,000 each due in 2018. Bond principal payment of \$725,000 due in November 2018. Capital Reserve expenses include asphalt repair, building exterior painting, technology expenses, and a miscellaneous \$10,000.

Action Items:

Discussion and Possible Vote to Approve Changes to the 2017 Budget: The facilities committee proposes reopening the 2017 budget to allocate \$80,000 to the Capital Reserve Fund, as opposed to the \$40,000 originally approved. There is a surplus in the general fund at the moment, which would allow the greater allocation. A resolution was not ready, so the vote will take place at the November meeting.

Adjournment: Heather Manolakas moved, and Dick Hampleman seconded to adjourn the meeting. The motion carried with five ayes. The meeting adjourned at 6:01 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
December 11, 2017, 5:15 PM in the Community Room**

Call to Order: Ann Stephenson called the meeting to order at 5:21 p.m.

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

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

Board Comments: There will be three Board positions open in March 2018. Heather Manolakas and Karen Barch may reapply. Ann Stephenson represents Pitkin County on the Board and will be unable to reapply due to term limitations. The available positions will be posted in January 2018. Board members must be approved by Eagle and Pitkin counties and the Town of Basalt.

Approval of July 17, 2017 Special Board Meeting Minutes: Heather Manolakas moved and Karen Barch seconded the motion to approve the July 17, 2017 Special Board Meeting Minutes. The motion passed with 4 ayes.

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 January 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 January meeting.

Approval of November 13, 2017 Public Hearing Minutes: Heather Manolakas moved and Roger Garrett seconded the motion to approve the November 13, 2017 Public Hearing Minutes. The motion passed with 4 ayes.

Approval of November 13, 2017 Board Meeting Minutes: Heather Manolakas moved and Becky Musselman seconded the motion to approve the November 13, 2017 Board Meeting Minutes. The motion passed with 4 ayes.

Director's Report: *Ann Scott, Director*

- Berenice has started staff evaluations. Ann will be meeting with each staff member to discuss goals for next year before the end of this year.
- Staff will be given the opportunity to complete online trainings through resources like Lynda.com.
- Starting in the new year, staff will be discussing a different library-related issue each month as part of continuing education.
- The marketing department is working with Pitkin County and Garfield County to market our e-book collection.

- Signa has almost completed the library's new website. The new website will resolve some security and accessibility issues from the old website. There will be a soft launch within the next week.
- Door counters have been replaced, with a count of 7,000 visitors over the past 20 days.
- The storage unit is completely empty, and the library will no longer have to pay for the storage unit.
- Marmot completed the library's inventory of computers and machines, and has a plan for replacing machines over the next year.
- Ann will be meeting with Charlotte to discuss shifting funds from the physical music collection to MP3s.
- Circulation statistics are similar to previous months.

Committee Reports:

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

Policy Committee: *Heather Manolakas, chair.* No report.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* The Personnel Committee has been working on Ann Scott's contract. Ann's current contract called for an evaluation in November, prior to signing the new contract. Ann Stephenson & Roger Garrett completed an abbreviated evaluation on November 30. A survey evaluation will be sent to the staff soon. For Ann Scott's new contract, Ann Stephenson adjusted figures from the 6-month contract to create the 12-month contract.

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

Finance Committee: *Heather Manolakas, treasurer.*

- **November Financials:** The budget at the end of November was at 92 percent. Mill levy collections are at 93 percent, with Pitkin County slightly behind. MVSO is at 141 percent. Interest earning are also very high, at 336 percent, which has been adjusted for in next year's budget. Total income is at 96.75 percent. As for expenses, insurance was paid in November, bringing that line item to 95.85 percent. Professional development is at 60 percent, and advertising at 82 percent. Total administration costs are at 81.96 percent. Facility expenses are at 74 percent, with snow removal expenses yet to be paid. Utilities are at 62 percent, bringing total facility expenses to 70 percent. Library programs are at 79 percent. Total technology is at 86 percent, with some expenses more than anticipated, which has been adjusted in the 2018 budget. The Bibliotheca contract will be paid in December. Total collections is at 81 percent, and staff has been reminded to place orders before the end of the year. Payroll expenses are at 80 percent. Allocation to Capital Reserve has not yet been made. Nothing has changed on the Bond Repayment, with approximately \$600,000 remaining. Maintenance expenses for December include reupholstering the bottom cushions in the teen area.
- **IRS Notice:** The library received a bill from the IRS for \$63,000 relating to a 2011 incident in which W2 forms were not filed correctly. In November 2015, a letter of abatement was sent to try to mitigate the bill, but the issue was not resolved. Ann Scott is trying to get more information and copies of previous correspondence to

see what has already been done and will be starting the process again. A second letter of abatement along with W2 forms from 2011 will be submitted. Possibly, a tax attorney will be consulted.

Action Items:

Discussion and possible vote to approve Mango Languages contract: The library will receive a discount of approximately \$500 for signing a 3-year contract with Mango. Payment is due upfront. Heather Manolakas moved and Becky Musselman seconded to approve the 3-year contract with Mango Languages. The motion passed with 5 ayes.

Discussion to approve any final budget changes: The 2018 budget has been adjusted to reflect lower mill levy totals from both Eagle and Pitkin County, the updated insurance, and the new Mango contract.

Discussion and possible vote on Resolution 2017-10, a Resolution of the Basalt Regional Library District summarizing expenditures and revenues for each fund and adopting a budget for the calendar year beginning on the first day of January 2018, and ending on the last day of December 2018: Heather Manolakas moved and Karen Barch seconded to approve Resolution 2017-10. The motion passed with 5 ayes.

Discussion and possible vote on Resolution 2017-11, a Resolution of the Basalt Regional Library District appropriating sums of money to the various funds and spending agencies for the 2018 budget year: Karen Barch moved and Heather Manolakas seconded to approve Resolution 2017-11. The motion passed with 5 ayes.

Discussion and possible vote on Resolution 2017-12, a Resolution of the Basalt Regional Library District levying property taxes for the year 2018 to help defray the costs of government for the Basalt Regional Library District, Colorado, for the 2018 budget year: Heather Manolakas moved and Roger Garrett seconded to approve Resolution 2017-12. The motion passed with 5 ayes.

Executive Session: Pursuant to C.R.S. 22-62-302 Personnel Matters, the Board went into executive session at 6:10 p.m. to discuss the Library Director's contract.

Discussion and possible vote to approve Library Director's contract: The Board ended the Executive Session at 6:35 p.m. Karen Barch moved and Becky Musselman seconded to approve the Library Director's contract for 2018. The motion passed with 5 ayes.

Adjournment: Heather Manolakas moved and Karen Barch seconded to adjourn the meeting. The motion carried with five ayes. The meeting adjourned at 6:38 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

**Basalt Regional Library District
Balance Sheet
as of December 31, 2017 - Preliminary**

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 62,364.72	\$ -	\$ -	\$ 62,364.72
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
Total Current Assets	\$ 1,219,090.63	\$ 542,828.15	\$ 401,976.54	\$ 2,163,895.32
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	23,821.57	-	-	23,821.57
Property Tax Receivable	2,297,523.25	-	-	2,297,523.25
	\$ 2,325,300.62	\$ -	\$ -	\$ 2,325,300.62
TOTAL ASSETS	\$ 15,130,064.33	\$ 542,828.15	\$ 401,976.54	\$ 16,074,869.02
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 21,738.90	\$ -	\$ -	\$ 21,738.90
Other Current Liab				
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	-	-	-	-
Wages Payable	9,217.12	-	-	9,217.12
Total Other Current Liab	\$ 2,367,075.19	\$ -	\$ -	\$ 2,367,075.19
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	\$ 9,378,814.09	\$ -	\$ -	\$ 9,378,814.09
Investment in Capital Assets	\$ 4,498,128.45	\$ -	\$ -	\$ 4,498,128.45
Fund Balance - of 1/1/17				
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
Total Fund Balance	1,013,656.00	(177,026.00)	343,152.00	1,179,782.00
Fund Revenue/Expenditures				
Current Year-to-Date Revenue	\$ 1,553,112.35	\$ 929,037.45	\$ 87,920.05	\$ 2,570,069.85
Current Year-to-Date Expenditures	1,313,646.56	209,183.30	29,095.51	1,551,925.37
Net Current Year	239,465.79	719,854.15	58,824.54	1,018,144.48
Total Fund Balance - as of 12/31/17	1,253,121.79	542,828.15	401,976.54	2,197,926.48
Total Liabilities and Fund Balance	\$ 15,130,064.33	\$ 542,828.15	\$ 401,976.54	\$ 16,074,869.02

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
December 2017 - Preliminary**

		Dec 2017 Actuals	Jan -Dec 2017 Actuals	Previous Year Jan-Dec 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
General Operating Fund Balance 1/1/17 (Includes Tabor Reserve)			1,013,656.00	1,151,394.00					
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County	1,372.29	541,102.71	525,502.12	541,537.76	(435.05)	99.92%	525,502.12	
4020	Pitkin County	6,196.25	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%	-	
	Total General Operating Mill Levy	7,568.54	1,371,621.10	987,858.11	1,372,787.56	(1,166.46)	99.92%	987,858.11	
4100	MVSO - General Operating								
4110	Eagle County	5,328.30	62,431.92	47,618.63	35,000.00	27,431.92	178.38%	47,618.63	
4120	Pitkin County	3,012.59	37,902.29	29,683.97	30,000.00	7,902.29	126.34%	29,683.97	
	Total MVSO - General Operating	8,340.89	100,334.21	77,302.60	65,000.00	35,334.21	154.36%	77,302.60	
4200	Fines & Fees								
4205	Coffee Purchase	106.00	864.75	974.03	500.00	364.75	100.00%	974.03	
4210	Copies	648.79	8,229.14	7,245.87	6,000.00	2,229.14	137.15%	7,245.87	
4215	Earbuds	20.00	200.00	361.80	100.00	100.00	100.00%	361.80	
4220	Faxing	63.60	792.00	846.46	1,000.00	(208.00)	79.20%	846.46	
4230	Fines	1,404.33	18,747.64	20,191.07	25,000.00	(6,252.36)	74.99%	20,191.07	
4240	Guest Passes	13.00	178.30	276.40	600.00	(421.70)	29.72%	276.40	
4250	Meeting Room Rental	487.50	5,608.25	6,858.00	5,000.00	608.25	112.17%	6,858.00	
4260	Replacement Books	28.99	813.50	692.70	750.00	63.50	108.47%	692.70	
4270	Replacement Library Cards	29.00	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	
	Total Fines & Fees	2,801.21	40,218.21	44,403.13	40,750.00	(531.79)	98.69%	44,403.13	
4300	Earnings on investments								
4310	Colostrust Int Op Acct/Mill Levy	2,288.65	22,485.31	11,246.96	6,000.00	16,485.31	374.76%	11,246.96	
	Total Earnings on investments	2,288.65	22,485.31	11,246.96	6,000.00	16,485.31	374.76%	11,246.96	
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

Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
December 2017 - Preliminary

		Dec 2017 Actuals	Jan -Dec 2017 Actuals	Previous Year Jan-Dec 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
4473	Grant - Thrift Store	-	-	1,600.00	-	-	0.00%	1,600.00	
4480	Other	-	1,082.70	30.50	2,000.00	(917.30)	54.14%	30.50	miscellaneous donations
	Total Contributions	-	8,582.70	20,859.50	13,500.00	(4,917.30)	63.58%	20,859.50	
4490	Restricted Fund Income - Foundation	-	3,000.00	7,612.83	-	3,000.00	100.00%	7,612.83	
	Restricted Fund Income - Friends	200.00	5,370.82	4,388.59	-	-	100.00%	4,388.59	
4490	Restircted Fund Income - Pardon My Garden	-	1,500.00	-	-	1,500.00	100.00%	-	
	Total Restrcted Fund Income - Foundation/Friends	200.00	9,870.82	12,001.42	-	4,500.00	100.00%	12,001.42	
	Total Income	21,199.29	1,553,112.35	1,153,671.72	1,498,037.56	49,703.97	103.68%	1,153,671.72	
	Operating expenses								
5000	Administration								
5005	Contract Services								
5010	Accounting	726.25	11,366.25	11,276.50	14,000.00	(2,633.75)	81.19%	11,276.50	
5020	Audit - Annual	-	8,900.00	8,900.00	9,200.00	(300.00)	96.74%	8,900.00	
5030	Courier	-	8,057.00	6,940.00	7,000.00	1,057.00	115.10%	6,940.00	rates increased - paid in 4th quarter
5040	Legal	-	404.50	4,697.95	5,000.00	(4,595.50)	8.09%	4,697.95	
	Total Contract Services	726.25	28,727.75	31,814.45	35,200.00	(6,472.25)	81.61%	31,814.45	
5100	Insurance								
5110	Property & Liability Insur	-	20,195.09	17,038.37	20,000.00	195.09	100.98%	17,038.37	
5120	Worker's compensation	-	1,371.00	1,599.99	2,500.00	(1,129.00)	54.84%	1,599.99	
	Total Insurance	-	21,566.09	18,638.36	22,500.00	(933.91)	95.85%	18,638.36	
5210	Postage & Shipping	16.79	649.09	904.19	1,000.00	(350.91)	64.91%	904.19	
5220	Professional Dev. & Memberships								
5230	Board	-	228.41	982.63	1,100.00	(871.59)	20.76%	982.63	
5235	Employment Council	-	1,454.45	1,531.55	1,500.00	(45.55)	96.96%	1,531.55	Mountain States
5240	Library Association Dues	-	792.50	2,460.00	1,000.00	(207.50)	79.25%	2,460.00	
5250	Spec District Ass'n Due	-	619.37	255.00	3,000.00	(2,380.63)	20.65%	255.00	
5260	Staff	484.54	3,754.23	4,359.34	6,000.00	(2,245.77)	62.57%	4,359.34	
5270	Travel expenses	1,151.04	3,190.90	473.93	1,500.00	1,690.90	212.73%	473.93	utilized line items under budget
	Total Professional Dev. & Memberships	1,635.58	10,039.86	10,062.45	14,100.00	(4,060.14)	71.20%	10,062.45	
5280	Publicity								
5290	Advertising	1,331.00	9,207.38	11,718.58	9,000.00	207.38	102.30%	11,718.58	
	Total Publicity	1,331.00	9,207.38	11,718.58	9,000.00	207.38	102.30%	11,718.58	
5300	Supplies								

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
December 2017 - Preliminary**

			Dec 2017 Actuals	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	568.19	8,813.80	10,913.85	12,000.00	(3,186.20)	73.45%	10,913.85	
5320		Technical Cataloging & Service	3,215.68	6,710.17	5,281.21	6,500.00	210.17	103.23%	5,281.21	
		Total Supplies	3,783.87	15,523.97	16,195.06	18,500.00	(2,976.03)	83.91%	16,195.06	
5350		Treasurer's fees								
5360		Eagle fees	44.02	22,091.74	15,804.54	21,496.13	595.61	102.77%	15,804.54	
5370		Pitkin fees	330.56	27,039.96	23,005.69	32,166.00	(5,126.04)	84.06%	23,005.69	
		Total Treasurer's fees	374.58	49,131.70	38,810.23	53,662.13	(4,530.43)	91.56%	38,810.23	
		Total Administration	7,868.07	134,845.84	128,143.32	153,962.13	(19,116.29)	87.58%	128,143.32	
5400		Facility Expenses								
5410		Janitorial	4,145.00	49,740.00	49,740.00	49,750.00	(10.00)	99.98%	49,740.00	
5420		Janitorial Supplies	48.95	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	624.60	16,487.20	34,135.31	33,000.00	(16,512.80)	49.96%	34,135.31	
5450		Mat Cleaning	27.38	663.28	650.78	720.00	(56.72)	92.12%	650.78	
5460		Snow Removal	4,400.00	4,478.75	6,635.00	5,000.00	(521.25)	89.58%	6,635.00	
		Total Facility Expenses (Maintenance)	9,245.93	84,758.56	103,350.78	102,470.00	(17,711.44)	82.72%	103,350.78	
5500		Utilities								
5510		Electric	255.49	6,366.09	9,966.40	10,500.00	(4,133.91)	60.63%	9,966.40	
5520		Gas	873.68	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	1,093.40	6,649.94	6,618.86	6,600.00	49.94	100.76%	6,618.86	
5560		Trash	441.83	4,996.05	4,275.56	5,000.00	(3.95)	99.92%	4,275.56	
5570		Water	607.06	3,461.33	3,159.86	3,000.00	461.33	115.38%	3,159.86	quarterly basis / additonal usage?
		Total Utilities	3,271.46	29,912.98	34,523.95	44,100.00	(14,187.02)	67.83%	34,523.95	
		Total Facility Expenses	12,517.39	114,671.54	137,874.73	146,570.00	(31,898.46)	78.24%	137,874.73	
5600		Library Programs								
5610		Adult	50.00	2,814.03	2,636.96	3,000.00	(185.97)	93.80%	2,636.96	
5620		Children's	295.98	4,712.35	4,743.48	4,455.00	257.35	105.78%	4,743.48	utilized line items under budget
5630		Community	799.04	6,513.82	5,231.88	6,000.00	513.82	108.56%	5,231.88	utilized line items under budget
5640		Music	359.20	9,840.38	8,867.88	11,080.00	(1,239.62)	88.81%	8,867.88	
5650		Outreach	-	338.04	384.50	1,450.00	(1,111.96)	23.31%	384.50	
5633		Outreach Advertising	-	3,190.00	2,610.00	3,700.00	(510.00)	86.22%	2,610.00	
5635		Outreach Volunteer	-	-	-	550.00	(550.00)	0.00%	-	
5660		Young Adult	33.54	3,463.51	3,485.54	4,550.00	(1,086.49)	76.12%	3,485.54	

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
December 2017 - Preliminary**

				Dec 2017 Actuals	Jan -Dec 2017 Actuals	Previous Year Jan-Dec 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
Total Video				865.90	10,060.67	9,727.81	10,403.00	(342.33)	96.71%	9,727.81	
Total Collections				10,151.18	98,941.69	101,944.37	103,492.50	(9,330.42)	95.60%	101,944.37	
Total Operating expenses				32,855.41	486,042.74	515,646.61	563,419.63	(77,376.89)	86.27%	515,646.61	
6900	Payroll Expenses							-			
6910	Payroll			74,832.59	626,749.87	612,199.42	700,005.23	(73,255.36)	89.54%	612,199.42	adult services started late Mar/no SD
6920	Payroll Service			322.00	4,145.85	3,602.68	4,000.00	145.85	103.65%	3,602.68	per payroll processing / Jan = year end
6930	Payroll Taxes			5,576.97	48,439.15	47,437.50	53,000.45	(4,561.30)	91.39%	47,437.50	based on payroll paid
6940	Retirement Plan			2,940.93	25,165.83	19,843.89	22,400.00	2,765.83	112.35%	19,843.89	employee contribution/BL matching
6950	Health Insurance			2,262.44	40,422.60	32,057.28	33,677.16	6,745.44	120.03%	32,057.28	health insurance / TRIAD
6980	Director Search			-	2,680.52	-	-	2,680.52	0.00%	-	\$15,000 allocated by Board - #6910
Total Payroll Expenses				85,934.93	747,603.82	715,140.77	813,082.84	(65,479.02)	91.95%	715,140.77	
Total Expense				118,790.34	1,233,646.56	1,230,787.38	1,376,502.47	(142,855.91)	89.62%	1,230,787.38	
Net General Fund Income/(Loss) Prior to Capital Rsv Allocation				(97,591.05)	319,465.79	(77,115.66)	121,535.09	192,559.88	262.86%	(77,115.66)	
Allocation to Capital Reserve Outlay				-	80,000.00	40,000.00	80,000.00	-	100.00%	40,000.00	
Net General Fund Income/(Loss)After Capital Reserve Allocation				(97,591.05)	239,465.79	(117,115.66)	41,535.09			(117,115.66)	
General Fund Balance 12/31/17					1,253,121.79	1,034,278.34					

Basalt Regional Library District
Bond Repayment Fund
Profit & Loss Budget Performance
December 2017 - Preliminary

		Dec 2017 Actuals	Jan -Dec 2017 Actuals	Previous Year Jan-Dec 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
Bond Repayment Fund Balance 1/1/17			522,974.00	509,612.00				
Bond Repayment Fund:								
	Interest Earned - Bond Repayment	693.48	5,087.51	3,825.83	-	5,087.51	100.0%	3,975.83
	Mill Levy Debt Repayment					-		
	Eagle County	924.41	495,492.51	479,919.79	495,890.89	(398.38)	99.92%	481,202.52
	Pitkin County	5,719.61	428,457.43	424,311.95	428,844.80	(387.37)	99.91%	426,790.13
	Total Mill Levy Debt Repayment	6,644.02	923,949.94	904,231.74	924,735.69	(785.75)	99.92%	907,992.65
	Total Debt Service Fund	7,337.50	929,037.45	908,057.57	924,735.69	4,301.76	100.47%	911,968.48
	Total Bond Repayment Fund Income	7,337.50	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	29.64	14,922.35	14,432.03	14,876.73	45.62	100.31%	14,473.23
	Pitkin County	305.14	26,229.69	21,389.69	21,442.24	4,787.45	122.33%	21,521.89
	Total Treasurer's Fees	334.78	41,152.04	35,821.72	36,318.97	4,833.07	113.31%	35,995.12
	Total Bond Repayment Fund Expense	334.78	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	700,000.00	580,331.25	700,000.00	-	100.0%	670,000.00
	Net Bond Repayment Fund	(692,997.28)	19,854.15	101,210.84	20,385.46	(531.31)	97.39%	15,279.60
Bond Repayment Fund Balance 12/31/17			542,828.15	610,822.84				
**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
December 2017 - Preliminary

		Dec 2017 Actuals	Jan -Dec 2017 Actuals	Previous Year Jan-Dec 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
Capital Reserve Fund Balance 1/1/17			343,152.00	296,720.00				
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	431.54	4,042.05	1,818.06	-	4,042.05	100.0%	2,057.48
	Total Capital Reserve Fund Income	431.54	87,920.05	1,818.06	40,000.00	47,920.05	219.8%	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	-	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
	Total 8300 - Capital Reserve Expense	-	29,095.51	10,360.57	40,300.00	(11,204.49)	72.2%	17,544.05
	Net Capital Reserve Fund	431.54	58,824.54	(8,542.51)	(300.00)	59,124.54	-19,608.18%	24,513.43
Capital Reserve Fund Balance 12/31/17			401,976.54	288,177.49				
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						
	Total	29,095.51						

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

Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		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
	Total January			2,376.97
	February			
		One Source Lighting	repair lights in children's circle	575.00
		Grizzly Creek Enterpr	spot clean carpet stains	40.00
	Total February			615.00
	March			
		Acme Alarm	2nd quarter monitoring	99.00
		Basalt Security	extra keys	18.75
		Basalt Mini Storage	March Storage	164.00
	Total March			281.75
	April			
		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
	Total April			529.65
	May			
		Basalt Mini Storage	June Storage	164.00
		Two Peaks Electric	move floor receptical	215.00
		Orkin	Pest Control	104.26
	Total May			483.26
	June			
		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
	Total June			2,218.48
	July			
		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
	Total July			3,388.13
	Aug			
		Basalt Mini Storage	Aug storage	164.00
		Basalt Security	security lever for children's room	397.50

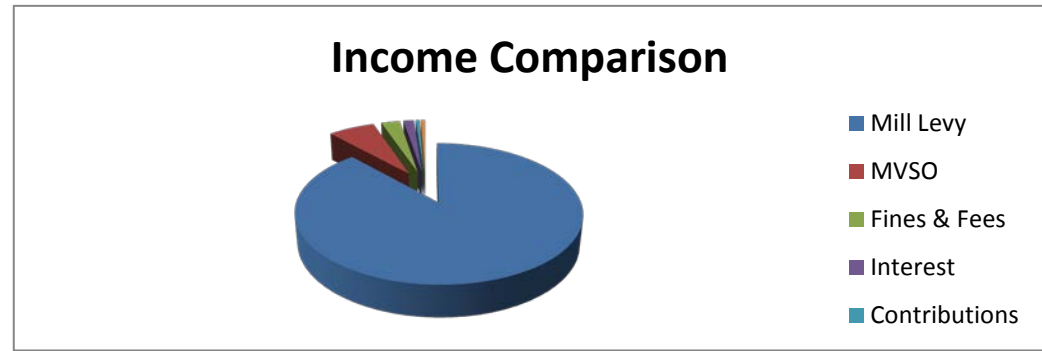
**Basalt Regional Library District
General Fund
Maintenance Detail
as of December 31, 2017**

Maintenance Expenditure Detail			
Month	Vendor	Detail	Amount
	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
	Total August		1,682.00
	Sept		
	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
	Total September		2,260.36
	Oct		
	Basalt Mini Storage	Oct Storage	172.00
	Total October		172.00
	November		
	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
	Total November		1,855.00
	December		
	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
	Total December		624.60
	Summary		
	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
	Total		16,487.20

**Basalt Regional Library District
Dec-17**

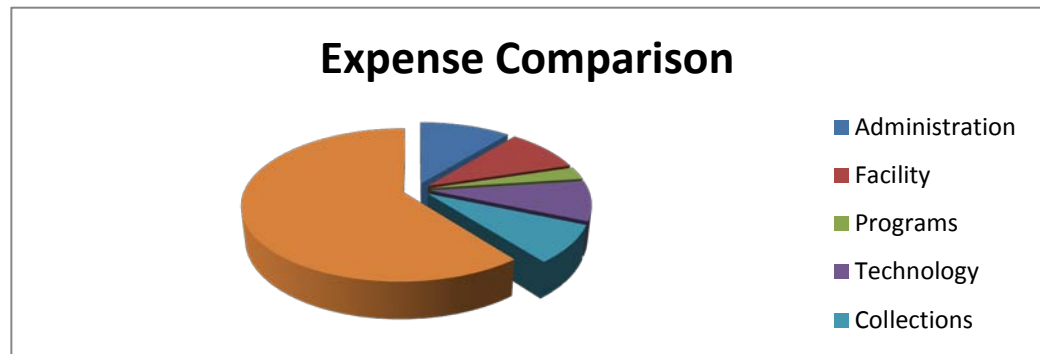
Income Comparison

	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%
Total	1,553,112	100%



Expense Comparison

	as of 12/31/17	
Administration	134,846	11%
Facility	114,672	9%
Programs	32,975	3%
Technology	104,609	8%
Collections	98,942	8%
Payroll	747,604	61%
Total	1,233,647	100%



**BASALT REGIONAL LIBRARY DISTRICT BOARD
RESOLUTION NO. 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.

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c) the Library District is required annually to designate a place for the posting of official notices; and

WHEREAS, pursuant to C.R.S. § 24-90-109(1)(p.5) the Library District is required to adopt a current, accurate map of the District boundaries and to provide it to the state library, and;

WHEREAS, the Library District desires to establish its official mailing address, telephone number, contact person, and president of the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE BASALT REGIONAL LIBRARY DISTRICT:

1. Recitals: The foregoing recitals are incorporated by reference as findings and determinations of the Board.
2. Posting: The official place for the posting of all required legal notices shall be the front door/south entrance of the library building located at 14 Midland Ave. Basalt, CO 81621.
3. Adoption of Map: The District boundary map attached hereto as Exhibit A is hereby adopted as the official map for the District.
4. Administrative Matters: The following are hereby adopted as the official administrative and contact information for the District:

Address:	14 Midland Ave. Basalt, CO 81621
Phone number:	970-927-4311
Website:	www.basaltlibrary.org
Contact person:	Ann Scott, Executive Director
Board President:	Ann Stephenson

This resolution 2018-01 is hereby ADOPTED by a vote of _____ on this _____ day of _____, 2018.

BASALT REGIONAL LIBRARY DISTRICT
ATTEST:

Ann Stephenson, President

Michael Latousek, Vice-President