

Basalt Regional Library District Board of Trustees
Monday, July 16, 2018, 5:15 PM
Basalt Regional Library Community Room

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

Board of Trustees: Karen Barch, President; Michael Latousek, Vice President; Becky Musselman, Vice President; Roger Garrett, Treasurer; Dick Hampleman, Secretary; Christi Blish, Trustee; Enid Ritchy, 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
- 5:17 PM** Board Comments
- 5:20 PM** Approval of Minutes of May 21, 2018 Board Meeting
Approval of Minutes of June 18, 2018 Board Meeting
- 5:25 PM** Director's Report, *Ann Scott*
- 5:30 PM** Committee Reports:
Strategic Planning Committee: *Christi Blish, chair*
- Strategic Planning Report
- Bylaws Committee: *Michael Latousek, chair*
- Policy Committee: *Becky Musselman, chair*
- Personnel & Human Relations Committee: *Karen Barch, chair*
- Facilities Committee: *Dick Hampleman, chair*
- Finance Committee: *Roger Garrett, chair*
- June Financials
 - 10 Year Operating Analysis
 - 10 Year Reserve Analysis

6:30 PM Audit Report

7:00 PM Adjourn Meeting

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
May 21, 2018, 5:15 PM in the Community Room**

Call to Order: Becky Musselman called the meeting to order at 5:18 p.m.

Members Present: Becky Musselman, Vice President; Michael Latousek, Vice President; Dick Hampleman, Secretary; Roger Garrett, Treasurer; Enid Ritchy, Trustee; Christi Blish, Trustee; Karen Barch, President (via phone)

Also Present: Ann Scott, Director; Kim Clinco, Accountant; Erin Hollingsworth, Associate Director, Sandra Dexter, Administrative Assistant to the Director

Board Comments: Tom Stephenson, the husband of former BRLD Board President Ann Stephenson, passed away on May 16. The Board will be collecting donations to give to an organization of Ann's choice in Tom's name.

Induction of New Trustees: The new trustees have been ratified by their respective counties. Becky Musselman formally welcomed Christi Blish and Enid Ritchy to the Board.

Approval of April 16, 2018 Board Meeting Minutes: Enid had a question about the Kindle training for staff that was mentioned in the April meeting. Michael Latousek moved and Roger Garrett seconded to approve the April 16, 2018 Board Meeting Minutes. The motion passed with 6 ayes.

Director's Report: *Ann Scott, Director*

- The library has been exploring potential partnerships with other local organizations; for example: Aspen Hope Center, Writ Large, and Valley Settlement Project.
- Programming: Berenice is developing a series of computer classes that will be taught in Spanish. Matt has developed a Philosophy Club that meets monthly. The Youth Services Department is ready for the Summer Reading Programs to begin.
- Facilities: Ann spoke with a member of the Basalt Police Department about a "panic button" system. There are several companies in the Valley that also use Honeywell, and the Basalt Police recommends having such a system. Several staff members attended a Fire Extinguisher Training with the Basalt Fire Department. Staff completed a scavenger hunt to locate all of the library's fire extinguishers. Grand River Construction will be completing the town's asphalt sealing, and Ann will meet with them to see if they could also re-seal the library's parking lot.
- Staff is no longer checking in items at the Front Desk in an effort to eliminate errors.
- Berenice worked with Marmot to design new hold slips. The new slips offer a greater degree of confidentiality for patron information.
- Ann attended the Marmot Council Meeting in Palisade, where a new executive director of Marmot was chosen. Ann also learned about the shifting priorities of the Marmot organization, and potential impacts on individual libraries.
- Marketing: New formats for the library's newsletters and brochures. There will be a new, touch-screen kiosk in the libby that will display all of the library's news, events, and programs.

- **Statistics:** Sandra Dexter, who compiles the library's statistics, presented the new format for library statistics. Circulation statistics are divided into different groups: Adult, Spanish, Young Adult, Juvenile, and Combined Divisions. Combined Divisions are items that are not split between age groups. There are several new categories: Adult Continuing Education, Adult DVD TV Series. The Express Books section has been discontinued. Electronic Materials include e-books and streaming videos. Digital magazines are considered a database, and are included with the other databases. Database usage, program attendance, as well as door counts and public computer usage are new to the statistics report. Ann and Sandy are working with Marmot on using Tableau to present the library's statistics in different ways. Included in the statistics this month are examples of how Telluride presents some of their data.

Motion to Approve Installation of Panic Button System: After discussing the cost of installing a panic button system from Honeywell (\$300 installation, \$50/month service) and the potential for obtaining grants to recoup some of that money, Roger Garrett moved and Michael Latousek seconded to approve the installation of a panic button system. The motion passed with 6 ayes and Ann Scott will move forward with contacting Honeywell about installation.

Committee Reports:

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

Policy Committee: *Becky Musselman.* No report.

Personnel & Human Relations Committee: *Roger Garrett.* No report.

Facilities Committee: *Dick Hampleman, chair.* Dick has contacted three companies for estimates on power-washing the building's siding, and is awaiting their bids.

Finance Committee: *Roger Garrett, Treasurer*

- **April Financials:** As of April 30, 2018, total current assets are \$2,737,415.70. Revenues are as expected. Mill levy funds are ahead so far this year. Total income is at 44 percent, which is ahead (normal percentages through April are usually 34 percent). No major expenses of note. Items at 100 percent are annual contracts that have been paid. Payroll expenses are below budget at 30 percent. Total expenses are at 32 percent. Net General Fund Income is \$231,748.81. Bond interest repayment is at 50 percent, with payments made twice a year. Maintenance expenses included replacing lights and moving shelves.

Discussion & Formation of Committees 2018-2019: Included in the board packets was a handout of current committee formations for 2018-2019. Michael Latousek will remain chairperson for the Bylaws Committee. Becky Musselman will be the chairperson for the Policy Committee, and Enid Ritchy will serve on the committee. Karen Barch will be the chairperson for the Personnel & Human Relations Committee, and Enid Ritchy will serve on the committee. Dick Hampleman will remain chairperson for the Facilities Committee, and Christi Blish will serve on the committee. Roger Garrett will be chairperson for the Finance Committee, and Karen Barch will serve on the committee. A new standing committee has been proposed: a Community

Stewardship Committee (official title TBD) to create a strategic plan for the library, consider outreach opportunities, and assist the Director in the annual review process. Christi Blish will be chairperson for this new committee, and Karen Barch will serve on the committee.

Adjournment: Michael Latousek moved and Becky Musselman seconded to adjourn the meeting. The motion passed with 6 ayes. Becky Musselman adjourned the meeting at 6:03 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
June 18, 2018, 5:15 PM in the Community Room**

Call to Order: Karen Barch called the meeting to order at 5:20 p.m.

Members Present: Karen Barch, President; Becky Musselman, Vice President; Roger Garrett, Treasurer; Christi Blish, Trustee

Also Present: Ann Scott, Director; Kim Clinco, Accountant; Erin Hollingsworth, Associate Director, Sandra Dexter, Administrative Assistant to the Director

Citizen Comments: None

Board Comments: None

Approval of May 21, 2018 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the May 21, 2018 Board Meeting Minutes will be tabled until the July meeting.

Director's Report: *Ann Scott, Director*

- Honeywell has installed the control and panic buttons for an emergency system. There will be a training on the system at Wednesday's staff meeting.
- Ann is coordinating a fire drill with the Fire Department, as well as an active shooter drill with the Police Department.
- A deposit has been submitted to Summit Sweeping to crack-seal the back parking lot sometime in July.
- The building will be pressure washed at the end of this week.
- Recent plumbing and A/C issues have been resolved: the library's water pressure valve needed to be replaced; the library's swamp cooler was not working properly, and needed to be serviced (the swamp cooler works in conjunction with the A/C unit). Ann is considering scheduling regular service appointments because these systems are aging and to prevent future problems.
- The new lobby kiosk has arrived and will be installed soon.
- Ann hopes to meet with the Facilities Committee to discuss the use of the CLEER system to monitor energy use, as well as other issues.
- Ann also discussed the customization of the statistics report and how to best display the library's statistics. Board input is welcome.

Committee Reports:

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

Policy Committee: *Becky Musselman, chairperson:* The Policy Committee met recently to create a plan for reviewing the library's existing policies and creating new ones. The timeline for this process is 1 year. Some of the library's existing policies need to be

updated and/or corrected for grammatical mistakes. Examples of new policies include eliminating overdue fines for children and teens.

Personnel & Human Relations Committee: *Karen Barch, chairperson:* No report.

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

Finance Committee: *Roger Garrett, Treasurer*

- **May Financials:** As of May 31, 2018, the library had a total balance of \$3,105,551.70. Mill levy income is at 63.65%, which is ahead of schedule for the year. The library received a deposit refund from Holy Cross Energy totaling \$1,007.50. The Library Foundation made \$468.35 in May. Treasurer's fees are at 58.19%. Utilities are slightly under budget, at 37.16%. Payroll is also slightly under budget, at 38.06%. Total income for May was \$179,617.26. The next Bond Interest Repayment is due in November. The Capital Reserve Fund earned interest totaling \$716.70. The largest expenditure from the Capital Reserve was for computers, which will be gradually replaced over the next few years.

Community Stewardship Committee: *Christi Blish, chairperson*

- Strategic Planning Initiation: Christi presented a literature review and the steps for creating a strategic plan for the library.

Additional Business: Karen Barch distributed a list of the board committee membership. Additional community members are needed for several of the committees.

Adjournment: Christi Blish moved and Becky Musselman seconded to adjourn the meeting at 6:39 p.m. The motion passed with 3 ayes.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

Door Counts - June 2018

Monthly Totals

Front Door	East Door	Total
7900.0	4,145.0	12,045.0

Daily Counts

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				360.5	243.5	173.5
526.0	423.0	505.5	536.5	491.5	273.0	162.5
470.5	591.5	504.0	482.0	414.5	231.5	176.5
464.0	574.5	417.5	528.0	273.0	269.0	209.5
541.0	563.5	602.0	440.0	338.0	259.0	
2001.5	2152.5	2029.0	1986.5	1877.5	1276.0	722.0
Monthly Total						12045.0

Daily Average

Mon	Tue	Wed	Thu	Fri	Sat	Sun
500.4	538.1	507.3	496.6	375.5	255.2	180.5

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Adult Circulation Statistics

	Jun 2018		Jun 2017		Quantity Difference	Percentage Change
Adult Audio	5.4%	572	4.8%	519	53	10.21%
Adult Continuing Education	0.2%	16				New Nov 2017
Adult DVD TV Series	2.1%	220				New Aug 2017
Adult Express			0.4%	39		Discontinued
Adult Fiction	7.8%	833	6.8%	738	95	12.87%
Adult Graphic Novel	0.2%	22	0.1%	16	6	37.50%
Adult Large Print	1.0%	103	1.0%	110	-7	-6.36%
Adult Literacy	0.0%	2	0.1%	11	-9	-81.82%
Adult Map Case	0.0%	0	0.0%	0	0	0.00%
Adult Music CD	1.3%	135	2.3%	246	-111	-45.12%
Adult New Book Shelf	8.7%	930	6.9%	756	174	23.02%
Adult New Video	13.8%	1,486	17.9%	1,949	-463	-23.76%
Adult Non Fiction	8.1%	859	7.5%	824	35	4.25%
Adult Oversized Books	0.1%	12	0.1%	9	3	33.33%
Adult Reference	0.0%	2	0.0%	0	2	n/a
Adult Video	11.1%	1,180	12.6%	1,380	-200	-14.49%
Adult Total	59.8%	6,372	60.5%	6,597	-225	-3.41%

Spanish Circulation Statistics

	Jun 2018		Jun 2017		Quantity Difference	Percentage Change
Spanish Audio	0.0%	2	0.0%	2	0	100.00%
Spanish Fiction	0.2%	18	0.2%	26	-8	-30.77%
Spanish Graphic Novel	0.0%	0	0.0%	0	0	100.00%
Spanish Juvenile	1.8%	189	1.9%	206	-17	-8.25%
Spanish Non Fiction	0.4%	41	0.3%	34	7	20.59%
Spanish Reference	0.0%	0	0.0%	0	0	n/a
Spanish Video	0.3%	29	0.4%	45	-16	-35.56%
Spanish Young Adult	0.0%	4	0.0%	3	1	33.33%
Spanish Total	2.7%	283	2.8%	316	-33	-10.44%

Young Adult Circulation Statistics

	Jun 2018		Jun 2017		Quantity Difference	Percentage Change
Young Adult Audio	0.1%	9	0.1%	14	-5	-35.71%
Young Adult Fiction	1.9%	207	1.8%	193	14	7.25%
Young Adult Graphic Novel	1.4%	144	0.5%	53	91	171.70%
Young Adult Non Fiction	0.3%	31	0.2%	22	9	40.91%
Young Adult Video	0.3%	33	0.1%	16	17	106.25%
Young Adult Total	4.0%	424	2.7%	298	126	42.28%

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Juvenile Circulation Statistics

	Jun 2018		Jun 2017		Quantity Difference	Percentage Change
Juvenile	0.0%	3	0.0%	0	3	#DIV/0!
Juvenile Audio	1.6%	170	1.5%	167	3	1.80%
Juvenile Beginning Reader	4.1%	432	4.6%	501	-69	-13.77%
Juvenile Chapter Book	6.0%	643	7.2%	783	-140	-17.88%
Juvenile Graphic Novel	1.2%	128	1.5%	169	-41	-24.26%
Juvenile Literacy	0.3%	36	0.2%	17	19	111.76%
Juvenile Music	0.2%	18	0.3%	30	-12	-40.00%
Juvenile New Video	1.0%	108	1.4%	158	-50	-31.65%
Juvenile Nonfiction	3.8%	407	3.5%	378	29	7.67%
Juvenile Parenting	0.2%	22	0.1%	11	11	100.00%
Juvenile Picture Book	8.2%	874	7.0%	763	111	14.55%
Juvenile Reference	0.0%	0	0.0%	0	0	n/a
Juv Special Collection	0.4%	45	0.3%	34	11	32.35%
Juvenile Video	4.4%	468	5.2%	566	-98	-17.31%
Juvenile Total	31.4%	3,354	32.8%	3,577	-223	-6.23%

Combined Divisions

	Jun 2018		Jun 2017		Quantity Difference	Percentage Change
Back of House (Regional Library)	1.2%	124	0.2%	17	107	629.41%
Book Club Kit	0.0%	2	0.0%	2	0	100.00%
Interlibrary Loan	0.0%	1	0.0%	2	-1	-50.00%
Periodical	0.9%	95	1.0%	111	-16	-14.41%
Seed Library	0.0%	0	0.0%	4	-4	-100.00%
Combined Divisions Total	2.1%	222	1.2%	136	86	63.24%

CIRCULATION TOTALS	100.0%	10,655	100.0%	10,924	-269	-2.46%
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Circulation of Electronic Materials

	Jun 2018	Jun 2017	Quantity Difference	Percentage Change
Rbdigital (was OneClickDigital)	10	32	-22	-68.75%
Overdrive	235	217	18	8.29%
Kanopy	95			New Nov 2017
Electronic Materials totals	340	249	91	36.55%

Circulation Grand Total	10,995	11,173	-178	-1.59%
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BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Adult Circulation Statistics

	Jan-Jun 2018	Jan-Jun 2017	Quantity Difference	Percentage Change
Adult Audio	4.6% 3,114	5.0% 3,310	-196	-5.92%
Adult Continuing Education	0.1% 70			New Nov 2017
Adult DVD TV Series	2.3% 1,560			New Aug 2017
Adult Express	0.0% 2	0.5% 332		discontinued
Adult Fiction	6.7% 4,508	6.6% 4,346	162	3.73%
Adult Graphic Novel	0.2% 105	0.2% 120	-15	-12.50%
Adult Large Print	0.9% 585	0.8% 535	50	9.35%
Adult Literacy	0.0% 30	0.2% 131	-101	-77.10%
Adult Map Case	0.0% 0	0.0% 0	0	0.00%
Adult Music CD	1.6% 1,111	2.2% 1,457	-346	-23.75%
Adult New Book Shelf	7.8% 5,266	6.9% 4,607	659	14.30%
Adult New Video	14.6% 9,821	15.4% 10,299	-478	-4.64%
Adult Non Fiction	7.9% 5,296	7.7% 5,085	211	4.15%
Adult Oversized Books	0.1% 82	0.1% 48	34	70.83%
Adult Reference	0.0% 7	0.0% 0	7	n/a
Adult Video	12.6% 8,515	15.2% 10,127	-1,612	-15.92%
Adult Total	59.4% 40,072	60.8% 40,397	-325	-0.80%

Spanish Circulation Statistics

	Jan-Jun 2018	Jan-Jun 2017	Quantity Difference	Percentage Change
Spanish Audio	0.0% 27	0.0% 12	15	125.00%
Spanish Fiction	0.2% 124	0.2% 148	-24	-16.22%
Spanish Graphic Novel	0.0% 10	0.0% 5	5	100.00%
Spanish Juvenile	1.5% 977	1.2% 818	159	19.44%
Spanish Non Fiction	0.3% 211	0.3% 220	-9	-4.09%
Spanish Reference	0.0% 0	0.0% 0	0	n/a
Spanish Video	0.4% 249	0.5% 318	-69	-21.70%
Spanish Young Adult	0.0% 17	0.0% 26	-9	-34.62%
Spanish Total	2.4% 1,615	2.2% 1,547	68	4.40%

Young Adult Circulation Statistics

	Jan-Jun 2018	Jan-Jun 2017	Quantity Difference	Percentage Change
Young Adult Audio	0.1% 46	0.1% 57	-11	-19.30%
Young Adult Fiction	1.2% 793	1.2% 811	-18	-2.22%
Young Adult Graphic Novel	1.2% 791	0.5% 315	476	151.11%
Young Adult Non Fiction	0.2% 107	0.2% 111	-4	-3.60%
Young Adult Video	0.2% 115	0.2% 107	8	7.48%
Young Adult Total	2.9% 1,852	2.2% 1,401	451	32.19%

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Juvenile Circulation Statistics

	Jan-Jun 2018		Jan-Jun 2017		Quantity Difference	Percentage Change
Juvenile	0.1%	41	0.0%	1	40	4000.00%
Juvenile Audio	1.1%	754	1.3%	862	-108	-12.53%
Juvenile Beginning Reader	3.9%	2,606	3.9%	2,582	24	0.93%
Juvenile Chapter Book	3.9%	2,648	4.6%	3,042	-394	-12.95%
Juvenile Graphic Novel	0.9%	605	0.7%	488	117	23.98%
Juvenile Literacy	0.2%	149	0.2%	122	27	22.13%
Juvenile Music	0.1%	79	0.2%	134	-55	-41.04%
Juvenile New Video	1.4%	955	1.6%	1,034	-79	-7.64%
Juvenile Nonfiction	3.8%	2,572	3.6%	2,363	209	8.84%
Juvenile Parenting	0.2%	123	0.2%	116	7	6.03%
Juvenile Picture Book	7.9%	5,309	7.1%	4,817	492	10.21%
Juvenile Reference	0.0%	1	0.0%	1	0	0.00%
Juv Special Collection	0.6%	380	0.6%	386	-6	-1.55%
Juvenile Video	3.8%	2,588	5.3%	3,325	-737	-22.17%
Juvenile Total	27.9%	18,810	29.3%	19,273	-463	-2.40%

Combined Divisions

	Jan-Jun 2018		Jan-Jun 2017		Quantity Difference	Percentage Change
Back of House (Regional Library)	1.5%	1,003	0.7%	484	519	107.23%
Book Club Kit	0.0%	21	0.0%	2	19	100.00%
Interlibrary Loan	0.0%	8	0.0%	7	1	14.29%
Periodical	0.8%	536	0.9%	609	-73	-11.99%
Seed Library	5.1%	3,431	3.9%	2,570	861	33.50%
Combined Divisions Total	7.4%	4,999	5.5%	3,672	1,327	36.14%

CIRCULATION TOTALS	100.0%	67,348	100.0%	66,290	1,058	1.60%
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Circulation of Electronic Materials

	Jan-Jun 2018	Jan-Jun 2017	Quantity Difference	Percentage Change
Rbdigital (was OneClickDigital)	95	100	-5	-5.00%
Overdrive	1,386	1,225	161	13.14%
Kanopy	326			New Nov 2017
Electronic Materials totals	1,807	1,325	482	36.38%

Circulation Grand Total	69,155	67,615	1,540	2.28%
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BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Database Usage

	Jun 2018	Jun 2017	Quantity Difference	Percentage Change
Ancestry (Unique Searches)	47	1	46	4600.00%
Britanica	0	0	0	0.00%
Gale (Total Sessions)	6	0	6	100.00%
Lynda.com	201			New Aug 2017
Mango (Total Sessions)	17	2	15	750.00%
Rbdigital Magazines (Checkouts)	65	124	-59	-47.58%
Britanica Kids	0	0	0	0.00%
Culturegrams (Unique Sessions)	0	0	0	0.00%
Tumble Books (Book Views)	0	83	-83	-100.00%
PebbleGo/PebbleGo Next (Total Logins)	135	191	-56	-29.32%
Database Usage Totals	471	401	70	17.46%

Program Attendance

	Jun 2018	Jun 2017	Quantity Difference	Percentage Change
Adults	274	n/a	n/a	n/a
Teens	222	n/a	n/a	n/a
Kids	748	n/a	n/a	n/a
Spanish	3	n/a	n/a	n/a
Program Attendance Totals	1,244	n/a	n/a	n/a

Other

	Jun 2018	Jun 2017	Quantity Difference	Percentage Change
Door Counts	12,045	n/a	n/a	n/a
New Patrons	109	136	-27	-19.85%
PC Reservation Usage	1,297	1,202	95	7.90%

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Database Usage

			Jan-Jun 2018			Jan-Jun 2017		Quantity Difference	Percentage Change
Ancestry (Unique Searches)			282			404		-122	-30.20%
Britanica			40			9		31	344.44%
Gale (Total Sessions)			1,256			400		856	214.00%
Lynda.com			956						New Aug 2017
Mango (Total Sessions)			308			56		252	450.00%
Rbdigital Magazines (Checkouts)			535			688		-153	-22.24%
Britanica Kids			306			1,264		-958	-75.79%
Culturegrams (Unique Sessions)			276			148		128	86.49%
Tumble Books (Book Views)			115			1,560		-1,445	-92.63%
PebbleGo/PebbleGo Next (Total Logins)			5,091			5,529		-438	-7.92%
Database Usage Totals			9,165			10,058		-893	-8.88%

Program Attendance

			Jan-Jun 2018			Jan-Jun 2017		Quantity Difference	Percentage Change
Adults			1,967			n/a			n/a
Teens			1,409			n/a			n/a
Kids			4,321			n/a			n/a
Spanish			12			n/a			n/a
Program Attendance Totals			7,697			n/a			n/a

Other

			Jan-Jun 2018			Jan-Jun 2017		Quantity Difference	Percentage Change
Door Counts			68,674			n/a			n/a
New Patrons			591			582		9	1.55%
PC Reservation Usage			7,962			7,508		454	6.05%

**Basalt Regional Library District
Balance Sheet
as of June 30, 2018**

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 259,934.28	\$ -	\$ -	\$ 259,934.28
Colo Trust - Bond Repayment #8002	-	936,577.80	-	936,577.80
Colo Trust - Tabor Reserve #8003	43,440.77	-	-	43,440.77
Colo Trust - Operating Fund #8004	1,308,907.11	269,925.30	-	1,578,832.41
Colo Trust - Capital Rsv Fund #8005	36,969.23	-	373,909.14	410,878.37
Total Current Assets	\$ 1,649,251.39	\$ 1,206,503.10	\$ 373,909.14	\$ 3,229,663.63
Fixed Assets				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,516,895.13	-	-	1,516,895.13
Equipment and Fixtures	270,068.49	-	-	270,068.49
Building	10,742,166.00	-	-	10,742,166.00
Less Accumulated Depreciation	(2,263,069.54)	-	-	(2,263,069.54)
	\$ 11,585,673.08	\$ -	\$ -	\$ 11,585,673.08
Other Assets				
Cash with County Treasurer	\$ 3,955.80	\$ -	\$ -	\$ 3,955.80
Prepaid Expense	2,367.63	-	-	2,367.63
Property Tax Receivable	2,297,523.25	-	-	2,297,523.25
	\$ 2,303,846.68	\$ -	\$ -	\$ 2,303,846.68
TOTAL ASSETS	\$ 15,538,771.15	\$ 1,206,503.10	\$ 373,909.14	\$ 17,119,183.39
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 15,075.50	\$ -	\$ -	\$ 15,075.50
Other Current Liab				
Accrued Expenses	29,212.50	-	-	29,212.50
Accrued Vacation	26,469.32	-	-	26,469.32
Deferred Grant - State	-	-	-	-
Deferred Property Tax	2,297,523.25	-	-	2,297,523.25
Payroll Liabilities	1,951.00	-	-	1,951.00
Wages Payable	9,217.12	-	-	9,217.12
Total Other Current Liab	\$ 2,364,373.19	\$ -	\$ -	\$ 2,364,373.19
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	\$ 9,369,448.69	\$ -	\$ -	\$ 9,369,448.69
Fund Balance - of 1/1/18				
Investment in Capital Assets	\$ 4,495,915.94	\$ -	\$ -	\$ 4,495,915.94
General Operating Fund	\$ 1,206,443.48	\$ -	\$ -	\$ 1,206,443.48
Restricted for Emergencies - Tabor Fund	42,500.00	-	-	42,500.00
Debt Repayment Fund	-	542,828.15	-	542,828.15
Less Bond Principle Payment	-	-	-	-
Capital Reserve Fund	-	-	401,976.54	401,976.54
Total Fund Balance	1,248,943.48	542,828.15	401,976.54	2,193,748.17
Fund Revenue/Expenditures				
Current Year-to-Date Revenue	\$ 1,115,466.99	\$ 770,380.96	\$ 6,060.79	\$ 1,891,908.74
Current Year-to-Date Expenditures	691,003.95	106,706.01	34,128.19	831,838.15
Net Current Year	424,463.04	663,674.95	(28,067.40)	1,060,070.59
Total Fund Balance - as of 6/30/18	1,673,406.52	1,206,503.10	373,909.14	3,253,818.76
Total Liabilities and Fund Balance	\$ 15,538,771.15	\$ 1,206,503.10	\$ 373,909.14	\$ 17,119,183.39

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

		June 2018 Actuals	Jan-June 2018 Actuals	Previous Year Jan-June 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
General Operating Fund Balance 1/1/18 (Includes Tabor Reserve)			1,248,943.48	1,013,656.00					
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County	67,173.35	479,605.21	435,190.40	582,538.30	(102,933.09)	82.33%	541,102.71	
4020	Pitkin County	43,761.22	282,369.41	297,610.50	440,407.20	(158,037.79)	64.12%	467,897.02	
4030	Mill Levy Increase	37,966.27	260,778.46	250,793.94	350,000.00	(89,221.54)	74.51%	349,477.29	
4040	Tax Abatement	808.43	5,552.85	5,340.25	7,392.87	(1,840.02)	75.11%	13,144.08	
	Total General Operating Mill Levy	149,709.27	1,028,305.93	988,935.09	1,380,338.37	(352,032.44)	74.50%	1,371,621.10	
4100	MVSO - General Operating								
4110	Eagle County	6,193.17	31,654.35	29,000.38	40,000.00	(8,345.65)	79.14%	62,431.92	
4120	Pitkin County	3,100.97	17,422.46	18,903.45	35,000.00	(17,577.54)	49.78%	37,902.29	
	Total MVSO - General Operating	9,294.14	49,076.81	47,903.83	75,000.00	(25,923.19)	65.44%	100,334.21	
4200	Fines & Fees								
4205	Coffee Purchase	73.00	555.01	400.90	600.00	(44.99)	92.50%	864.75	
4210	Copies	683.45	4,322.48	4,012.34	7,000.00	(2,677.52)	61.75%	8,229.14	
4215	Earbuds	29.20	107.31	119.00	150.00	(42.69)	71.54%	200.00	
4220	Faxing	191.10	603.30	362.00	500.00	103.30	120.66%	792.00	
4230	Fines	1,975.07	7,606.08	9,320.60	20,000.00	(12,393.92)	38.03%	18,747.64	
4240	Guest Passes	19.00	127.00	77.00	200.00	(73.00)	63.50%	178.30	
4250	Meeting Room Rental	275.00	3,083.10	2,344.25	4,000.00	(916.90)	77.08%	5,608.25	
4260	Replacement Books	123.10	481.04	443.25	1,800.00	(1,318.96)	26.72%	813.50	
4270	Replacement Library Cards	12.00	149.00	157.19	300.00	(151.00)	49.67%	333.19	
4280	Test Proctoring	40.00	40.00	30.00	100.00	(60.00)	40.00%	70.00	
4290	Holy Cross Deposit Return/Member Equity	-	1,007.50	1,881.44	1,400.00	(392.50)	71.96%	1,881.44	
4295	CORE Refund	-	-	2,500.00	-	-	0.00%	2,500.00	
	Total Fines & Fees	3,420.92	18,081.82	21,647.97	36,050.00	(17,968.18)	50.16%	40,218.21	
4300	Earnings on investments								
4310	Colostrust Int Op Acct/Mill Levy	3,006.74	12,384.22	7,324.42	11,000.00	1,384.22	112.58%	22,485.31	
	Total Earnings on investments	3,006.74	12,384.22	7,324.42	11,000.00	1,384.22	112.58%	22,485.31	
4400	Contributions								
4410	Contributions - Adult	-	-	500.00	500.00	(500.00)	0.00%	500.00	
4420	Contributions - Music	25.00	325.00	4,000.00	5,000.00	(4,675.00)	6.50%	4,285.00	
4430	Contributions Outreach	-	75.00	100.00	500.00	(425.00)	15.00%	100.00	
4440	Contributions Youth Srv	-	-	500.00	500.00	(500.00)	0.00%	500.00	
4470	Grant - State of Colorado	-	4,653.00	2,115.00	4,691.00	(38.00)	99.19%	2,115.00	

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

		June 2018 Actuals	Jan-June 2018 Actuals	Previous Year Jan-June 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
4417	Grant - Gale Student Resources	-	-	-	1,200.00	(1,200.00)	0.00%	-	
4480	Other	-	1,200.00	82.70	500.00	700.00	240.00%	1,082.70	
Total Contributions		25.00	6,253.00	7,297.70	12,891.00	(6,638.00)	48.51%	8,582.70	
4490	Restricted Fund Income - Foundation	566.94	1,365.21	-	-	1,365.21	100.00%	3,000.00	
	Restricted Fund Income - Friends	-	-	3,970.82	-	-	100.00%	5,370.82	
4490	Restircted Fund Income - Pardon My Garden	-	-	1,500.00	-	-	100.00%	1,500.00	
Total Restricted Fund Income - Foundation/Friends		566.94	1,365.21	5,470.82	-	1,365.21	100.00%	9,870.82	
Total Income		166,023.01	1,115,466.99	1,078,579.83	1,515,279.37	(399,812.38)	73.61%	1,553,112.35	
Operating expenses									
5000	Administration								
5005	Contract Services								
5010	Accounting	813.75	4,348.75	5,678.75	14,000.00	(9,651.25)	31.06%	11,366.25	monthly contract
5020	Audit - Annual	-	-	8,900.00	9,000.00	(9,000.00)	0.00%	8,900.00	will be paid after audit - 3rd quarter
5030	Courier	-	-	-	9,000.00	(9,000.00)	0.00%	8,057.00	paid at end of year
5040	Legal	-	-	404.50	1,500.00	(1,500.00)	0.00%	404.50	when needed
Total Contract Services		813.75	4,348.75	14,983.25	33,500.00	(29,151.25)	12.98%	28,727.75	
5100	Insurance								
5110	Property & Liability Insur	-	-	589.68	22,000.00	(22,000.00)	0.00%	20,195.09	annual policy paid at end of year
5120	Worker's compensation	-	47.75	-	2,000.00	(1,952.25)	2.39%	1,371.00	annual policy paid at end of year
Total Insurance		-	47.75	589.68	24,000.00	(23,952.25)	0.20%	21,566.09	
5210	Postage & Shipping	-	331.39	338.30	1,000.00	(668.61)	33.14%	649.09	
5220	Professional Dev. & Memberships								
5230	Board	-	-	122.65	1,000.00	(1,000.00)	0.00%	278.75	
5235	Employment Council	-	-	-	1,500.00	(1,500.00)	0.00%	1,454.45	
5240	Library Association Dues	-	-	-	1,000.00	(1,000.00)	0.00%	932.50	
5250	Spec District Ass'n Due	-	-	619.37	1,000.00	(1,000.00)	0.00%	619.37	
5260	Staff	-	-	1,740.89	6,000.00	(6,000.00)	0.00%	6,058.62	training / meetings
5270	Travel expenses	-	440.17	381.56	1,500.00	(1,059.83)	29.34%	3,349.56	mileage / hotel / meals for training
Total Professional Dev. & Memberships		-	440.17	2,864.47	12,000.00	(11,559.83)	3.67%	12,693.25	
5280	Publicity								
5290	Advertising	972.08	3,736.23	5,014.75	6,900.00	(3,163.77)	54.15%	9,461.36	display ads / monthly ads
Total Publicity		972.08	3,736.23	5,014.75	6,900.00	(3,163.77)	54.15%	9,461.36	
5300	Supplies								

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

				Previous Year						
			June 2018	Jan-June 2017	2018 Budget	Over/(Under)	% of Annual	2017 Year End	NOTES	
			Actuals	Actuals	Actual	Budget	Budget	Actuals		
5310		Office Supplies	962.12	5,406.75	4,692.77	9,000.00	(3,593.25)	60.08%	9,189.97	
5320		Technical Cataloging & Service	91.08	2,649.27	2,515.79	6,500.00	(3,850.73)	40.76%	6,821.50	
		Total Supplies	1,053.20	8,056.02	7,208.56	15,500.00	(7,443.98)	51.97%	16,011.47	
5350		Treasurer's fees								
5360		Eagle fees	2,679.59	18,250.32	16,903.10	22,726.13	(4,475.81)	80.31%	22,091.74	
5370		Pitkin fees	3,025.44	18,584.67	20,724.81	30,770.17	(12,185.50)	60.40%	27,039.96	
		Total Treasurer's fees	5,705.03	36,834.99	37,627.91	53,496.30	(16,661.31)	68.86%	49,131.70	
		Total Administration	8,544.06	53,795.30	68,626.92	146,396.30	(92,601.00)	36.75%	138,240.71	
5400		Facility Expenses								
5410		Janitorial	4,145.00	24,870.00	24,870.00	49,750.00	(24,880.00)	49.99%	49,740.00	monthly contract
5420		Janitorial Supplies	415.12	2,456.97	1,776.05	6,000.00	(3,543.03)	40.95%	3,961.58	
5430		Landscaping	1,248.00	2,638.80	2,602.25	9,000.00	(6,361.20)	29.32%	9,427.75	contract
5440		Maintenance *Detailed List Attached	2,036.62	10,453.98	6,505.11	25,000.00	(14,546.02)	41.82%	16,487.20	
5450		Mat Cleaning	56.92	365.77	338.00	700.00	(334.23)	52.25%	690.66	monthly cleaning of floor mats
5460		Snow Removal	-	-	78.75	5,000.00	(5,000.00)	0.00%	4,478.75	contract
		Total Facility Expenses (Maintenance)	7,901.66	40,785.52	36,170.16	95,450.00	(54,664.48)	42.73%	84,785.94	
5500		Utilities								
5510		Electric	413.02	3,595.58	3,491.86	9,270.00	(5,674.42)	38.79%	6,366.09	Holy Cross - monthly
5515		Compost Collection System	97.00	309.50	-	600.00	(290.50)	51.58%	-	new contract
5520		Gas	-	4,793.01	3,830.53	10,815.00	(6,021.99)	44.32%	5,799.57	Black Hills - monthly
5540		Sanitation	-	1,320.00	1,320.00	3,700.00	(2,380.00)	35.68%	2,640.00	Basalt Sanitation - Quarterly advance
5550		Telephone	558.90	2,808.23	3,357.72	6,600.00	(3,791.77)	42.55%	6,649.94	Centurylink - monthly
5560		Trash	390.75	2,308.96	2,334.64	4,700.00	(2,391.04)	49.13%	4,996.05	Waste Mgt - monthly
5570		Water	1,294.45	1,993.87	1,449.56	3,000.00	(1,006.13)	66.46%	3,461.33	Town of Basalt - Quarterly arrears
		Total Utilities	2,754.12	17,129.15	15,784.31	38,685.00	(21,555.85)	44.28%	29,912.98	
		Total Facility Expenses	10,655.78	57,914.67	51,954.47	134,135.00	(76,220.33)	43.18%	114,698.92	
5600		Library Programs								
5610		Adult	-	2,696.10	1,084.90	3,000.00	(303.90)	89.87%	2,814.03	
5620		Children's	1,259.52	2,807.69	3,620.50	4,500.00	(1,692.31)	62.39%	4,712.35	
5625		Children's Program Materials	247.92	1,973.83	-	3,000.00	(1,026.17)	65.79%	-	purchases for summer reading program
5630		Community	-	1,201.99	2,311.91	4,450.00	(3,248.01)	27.01%	6,513.82	
5640		Music	123.31	5,341.12	5,840.25	10,000.00	(4,658.88)	53.41%	9,945.33	
5650		Outreach	-	40.00	234.50	-	40.00	0.00%	406.25	
5633		Outreach Advertising	-	3,768.08	3,190.00	3,700.00	68.08	101.84%	3,190.00	annual contract paid in full for year

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

				Previous Year						
			June 2018	Jan-June 2018	Jan-June 2017	2018 Budget	Over/(Under)	% of Annual	2017 Year End	NOTES
			Actuals	Actuals	Actual		Budget	Budget	Actuals	
5635		Volunteers	-	-	-	550.00	(550.00)	0.00%	450.00	
5660		Young Adult	81.04	2,911.27	2,280.07	4,550.00	(1,638.73)	63.98%	3,839.87	
5670		Young Adult - State of Colorado Grant	77.36	4,615.19	2,023.52	4,691.00	(75.81)	98.38%	2,102.66	Linda - for progams with state funds
5675		Young Adult - Gale Student Resources Grant	-	-	-	1,200.00	(1,200.00)	100.00%	-	
		Total Library Programs	1,789.15	25,355.27	20,585.65	39,641.00	(14,285.73)	63.96%	33,974.31	
5700		Technology & Equipment								
5710		Copiers & Equipment								
5730		Lease	-	1,293.45	580.75	3,000.00	(1,706.55)	43.12%	1,301.75	monthly
5740		Service Agreement	-	2,455.25	1,019.01	3,500.00	(1,044.75)	70.15%	2,528.73	***includes copy overages (new line item)?
5750		Supplies	-	1,292.03	3,770.65	7,000.00	(5,707.97)	18.46%	6,789.61	
		Total Copiers & Equipment	-	5,040.73	5,370.41	13,500.00	(8,459.27)	37.34%	10,620.09	
5760		Marmot ILS System	22,560.21	68,492.63	44,220.67	91,500.00	(23,007.37)	74.86%	85,224.59	quarterly invoicing / 1st & 2nd qrt pd
5770		Miscellaneous Parts	-	1,012.30	1,742.00	3,000.00	(1,987.70)	33.74%	3,881.67	includes adobe purchase = \$360
5780		Support & Service Agreements								
5790		Self Check	-	-	-	10,000.00	(10,000.00)	0.00%	-	
5795		Emma	-	-	-	2,040.00	(2,040.00)	0.00%	-	
5800		Envisionware	-	-	-	600.00	(600.00)	0.00%	-	
5803		Hoote Suite	-	228.00	-	240.00	(12.00)	95.00%	-	annual contract paid
5805		Magisto	-	-	-	480.00	(480.00)	0.00%	-	
5810		Timeclock	-	-	273.75	280.00	(280.00)	0.00%	584.00	
5820		Web Calendar/EMS	174.00	1,102.95	1,218.00	2,200.00	(1,097.05)	50.13%	3,160.53	
		Total Support & Service Agreements	174.00	1,330.95	1,491.75	15,840.00	(14,509.05)	8.40%	3,744.53	
5830		Tech Labor & Repair	-	-	1,490.00	3,000.00	(3,000.00)	0.00%	1,490.00	
		Total Technology	22,734.21	75,876.61	54,314.83	126,840.00	(50,963.39)	59.82%	104,960.88	
5900		Collections								
5910		Audio								
5920		Adult BCD	143.98	3,667.75	2,194.23	7,500.00	(3,832.25)	48.90%	7,549.32	
5930		Youth Audio	210.00	1,541.58	475.17	2,200.00	(658.42)	70.07%	1,945.59	
		Total Audio	353.98	5,209.33	2,669.40	9,700.00	(4,490.67)	53.70%	9,494.91	
6000		Books & Magazines								
6010		Adult fiction books	1,023.50	5,471.10	8,509.08	11,000.00	(5,528.90)	49.74%	10,237.70	
6020		Adult non-fiction books	586.82	5,450.15	8,043.77	11,000.00	(5,549.85)	49.55%	11,327.99	
6030		Juvenile Fiction	613.68	5,045.84	3,669.91	7,000.00	(1,954.16)	72.08%	7,131.50	
6040		Juvenile Non-Fiction	300.57	1,392.88	951.72	3,000.00	(1,607.12)	46.43%	2,406.08	

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

			June 2018 Actuals	Jan-June 2018 Actuals	Previous Year Jan-June 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
6045		Large Print	41.61	310.93	-	1,800.00	(1,489.07)	17.27%	-	
6050		Print Subscriptions	-	7,439.16	7,636.14	9,900.00	(2,460.84)	75.14%	8,471.27	
6055		Replacement Books - Purchased	-	-	-	1,800.00	(1,800.00)	0.00%	-	
6060		Spanish adult fiction	9.56	115.38	829.30	1,000.00	(884.62)	11.54%	1,204.86	
6070		Spanish adult non-fiction	-	263.32	925.88	1,500.00	(1,236.68)	17.55%	1,794.30	
6080		Spanish children's books	-	363.19	306.20	3,000.00	(2,636.81)	12.11%	969.46	
6090		Spanish juvenile books	8.67	250.28	1,306.38	-	250.28	0.00%	2,627.77	
6100		YA Fiction	550.66	3,716.05	3,022.26	6,700.00	(2,983.95)	55.46%	6,132.14	
6110		YA Non-Fiction	35.28	497.39	341.92	930.00	(432.61)	53.48%	497.39	
		Total Books	3,170.35	30,315.67	35,542.56	58,630.00	(28,314.33)	51.71%	52,800.46	
		Restricted Funds								
		Restricted Funds Expense - Friends/Foundation	48.56	1,983.21	394.28	-	1,983.21	0.00%	4,779.61	
		Total Restricted Funds	48.56	1,983.21	394.28	-	1,983.21	0.00%	4,779.61	
6200		Digital Resources								
6210		Annual Subscriptions								
6220		Ancestry.com	-	1,620.00	1,560.00	1,575.00	45.00	102.86%	1,560.00	annual contract paid
6230		Culturegrams	-	1,180.00	1,140.00	1,200.00	(20.00)	98.33%	1,140.00	annual contract paid
6240		Ency Britannica	-	-	-	300.00	(300.00)	0.00%	-	
6245		Gale Student Resources	-	1,215.90	-	1,200.00	15.90	101.33%	-	annual contract paid
6250		Gale Public	-	-	-	2,050.00	(2,050.00)	0.00%	-	
6255		LYNDA - Database	-	4,140.00	-	4,140.00	-	100.00%	-	annual contract paid
6260		Lynx, statewide database package	-	-	2,045.73	-	-	0.00%	2,045.73	
6270		Mango Languages	-	1,183.88	1,230.00	1,184.00	(0.12)	99.99%	1,230.00	annual contract paid
6275		New York Times	-	1,279.20	1,246.30	1,300.00	(20.80)	98.40%	1,246.30	annual contract paid
6280		Tumblebooks	-	-	-	500.00	(500.00)	0.00%	-	
6290		Overdrive Advantage	-	1,953.27	2,021.87	5,000.00	(3,046.73)	39.07%	5,400.80	
6300		Downloadable Titles								
6305		Kanopy	-	3,000.00	-	3,000.00	-	100.00%	-	annual contract paid
6310		One Click Digital	-	-	1,715.33	-	-	0.00%	2,104.75	
6320		Overdrive	-	6,054.69	1,422.20	9,500.00	(3,445.31)	63.73%	5,479.78	
6330		Zinio	-	2,000.00	2,000.00	2,000.00	-	100.00%	2,000.00	annual contract paid
		Total Digital Resources	-	23,626.94	14,381.43	32,949.00	(9,322.06)	71.71%	22,207.36	
6400		Music								
6410		Adult Music	-	779.05	952.02	1,550.00	(770.95)	50.26%	1,539.76	
6420		Juvenile Music	92.35	221.35	484.11	775.00	(553.65)	28.56%	650.68	
		Total Music	92.35	1,000.40	1,436.13	2,325.00	(1,324.60)	43.03%	2,190.44	

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

			June 2018 Actuals	Jan-June 2018 Actuals	Previous Year Jan-June 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
6500		Video								
6510		Adult Video	49.40	3,667.19	4,728.83	8,600.00	(4,932.81)	42.64%	8,412.08	
6520		Spanish Video	-	-	152.10	-	-	0.00%	829.99	
6530		Juvenile Video	50.81	1,062.94	527.33	2,060.00	(997.06)	51.60%	1,545.38	
6540		YA Video	56.37	288.30	-	200.00	88.30	144.15%	-	
		Total Video	156.58	5,018.43	5,408.26	10,860.00	(5,841.57)	46.21%	10,787.45	
		Total Collections	3,821.82	67,153.98	59,832.06	114,464.00	(49,293.23)	58.67%	102,260.23	
		Total Operating expenses	47,545.02	280,095.83	255,313.93	561,476.30	(281,380.47)	49.89%	494,135.05	
6900		Payroll Expenses					-			
6910		Payroll	80,222.58	350,853.52	316,214.34	710,002.00	(359,148.48)	49.42%	626,749.87	bi-weekly payroll
6920		Payroll Service	480.60	2,292.92	2,374.55	4,000.00	(1,707.08)	57.32%	4,145.85	
6930		Payroll Taxes	6,045.66	28,196.44	24,529.05	57,400.00	(29,203.56)	49.12%	48,439.15	matching taxes / unemployment
6940		Retirement Plan	2,509.76	10,796.96	13,127.65	23,465.00	(12,668.04)	46.01%	25,165.83	matching of employee contribution
6950		Health Insurance	2,908.23	18,768.28	18,114.12	42,610.00	(23,841.72)	44.05%	36,508.60	library portion
6980		Director Search	-	-	2,270.57	-	-	0.00%	2,680.52	
		Total Payroll Expenses	92,166.83	410,908.12	376,630.28	837,477.00	(426,568.88)	49.07%	743,689.82	
		Total Expense	139,711.85	691,003.95	631,944.21	1,398,953.30	(707,949.35)	49.39%	1,237,824.87	
		Net General Fund Income/(Loss) Prior to Capital Rsv Allocation	26,311.16	424,463.04	446,635.62	116,326.07	308,136.97	364.89%	315,287.48	
		Allocation to Capital Reserve Outlay	-	-	-	80,000.00	(80,000.00)	0.00%	80,000.00	
		Net General Fund Income/(Loss) After Capital Reserve Allocation	26,311.16	424,463.04	446,635.62	36,326.07			235,287.48	
		General Fund Balance 6/30/18		1,673,406.52	1,460,291.62					

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

			June 2018 Actuals	Jan-June 2018 Actuals	Previous Year Jan-June 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals
Bond Repayment Fund Balance 1/1/18				542,828.18	522,974.00				
Bond Repayment Fund:									
		Interest Earned - Bond Repayment	1,619.34	6,988.56	1,478.76	-	6,988.56	100.0%	5,087.51
		Mill Levy Debt Repayment					-		
		Eagle County	60,602.02	412,986.02	379,421.15	533,435.45	(120,449.43)	77.42%	495,492.51
		Pitkin County	55,803.45	350,406.38	392,931.49	403,284.75	(52,878.37)	86.89%	428,457.43
		Total Mill Levy Debt Repayment	116,405.47	763,392.40	772,352.64	936,720.20	(173,327.80)	81.5%	923,949.94
		Total Debt Service Fund	118,024.81	770,380.96	773,831.40	936,720.20	(166,339.24)	82.24%	929,037.45
		Total Bond Repayment Fund Income	118,024.81	770,380.96	773,831.40	936,720.20	(166,339.24)	82.24%	929,037.45
		Expense							
		Bond Interest	-	77,015.63	84,015.63	154,031.26	(77,015.63)	50.0%	168,031.26
		Treasurer's Fees							
		Eagle County	1,819.23	12,392.28	11,386.24	16,003.06	(3,610.78)	77.44%	14,922.35
		Pitkin County	2,792.72	17,298.10	20,214.86	20,164.24	(2,866.14)	85.79%	26,229.69
		Total Treasurer's Fees	4,611.95	29,690.38	31,601.10	36,167.30	(6,476.92)	82.09%	41,152.04
		Total Bond Repayment Fund Expense	4,611.95	106,706.01	115,616.73	190,198.56	(83,492.55)	56.1%	209,183.30
		Net Bond Repayment Principle Loan Payment	-	-	-	725,000.00	-	0.0%	700,000.00
		Net Bond Repayment Fund	113,412.86	663,674.95	658,214.67	21,521.64	(82,846.69)	3,083.76%	19,854.15
Bond Repayment Fund Balance 6/30/18				1,206,503.13	1,181,188.67				
**2018 Bond Repayment Schedule:									
		5/1/18 - Series 2012 Interest		77,015.63					
		11/1/18 - Series 2012 Interest		77,015.63					
		11/1/18 - Series 2012 Principle		725,000.00					

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

			June 2018 Actuals	Jan-June 2018 Actuals	Previous Year Jan-June 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals
Capital Reserve Fund Balance 1/1/18				401,976.54	343,152.00				
Capital Reserve Fund:									
Income									
Door Counter - Refund			-	2,324.50					
Holy Cross Energy - LED Rebate			-	-	3,878.00	-	-	0.0%	3,878.00
Allocation From General Fund			-	-	-	80,000.00	(80,000.00)	0.0%	80,000.00
Interest Earned - Reserve Fund			721.29	3,736.29	1,753.37	3,000.00	736.29	124.54%	4,042.05
Total Capital Reserve Fund Income			721.29	6,060.79	5,631.37	83,000.00	(79,263.71)	7.3%	87,920.05
Expense									
Capital Reserve Expense									
Capital Reserve Exp - Asphalt Seal/Repair			500.00	500.00	-	3,900.00	(3,400.00)	12.82%	-
Capital Reserve Exp - Build Ext Seal/Paint			6,632.50	6,632.50	-	12,400.00	(5,767.50)	53.49%	-
Capital Reserve Exp - Self Checkout (3)			6,338.90	6,338.90	-	18,000.00	(11,661.10)	35.22%	-
Capital Reserve Exp - Computers - 50% Offi			-	16,460.28	-	10,000.00	6,460.28	164.6%	13,754.01
Capital Reserve Exp - Miscellaneous			2,785.00	4,196.51	14,543.50	10,000.00	(5,803.49)	41.97%	15,341.50
Total 8300 - Capital Reserve Expense			16,256.40	34,128.19	14,543.50	54,300.00	(20,171.81)	62.85%	29,095.51
Net Capital Reserve Fund			(15,535.11)	(28,067.40)	(8,912.13)	28,700.00	(59,091.90)	-97.8%	58,824.54
Capital Reserve Fund Balance 6/30/18				373,909.14	334,239.87				
Capital Reserve Exp - Misc									
Furniture - Lunchroom/Employee			828.79		Monitors	612.37			
Check In Station Desk			192.72		Hard Drives	699.92			
Free Standing Kiosk			2,785.00		8-OptiPlex Computers	6,886.80			
Etsy - Lovely Wall - Young Adult			390.00		7-Latitude Computers	8,261.19			
Total Capital Rsv Exp Misc			4,196.51		Total Capital Rsv Exp Misc	16,460.28			

**Basalt Regional Library District
General Fund
Maintenance Detail
as of June 30, 2018**

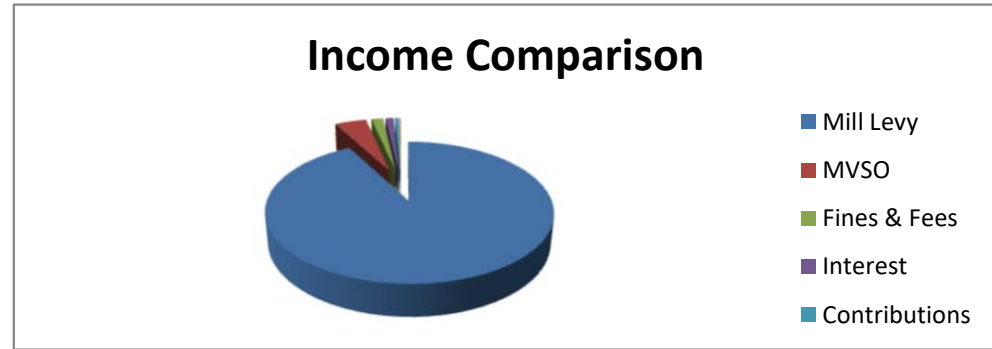
Maintenance Expenditure Detail			
Month	Vendor	Detail	Amount
January			
	Acme Alarm Company	2018 Test and Inspection	530.00
	Ann Scott	Reimburse for Breakroom Furniture	178.40
	Grizzly Creek Enterpr	remove bulliten boards / shelving	244.00
	Roto Rooter Plumbing	scheduled maintenance for restrooms	659.00
Total January			1,611.40
February			
	Ace Roofing	roof repairs	3,200.00
	Aspen Upholstery	balance of cushion upholstery	899.96
	Grizzly Creek	remove televisions/shelving/maint	702.00
Total February			4,801.96
March			
	Acme Alarm Company	2nd quarter monitoring	99.00
	Grizzly Creek	patch drywall / painting / shelving	600.00
Total March			699.00
April			
	Two Peaks Electrical	troubleshoot and replace lights/receptacle	1,080.00
	Grizzly Creek	move shelving / dismantel desk	225.00
Total April			1,305.00
May			
Total May			-
June			
	ABCD Soderberg	troubleshoot water issues	461.13
	Acme Alarm Company	3rd quarter monitoring	99.00
	Axelman Mechanical	repair cooling system	899.00
	Grizzly Creek	build stage for concert	160.00
	Orkin	quarterly pest control	417.37
Total June			2,036.50
Summary			
	Alarm System		728.00
	Electrical		1,080.00
	Fire Sprinklers		-
	Maintenance Testing		-
	Miscellaneous		4,369.49
	Pest Control		417.37
	Plumbing/HVAC		659.00
	Roof Repairs		3,200.00
	Window Cleaning		-
Total			10,453.86

**Basalt Regional Library District
Jun-18**

Income Comparison

as of 6/30/18

Mill Levy	1,028,306	92%
MVSO	49,077	4%
Fines & Fees	18,082	2%
Interest	12,384	1%
Contributions	6,253	1%
Restricted	1,365	0%
Total	1,115,467	100%



Expense Comparison

as of 6/30/18

Administration	53,795	8%
Facility	57,915	8%
Programs	25,355	4%
Technology	75,877	11%
Collections	67,154	10%
Payroll	410,908	59%
Total	691,004	100%

