**Basalt Regional Library District Board of Trustees Meeting**
**Monday, July 15, 2019 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; Becky Musselman, Vice President; Victoria Treece, Treasurer; Enid Ritchy, Secretary; Roger Garrett, Trustee; Christi Blish, Trustee; Maria Campos, Trustee

## AGENDA

5:15 PM Call to Order
Citizen Comments

5:20 PM Audit Report

5:50 PM Board Comments

5:55 PM Approval of Minutes of June 17, 2019 Board Meeting

6:00 PM Director's Report, *Ann Scott*

6:15 PM Committee Reports:
- Bylaws Committee: *Victoria Treece, Chair*
- Facilities Committee: *Roger Garrett, Chair*
- Finance Committee: *Victoria Treece, chair*
  - April Financials
- Personnel Committee: *Karen Barch, chair*
- Policy Committee: *Becky Musselman, chair*
- Strategic Planning Committee: *Christi Blish, chair*

6:45 PM Adjourn Meeting

July 9, 2019

To the Board of Directors
Basalt Regional Library District

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Basalt Regional Library District for the year ended December 31, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 1, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Basalt Regional Library District are described in Note 1 to the financial statements. There were no new accounting policies that were adopted during 2018. We noted no transactions entered into by Basalt Regional Library District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Government-Wide financial statements was: depreciation expense and life of capital assets.

Management's estimate of the life of the capital assets and depreciation costs are based on historical data and future life of assets. We evaluated the key factors and assumptions used to develop the historical costs in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit, except for the allocation of internal balances for the operating checking account.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We have given a copy of the audit adjustments to management. In total there were 9 adjusting journal entries posted from the time we received the trial balance in March 2019 until the audit was issued on May 29, 2019.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statement were:

- The disclosure of deposits and investment securities in Note 2.
- The disclosure of long-term debt Note 5.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 29, 2019.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Basalt Regional Library District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Basalt Regional Library District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Management's Discussion and Analysis and Budgetary Comparison Schedule-General Fund, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on Budgetary Comparison Schedules –non major funds, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of Board of Directors and management of Basalt Regional Library District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Blair and Associates, P.C.*

# REPORT OF

# THE BASALT REGIONAL LIBRARY DISTRICT

# DECEMBER 31, 2018

# BASALT REGIONAL LIBRARY DISTRICT

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Blair and Associates P.C.
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

# INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Basalt Regional Library District
Basalt, Colorado

We have audited the accompanying financial statements of the governmental activities and each major fund of Basalt Regional Library District as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

## Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Basalt Regional Library District, as of December 31, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Collice P. Blair, Jr., CPA, CFE

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Fraud Examiners
Governmental Audit Quality Center

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information for the General Fund on pages 3 through 9 and page 28 through 29 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The Budgetary Comparison Schedules for budget to actual for the Debt Service and Capital Reserve Funds are not a required part of the basic financial statements.

The Budgetary Comparison Schedules for budget to actual for the Debt Service and Capital Reserve Funds are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Budgetary Comparison Schedules for budget to actual for the Debt Service and Capital Reserve Funds are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Blair and Associates, P.C.*

Cedaredge, Colorado
May 29, 2019

## Management's Discussion and Analysis

As management of the Basalt Regional Library District (the "District"), we offer this narrative overview and analysis of the financial activities of the Basalt Regional Library District for the year ended December 31, 2018. We encourage the readers to consider this Management's Discussion and Analysis (MD&A) in conjunction with the District's financial statements, which follow this MD&A.

### Financial Highlights

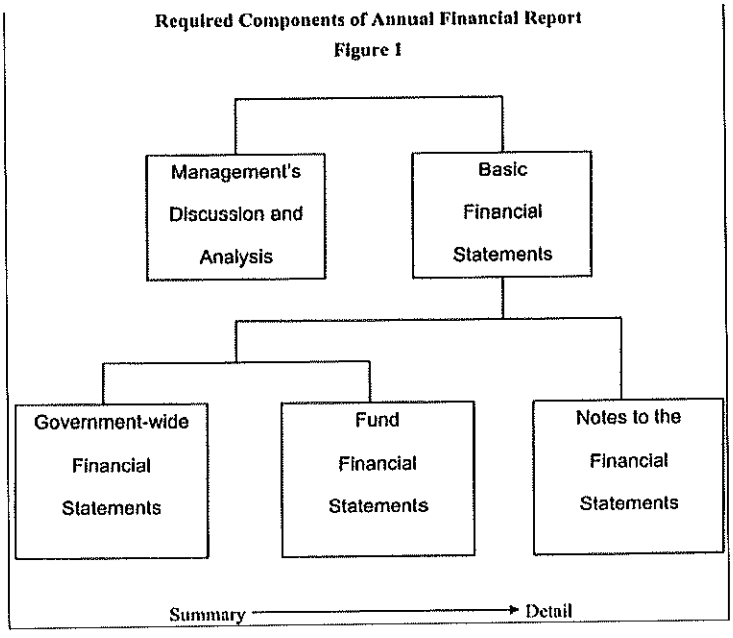
- The District's total assets exceeded its liabilities on December 31, 2018 by $7,121,043 (Exhibit 1). This represented an increase of $671,095 from net position at December 31, 2017 (see Exhibit 2). This perspective on net position includes spendable resources as well as the investment in buildings, collections and other capital assets of $4,806,328 and emergency reserve of $44,145.
- The District's total liabilities decreased by $686,317 from the prior year as shown in Figure 2.
- As of December 31, 2018, the District's governmental funds reported combined ending fund balances of $2,370,879, increase of $218,380 in comparison to the prior year (see Exhibits 3 and 4). The portion of the total fund balance for the General Fund that is unassigned and available for spending at the District's discretion is $1,316,348.
- Within the District's general operating fund, total actual revenues were $39,305 more than the 2018 final budget, while total actual expenditures were $77,376 less than the 2018 final budget (see Exhibit 5).

### Overview of the Financial Statements

The District's basic financial statements consist of three components; 1) *government-wide financial statements*, 2) *fund financial statements* and 3) *notes to the financial statements*. Figure 1 illustrates the components of a typical annual financial report.

**Required Components of Annual Financial Report**

**Figure 1**



## Basic Financial Statements

***Government-wide Financial Statements:***

The *government-wide financial statements* (Exhibits 1 and 2) provide both short and long-term information about the District's financial status. These financial statements present a broad overview of the District's finances, similar in format to financial statements of a private-sector business. The statement of activities (Exhibit 2) reports changes in the District's net position. This statement includes all of the District's revenues and expenses, regardless of when the cash is received or paid, as defined under the full accrual accounting method.

***Fund Financial Statements:***

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. The *fund financial statements* focus on the activities of the District's individual governmental funds and are divided into two parts: 1) the "modified accrual basis statements" (Exhibits 3 and 4) and the "budgetary basis statements" (Exhibits 5 thru 7).

Exhibits 3 and 4 focus on assets that can readily be converted into cash in the short term and liabilities that will be settled in the short term. Governmental funds in the "modified accrual basis statements" are reported using modified accrual accounting, which recognizes expenditures when the liability is incurred and revenue when measurable and available. The modified accrual accounting method provides a short-term spending focus, which helps the reader assess the amount of financial resources immediately available to finance the District's programs. The differences in accounting for financial information in the *government-wide statements* (Exhibits 1 and 2) and the fund statements are illustrated by the reconciliations on Exhibits 2 through 4.

The annual budgets shown in the "budgetary basis statements" (Exhibits 5 thru 7) are prepared as described in Note 1. These budgets are presented using the modified accrual basis of accounting.

The "budgetary basis statements" for the General Fund, Debt Service Fund and Capital Reserve Fund demonstrate how the District complied with the year's approved budget. The "budgetary basis statements" are presented using the same classifications as those used in the legal budget document.

***Notes to the Basic Financial Statements:***

*Notes to the financial statements* provide additional information that is essential to fully understanding the financial statement data.

## Financial Analysis

The Statement of Net Position and the Statement of Activities (Exhibits 1 and 2) present the District's financial information as a whole. Figures 2 and 3 provide summaries of these statements for 2017 and 2018.

**The District's Net Position**
**Figure 2**

| | Governmental Activities | |
|---|---|---|
| | 2017 | 2018 |
| Current and other assets | $ 4,508,888 | $ 4,860,516 |
| Capital assets, net of depreciation | 11,342,622 | 11,071,328 |
| Total assets | 15,851,510 | 15,931,844 |
| Short-term liabilities | 785,895 | 821,170 |
| Long-term liabilities | 6,293,956 | 5,572,364 |
| Total liabilities | 7,079,851 | 6,393,534 |
| Deferred inflows of resources | 2,321,711 | 2,417,267 |
| Net position: | | |
| Invested in capital assets, net of related debt | 4,352,622 | 4,806,328 |
| Restricted for emergency | 43,600 | 44,145 |
| Unrestricted | 2,053,726 | 2,270,570 |
| Total net position | $ 6,449,948 | $ 7,121,043 |

***Net Position:***

The District's assets exceeded its liabilities by $7,121,043 as of December 31, 2018, an increase in the District's net position of $671,095 during 2018 (see Figures 2 and 3). Of the net position, $4,806,328 is invested in capital assets, which includes land, buildings, library materials, furniture and equipment, less related debt. The District uses capital assets to provide services to patrons; consequently, these assets are not available for future spending. The remaining portions of the District's net position is classified as either restricted or unrestricted. The restricted asset is for emergency reserve of $44,145. The remaining assets are unrestricted assets of $2,270,570 which can be used for future operations.

## The District's Changes in Net Position

### Figure 3

| | Governmental Activities | |
|---|---|---|
| | 2017 | 2018 |
| Revenues: | | |
| Program revenues: | | |
| Charges for services | $ 41,718 | $ 32,356 |
| Operating grants and contributions | 16,954 | 14,550 |
| General revenues: | | |
| Property taxes | 2,400,033 | 2,395,101 |
| Investment income | 31,614 | 61,762 |
| Other | 3,878 | 2,324 |
| Total revenues | 2,494,197 | 2,506,093 |
| Expenses: | | |
| Salaries and benefits | 749,977 | 800,745 |
| Special events and programs | 33,974 | 38,955 |
| General operating and library materials | 298,320 | 314,683 |
| Building operations and maintenance | 38,342 | 78,661 |
| Depreciation expense | 346,134 | 364,053 |
| Treasurer's fees | 90,284 | 86,287 |
| Debt service | 164,490 | 151,614 |
| Total expenses | 1,721,521 | 1,834,998 |
| Increase in net assets | 772,676 | 671,095 |
| Net assets, January 1 | 5,677,272 | 6,449,948 |
| Net assets, December 31 | $ 6,449,948 | $ 7,121,043 |

The District receives 96 percent of its funding from property tax revenues. Salaries and benefits represent 44 percent of the District's total expenditures. Under the method of accounting used for the government-wide financial statements, library books and other collections are capitalized as assets and depreciated over their estimated useful lives. Consequently, most of the year's expenditures for books and collections are not included in the "library materials" expense shown in Figure 3.

## Fund Financial Analysis

### *"Modified Accrual Basis Statement" Analysis (Exhibits 3 and 4):*

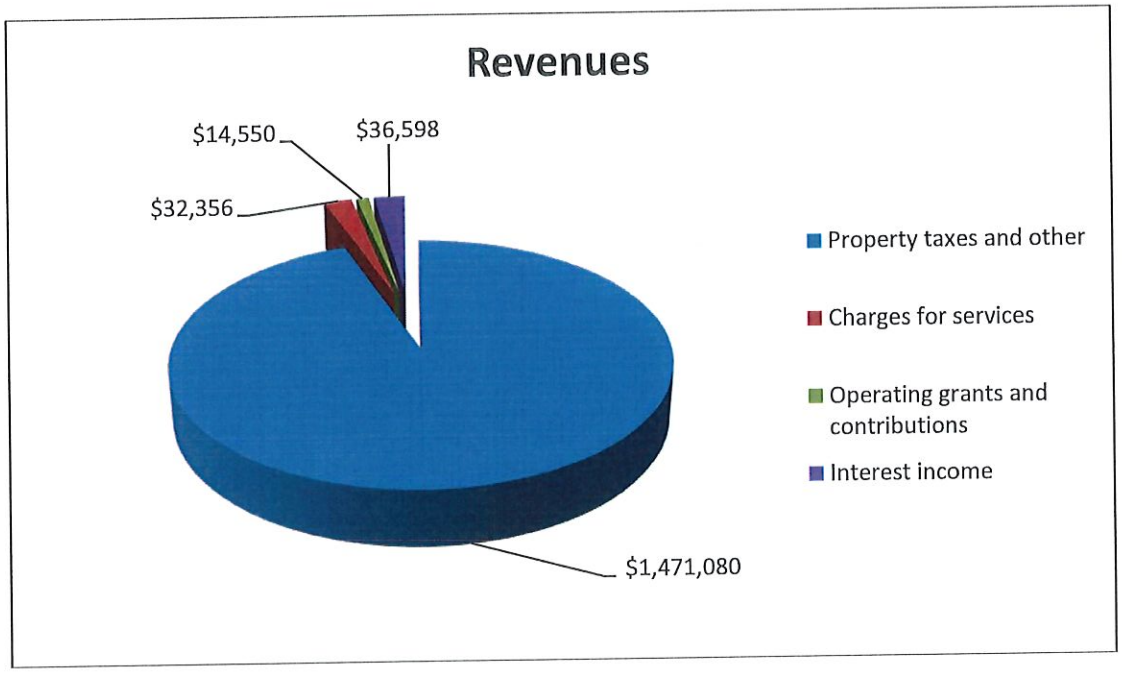
The General Fund is the chief operating fund of the District. At the end of the calendar year 2018, the fund balance of the General Fund is $1,359,948. Of this amount, $44,145 is reserved for emergency under Tabor. The remaining unassigned fund balance of $1,315,803 is available for future spending.

On December 31, 2018, the District reported a combined fund balance for its governmental funds of $2,370,334 (see Exhibit 3). Of this amount, $565,388 is the Debt Service Fund balance restricted for paying the General Obligation Bond debt as it comes due. The Capital Reserve Fund balance of $444,998 is restricted for capital expenditures.

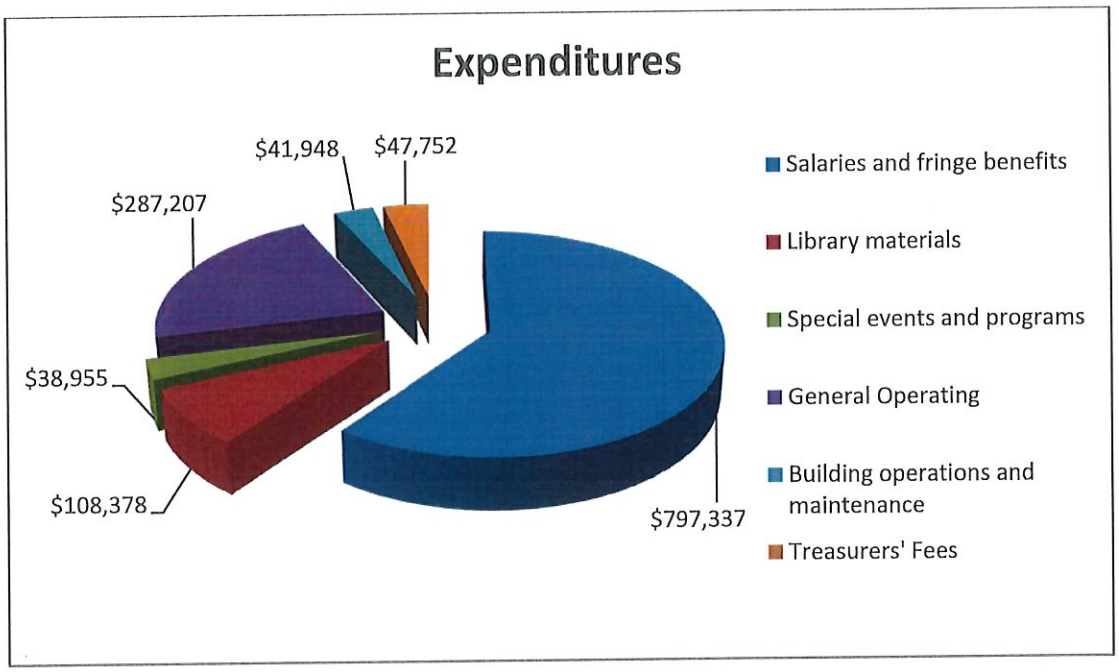
The General Fund balance increased in 2018 mainly due to increased specific ownership taxes and interest income. (See Exhibit 4).

The charts in Figures 4 and 5 represent only the General Fund's revenues and expenditures.

**General Fund 2018 Revenues**
**Figure 4**



**General Fund 2018 Expenditures**
**Figure 5**




## Capital Asset Discussion

The District's investment in capital assets as of December 31, 2018, totals $11,071,328, net of accumulated depreciation (see Figure 6). These assets include buildings, land, furniture, equipment, books, and audio visual equipment. Additional information on the District's capital assets can be found in Note 4 of the financial statements.

Major capital asset transactions during the calendar year include the following:

| | |
|---|---|
| Books and audio visual devices | $ 80,902 |
| Furniture and equipment | $ 11,857 |

**Capital Assets**
**Figure 6**

| | 2017 | 2018 |
|---|---|---|
| Land | $ 1,319,613 | $ 1,319,613 |
| Building | 8,552,572 | 8,281,315 |
| Furniture and equipment | 44,707 | 42,218 |
| Books and audio visual devices | 1,425,730 | 1,428,182 |
| Total capital assets | $ 11,342,622 | $ 11,071,328 |

## Debt Discussion 11

As of December 31, 2018, the District's total debt is $6,393,534. Of this amount, $32,364 represents the liability for the employees' compensated absences and $6,361,170 is the Basalt Regional Library District's general obligation debt, including accrued interest payable. The remainder is the District's accounts payable. Additional information regarding the District's long-term debt can be found in Note 5 of the financial statements.

## Economic Factors and Next Year's Budget

The Library District enjoyed several years of favorable economic conditions which resulted in the growth of fund reserves. While the library has grown by providing core services and innovation for its patrons, it is reliant on property taxes for its funding and hence is impacted by real estate development and property values. The pace of local development and real estate sales has slowed as the national economy has suffered a severe economic recession and only recently begun to show signs of recovery. In 2016, the voters authorized the increase of $350,000 an additional property taxes per year. This increase is for a seven year period and will end after 2023. Financial planning continues for adjustments to operations for 2019 and beyond that may be necessary as the economic uncertainty continues.

## Requests for Information

This report is designed to provide an overview of the District's finances. Questions concerning any of the information found in this report or requests for additional information should be directed to the Basalt Regional Library District, 14 Midland Avenue, Basalt, CO 81621.

# Basalt Regional Library District
## Statement of Net Position
## December 31, 2018

| | |
|---|---|
| **Assets** | |
| **Current assets** | |
| Cash and cash equivalents | $ 2,431,768 |
| Property taxes receivable | 2,412,521 |
| **Total current assets** | 4,860,516 |
| | |
| **Capital assets (net of accumulated depreciation)** | |
| Land | 1,319,613 |
| Building | 8,281,315 |
| Furniture and equipment | 42,218 |
| Books and audio visual devices | 1,428,182 |
| **Total capital assets** | 11,071,328 |
| | |
| **Total assets** | 15,931,844 |
| | |
| **Liabilities** | |
| **Current liabilities** | |
| Accounts payable | 56,867 |
| Accrued liabilities | 16,048 |
| Interest payable | 23,255 |
| Bonds payable | 725,000 |
| **Total current liabilities** | 821,170 |
| | |
| **Deferred inflows of resources** | |
| Deferred property taxes | 2,412,614 |
| Deferred grants | 4,653 |
| **Total deferred inflows of resources** | 2,417,267 |
| | |
| **Non-current liabilities** | |
| Compensated absences | 32,364 |
| Bonds payable | 5,540,000 |
| **Total non-current liabilities** | 5,572,364 |
| **Total liabilities and deferred inflows of resources** | 8,810,801 |
| | |
| **Net position** | |
| Invested in capital assets, net of related debt | 4,806,328 |
| Restricted for: | |
| Emergency | 44,145 |
| Unrestricted | 2,270,570 |
| **Total net position** | $ 7,121,043 |

**See the accompanying notes to the basic financial statements.**

**Basalt Regional Library District**
**Statement of Activities**
**For the Year Ended December 31, 2018**

| | Expenses | Program Revenues: Charges for Services | Program Revenues: Operating Grants and Contributions | Program Revenues: Capital Grants and Contributions | Net (Expense) Revenue and Changes in Net Position: Governmental Activities |
|---|---|---|---|---|---|
| **Governmental activities:** | | | | | |
| Program services | | | | | |
| Salaries and fringe benefits | $ 800,745 | $ - | $ - | $ - | $ (800,745) |
| Special events and programs | 38,955 | - | - | - | (38,955) |
| General operating costs | 314,683 | 32,356 | 14,550 | - | (267,777) |
| Building operations and maintenance | 78,661 | - | - | - | (78,661) |
| Depreciation expense | 364,053 | - | - | - | (364,053) |
| Treasurer's Fees | 86,287 | - | - | - | (86,287) |
| Debt service | | | | | |
| Interest and fees | 151,614 | - | - | - | (151,614) |
| **Total governmental activities** | $ 1,834,998 | $ 32,356 | $ 14,550 | $ - | (1,788,092) |
| **General Revenues** | | | | | |
| Property and specific ownership taxes | | | | | 2,395,101 |
| Interest income | | | | | 61,762 |
| Miscellaneous | | | | | 2,324 |
| **Total General Revenues** | | | | | 2,459,187 |
| **Changes in Net Position** | | | | | 671,095 |
| **Net Position, January 1** | | | | | 6,449,948 |
| **Net Position, December 31** | | | | | $ 7,121,043 |

**See the accompanying notes to the basic financial statements.**

# Basalt Regional Library District
## Balance Sheet - Governmental Funds
## December 31, 2018

| | Major Funds | | | Total Governmental Funds | |
|---|---|---|---|---|---|
| | General Fund | Debt Service Fund | Capital Reserve Fund | 2018 | 2017 |
| **Assets** | | | | | |
| Cash and cash equivalents | $ 1,667,267 | $ 268,091 | $ 496,410 | **$ 2,431,768** | $ 2,168,468 |
| Property taxes receivable | 1,483,734 | 901,087 | 27,700 | **2,412,521** | 2,317,058 |
| Prepaid expenses | 16,227 | - | - | **16,227** | 23,362 |
| Internal balances | (245,885) | 297,297 | (51,412) | **-** | - |
| **Total assets** | $ 2,921,343 | $ 1,466,475 | $ 472,698 | **$ 4,860,516** | $ 4,508,888 |
| **Liabilities** | | | | | |
| Liabilities | | | | | |
| Accounts payable | $ 56,867 | $ - | $ - | **$ 56,867** | $ 22,360 |
| Accrued liabilities | 16,048 | - | - | **16,048** | 12,863 |
| **Total liabilities** | 72,915 | - | - | **72,915** | 35,223 |
| **Deferred inflows of resources** | | | | | |
| Deferred property taxes and other | 1,488,480 | 901,087 | 27,700 | **2,417,267** | 2,321,711 |
| **Fund balance:** | | | | | |
| Fund balance: | | | | | |
| Reserve for emergency | 44,145 | - | - | **44,145** | 43,600 |
| Assigned | - | 565,388 | 444,998 | **1,010,386** | 945,013 |
| Unassigned | 1,315,803 | - | - | **1,315,803** | 1,163,341 |
| **Total fund balance** | 1,359,948 | 565,388 | 444,998 | **2,370,334** | 2,151,954 |
| **Total liabilities, deferred inflows of resources and fund equity** | $ 2,921,343 | $ 1,466,475 | $ 472,698 | **$ 4,860,516** | $ 4,508,888 |

**See the accompanying notes to the basic financial statements.**

## Basalt Regional Library District
## Reconciliation of the Governmental Funds - Balance Sheet
## to the Statement of Net Position
## December 31, 2018

| | | |
|---|---|---|
| **Total fund balance for governmental funds** | | $ 2,370,334 |
| Total net position reported for governmental activities in the Statement of Net Position is different because: | | |
| Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of: | | |
| Land | $ 1,319,613 | |
| Building | 10,756,710 | |
| Furniture and equipment | 290,413 | |
| Books and audio-visual devices | 1,677,850 | |
| Less accumulated depreciation | (2,973,258) | |
| **Total capital assets** | | 11,071,328 |
| Long-term liabilities are not due and payable in the current period and accordingly are not reported in the funds. Other related amounts include debt issuance costs, bond interest payable, unamortized bond premium and unamortized deferred amount of refunding. | | |
| Accrued interest on long-term debt | (23,255) | |
| General obligation bonds payable | (6,265,000) | |
| Compensated absences | (32,364) | |
| **Total long-term liabilities** | | (6,320,619) |
| **Total net position of governmental activities** | | $ 7,121,043 |

**See the accompanying notes to the basic financial statements.**

# Basalt Regional Library District
## Statement of Revenues, Expenditures
## Changes in Fund Balance - Governmental Funds
## For the year ended December 31, 2018 and 2017

| | General Fund | Debt Service Fund | Capital Reserve Fund | Total Governmental Funds 2018 | Total Governmental Funds 2017 |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Taxes | | | | | |
| Property | $ 1,371,710 | $ 924,021 | $ - | **$ 2,295,731** | $ 2,295,780 |
| Specific ownership | 99,370 | - | - | **99,370** | 104,253 |
| Miscellaneous: | | | | | |
| Fines and fees | 32,356 | - | - | **32,356** | 41,718 |
| Contributions | 14,550 | - | - | **14,550** | 16,954 |
| Interest income | 36,598 | 15,896 | 9,268 | **61,762** | 31,614 |
| Other | - | - | 2,324 | **2,324** | 3,878 |
| **Total revenues** | 1,554,584 | 939,917 | 11,592 | **2,506,093** | 2,494,197 |
| **Expenditures** | | | | | |
| Operating expenses | | | | | |
| Salaries and fringe benefits | 797,337 | - | - | **797,337** | 747,490 |
| Supplies | 109,378 | - | - | **109,378** | 103,120 |
| General operating expenses | 65,153 | - | - | **65,153** | 64,621 |
| Contracted services | 112,676 | - | - | **112,676** | 108,372 |
| Repairs and maintenance | 41,948 | - | - | **41,948** | 32,277 |
| Library programs | 38,955 | - | - | **38,955** | 33,974 |
| Treasurer's fees | 47,752 | 38,535 | - | **86,287** | 90,284 |
| Capital expenditures: | | | | | |
| Collections | 108,378 | - | - | **108,378** | 102,260 |
| Capital outlay | - | - | 48,570 | **48,570** | 29,096 |
| Debt service | | | | | |
| Principal | - | 725,000 | - | **725,000** | 700,000 |
| Interest | - | 154,031 | - | **154,031** | 168,031 |
| **Total expenditures** | 1,321,577 | 917,566 | 48,570 | **2,287,713** | 2,179,525 |
| **Other financing sources (uses)** | | | | | |
| Transfers in (out) | (80,000) | - | 80,000 | - | - |
| **Total other financing sources (uses)** | (80,000) | - | 80,000 | - | - |
| **Net change in fund balance** | 153,007 | 22,351 | 43,022 | **218,380** | 314,672 |
| **Fund balance, January 1** | 1,206,941 | 543,037 | 401,976 | **2,151,954** | 1,837,282 |
| **Fund Balance, December 31** | $ 1,359,948 | $ 565,388 | $ 444,998 | **$ 2,370,334** | $ 2,151,954 |

**See the accompanying notes to the basic financial statements.**

## Basalt Regional Library District
## Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities of Governmental Funds
## For the year ended December 31, 2018

| | | |
|---|---|---|
| **Net change in fund balance for governmental funds** | | $ 218,380 |
| The change in net assets reported for governmental activities in the statement of activities is different because: | | |
| Governmental funds report capital outlay as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period. | | |
| Depreciation expense | $ (364,053) | |
| Capital outlay | 92,759 | |
| | | (271,294) |
| Repayment of principal on long-term debt is an expenditure in the governmental funds | | |
| Principal repayments | | 725,000 |
| Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources and revenues are not recognized until they become both measurable and available. In the Statement of Activities however, which is presented on the accrual basis revenues are recognized when earned and expenses and liabilities are reported regardless of when financial resources are available. In addition, interest and amortization on long-term debt is not recognized under the modified accrual basis of accounting until due, rather than as it accrues. This adjustment combines the net changes of these balances. | | |
| Compensated absences | (3,408) | |
| Accrued interest on long-term debt | 2,417 | |
| | | (991) |
| **Change in net assets of governmental activities** | | $ 671,095 |

See the accompanying notes to the basic financial statements.

## 1 Summary of Significant Accounting Policies

### A. The Financial Reporting Entity

The Basalt Regional Library District (the "District"), Basalt, Colorado was incorporated as a special district under Colorado Revised Statutes to provide library services to Basalt and the surrounding areas of Eagle and Pitkin Counties. The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The financial statements of the District consist only of the funds and account groups of the District, a stand-alone government. Based on criteria set forth by GASB, there are no component units for which the District is financially accountable. The more significant of the District's accounting principles are described below.

### B. Basis of Presentation, Basis of Accounting

**Government-wide Statements:** The statement of net position and the statement of activities display information about all of the activities of the District. These statements include the financial activities of the overall government, except for fiduciary activities. These statements distinguish between the governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties. The District has no business-type activities.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees, fines and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

**Fund Financial Statements:** The fund financial statements provide information about the District's funds. The emphasis of fund financial statements is on major governmental funds. The District does not have proprietary or fiduciary fund types.

## 1 Summary of Significant Accounting Policies-(continued)

### B. Basis of Presentation, Basis of Accounting-(continued)

The District reports the following major governmental funds:

***General Fund*** - This is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

***Debt Service Fund*** - The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs, if any.

***Capital Reserve Fund*** - The Capital Reserve Fund is used to account for the accumulation of resources for approved capital expenditures.

### C. Measurement Focus, Basis of Accounting

*Government-wide Financial Statements*

The government-wide fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchanges, include property and specific ownership taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the period for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

*Governmental Fund Financial Statements*

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Property taxes, specific ownership taxes, grants, and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

## 1 Summary of Significant Accounting Policies-(continued)

### C. Measurement Focus, Basis of Accounting-(continued)

Under the terms of grant agreements, the District funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net assets available to finance the program. It is the District's policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues.

**Deferred Outflows / Inflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section of deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and will not recognize as an outflow of resources (expense/ expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section of deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and will not be recognize as an inflow of resources (revenue) until that time. Property taxes revenue that are related to a future period have been recorded as deferred inflows. Grants and entitlements received before eligibility requirements are met (e.g., cash advances) are recorded as deferred inflows. These amounts are deferred and will be recognized as an inflow of resources in the period that the amounts become available.

### D. Assets, Liabilities, and Equity

**Cash and cash equivalents-** The District considers all cash on hand, demand deposits and short-term highly liquid investments with an original maturity of three months or less to be cash equivalents.

**Property taxes-** Property taxes are levied on December 22 and attach as a lien on property the following January 1. They are payable in full by April 30 or in two equal installments due February 28 and June 15. Property taxes levied in the current year and collected in the following year are reported as a deferred inflow of resources at December 31, net of an estimated uncollectible portion.

**Allowance for doubtful accounts-** The District considers all accounts receivable to be collectible and, accordingly, provides no allowance for doubtful accounts.

**Capital assets-** Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated fixed assets are recorded at their estimated fair value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

## 1 Summary of Significant Accounting Policies-(continued)

### D. Assets, Liabilities, and Equity-(continued)

Capital Assets

Depreciation is calculated using the straight-line method over the estimated useful lives. Capital assets acquired by capital lease are depreciated over the estimated useful lives and are included in depreciation expense. The estimated useful lives are as follows:

| | |
|---|---|
| Furniture and Fixtures | 7 -10 years |
| Equipment | 5-7 years |
| Buildings and Improvements | 40 years |

**Compensated absences-** The liability for compensated absences reported in the government-wide statements consists of unpaid, accumulated annual and sick leave balances. The liability has been calculated at 100%, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included.

**Fund balances-** The District classifies governmental fund balances as follows:

- *Non-spendable-* includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual requirements.
- *Restricted-*includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.
- *Committed-*includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority which is the Board of Directors.
- *Assigned-*includes spendable fund balance amounts that are intended to be used for specific purposes that are neither consider restricted or committed. Fund balance may be assigned by the Board of Directors or its management designee.
- *Unassigned-*includes residual positive fund balance within the General Fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

  When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless Board of Directors has provided otherwise in its commitment or assignment actions.

## 1 Summary of Significant Accounting Policies-(continued)

### D. Assets, Liabilities, and Equity-(continued)

**Comparative data/reclassifications-** Comparative amounts in total have been presented for the governmental fund financial statements. Certain amounts presented in the prior year data may have been reclassified in order to be consistent with the current year's presentation.

### E. Budget and Budgetary Accounting

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Budgets are required by state law for all governmental funds.

2. During September the proposed budget is submitted to the Board of Trustees for the fiscal year commencing the following January 1.

3. Prior to December 31, the budget is adopted and appropriations are authorized by resolution at the fund level for all funds. The legal level of budgeting control is at the individual fund level for all funds

4. Budgets are adopted on a basis consistent with the accounting basis of all funds, except that book donations and advance refunding are not budgeted.

5. Expenditures may not legally exceed appropriations at the fund level. The Board of Trustees may increase or decrease the budget and appropriations during the year within restrictions imposed by the District and laws of the State of Colorado. Budget amounts included in the financial statements are based on the final, legally amended budget.

6. Appropriations lapse at the end of the year, and the Board of Trustees may adopt supplemental appropriations during the year. For 2018, no supplemental appropriations were adopted.

## 2 Deposits with Financial Institutions and Investments

### Deposits

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulators. Amounts on deposit in excess of federal insurance levels must be collateralized. The eligible collateral is determined by the PDPA. PDPA allows the institution to create a single collateral pool for all public funds. The pool is to be maintained by another institution or held in trust for all the uninsured public deposits as a group. The market value of the collateral must at least be equal to the aggregate uninsured deposits.

## 2 Deposits with Financial Institutions and Investments-(continued)

### Custodial Credit: Risks -Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk. As of December 31, 2018 none of the District's bank balances of $82,132 were exposed to custodial credit.

### Investments

At December 31, 2018 the District had the following investments:

| | Maturities | Fair Value |
|---|---|---|
| ColoTrust Plus | N/A | $ 2,360,292 |

**Interest rate risk** - The District's investment policy limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Investments may not exceed a maturity date from purchase in excess of five years. The District has not experienced fair value losses.

**Credit risk**- Colorado statutes specify investment instruments meeting defined rating and risk criteria in which local government entities may invest including obligations of the United States and certain U.S. government agency securities; certain international agency securities; general obligation and revenue bonds of U.S. local government entities; bankers' acceptances of certain banks; commercial paper; local government investment pools; written repurchase agreements collateralized by certain authorized securities; certain money market funds; and guaranteed investment contracts. The District's general investment policy is to apply the prudent-person rule: Prudence and protection of District funds are the primary criteria. All investments and bid requests for investments are predicated on liquidity, yield, safety and interest of the local economy. As of December 31, 2014, the District's investment in ColoTrust Plus, a 2a7-like investment pool, was rated AAA/V by Standard & Poor's, Aaa by Moody's Investors Service and AAA/V-1 by Fitch Ratings.

**Concentration of credit risk**- Investments must be in accordance with Colorado statutes and will be diversified. All of the District's investments are in ColoTrust.

## 3 Capital Assets

Capital asset activity for the year ended December 31, 2018 was as follows:

| | Beginning Balance | Increases | Decreases | Ending Balance |
|---|---|---|---|---|
| Governmental activities: | | | | |
| Capital assets not being depreciated: | | | | |
| Land | $ 1,319,613 | $ - | $ - | $ 1,319,613 |
| Capital assets being depreciated: | | | | |
| Building | 10,756,710 | - | - | 10,756,710 |
| Furniture and equipment | 278,555 | 11,857 | - | 290,412 |
| Books and audio visual devices | 1,596,948 | 80,902 | - | 1,677,850 |
| Total capital assets being depreciated | 12,632,213 | 92,759 | - | 12,724,972 |
| Less accumulated depreciation for: | | | | |
| Building | (2,204,138) | (271,256) | - | (2,475,394) |
| Furniture and equipment | (233,848) | (14,347) | - | (248,195) |
| Books and audio visual devices | (171,218) | (78,450) | | (249,668) |
| Total accumulated depreciation | (2,609,204) | (364,053) | - | (2,973,257) |
| Total Capital assets being depreciated | 10,023,009 | (271,294) | - | 9,751,715 |
| Governmental activity capital assets | $ 11,342,622 | $ (271,294) | $ - | $ 11,071,328 |

## 4 Short-term Debt

The District had no short-term debt during the year ended December 31, 2018.

## 5 Long-term Debt

### General Obligation Bonds - Series 2006 and 2012

On November 7, 2006, the District's electorate approved the issuance of $11,000,000 in general obligation bonds, and an increase in the mill levy, for payment of the principal and interest on the bonds. The general obligation bonds are direct obligations and pledge the full faith and credit of the District.

In December of 2006, the District issued $9,000,000 of General Obligation Bonds, Series 2006 for the acquisition and construction of a new library building. Additionally, the District issued $485,000 in interest certificates. The interest rate for Series 2006 debt ranges from 3.625% to 4%.

The following are the schedules of required debt payments as of December 31, 2018 for the Series 2012 bonds:

## 5 Long-term Debt-(continued)

### General Obligation Bonds - Series 2012

In October of 2012, the District issued $7,790,000 of General Obligation Bonds, Series 2012 for the advance refunding of the Series 2006 bonds on November 1, 2016. The interest rate for Series 2012 debt ranges from 2% to 2.5%.

**Series 2012**

| | Principal | Interest | Total |
|---|---|---|---|
| 2019 | $ 725,000 | $ 139,531 | $ 864,531 |
| 2020 | 750,000 | 125,031 | 875,031 |
| 2021 | 760,000 | 110,031 | 870,031 |
| 2022 | 775,000 | 94,831 | 869,831 |
| 2023 | 780,000 | 77,394 | 857,394 |
| 2024 | 800,000 | 59,844 | 859,844 |
| 2025 | 825,000 | 40,844 | 865,844 |
| 2026 | 850,000 | 21,250 | 871,250 |
| | $ 6,265,000 | $ 668,756 | $ 6,933,756 |

Changes in General Long-Term Debt for the year ended December 31, 2018 are as follows:

| | Balance Beginning of Year | Additions | Retirements | Balance End of Year | Due Within One Year |
|---|---|---|---|---|---|
| General Obligation Bonds Series 2012 | $ 6,990,000 | $ - | $ (725,000) | $ 6,265,000 | $ 725,000 |
| Total | $ 6,990,000 | $ - | $ (725,000) | $ 6,265,000 | $ 725,000 |

## 6 Tax, Spending and Debt Limitations

Colorado voters passed an amendment to the State Constitution, Article X, Section 20 ("TABOR"), which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local governments. The amendment is complex and subject to judicial interpretation. The entity believes it is in compliance with the requirements of the amendment. In 1995 voters approved a de-brucing ballot question allowing the district to retain the revenue it received through properly-assessed, voter-approved property taxes.

## 6 Tax, Spending and Debt Limitations-(continued)

One of the requirements of TABOR is for emergency reserves to be used for declared emergencies only. Emergencies, as defined by TABOR, exclude economic conditions, revenue shortfalls, or salary or fringe benefits increases. These reserves are required to be 3% or more of fiscal year spending (excluding bonded debt service). The District has reserved a portion of its December 31, 2018, year-end fund balance in the General Fund for emergencies as required under TABOR in the amount of $44,145, which is the approximate required reserve at December 31, 2018.

On November 2, 2004, the District's electorate approved the following ballot question:

"Shall Basalt Regional Library District taxes be increased up to $394,000 annually (for collection in calendar year 2005) and by such additional amounts raised annually thereafter by an ad valorem property tax mill levy imposed for District operations and maintenance at a rate of 1.14 mills (making the District's total mill levy for operations and maintenance 2.06 mills) to pay the costs of District operations and maintenance; and shall the revenue from such taxes constitute permanent voter-approved revenue changes within the meaning of Article X, Section 20 of the Colorado Constitution and an exception to the limitations set forth in Section 29-1-301 of the Colorado Revised Statutes?"

On November 7, 2006, the District's electorate approved the following ballot questions:

"Shall Basalt Library District taxes be increased up to $175,000, annually (for collection in calendar year 2008) and by such additional amounts raised annually thereafter by an ad valorem property tax mill levy imposed at a rate of up to .55 mills for the costs associated with the operation of the new regional library facility including but not limited to replacement and upkeep of library furnishings and equipment, utilities, books and other library materials and support of library programs and services for the patrons, which increase shall be in addition to the mill levy currently imposed by the District; and shall the revenue from such taxes constitute permanent voter-approved revenue changes within the meaning of Article X, Section 20 of the Colorado Constitution and an exception to the limitations set forth in Section 29-1-3-01 of the Colorado Revised Statues.

"Shall Basalt Regional Library District debt be increased up to $11,000,000 with a maximum repayment cost of up to $17,943,600 and shall District taxes be increased up to $931,000 annually for the purpose of: Purchasing Land within the town of Basalt and the constructing and equipping a new regional library facility.

## 6 Tax, Spending and Debt Limitations-(continued)

Such Debt to consist of the issuance and payment of general obligation bonds, which shall bear interest at a maximum net effective interest rate not to exceed 5.50% per annum and be issued dated and sold at such time or times, at such prices (at, above or below par) and in such manner and containing such terms, not inconsistent here within, as the board of trustees may determine; shall ad valorem property taxes be levied in any year, without limitation as to rate or amount, to pay the principal of, premium if any, and interest on such bonds as the same become due, which property tax levy shall not extend beyond the year in which the bonds are paid in full; and shall any earnings on the investment of the revenues from such taxes and on any proceeds of such bonds (regardless of amount) constitute a voter-approved revenue change within the meaning of Article X, Section 20 of the Colorado Constitution?"

On November 2016, the District electorate approved the following ballot question:

"SHALL BASALT REGIONAL LIBRARY DISTRICT TAXES BE INCREASED $350,000 ANNUALLY FOR A LIMITED SEVEN-YEAR PERIOD (WITH SUCH VOTER AUTHORIZATION TO EXPIRE AFTER TAX COLLECTION YEAR 2023), THROUGH A TAX LEVY IMPOSED AT A RATE SUFFICIENT TO PRODUCE THE AMOUNT STATED ABOVE, WHICH TAXES SHALL BE USED FOR THE PURPOSE OF SUSTAINING AND MAINTAINING DISTRICT OPERATIONS AND SERVICES, AND BUILDING RESERVES FOR SCHEDULED CAPITAL MAINTENANCE?

## 7 Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District maintained membership with the following pool and obtained commercial coverage for the above risks.

### Colorado Special Districts Property and Liability Pool

The District participates in the Colorado Special Districts Property and Liability Pool. The Pool was formed by an intergovernmental agreement to provide public officials, property, general, and automobile liability coverage for claims up to $1,000,000, except if the claim falls within the governmental immunity statute, then the coverage is $150,000 per person and a $600,000 aggregate claim. The Pool is reinsured for 80% of the first $250,000 of all claims and 100% for claims in excess of $250,000. The District may be required to make additional contributions in the event aggregate losses incurred by the Pool exceed amounts recoverable from reinsurance contracts. Any excess funds which the Pool determines are not needed for purposes of the Pool may be returned to the members pursuant to a distribution formula. Any settled claims are not expected to exceed coverage.

## 8 Retirement Plan

Effective June of 2005, the employees of the District were eligible to enter into a defined contribution plan through TIAA CREFF, a retirement fund administrator. The district will match up to 5% of the employee's contributions under the plan.

## 9 Commitments and Contingencies

If the District does not meet certain safe harbor expenditure rules set forth by the IRS they may be subject to a rebate payment to the IRS equal to the difference between the actual and the allowable yield on the investment of the tax exempt bond issue proceeds.

## 10 Internal Balances and transfers

Internal balances between fund types for the year ended December 31, 2018, were as follows:

| | Balances In | Balances Out |
|---|---|---|
| Internal balances | | |
| General Fund | $ - | $ 245,885 |
| Debt Service Fund | 297,297 | - |
| Capital Reserve Fund | - | 51,412 |
| | $ 297,297 | $ 297,297 |

Budgeted transfer was made of $80,000 from the General Fund to the Capital Reserve Fund for future capital outlays.

Required Supplemental Information

# Basalt Regional Library District
## Budgetary Comparison Schedule - General Fund
## For the year ended December 31, 2018 and 2017

| | 2018 | | | 2017 |
|---|---|---|---|---|
| | Original and Final Budget | Actual | Variance Favorable (Unfavorable) | Actual |
| **Revenues** | | | | |
| Property taxes | $ 1,380,338 | $ 1,371,710 | $ (8,628) | $ 1,371,621 |
| Specific ownership taxes | 75,000 | 99,370 | 24,370 | 104,253 |
| Fines and fees | 36,050 | 32,356 | (3,694) | 41,718 |
| Grants and contributions | 12,891 | 14,550 | 1,659 | 16,954 |
| Interest income | 11,000 | 36,598 | 25,598 | 22,485 |
| Other | - | - | - | - |
| **Total revenues** | 1,515,279 | 1,554,584 | 39,305 | 1,557,031 |
| **Expenditures** | | | | |
| Payroll: | | | | |
| Salaries and wages | 710,002 | 674,998 | 35,004 | 630,396 |
| Retirement | 23,465 | 21,658 | 1,807 | 25,166 |
| Health insurance | 42,610 | 40,335 | 2,275 | 36,509 |
| Payroll taxes | 57,400 | 55,935 | 1,465 | 48,592 |
| Payroll service | 4,000 | 4,411 | (411) | 4,146 |
| Director Search | - | - | - | 2,681 |
| Total Payroll | 837,477 | 797,337 | 40,140 | 747,490 |
| Supplies: | | | | |
| Operating expenses | 15,500 | 9,325 | 6,175 | 9,190 |
| Marmot | 91,500 | 90,888 | 612 | 85,224 |
| Postage and courier | 10,000 | 9,165 | 835 | 8,706 |
| Total Supplies | 117,000 | 109,378 | 7,622 | 103,120 |
| Operating expenses: | | | | |
| Technology and cataloging | 13,500 | 15,662 | (2,162) | 15,938 |
| Travel | 1,500 | 2,475 | (975) | 3,349 |
| Board expenses | 1,000 | 714 | 286 | 279 |
| Staff expenses | 6,000 | 5,654 | 346 | 6,059 |
| Utilities | 38,685 | 33,529 | 5,156 | 29,535 |
| Advertising | 6,900 | 7,119 | (219) | 9,461 |
| Total Operating Expenses | 67,585 | 65,153 | 2,432 | 64,621 |
| Contracted Services: | | | | |
| Accounting fees | 23,000 | 18,306 | 4,694 | 20,266 |
| Legal fees | 1,500 | 150 | 1,350 | 404 |
| Dues and membership fees | 3,500 | 3,800 | (300) | 3,006 |
| Insurance and bonding | 22,000 | 20,855 | 1,145 | 20,195 |
| Worker's compensation | 2,000 | 1,456 | 544 | 1,371 |
| Janitorial services | 49,750 | 49,730 | 20 | 49,740 |
| Cleaning and maintenance supplies | 6,700 | 5,950 | 750 | 3,962 |
| Landscaping | 9,000 | 12,429 | (3,429) | 9,428 |
| Total Contracted Services | 117,450 | 112,676 | 4,774 | 108,372 |

## Basalt Regional Library District
## Budgetary Comparison Schedule - General Fund (continued)
## For the year ended December 31, 2018 and 2017

| | 2018 | | | 2017 |
|---|---|---|---|---|
| **Expenditures (continued)** | **Original and Final Budget** | **Actual** | **Variance Favorable (Unfavorable)** | **Actual** |
| Repairs and maintenance: | | | | |
| Building | 25,000 | **24,101** | 899 | **17,178** |
| Equipment repairs | 21,840 | **13,447** | 8,393 | **10,620** |
| Snow removal | 5,000 | **4,400** | 600 | **4,479** |
| Total Maintenance | 51,840 | **41,948** | 9,892 | **32,277** |
| Library Programs | | | | |
| Youth services programs | 7,500 | **7,331** | 169 | **4,712** |
| Adult services programs | 3,000 | **3,296** | (296) | **2,814** |
| Young adult programs | 9,241 | **8,829** | 412 | **5,943** |
| Music programs | 10,000 | **10,497** | (497) | **9,945** |
| Community programs | 9,900 | **9,002** | 898 | **10,560** |
| Total Library Programs | 39,641 | **38,955** | 686 | **33,974** |
| Treasurer's fees | 53,496 | **47,752** | 5,744 | **49,132** |
| Books, audios and videos | 114,464 | **108,378** | 6,086 | **102,260** |
| **Total expenditures** | 1,398,953 | **1,321,577** | 77,376 | **1,241,246** |
| **Other financing sources (uses)** | | | | |
| Operating transfers (out) | (80,000) | **(80,000)** | - | **(100,000)** |
| **Total other financing sources (uses)** | (80,000) | **(80,000)** | - | **(100,000)** |
| **Net change in fund balance** | 36,326 | **153,007** | 116,681 | **215,785** |
| **Fund balance, January 1** | 1,159,501 | **1,206,941** | 47,440 | **991,156** |
| **Fund balance, December 31** | $ 1,195,827 | **$ 1,359,948** | $ 164,121 | **$ 1,206,941** |

# Basalt Regional Library District
## Budgetary Comparison Schedule - Debt Service Fund
## For the year ended December 31, 2018 and 2017

| | 2018 | | | 2017 |
|---|---|---|---|---|
| **Revenues** | **Original and Final Budget** | **Actual** | **Variance Favorable (Unfavorable)** | **Actual** |
| Property taxes | $ 936,720 | **$ 924,021** | $ (12,699) | **$ 924,159** |
| Interest income | - | **15,896** | 15,896 | **5,087** |
| **Total revenues** | 936,720 | **939,917** | 3,197 | **929,246** |
| **Expenditures** | | | | |
| **Debt Service:** | | | | |
| Principal | 725,000 | **725,000** | - | **700,000** |
| Interest | 154,031 | **154,031** | - | **168,031** |
| Treasurers fees | 36,167 | **38,535** | (2,368) | **41,152** |
| **Total expenditures** | 915,198 | **917,566** | (2,368) | **909,183** |
| **Net change in fund balance** | 21,522 | **22,351** | 829 | **20,063** |
| **Fund balance, January 1** | 546,360 | **543,037** | (3,323) | **522,974** |
| **Fund balance, December 31** | $ 567,882 | **$ 565,388** | $ (2,494) | **$ 543,037** |

# Basalt Regional Library District
## Budgetary Comparison Schedule - Capital Reserve Fund
## For the year ended December 31, 2018 and 2017

| | 2018 | | | 2017 |
|---|---|---|---|---|
| | Original and Final Budget | Actual | Variance Favorable (Unfavorable) | Actual |
| **Revenues** | | | | |
| Interest income | $ 3,000 | $ 9,268 | $ 6,268 | $ 4,042 |
| Other | - | 2,324 | 2,324 | 3,878 |
| **Total revenues** | 3,000 | 11,592 | 8,592 | 7,920 |
| **Expenditures** | | | | |
| Capital outlay | 54,300 | 48,570 | 5,730 | 29,096 |
| **Total expenditures** | 54,300 | 48,570 | 5,730 | 29,096 |
| **Other financing sources (uses)** | | | | |
| Operating transfers in | 80,000 | 80,000 | - | 100,000 |
| **Total other financing sources (uses)** | 80,000 | 80,000 | - | 100,000 |
| **Net change in fund balance** | 28,700 | 43,022 | 14,322 | 78,824 |
| **Fund balance, January 1** | 401,630 | 401,976 | 346 | 323,152 |
| **Fund balance, December 31** | $ 430,330 | $ 444,998 | $ 14,668 | $ 401,976 |

MEETING MINUTES

# BASALT REGIONAL LIBRARY BOARD OF TRUSTEES

MONDAY JUNE 17, 2019 AT 5:15 PM
COMMUNITY ROOM
14 MIDLAND ABE.
BASALT, CO 81621

A meeting of the Board of Trustees of the Basalt Regional Library District was called and held on June 17, 2019 at 5:15 PM with the following persons present and acting to conduct business.

**Member Attendance:**

Karen Barch - President
Becky Musselman - Vice-President
Vicki Treece - Treasurer
Enid Ritchy - Secretary
Roger Garrett - Trustee
Christi Blish-Trustee

**Also Present Were:**
Ann Scott - Director
Kim Clinco - Accountant

**Citizen Comments:**
None

**Board Comments:**
None

**Minutes:**
The minutes from April 15, 2019 were presented for approval. Becky Musselman moved to approve the minutes as presented, seconded by Roger Garrett. The minutes were unanimously approved.

**Director's Report:**

**Circulation and Programming: 2 months, April and May statistics**
Numbers are going up in all areas with the exception of Wi-Fi. Ann is not sure how that happened.
Spanish circulation is down also. One of the items that has no relevance is Spanish reference. It reports as 0. We don't check out Spanish reference. This item will be taken down. Otherwise, it is not certain what else is causing the decline.
Spanish programming has increased. The programming included: how to buy a house (positive feedback and good participation, 20+ participants). Other Spanish language programming included ways to navigate through real life in our community. Computer classes are offered in Spanish with babysitting available. Also, strong efforts have been made with Spanish language advertising through Tricolor.
Karen noted to the Board that many programs suggested at the Focus Groups through the Strategic Planning Committee have already been implemented. Ann replied that she and the staff are pleased with the new programming suggestions which came from the community.
**Friends of the Library** raised money (approximately $6,100) through the book store, and reviewed a wish list staff put together. The following was accomplished with these funds:

- Acquired 40 extra Tricolor radio spots per month until the end of the year with $1,000
- Purchased a system to hang larger art on our walls
- Purchased a new interlibrary loan membership
- Paid for World Share
- Continue to partially fund music programs at the library
- Funded an additional parenting workshop and summer reading programming.

**The Library Foundation:** A Garden Party was held this past Sunday. It was a lovely day on the McBride Ranch. Three thousand dollars was raised by the Foundation which will be used to add to our book collection. Another fund raiser for the Foundation will be held at the library at the end of July with a local author Denny Vaughn. Vicki and

Karen sent a thank you note to the Foundation and Ann sent one to the Friends. It was noted that it is important to show appreciation to these entities for their work and commitment to the library. The Foundation always appreciates board attendance at their events.

**Docs on Google Drive for Board Members will include:**

Board contact information
Organization of the library
The Sunshine Law
Board timelines
The 25 year maintenance plan
Annual Budget
Financial management manual
By-laws
Historic documents

**A Board Training Brochure** was distributed to Board Members. We are a governing board. The brochure describes responsibilities of Board Members, board meetings, and bylaws according to Colorado law regarding libraries.

New Employees: Although these positions were not budgeted for this year, Ann was able to hire two new positions. An interim staff member is no longer with us and there is another position that is no longer necessary to the library.

**Sarah Francis** was hired for the position of Technical Services to connect people to resources. She has a MLAS degree from Denver University and has worked in libraries through the years. Also, she had a Post Masters degree in Digital Archives and has contributed to the digitization of resources in Colorado. Sara was most recently was the Branch Manager of the Library in Parachute.

Ex. of work in her position

- Reorganization of Biographies
- Review and revise "do not lend list" (We have a reputation for not sharing resources). Sarah and Ann will meet with all collection managers to talk about the issue and how we can do a better job with sharing resources with other library
- Cataloguing of all library resources

**Cathy Click** is a full-time Development Coordinator, a new position for the BRL. Cathy comes to us with many work and volunteer experiences in the Roaring Fork Valley. She and her husband owned a popular restaurant in Old Basalt for many years. Most recently she was volunteer coordinator for the Roaring Fork Conservatory. Her work at the library will include:

- Fundraising; grant writing at the national, state, and local levels; applications for awards which can be profile elevating. We have not had a staff position for these important tasks.
- Leveraging funds and resources for the library; look for funds based on needs not amount

Ann and the Board think the new hires will further enhance the development of our library.

Karen: Are we analyzing the programming? What is it that works and what doesn't work? Karen also suggested that analyzing success and failure of all programs and that it be reported to the board.

Roger suggested that Cathy look at grants we have previously applied for and have had.

**Committee Reports:**

**Bylaws Committee:** This committee will be launched with new leader and membership, Vicki Treece and Ryan. The committee will meet with Ann and talk about the bylaws in general. They will take up the current tabled bylaw dealing with the timing of the election of officers, Resolution 2019-03 of the Basalt Regional Library District Amending Article 5, Section 1 of the Bylaws.

**Facilities Committee:**

**Roger Garrett reported:**

Hit local companies for cameras. Roger would like to look further.

Roof leaks: thorough assessment was done by High Profile. The bid was $2,500. After reviewing bids from local companies, High Profile's bid will be accepted. Ann will contact them to go forward.

**Finance Committee:**

# MEETING MINUTES

**Vicki Treece reported April and May Financials:** Mill levy dollars came to the library in April. Money coming in after August will be dropping when mill levy dollars are completed for the year. At the end of May, the report showed the library was on budget in many categories and lower in other categories. Vicki suggested that it would behoove us to get money from other sources.

**Personnel Committee:**

**Karen Barch reported:** Ann's assessment is approaching. The Board will be asked to give feedback in July as we complete Ann's annual review.

**Policy Committee:**

**Becky Musselman reported:** Nothing new to report

**Strategic Planning Committee:**

**Christi Blish reported:**

The committee is currently reviewing focus group input, noting the levels of impact and cost. The visual Christi presented was of quadrants which indicated what feedback was high impact with high cost, high impact and no or low cost, low impact and high cost, low impact and low cost.

**Karen: Fundraising Discussion:** Can we hold a fund raiser was a question posed? An attorney was contacted. The answer was yes. Therefore, we are able to include planning events that will raise funds.

- Ann asked Aspen Community Foundation where can we go in terms of fundraising.
- Donations can be mad by individuals, and individuals can get tax deduction for donations. Letters should be sent for recognition and tax deductions. We must be sure that all is within legal guidelines for libraries.

**Liquor License:** Ann reports that applying for a liquor license is at an impasse. The application process is onerous and rigorous. Board members get fingerprinted. There is a background check. Ann is not comfortable to pursue this unless the board is ok with the process. Technically without the license we must apply for a special permit from the town for every event we serve free alcohol at $100 per event. There has been no awareness of this process until we were planning for a February event with an outside liquor store. We were advised to apply for permanent license whose initial cost is $1000, then $100/year thereafter. Ann is comfortable saying we can no longer serve liquor if the Board does not want to go through the rigorous process. Questions to be answered is how rigorous is the background check? And what happens when the board changes?

**Adjourn Meeting:** Meeting was adjourned at 6:16 PM.

# BASALT REGIONAL LIBRARY USAGE STATISTICS

## Adult Circulation Statistics

| | **Jun 2019 | *Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Adult Audio | 463 | 572 | -109 | -19.06% |
| Book Club Kit | 4 | 2 | 2 | 100.00% |
| Adult Continuing Education | 3 | 16 | -13 | -81.25% |
| Adult DVD TV Series | 245 | 220 | 25 | 11.36% |
| Adult Fiction | 863 | 833 | 30 | 3.60% |
| Adult Graphic Novel | 19 | 22 | -3 | -13.64% |
| Adult Large Print | 86 | 103 | -17 | -16.50% |
| Adult Literacy | 0 | 2 | -2 | -100.00% |
| Map Case | 0 | 0 | 0 | 0.00% |
| Adult Music CD | 169 | 135 | 34 | 25.19% |
| Adult New Book Shelf | 1,081 | 930 | 151 | 16.24% |
| Adult New Video | 1,451 | 1,486 | -35 | -2.36% |
| Adult Non Fiction | 1,093 | 859 | 234 | 27.24% |
| Adult Oversized Books | 7 | 12 | -5 | -41.67% |
| Adult Reference | 0 | 2 | -2 | n/a |
| Adult Video | 1,245 | 1,180 | 65 | 5.51% |
| **Adult Total** | **6,729** | **6,374** | **355** | **5.57%** |

## Spanish Circulation Statistics

| | **Jun 2019 | *Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Spanish Audio | 2 | 2 | 0 | 0.00% |
| Spanish Fiction | 23 | 18 | 5 | 27.78% |
| Spanish Graphic Novel | 0 | 0 | 0 | 0.00% |
| Spanish Juvenile | 201 | 189 | 12 | 6.35% |
| Spanish Non Fiction | 25 | 41 | -16 | -39.02% |
| Spanish Reference | 0 | 0 | 0 | n/a |
| Spanish Video | 8 | 29 | -21 | -72.41% |
| Spanish Young Adult | 0 | 4 | -4 | -100.00% |
| **Spanish Total** | **259** | **283** | **-24** | **-8.48%** |

## Young Adult Circulation Statistics

| | **Jun 2019 | *Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Young Adult Audio | 8 | 9 | -1 | -11.11% |
| Young Adult Fiction | 258 | 207 | 51 | 24.64% |
| Young Adult Graphic Novel | 133 | 144 | -11 | -7.64% |
| Young Adult Non Fiction | 46 | 31 | 15 | 48.39% |
| Young Adult Video | 17 | 33 | -16 | -48.48% |
| **Young Adult Total** | **462** | **424** | **38** | **8.96%** |

# BASALT REGIONAL LIBRARY USAGE STATISTICS

## Juvenile Circulation Statistics

| | **Jun 2019 | *Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Juvenile | 2 | 3 | -1 | -33.33% |
| Juvenile Audio | 216 | 170 | 46 | 27.06% |
| Juvenile Beginning Reader | 724 | 432 | 292 | 67.59% |
| Juvenile Chapter Book | 654 | 643 | 11 | 1.71% |
| Juvenile Graphic Novel | 202 | 128 | 74 | 57.81% |
| Juvenile Literacy | 19 | 36 | -17 | -47.22% |
| Juvenile Music | 31 | 18 | 13 | 72.22% |
| Juvenile New Video | 0 | 108 | -108 | Discontinued |
| Juvenile Nonfiction | 410 | 407 | 3 | 0.74% |
| Juvenile Parenting | 27 | 22 | 5 | 22.73% |
| Juvenile Picture Book | 906 | 874 | 32 | 3.66% |
| Juvenile Reference | 0 | 0 | 0 | n/a |
| Juv Special Collection | 47 | 45 | 2 | 4.44% |
| Juvenile Video | 577 | 468 | 109 | 23.29% |
| **Juvenile Total** | **3,815** | **3,354** | **461** | **13.74%** |

## Combined Divisions

| | **Jun 2019 | *Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Back of House (Regional Library) | 117 | 124 | -7 | -5.65% |
| Interlibrary Loan | 0 | 1 | -1 | -100.00% |
| Periodical | 74 | 95 | -21 | -22.11% |
| Seed Library | 0 | 0 | 0 | 0.00% |
| **Combined Divisions Total** | **191** | **220** | **-29** | **-13.18%** |
| | | | | |
| **CIRCULATION TOTALS** | **11,456** | **10,655** | **801** | **7.52%** |

## Circulation of Electronic Materials

| | **Jun 2019 | *Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Rbdigital (Oneclick) | n/a | 10 | | Discontinuted |
| Overdrive (checkouts) | 1,359 | 940 | 419 | 44.57% |
| Kanopy (Plays) | 117 | 95 | 22 | 23.16% |
| **Online totals** | **1,476** | **1,045** | **431** | **41.24%** |
| | | | | |
| **Grand Total** | **12,932** | **11,700** | **1,232** | **10.53%** |

* 2018 Circulation statistics include checkouts to audio repair and other Internal use cards and don't include renewals.

** 2019 cirulation statistics include renewals but don't include checkouts to audio repair or other internal use cards.

# BASALT REGIONAL LIBRARY USAGE STATISTICS

## Adult Circulation Statistics

| | *Jan-Jun 2019 | *Jan-Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Adult Audio | 3,056 | 3,114 | -58 | -1.86% |
| Book Club Kit | 39 | 21 | 18 | 85.71% |
| Adult Continuing Education | 31 | 70 | -39 | -55.71% |
| Adult DVD TV Series | 1,663 | 1,560 | 103 | 6.60% |
| Adult Fiction | 5,573 | 4,508 | 1,065 | 23.62% |
| Adult Graphic Novel | 116 | 105 | 11 | 10.48% |
| Adult Large Print | 691 | 585 | 106 | 18.12% |
| Adult Literacy | 15 | 30 | -15 | -50.00% |
| Map Case | 0 | 0 | 0 | 0.00% |
| Adult Music CD | 849 | 1,111 | -262 | -23.58% |
| Adult New Book Shelf | 6,419 | 5,266 | 1,153 | 21.90% |
| Adult New Video | 9,072 | 9,821 | -749 | -7.63% |
| Adult Non Fiction | 7,123 | 5,296 | 1,827 | 34.50% |
| Adult Oversized Books | 82 | 82 | 0 | 0.00% |
| Adult Reference | 2 | 7 | -5 | n/a |
| Adult Video | 9,043 | 8,515 | 528 | 6.20% |
| **Adult Total** | **43,774** | **40,091** | **3,683** | **9.19%** |

## Spanish Circulation Statistics

| | *Jan-Jun 2019 | *Jan-Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Spanish Audio | 11 | 27 | -16 | -59.26% |
| Spanish Fiction | 145 | 124 | 21 | 16.94% |
| Spanish Graphic Novel | 1 | 10 | -9 | -90.00% |
| Spanish Juvenile | 916 | 977 | -61 | -6.24% |
| Spanish Non Fiction | 201 | 211 | -10 | -4.74% |
| Spanish Reference | 0 | 0 | 0 | n/a |
| Spanish Video | 143 | 249 | -106 | -42.57% |
| Spanish Young Adult | 16 | 17 | -1 | -5.88% |
| **Spanish Total** | **1,433** | **1,615** | **-182** | **-11.27%** |

## Young Adult Circulation Statistics

| | *Jan-Jun 2019 | *Jan-Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Young Adult Audio | 50 | 46 | 4 | 8.70% |
| Young Adult Fiction | 1,045 | 793 | 252 | 31.78% |
| Young Adult Graphic Novel | 665 | 791 | -126 | -15.93% |
| Young Adult Non Fiction | 196 | 107 | 89 | 83.18% |
| Young Adult Video | 139 | 115 | 24 | 20.87% |
| **Young Adult Total** | **2,095** | **1,852** | **243** | **13.12%** |

# BASALT REGIONAL LIBRARY USAGE STATISTICS

## Juvenile Circulation Statistics

| | *Jan-Jun 2019 | *Jan-Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Juvenile | 29 | 41 | -12 | -29.27% |
| Juvenile Audio | 849 | 754 | 95 | 12.60% |
| Juvenile Beginning Reader | 3,472 | 2,606 | 866 | 33.23% |
| Juvenile Chapter Book | 2,964 | 2,648 | 316 | 11.93% |
| Juvenile Graphic Novel | 890 | 605 | 285 | 47.11% |
| Juvenile Literacy | 125 | 149 | -24 | -16.11% |
| Juvenile Music | 212 | 79 | 133 | 168.35% |
| Juvenile New Video | 0 | 955 | -955 | Discontinued |
| Juvenile Nonfiction | 3,215 | 2,572 | 643 | 25.00% |
| Juvenile Parenting | 153 | 123 | 30 | 24.39% |
| Juvenile Picture Book | 5,732 | 5,309 | 423 | 7.97% |
| Juvenile Reference | 0 | 1 | -1 | -100.00% |
| Juv Special Collection | 510 | 380 | 130 | 34.21% |
| Juvenile Video | 3,512 | 2,588 | 924 | 35.70% |
| **Juvenile Total** | **21,663** | **18,810** | **2,853** | **15.17%** |

## Combined Divisions

| | *Jan-Jun 2019 | *Jan-Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Back of House (Regional Library) | 1,559 | 1,003 | 556 | 55.43% |
| Interlibrary Loan | 7 | 8 | -1 | -12.50% |
| Periodical | 616 | 536 | 80 | 14.93% |
| Seed Library | 853 | 3,431 | -2,578 | -75.14% |
| **Combined Divisions Total** | **3,035** | **4,978** | **-1,943** | **-39.03%** |
| | | | | |
| **CIRCULATION TOTALS** | **72,000** | **67,346** | **4,654** | **6.91%** |

## Circulation of Electronic Materials

| | *Jan-Jun 2019 | *Jan-Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Rbdigital (One click) | n/a | 95 | | Discontinued |
| Overdrive (checkouts) | 7,088 | 5,735 | 1,353 | 23.59% |
| Kanopy (Plays) | 770 | 326 | 444 | 136.20% |
| **Online totals** | **7,858** | **6,156** | **1,702** | **27.65%** |
| | | | | |
| **Grand Total** | **79,858** | **73,502** | **6,356** | **8.65%** |

* 2018 Circulation statistics include checkouts to audio repair and other Internal use cards and don't include renewals.

** 2019 cirulation statistics include renewals but don't include checkouts to audio repair or other internal use cards.

# BASALT REGIONAL LIBRARY USAGE STATISTICS

## Database Usage

| | Jun 2019 | Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Ancestry (Unique Searches) | 0 | 47 | -47 | -100.00% |
| Britanica Adult (Sessions) | 0 | 0 | 0 | 0.00% |
| Gale (Total Sessions) | 3 | 6 | -3 | -50.00% |
| Lynda.com (Views) | 108 | 201 | -93 | -46.27% |
| Mango (Total Sessions) | 61 | 17 | 44 | 258.82% |
| Rbdigital Magazines (Checkouts) | 150 | 65 | 85 | 130.77% |
| Britanica Kids (Sessions) | 0 | 0 | 0 | 0.00% |
| Culturegrams (Visitors) | 0 | 0 | 0 | 0.00% |
| Tumble Books (Book Views) | 195 | 0 | 195 | 100.00% |
| PebbleGo/PebbleGo Next (Logins) | 100 | 131 | -31 | -23.66% |
| **Database Usage Totals** | **617** | **467** | **150** | **32.12%** |

## Program Attendance

| | Jun 2019 | Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Adults | 186 | 288 | -102 | -35.42% |
| Teens | 90 | 338 | -248 | -73.37% |
| Kids | 1,043 | 891 | 152 | 17.06% |
| Spanish | 51 | 3 | 48 | 1600.00% |
| **Program Attendance Totals** | **1,370** | **1,520** | **-150** | **-9.87%** |

## New Patrons

| | Jun 2019 | Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| New Patrons - Adult | 84 | 72 | 12 | 16.67% |
| New Patrons - Minor | 18 | 29 | -11 | -37.93% |
| New Patrons - Temporary | 8 | 8 | 0 | 0.00% |
| **New Patron Totals** | **110** | **109** | **1** | **0.92%** |

## Other

| | Jun 2019 | Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Door Counts | 11,204 | 12,045 | -841 | -6.98% |
| PC Reservation Usage | 981 | 1,297 | -316 | -24.36% |
| Overdrive (Unique Users) | 347 | 235 | 112 | 47.66% |
| Wifi (Users) | 2,687 | 3,310 | -623 | -18.82% |

## Website Statistics

| | Jun 2019 | Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Unique Visits | 5,667 | 9,429 | -3,762 | -39.90% |
| Page Views | 21,241 | 19,885 | 1,356 | 6.82% |
| Average Pages Per Session | 3.747 | 2.109 | 1.64 | 77.67% |

# BASALT REGIONAL LIBRARY USAGE STATISTICS

## Database Usage

| | Jan-Jun 2019 | Jan-Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Ancestry (Unique Searches) | 81 | 330 | -249 | -75.45% |
| Britanica Adult (Sessions) | 10 | 40 | -30 | -75.00% |
| Gale (Total Sessions) | 845 | 1,256 | -411 | -32.72% |
| Lynda.com (Views) | 1,229 | 956 | 273 | 28.56% |
| Mango (Total Sessions) | 251 | 308 | -57 | -18.51% |
| Rbdigital Magazines (Checkouts) | 1,025 | 535 | 490 | 91.59% |
| Britanica Kids (Sessions) | 164 | 306 | -142 | -46.41% |
| Culturegrams (Visitors) | 39 | 276 | -237 | -85.87% |
| Tumble Books (Book Views) | 1,273 | 190 | 1,083 | 570.00% |
| PebbleGo/PebbleGo Next (Logins) | 11,508 | 6,838 | 4,670 | 68.29% |
| **Database Usage Totals** | **16,425** | **11,035** | **5,390** | **48.84%** |

## Program Attendance

| | Jan-Jun 2019 | Jan-Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Adults | 2,149 | 2,229 | -80 | -3.59% |
| Teens | 634 | 1,561 | -927 | -59.39% |
| Kids | 5,314 | 4,636 | 678 | 14.62% |
| Spanish | 360 | 18 | 342 | 1900.00% |
| **Program Attendance Totals** | **8,457** | **8,444** | **13** | **0.15%** |

## New Patrons

| | Jan-Jun 2019 | Jan-Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| New Patrons - Adult | 431 | 444 | -13 | -2.93% |
| New Patrons - Minor | 125 | 121 | 4 | 3.31% |
| New Patrons - Temporary | 24 | 20 | 4 | 20.00% |
| **New Patron Totals** | **580** | **585** | **-5** | **-0.85%** |

## Other

| | Jan-Jun 2019 | Jan-Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Door Counts | 67,325 | 68,674 | -1,349 | -1.96% |
| PC Reservation Usage | 6,832 | 7,962 | -1,130 | -14.19% |
| Overdrive (Unique Users) | 602 | 477 | 125 | 26.21% |
| Wifi (Users) (Jan/Feb 2018 est.based on avg.) | 16,978 | 18,222 | -1,244 | -6.83% |

## Website Statistics

| | Jan-Jun 2019 | Jan-Jun 2018 | Quantity Difference | Percentage Change |
|---|---|---|---|---|
| Page Views | 127,821 | 132,906 | -5,085 | -3.83% |
| Pages Per Session | 3.71 | 2.092 | 1.62 | 77.34% |

# Door Counts - June 2019

## Monthly Totals

| Front Door | East Door | Total |
|---|---|---|
| 7442.5 | 3,761.5 | 11,204.0 |

## Daily Counts

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|
| | | | | | 253.0 | 244.0 |
| 431.0 | 431.0 | 453.5 | 435.0 | 300.5 | 207.5 | 169.0 |
| 409.0 | 517.5 | 440.5 | 485.0 | 286.5 | 298.0 | 168.0 |
| 533.0 | 526.5 | 450.5 | 496.5 | 388.5 | 276.5 | 204.0 |
| 446.0 | 518.0 | 430.5 | 453.5 | 498.0 | 267.0 | 186.5 |
| **1819.0** | **1993.0** | **1775.0** | **1870.0** | **1473.5** | **1302.0** | **971.5** |
| | | | | | Monthly Total | **11204.0** |

## Daily Average - Day of Week

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|
| 454.8 | 498.3 | 443.8 | 467.5 | 368.4 | 260.4 | 194.3 |

## Daily Average - Per Month

| |
|---|
| 373.5 |

June 2019

June 2018

# Basalt Regional Library District
## Balance Sheet
## as of June 30, 2019

| | | General Operating Fund | Bond Repayment Fund | Capital Reserve Fund | Total Balance |
|---|---|---|---|---|---|
| **ASSETS** | | | | | |
| **Current Assets** | | | | | |
| | Cash in Banks | | | | |
| | Alpine Bank #0127 | $ 327,114.66 | $ - | $ - | $ 327,114.66 |
| | Colo Trust - Bond Repayment #8002 | - | 603,220.67 | - | 603,220.67 |
| | Colo Trust - Tabor Reserve #8003 | 44,510.05 | - | - | 44,510.05 |
| | Colo Trust - Operating Fund #8004 | 1,391,941.02 | 566,180.69 | - | 1,958,121.71 |
| | Colo Trust - Capital Rsv Fund #8005 | 55,538.81 | - | 447,198.98 | 502,737.79 |
| **Total Current Assets** | | $ 1,819,104.54 | $ 1,169,401.36 | $ 447,198.98 | $ 3,435,704.88 |
| **Fixed Assets** | | | | | |
| | Land | $ 1,319,613.00 | $ - | $ - | $ 1,319,613.00 |
| | Books | 1,596,948.13 | - | - | 1,596,948.13 |
| | Equipment and Fixtures | 278,555.49 | - | - | 278,555.49 |
| | Building | 10,756,710.00 | - | - | 10,756,710.00 |
| | Less Accumulated Depreciation | (2,609,204.05) | - | - | (2,609,204.05) |
| | | $ 11,342,622.57 | $ - | $ - | $ 11,342,622.57 |
| **Other Assets** | | | | | |
| | Cash with County Treasurer | $ 8,083.84 | $ - | $ - | $ 8,083.84 |
| | Prepaid Expense | 2,367.75 | - | - | 2,367.75 |
| | Property Tax Receivable | 40,867.98 | - | - | 40,867.98 |
| | | $ 51,319.57 | $ - | $ - | $ 51,319.57 |
| **TOTAL ASSETS** | | $ 13,213,046.68 | $ 1,169,401.36 | $ 447,198.98 | $ 14,829,647.02 |
| **LIABILITIES** | | | | | |
| **Current Liabilities** | | | | | |
| | Accounts Payable | $ 11,366.29 | $ - | $ - | $ 11,366.29 |
| **Other Current Liab** | | | | | |
| | Accrued Expenses | 25,672.00 | - | - | 25,672.00 |
| | Accrued Vacation | 28,955.63 | - | - | 28,955.63 |
| | Deferred Grant - State | - | - | - | - |
| | Deferred Property Tax | 40,867.98 | - | - | 40,867.98 |
| | Health Insurance Dividend | 5,634.00 | - | - | 5,634.00 |
| | Payroll Liabilities | 1,577.55 | - | - | 1,577.55 |
| | Wages Payable | - | - | - | - |
| **Total Other Current Liab** | | $ 102,707.16 | $ - | $ - | $ 102,707.16 |
| **Long Term Liabilities** | | | | | |
| | Bonds Payable, 2012 | $ 6,265,000.00 | $ - | $ - | $ 6,265,000.00 |
| **Total Long Term Liabilites** | | $ 6,265,000.00 | $ - | $ - | $ 6,265,000.00 |
| **Total Liabilities** | | $ 6,379,073.45 | $ - | $ - | $ 6,379,073.45 |
| | Investment in Capital Assets | $ 4,989,133.19 | $ - | $ - | $ 4,989,133.19 |
| **Fund Balance - of 1/1/19** | | | | | |
| | General Operating Fund | $ 1,360,879.11 | $ - | $ - | $ 1,360,879.11 |
| | Restricted for Emergencies - Tabor Fund | 42,500.00 | - | - | 42,500.00 |
| | Debt Repayment Fund | - | 569,806.37 | - | 569,806.37 |
| | Less Bond Principle Payment | | - | | - |
| | Capital Reserve Fund | - | - | 444,998.95 | 444,998.95 |
| **Total Fund Balance** | | 1,403,379.11 | 569,806.37 | 444,998.95 | 2,418,184.43 |
| **Fund Revenue/Expenditures** | | | | | |
| | Current Year-to-Date Revenue | $ 1,139,093.03 | $ 699,361.05 | $ 5,366.94 | $ 1,843,821.02 |
| | Current Year-to-Date Expenditures | 697,632.10 | 99,766.06 | 3,166.91 | 800,565.07 |
| **Net Current Year** | | 441,460.93 | 599,594.99 | 2,200.03 | 1,043,255.95 |
| **Total Fund Balance - as of 6/30/19** | | 1,844,840.04 | 1,169,401.36 | 447,198.98 | 3,461,440.38 |
| **Total Liabilities and Fund Balance** | | $ 13,213,046.68 | $ 1,169,401.36 | $ 447,198.98 | $ 14,829,647.02 |

Basalt Regional Library District
## Profit & Loss Budget Performance
General Fund
January-June 2019

| | | June 2019 Actuals | Jan-June 2019 Actuals | Previous Year Jan-June 2018 Actual | 2019 Budget | Over/(Under) Budget | % of Annual Budget | 2018 Year End Actuals | NOTES |
|---|---|---|---|---|---|---|---|---|---|
| **General Operating Fund Balance 1/1/19 (Includes Tabor Reserve)** | | | 1,403,379.11 | | | | | | |
| General Fund: | | | | | | | | | |
| 4005 | General Operating Mill Levy | | | | | | | | |
| 4010 | Eagle County | 51,591.89 | 433,834.94 | 450,759.17 | 591,462.10 | (157,627.16) | 73.35% | 574,680.61 | |
| 4020 | Pitkin County | 68,840.40 | 332,217.17 | 342,590.95 | 443,527.36 | (111,310.19) | 74.90% | 437,451.44 | |
| 4030 | Mill Levy Increase | 40,726.31 | 259,054.08 | 271,444.10 | 350,000.00 | (90,945.92) | 74.02% | 347,812.04 | |
| 4040 | Tax Abatement | 316.26 | 2,011.71 | 5,733.57 | 2,718.00 | (706.29) | 74.01% | 7,346.66 | |
| | Total General Operating Mill Levy | 161,474.86 | 1,027,117.90 | 1,070,527.79 | 1,387,707.46 | (360,589.56) | 74.02% | 1,367,290.75 | |
| 4100 | MVSO - General Operating | | | | | | | | |
| 4110 | Eagle County | 6,710.19 | 36,013.53 | 31,654.35 | 50,000.00 | (13,986.47) | 72.03% | 65,684.85 | |
| 4120 | Pitkin County | 3,011.54 | 19,594.33 | 17,422.46 | 30,000.00 | (10,405.67) | 65.31% | 33,685.26 | |
| | Total MVSO - General Operating | 9,721.73 | 55,607.86 | 49,076.81 | 80,000.00 | (24,392.14) | 69.51% | 99,370.11 | |
| 4200 | Fines & Fees | | | | | | | | |
| 4205 | Coffee Purchase | 37.50 | 336.26 | 555.01 | 800.00 | (463.74) | 42.03% | 950.56 | |
| 4210 | Copies | 558.05 | 4,209.85 | 4,322.48 | 8,000.00 | (3,790.15) | 52.62% | 8,638.50 | |
| 4215 | Earbuds | 6.00 | 96.74 | 107.31 | 175.00 | (78.26) | 55.28% | 229.71 | |
| 4220 | Faxing | 44.00 | 312.70 | 603.30 | 700.00 | (387.30) | 44.67% | 956.22 | |
| 4230 | Fines | 698.24 | 6,497.15 | 7,606.08 | 15,000.00 | (8,502.85) | 43.31% | 14,456.77 | |
| 4240 | Guest Passes | - | 15.00 | 127.00 | 200.00 | (185.00) | 7.50% | 259.40 | |
| 4250 | Meeting Room Rental | 250.00 | 1,513.00 | 3,083.10 | 4,000.00 | (2,487.00) | 37.83% | 4,480.60 | |
| 4260 | Replacement Books | 45.15 | 284.04 | 481.04 | 600.00 | (315.96) | 47.34% | 917.46 | |
| 4270 | Replacement Library Cards | 10.00 | 59.20 | 149.00 | 200.00 | (140.80) | 29.60% | 273.00 | |
| 4280 | Test Proctoring | 30.00 | 60.00 | 40.00 | 100.00 | (40.00) | 60.00% | 140.00 | |
| 4290 | Holy Cross Deposit Return/Member Equity | 1,305.04 | 1,305.04 | 1,007.50 | 1,800.00 | (494.96) | 72.50% | 1,054.21 | |
| | Total Fines & Fees | 2,983.98 | 14,688.98 | 18,081.82 | 31,575.00 | (16,886.02) | 46.52% | 32,356.43 | |
| 4300 | Earnings on investments | | | | | | | | |
| 4310 | Colotrust Int Op Acct | 4,015.62 | 21,496.27 | 12,127.15 | 20,000.00 | 1,496.27 | 107.48% | 36,598.34 | seperation of Colo Trust Int / Mill Levy |
| | Mill Levy Interest | 348.46 | (459.12) | 252.21 | - | (459.12) | -100.00% | - | negative amount due to abatements |
| | Total Earnings on investments | 4,364.08 | 21,037.15 | 12,379.36 | 20,000.00 | 1,037.15 | 105.19% | 36,598.34 | |
| 4400 | Contributions | | | | | | | | |
| 4410 | Contributions - Adult | - | - | - | 500.00 | (500.00) | 0.00% | - | |
| 4420 | Contributions - Music | - | 400.00 | 325.00 | 1,500.00 | (1,100.00) | 26.67% | 625.00 | |
| 4430 | Contributions Outreach | - | - | 75.00 | 500.00 | (500.00) | 0.00% | 75.00 | |
| 4440 | Contributions Youth Srv | - | - | - | 500.00 | (500.00) | 0.00% | - | |
| 4470 | Grant - State of Colorado | - | 4,746.00 | 4,653.00 | 4,600.00 | 146.00 | 103.17% | 4,653.00 | grant funds received beg of year |
| 4473 | Grant - Thrift Shop | - | 3,500.00 | - | 3,500.00 | - | 100.00% | 3,500.00 | |
| 4480 | Other | - | 4,228.35 | 1,200.00 | 500.00 | 3,728.35 | 845.67% | 1,867.16 | $1,500 from patron to repair door |
| | Total Contributions | - | 12,874.35 | 6,253.00 | 11,600.00 | 1,274.35 | 110.99% | 10,720.16 | |

Basalt Regional Library District
## Profit & Loss Budget Performance
## General Fund
## January-June 2019

| | | June 2019 Actuals | Jan-June 2019 Actuals | Previous Year Jan-June 2018 Actual | 2019 Budget | Over/(Under) Budget | % of Annual Budget | 2018 Year End Actuals | NOTES |
|---|---|---|---|---|---|---|---|---|---|
| 4490 | Restricted Fund Income - Foundation | 67.61 | 1,121.38 | 1,365.21 | - | 1,121.38 | 100.00% | 3,636.01 | |
| 4490 | Restricted Fund Income - Friends | - | 6,645.41 | - | - | - | 100.00% | 193.68 | escape room |
| | Total Restriced Fund Income - Foundation/Friends | 67.61 | 7,766.79 | 1,365.21 | - | 1,121.38 | 100.00% | 3,829.69 | |
| Total Income | | 178,612.26 | 1,139,093.03 | 1,157,683.99 | 1,530,882.46 | (398,434.84) | 74.41% | 1,550,165.48 | |
| | Operating expenses | | | | | | | | |
| 5000 | Administration | | | | | | | | |
| 5005 | Contract Services | | | | | | | | |
| 5010 | Accounting | 966.75 | 5,821.25 | 4,348.75 | 14,000.00 | (8,178.75) | 41.58% | 9,406.25 | monthly amount paid in arrears |
| 5020 | Audit - Annual | - | - | - | 8,900.00 | (8,900.00) | 0.00% | 8,900.00 | paid after annual audit is complete |
| 5030 | Courier | - | - | - | 9,000.00 | (9,000.00) | 0.00% | 8,748.60 | paid in 4th quarter |
| 5035 | Graphic Design | - | 6,600.00 | - | - | 6,600.00 | 100.00% | - | new line item in budget for 2019 |
| 5040 | Legal | - | 495.50 | - | 5,000.00 | (4,504.50) | 9.91% | 150.00 | will use if needed |
| | Total Contract Services | 966.75 | 12,916.75 | 4,348.75 | 36,900.00 | (23,983.25) | 35.00% | 27,204.85 | |
| 5100 | Insurance | | | | | | | | |
| 5110 | Property & Liability Insur | - | - | - | 23,100.00 | (23,100.00) | 0.00% | 20,854.89 | paid in 4th quarter |
| 5120 | Worker's compensation | - | 18.00 | 47.75 | 2,100.00 | (2,082.00) | 0.86% | 1,455.75 | $18 for audit / bal paid in 4th quarter |
| | Total Insurance | - | 18.00 | 47.75 | 25,200.00 | (25,182.00) | 0.07% | 22,310.64 | |
| 5210 | Postage & Shipping | 220.00 | 220.00 | 362.78 | 1,000.00 | (780.00) | 22.00% | 416.23 | |
| 5220 | Professional Dev. & Memberships | | | | | | | | |
| 5230 | Board | - | 651.62 | - | 1,000.00 | (348.38) | 65.16% | 713.52 | food / training |
| 5235 | Employment Council | - | - | - | 1,600.00 | (1,600.00) | 0.00% | 1,500.02 | annual fee paid in 3rd quarter |
| 5240 | Library Association Dues | - | 290.00 | - | 1,000.00 | (710.00) | 29.00% | 1,294.50 | most of dues paid in 3rd and 4th quarter |
| 5250 | Spec District Ass'n Due | - | 891.40 | - | 1,000.00 | (108.60) | 89.14% | 1,005.00 | annual fee for year based on pr / mill levy |
| 5260 | Staff | - | 8,737.01 | 2,300.31 | 6,000.00 | 2,737.01 | 145.62% | 5,653.67 | training / meetings - $7k for staff spanish |
| 5270 | Travel expenses | - | 2,456.00 | 743.97 | 3,500.00 | (1,044.00) | 70.17% | 2,475.21 | mileage / hotel / meals for training |
| | Total Professional Dev. & Memberships | - | 13,026.03 | 3,044.28 | 14,100.00 | (1,073.97) | 92.38% | 12,641.92 | |
| 5280 | Publicity | | | | | | | | |
| 5290 | Advertising - General | 1,709.05 | 4,327.08 | 2,964.73 | 13,886.00 | (9,558.92) | 31.16% | 7,119.16 | update of advertising program |
| 5633 | Advertising - Outreach | - | 3,348.00 | 3,768.08 | 3,800.00 | (452.00) | 88.11% | 3,768.08 | annual contract in full for year |
| | Total Publicity | 1,709.05 | 7,675.08 | 6,732.81 | 17,686.00 | (10,010.92) | 43.40% | 10,887.24 | |
| 5300 | Supplies | | | | | | | | |
| 5310 | Office Supplies | 87.45 | 5,627.78 | 4,991.28 | 9,000.00 | (3,372.22) | 62.53% | 9,324.72 | |
| 5320 | Technical Cataloging & Service | 178.92 | 2,272.95 | 2,724.30 | 6,500.00 | (4,227.05) | 34.97% | 6,014.39 | |
| | Total Supplies | 266.37 | 7,900.73 | 7,715.58 | 15,500.00 | (7,599.27) | 50.97% | 15,339.11 | |
| 5350 | Treasurer's fees | | | | | | | | |
| 5360 | Eagle fees | 2,078.96 | 17,447.85 | 18,250.32 | 24,743.86 | (7,296.01) | 70.51% | 23,300.34 | fees are also calculated on MVSO rec |
| 5370 | Pitkin fees | 4,003.36 | 19,036.59 | 18,584.67 | 29,176.37 | (10,139.78) | 65.25% | 24,451.82 | fees are also calculated on MVSO rec |
| | Total Treasurer's fees | 6,082.32 | 36,484.44 | 36,834.99 | 53,920.23 | (17,435.79) | 67.66% | 47,752.16 | |
| | Total Administration | 9,244.49 | 78,241.03 | 59,086.94 | 164,306.23 | (86,065.20) | 47.62% | 136,552.15 | |

Basalt Regional Library District
## Profit & Loss Budget Performance
## General Fund
## January-June 2019

| | | June 2019 Actuals | Jan-June 2019 Actuals | Previous Year Jan-June 2018 Actual | 2019 Budget | Over/(Under) Budget | % of Annual Budget | 2018 Year End Actuals | NOTES |
|---|---|---|---|---|---|---|---|---|---|
| 5400 | Facility Expenses | | | | | | | | |
| 5410 | Janitorial | 4,145.00 | 25,002.00 | 24,870.00 | 49,750.00 | (24,748.00) | 50.26% | 49,730.00 | monthly contract |
| 5420 | Janitorial Supplies | 427.24 | 2,753.02 | 3,230.01 | 6,000.00 | (3,246.98) | 45.88% | 5,950.42 | cleaning supplies |
| 5430 | Landscaping | 1,591.11 | 3,037.78 | 2,638.80 | 9,500.00 | (6,462.22) | 31.98% | 12,429.38 | summer contract |
| 5440 | Maintenance *Detailed List Attached | 1,668.37 | 9,736.92 | 12,062.49 | 25,000.00 | (15,263.08) | 38.95% | 23,341.40 | list attached |
| 5450 | Mat Cleaning | 57.46 | 345.18 | 365.77 | 700.00 | (354.82) | 49.31% | 759.58 | monthly cleaning of floor mats |
| 5460 | Snow Removal | - | - | - | 5,000.00 | (5,000.00) | 0.00% | 4,400.00 | annual contract in 4th quarter |
| | Total Facility Expenses (Maintenance) | 7,889.18 | 40,874.90 | 43,167.07 | 95,950.00 | (55,075.10) | 42.60% | 96,610.78 | |
| 5500 | Utilities | | | | | | | | |
| 5510 | Electric | 342.16 | 2,759.73 | 3,595.58 | 8,250.00 | (5,490.27) | 33.45% | 7,283.69 | Holy Cross - monthly |
| 5515 | Compost Collection System | 50.00 | 350.00 | 309.50 | 600.00 | (250.00) | 58.33% | 705.50 | Evergreen Zero - monthly |
| 5520 | Gas | - | 4,253.57 | 4,793.01 | 8,250.00 | (3,996.43) | 51.56% | 6,082.26 | Black Hills - monthly |
| 5530 | Internet Connectivity | 293.42 | 1,041.18 | - | - | 1,041.18 | 0.00% | - | comcast - new contract - prev Marmot |
| 5540 | Sanitation | - | 1,353.00 | 1,320.00 | 2,775.00 | (1,422.00) | 48.76% | 2,640.00 | Basalt Sanitation - Quarterly advance |
| 5550 | Telephone | 577.91 | 3,507.59 | 2,808.23 | 6,900.00 | (3,392.41) | 50.83% | 6,765.14 | Centurylink - monthly |
| 5560 | Trash | 434.29 | 2,593.27 | 2,308.96 | 5,000.00 | (2,406.73) | 51.87% | 4,791.54 | Waste Mgt - monthly |
| 5570 | Water | 973.15 | 1,670.06 | 1,993.87 | 10,000.00 | (8,329.94) | 16.70% | 5,260.63 | Town of Basalt - Quarterly in arrears |
| | Total Utilities | 2,670.93 | 17,528.40 | 17,129.15 | 41,775.00 | (24,246.60) | 41.96% | 33,528.76 | |
| | Total Facility Expenses | 10,560.11 | 58,403.30 | 60,296.22 | 137,725.00 | (79,321.70) | 42.41% | 130,139.54 | |
| 5600 | Library Programs | | | | | | | | |
| 5610 | Adult | 350.00 | 1,910.77 | 2,746.10 | 4,500.00 | (2,589.23) | 42.46% | 3,296.10 | |
| 5620 | Children's | 1,725.00 | 4,754.69 | 2,807.69 | 4,500.00 | 254.69 | 105.66% | 4,492.87 | |
| 5625 | Children's Program Materials | 246.35 | 821.11 | 2,031.75 | 3,000.00 | (2,178.89) | 27.37% | 2,838.39 | summer reading program |
| 5630 | Art - Community | 90.00 | 1,235.71 | 812.13 | 2,500.00 | (1,264.29) | 49.43% | 4,339.39 | |
| 5640 | Music | - | 7,637.19 | 5,614.12 | 13,000.00 | (5,362.81) | 58.75% | 10,496.89 | program performers / misc exp |
| 5650 | Outreach | - | 480.11 | - | 1,450.00 | (969.89) | 0.00% | - | |
| 5635 | Volunteers | - | - | 400.00 | 550.00 | (550.00) | 0.00% | 894.90 | |
| 5660 | Young Adult | 240.00 | 2,063.95 | 3,362.20 | 4,550.00 | (2,486.05) | 45.36% | 4,174.34 | |
| 5670 | Young Adult - State of Colorado Grant | - | 2,907.41 | 4,654.55 | 4,600.00 | (1,692.59) | 63.20% | 4,654.55 | offset by State Grant received |
| | Total Library Programs | 2,651.35 | 21,810.94 | 22,428.54 | 38,650.00 | (16,839.06) | 56.43% | 35,187.43 | |
| 5700 | Technology & Equipment | | | | | | | | |
| 5710 | Copiers & Equipment | | | | | | | | |
| 5730 | Lease | 417.93 | 2,056.52 | 1,293.45 | 3,000.00 | (943.48) | 68.55% | 3,902.07 | 2 copier leases |
| 5740 | Service Agreement | 135.17 | 3,986.79 | 2,455.25 | 4,800.00 | (813.21) | 83.06% | 3,619.55 | includes copy overages |
| 5750 | Supplies | - | 586.89 | 3,722.21 | 4,000.00 | (3,413.11) | 14.67% | 5,925.40 | paper / toner / supplies / disks |
| | Total Copiers & Equipment | 553.10 | 6,630.20 | 7,470.91 | 11,800.00 | (5,169.80) | 56.19% | 13,447.02 | |
| 5760 | Marmot ILS System | - | 48,587.44 | 68,492.63 | 91,500.00 | (42,912.56) | 53.10% | 90,888.34 | quarterly in advance / additional |
| 5770 | Miscellaneous Parts | - | 808.35 | 1,561.36 | 3,000.00 | (2,191.65) | 26.95% | 2,563.65 | |
| 5780 | Support & Service Agreements | | | | | | | | |
| 5793 | Canva | - | - | - | 199.00 | (199.00) | 0.00% | - | annual contract |
| 5795 | Emma | 168.00 | 1,017.94 | 1,008.00 | 2,760.00 | (1,742.06) | 36.88% | 2,104.40 | monthly amount |

Basalt Regional Library District
## Profit & Loss Budget Performance
## General Fund
## January-June 2019

| | | June 2019 Actuals | Jan-June 2019 Actuals | Previous Year Jan-June 2018 Actual | 2019 Budget | Over/(Under) Budget | % of Annual Budget | 2018 Year End Actuals | NOTES |
|---|---|---|---|---|---|---|---|---|---|
| 5802 | Google Cloud G Suite | - | 438.35 | - | 1,080.00 | (641.65) | 40.59% | - | |
| 5803 | Hoote Suite | - | - | 228.00 | - | - | 0.00% | 228.00 | |
| 5810 | Timeclock | - | - | - | 400.00 | (400.00) | 0.00% | 306.40 | annual contract |
| 5815 | QR Code Generator | - | - | - | 150.00 | (150.00) | 0.00% | - | |
| 5820 | Web Calendar/EMS | - | 183.94 | 1,134.95 | 376.00 | (192.06) | 48.92% | 2,030.32 | monthly amount |
| | Total Support & Service Agreements | 168.00 | 1,640.23 | 2,370.95 | 4,965.00 | (3,324.77) | 33.04% | 4,669.12 | |
| 5830 | Tech Labor & Repair | - | 464.29 | 1,699.75 | 3,000.00 | (2,535.71) | 15.48% | 2,415.15 | misc repairs / supplies |
| | Total Technology | 721.10 | 58,130.51 | 81,595.60 | 114,265.00 | (56,134.49) | 50.87% | 113,983.28 | |
| 5900 | Collections | | | | | | | | |
| 5910 | Audio | | | | | | | | |
| 5920 | Adult BCD | 839.22 | 3,225.56 | 3,704.50 | 7,500.00 | (4,274.44) | 43.01% | 7,832.49 | |
| 5930 | Youth Audio | - | 201.45 | 1,541.58 | 2,200.00 | (1,998.55) | 9.16% | 2,087.67 | |
| | Total Audio | 839.22 | 3,427.01 | 5,246.08 | 9,700.00 | (6,272.99) | 35.33% | 9,920.16 | |
| 6000 | Books & Magazines | | | | | | | | |
| 6010 | Adult fiction books | 1,067.22 | 6,226.23 | 5,471.10 | 11,000.00 | (4,773.77) | 56.60% | 11,044.61 | |
| 6020 | Adult non-fiction books | 881.01 | 5,679.78 | 5,450.15 | 11,000.00 | (5,320.22) | 51.63% | 11,150.45 | |
| 6030 | Juvenile Fiction | 79.33 | 1,379.65 | 5,045.84 | 7,000.00 | (5,620.35) | 19.71% | 6,756.78 | |
| 6040 | Juvenile Non-Fiction | 42.11 | 515.79 | 1,422.01 | 3,000.00 | (2,484.21) | 17.19% | 2,900.73 | |
| 6045 | Large Print | 363.04 | 1,128.90 | 310.93 | 1,800.00 | (671.10) | 62.72% | 1,092.25 | |
| 6050 | Print Subscriptions | - | 7,066.00 | 7,487.61 | 9,900.00 | (2,834.00) | 71.37% | 8,142.83 | annaul subscript for magazines |
| 6055 | Replacement Books - Purchased | - | 463.02 | - | 1,800.00 | (1,336.98) | 25.72% | 528.36 | |
| 6060 | Spanish Adult fiction | - | 65.63 | 250.32 | 1,000.00 | (934.37) | 6.56% | 847.84 | |
| 6070 | Spanish adult non-fiction | 34.89 | 187.06 | 263.32 | 1,500.00 | (1,312.94) | 12.47% | 1,542.96 | |
| 6080 | Spanish children's books | 29.97 | 918.90 | 780.52 | 3,000.00 | (2,081.10) | 30.63% | 2,225.89 | |
| 6100 | YA Fiction | 416.21 | 2,575.09 | 3,746.72 | 6,700.00 | (4,124.91) | 38.43% | 7,116.50 | |
| 6110 | YA Non-Fiction | 23.61 | 498.36 | 497.39 | 930.00 | (431.64) | 53.59% | 1,001.13 | |
| | Total Books | 2,937.39 | 26,704.41 | 30,725.91 | 58,630.00 | (31,925.59) | 45.55% | 54,350.33 | |
| | Restricted Funds | | | | | | | | |
| | Restricted Funds Expense - Friends/Foundatic | 432.76 | 1,753.19 | 1,983.21 | - | 1,753.19 | 0.00% | 4,364.54 | |
| | Total Restricted Funds | 432.76 | 1,753.19 | 1,983.21 | - | 1,753.19 | 0.00% | 4,364.54 | |
| 6200 | Digital Resources | | | | | | | | |
| 6210 | Annual Subscriptions | | | | | | | | |
| 6220 | Ancestry.com | - | - | 1,620.00 | 1,620.00 | (1,620.00) | 0.00% | 1,620.00 | annual contract |
| 6230 | Culturegrams | - | 1,225.90 | 1,180.00 | 1,200.00 | 25.90 | 102.16% | 1,180.00 | annual contract |
| 6245 | Gale Student Resources | - | 1,340.53 | 1,215.90 | 1,277.00 | 63.53 | 104.97% | 1,215.90 | annual contract |
| 6250 | Gale Public | - | - | - | 2,050.00 | (2,050.00) | 0.00% | - | |
| 6255 | LYNDA - Database | - | 4,500.00 | 4,140.00 | 4,500.00 | - | 100.00% | 4,140.00 | annual contract |
| 6270 | Mango Languages | - | - | 1,183.88 | 1,184.00 | (1,184.00) | 0.00% | 1,183.88 | annual contract |
| 6275 | New York Times | - | 1,424.80 | 1,279.20 | 1,300.00 | 124.80 | 109.60% | 1,279.20 | annual contract |
| 6280 | Tumblebooks | - | - | - | 500.00 | (500.00) | 0.00% | - | |
| 6290 | Overdrive Advantage | - | - | 2,144.65 | - | - | 0.00% | 3,545.87 | |

Basalt Regional Library District
## Profit & Loss Budget Performance
General Fund
January-June 2019

| | | June 2019 Actuals | Jan-June 2019 Actuals | Previous Year Jan-June 2018 Actual | 2019 Budget | Over/(Under) Budget | % of Annual Budget | 2018 Year End Actuals | NOTES |
|---|---|---|---|---|---|---|---|---|---|
| 6300 | Downloadable Titles | | | | | | | | |
| 6305 | Kanopy | - | 6,000.00 | 3,000.00 | 6,000.00 | - | 100.00% | 3,000.00 | annual contract |
| 6320 | Overdrive | 1,445.09 | 2,639.41 | 6,637.18 | 14,500.00 | (11,860.59) | 18.20% | 8,310.97 | |
| 6330 | Zinio | - | - | 2,000.00 | 2,000.00 | (2,000.00) | 0.00% | 2,000.00 | annual contract |
| | Total Digital Resources | 1,445.09 | 17,130.64 | 24,400.81 | 36,131.00 | (19,000.36) | 47.41% | 27,475.82 | |
| 6400 | Music | | | | | | | | |
| 6410 | Adult Music | - | 41.78 | 1,082.95 | 1,550.00 | (1,508.22) | 2.70% | 1,574.12 | |
| 6420 | Juvenile Music | - | 17.98 | 221.35 | 775.00 | (757.02) | 2.32% | 221.35 | |
| | Total Music | - | 59.76 | 1,304.30 | 2,325.00 | (2,265.24) | 2.57% | 1,795.47 | |
| 6500 | Video | | | | | | | | |
| 6510 | Adult Video | - | 3,753.59 | 4,560.25 | 10,000.00 | (6,246.41) | 37.54% | 8,890.86 | |
| 6530 | Juvenile Video | - | 848.44 | 1,158.48 | 1,800.00 | (951.56) | 47.14% | 1,292.76 | |
| 6540 | YA Video | - | 9.73 | 288.30 | 400.00 | (390.27) | 2.43% | 288.30 | |
| | Total Video | - | 4,611.76 | 6,007.03 | 12,200.00 | (7,588.24) | 37.80% | 10,471.92 | |
| | Total Collections | 5,654.46 | 53,686.77 | 69,667.34 | 118,986.00 | (67,052.42) | 45.12% | 108,378.24 | |
| | Total Operating expenses | 28,831.51 | 270,272.55 | 293,074.64 | 573,932.23 | (303,659.68) | 47.09% | 524,240.64 | |
| 6900 | Payroll Expenses | | | | | - | | | |
| 6910 | Payroll | 55,230.68 | 352,980.79 | 350,526.27 | 738,402.08 | (385,421.29) | 47.80% | 673,555.60 | payroll |
| 6920 | Payroll Service | 666.65 | 2,500.00 | 2,292.92 | 4,000.00 | (1,500.00) | 62.50% | 4,410.92 | includes 2018 year end processing |
| 6930 | Payroll Taxes | 4,170.44 | 27,841.99 | 28,196.44 | 59,696.00 | (31,854.01) | 46.64% | 53,127.67 | matching taxes / unemployment |
| 6940 | Retirement Plan | 1,576.19 | 10,731.82 | 10,796.96 | 24,403.60 | (13,671.78) | 43.98% | 21,657.55 | matching of employee contribution |
| 6950 | Health Insurance | 4,282.09 | 33,304.95 | 18,768.28 | 43,000.00 | (9,695.05) | 77.45% | 40,334.98 | library portion |
| | Total Payroll Expenses | 65,926.05 | 427,359.55 | 410,580.87 | 869,501.68 | (442,142.13) | 49.15% | 793,086.72 | |
| Total Expense | | 94,757.56 | 697,632.10 | 703,655.51 | 1,443,433.91 | (745,801.81) | 48.33% | 1,317,327.36 | |
| Net General Fund Income/(Loss) Prior to Capital Rsv Allocation | | 83,854.70 | 441,460.93 | 454,028.48 | 87,448.55 | 347,366.97 | 504.82% | 232,838.12 | |
| | Allocation to Capital Reserve Outlay | - | - | - | 40,000.00 | (40,000.00) | 0.00% | 80,000.00 | |
| **Net General Fund Income/(Loss)After Capital Reserve Allocation** | | **83,854.70** | **441,460.93** | **454,028.48** | **47,448.55** | | | **152,838.12** | |
| **General Fund Balance 6/30/19** | | | **1,844,840.04** | | | | | | |

# Basalt Regional Library District
## Bond Repayment Fund
## Profit & Loss Budget Performance
January-June 2019

| | June 2019 Actuals | Jan-June 2019 Actuals | Previous Year Jan-June 2018 Actual | 2019 Budget | Over/(Under) Budget | % of Annual Budget | 2018 Year End Actuals |
|---|---|---|---|---|---|---|---|
| **Bond Repayment Fund Balance 1/1/19** | | **569,806.37** | | | | | |
| Bond Repayment Fund: | | | | | | | |
| Interest Earned - Bond Repayment | 1,192.77 | 5,366.94 | 6,988.56 | 8,000.00 | (2,633.06) | 67.09% | 15,896.08 |
| Mill Levy Debt Repayment | | | | | - | | |
| Eagle County | 47,235.23 | 397,037.63 | 412,986.02 | 541,607.05 | (144,569.42) | 73.31% | 526,521.28 |
| Pitkin County | 61,533.85 | 296,956.48 | 308,189.38 | 406,141.91 | (109,185.43) | 73.12% | 401,918.07 |
| Total Mill Levy Debt Repayment | 108,769.08 | 693,994.11 | 721,175.40 | 947,748.96 | (253,754.85) | 73.23% | 928,439.35 |
| Total Debt Service Fund | 109,961.85 | 699,361.05 | 728,163.96 | 955,748.96 | (256,387.91) | 73.17% | 944,335.43 |
| Total Bond Repayment Fund Income | 109,961.85 | 699,361.05 | 728,163.96 | 955,748.96 | (256,387.91) | 73.17% | 944,335.43 |
| Expense | | | | | | | |
| Bond Interest | - | 69,765.63 | 77,015.63 | 139,531.26 | (69,765.63) | 50.0% | 154,031.26 |
| Treasurer's Fees | | | | | | | |
| Eagle County | 1,419.42 | 11,909.57 | 12,392.28 | 16,248.21 | (4,338.64) | 73.3% | 15,820.86 |
| Pitkin County | 3,695.42 | 18,090.86 | 17,298.10 | 20,307.10 | (2,216.24) | 89.09% | 22,713.94 |
| Total Treasurer's Fees | 5,114.84 | 30,000.43 | 29,690.38 | 36,555.31 | (6,554.88) | 82.07% | 38,534.80 |
| Total Bond Repayment Fund Expense | 5,114.84 | 99,766.06 | 106,706.01 | 176,086.57 | (76,320.51) | 56.66% | 192,566.06 |
| Net Bond Repayment Principle Loan Payment | - | - | - | 725,000.00 | - | 0.0% | 725,000.00 |
| Net Bond Repayment Fund | 104,847.01 | 599,594.99 | 621,457.95 | 54,662.39 | (180,067.40) | 1,096.91% | 26,769.37 |
| **Bond Repayment Fund Balance 6/30/19** | | **1,169,401.36** | | | | | |
| ****2019 Bond Repayment Schedule:** | | | | | | | |
| 5/1/19 - Series 2012 Interest | | 69,765.63 | | | | | |
| 11/1/19 - Series 2012 Interest | | 69,765.63 | | | | | |
| 11/1/19 - Series 2012 Principle | | 725,000.00 | | | | | |

# Basalt Regional Library District
## Capital Reserve Fund
## Profit & Loss Budget Performance
## January-June 2019

| | June 2019 Actuals | Jan-June 2019 Actuals | Previous Year Jan-June 2018 Actual | 2019 Budget | Over/(Under) Budget | % of Annual Budget | 2018 Year End Actuals |
|---|---|---|---|---|---|---|---|
| **Capital Reserve Fund Balance 1/1/19** | | 444,998.95 | | | | | |
| Capital Reserve Fund: | | | | | | | |
| Income | | | | | | | |
| Door Counter - Refund | - | - | | | | | 2,324.50 |
| Allocation From General Fund | - | - | - | 40,000.00 | (40,000.00) | 0.0% | 80,000.00 |
| Interest Earned - Reserve Fund | 1,192.77 | 5,366.94 | 3,736.29 | 3,000.00 | 2,366.94 | 178.9% | 9,268.27 |
| Total Capital Reserve Fund Income | 1,192.77 | 5,366.94 | 3,736.29 | 43,000.00 | (37,633.06) | 12.48% | 91,592.77 |
| Expense | | | | | | | |
| Capital Reserve Expense | | | | | | | |
| Capital Reserve Exp - Asphalt Seal/Repair | - | - | - | - | - | 0.0% | 2,960.00 |
| Capital Reserve Exp - Build Ext Seal/Paint | - | - | - | - | - | 0.0% | 13,265.00 |
| Capital Reserve Exp - Self Checkout (3) | - | - | - | - | - | 0.0% | 6,338.90 |
| Capital Reserve Exp - Office | - | 439.99 | - | 10,000.00 | (9,560.01) | 4.4% | 17,696.18 |
| Capital Reserve Exp - Pumps/Valves | | | | 2,700.00 | | | - |
| Capital Reserve Exp - Miscellaneous | - | 2,726.92 | 36,430.47 | 15,000.00 | (12,273.08) | 18.18% | 8,310.28 |
| Total 8300 · Capital Reserve Expense | - | 3,166.91 | 36,430.47 | 27,700.00 | (21,833.09) | 11.43% | 48,570.36 |
| Net Capital Reserve Fund | 1,192.77 | 2,200.03 | (32,694.18) | 15,300.00 | (15,799.97) | 14.38% | 43,022.41 |
| **Capital Reserve Fund Balance 6/30/19** | | 447,198.98 | | | | | |
| **Capital Reserve Exp - Misc** | | | | | | | |
| Adjustable Height Work Bench | 570.12 | | | | | | |
| Work on Community Room Projector | 2,156.80 | | | | | | |
| **Total Capital Rsv Exp Misc** | **2,726.92** | | | | | | |

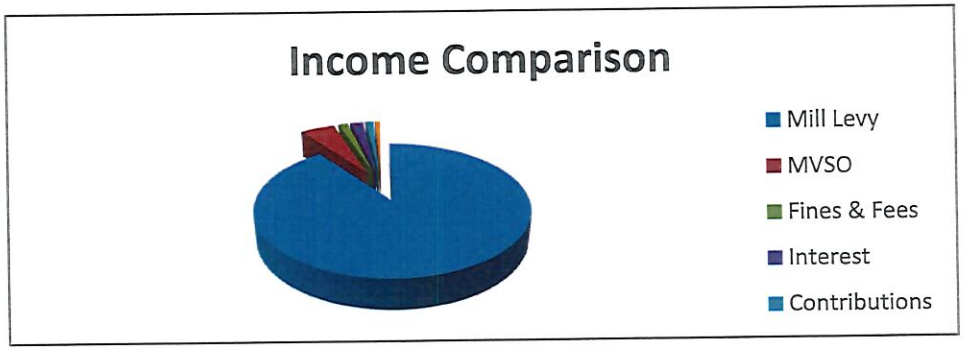
# Basalt Regional Library District
## General Fund
## Maintenance Detail
## January-June 2019

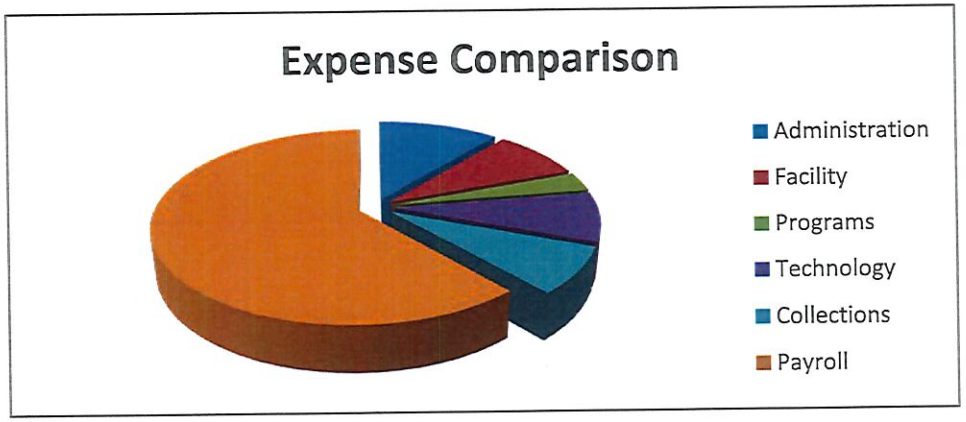
| Maintenance Expenditure Detail | | | |
|---|---|---|---|
| Month | Vendor | Detail | Amount |
| January | | | |
| | Roto Rooter Plumbing | scheduled maintenance - cleear drains | 659.00 |
| | Indoor Air Quality | mold assessment | 1,032.00 |
| | Acme Alarm Company | troubelshoot wiring and connect | 290.00 |
| | Acme Alarm Company | alarm test and inspection | 500.00 |
| | Acme Alarm Company | clean smoke detectors with dry nitrogen | 25.00 |
| Total January | | | 2,506.00 |
| | | | |
| February | | | |
| | Grizzly Creek | assemble table / move wi-fi / xmas tree storage | 204.00 |
| | Basalt Security | extra interior keys | 42.50 |
| | Johnson Controls | service for panic button 3/1-5/31/19 | 150.00 |
| | Amazon | Makita Drill | 116.39 |
| | Grizzly Creek | install new artwork / install bookcase / attic | 652.50 |
| Total February | | | 1,165.39 |
| | | | |
| March | | | |
| | Acme Controls | 2nd quarter monitoring fee | 99.00 |
| | Johnson Controls | service for panic button 4/1-6/30/19 | 150.00 |
| | Roto Rooter | repair men's bathroom | 258.00 |
| | Grizzly Creek | install door closer / clean drains / change batteries | 450.00 |
| | Grizzly Creek | repair door / install mechanism | 1,862.33 $1,500 reimbursed from patron - deposited April |
| Total March | | | 2,819.33 |
| | | | |
| April | | | |
| | Factory Direct Filters | filters | 321.08 |
| | Grizzly Creek | hang artwork / adjust door / set up stage / take ewaste | 446.00 |
| | Two Peaks Electric | troubleshoot emergency light / electrical circuits | 300.00 |
| Total April | | | 1,067.08 |
| | | | |
| May | | | |
| | Grizzly Creek | move boxes/adjust door closer/assemble shelving/change filters | 349.50 |
| | Johnson Controls | service for panic button 6/1-8/31/19 | 161.25 |
| Total May | | | 510.75 |
| | | | |
| June | | | |
| | Orkin Pest Control | pest control - quarterly service | 417.37 |
| | Acem Alarm Company | 3rd quarter monitoring | 99.00 |
| | High Profile Roofing | roof repairs | 1,152.00 |
| Total June | | | 1,668.37 |
| | | | |
| Summary | | | |
| | Door Repair | 2,312.33 | |
| | Electrical | 300.00 | |
| | Fire Sprinklers | 500.00 | |
| | Maintenance Testing | 198.00 | |
| | Miscellaneous | 3,940.22 | |
| | Pest Control | 417.37 | |
| | Plumbing/HVAC | 917.00 | |
| | Roof Repairs | 1,152.00 | |
| Total | | 9,736.92 | |

**Basalt Regional Library District**
**Jun-19**

**Income Comparison**

| | as of 6/30/19 | |
|---|---|---|
| Mill Levy | 1,027,118 | 90% |
| MVSO | 55,608 | 5% |
| Fines & Fees | 14,689 | 1% |
| Interest | 21,037 | 2% |
| Contributions | 12,874 | 1% |
| Restricted | 7,767 | 1% |
| Total | 1,139,093 | 100% |




**Expense Comparison**

| | as of 6/30/19 | |
|---|---|---|
| Administration | 78,241 | 11% |
| Facility | 58,403 | 8% |
| Programs | 21,811 | 3% |
| Technology | 58,131 | 8% |
| Collections | 53,687 | 8% |
| Payroll | 427,360 | 61% |
| Total | 697,632 | 100% |