

Basalt Regional Library District Board of Trustees

Monday, June 18, 2018, 5:15 PM

Basalt Regional Library Community Room

All meetings of the Basalt Regional Library District are open meetings.

Members of the public are most welcome.

Board of Trustees: Karen Barch, President; Michael Latousek, Vice President; Becky Musselman, Vice President; Roger Garrett, Treasurer; Dick Hampleman, Secretary; Christi Blish, Trustee; Enid Ritchy, Trustee

Basalt Regional Library Board of Trustees has identified three Strategic Planning Goals for 2017-2018:

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

AGENDA:

5:15 PM Call to Order
Citizen Comments

5:20 PM Board Comments

5:25 PM Approval of Minutes of May 21, 2018 Board Meeting

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

5:40 PM Committee Reports:

Bylaws Committee: *Michael Latousek, chairperson*

Policy Committee: *Becky Musselman, chairperson*

Personnel & Human Relations Committee: *Karen Barch, chairperson*

Facilities Committee: *Dick Hampleman, chairperson*

Finance Committee: *Roger Garrett, chairperson*

- May Financials

Community Stewardship Committee: *Christi Blish, chairperson*

- Strategic Planning Initiation

6:20 PM Adjourn Meeting

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

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

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

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

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

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

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

Director's Report: *Ann Scott, Director*

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

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

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

Committee Reports:

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

Policy Committee: *Becky Musselman.* No report.

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

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

Finance Committee: *Roger Garrett, Treasurer*

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

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

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

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

Respectfully Submitted,

Dick Hampleman, Secretary

Date

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Adult Circulation Statistics

	May 2018		May 2017		Quantity Difference	Percentage Change
Adult Audio	5.0%	550	5.3%	559	-9	-1.61%
Adult Continuing Education	0.1%	9				New Nov 2017
Adult DVD TV Series	2.2%	236				New Aug 2017
Adult Express			0.4%	47		Discontinued
Adult Fiction	6.9%	758	6.7%	711	47	6.61%
Adult Graphic Novel	0.1%	15	0.3%	30	-15	-50.00%
Adult Large Print	1.0%	107	0.8%	81	26	32.10%
Adult Literacy	0.1%	6	0.1%	6	0	0.00%
Adult Map Case	0.0%	0	0.0%	0	0	0.00%
Adult Music CD	1.5%	164	2.1%	221	-57	-25.79%
Adult New Book Shelf	8.7%	951	7.2%	767	184	23.99%
Adult New Video	15.1%	1,658	17.5%	1,842	-184	-9.99%
Adult Non Fiction	7.8%	852	7.9%	840	12	1.43%
Adult Oversized Books	0.1%	7	0.1%	9	-2	-22.22%
Adult Reference	0.0%	1	0.0%	0	1	n/a
Adult Video	11.7%	1,286	14.0%	1,471	-185	-12.58%
Adult Total	60.3%	6,600	62.4%	6,584	16	0.24%

Spanish Circulation Statistics

	May 2018		May 2017		Quantity Difference	Percentage Change
Spanish Audio	0.0%	4	0.0%	0	4	100.00%
Spanish Fiction	0.2%	22	0.2%	18	4	22.22%
Spanish Graphic Novel	0.0%	2	0.0%	0	2	100.00%
Spanish Juvenile	1.3%	141	1.2%	131	10	7.63%
Spanish Non Fiction	0.3%	30	0.3%	34	-4	-11.76%
Spanish Reference	0.0%	0			0	n/a
Spanish Video	0.5%	50	0.6%	63	-13	-20.63%
Spanish Young Adult	0.0%	0	0.0%	4	-4	-100.00%
Spanish Total	2.3%	249	2.3%	250	-1	-0.40%

Young Adult Circulation Statistics

	May 2018		May 2017		Quantity Difference	Percentage Change
Young Adult Audio	0.0%	3	0.1%	12	-9	-75.00%
Young Adult Fiction	1.2%	131	1.1%	120	11	9.17%
Young Adult Graphic Novel	1.2%	127	0.5%	48	79	164.58%
Young Adult Non Fiction	0.1%	8	0.1%	15	-7	-46.67%
Young Adult Video	0.2%	24	0.1%	15	9	60.00%
Young Adult Total	2.7%	293	1.9%	210	83	39.52%

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Juvenile Circulation Statistics

	May 2018		May 2017		Quantity Difference	Percentage Change
Juvenile	0.0%	4	0.0%	1	3	300.00%
Juvenile Audio	0.9%	103	1.0%	110	-7	-6.36%
Juvenile Beginning Reader	3.3%	365	3.3%	350	15	4.29%
Juvenile Chapter Book	4.0%	435	4.2%	448	-13	-2.90%
Juvenile Graphic Novel	0.8%	88	0.5%	55	33	60.00%
Juvenile Literacy	0.2%	22	0.1%	13	9	69.23%
Juvenile Music	0.1%	11	0.2%	19	-8	-42.11%
Juvenile New Video	1.5%	160	1.5%	160	0	0.00%
Juvenile Nonfiction	3.6%	393	3.0%	314	79	25.16%
Juvenile Parenting	0.2%	19	0.1%	13	6	46.15%
Juvenile Picture Book	7.5%	823	7.4%	778	45	5.78%
Juvenile Reference	0.0%	0	0.0%	0	0	n/a
Juv Special Collection	0.4%	49	0.2%	24	25	104.17%
Juvenile Video	3.1%	334	4.2%	450	-116	-25.78%
Juvenile Total	25.6%	2,806	25.7%	2,735	71	2.60%

Combined Divisions

	May 2018		May 2017		Quantity Difference	Percentage Change
Back of House (Regional Library)	2.2%	236	0.9%	97	139	143.30%
Book Club Kit	0.0%	4	0.0%	0	4	100.00%
Interlibrary Loan	0.0%	1	0.0%	1	0	0.00%
Periodical	1.0%	109	1.1%	114	-5	-4.39%
Seed Library	5.9%	648	5.7%	607	41	6.75%
Combined Divisions Total	9.1%	998	7.7%	819	179	21.86%

CIRCULATION TOTALS	100.0%	10,946	100.0%	10,598	348	3.28%
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Circulation of Electronic Materials

	May 2018	May 2017	Quantity Difference	Percentage Change
Rbdigital (was OneClickDigital)	9	8	1	12.50%
Overdrive	241	212	29	13.68%
Kanopy	46			New Nov 2017
Electronic Materials totals	296	220	76	34.55%

Circulation Grand Total		11,242		10,818	424	3.92%
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BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Adult Circulation Statistics

	Jan-May 2018		Jan-May 2017		Quantity Difference	Percentage Change
Adult Audio	4.5%	2,542	5.0%	2,791	-249	-8.92%
Adult Continuing Education	0.1%	54				New Nov 2017
Adult DVD TV Series	2.4%	1,340				New Aug 2017
Adult Express	0.0%	2	0.5%	293		discontinued
Adult Fiction	6.5%	3,675	6.5%	3,608	67	1.86%
Adult Graphic Novel	0.1%	83	0.2%	104	-21	-20.19%
Adult Large Print	0.9%	482	0.8%	425	57	13.41%
Adult Literacy	0.0%	28	0.2%	120	-92	-76.67%
Adult Map Case	0.0%	0	0.0%	0	0	0.00%
Adult Music CD	1.7%	976	2.2%	1,211	-235	-19.41%
Adult New Book Shelf	7.6%	4,336	7.0%	3,851	485	12.59%
Adult New Video	14.8%	8,335	15.0%	8,350	-15	-0.18%
Adult Non Fiction	7.9%	4,437	7.7%	4,261	176	4.13%
Adult Oversized Books	0.1%	70	0.1%	39	31	79.49%
Adult Reference	0.0%	5	0.0%	0	5	n/a
Adult Video	13.0%	7,335	15.8%	8,747	-1,412	-16.14%
Adult Total	59.6%	33,700	61.0%	33,800	-100	-0.30%

Spanish Circulation Statistics

	Jan-May 2018		Jan-May 2017		Quantity Difference	Percentage Change
Spanish Audio	0.0%	25	0.0%	10	15	150.00%
Spanish Fiction	0.2%	106	0.2%	122	-16	-13.11%
Spanish Graphic Novel	0.0%	10	0.0%	5	5	100.00%
Spanish Juvenile	1.4%	788	1.1%	612	176	28.76%
Spanish Non Fiction	0.3%	170	0.3%	186	-16	-8.60%
Spanish Reference	0.0%	0	0.0%	0	0	n/a
Spanish Video	0.4%	220	0.5%	273	-53	-19.41%
Spanish Young Adult	0.0%	13	0.0%	23	-10	-43.48%
Spanish Total	2.3%	1,332	2.1%	1,231	101	8.20%

Young Adult Circulation Statistics

	Jan-May 2018		Jan-May 2017		Quantity Difference	Percentage Change
Young Adult Audio	0.1%	37	0.1%	43	-6	-13.95%
Young Adult Fiction	1.0%	586	1.1%	618	-32	-5.18%
Young Adult Graphic Novel	1.1%	647	0.5%	262	385	146.95%
Young Adult Non Fiction	0.1%	76	0.2%	89	-13	-14.61%
Young Adult Video	0.1%	82	0.2%	91	-9	-9.89%
Young Adult Total	2.4%	1,428	2.1%	1,103	325	29.47%

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Juvenile Circulation Statistics

	Jan-May 2018	Jan-May 2017	Quantity Difference	Percentage Change
Juvenile	0.1% 38	0.0% 1	37	3700.00%
Juvenile Audio	1.0% 584	1.3% 695	-111	-15.97%
Juvenile Beginning Reader	3.8% 2,174	3.8% 2,081	93	4.47%
Juvenile Chapter Book	3.5% 2,005	4.1% 2,259	-254	-11.24%
Juvenile Graphic Novel	0.8% 477	0.6% 319	158	49.53%
Juvenile Literacy	0.2% 113	0.2% 105	8	7.62%
Juvenile Music	0.1% 61	0.2% 104	-43	-41.35%
Juvenile New Video	1.5% 847	1.6% 876	-29	-3.31%
Juvenile Nonfiction	3.8% 2,165	3.6% 1,985	180	9.07%
Juvenile Parenting	0.2% 101	0.2% 105	-4	-3.81%
Juvenile Picture Book	7.9% 4,435	7.3% 4,054	381	9.40%
Juvenile Reference	0.0% 1	0.0% 1	0	0.00%
Juv Special Collection	0.6% 335	0.6% 352	-17	-4.83%
Juvenile Video	3.7% 2,120	5.0% 2,759	-639	-23.16%
Juvenile Total	27.2% 15,456	28.5% 15,696	-240	-1.53%

Combined Divisions

	Jan-May 2018	Jan-May 2017	Quantity Difference	Percentage Change
Back of House (Regional Library)	1.6% 879	0.8% 467	412	88.22%
Book Club Kit	0.0% 19	0.0% 0	19	100.00%
Interlibrary Loan	0.0% 7	0.0% 5	2	40.00%
Periodical	0.8% 441	0.9% 498	-57	-11.45%
Seed Library	6.1% 3,431	4.6% 2,566	865	33.71%
Combined Divisions Total	8.5% 4,777	6.3% 3,536	1,241	35.10%

CIRCULATION TOTALS	100.0%	56,693	100.0%	55,366	1,327	2.40%
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Circulation of Electronic Materials

	Jan-May 2018	Jan-May 2017	Quantity Difference	Percentage Change
Rbdigital (was OneClickDigital)	85	68	17	25.00%
Overdrive	1,151	1,008	143	14.19%
Kanopy	231			New Nov 2017
Electronic Materials totals	1,467	1,076	391	36.34%

Circulation Grand Total		58,160		56,442	1,718	3.04%
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BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Database Usage

			May 2018			May 2017		Quantity Difference	Percentage Change
Ancestry (Unique Searches)			17			19		-2	-10.53%
Britanica			0			6		-6	-100.00%
Gale (Total Sessions)			14			13		1	7.69%
Lynda.com			44						New Aug 2017
Mango (Total Sessions)			7			8		-1	-12.50%
Rbdigital Magazines (Checkouts)			81			116		-35	-30.17%
Britanica Kids			0			757		-757	-100.00%
Culturegrams (Unique Sessions)			0			40		-40	-100.00%
Tumble Books (Book Views)			9			336		-327	-97.32%
PebbleGo/PebbleGo Next (Total Logins)			475			1,829		-1,354	-74.03%
Database Usage Totals			647			3,124		-2,477	-79.29%

Program Attendance

			May 2018			May 2017		Quantity Difference	Percentage Change
Adults			451			n/a		n/a	n/a
Teens			826			n/a		n/a	n/a
Kids			1,206			n/a		n/a	n/a
Spanish			0			n/a		n/a	n/a
Program Attendance Totals			2,483			n/a		n/a	n/a

Other

			May 2018			May 2017		Quantity Difference	Percentage Change
Door Counts			11,723			n/a		n/a	n/a
New Patrons			108			87		21	24.14%
PC Reservation Usage			1,403			1,407		-4	-0.28%

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Database Usage

	Jan-May 2018	Jan-May 2017	Quantity Difference	Percentage Change
Ancestry (Unique Searches)	235	403	-168	-41.69%
Britanica	40	9	31	344.44%
Gale (Total Sessions)	1,250	400	850	212.50%
Lynda.com	755			New Aug 2017
Mango (Total Sessions)	291	54	237	438.89%
Rbdigital Magazines (Checkouts)	470	564	-94	-16.67%
Britanica Kids	306	1,264	-958	-75.79%
Culturegrams (Unique Sessions)	276	148	128	86.49%
Tumble Books (Book Views)	115	1,477	-1,362	-92.21%
PebbleGo/PebbleGo Next (Total Logins)	4,956	5,338	-382	-7.16%
Database Usage Totals	8,694	9,657	-963	-9.97%

Program Attendance

	Jan-May 2018	Jan-May 2017	Quantity Difference	Percentage Change
Adults	1,693	n/a		n/a
Teens	1,187	n/a		n/a
Kids	3,573	n/a		n/a
Spanish	9	n/a		n/a
Program Attendance Totals	6,453	n/a		n/a

Other

	Jan-May 2018	Jan-May 2017	Quantity Difference	Percentage Change
Door Counts	56,629	n/a		n/a
New Patrons	482	446	36	8.07%
PC Reservation Usage	6,665	6,306	359	5.69%

Basalt Regional Library District
Balance Sheet
as of May 31, 2018

	General Operating	Bond Repayment	Capital Reserve	Total
	Fund	Fund	Fund	Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 292,629.36	\$ -	\$ -	\$ 292,629.36
Colo Trust - Bond Repayment #8002	-	873,629.59	-	873,629.59
Colo Trust - Tabor Reserve #8003	43,364.52	-	-	43,364.52
Colo Trust - Operating Fund #8004	1,266,310.48	219,460.67	-	1,485,771.15
Colo Trust - Capital Rsv Fund #8005	20,712.83	-	389,444.25	410,157.08
Total Current Assets	\$ 1,623,017.19	\$ 1,093,090.26	\$ 389,444.25	\$ 3,105,551.70
Fixed Assets				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,516,895.13	-	-	1,516,895.13
Equipment and Fixtures	270,068.49	-	-	270,068.49
Building	10,742,166.00	-	-	10,742,166.00
Less Accumulated Depreciation	(2,263,069.54)	-	-	(2,263,069.54)
	\$ 11,585,673.08	\$ -	\$ -	\$ 11,585,673.08
Other Assets				
Cash with County Treasurer	\$ 3,955.80	\$ -	\$ -	\$ 3,955.80
Prepaid Expense	2,367.63	-	-	2,367.63
Property Tax Receivable	2,297,523.25	-	-	2,297,523.25
	\$ 2,303,846.68	\$ -	\$ -	\$ 2,303,846.68
TOTAL ASSETS	\$ 15,512,536.95	\$ 1,093,090.26	\$ 389,444.25	\$ 16,995,071.46
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 8,049.69	\$ -	\$ -	\$ 8,049.69
Other Current Liab				
Accrued Expenses	29,212.50	-	-	29,212.50
Accrued Vacation	26,469.32	-	-	26,469.32
Deferred Grant - State	-	-	-	-
Deferred Property Tax	2,297,523.25	-	-	2,297,523.25
Payroll Liabilities	1,951.00	-	-	1,951.00
Wages Payable	9,217.12	-	-	9,217.12
Total Other Current Liab	\$ 2,364,373.19	\$ -	\$ -	\$ 2,364,373.19
Long Term Liabilities				
Bonds Payable, 2012	\$ 6,990,000.00	\$ -	\$ -	\$ 6,990,000.00
Total Long Term Liabilities	\$ 6,990,000.00	\$ -	\$ -	\$ 6,990,000.00
Total Liabilities	\$ 9,362,422.88	\$ -	\$ -	\$ 9,362,422.88
Investment in Capital Assets	\$ 4,497,866.85	\$ -	\$ -	\$ 4,497,866.85
Fund Balance - of 1/1/18				
General Operating Fund	\$ 1,206,443.48	\$ -	\$ -	\$ 1,206,443.48
Restricted for Emergencies - Tabor Fund	42,500.00	-	-	42,500.00
Debt Repayment Fund	-	542,828.15	-	542,828.15
Less Bond Principle Payment	-	-	-	-
Capital Reserve Fund	-	-	401,976.54	401,976.54
Total Fund Balance	1,248,943.48	542,828.15	401,976.54	2,193,748.17
Fund Revenue/Expenditures				
Current Year-to-Date Revenue	\$ 949,443.98	\$ 652,356.15	\$ 5,339.50	\$ 1,607,139.63
Current Year-to-Date Expenditures	546,140.24	102,094.04	17,871.79	666,106.07
Net Current Year	403,303.74	550,262.11	(12,532.29)	941,033.56
Total Fund Balance - as of 5/31/18	1,652,247.22	1,093,090.26	389,444.25	3,134,781.73
Total Liabilities and Fund Balance	\$ 15,512,536.95	\$ 1,093,090.26	\$ 389,444.25	\$ 16,995,071.46

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

		May 2018 Actuals	Jan-May 2018 Actuals	Previous Year Jan- May 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
General Operating Fund Balance 1/1/18 (Includes Tabor Reserve)			1,248,943.48	1,013,656.00					
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County	160,525.25	412,431.86	339,713.76	582,538.30	(170,106.44)	70.80%	541,102.71	
4020	Pitkin County	65,356.22	238,608.19	253,729.11	440,407.20	(201,799.01)	54.18%	467,897.02	
4030	Mill Levy Increase	38,317.69	222,812.19	203,100.02	350,000.00	(127,187.81)	63.66%	349,477.29	
4040	Tax Abatement	179.64	4,744.42	4,324.68	7,392.87	(2,648.45)	64.18%	13,144.08	
	Total General Operating Mill Levy	264,378.80	878,596.66	800,867.57	1,380,338.37	(501,741.71)	63.65%	1,371,621.10	
4100	MVSO - General Operating								
4110	Eagle County	4,712.72	25,461.18	23,138.12	40,000.00	(14,538.82)	63.65%	62,431.92	
4120	Pitkin County	2,662.07	14,321.49	15,181.98	35,000.00	(20,678.51)	40.92%	37,902.29	
	Total MVSO - General Operating	7,374.79	39,782.67	38,320.10	75,000.00	(35,217.33)	53.04%	100,334.21	
4200	Fines & Fees								
4205	Coffee Purchase	69.00	482.01	345.60	600.00	(117.99)	100.00%	864.75	
4210	Copies	629.20	3,639.03	3,380.44	7,000.00	(3,360.97)	51.99%	8,229.14	
4215	Earbuds	16.00	78.11	104.00	150.00	(71.89)	100.00%	200.00	
4220	Faxing	23.00	412.20	293.00	500.00	(87.80)	82.44%	792.00	
4230	Fines	764.48	5,631.01	8,564.56	20,000.00	(14,368.99)	28.16%	18,747.64	
4240	Guest Passes	32.00	108.00	59.00	200.00	(92.00)	54.00%	178.30	
4250	Meeting Room Rental	512.50	2,808.10	2,244.25	4,000.00	(1,191.90)	70.20%	5,608.25	
4260	Replacement Books	78.13	357.94	395.34	1,800.00	(1,442.06)	19.89%	813.50	
4270	Replacement Library Cards	18.00	137.00	112.20	300.00	(163.00)	45.67%	333.19	
4280	Test Proctoring	-	-	30.00	100.00	(100.00)	0.00%	70.00	
4290	Holy Cross Deposit Return/Member Equity	1,007.50	1,007.50	1,881.44	1,400.00	(392.50)	71.96%	1,881.44	
4295	CORE Refund	-	-	2,500.00	-	-	100.00%	2,500.00	
	Total Fines & Fees	3,149.81	14,660.90	19,909.83	36,050.00	(21,389.10)	40.67%	40,218.21	
4300	Earnings on investments								
4310	Colostrust Int Op Acct/Mill Levy	2,628.71	9,377.48	5,533.60	11,000.00	(1,622.52)	85.25%	22,485.31	
	Total Earnings on investments	2,628.71	9,377.48	5,533.60	11,000.00	(1,622.52)	85.25%	22,485.31	
4400	Contributions								
4410	Contributions - Adult	-	-	500.00	500.00	(500.00)	0.00%	500.00	
4420	Contributions - Music	-	300.00	4,000.00	5,000.00	(4,700.00)	6.00%	4,285.00	
4430	Contributions Outreach	45.00	75.00	100.00	500.00	(425.00)	15.00%	100.00	
4440	Contributions Youth Srv	-	-	500.00	500.00	(500.00)	0.00%	500.00	
4470	Grant - State of Colorado	-	4,653.00	2,115.00	4,691.00	(38.00)	99.19%	2,115.00	

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

			May 2018 Actuals	Jan-May 2018 Actuals	Previous Year Jan-May 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
5300		Supplies								
5310		Office Supplies	444.90	4,384.21	3,770.41	9,000.00	(4,615.79)	48.71%	9,189.97	
5320		Technical Cataloging & Service	1,426.04	2,558.19	2,278.48	6,500.00	(3,941.81)	39.36%	6,821.50	
		Total Supplies	1,870.94	6,942.40	6,048.89	15,500.00	(8,557.60)	44.79%	16,011.47	
5350		Treasurer's fees								
5360		Eagle fees	5,473.78	15,570.73	13,737.04	22,726.13	(7,155.40)	68.51%	22,091.74	
5370		Pitkin fees	4,097.18	15,559.23	16,589.22	30,770.17	(15,210.94)	50.57%	27,039.96	
		Total Treasurer's fees	9,570.96	31,129.96	30,326.26	53,496.30	(22,366.34)	58.19%	49,131.70	
		Total Administration	12,777.42	45,190.82	48,840.71	146,396.30	(101,205.48)	30.87%	138,240.71	
5400		Facility Expenses								
5410		Janitorial	4,145.00	20,725.00	16,580.00	49,750.00	(29,025.00)	41.66%	49,740.00	monthly contract
5420		Janitorial Supplies	48.95	2,041.85	1,543.02	6,000.00	(3,958.15)	34.03%	3,961.58	
5430		Landscaping	1,390.80	1,390.80	1,234.25	9,000.00	(7,609.20)	15.45%	9,427.75	contract
5440		Maintenance *Detailed List Attached	-	5,217.36	4,286.63	25,000.00	(19,782.64)	20.87%	16,487.20	
5450		Mat Cleaning	56.08	308.85	260.00	700.00	(391.15)	44.12%	690.66	monthly cleaning of floor mats
5460		Snow Removal	-	-	78.75	5,000.00	(5,000.00)	0.00%	4,478.75	contract
		Total Facility Expenses (Maintenance)	5,640.83	29,683.86	23,982.65	95,450.00	(65,766.14)	31.10%	84,785.94	
5500		Utilities								
5510		Electric	220.58	3,182.56	3,196.69	9,270.00	(6,087.44)	34.33%	6,366.09	Holy Cross - monthly
5515		Compost Collection System	175.00	212.50	-	600.00	(387.50)	35.42%	-	new contract
5520		Gas	491.61	4,793.01	3,659.73	10,815.00	(6,021.99)	44.32%	5,799.57	Black Hills - monthly
5540		Sanitation	-	1,320.00	1,320.00	3,700.00	(2,380.00)	35.68%	2,640.00	Basalt Sanitation - Quarterly advance
5550		Telephone	543.98	2,249.33	2,784.98	6,600.00	(4,350.67)	34.08%	6,649.94	Centurylink - monthly
5560		Trash	387.06	1,918.21	1,945.95	4,700.00	(2,781.79)	40.81%	4,996.05	Waste Mgt - monthly
5570		Water	-	699.42	480.63	3,000.00	(2,300.58)	23.31%	3,461.33	Town of Basalt - Quarterly arrears
		Total Utilities	1,818.23	14,375.03	13,387.98	38,685.00	(24,309.97)	37.16%	29,912.98	
		Total Facility Expenses	7,459.06	44,058.89	37,370.63	134,135.00	(90,076.11)	32.85%	114,698.92	
5600		Library Programs								
5610		Adult	300.00	2,614.89	832.12	3,000.00	(385.11)	87.16%	2,814.03	
5620		Children's	875.00	1,248.17	2,532.66	4,500.00	(3,251.83)	27.74%	4,712.35	
5625		Children's Program Materials	46.31	1,725.91	-	3,000.00	(1,274.09)	57.53%	-	purchases for summer reading program
5630		Community	-	1,201.99	2,311.19	4,450.00	(3,248.01)	27.01%	6,513.82	
5640		Music	2,736.08	5,217.81	5,697.80	10,000.00	(4,782.19)	52.18%	9,945.33	

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

			May 2018 Actuals	Jan-May 2018 Actuals	Previous Year Jan-May 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
5650		Outreach	-	40.00	224.26	-	40.00	0.00%	406.25	
5633		Outreach Advertising	-	3,768.08	3,190.00	3,700.00	68.08	101.84%	3,190.00	annual contract paid in full for year
5635		Volunteers	-	-	-	550.00	(550.00)	0.00%	450.00	
5660		Young Adult	931.79	2,288.90	1,009.16	4,550.00	(2,261.10)	50.31%	3,839.87	
5670		Young Adult - State of Colorado Grant	246.67	4,537.83	999.00	4,691.00	(153.17)	96.73%	2,102.66	Linda - for progams with state funds
5675		Young Adult - Gale Student Resources Grant	-	-	-	1,200.00	(1,200.00)	100.00%	-	
		Total Library Programs	5,135.85	22,643.58	16,796.19	39,641.00	(16,997.42)	57.12%	33,974.31	
5700		Technology & Equipment								
5710		Copiers & Equipment								
5730		Lease	104.31	1,293.45	580.75	3,000.00	(1,706.55)	43.12%	1,301.75	monthly
5740		Service Agreement	1,210.05	2,455.25	1,000.01	3,500.00	(1,044.75)	70.15%	2,528.73	***includes copy overages (new line item)?
5750		Supplies	395.36	1,292.03	3,544.51	7,000.00	(5,707.97)	18.46%	6,789.61	
		Total Copiers & Equipment	1,709.72	5,040.73	5,125.27	13,500.00	(8,459.27)	37.34%	10,620.09	
5760		Marmot ILS System	-	45,932.42	42,520.67	91,500.00	(45,567.58)	50.20%	85,224.59	quarterly invoicing / 1st & 2nd qrt pd
5770		Miscellaneous Parts	-	1,012.30	1,661.18	3,000.00	(1,987.70)	33.74%	3,881.67	includes adobe purchase = \$360
5780		Support & Service Agreements								
5790		Self Check	-	-	-	10,000.00	(10,000.00)	0.00%	-	
5795		Emma	-	-	-	2,040.00	(2,040.00)	0.00%	-	
5800		Envisionware	-	-	-	600.00	(600.00)	0.00%	-	
5803		Hoote Suite	-	228.00	-	240.00	(12.00)	95.00%	-	annual contract paid
5805		Magisto	-	-	-	480.00	(480.00)	0.00%	-	
5810		Timeclock	-	-	273.75	280.00	(280.00)	0.00%	584.00	
5820		Web Calendar/EMS	174.00	928.95	870.00	2,200.00	(1,271.05)	42.23%	3,160.53	
		Total Support & Service Agreements	174.00	1,156.95	1,143.75	15,840.00	(14,683.05)	7.30%	3,744.53	
5830		Tech Labor & Repair	-	-	1,490.00	3,000.00	(3,000.00)	0.00%	1,490.00	
		Total Technology	1,883.72	53,142.40	51,940.87	126,840.00	(73,697.60)	41.90%	104,960.88	
5900		Collections								
5910		Audio								
5920		Adult BCD	1,157.94	3,523.77	1,939.28	7,500.00	(3,976.23)	46.98%	7,549.32	
5930		Youth Audio	130.00	1,331.58	311.79	2,200.00	(868.42)	60.53%	1,945.59	
		Total Audio	1,287.94	4,855.35	2,251.07	9,700.00	(4,844.65)	50.06%	9,494.91	
6000		Books & Magazines								
6010		Adult fiction books	1,113.74	4,447.60	7,460.43	11,000.00	(6,552.40)	40.43%	10,237.70	
6020		Adult non-fiction books	1,367.55	4,863.33	7,027.92	11,000.00	(6,136.67)	44.21%	11,327.99	

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

			May 2018 Actuals	Jan-May 2018 Actuals	Previous Year Jan- May 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
6030		Juvenile Fiction	818.04	4,432.16	3,096.62	7,000.00	(2,567.84)	63.32%	7,131.50	
6040		Juvenile Non-Fiction	44.90	1,092.31	850.11	3,000.00	(1,907.69)	36.41%	2,406.08	
6045		Large Print	-	269.32	-	1,800.00	(1,530.68)	14.96%	-	
6050		Print Subscriptions	-	7,439.16	7,478.15	9,900.00	(2,460.84)	75.14%	8,471.27	
6055		Replacement Books - Purchased	-	-	-	1,800.00	(1,800.00)	0.00%	-	
6060		Spanish adult fiction	105.82	105.82	829.30	1,000.00	(894.18)	10.58%	1,204.86	
6070		Spanish adult non-fiction	66.85	263.32	813.35	1,500.00	(1,236.68)	17.55%	1,794.30	
6080		Spanish children's books	309.91	339.34	306.20	3,000.00	(2,660.66)	11.31%	969.46	
6090		Spanish juvenile books	91.54	91.54	1,254.81	-	91.54	0.00%	2,627.77	
6100		YA Fiction	440.75	3,165.39	2,554.68	6,700.00	(3,534.61)	47.24%	6,132.14	
6110		YA Non-Fiction	27.54	462.11	341.92	930.00	(467.89)	49.69%	497.39	
		Total Books	4,386.64	26,971.40	32,013.49	58,630.00	(31,658.60)	46.00%	52,800.46	
		Restricted Funds								
		Restricted Funds Expense - Friends/Foundation	549.90	1,365.21	394.28	-	1,365.21	0.00%	4,779.61	
		Total Restricted Funds	549.90	1,365.21	394.28	-	1,365.21	0.00%	4,779.61	
6200		Digital Resources								
6210		Annual Subscriptions								
6220		Ancestry.com	-	1,620.00	1,560.00	1,575.00	45.00	102.86%	1,560.00	annual contract paid
6230		Culturegrams	-	1,180.00	1,140.00	1,200.00	(20.00)	98.33%	1,140.00	annual contract paid
6240		Ency Britannica	-	-	-	300.00	(300.00)	0.00%	-	
6245		Gale Student Resources	-	1,215.90	-	1,200.00	15.90	101.33%	-	annual contract paid
6250		Gale Public	-	-	-	2,050.00	(2,050.00)	0.00%	-	
6255		LYNDA - Database	-	4,140.00	-	4,140.00	-	100.00%	-	annual contract paid
6260		Lynx, statewide database package	-	-	2,045.73	-	-	0.00%	2,045.73	
6270		Mango Languages	-	1,183.88	1,230.00	1,184.00	(0.12)	99.99%	1,230.00	annual contract paid
6275		New York Times	-	1,279.20	1,246.30	1,300.00	(20.80)	98.40%	1,246.30	annual contract paid
6280		Tumblebooks	-	-	-	500.00	(500.00)	0.00%	-	
6290		Overdrive Advantage	-	1,953.27	1,793.87	5,000.00	(3,046.73)	39.07%	5,400.80	
6300		Downloadable Titles								
6305		Kanopy	-	3,000.00	-	3,000.00	-	100.00%	-	annual contract paid
6310		One Click Digital	-	-	1,610.41	-	-	0.00%	2,104.75	
6320		Overdrive	-	6,054.69	1,322.46	9,500.00	(3,445.31)	63.73%	5,479.78	
6330		Zinio	-	2,000.00	2,000.00	2,000.00	-	100.00%	2,000.00	annual contract paid
		Total Digital Resources	-	23,626.94	13,948.77	32,949.00	(9,322.06)	71.71%	22,207.36	
6400		Music								
6410		Adult Music	-	779.05	677.39	1,550.00	(770.95)	50.26%	1,539.76	

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

			May 2018 Actuals	Jan-May 2018 Actuals	Previous Year Jan- May 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
6420		Juvenile Music	-	129.00	484.11	775.00	(646.00)	16.65%	650.68	
		Total Music	-	908.05	1,161.50	2,325.00	(1,416.95)	39.06%	2,190.44	
6500		Video								
6510		Adult Video	19.34	3,392.25	3,759.94	8,600.00	(5,207.75)	39.44%	8,412.08	
6520		Spanish Video	-	-	152.10	-	-	0.00%	829.99	
6530		Juvenile Video	-	1,012.13	420.54	2,060.00	(1,047.87)	49.13%	1,545.38	
6540		YA Video	83.85	231.93	-	200.00	31.93	115.97%	-	
		Total Video	103.19	4,636.31	4,332.58	10,860.00	(6,223.69)	42.69%	10,787.45	
		Total Collections	6,327.67	62,363.26	54,101.69	114,464.00	(53,465.95)	54.48%	102,260.23	
		Total Operating expenses	33,583.72	227,398.95	209,050.09	561,476.30	(334,077.35)	40.50%	494,135.05	
6900		Payroll Expenses					-			
6910	Payroll		54,969.26	270,630.94	240,934.35	710,002.00	(439,371.06)	38.12%	626,749.87	bi-weekly payroll
6920	Payroll Service		281.35	1,812.32	1,978.85	4,000.00	(2,187.68)	45.31%	4,145.85	
6930	Payroll Taxes		4,171.08	22,150.78	18,926.08	57,400.00	(35,249.22)	38.59%	48,439.15	matching taxes / unemployment
6940	Retirement Plan		2,103.54	8,287.20	10,315.90	23,465.00	(15,177.80)	35.32%	25,165.83	matching of employee contribution
6950	Health Insurance		3,319.25	15,860.05	15,987.04	42,610.00	(26,749.95)	37.22%	36,508.60	library portion
6980	Director Search		-	-	2,270.57	-	-	0.00%	2,680.52	
		Total Payroll Expenses	64,844.48	318,741.29	290,412.79	837,477.00	(518,735.71)	38.06%	743,689.82	
Total Expense			98,428.20	546,140.24	499,462.88	1,398,953.30	(852,813.06)	39.04%	1,237,824.87	
Net General Fund Income/(Loss) Prior to Capital Rsv Allocation			179,617.26	403,303.74	377,357.40	116,326.07	286,977.67	346.70%	315,287.48	
		Allocation to Capital Reserve Outlay	-	-	-	80,000.00	(80,000.00)	0.00%	80,000.00	
Net General Fund Income/(Loss)After Capital Reserve Allocation			179,617.26	403,303.74	377,357.40	36,326.07			235,287.48	
General Fund Balance 5/31/18				1,652,247.22	1,391,013.40					

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

							May 2018 Actuals	Jan-May 2018 Actuals	Previous Year Jan-May 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals
Bond Repayment Fund Balance 1/1/18								542,828.18	522,974.00				
Bond Repayment Fund:													
Interest Earned - Bond Repayment							1,465.53	5,369.22	1,082.22	-	5,369.22	100.0%	5,087.51
Mill Levy Debt Repayment											-		
Eagle County							123,878.97	352,384.00	308,411.98	533,435.45	(181,051.45)	66.06%	495,492.51
Pitkin County							75,627.03	294,602.93	316,637.20	403,284.75	(108,681.82)	73.05%	428,457.43
Total Mill Levy Debt Repayment							199,506.00	646,986.93	625,049.18	936,720.20	(289,733.27)	69.07%	923,949.94
Total Debt Service Fund							200,971.53	652,356.15	626,131.40	936,720.20	(284,364.05)	69.64%	929,037.45
Total Bond Repayment Fund Income							200,971.53	652,356.15	626,131.40	936,720.20	(284,364.05)	69.64%	929,037.45
Expense													
Bond Interest							-	77,015.63	84,015.63	154,031.26	(77,015.63)	50.0%	168,031.26
Treasurer's Fees													
Eagle County							3,717.23	10,573.03	9,253.59	16,003.06	(5,430.03)	66.07%	14,922.35
Pitkin County							3,782.01	14,505.38	16,397.39	20,164.24	(5,658.86)	71.94%	26,229.69
Total Treasurer's Fees							7,499.24	25,078.41	25,650.98	36,167.30	(11,088.89)	69.34%	41,152.04
Total Bond Repayment Fund Expense							7,499.24	102,094.04	109,666.61	190,198.56	(88,104.52)	53.68%	209,183.30
Net Bond Repayment Principle Loan Payment							-	-	-	725,000.00	-	0.0%	700,000.00
Net Bond Repayment Fund							193,472.29	550,262.11	516,464.79	21,521.64	(196,259.53)	2,556.79%	19,854.15
Bond Repayment Fund Balance 5/31/18								1,093,090.29	1,039,438.79				
**2018 Bond Repayment Schedule:													
5/1/18 - Series 2012 Interest								77,015.63					
11/1/18 - Series 2012 Interest								77,015.63					
11/1/18 - Series 2012 Principle								725,000.00					

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

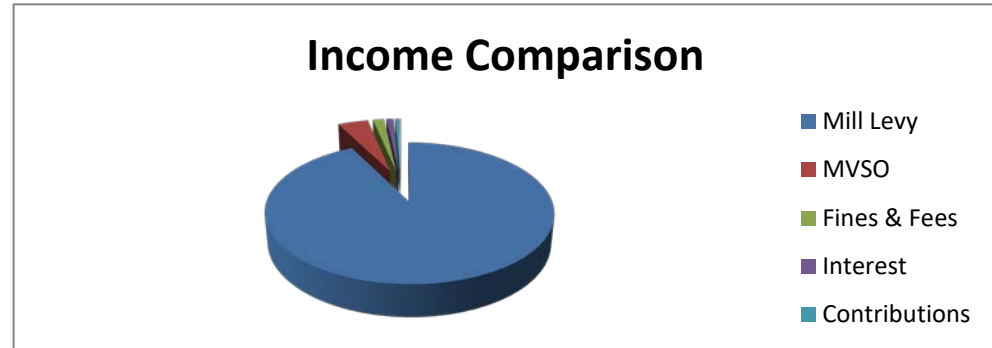
Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		Acme Alarm Company	2018 Test and Inspection	530.00
		Ann Scott	Reimburse for Breakroom Furniture	178.40
		Grizzly Creek Enterpr	remove bulliten boards / shelving	244.00
		Roto Rooter Plumbing	scheduled maintenance for restrooms	659.00
	Total January			1,611.40
	February			
		Aspen Upholstery	balance of cushion upholstery	899.96
		Grizzly Creek	remove televisions/shelving/maint	702.00
	Total February			1,601.96
	March			
		Acme Alarm Company	2nd quarter monitoring	99.00
		Grizzly Creek	patch drywall / painting / shelving	600.00
	Total March			699.00
	April			
		Two Peaks Electrical	troubleshoot and replace lights/receptacle	1,080.00
		Grizzly Creek	move shelving / dismantel desk	225.00
	Total April			1,305.00
	May			
				-
	Total May			-
	Summary			
		Alarm System		629.00
		Electrical		1,080.00
		Fire Sprinklers		-
		Maintenance Testing		-
		Miscellaneous		2,849.36
		Pest Control		-
		Plumbing/HVAC		659.00
		Window Cleaning		-
	Total			5,217.36

**Basalt Regional Library District
May-18**

Income Comparison

as of 5/31/18

Mill Levy	878,597	93%
MVSO	39,783	4%
Fines & Fees	14,661	2%
Interest	9,377	1%
Contributions	6,228	1%
Restricted	798	0%
Total	949,444	100%



Expense Comparison

as of 5/31/18

Administration	45,191	8%
Facility	44,059	8%
Programs	22,644	4%
Technology	53,142	10%
Collections	62,363	11%
Payroll	318,741	58%
Total	546,140	100%

