

Basalt Regional Library District Board of Trustees
Monday, March 21, 2016
5:15 P.M. Library Community Room

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

Board of Trustees: Carolyn Kane, President; Bernard Grauer, Vice President;
Karen Hillebrand, Treasurer; Ann Stephenson, Secretary; Kent Whinnery,
Trustee; Dick Hampleman, Trustee; Heather Manolakas, Trustee

Also Present: Barbara Milnor, Director; Kim Clinco, Bookkeeper; Sandra Dexter,
Administrative Assistant

Basalt Regional Library Board of Trustees has identified 3 Strategic Planning
Goals for 2015:

- 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**
- 5:15 PM Citizen Comments:**
Linda Crossland, Friends of the Library
Helene Slansky, Sally Cole, Basalt Library Foundation
- 5:30 PM Approval of minutes of January 18, 2016 meeting**
Approval of minutes of February 15, 2016 meeting
- 5:35 PM Director's Report**
- 5:45 PM Board Comments**
- 5:50 PM Committee Reports**
Finance Committee: February financials
- 6:00 PM Action Items**
Election of officers

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
January 18, 2016 @ 5:15 P.M. in the Community Room**

Call to order: Carolyn Kane called the meeting to order at 5:18 p.m.

Members Present: Carolyn Kane, President; Bernie Grauer, Vice President; Karen Hillebrand, Treasurer; Kent Whinnery, Trustee; Dick Hampleman, Trustee

Members Absent: Heather Manolakas, Trustee; Ann Stephenson, Secretary

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; and guests Linda Crossland, Helene Slansky, Matthew Shmigelsky, and Bart Axelman

Citizen Comments:

Friends of the Library, Linda Crossland: The Friends have \$9,000 to put toward wish lists. This may be a couple of thousand dollars less in the future as the book sale is up in the air. The Foundation has a balance of \$4,300 which all goes to books.

Library Foundation, Helene Slansky: A fundraising event is scheduled for February 25, 2016 at 6:00 p.m. in the Community Room. The Crystal Palace Players will perform "Broadway." Ticket price is \$50.

Bart Axelman and Matthew Shmigelsky presentation: Bart and Matthew reviewed what CLEER (Clean Energy Economy for the Region) will do for the Library if the Board approves a contract with CLEER. CLEER will set up their equipment to chart gas and electric usage every 15 minutes. It also provides a break out of solar and Holy Cross usage. The last two years of the Library's usage will be entered into their system to provide a trend line. Data is live and an appointed Library staff member would periodically check the graph for any obvious spikes. The worst electric peaks cost the Library between \$500 and \$600 per month which is about \$3,400 per year in peak usage fees. Peak charges are not based on usage, but are in addition to usage charges. Even though, as Bernie Grauer noted, the Basalt Regional Library is in the top 11% of efficiency for library buildings, peak charges can be mitigated by tracking electric usage and implementing strategies to reduce usage during peak times. Matthew said they send out a quarterly report. Carolyn Kane asked for a monthly report, at least initially, so that peaks or others issues can be noted and addressed immediately rather than waiting for several months. Matthews said they will can do this. A vote on the CLEER contract is under action items.

Board Comments: None

Approval of December 21, 2015 Regular Board Meeting Minutes: Karen Hillebrand moved to approve the December 21, 2015 Board Meeting Minutes as written. Bernie Grauer seconded the motion. The motion carried with 4 ayes and 1 absentee.

Director's Report: Barb Milnor: Barb handed out copies of the New York Times Best Seller List with the formats of the items we have in the collection noted on the list. Barb noted that we are third from the bottom in lending to other libraries. Marmot would like us to lend more, but Barb said our taxpayer money was used to buy these items and they should be available first to our patrons. Therefore, we will continue our policy of not lending our DVDs or New Books to other libraries. Basalt patrons will continue to be able to place holds on these items. Patrons from other libraries can request these items

through Interlibrary Loan. A list of the latest acquisitions can be found on the catalog home page on the Basalt Library website by clicking on the New Adult or New Movies box. Barb does not purchase Blue-ray movies due to the higher cost, though some are donated. Carolyn Kane noted that circulation totals are down only 0.55% for the year and that the door count is up 3.49%.

Committee Reports:

Policy Committee: Ann Stephenson, Chair: No report in Ann's absence.

Personnel Committee: The Director Evaluation will be reviewed and updated in 2016.

Employee Handbook: Ken Whinnery, Chair: Barbara Milnor and Kent will review the Employee Handbook to see if anything needs to be updated.

Facilities Committee: Bernie Grauer, Chair: We now have a team looking at utilities and we will be able to record where we've been and where we're going. We have made big progress.

Finance Committee: Karen Hillebrand, Chair:

- Karen read the Budget Message that will be sent to DOLA (Department of Local Affairs).
- We are on target between 90% and 100% with our financials for 2015. It was questioned why we are getting less revenue from Pitkin County than from Eagle County, yet we are paying higher fees to Pitkin County. Kim Clinco will check into this.
- Kim was asked where we are on the delinquency letter we received stating that the 2011 W-2s were never filed with the IRS. Kim has sent a letter to the IRS. All of payroll, including W-2s, are in QuickBooks for easy access for reprinting.
- We reviewed the 12/31/16 internal draft financials. It was noted that these were draft financials as it was year-end and the figures would be adjusted in the final year-end financials.
- The Library received \$5,000 from the Catto Foundation. Barb Milnor said they might also be willing to fund specific projects.

Appointment of Nominating Committee: The nominating committee consists of two people who are not current officers that are appointed by the Board President to do a survey of Board Members for nomination of officers for 2016. Carolyn Kane spoke with Dick Hampleman and Heather Manolakas prior to the Board Meeting about being on the nominating committee and both had agreed. Carolyn officially appointed Dick Hampleman and Heather Manolakas to the Nominating Committee.

Board Term Expirations: Both Bernie Grauer's (Eagle County) and Dick Hampleman's (Pitkin County) first terms expire March 2016. Per BRLD Bylaws, the Director will set a closing date for applications, possibly February 7th. The Director will also take care of postings and advertising of open Board seats. Barb will contact the County Commissioners to determine interview dates. An application must be submitted by the deadline and incumbents must write a letter of intent to reapply.

Action Items:

Organizational Resolution 2016-01, posting location/map/location and time of Board Meetings:

Bernie Grauer moved and Ken Whinnery seconded the motion to adopt the Organizational Resolution. The motion carried with five ayes.

Discussion and possible vote to amend the Financial Management Manual regarding the process of engaging an auditor: Current wording of the Financial Management Manual states, “The Finance Committee, working with the Director and the Bookkeeper, will initiate a formal process at least every three years to acquire the services of an auditing firm.” This is not a state statute, but a policy the Board adopted when putting together the Financial Management Manual. Carolyn suggested changing the manual to say, “In August, following the audit submission, the Treasurer, Finance Committee, Director and Bookkeeper will recommend to retain the auditor or to conduct an auditor search for a new auditor.” This gives enough lead time if the Board decides to switch auditors, but also will allow us to keep Pete Blair as our auditor for as long as he continues to meet the deadline and is giving us the service that we require as a Library Board. Karen Hillebrand will work on the wording for this and present it in a Resolution to be voted on by the Board.

Discussion and possible vote on CLEER contract: Kent Whinnery pointed out that we have a project quote not a contract. Kent suggested approving this for one year and then making an agreement for the future. Bernie Grauer moved to accept the project quote from CLEER and to accept their services for the \$1270 first year cost for set up, gas meter, bill history, and one-year subscription and that by year two a written contract will be in place. Kent seconded the motion. The motion carried with five ayes.

Discussion and possible vote on November 2016 ballot issue: Carolyn Kane deferred this vote based on the morning’s work session where Jacqueline Murphy advised against voting on intent to go on the November ballot this early in the year. Carolyn suggested forming a committee in March to more completely study the feasibility and the strategy for going on the ballot. Jacqueline has resources and strategies that she suggested the Board look over and contact to get more clarity and certainty on how to do this. Much of this would be pro-bono. This also allows for time to do polling and surveys and come up with definite pros and cons.

Adjournment: Bernie Grauer moved and Dick Hampleman seconded the motion to adjourn the meeting. The motion carried with five ayes. Carolyn Kane adjourned the meeting at 7:05 p.m.

Respectfully Submitted,

Carolyn Kane, President

Date

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
February 15, 2016**

Call to Order: Carolyn Kane called the meeting to order at 5:22 p.m.

Members Present: Carolyn Kane, President; Karen Hillebrand, Treasurer; Ann Stephenson, Secretary; Heather Manolakas, Trustee; Dick Hampleman, Trustee.

Members Absent: Kent Whinnery, Trustee; Bernie Grauer, Vice-President.

Also present were Barbara Milnor, Director and guest Helene Slansky.

Citizen Comments:

Library Foundation, Helene Slansky: Helene reported that everything is going smoothly with the Foundation. A benefit production is scheduled for Thursday, Feb. 25. Helene expressed thanks to Gretchen Weber and Ann Stephenson for distributing flyers for the event. Charlotte is making arrangements to have the piano tuned prior to the event. The Foundation is paying for this as well as providing refreshments.

Approval of January 18, 2016 Board Minutes: Karen noted that the actual General Fund balance at the end of 2015 was \$1,076,532.86 so that the wording, "Based on the preliminary year end financials" should be added at the beginning of the fourth bullet point under the Finance Committee report. Due to the fact that Ann and Heather had been absent for the January meeting, the Board did not have a voting quorum to approve these minutes. Approval was tabled until the March meeting.

Director's Report: Bernie Grauer's Trustee term expires at the end of March and the Library is currently accepting applications for his seat as he has decided not to serve another term. Bernie's is an Eagle County seat. Thus far there are no applicants. Dick Hampleman's term is also expiring and he intends to send Barb a letter expressing his desire to serve another term.

Barb reported on having an unexpected four-day week, i.e. closure on three days. The Library was closed for two days due to a heavy winter storm. The schools were also closed. Ace Roofing spent a considerable amount of time shoveling the heavy snowfall of the last storm from the roof. Daily Property Management then had to shovel the areas surrounding the building where the roof snow had landed. There was a scheduled closing the same week for a water main leak.

Chris Cook has given notice that she will be resigning from the Library and moving back to Michigan. Barb has received three applications for this open position. There will be a staff party for Chris at the end of February.

Barb received an e-mail from CLEER informing her that Source Gas had inappropriately charged \$1,318.00 in taxes and fees. The charges were inappropriate as the Library is a non-profit. Matthew Shmigelsky is to meet with Kent Whinnery regarding a contract with CLEER upon Kent's return from vacation. Carolyn asked about the possibility of Bart monitoring the CLEER data to make sure the library is not exceeding usage levels.

Barb said there was a letter in today's Aspen Times referring to the Town's denying any liability regarding water damage claims to the water hammer issue.

Committee Reports:

Nominating Committee: Heather and Dick will be contacting Board members to get everyone's slate of officers. Bernie cannot be nominated. The election of officers will occur at the March meeting.

Personnel Committee: Carolyn would like to meet with the committee in March to get the evaluation ball rolling a bit sooner. Carolyn will contact Heather and Kent to set this up.

Finance Committee: The year-end financials were re-capped by Carolyn, as Karen was out of town for the Finance Committee meeting. Of note was receipt of only 87.5% of the income from Pitkin County. This is being investigated. It was noted that the contributions came to only 33.5% of what was budgeted. Also noted was that the way contributions were handled in 2015 was changed at the request of the Friends and Foundation. So in actuality, the contributions came in and were accounted for in a different manner. Total Income for 2015 was \$956,083 (93% of budget). Total Expenditures were \$1,179,220 (96% of budget). General Fund Balance as of 12/31/15 was \$1,076,532.

Carolyn also reported on the January 2016 financials. Total income in January was only 1.75%. This is because tax bills are due beginning in February. Total expenses year-to-date are 7.32%.

Peter Pendergast, our new citizen representative has been assigned as the person who will be the liaison between the Library and the IRS regarding the letter sent from the IRS about the missing W-2 forms from the past administration.

November Ballot Issue Committee: Randy Cohlman sent some projections that will be sent to the Board. It was suggested the Board have a conference call with John Chrastka regarding strategizing for this issue.

Action Item: A document was included in the Board packet amending the Financial Management Manual. The proposed new wording was accepted with the exception of striking the second use of the word "auditor" in the first sentence.

Adjournment: Karen Hillebrand moved and Dick Hampleman seconded the motion to adjourn the meeting at 6:06 p.m.

Respectfully Submitted,

Ann Stephenson, Secretary

Basalt Regional Library District
Balance Sheet
as of February 29, 2016

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 14,286.61	\$ -	\$ -	\$ 14,286.61
Colo Trust - Bond Repayment #8002	-	546,478.46	-	546,478.46
Colo Trust - Tabor Reserve #8003	49,756.63	-	-	49,756.63
Colo Trust - Operating Fund #8004	882,324.52	1,728.88	-	884,053.40
Colo Trust - Capital Rsv Fund #8005	-	-	316,950.91	316,950.91
Total Current Assets	\$ 946,367.76	\$ 548,207.34	\$ 316,950.91	\$ 1,811,526.01
Fixed Assets				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,355,750.25	-	-	1,355,750.25
Equipment and Fixtures	263,547.49	-	-	263,547.49
Building	10,733,846.00	-	-	10,733,846.00
Less Accumulated Depreciation	(1,616,304.70)	-	-	(1,616,304.70)
	\$ 12,056,452.04	\$ -	\$ -	\$ 12,056,452.04
Other Assets				
Cash with County Treasurer	\$ 3,779.40	\$ -	\$ -	\$ 3,779.40
Prepaid Expense	-	-	-	-
Property Tax Receivable	1,766,786.00	-	-	1,766,786.00
	\$ 1,770,565.40	\$ -	\$ -	\$ 1,770,565.40
TOTAL ASSETS	\$ 14,773,385.20	\$ 548,207.34	\$ 316,950.91	\$ 15,638,543.45
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 15,506.34	\$ -	\$ -	\$ 15,506.34
Other Current Liab				
Accrued Expenses	35,448.00	-	-	35,448.00
Accrued Vacation	26,180.00	-	-	26,180.00
Deferred Grant	4,691.00	-	-	4,691.00
Deferred Property Tax	1,766,786.00	-	-	1,766,786.00
Payroll Liabilities	1,046.11	-	-	1,046.11
Wages Payable	5,474.00	-	-	5,474.00
Total Other Current Liab	\$ 1,855,131.45	\$ -	\$ -	\$ 1,855,131.45
Long Term Liabilities				
Bonds Payable, 2012	\$ 7,790,000.00	\$ -	\$ -	\$ 7,790,000.00
Bonds Payable, 2006	569,999.91	-	-	569,999.91
Total Long Term Liabilities	\$ 8,359,999.91	\$ -	\$ -	\$ 8,359,999.91
Total Liabilities	\$ 10,215,131.36	\$ -	\$ -	\$ 10,215,131.36
Investment in Capital Assets	\$ 3,650,859.51	\$ -	\$ -	\$ 3,650,859.51
Fund Balance:				
General Operating Fund	\$ 1,038,882.86	\$ -	\$ -	\$ 1,038,882.86
Restricted for Emergencies - Tabor Fund	37,650.00	-	-	37,650.00
Debt Repayment Fund	-	531,009.65	-	531,009.65
Less Bond Principle Payment	-	-	-	-
Capital Reserve Fund	-	-	316,721.12	316,721.12
Total Fund Balance	1,076,532.86	531,009.65	316,721.12	1,924,263.63
Fund Revenue/Expenditures				
Current Year-to-Date Revenue	\$ 49,739.31	\$ 17,846.25	\$ 229.79	\$ 67,815.35
Current Year-to-Date Expenditures	218,877.84	648.56	-	219,526.40
Net Current Year	(169,138.53)	17,197.69	229.79	(151,711.05)
Total Fund Balance	907,394.33	548,207.34	316,950.91	1,772,552.58
Total Liabilities and Fund Balance	\$ 14,773,385.20	\$ 548,207.34	\$ 316,950.91	\$ 15,638,543.45

Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
February 2016

			Feb 2016	Jan-Feb 2016	2016 Budget	Over/(Under)	% of Annual	2015 Year End	
			Actuals	Actuals		Budget	Budget	Actuals	
General Operating Fund Balance 1/1/16 (Includes Tabor Reserve)				1,076,532.86					
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County		12,783.90	12,810.46	528,924.56	(516,114.10)	2.42%	439,226.73	
4020	Pitkin County		6,362.78	6,377.78	468,834.56	(462,456.78)	1.36%	378,790.90	
	Total General Operating Mill Levy			19,146.68	19,188.24	997,759.12	(978,570.88)	1.92%	818,017.63
4100	MVSO - General Operating								
4110	Eagle County		4,021.04	7,927.48	35,000.00	(27,072.52)	22.65%	46,015.34	
4120	Pitkin County		2,633.71	5,201.03	30,000.00	(24,798.97)	17.34%	29,068.34	
	Total MVSO - General Operating			6,654.75	13,128.51	65,000.00	(51,871.49)	20.20%	75,083.68
4200	Fines & Fees								
4205	Coffee Purchase		32.96	100.96	500.00	(399.04)	100.00%	535.25	
4210	Copies		760.69	1,381.99	6,000.00	(4,618.01)	23.03%	7,406.78	
4215	Earbuds		14.00	27.00	-	27.00	100.00%	43.01	
4220	Faxing		51.00	123.00	1,000.00	(877.00)	12.30%	966.31	
4230	Fines		2,479.72	4,751.97	25,000.00	(20,248.03)	19.01%	23,535.39	
4240	Guest Passes		19.00	41.00	600.00	(559.00)	6.83%	415.50	
4250	Meeting Room Rental		225.00	1,474.50	5,000.00	(3,525.50)	29.49%	4,202.50	
4260	Replacement Books		114.99	114.99	750.00	(635.01)	15.33%	542.03	
4270	Replacement Library Cards		44.00	69.00	500.00	(431.00)	13.80%	610.95	
4280	Test Proctoring		10.00	10.00	100.00	(90.00)	10.00%	120.00	
4290	Holy Cross Deposit Return/Member Equity		-	-	3,000.00	(3,000.00)	100.00%	3,250.42	
	Total Fines & Fees			3,751.36	8,094.41	42,450.00	(34,355.59)	19.07%	41,628.14
4300	Earnings on investments								
4310	Colostrust Int Op Acct/Mill Levy		557.82	1,053.15	5,000.00	(3,946.85)	21.06%	6,459.61	
	Total Earnings on investments			557.82	1,053.15	5,000.00	(3,946.85)	21.06%	6,459.61
4400	Contributions								
4410	Contributions - Adult		-	2,100.00	500.00	1,600.00	420.00%	2,000.00	
4420	Contributions - Music		-	1,500.00	5,000.00	(3,500.00)	30.00%	6,000.00	
4430	Contributions Outreach		-	1,500.00	500.00	1,000.00	300.00%	-	
4440	Contributions Youth Srv		-	3,175.00	500.00	2,675.00	635.00%	100.00	
4470	Grant - State of Colorado		-	-	4,691.00	(4,691.00)	0.00%	3,234.00	
4480	Other		-	-	2,000.00	(2,000.00)	0.00%	3,560.44	
4490	Restricted Fund Income - Friends/Foundation		-	-	-	-	0.00%	-	
	Total Contributions			-	8,275.00	13,191.00	(4,916.00)	62.73%	14,894.44
Total Income			30,110.61	49,739.31	1,123,400.12	(1,073,660.81)	4.43%	956,083.50	
Operating expenses									
5000	Administration								
5005	Contract Services								
5010	Accounting		805.00	1,583.75	14,000.00	(12,416.25)	11.31%	10,421.06	
5020	Audit - Annual		-	-	9,500.00	(9,500.00)	0.00%	8,900.00	
5030	Courier		-	-	6,000.00	(6,000.00)	0.00%	6,645.05	
5040	Legal		-	30.00	8,000.00	(7,970.00)	0.38%	4,177.09	
	Total Contract Services			805.00	1,613.75	37,500.00	(35,886.25)	4.30%	30,143.20
5100	Insurance								
5110	Property & Liability Insur		-	-	18,700.00	(18,700.00)	0.00%	17,725.18	
5120	Worker's compensation		-	-	2,200.00	(2,200.00)	0.00%	1,403.06	
	Total Insurance			-	-	20,900.00	(20,900.00)	0.00%	19,128.24

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
February 2016**

		Feb 2016 Actuals	Jan-Feb 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
5210	Postage & Shipping	294.00	330.31	1,000.00	(669.69)	33.03%	886.99
5220	Professional Dev. & Memberships						
5230	Board	-	50.00	1,000.00	(950.00)	5.00%	3,331.92
5235	Employment Council	-	-	1,500.00			-
5240	Library Association Dues	-	225.00	1,000.00	(775.00)	22.50%	1,040.00
5250	Spec District Ass'n Due	-	-	3,000.00	(3,000.00)	0.00%	938.88
5260	Staff	-	-	5,000.00	(5,000.00)	0.00%	3,398.91
5270	Travel expenses	119.90	119.90	1,000.00	(880.10)	11.99%	1,799.95
	Total Professional Dev. & Memberships	119.90	394.90	12,500.00	(10,605.10)	3.16%	10,509.66
5280	Publicity						
5290	Advertising	1,953.68	2,276.48	7,500.00	(5,223.52)	30.35%	8,676.01
	Total Publicity	1,953.68	2,276.48	7,500.00	(5,223.52)	30.35%	8,676.01
5300	Supplies						
5310	Office Supplies	820.81	2,031.92	13,000.00	(10,968.08)	15.63%	12,108.38
5320	Technical Cataloging & Service	85.85	171.70	6,500.00	(6,328.30)	2.64%	6,385.10
	Total Supplies	906.66	2,203.62	19,500.00	(17,296.38)	11.30%	18,493.48
5350	Treasurer's fees						
5360	Eagle fees	318.14	318.94	15,867.74	(15,548.80)	2.01%	13,192.68
5370	Pitkin fees	385.95	386.75	23,441.73	(23,054.98)	1.65%	20,240.72
	Total Treasurer's fees	704.09	705.69	39,309.47	(38,603.78)	1.80%	33,433.40
	Total Administration	4,783.33	7,524.75	138,209.47	(129,184.72)	5.44%	121,270.98
5400	Facility Expenses						
5410	Janitorial	4,145.00	8,290.00	49,750.00	(41,460.00)	16.66%	49,620.00
5420	Janitorial Supplies	19.72	587.89	7,000.00	(6,412.11)	8.40%	6,397.11
5430	Landscaping	-	-	6,000.00	(6,000.00)	0.00%	8,288.36
5440	Maintenance *Detailed List Attached	12,788.15	15,671.15	30,000.00	(14,328.85)	52.24%	23,060.04
5450	Mat Cleaning	78.00	104.39	720.00	(615.61)	14.50%	598.78
5460	Snow Removal	-	2,200.00	4,500.00	(2,300.00)	48.89%	4,760.80
	Total Facility Expenses (Maintenance)	17,030.87	26,853.43	97,970.00	(71,116.57)	27.41%	92,725.09
5500	Utilities						
5510	Electric	1,372.40	2,331.46	8,750.00	(6,418.54)	26.65%	7,538.47
5520	Gas	713.66	2,742.34	11,250.00	(8,507.66)	24.38%	6,110.01
5530	Internet Connectivity	651.81	958.55	3,500.00	(2,541.45)	27.39%	3,742.38
5540	Sanitation	-	660.00	3,700.00	(3,040.00)	17.84%	2,640.00
5550	Telephone	526.10	1,039.45	5,000.00	(3,960.55)	20.79%	6,008.36
5560	Trash	690.41	1,038.67	5,500.00	(4,461.33)	18.88%	4,115.33
5570	Water	-	-	3,000.00	(3,000.00)	0.00%	2,883.40
	Total Utilities	3,954.38	8,770.47	40,700.00	(31,929.53)	21.55%	33,037.95
	Total Facility Expenses	20,985.25	35,623.90	138,670.00	(103,046.10)	25.69%	125,763.04

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
February 2016**

		Feb 2016 Actuals	Jan-Feb 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
5600	Library Programs						
5610	Adult	250.00	1,250.00	3,000.00	(1,750.00)	41.67%	2,688.70
5620	Children's	332.26	498.59	4,455.00	(3,956.41)	11.19%	4,265.43
5630	Community	500.00	535.16	6,000.00	(5,464.84)	8.92%	5,047.45
5640	Music	1,410.00	1,724.12	11,080.00	(9,355.88)	15.56%	10,628.36
5650	Outreach	23.90	83.36	1,450.00	(1,366.64)	5.75%	4,343.20
5633	Outreach Advertising	-	2,610.00	3,700.00			-
5635	Outreach Volunteer	-	-	550.00			-
5660	Young Adult	1,153.99	1,910.64	4,550.00	(2,639.36)	41.99%	3,907.06
5670	Young Adult - State of Colorado Grant	85.79	2,387.49	4,691.00	(2,303.51)	50.90%	3,326.90
5680	Young Adult - Thrift Shop	-	50.00	1,000.00	(950.00)	100.00%	1,287.72
	Total Library Programs	3,755.94	11,049.36	40,476.00	(27,786.64)	27.30%	35,494.82
5700	Technology & Equipment						
5710	Copiers & Equipment						
5720	Card Printer Support	-	-	300.00	(300.00)	0.00%	267.69
5730	Lease	274.75	549.50	3,400.00	(2,850.50)	16.16%	3,297.00
5740	Service Agreement	131.25	481.37	2,300.00	(1,818.63)	20.93%	1,942.56
5750	Supplies	-	1,474.84	4,000.00	(2,525.16)	36.87%	3,331.21
	Total Copiers & Equipment	406.00	2,505.71	10,000.00	(7,494.29)	25.06%	8,838.46
5760	Marmot ILS System	8,423.00	8,423.00	40,000.00	(31,577.00)	21.06%	37,756.00
5765	Marmot IT Contract	10,929.00	10,929.00	47,000.00			-
5770	Miscellaneous Parts	-	-	3,000.00	(3,000.00)	0.00%	1,700.49
5780	Support & Service Agreements						
5790	Bibliotheca	-	-	12,000.00	(12,000.00)	0.00%	10,864.09
5800	Envisionware	-	-	605.00	(605.00)	0.00%	548.65
5810	Timeclock	-	-	255.00	(255.00)	0.00%	245.00
5820	Web Calendar/EMS	-	174.00	2,750.00	(2,576.00)	6.33%	2,204.40
	Total Support & Service Agreements	-	174.00	15,610.00	(15,436.00)	1.11%	13,862.14
5830	Tech Labor & Repair	-	-	10,000.00	(10,000.00)	0.00%	10,900.83
	Total Technology	19,758.00	22,031.71	125,610.00	(67,507.29)	17.54%	73,057.92
5900	Collections						
5910	Audio						
5920	Adult BCD	291.17	507.67	7,000.00	(6,492.33)	7.25%	8,288.21
5930	Juvenile Audio	-	749.85	2,000.00	(1,250.15)	37.49%	857.11
5940	Spanish Adult BCD	-	-	500.00			198.11
5950	YA Audio	-	-	300.00	(300.00)	0.00%	-
	Total Audio	291.17	1,257.52	9,800.00	(8,042.48)	12.83%	9,343.43
6000	Books & Magazines						
6010	Adult fiction books	723.78	2,019.28	9,000.00	(6,980.72)	22.44%	13,636.45
6020	Adult non-fiction books	546.69	2,129.93	10,000.00	(7,870.07)	21.30%	12,970.98
6030	Juvenile Fiction	500.41	1,140.02	6,500.00	(5,359.98)	17.54%	6,606.89
6040	Juvenile Non-Fiction	169.80	169.80	3,000.00	(2,830.20)	5.66%	2,931.22
6050	Print Subscriptions	-	9,583.15	9,600.00	(16.85)	99.82%	9,401.18
6060	Spanish adult fiction	13.52	13.52	1,800.00	(1,786.48)	0.75%	1,409.69
6070	Spanish adult non-fiction	-	17.86	1,800.00	(1,782.14)	0.99%	1,331.95
6080	Spanish children's books	-	310.91	2,000.00	(1,689.09)	15.55%	1,348.53
6090	Spanish juvenile books	12.44	12.44	500.00	(487.56)	2.49%	577.04
6100	YA Fiction	225.07	629.97	6,500.00	(5,870.03)	9.69%	6,509.62
6110	YA Non-Fiction	147.68	158.66	900.00	(741.34)	17.63%	477.93
	Total Books	2,339.39	16,185.54	51,600.00	(35,414.46)	31.37%	57,201.48

**Basalt Regional Library District
Bond Repayment Fund
Profit & Loss Budget Performance
February 2016**

							Feb 2016 Actuals	Jan-Feb 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals	
Bond Repayment Fund Balance 1/1/16								531,009.65					
Bond Repayment Fund:													
Interest Earned - Bond Repayment							164.81	228.49	-	228.49	100.0%	974.08	
Transfer - Escrow Account							-	-	-			250,664.00	
Interest Earned - Escrow Account							-	-	-			31,673.59	
Mill Levy Debt Repayment										-			
Eagle County							11,706.25	11,730.58	484,340.89	(472,610.31)	2.42%	402,150.09	
Pitkin County							5,873.33	5,887.18	429,315.94	(423,428.76)	1.37%	394,429.63	
Total Mill Levy Debt Repayment							17,579.58	17,617.76	913,656.83	(896,039.07)	1.93%	796,579.72	
Total Debt Service Fund							17,744.39	17,846.25	913,656.83	(895,810.58)	1.95%	1,079,891.39	
Total Bond Repayment Fund Income							17,744.39	17,846.25	913,656.83	(895,810.58)	1.95%	1,079,891.39	
Expense													
Bond Interest							-	-	190,693.26	(190,693.26)	0.0%	495,031.26	
Treasurer's Fees													
Eagle County							353.43	354.16	14,530.23	(14,176.07)	2.44%	12,090.48	
Pitkin County							293.67	294.40	21,465.80	(21,171.40)	1.37%	18,724.81	
Total Treasurer's Fees							647.10	648.56	35,996.03	(35,347.47)	1.8%	30,815.29	
Total Bond Repayment Fund Expense							647.10	648.56	226,689.29	(226,040.73)	0.29%	525,846.55	
Net Bond Repayment Principle Loan Payment							-	-	670,000.00	-	0.0%	550,000.00	
Net Bond Repayment Fund							17,097.29	17,197.69	16,967.54	(669,769.85)	101.36%	4,044.84	
Bond Repayment Fund Balance 2/29/16								548,207.34					

Basalt Regional Library District
Capital Reserve Fund
Profit & Loss Budget Performance
February 2016

	Feb 2016 Actuals	Jan-Feb 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
Capital Reserve Fund Balance 1/1/16		316,721.12				
Capital Reserve Fund:						
Income						
Allocation From General Fund	-	-	40,000.00	(40,000.00)	0.0%	20,000.00
Interest Earned - Reserve Fund	121.11	229.79	-	229.79	100.0%	536.40
Total Capital Reserve Fund Income	121.11	229.79	40,000.00	(39,770.21)	0.57%	20,536.40
Expense						
Capital Reserve Expense						
Capital Reserve Fund Expense - Misc	-	-	20,000.00	(20,000.00)	0.0%	5,890.00
Total 8300 - Capital Reserve Expense	-	-	20,000.00	(20,000.00)	0.00%	5,890.00
Net Capital Reserve Fund	121.11	229.79	20,000.00	(19,770.21)	1.15%	14,646.40
Capital Reserve Fund Balance 2/29/16		316,950.91				

**Basalt Regional Library District
General Fund
Maintenance Detail
as of February 28, 2016**

Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		Acme Alarm Company	annual test & inspectoin	570.00
		Roto Rooter Plumbing	cleared main sewer line	659.00
		Clean Energy Economy	energy navigator	1,270.00
		Basalt Mini Storage	Jan storage	164.00
		Grizzly Creek Enterpr	install metal shelving	220.00
	Total January			2,883.00
	February			
		Basalt Mini Storage	Feb/Mar Storage	328.00
		Flame Out Fire	fire sprinkler system work	2,500.00
		Acem Alarm Company	annual test & inspection	255.00
		Aspen Maintenance Su	supplies	48.95
		Orkin Pest Control	pest control	101.20
		Ace Roofing	shovel snow from roof	8,320.00
		Daly Property Services	finish snow shoveling from roof	1,235.00
	Total February			12,788.15
	Summary			
		Alarm System		255.00
		Energy Navigator		1,270.00
		Fire Sprinklers		2,500.00
		Maintenance Testing		570.00
		Miscellaneous		268.95
		Pest Control		101.20
		Plumbing/HVAC		659.00
		Snow Shovel - Roof		9,555.00
		Storage		492.00
	Total			15,671.15