

Basalt Regional Library District Board of Trustees
Monday, March 19, 2018, 5:15 PM
Basalt Regional Library Community Room

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

Board of Trustees: Ann Stephenson, President; Michael Latousek, Vice President;
Heather Manolakas, Treasurer; Dick Hampleman, Secretary; Karen Barch, Trustee;
Roger Garrett, Trustee; Becky Musselman, Trustee

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

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

AGENDA:

5:15 PM Call to Order
Citizen Comments

5:20 PM Board Comments

5:25 PM Approval of minutes of August 21, 2017 Board Meeting
Approval of minutes of January 15, 2018 Board Meeting
Approval of minutes of February 19, 2018 Board Meeting

5:30 PM Director's Report, written report submitted by Ann Scott (absent)

5:40 PM Committee Reports:

Bylaws Committee: *Michael Latousek, chair*

Policy Committee: *Heather Manolakas, chair*

Personnel & Human Relations Committee: *Ann Stephenson, chair*

Facilities Committee: *Dick Hampleman, chair*

Finance Committee: *Heather Manolakas, treasurer*

- February Financials

Officer Nominating Committee: *Becky Musselman & Roger Garrett*

6:00 PM Open Discussion of Officer Nominations

6:10 PM Election of Board Officers

6:20 PM Adjourn Meeting

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

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

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

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

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

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

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

Director's Report: *Ann Scott, Director*

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

Staff Report: *Erin Hollingsworth, Associate Director*

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

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

Committee Reports:

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

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

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

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

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

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

Action Items:

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

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

Respectfully Submitted,

Dick Hampleman, Secretary

Date

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

Call to Order: Ann Stephenson called the meeting to order at 5:22 p.m.

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

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

Board Comments:

Status of Applications for Expiring Board Seats: Ann Stephenson has been encouraging citizens to apply to fill her seat on the board, since she will be unable to reapply due to term limitations. Ann's seat is for Pitkin County. Ann suggested that the library advertise the position on the front page of the library's website. The library is also advertising in the newsletter and newspapers. The deadline for applying is March 1. Applicants will be interviewed by representatives of Eagle and Pitkin counties sometime in early March. Any board members who would like to reapply for their position should submit a letter of interest to Ann Scott.

Disclosure of Any Gifts Tendered During 2017: None.

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

Approval of October 16, 2017 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the October 16, 2017 Board Meeting Minutes will be tabled until the February meeting.

Approval of December 11, 2017 Board Meeting Minutes: The minutes will be edited to include that Ann Stephenson cannot reapply to the board due to term limits. Heather Manolakas moved and Karen Barch seconded the motion to approve the December 11, 2017 Board Meeting Minutes. The motion passed with 4 ayes.

Director's Report: *Ann Scott, Director*

- The library received an estimate of approximately \$500 to replace the outdoor lights with LED bulbs, which will last longer.
- The library is now composting with Evergreen Zero Waste. Staff is excited, and completed a training with Evergreen to learn more about what can be composted.
- Kim Clinco and Ann Scott are trying to get in touch with Pete Blair about an engagement letter for last year's audit.
- Several library computers were recently infected with a virus. Marmot was quick to respond and get the virus under control at no cost to the library. Marmot will conduct a webinar with staff to talk about virus prevention.

- Caroline recently completed her Master's of Library Science degree, and will take over programs and collections for school-aged children. Her new title will be Youth Services Librarian.
- The library has several new marketing campaigns, including "The Places Your Library Card Can Take You." Amnesty Week will be the week of Valentine's Day to forgive overdue fines.
- Volunteer Appreciation Night will be January 30 from 5-7 p.m.
- Circulation statistics have been fairly steady over the past few months.

Committee Reports:

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

Policy Committee: *Heather Manolakas, chair.* Several policies on the website need to be updated. Erin will go through them to make sure the website reflects current policies.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* Heather Manolakas sent a Library Director Performance survey to staff. Results are positive. Comments are anonymous and will be given to Ann Scott.

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

Finance Committee: *Heather Manolakas, treasurer.*

- **December Financials:** As of December 31, total income was at 103 percent. Operating expenses were under budget, at 89.62 percent, including payroll. Administration expenses were down. The budget for insurance was fairly accurate. Professional development was also down, at 71 percent. Treasurer's fees were low, at 91 percent. Facility expenses were at 82 percent. Utilities finished at 67 percent. Library programs finished at 82 percent. Total technology ended at 87 percent. Total collections were at 95 percent. \$87,920 was allocated to the Capital Reserve Fund, including interest and the Holy Cross Energy rebate. \$29,095 was spent, including AWE computers, door counters, and the LED lights. The Capital Reserve Fund balance as of December 31 is \$401,976. The next bond repayment is due in April.
- **DOLA Budget Message:** Heather Manolakas read the DOLA Budget Message for the record. See attached.

Appointment of Nominating Committee: After some discussion, Ann Stephenson appointed Becky Musselman and Roger Garrett to the nominating committee for board position nominations.

Action Items:

Discussion and possible vote on Resolution 2018-01, a Resolution of the Basalt Regional Library District designating the official posting place for notices, adopting the official district map, and setting forth other administrative matters: Heather Manolakas moved and Karen Barch seconded to approve the resolution. The resolution passed with 4 ayes.

Adjournment: Ann Stephenson moved and Heather Manolakas seconded to adjourn the meeting. The motion carried with 4 ayes. The meeting adjourned at 6:21 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

January 15, 2018

Dear Taxpayers and Library Patrons:

Library operations are funded by a mill levy, the proceeds of which rise and fall according to property valuations. In 2016, the voters approved a ballot issue to increase the mill levy to fund the library with a fixed additional sum of \$350,000 per year, starting in 2017 and continuing through 2023. This increase in revenue has allowed the library to maintain its level of service and to address some of the Board's long-term goals.

In 2017, expenses were less than budgeted because of unforeseen savings, primarily in payroll. The 2018 budget reflects only a 1.63% increase in actual operating expenses from 2017, significantly less than the anticipated 3% increase. This slight increase reflects the director's evaluation, with input from the staff, of the overall library operations, including programs, collections, and staffing.

Based on a capital reserve fund study conducted in 2016, the Library Board increased the contribution from the Operating Fund to the Capital Reserve Fund to \$80,000 to keep pace with anticipated capital expenditures. This increase was retroactive for 2017, and will continue in 2018.

The Basalt Regional Library continues to be a center of year-round community vitality, with 13,000 yearly program attendees (class and events) and high demand for computers, meeting spaces, and services. The Library is now under a new Director who is not only maintaining the current level of collections, programs, and overall community use of the Library, but striving to find new ways in which the Library can serve the community.

Please feel free to contact our director, Ann Scott, with any questions or concerns.

Sincerely,

Heather Manolakas
Treasurer

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
February 19, 2018, 5:15 PM in the Community Room**

Call to Order: Ann Stephenson called the meeting to order at 5:20 p.m.

Members Present: Ann Stephenson, President; Michael Latousek, Vice President; Dick Hampleman, Secretary; Karen Barch, Trustee; Roger Garrett, Trustee

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

Board Comments: None.

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

Approval of October 16, 2017 Board Meeting Minutes: Karen Barch moved and Michael Latousek seconded to approve the October 16, 2017 Board Meeting Minutes. The motion passed with 4 ayes.

Approval of January 15, 2018 Board Meeting Minutes: A quorum was not present to approve the minutes. The approval of the January 15, 2018 Board Meeting Minutes will be tabled until the March meeting.

Director's Report: *Ann Scott, Director*

- The graffiti on the copper siding of the building was removed using paint thinner, with little to no damage to the siding.
- Ann is looking into possibly installing panic buttons at the service desk in the library. She spoke with staff at Cook Memorial Library in Illinois about their system and annual plan with Honeywell. Honeywell's average cost for installing a system is approximately \$300, with service plans around \$50/month to monitor the system. Ann will also consider local options.
- Library staff is reviewing policies and looking at ways to remove barriers to access for patrons, such as new options for applying for a library card or renewing accounts, protecting patron privacy (changing hold slips), eliminating fines for youth, and changing the minimum age for getting a library card.
- In regard to eliminating fines for youth, overdue fines for youth only accounted for 25 percent of total fines collected in 2017.

Committee Reports:

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

Policy Committee: *Heather Manolakas, chair.* Not present.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* No report.

Facilities Committee: *Dick Hampleman, chair.* Dick will begin scheduling power-washing for the exterior siding, starting with a test section. At the next Facilities Committee meeting, the committee may discuss installing exterior security cameras.

Officer Nominating Committee: *Becky Musselman & Roger Garrett.* Becky began requests for nominations via email. A meeting of the committee has been delayed. Voting for officers will take place March 19. Karen Barch and Heather Manolakas may reapply to the Board, and should submit a letter of interest to Ann Scott. In addition to advertising on the library's website, board openings will be posted to the Basalt Community Facebook page and a number of other local pages.

Finance Committee: *Kim Clinco, Accountant.*

- **Finalized 2017 Year End Report:** The final financials will be sent to the auditors. The library finished 2017 with \$2,160,000 in cash. The library finished the air with total operating expenses of \$1,237,824, which was approximately \$138,000 under budget. \$80,000 was allocated to the Capital Reserve Fund. The General Fund Balance at the end of the year was \$1,248,943. The Bond Repayment Fund finished the year at \$542,828. As of the end of 2017, the Capital Reserve Fund balance is \$401,976.
- **January Financials:** Total cash at the start as of January 31 is \$2,063,722. No mill levy funds were received for January. Total income for January was \$18,242. The first payment to Marmot was sent in January, for total technology expenses of \$24,119. Total operating expenses excluding payroll for January were \$65,887. Payroll for January was \$62,171. Total expenses were \$128,059. Bond Repayment Fund and Capital Reserve Fund have earned interest.

Adjournment: Karen Barch moved and Roger Garrett seconded to adjourn the meeting. The motion carried with 5 ayes. The meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

Basalt Regional Library District
Balance Sheet
as of February 28, 2018

	General Operating	Bond Repayment	Capital Reserve	Total
	Fund	Fund	Fund	Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 92,303.95	\$ -	\$ -	\$ 92,303.95
Colo Trust - Bond Repayment #8002	-	638,464.33	-	638,464.33
Colo Trust - Tabor Reserve #8003	43,154.18	-	-	43,154.18
Colo Trust - Operating Fund #8004	1,019,942.02	5,308.63	-	1,025,250.65
Colo Trust - Capital Rsv Fund #8005	5,165.54	-	403,002.31	408,167.85
Total Current Assets	\$ 1,160,565.69	\$ 643,772.96	\$ 403,002.31	\$ 2,207,340.96
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	\$ 15,050,085.45	\$ 643,772.96	\$ 403,002.31	\$ 16,096,860.72
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 19,441.67	\$ -	\$ -	\$ 19,441.67
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	6.00	-	-	6.00
Wages Payable	9,217.12	-	-	9,217.12
Total Other Current Liab	\$ 2,362,428.19	\$ -	\$ -	\$ 2,362,428.19
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	\$ 9,371,869.86	\$ -	\$ -	\$ 9,371,869.86
Investment in Capital Assets	\$ 4,497,489.45	\$ -	\$ -	\$ 4,497,489.45
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	\$ 155,983.16	\$ 103,938.44	\$ 1,025.77	\$ 260,947.37
Current Year-to-Date Expenditures	224,200.50	2,993.63	-	227,194.13
Net Current Year	(68,217.34)	100,944.81	1,025.77	33,753.24
Total Fund Balance - as of 2/28/18	1,180,726.14	643,772.96	403,002.31	2,227,501.41
Total Liabilities and Fund Balance	\$ 15,050,085.45	\$ 643,772.96	\$ 403,002.31	\$ 16,096,860.72

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

		February 2018 Actuals	Jan-Feb 2018 Actuals	Previous Year Jan- Feb 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	59,881.25	59,897.15	7,995.36	582,538.30	(522,641.15)	10.28%	541,102.71	
4020	Pitkin County	65,123.10	65,123.10	21,496.51	440,407.20	(375,284.10)	14.79%	467,897.02	
4030	Mill Levy Increase	-	-	-	350,000.00	(350,000.00)	0.00%	349,477.29	
4040	Tax Abatement	-	-	-	7,392.87	(7,392.87)	0.00%	13,144.08	
	Total General Operating Mill Levy	125,004.35	125,020.25	29,491.87	1,380,338.37	(1,255,318.12)	9.06%	1,371,621.10	
4100	MVSO - General Operating								
4110	Eagle County	5,521.07	10,714.64	9,301.64	40,000.00	(29,285.36)	26.79%	62,431.92	
4120	Pitkin County	2,884.73	5,749.19	5,860.37	35,000.00	(29,250.81)	16.43%	37,902.29	
	Total MVSO - General Operating	8,405.80	16,463.83	15,162.01	75,000.00	(58,536.17)	21.95%	100,334.21	
4200	Fines & Fees								
4205	Coffee Purchase	72.00	189.01	136.00	600.00	(410.99)	100.00%	864.75	
4210	Copies	642.26	1,417.88	1,094.36	7,000.00	(5,582.12)	20.26%	8,229.14	
4215	Earbuds	16.00	27.10	51.00	150.00	(122.90)	100.00%	200.00	
4220	Faxing	108.00	179.60	88.00	500.00	(320.40)	35.92%	792.00	
4230	Fines	1,358.00	2,619.81	3,518.47	20,000.00	(17,380.19)	13.10%	18,747.64	
4240	Guest Passes	16.00	29.00	12.00	200.00	(171.00)	14.50%	178.30	
4250	Meeting Room Rental	487.00	925.60	538.50	4,000.00	(3,074.40)	23.14%	5,608.25	
4260	Replacement Books	180.99	218.88	48.84	1,800.00	(1,581.12)	12.16%	813.50	
4270	Replacement Library Cards	35.00	58.00	55.20	300.00	(242.00)	19.33%	333.19	
4280	Test Proctoring	-	-	30.00	100.00	(100.00)	0.00%	70.00	
4290	Holy Cross Deposit Return/Member Equity	-	-	-	1,400.00	(1,400.00)	0.00%	1,881.44	
4295	CORE Refund	-	-	-	-	-	100.00%	2,500.00	
	Total Fines & Fees	2,915.25	5,664.88	5,572.37	36,050.00	(30,385.12)	15.71%	40,218.21	
4300	Earnings on investments								
4310	Colotrust Int Op Acct/Mill Levy	1,315.31	2,681.20	1,767.93	11,000.00	(8,318.80)	24.37%	22,485.31	
	Total Earnings on investments	1,315.31	2,681.20	1,767.93	11,000.00	(8,318.80)	24.37%	22,485.31	
4400	Contributions								
4410	Contributions - Adult	-	-	500.00	500.00	(500.00)	0.00%	500.00	
4420	Contributions - Music	100.00	300.00	1,000.00	5,000.00	(4,700.00)	6.00%	4,285.00	
4430	Contributions Outreach	-	-	100.00	500.00	(500.00)	0.00%	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
February 2018**

			February 2018 Actuals	Jan-Feb 2018 Actuals	Previous Year Jan- Feb 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
5310		Office Supplies	686.12	1,676.52	1,268.39	9,000.00	(7,323.48)	18.63%	9,189.97	
5320		Technical Cataloging & Service	193.22	949.99	2,013.22	6,500.00	(5,550.01)	14.62%	6,821.50	
		Total Supplies	879.34	2,626.51	3,281.61	15,500.00	(12,873.49)	16.95%	16,011.47	
5350		Treasurer's fees								
5360		Eagle fees	1,796.47	1,796.96	240.56	22,726.13	(20,929.17)	7.91%	22,091.74	
5370		Pitkin fees	1,921.20	1,921.20	1,074.94	30,770.17	(28,848.97)	6.24%	27,039.96	
		Total Treasurer's fees	3,717.67	3,718.16	1,315.50	53,496.30	(49,778.14)	6.95%	49,131.70	
		Total Administration	6,021.16	9,559.47	10,641.71	146,396.30	(136,836.83)	6.53%	138,240.71	
5400		Facility Expenses								
5410		Janitorial	4,145.00	8,290.00	8,290.00	49,750.00	(41,460.00)	16.66%	49,740.00	monthly contract
5420		Janitorial Supplies	479.41	903.71	-	6,000.00	(5,096.29)	15.06%	3,961.58	
5430		Landscaping	-	-	-	9,000.00	(9,000.00)	0.00%	9,427.75	contract
5440		Maintenance *Detailed List Attached	1,601.96	2,511.36	2,991.97	25,000.00	(22,488.64)	10.05%	16,487.20	
5450		Mat Cleaning	56.49	140.61	130.00	700.00	(559.39)	20.09%	690.66	monthly cleaning of floor mats
5460		Snow Removal	-	-	-	5,000.00	(5,000.00)	0.00%	4,478.75	contract
		Total Facility Expenses (Maintenance)	6,282.86	11,845.68	11,411.97	95,450.00	(83,604.32)	12.41%	84,785.94	
5500		Utilities								
5510		Electric	564.67	1,091.36	1,500.55	9,270.00	(8,178.64)	11.77%	6,366.09	Holy Cross - monthly
5515		Compost Collection System	37.50	37.50	-	600.00	(562.50)	6.25%	-	new contract
5520		Gas	1,139.12	2,414.31	2,014.74	10,815.00	(8,400.69)	22.32%	5,799.57	Black Hills - monthly
5540		Sanitation	-	660.00	660.00	3,700.00	(3,040.00)	17.84%	2,640.00	Basalt Sanitation - Quarterly advance
5550		Telephone	1,129.36	1,129.36	1,074.40	6,600.00	(5,470.64)	17.11%	6,649.94	Centurylink - monthly
5560		Trash	771.42	1,153.24	778.06	4,700.00	(3,546.76)	24.54%	4,996.05	Waste Mgt - monthly
5570		Water	-	-	-	3,000.00	(3,000.00)	0.00%	3,461.33	Town of Basalt - Quarterly arrears
		Total Utilities	3,642.07	6,485.77	6,027.75	38,685.00	(32,199.23)	16.77%	29,912.98	
		Total Facility Expenses	9,924.93	18,331.45	17,439.72	134,135.00	(115,803.55)	13.67%	114,698.92	
5600		Library Programs								
5610		Adult	116.72	507.45	432.00	3,000.00	(2,492.55)	16.92%	2,814.03	
5620		Children's	142.33	260.64	570.91	4,500.00	(4,239.36)	5.79%	4,712.35	
5625		Children's Program Materials	334.28	476.53	-	3,000.00	(2,523.47)	15.88%	-	
5630		Community	400.00	400.00	1,565.81	4,450.00	(4,050.00)	8.99%	6,513.82	
5640		Music	1,400.00	1,575.20	222.67	10,000.00	(8,424.80)	15.75%	9,945.33	
5650		Outreach	-	-	32.40	-	-	#DIV/0!	406.25	
5633		Outreach Advertising	-	548.08	3,190.00	3,700.00	(3,151.92)	14.81%	3,190.00	

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

			February 2018 Actuals	Jan-Feb 2018 Actuals	Previous Year Jan- Feb 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
5635		Volunteers	-	-	-	550.00	(550.00)	0.00%	450.00	
5660		Young Adult	-	392.47	226.49	4,550.00	(4,157.53)	8.63%	3,839.87	
5670		Young Adult - State of Colorado Grant	132.41	3,215.63	413.85	4,691.00	(1,475.37)	68.55%	2,102.66	
5675		Young Adult - Gale Student Resources Grant	-	-	-	1,200.00	(1,200.00)	100.00%	-	
		Total Library Programs	2,525.74	7,376.00	6,654.13	39,641.00	(32,265.00)	18.61%	33,974.31	
5700		Technology & Equipment								
5710		Copiers & Equipment								
5730		Lease	220.46	515.92	116.15	3,000.00	(2,484.08)	17.20%	1,301.75	monthly
5740		Service Agreement	450.20	450.20	19.00	3,500.00	(3,049.80)	12.86%	2,528.73	monthly
5750		Supplies	-	85.80	847.63	7,000.00	(6,914.20)	1.23%	6,789.61	
		Total Copiers & Equipment	670.66	1,051.92	982.78	13,500.00	(12,448.08)	7.79%	10,620.09	
5760		Marmot ILS System	2,814.00	26,142.71	22,000.96	91,500.00	(65,357.29)	28.57%	85,224.59	quarterly invoicing
5770		Miscellaneous Parts	-	-	80.00	3,000.00	(3,000.00)	0.00%	3,881.67	
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	-	-	-	280.00	(280.00)	0.00%	584.00	
5820		Web Calendar/EMS	174.00	356.00	348.00	2,200.00	(1,844.00)	16.18%	3,160.53	
		Total Support & Service Agreements	174.00	584.00	348.00	15,840.00	(15,256.00)	3.69%	3,744.53	
5830		Tech Labor & Repair	-	-	-	3,000.00	(3,000.00)	0.00%	1,490.00	
		Total Technology	3,658.66	27,778.63	23,411.74	126,840.00	(99,061.37)	21.90%	104,960.88	
5900		Collections								
5910		Audio								
5920		Adult BCD	144.98	386.95	874.45	7,500.00	(7,113.05)	5.16%	7,549.32	
5930		Youth Audio	12.00	196.14	47.90	2,200.00	(2,003.86)	8.92%	1,945.59	
		Total Audio	156.98	583.09	922.35	9,700.00	(9,116.91)	6.01%	9,494.91	
6000		Books & Magazines								
6010		Adult fiction books	859.18	1,537.02	2,594.25	11,000.00	(9,462.98)	13.97%	10,237.70	
6020		Adult non-fiction books	1,081.54	2,169.41	2,418.69	11,000.00	(8,830.59)	19.72%	11,327.99	
6030		Juvenile Fiction	1,119.19	2,086.71	740.99	7,000.00	(4,913.29)	29.81%	7,131.50	
6040		Juvenile Non-Fiction	64.07	351.49	149.14	3,000.00	(2,648.51)	11.72%	2,406.08	

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

			February 2018 Actuals	Jan-Feb 2018 Actuals	Previous Year Jan- Feb 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
6045		Large Print	-	-	-	1,800.00	(1,800.00)	0.00%	-	
6050		Print Subscriptions	-	7,502.17	7,254.25	9,900.00	(2,397.83)	75.78%	8,471.27	
6055		Replacement Books - Purchased	-	-	-	1,800.00	(1,800.00)	0.00%	-	
6060		Spanish adult fiction	-	-	96.27	1,000.00	(1,000.00)	0.00%	1,204.86	
6070		Spanish adult non-fiction	13.16	99.94	329.89	1,500.00	(1,400.06)	6.66%	1,794.30	
6080		Spanish children's books	-	-	55.47	3,000.00	(3,000.00)	0.00%	969.46	
6090		Spanish juvenile books	-	-	15.70	-	-	0.00%	2,627.77	
6100		YA Fiction	237.45	698.40	901.40	6,700.00	(6,001.60)	10.42%	6,132.14	
6110		YA Non-Fiction	16.48	108.91	130.49	930.00	(821.09)	11.71%	497.39	
		Total Books	3,391.07	14,554.05	14,686.54	58,630.00	(44,075.95)	24.82%	52,800.46	
		Restricted Funds								
		Restricted Funds Expense - Friends/Foundation	-	-	193.72	-	-	0.00%	4,779.61	
		Total Restricted Funds	-	-	193.72	-	-	0.00%	4,779.61	
6200		Digital Resources								
6210		Annual Subscriptions								
6220		Ancestry.com	-	-	1,560.00	1,575.00	(1,575.00)	0.00%	1,560.00	annual contract paid
6230		Culturegrams	-	-	1,140.00	1,200.00	(1,200.00)	0.00%	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	-	-	-	-	-	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	762.36	762.36	1,377.77	5,000.00	(4,237.64)	15.25%	5,400.80	
6300		Downloadable Titles								
6305		Kanopy	-	3,000.00	-	3,000.00	-	100.00%	-	annual contract paid
6310		One Click Digital	-	-	75.01	-	-	0.00%	2,104.75	
6320		Overdrive	1,502.11	1,622.10	1,021.52	9,500.00	(7,877.90)	17.07%	5,479.78	
6330		Zinio	-	2,000.00	2,000.00	2,000.00	-	100.00%	2,000.00	
		Total Digital Resources	2,264.47	15,203.44	9,650.60	32,949.00	(17,745.56)	46.14%	22,207.36	
6400		Music								
6410		Adult Music	12.00	196.14	273.14	1,550.00	(1,353.86)	12.65%	1,539.76	
6420		Juvenile Music	144.98	386.95	108.87	775.00	(388.05)	49.93%	650.68	
		Total Music	156.98	583.09	382.01	2,325.00	(1,741.91)	25.08%	2,190.44	

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

				February 2018 Actuals	Jan-Feb 2018 Actuals	Previous Year Jan- Feb 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals	NOTES
6500			Video								
6510			Adult Video	-	902.70	1,056.83	8,600.00	(7,697.30)	10.50%	8,412.08	
6520			Spanish Video	-	234.91	152.10	-	234.91	0.00%	829.99	
6530			Juvenile Video	-	136.35	153.83	2,060.00	(1,923.65)	6.62%	1,545.38	
6540			YA Video	-	-	-	200.00	(200.00)	0.00%	-	
			Total Video	-	1,273.96	1,362.76	10,860.00	(9,586.04)	11.73%	10,787.45	
			Total Collections	5,969.50	32,197.63	27,197.98	114,464.00	(82,266.37)	28.13%	102,260.23	
			Total Operating expenses	28,099.99	95,243.18	85,345.28	561,476.30	(466,233.12)	16.96%	494,135.05	
6900			Payroll Expenses								
6910			Payroll	53,937.88	107,018.02	98,082.90	710,002.00	(602,983.98)	15.07%	626,749.87	bi-weekly payroll
6920			Payroll Service	212.52	925.17	1,150.10	4,000.00	(3,074.83)	23.13%	4,145.85	
6930			Payroll Taxes	4,347.10	9,286.28	8,006.26	57,400.00	(48,113.72)	16.18%	48,439.15	matching taxes / unemployment
6940			Retirement Plan	1,101.04	2,202.08	4,353.12	23,465.00	(21,262.92)	9.38%	25,165.83	matching of employee contribution
6950			Health Insurance	7,187.32	9,525.77	6,775.76	42,610.00	(33,084.23)	22.36%	36,508.60	library portion
6980			Director Search	-	-	-	-	-	0.00%	2,680.52	
			Total Payroll Expenses	66,785.86	128,957.32	118,368.14	837,477.00	(708,519.68)	15.40%	743,689.82	
			Total Expense	94,885.85	224,200.50	203,713.42	1,398,953.30	(1,174,752.80)	16.03%	1,237,824.87	
			Net General Fund Income/(Loss) Prior to Capital Rsv Allocation	42,854.86	(68,217.34)	(147,421.54)	116,326.07	(184,543.41)	-58.64%	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	42,854.86	(68,217.34)	(147,421.54)	36,326.07			235,287.48	
			General Fund Balance 2/28/18		1,180,726.14	866,234.46					

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

			February 2018 Actuals	Jan-Feb 2018 Actuals	Previous Year Jan-Feb 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	774.18	1,536.07	249.89	-	1,536.07	100.0%	5,087.51
		Mill Levy Debt Repayment					-		
		Eagle County	40,657.95	40,668.67	5,385.41	533,435.45	(492,766.78)	7.62%	495,492.51
		Pitkin County	61,733.70	61,733.70	19,842.94	403,284.75	(341,551.05)	15.31%	428,457.43
		Total Mill Levy Debt Repayment	102,391.65	102,402.37	25,228.35	936,720.20	(834,317.83)	10.93%	923,949.94
		Total Debt Service Fund	103,165.83	103,938.44	25,478.24	936,720.20	(832,781.76)	11.1%	929,037.45
		Total Bond Repayment Fund Income	103,165.83	103,938.44	25,478.24	936,720.20	(832,781.76)	11.1%	929,037.45
		Expense							
		Bond Interest	-	-	-	154,031.26	(154,031.26)	0.0%	168,031.26
		Treasurer's Fees							
		Eagle County	1,219.81	1,220.13	162.22	16,003.06	(14,782.93)	7.62%	14,922.35
		Pitkin County	1,773.50	1,773.50	992.26	20,164.24	(18,390.74)	8.8%	26,229.69
		Total Treasurer's Fees	2,993.31	2,993.63	1,154.48	36,167.30	(33,173.67)	8.28%	41,152.04
		Total Bond Repayment Fund Expense	2,993.31	2,993.63	1,154.48	190,198.56	(187,204.93)	1.57%	209,183.30
		Net Bond Repayment Principle Loan Payment	-	-	-	725,000.00	-	0.0%	700,000.00
		Net Bond Repayment Fund	100,172.52	100,944.81	24,323.76	21,521.64	(645,576.83)	469.04%	19,854.15
Bond Repayment Fund Balance 2/28/18				643,772.99	547,297.76				
**2018 Bond Repayment Schedule:									
		5/1/18 - Series 2012 Interest		77,015.63					
		11/1/18 - Series 2012 Interest		77,015.63					
		11/1/18 - Series 2012 Principle		725,000.00					

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

		February 2018 Actuals	Jan-Feb 2018 Actuals	Previous Year Jan-Feb 2017 Actual	2018 Budget	Over/(Under) Budget	% of Annual Budget	2017 Year End Actuals
Capital Reserve Fund Balance 1/1/18			401,976.54	343,152.00				
Capital Reserve Fund:								
	Income							
	Door Counter - Refund	2,324.50	2,324.50					
	Holy Cross Energy - LED Rebate	-	-	-	-	-	0.0%	3,878.00
	Allocation From General Fund	-	-	-	80,000.00	(80,000.00)	0.0%	80,000.00
	Interest Earned - Reserve Fund	504.12	1,025.77	530.69	3,000.00	(1,974.23)	34.19%	4,042.05
	Total Capital Reserve Fund Income	504.12	1,025.77	530.69	83,000.00	(81,974.23)	1.24%	87,920.05
Expense								
Capital Reserve Expense								
	Capital Reserve Exp - Asphalt Seal/Repair	-	-	-	3,900.00	(3,900.00)	0.0%	-
	Capital Reserve Exp - Build Ext Seal/Paint	-	-	-	12,400.00	(12,400.00)	0.0%	-
	Capital Reserve Exp - Self Checkout (3)	-	-	-	18,000.00	(18,000.00)	0.0%	-
	Capital Reserve Exp - Computers - 50% Offi	-	-	-	10,000.00	(10,000.00)	0.0%	13,754.01
	Capital Reserve Exp - Miscellaneous	-	-	-	10,000.00	(10,000.00)	0.0%	15,341.50
	Total 8300 - Capital Reserve Expense	-	-	-	54,300.00	(54,300.00)	0.0%	29,095.51
	Net Capital Reserve Fund	504.12	1,025.77	530.69	28,700.00	(27,674.23)	3.57%	58,824.54
Capital Reserve Fund Balance 2/28/18			403,002.31	343,682.69				

**Basalt Regional Library District
General Fund
Maintenance Detail
as of February 28, 2018**

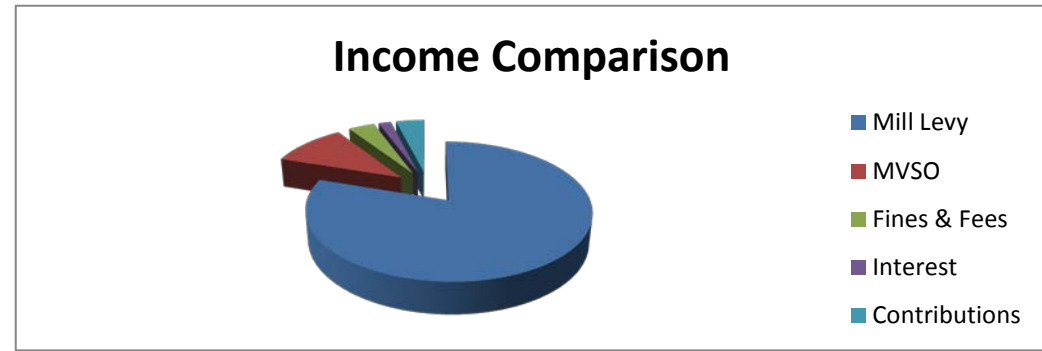
Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		Acme Alarm Company	2018 Test and Inspection	530.00
		Ann Scott	Reimburse for Breakroom Furniture	178.40
		Grizzly Creek Enterpr	remove bulliten boards / shelving	244.00
		Roto Rooter Plumbing	scheduled maintenance for restrooms	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
	Summary			
		Alarm System		530.00
		Fire Sprinklers		-
		Maintenance Testing		-
		Miscellaneous		2,024.36
		Pest Control		-
		Plumbing/HVAC		659.00
		Window Cleaning		-
	Total			3,213.36

**Basalt Regional Library District
Feb-18**

Income Comparison

as of 2/28/18

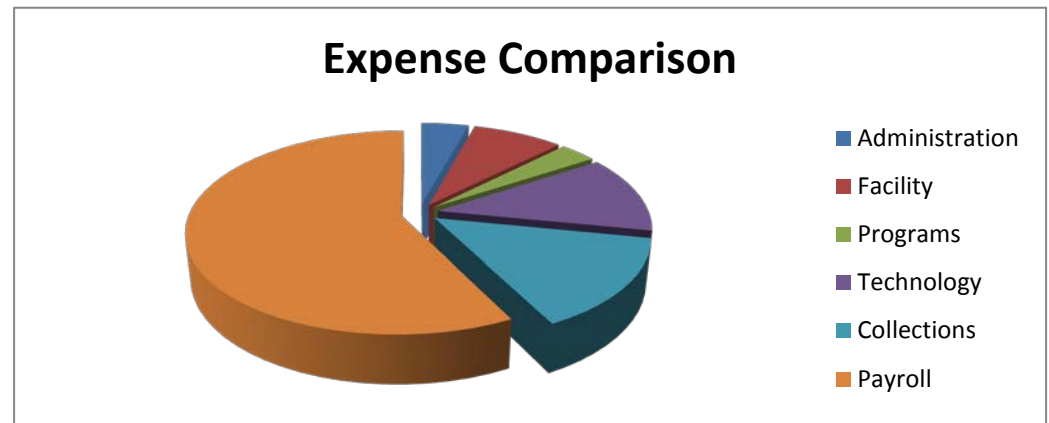
Mill Levy	125,020	80%
MVSO	16,464	11%
Fines & Fees	5,665	4%
Interest	2,681	2%
Contributions	6,153	4%
Restricted	-	0%
Total	155,983	100%



Expense Comparison

as of 2/28/18

Administration	9,559	4%
Facility	18,331	8%
Programs	7,376	3%
Technology	27,779	12%
Collections	32,198	14%
Payroll	128,957	58%
Total	224,201	100%



BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Adult Circulation Statistics

	Jan 2018		Jan 2017		Quantity Difference	Percentage Change
Adult Audio	3.9%	501	4.8%	515	-14	-2.72%
Adult Continuing Education	0.1%	12			12	#DIV/0!
Adult DVD TV Series	2.6%	337			337	#DIV/0!
Adult Express	0.0%	2	0.7%	72	-70	-97.22%
Adult Fiction	6.1%	787	6.6%	712	75	10.53%
Adult Graphic Novel	0.1%	14	0.2%	23	-9	-39.13%
Adult Large Print	0.6%	84	0.9%	93	-9	-9.68%
Adult Literacy	0.0%	5	0.0%	2	3	150.00%
Map Case					0	#DIV/0!
Adult Music CD	1.4%	183	2.9%	308	-125	-40.58%
Adult New Book Shelf	6.6%	858	7.6%	818	40	4.89%
Adult New Video	14.5%	1,861	14.8%	1,590	271	17.04%
Adult Non Fiction	8.0%	1,016	8.2%	885	131	14.80%
Adult Oversized Books	0.1%	19	0.1%	8	11	137.50%
Adult Reference					0	#DIV/0!
Adult Video	12.7%	1,634	19.3%	2,084	-450	-21.59%
Adult Total	56.7%	7,313	66.1%	7,110	203	2.86%

Spanish Circulation Statistics

	Jan 2018		Jan 2017		Quantity Difference	Percentage Change
Spanish Audio	0.1%	11	0.0%	2	9	450.00%
Spanish Fiction	0.1%	19	0.2%	17	2	11.76%
Spanish Graphic Novel	0.0%	4	0.0%	3	1	33.33%
Spanish Juvenile	1.3%	174	0.9%	93	81	87.10%
Spanish Non Fiction	0.3%	34	0.3%	36	-2	-5.56%
Spanish Reference						
Spanish Video	0.4%	47	0.3%	30	17	56.67%
Spanish Young Adult	0.0%	3	0.0%	2	1	50.00%
Spanish Total	2.2%	292	1.7%	183	109	59.56%

Young Adult Circulation Statistics

	Jan 2018		Jan 2017		Quantity Difference	Percentage Change
Young Adult Audio	0.1%	8	0.0%	4	4	100.00%
Young Adult Fiction	0.9%	110	1.2%	133	-23	-17.29%
Young Adult Graphic Novel	0.8%	101	0.6%	63	38	60.32%
Young Adult New Video					0	
Young Adult Non Fiction	0.2%	27	0.2%	21	6	28.57%
Young Adult Video	0.1%	18	0.2%	18	0	0.00%
Young Adult Total	2.1%	264	2.2%	239	25	10.46%

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Juvenile Circulation Statistics

	Jan 2018		Jan 2017		Quantity Difference	Percentage Change
Juvenile	0.0%	5				
Juvenile Audio	0.8%	102	1.2%	132	-30	-22.73%
Juvenile Beginning Reader	3.8%	490	3.6%	388	102	26.29%
Juvenile Chapter Book	3.1%	402	3.9%	395	7	1.77%
Juvenile Graphic Novel	0.8%	104	0.7%	75	29	38.67%
Juvenile Literacy	0.2%	32	0.2%	22	10	45.45%
Juvenile Music	0.1%	10	0.2%	22	-12	-54.55%
Juvenile New Video	1.3%	165	1.6%	167	-2	-1.20%
Juvenile Nonfiction	3.5%	455	3.7%	400	55	13.75%
Juvenile Parenting	0.2%	29	0.2%	25	4	16.00%
Juvenile Picture Book	7.8%	1,012	7.1%	767	245	31.94%
Juvenile Reference					0	#DIV/0!
Juv Special Collection	0.5%	70	0.9%	99	-29	-29.29%
Juvenile Video	3.5%	457	5.0%	532	-75	-14.10%
Juvenile Total	25.6%	3,333	28.3%	3,024	309	10.22%

Combined Divisions

	Jan 2018		Jan 2017		Quantity Difference	Percentage Change
Back of House (Regional Library)	1.4%	182	0.9%	94	88	93.62%
Book Club Kit	0.0%	6	0.0%	1		n/a
Interlibrary Loan	0.0%	1	0.8%	85	-84	-98.82%
Periodical	0.6%	82	0.0%	5	77	1540.00%
Seed Library	11.4%	1,461			1,461	#DIV/0!
Combined Divisions Total	13.4%	1,732	1.7%	185	1,547	836.22%

CIRCULATION TOTALS	100.0%	12,934	100.0%	10,741	2,193	20.42%
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Online Circulation Statistics

	Jan 2018	Jan 2017	Quantity Difference	Percentage Change
OneClickdigital	37	12	25	100.00%
Overdrive	233	194	39	20.10%
RB Digital (previously Zinio)	94	114	-20	-17.54%
Online totals	0.0%	364	44	13.75%

Grand Total	100.0%	13,298		11,061	2,237	20.22%
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Other

	Jan 2018	Jan 2017	Quantity Difference	Percentage Change
PC Reservation usage	1,302	1,159	143	12.34%
Door Count	10,875	n/a	#VALUE!	#VALUE!
Gale Databases	388	n/a	#VALUE!	#VALUE!
Adult Programming	243	n/a	#VALUE!	#VALUE!
Teen Programming	53	n/a	#VALUE!	#VALUE!
Kids Programming	512	n/a	#VALUE!	#VALUE!

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Adult Circulation Statistics

	Feb 2018		Feb 2017		Quantity Difference	Percentage Change
Adult Audio	4.2%	443	4.7%	528	-85	-16.10%
Adult Continuing Education	0.1%	12			12	#DIV/0!
Adult DVD TV Series	2.0%	210			14	#DIV/0!
Adult Express			0.7%	81	76	93.83%
Adult Fiction	6.6%	693	6.3%	707	-14	-1.98%
Adult Graphic Novel	0.1%	15	0.1%	14	1	7.14%
Adult Large Print	0.7%	77	0.7%	76	1	1.32%
Adult Literacy	0.1%	8	0.8%	90	-82	-91.11%
Map Case					0	#DIV/0!
Adult Music CD	1.4%	148	2.9%	321	-173	-53.89%
Adult New Book Shelf	6.9%	735	6.6%	737	-2	-0.27%
Adult New Video	14.2%	1,491	13.5%	1,504	-13	-0.86%
Adult Non Fiction	7.6%	806	7.6%	843	-37	-4.39%
Adult Oversized Books	0.1%	13	0.1%	9	4	44.44%
Adult Reference	0.0%	1			1	#DIV/0!
Adult Video	13.2%	1,393	16.8%	1,870	-477	-25.51%
Adult Total	57.2%	6,045	60.8%	6,780	-735	-10.84%

Spanish Circulation Statistics

	Feb 2018		Feb 2017		Quantity Difference	Percentage Change
Spanish Audio	0.0%	4	0.0%	1	3	300.00%
Spanish Fiction	0.2%	22	0.3%	30	-8	-26.67%
Spanish Graphic Novel	0.0%	3	0.0%	2	1	50.00%
Spanish Juvenile	1.6%	169	0.9%	106	63	59.43%
Spanish Non Fiction	0.3%	33	0.3%	36	-3	-8.33%
Spanish Reference						
Spanish Video	0.4%	39	0.7%	83	-44	-53.01%
Spanish Young Adult	0.1%	7	0.0%	2	5	250.00%
Spanish Total	2.6%	277	2.2%	260	17	6.54%

Young Adult Circulation Statistics

	Feb 2018		Feb 2017		Quantity Difference	Percentage Change
Young Adult Audio	0.1%	12	0.1%	8	4	50.00%
Young Adult Fiction	1.1%	113	1.2%	138	-25	-18.12%
Young Adult Graphic Novel	2.0%	209	0.4%	50	159	318.00%
Young Adult Non Fiction	0.1%	14	0.2%	22	-8	-36.36%
Young Adult Video	0.1%	9	0.2%	24	-15	-62.50%
Young Adult Total	3.4%	357	2.1%	242	115	47.52%

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Juvenile Circulation Statistics

	Feb 2018		Feb 2017		Quantity Difference	Percentage Change
Juvenile	0.2%	16				
Juvenile Audio	0.7%	76	12.0%	135	-59	-43.70%
Juvenile Beginning Reader	4.1%	439	3.3%	369	70	18.97%
Juvenile Chapter Book	3.6%	381	3.7%	415	-34	-8.19%
Juvenile Graphic Novel	0.8%	86	0.5%	54	32	59.26%
Juvenile Literacy	0.2%	17	0.2%	26	-9	-34.62%
Juvenile Music	0.1%	7	0.2%	26	-19	-73.08%
Juvenile New Video	1.5%	162	1.7%	164	-2	-1.22%
Juvenile Nonfiction	4.2%	448	4.0%	449	-1	-0.22%
Juvenile Parenting	0.2%	24	0.1%	16	8	50.00%
Juvenile Picture Book	8.4%	893	7.3%	813	80	9.84%
Juvenile Reference	0.0%	1			1	#DIV/0!
Juv Special Collection	0.7%	73	0.8%	91	-18	-19.78%
Juvenile Video	3.7%	393	5.1%	571	-178	-31.17%
Juvenile Total	28.4%	3,016	38.9%	3,129	-113	-3.61%

Combined Divisions

	Feb 2018		Feb 2017		Quantity Difference	Percentage Change
Back of House (Regional Library)	1.7%	178	0.9%	102	76	74.51%
Book Club Kit	0.0%	2				n/a
Interlibrary Loan	0.0%	1	0.0%	2	-1	-50.00%
Periodical	0.7%	70	0.9%	98	-28	-28.57%
Seed Library	6.0%	633	4.6%	515	118	22.91%
Combined Divisions Total	8.4%	884	6.4%	717	167	23.29%

CIRCULATION TOTALS	100.0%	10,579	110.4%	11,128	-549	-4.93%
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Online Circulation Statistics

	Feb 2018	Feb 2017	Quantity Difference	Percentage Change
Rbdigital (was OneClickDigital)	8	15	-7	100.00%
Overdrive	210	203	7	3.45%
RB Digital Magazines	90	121	-31	-25.62%
Online totals	0.0%	308	-31	-9.14%

Grand Total	100.0%	10,887		11,467	-580	-5.06%
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Other

	Feb 2018	Feb 2017	Quantity Difference	Percentage Change
PC Reservation usage	1,210	1,082	128	11.83%
Door Count	10,041	n/a	#VALUE!	#VALUE!
Gale Databases	190	n/a	#VALUE!	#VALUE!
Adult Programming	191	n/a	#VALUE!	#VALUE!
Teen Programming	106	n/a	#VALUE!	#VALUE!
Kids Programming	689	n/a	#VALUE!	#VALUE!

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Adult Circulation Statistics

	Jan-Feb 2018		Jan-Feb 2017		Quantity Difference	Percentage Change
Adult Audio	4.0%	944	4.8%	1,043	-99	-9.49%
Adult Continuing Education	0.1%	24			24	#DIV/0!
Adult DVD TV Series	2.3%	547			547	#DIV/0!
Adult Express	0.0%	2	0.7%	153	-151	-98.69%
Adult Fiction	6.3%	1,480	6.5%	1,419	61	4.30%
Adult Graphic Novel	0.1%	29	0.2%	37	-8	-21.62%
Adult Large Print	0.7%	161	0.8%	169	-8	-4.73%
Adult Literacy	0.1%	13	0.4%	92	-79	-85.87%
Map Case					0	#DIV/0!
Adult Music CD	1.4%	331	2.9%	629	-298	-47.38%
Adult New Book Shelf	6.8%	1,593	7.2%	1,555	38	2.44%
Adult New Video	14.4%	3,352	14.3%	3,094	258	8.34%
Adult Non Fiction	7.7%	1,822	7.9%	1,728	94	5.44%
Adult Oversized Books	0.1%	32	0.1%	17	15	88.24%
Adult Reference	0.0%	1			1	#DIV/0!
Adult Video	12.9%	3,027	18.3%	3,954	-927	-23.44%
Adult Total	56.9%	13,358	64.1%	13,890	-532	-3.83%

Spanish Circulation Statistics

	Jan-Feb 2018		Jan-Feb 2017		Quantity Difference	Percentage Change
Spanish Audio	0.1%	15	0.0%	3	12	400.00%
Spanish Fiction	0.2%	41	0.2%	47	-6	-12.77%
Spanish Graphic Novel	0.0%	7	0.0%	5	2	40.00%
Spanish Juvenile	1.5%	343	0.9%	199	144	72.36%
Spanish Non Fiction	0.3%	67	0.3%	72	-5	-6.94%
Spanish Reference					0	#DIV/0!
Spanish Video	0.4%	86	0.5%	113	-27	-23.89%
Spanish Young Adult	0.0%	10	0.0%	4	6	150.00%
Spanish Total	2.5%	569	1.9%	443	126	28.44%

Young Adult Circulation Statistics

	Jan-Feb 2018		Jan-Feb 2017		Quantity Difference	Percentage Change
Young Adult Audio	0.1%	20	0.1%	12	8	66.67%
Young Adult Fiction	0.9%	223	1.2%	271	-48	-17.71%
Young Adult Graphic Novel	1.3%	310	0.5%	113	197	174.34%
Young Adult Non Fiction	0.2%	41	0.2%	43	-2	-4.65%
Young Adult Video	0.1%	27	0.2%	42	-15	-35.71%
Young Adult Total	2.6%	621	2.2%	481	140	29.11%

BASALT REGIONAL LIBRARY CIRCULATION CHECKOUT STATISTICS

Juvenile Circulation Statistics

	Jan-Feb 2018	Jan-Feb 2017	Quantity Difference	Percentage Change
Juvenile	0.1% 21			
Juvenile Audio	0.8% 178	1.2% 255	-77	-30.20%
Juvenile Beginning Reader	4.0% 929	3.0% 660	269	40.76%
Juvenile Chapter Book	3.3% 783	3.7% 812	-29	-3.57%
Juvenile Graphic Novel	0.8% 190	0.5% 115	75	65.22%
Juvenile Literacy	0.2% 49	0.3% 58	-9	-15.52%
Juvenile Music	0.1% 17	0.2% 39	-22	-56.41%
Juvenile New Video	1.4% 327	1.7% 380	-53	-13.95%
Juvenile Nonfiction	3.8% 903	3.5% 766	137	17.89%
Juvenile Parenting	0.2% 53	0.2% 34	19	55.88%
Juvenile Picture Book	8.1% 1,905	6.4% 1,394	511	36.66%
Juvenile Reference	0.0% 1		1	#DIV/0!
Juv Special Collection	0.6% 143	1.5% 330	-187	-56.67%
Juvenile Video	3.6% 850	5.5% 1,208	-358	-29.64%
Juvenile Total	27.0% 6,349	27.7% 6,051	298	4.92%

Combined Divisions

	Jan-Feb 2018	Jan-Feb 2017	Quantity Difference	Percentage Change
Back of House (Regional Library)	1.5% 360	0.9% 196	164	83.67%
Book Club Kit	0.0% 8			n/a
Interlibrary Loan	0.0% 2	0.0% 3	-1	-33.33%
Periodical	0.6% 152	0.8% 183	-31	-16.94%
Seed Library	8.9% 2,094	2.4% 520	1,574	302.69%
Combined Divisions Total	11.0% 2,616	4.1% 902	1,714	190.02%

CIRCULATION TOTALS	100.0% 23,513	100.0% 21,767	1,746	8.02%
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Online Circulation Statistics

	Jan-Feb 2018	Jan-Feb 2017	Quantity Difference	Percentage Change
RB OneClickdigital	45	23	22	100.00%
Overdrive	443	397	46	11.59%
RB Digital (previously Zinio)	184	210	-26	-12.38%
Online totals	0.0% 672	630	42	6.67%

Grand Total	100.0% 24,185	22,397	1,788	7.98%
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Other

	Jan-Feb 2018	Jan-Feb 2017	Quantity Difference	Percentage Change
PC Reservation usage	2,512	2,277	235	10.32%
Door Count	21,381	n/a	#VALUE!	#VALUE!
Gale Databases	578	n/a	#VALUE!	#VALUE!
Adult Programming	446	n/a	#VALUE!	#VALUE!
Teen Programming	199	n/a	#VALUE!	#VALUE!
Kids Programming	2,225	n/a	#VALUE!	#VALUE!

Circulation Statistics Year-to-Date Comparisons

	Jan-Feb 2014	Jan-Feb 2015	Jan-Feb 2016	Jan-Feb 2017	Jan-Feb 2018	% Change Jan-Feb 2014-2015	% Change Jan-Feb 2015-2016	% Change Jan-Feb 2016-2017	% Change Jan-Feb 2017-2018
Adult	15,582	14,429	14,122	13,890	13,358	-7.40%	-2.13%	-1.64%	-3.83%
Spanish	480	549	388	443	569	14.38%	-29.33%	14.18%	28.44%
Young Adult	427	442	401	481	621	3.51%	-9.28%	19.95%	29.11%
Juvenile	8,303	7,703	6,790	6,051	6,349	-7.23%	-11.85%	-10.88%	4.92%
Combined*	473	479	777	902	2,616	1.27%	62.21%	16.09%	190.02%
Online	374	369	655	630	672	-1.34%	77.51%	-3.82%	6.67%
Total	25,639	23,971	23,133	22,397	24,185	-6.51%	-3.50%	-3.18%	7.98%

*Ill, Periodicals, Seed Library & Back of House

