

**Basalt Regional Library District Board of Trustees Meeting**  
**Monday, May 16, 2022 5:15 PM**  
**Emergency Circumstance to Allow Teleconferencing**  
(BRLD Bylaws, Article 6, Section 5(d))  
**Basalt Library Community Room and**  
**Zoom Meeting, see BRLD Website Calendar for Link**

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

**Board of Trustees:** Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee

**AGENDA**

- 5:15 PM Call to order  
Citizen Comments
- 5:20 PM Board Comments
- 5:25 PM Approval of Minutes of April 18, 2022 Board Meeting
- 5:30 PM Friends of the Library Update, *Amy Shipley*
- 5:35 PM Summer Reading Presentation, *Christy Baumgarten, Berenice Forrest*
- 5:50 PM Appoint Personnel Committee, *Enid Ritchy*
- 6:00 PM Update on Board Vacancies, *Amy Shipley*
- 6:05 PM Bookkeeper update, *Amy Shipley*
- 6:10 PM Director's Report, *Amy Shipley*
- 6:30 PM Committee Reports:  
Bylaws Committee: *Carolyn Kane, chair*  
Facilities Committee: *Jim Albert, chair*  
Finance Committee: *Carolyn Kane, chair*
  - April 2022 FinancialsPersonnel Committee: *Enid Ritchy, chair*  
Policy Committee: *Becky Musselman, chair*

**ACTION ITEMS**

- 6:50 PM Discussion and possible vote on auditor contract, *Carolyn Kane*

6:55 PM Discussion and possible vote on changing credit card company and increasing available credit, *Amy Shipley*

7:10 PM Adjourn Meeting

# Basalt Regional Library District Board of Trustees Meeting Minutes April 18, 2022

## Call to order

Enid called the meeting of the Basalt Regional Library District to order at 5:17 PM.

## Board Members Present

Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee

## Also Present

Amy Shipley, Executive Director; Berenice Forrest, Assistant Director; Sandra Dexter, Executive Administrative Assistant; Nina Itin, Library Trust; Roger Garrett, Citizen

## Citizen Comments

None

## Board Comments

Enid read a thank you note from a staff member to the Board of Trustees.

## Approval of Minutes of March 21, 2022 Board Meeting

Jim Albert moved and Becky Musselman seconded the motion to approve the minutes of the March 21, 2022 Board meeting as is. The motion carried unanimously with 5 ayes.

## Library Trust Update, *Nina Itin*

Bylaws and a Memorandum of Understanding have been established. The Trust established lines of communication with Amy acting as go between for the Trust and the Board and Cathy as Development Coordinator to work under the direction of Amy. The Library Trust has opened a bank account, finalized a logo, and has purchased a non-profit board member general liability insurance policy. The Trust received two grants the first part of the year; \$5,000 from a Family Foundation and another from an individual for \$1,000. These will go toward the Dolly Parton Imagination Library as requests come in and administrative expenses incurred by the Trust.

## Update on Board Vacancies, *Amy Shipley*

The Library Board members will select an applicant for the Eagle County Board seat later during this meeting. There are currently no applicants for the Pitkin County seat.

## Director's Report, *Amy Shipley*

- Bookkeeper update. Kim's last day is Friday May 6<sup>th</sup>. She will pay invoices through April 30<sup>th</sup> and will help with preparation of the April finances for the May Board Meeting. Amy has signed a contract with a bookkeeper. They had their first introductory meeting during which Kim went over

her bookkeeping process. Amy is working with marmot to get a computer set up for the bookkeeper dedicated to QuickBooks. Once the computer is installed a VPN will be set up for remote access for Valerie and Ken with view access only for the bank accounts.

- Update on roof warranty. The roof warranty ends in 2024. The warranty may be voided because Dow wasn't notified when leaks first started. Ace Roofing warranted the installation until 2014. An assessment was made by an outside firm in 2015 and they said the material was installed upside down so tack strips put holes in the roof. Amy is working to get documentation to the Library attorney to see if we have any recourse.
- Audit RFP (Request for Proposal) deadline is April 22<sup>nd</sup>. Amy has received one submission.
- Strategic Planning. Amy met with John Chastkra. She will go over the current Strategic Plan to see if it's still valid and will ask questions of staff. Amy will schedule another meeting with John in about 3 months to see what success might look like.
- When going on the ballot there can be only one type of issue.
- So far, we haven't had any requests to remove books from the library.

### Committee Reports:

- **Bylaws Committee**
  - The Bylaws Committee doesn't have a chair. Carolyn Kane volunteered to be the chair. The Committee hasn't met.
- **Facilities Committee**
  - The Facilities Committee doesn't have a chair. Jim Albert volunteered to be chairperson.
  - Amy Shipley reported that the Facilities Committee met right after the last board meeting. They looked at painting bids. A second bid was received from someone who thought they had submitted a bid. References are being checked and then a decision will be made on which quote to accept. Tile has been ordered for the public bathrooms and will be installed once it arrives. Due to lack of maintenance over the last couple of years we will likely go over budget on maintenance.
- **Finance Committee:** *Carolyn Kane, chair*
  - March 2022 Financials
    - Carolyn used the Finance Committee report that is included in the Board packet as her report.
- **Personnel Committee:** *Enid Ritchy, chair*
  - Enid noted that the current members are herself, Amy Shipley, Berenice Forrest, and Kim Clinco. Once hired, the new HR manager will be a member. Amy realized that staff have not had background checks. There is an action item for this to be voted on later in the meeting.
- **Policy Committee:** *Becky Musselman, chair*
  - The Policy Committee has met once since the last Board Meeting. Elaine Nagey is working on a style guide so all policies work on the same template. The Committee recommends eliminating the Food & Beverage policy. This will be voted on later in the meeting under action items. A caveat on food and beverages may be included in the patron behavior policy to address food at computers. The Committee is currently working

on a donations policy. Library staff need to have ability to say no thank you for donated materials. The financial aspect would be explaining types of donations such as those received from the Foundation, Friends and Library Trust. The next meeting is scheduled for Thursday, April 28<sup>th</sup>.

#### **Discussion and possible vote on Board trustees for Eagle County**

Eagle County turned over interviewing to the Library Board of Trustees. Pitkin chose to interview candidates for Pitkin County seats. It is written in the Bylaws either/or for who can interview. There were no candidates for the Pitkin County seat and three candidates for the Eagle County seat. Margaret Simmons, Amy Shipley, and Enid Ritchy interviewed the candidates. Enid reviewed the responses from the candidates and summarized their strengths and weaknesses. After discussion, Becky nominated Elaine Nagey for the Eagle County seat and Jim seconded the nomination. The nomination passed unanimously with five ayes. The next step requires Eagle County to ratify Elaine's nomination at their next meeting.

#### **Discussion and possible vote on eliminating the Food & Beverage Policy**

After a brief discussion, Margaret moved and Becky seconded the motion to eliminate the Food & Beverage Policy. The motion passed Unanimously.

#### **Discussion and possible vote on Background Check Policy**

After Amy explained who will do each part of reference checks, employment verification and background checks, Jim moved and Margaret seconded the motion to pass the Background Check Policy. The motion carried unanimously.

#### **Adjourn Meeting**

Becky moved and Margaret seconded the motion to adjourn the meeting. The motion passed unanimously. Enid adjourned the meeting at 6:32 PM.

## Director's Report

### May 16, 2022

#### Administration and Personnel

This month we hired and onboarded four new staff. We hired a Youth Services Manager/Children's Librarian; a Teen Librarian; a full-time, and a part-time Patron Services Associate. Once we hire the Spanish Language Outreach Coordinator and HR Manager, we will be fully staffed. I received one incomplete application for both positions, and will be working to . The Circulation Manager is training the new Patron Services Associates, and will have a hand in training the Youth Services Manager, and the Teen Librarian. I created new hire work plans for Youth Services Manager and Teen Librarian so that they have a dedicated training schedule and tasks for at least their first two weeks, but then ongoing throughout their first year. This month we had two staff, the Circulation Manager and a Patron Services Associate, attend a two-day Resource Sharing Conference online. At this conference they learned about various ways to lend books to and borrow books from other libraries in Colorado. I transitioned all HR logins (benefits, retirement, payroll, etc.) from former Bookkeeper to myself, and received training from our vendors in administering all of our accounts, including patron onboarding and offboarding. Marmot is offering a new Cybersecurity awareness training for staff, and I will have all staff receive this training over the next few months.

#### Board

This month I met with the Board President, the Policy Committee, the Finance Committee. I met with the board Vice-President and the Treasurer to prepare for the Auditor firm interview. During April we received one application for the Pitkin County vacancy on the Board and I am working with the Board President and the Pitkin County Board of County Commissioners to schedule that interview.

#### Finances

The board Vice-President, the Treasurer, and I conducted the Audit firm interview on Monday, May 9, and the Finance Committee will be making a recommendation to the Board at the May Board of Trustees Meeting. We are continuing to transition to and onboard our new bookkeeper and accountant.

#### Organizational Management

I am working with managers and other staff to create a Manager on Duty manual, training, and procedures. The first Manager on Duty other than me or the Assistant Director will be on duty the weekend of May 28 through May 31.

#### Collection

Staff are working with media vendors to see if we can get more processing done before the items arrive here at the library.

#### Programs

This month, in partnership with English In Action, we provided drop-in computer tech help for Spanish speakers. The Summer Reading Program is completely planned and ready to go, and we are very excited to see kids and teens again this summer. I have challenged the staff to increase participation in the Summer Reading Program over and above our 2019 numbers. In lieu of an anniversary party this year, we are excited to announce our Summer Reading Launch Party. This party will be from noon to 4pm on

Saturday, June 4 and will take place on the lawns around the library as well as inside the library. Please plan to check it out.

### **Outreach**

I partnered with the Director of Raising A Reader to provide a “graduation” ceremony of sorts to kindergarteners at Basalt Elementary School and here at the library with two preschool classes. The Chat and Fish with Amy at Roaring Fork Conservancy was unfortunately rained out, but the Director of the Conservancy and I are considering starting a kids and teens fly tying series of events this fall.

### **Technology**

We will finally be getting fiber internet at the library this year! Through our annual federal e-rate bid process, we chose a new vendor that will be able to get fiber internet to our library this year at a 70% discount. Our internet costs will go up, and we will have faster, more reliable internet service as a result. Our new provider will be ENA, and we hope to be up and running by July 1, 2022. The QuickBooks computer was set up in our server room, and our bookkeeper and accountant were given remote desktop access to that server to be able to provide bookkeeping services remotely. Staff RFID stations and computers have been set up

### **Facility**

This month we continued working with the electrician on electrical and lighting issues. Our lighting control system is dated and beginning to not function correctly and will need to be replaced. I continued working on roof issues with Board, staff, and the attorney.

### **Community Relations**

We have updated many pages on our website to ensure the content is up-to-date, accurate, and appealing. Take a look at our Summer Reading Program web page and watch the video staff created in Spanish and English. This month in programming and in our magazine we have a theme of water conservation. We have a display of books in the library all about water conservation. Our Harvest for Hunger partnership reached 2600 people on Facebook and Instagram.

### **Fundraising**

Held a meeting with the Library Trust, Library Trust will begin meeting quarterly instead of monthly, and will call special meetings if needed in-between regular meetings. The Library Trust has been approved to move forward with Dolly Parton’s Imagination Library which will help the library get new books into the homes of kids in our community each month from birth to age 5 for free. The next meeting of the Trust will be Thursday, August 4. This month we received \$1,000 from the Carbondale Rotary which we will use to fund hotspot wireless internet service fees.

### **Leadership and Professional Development**

I co-presented Leadership with Emotional Intelligence with a colleague from the State Library at the online Colorado Resource Sharing Conference.

**Director Report**  
**May 16, 2022 Board Meeting**

**Apr 2022/Apr 2021 Comparisons**

- **Circulation of physical materials:** Down 3.94%
  - Apr 2022 Total: 7417
  - Apr 2021 Total: 7721
  
- **Circulation of Electronic Materials:** UP 25.18%
  - Apr 2022 Total: 3251
  - Apr 2021 Total: 2597
  
- **Program Attendance:**
  - In Person:** Up 801.59%
    - Apr 2022 Total: 568
    - Apr 2021 Total: 63
  - Live Virtual Programming:** Down 80.67%
    - Apr 2022 Total: 23
    - Apr 2021 Total: 119
  - Recorded Virtual Programming:** Down 100%
    - Apr 2022 total: 0
    - Apr 2021 Total: 536
  - Grab n Go Programming:** Down 79.73%
    - Apr 2022 Total: 30
    - Apr 2021 Total: 148
  
- **Database Usage:** Up 143.18%
  - Apr 2022 Total: 3942
  - Apr 2021 Total: 1621
  
- **Interlibrary Loan**

We continue to lend significantly more than we borrow.

  - Lends
    - Down 28.50%
    - Apr 2022 Total: 2316
    - Apr 2021 Total: 3239
  - Borrows
    - Down 35.41%
    - Apr 2022 Total: 746
    - Apr 2021 Total: 1155
  
- **New Patrons:** Up 75.00%
  - Apr 2022 Total: 119
  - Apr 2021 Total: 68



- **Website**
  - **Unique Visits: Up 18.93%**
    - Apr 2022 Total: 4254
    - Apr 2021 Total: 3577
  - **Page Views: Up 15.56%**
    - Apr 2022 Total: 7651
    - Apr 2021 Total: 6621
  - **Chat: Down 36.00%**
    - Apr 2022 Total: 32
    - Apr 2021 Total: 50
  
- **Door Counts: Up 45.73%**
  - Apr 2022 Total: 6058
  - Apr 2021 Total: 4157
  
- **PC Reservation (Computer Use): Up 47.41%**
  - Apr 2022 Total: 398
  - Apr 2021 Total: 270
  
- **Wi-fi: Up 96.81%**
  - Apr 2022 Total: 2895
  - Apr 2021 Total: 1471

## **BRLD Finance Committee Report**

**May 16, 2022**

May Finance Committee members present: Enid Ritchy - President, Elaine Nagey, Amy Shipley – Director, Carolyn Kane – Treasurer (Zoom) and Roger Garrett

**1. April 2022 Financials** – The April report was prepared by Ken Marchetti and Valerie Harris, our new bookkeeping team. April represents 33.3% of the year.

**Total Income** is at 42.36% of budget, or \$739,882. for all income categories, with the largest amount coming from tax revenues from Eagle and Pitkin Counties.

**Total Expenses** are at 32.7%, or \$210,963 for all expense categories.

-Line item 5440, Maintenance expenses, are currently at 91% or \$21,827 with the bulk of this amount covering the costs of replacement and repairs for lights.

-Category 6900, Payroll is at 29.3% YTD due to staff vacancies, which have recently been filled.

**Bond Fund Income** is at 45.6%, or \$424,114.

-Expense - In April, the 5/1/22 Interest payment of \$47,416. was made.

**Capital Reserve Fund Expense** is \$2771.YTD, additional bids are due for fiber cable and HVAC compressors. Fiberoptic cable will be installed this year; a portion of this amount will be covered by Federal grant.

**2. Roof** – Roof leaks have been ongoing for several years. Last winter Storm King Roofing made repairs but reported the roofing materials to be un-repairable, and they submitted a bid for costs of replacement. A second opinion was obtained from Alexander Roofing, who concurred that replacement was necessary. Both bids are for roughly \$350-400,000. Amy has met with the BRLD attorney, who is drafting a letter of inquiry to the roof manufacturer. But replacement can't be delayed. The high cost of this project requires that a formal bid process be undertaken. Ryan Anslyn (former board member) has agreed to assist with making sure the bids include all appropriate labor and materials necessary to complete this project.

**3. Bookkeeping System Update** – The bookkeeping system and all files have been transferred to a Quickbooks file that now is located in the library building. Our new bookkeepers are familiarizing themselves with our data and records; they have remote access to the Quickbooks file. The transition is going smoothly.

**4. BRLD Credit Card** – Amy is asking the board for approval to change the library's credit card provider. BRLD is currently using a credit card issued by Alpine Bank. She would like to transfer to a new company, Divvy, that will allow authorized users to upload receipts at "point of purchase" (when the transaction is made) and to code these receipts to the corresponding budget line item. This will allow for correctly expensing purchases and timely payment of credit card bills. "Checks and balances" will come on the approval side, with Amy reviewing expenditures by staff.

- In step with this change, Amy would like the board to also approve extending the new card's credit limit to allow for Amazon book purchases. BRLD currently has a line-of-credit with Amazon, but book purchases through the new card would also enable coding of book orders to the correct departments.

- Both these changes will improve efficiency of both our billing system and our remote bookkeeping team.

**5. Auditor Interview** – On Monday, May 10 Amy Shipley, Jim Albert and Carolyn Kane conducted a Zoom interview with Matthew Miller from McMahan & Associates, LLC in Avon, CO. Mr. Miller gave a comprehensive description of the audit process to include examining financial reports & meeting minutes; using analytic software to compare budget with income and to discover potential deviations from industry standards; interviews with staff and comparison with an audit from the previous year. The firm will provide the Director and board with a comment letter, including a "report card" to the board (regarding findings/issues relevant to "those charged with governance") and a discussion of "opportunities for improvement" of systems. They will also give an in-person report at a board meeting, if requested.

The cost of an annual audit from McMahan & Associates is \$12,500 plus a set-up fee of \$1500 for the first year's audit. Future audits are expected to vary, based on Denver-Lakewood-Aurora CPI. If additional fees are anticipated they will be discussed with Director and Board prior to being charged.

Our previous auditor, Pete Blair & Associates, charged \$9,800 annually for our audit. However, this firm is in process of closing and would no longer be available for audits.

-Amy will request Board approval to initiate a letter of engagement with McMahan & Associates at Monday's board meeting.

**6. The Finance Committee will hold future meetings in the Conference Room** to free up the Community Room for scheduling library programs. Zoom access will continue to be made available.

May 7, 2022

Basalt Regional Library District

April Financial Report Summary

Hello,

Our team (Valerie, Amy, Kim Jason and I) has been on a steep transition curve getting a new computer set up at the Library with the QuickBooks file. A subscription to QuickBooks 2022 Desktop program has been acquired in the name of the Library and the database from Kim has been installed on this computer. Amy, Valerie and I have access to this computer. While we have a ways to go, I think we have made some large strides forward in the transition. We will keep you updated as our progress continues.

I am sure Kim has emphasized in the past that these are preliminary financial statements reporting the most current information available but there are often items that haven't been received yet and accordingly are not shown in these financial statements. For example, this month we don't have the credit card statement yet and I am sure there are other vendor invoices yet to come. But for interim financial statements we consider timely information to take priority over waiting until all items have been received.

We use a little different footer on the financial statements which states "No assurance is provided on these financial statements; substantially all disclosures required by GAAP omitted." Essentially what this is saying is that at the end of the year the auditors issue a financial report with auditor's assurance that the financial statements report the financial position and results of activities with full disclosures in accordance with generally accepted accounting principles and that these interim financial statements should be read in conjunction with the most recent audit report to receive the full GAAP disclosures and auditor's assurance. Since we are not independent from an auditing perspective (we prepared the financial statements so we can't be a "second set of eyes" to audit/review our own work).

A summary of what I consider the key financial matters in this month's report are:

**Balance Sheet**

Cash accounts all look good, consistent with prior month.

We report property taxes receivable and deferred property taxes showing the amount that is remaining to be collected for the year. The property taxes receivable at the end of 2021 is the amount levied with Eagle and Pitkin Counties. As the months progress and the taxes are collected, we show a reduction in the property tax receivable and corresponding reduction in deferred property tax revenue. We break the deferred property tax revenue out separately from Other Current Liabilities.

Wages Payable is down from last month as wages were accrued for March and paid in the first payroll in April 1.

No changes in capital assets or long term debt balances.

I have an error of \$1,944.91 in that the "balance sheet" doesn't balance. I have highlighted a few accounts on the balance sheet where I think the error could be but we haven't reconciled all those accounts yet. Since it is not material, we will work on reconciling that for next months report.

### **General Fund**

Property taxes, motor vehicle taxes and treasurer's fees all look reasonable as fluctuations typically are only timing variances between months. Nothing unusual noted.

Utilities are up a bit over last year, especially Electric, Gas and Trash. This is consistent with what we are seeing at other clients and with the economy in general.

Library programs are up year over year as well, primarily in adult programs and music.

The second quarter Marmot payment was made but is consistent with budget and prior years.

April is a three payroll month but part of that was accrued last month. Nothing unexpected with payroll.

### **Bond Fund**

The May bond interest payment was made in April, as budgeted. No unusual activity in the Bond fund.

### **Capital Fund**

No activity in April.

### **Other**

If there is anything in particular you would like to see from us or if you have any questions, always feel free to reach out.

We are looking forward to working with each of you.

Ken Marchetti

970-471-1750

**Basalt Regional Library District**  
**Balance Sheet**  
**PRELIMINARY as of April 30, 2022**

SUBJECT TO CHANGE

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash in Banks				
Alpine Bank #0127	\$ 284,533.06	\$ -	\$ -	\$ 284,533.06
Colo Trust - Bond Repayment #8002	(171,571.81)	1,156,213.64	-	984,641.83
Colo Trust - Tabor Reserve #8003	51,454.60	-	-	51,454.60
Colo Trust - Operating Fund #8004	1,750,956.41	-	-	1,750,956.41
Colo Trust - Capital Rsv Fund #8005	2,744.05	-	652,563.04	655,307.09
<b>Total Current Assets</b>	<u>\$ 1,918,116.31</u>	<u>\$ 1,156,213.64</u>	<u>\$ 652,563.04</u>	<u>\$ 3,726,892.99</u>
<b>Fixed Assets</b>				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,609,988.88	-	-	1,609,988.88
Equipment and Fixtures	317,222.40	-	-	317,222.40
Building	10,770,171.77	-	-	10,770,171.77
Less Accumulated Depreciation	(3,541,286.28)	-	-	(3,541,286.28)
	<u>\$ 10,475,709.77</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,475,709.77</u>
<b>Other Assets</b>				
Cash with County Treasurer	\$ 8,083.84	\$ -	\$ -	\$ 8,083.84
Employee Ski Pass Repayment Program	-	-	-	-
Prepaid Expense	-	-	-	-
Property Tax Receivable	1,435,650.29	-	-	1,435,650.29
	<u>\$ 1,443,734.13</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,443,734.13</u>
<b>TOTAL ASSETS</b>	<u>\$ 13,837,560.21</u>	<u>\$ 1,156,213.64</u>	<u>\$ 652,563.04</u>	<u>\$ 15,646,336.89</u>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 16,576.88	\$ -	\$ -	\$ 16,576.88
<b>Other Current Liab</b>				
Accrued Expenses	17,974.70	-	-	17,974.70
Accrued Vacation	51,558.69	-	-	51,558.69
Deferred Grant	-	-	-	-
Deferred Property Tax	1,435,650.29	-	-	1,435,650.29
Payroll Liabilities	2,169.47	-	-	2,169.47
Wages Payable	21,448.10	-	-	21,448.10
<b>Total Other Current Liab</b>	<u>\$ 1,528,801.25</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,528,801.25</u>
<b>Long Term Liabilities</b>				
Bonds Payable, 2012	\$ 4,030,000.00	\$ -	\$ -	\$ 4,030,000.00
<b>Total Long Term Liabilities</b>	<u>\$ 4,030,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,030,000.00</u>
<b>Total Liabilities</b>	<u>\$ 5,575,378.13</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,575,378.13</u>
<b>Fund Balance - Beginning</b>				
Investment in Capital Assets	\$ 6,398,099.79	\$ -	\$ -	\$ 6,398,099.79
General Operating Fund	\$ 1,610,486.52	\$ -	\$ -	\$ 1,610,486.52
Restricted for Emergencies - Tabor Fund	51,395.00	-	-	51,395.00
Debt Repayment Fund	-	799,714.98	-	799,714.98
Less Bond Principle Payment	-	-	-	-
Capital Reserve Fund	-	-	654,861.20	654,861.20
<b>Total Fund Balance</b>	<u>\$ 1,661,881.52</u>	<u>799,714.98</u>	<u>654,861.20</u>	<u>3,116,457.70</u>
<b>Fund Revenue/Expenditures</b>				
Current Year-to-Date Revenue	\$ 739,882.15	\$ 424,113.99	\$ 472.36	\$ 1,164,468.50
Current Year-to-Date Expenditures	539,626.29	67,615.33	2,770.52	610,012.14
<b>Net Current Year</b>	<u>200,255.86</u>	<u>356,498.66</u>	<u>(2,298.16)</u>	<u>554,456.36</u>
<b>Total Fund Balance - Ending</b>	<u>1,862,137.38</u>	<u>1,156,213.64</u>	<u>652,563.04</u>	<u>3,670,914.06</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 13,835,615.30</u>	<u>\$ 1,156,213.64</u>	<u>\$ 652,563.04</u>	<u>\$ 15,644,391.98</u>
Out of Balance - Under Investigation	1,944.91	-	-	1,944.91

No assurance is provided on these financial statements; substantially all disclosures required by GAAP omitted.

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - April 2022**

SUBJECT TO CHANGE

		Apr 2022 Actuals	Jan-Apr 2022 Actuals	Previous Year Jan-Apr 2021 Actuals	2020 Jan-Apr 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
<b>General Operating Fund Balance 1/1/22 (Includes Tabor Reserve)</b>			1,661,881.52			1,661,881.52			
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County	57,259.06	298,679.59	288,128.17	253,402.84	708,773.98	(410,094.39)	42.14%	629,697.13
4020	Pitkin County	76,826.16	225,481.25	214,793.84	131,098.57	503,229.82	(277,748.57)	44.81%	482,301.24
4030	Mill Levy Increase	38,720.86	151,626.91	158,548.64	120,346.42	350,000.00	(198,373.09)	43.32%	350,277.54
4040	Tax Abatement - Prior Year	-	-	23,574.28	9,733.87	-	-	0.00%	52,082.06
	<b>Total General Operating Mill Levy</b>	<b>172,806.08</b>	<b>675,787.75</b>	<b>685,044.93</b>	<b>514,581.70</b>	<b>1,562,003.80</b>	<b>(886,216.05)</b>	<b>43.26%</b>	<b>1,514,357.97</b>
4100	MVSO - General Operating								
4110	Eagle County	7,020.00	25,307.65	25,723.35	22,241.07	70,000.00	(44,692.35)	36.15%	79,260.21
4120	Pitkin County	3,482.74	12,088.85	13,256.49	8,701.17	40,000.00	(27,911.15)	30.22%	40,555.50
	<b>Total MVSO - General Operating</b>	<b>10,502.74</b>	<b>37,396.50</b>	<b>38,979.84</b>	<b>30,942.24</b>	<b>110,000.00</b>	<b>(72,603.50)</b>	<b>34.00%</b>	<b>119,815.71</b>
4200	Fines & Fees								
4205	Coffee Purchase	41.05	145.82	-	89.90	100.00	45.82	145.82%	315.40
4210	Copies	260.55	1,448.75	447.09	1,289.45	3,500.00	(2,051.25)	41.39%	4,130.15
4215	Earbuds	1.00	16.00	6.00	26.00	50.00	(34.00)	32.00%	45.00
4220	Faxing	31.20	177.60	-	86.17	200.00	(22.40)	88.80%	215.78
4230	Fines	152.80	207.78	815.55	2,077.98	1,500.00	(1,292.22)	13.85%	1,450.34
4240	Guest Passes	-	-	-	10.00	-	-	0.00%	-
4250	Meeting Room Rental	238.97	388.97	-	300.00	1,000.00	(611.03)	38.90%	637.50
4255	Reading Glasses	1.60	20.55	-	-	-	20.55	0.00%	-
4260	Replacement Books	111.87	565.78	345.08	156.79	1,000.00	(434.22)	56.58%	1,522.62
4270	Replacement Library Cards	-	-	23.70	21.00	100.00	(100.00)	0.00%	81.70
4280	Test Proctoring	-	-	-	10.00	50.00	(50.00)	0.00%	-
4285	Health Insurance Dividend - CEBT	-	-	7,605.00	-	-	-	0.00%	7,605.00
4290	Holy Cross Deposit Return/Member Equi	-	-	24.29	-	30.00	(30.00)	0.00%	96.19
	<b>Total Fines &amp; Fees</b>	<b>839.04</b>	<b>2,971.25</b>	<b>9,266.71</b>	<b>4,067.29</b>	<b>7,530.00</b>	<b>(4,558.75)</b>	<b>39.46%</b>	<b>16,099.68</b>
4300	Earnings on investments								
4310	Colostrust Int Op Acct	659.31	1,231.82	499.34	7,141.30	1,000.00	231.82	123.18%	1,034.69
	Mill Levy Interest	42.74	36.06	(252.38)	52.75	2,000.00	(1,963.94)	1.80%	4,545.55
	<b>Total Earnings on investments</b>	<b>702.05</b>	<b>1,267.88</b>	<b>246.96</b>	<b>7,194.05</b>	<b>3,000.00</b>	<b>(1,732.12)</b>	<b>42.26%</b>	<b>5,580.24</b>

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**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - April 2022**

SUBJECT TO CHANGE

		Apr 2022 Actuals	Jan-Apr 2022 Actuals	Previous Year Jan-Apr 2021 Actuals	2020 Jan-Apr 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
4400	Contributions								
4410	General Operating Contributions	103.60	1,438.44	567.42	2,506.52	15,000.00	(13,561.56)	9.59%	9,007.23
4412	Special Programs	-	400.00	4,025.00	-	3,500.00	(3,100.00)	11.43%	4,645.00
	Total Contributions	103.60	1,838.44	4,592.42	2,506.52	18,500.00	(16,661.56)	9.94%	13,652.23
4500	Grants - Non-Restricted								
4505	Grants - General Operating Grants	-	10,000.00	-	2,875.00	30,000.00	(20,000.00)	33.33%	11,300.00
4510	Colo Spec District - COVID-19	-	-	2,850.00	-	-	-	0.00%	2,850.00
	Total Grants - Non-Restricted	-	10,000.00	2,850.00	2,875.00	30,000.00	-	33.33%	14,150.00
4600	Grants - Restricted								
4601	Restricted - Library Foundation	-	170.33	6,869.69	281.54	5,000.00	(4,829.67)	3.41%	15,644.32
4604	Restricted - Library Friends	-	2,450.00	-	-	5,000.00	(2,550.00)	49.00%	8,925.58
4606	Restricted - State of Colorado Grant	-	-	3,503.25	5,822.00	5,600.00	(5,600.00)	0.00%	4,820.00
4610	Restricted - Legends Event	-	-	75.00	-	-	-	100.00%	75.00
4620	Restricted - Association of Science	-	7,000.00	-	-	-	7,000.00	0.00%	-
4620	Restricted - Cares Grant - Tmobile Data	-	-	4,021.50	-	-	-	0.00%	4,021.50
4620	Restricted - Cares Grant - TOB Art Camp	-	-	-	-	-	-	0.00%	1,500.00
4620	Restricted - Rotary Wifi Hotsp	1,000.00	1,000.00	-	-	-	1,000.00	0.00%	-
4620	Restricted - LSTA Grant	-	-	-	-	-	-	0.00%	2,759.18
	Total Restricted Fund Income - Foundation/Fri	1,000.00	10,620.33	14,469.44	6,103.54	15,600.00	7,000.00	68.08%	37,745.58
	Total Income	185,953.51	739,882.15	755,450.30	568,270.34	1,746,633.80	(974,771.98)	42.36%	1,721,401.41
	Operating expenses								
5000	Administration								
5005	Contract Services								
5010	Accounting	703.00	2,707.00	3,800.00	4,164.00	13,000.00	(10,293.00)	20.82%	13,456.25
5020	Audit - Annual	-	-	-	-	8,900.00	(8,900.00)	0.00%	8,900.00
5030	Courier	-	-	-	-	13,000.00	(13,000.00)	0.00%	12,261.98
5040	Legal	-	184.00	1,387.50	1,636.50	2,500.00	(2,316.00)	7.36%	2,652.50
	Total Contract Services	703.00	2,891.00	5,187.50	5,800.50	37,400.00	(34,509.00)	7.73%	37,270.73

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**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - April 2022**

SUBJECT TO CHANGE

		Apr 2022 Actuals	Jan-Apr 2022 Actuals	Previous Year Jan-Apr 2021 Actuals	2020 Jan-Apr 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5100	Insurance								
5110	Property & Liability Insur	-	-	127.00	-	21,500.00	(21,500.00)	0.00%	22,172.00
5120	Worker's compensation	-	176.00	(54.00)	-	2,200.00	(2,024.00)	8.00%	1,433.00
	Total Insurance	-	176.00	73.00	-	23,700.00	(23,524.00)	0.74%	23,605.00
5210	Postage & Shipping	-	11.24	-	7.93	1,000.00	(988.76)	1.12%	528.49
5220	Professional Dev. & Memberships								
5230	Board	-	-	-	-	700.00	(700.00)	0.00%	674.08
5235	Employment Council	-	-	-	-	3,300.00	(3,300.00)	0.00%	3,300.00
5240	Library Association Dues	-	445.00	-	-	1,000.00	(555.00)	44.50%	429.00
5250	Spec District Ass'n Due	-	-	919.89	-	1,000.00	(1,000.00)	0.00%	919.89
5260	Staff	-	3,923.14	1,957.24	1,806.54	9,500.00	(5,576.86)	41.30%	6,813.52
5270	Travel expenses	77.39	5,277.62	-	-	4,000.00	1,277.62	131.94%	2,539.47
	Total Professional Dev. & Memberships	77.39	9,645.76	2,877.13	1,806.54	19,500.00	(9,854.24)	49.47%	14,675.96
5280	Publicity								
5290	Advertising - General	-	144.10	4,292.66	780.43	5,000.00	(4,855.90)	2.88%	4,693.16
5283	Anniversary Celebration	589.00	589.00	-	5,095.86	10,000.00	(9,411.00)	5.89%	5,040.26
5284	Developmental	-	-	439.98	-	-	-	0.00%	455.88
5285	Radio	-	9,504.00	9,975.00	9,216.00	15,000.00	(5,496.00)	63.36%	13,500.00
5293	Signage	-	24.51	-	-	1,000.00	(975.49)	2.45%	281.38
5295	Social Media Ads	-	69.96	408.95	358.87	1,500.00	(1,430.04)	4.66%	936.05
5297	Targeted Newspaper Ads	-	661.08	28.00	-	4,500.00	(3,838.92)	14.69%	3,398.08
	Total Publicity	589.00	10,992.65	15,144.59	15,451.16	37,000.00	(26,007.35)	29.71%	28,304.81
5300	Supplies								
5310	Office Supplies	133.37	2,477.78	2,825.43	2,223.02	8,000.00	(5,522.22)	30.97%	11,055.19
5320	Technical Cataloging & Service	465.87	749.19	3,344.95	1,101.53	6,500.00	(5,750.81)	11.53%	6,659.75
	Total Supplies	599.24	3,226.97	6,170.38	3,324.55	14,500.00	(11,273.03)	22.25%	17,714.94
5350	Treasurer's fees								
5360	Eagle fees	2,214.41	11,548.52	11,766.23	10,174.81	35,438.70	(23,890.18)	32.59%	25,779.53
5370	Pitkin fees	4,290.80	10,937.09	12,716.32	7,601.45	31,000.00	(20,062.91)	35.28%	28,564.76
	Total Treasurer's fees	6,505.21	22,485.61	24,482.55	17,776.26	66,438.70	(43,953.09)	33.84%	54,344.29
	Total Administration	8,473.84	49,429.23	53,935.15	44,166.94	199,538.70	(150,109.47)	24.77%	176,444.22

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**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - April 2022**

SUBJECT TO CHANGE

		Apr 2022 Actuals	Jan-Apr 2022 Actuals	Previous Year Jan-Apr 2021 Actuals	2020 Jan-Apr 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5400	Facility Expenses								
5410	Janitorial	-	12,498.75	13,263.75	12,498.75	49,995.00	(37,496.25)	25.00%	49,995.00
5420	Janitorial Supplies	289.00	1,512.40	688.20	4,184.04	6,000.00	(4,487.60)	25.21%	4,342.06
5430	Landscaping	-	9,350.80	9,405.80	-	10,000.00	(649.20)	93.51%	9,472.41
5440	Maintenance *Detailed List Attached	6,737.78	21,826.95	9,462.74	3,912.64	24,000.00	(2,173.05)	90.95%	27,772.62
5450	Mat Cleaning	69.06	274.58	389.34	196.78	850.00	(575.42)	32.30%	1,007.37
5460	Snow Removal	-	1,084.75	-	-	4,620.00	(3,535.25)	23.48%	4,620.00
	<b>Total Facility Expenses (Maintenance)</b>	<b>7,095.84</b>	<b>46,548.23</b>	<b>33,209.83</b>	<b>20,792.21</b>	<b>95,465.00</b>	<b>(48,916.77)</b>	<b>48.76%</b>	<b>97,209.46</b>
5500	Utilities								
5510	Electric	438.21	3,135.41	1,414.25	2,717.64	13,900.00	(10,764.59)	22.56%	6,274.45
5515	Compost Collection System	-	105.00	275.00	303.50	800.00	(695.00)	13.13%	495.00
5520	Gas	-	5,696.94	4,205.30	4,045.04	8,755.00	(3,058.06)	65.07%	7,499.77
5575	Hot Spots	1,336.00	2,717.02	3,032.03	-	9,000.00	-	30.19%	-
5530	Internet Connectivity	44.64	414.66	226.80	581.43	4,800.00	(4,385.34)	8.64%	3,443.38
5540	Sanitation	808.50	1,660.56	1,495.56	1,386.00	3,110.00	(1,449.44)	53.39%	2,991.12
5550	Telephone	464.57	1,969.03	1,462.91	2,881.71	7,800.00	(5,830.97)	25.24%	7,515.19
5560	Trash	1,175.88	2,795.11	1,872.84	1,841.94	5,760.00	(2,964.89)	48.53%	5,788.18
5570	Water	-	730.28	654.22	699.42	4,410.00	(3,679.72)	16.56%	4,443.36
	<b>Total Utilities</b>	<b>4,267.80</b>	<b>19,224.01</b>	<b>14,638.91</b>	<b>14,456.68</b>	<b>58,335.00</b>	<b>(32,828.01)</b>	<b>32.95%</b>	<b>38,450.45</b>
	<b>Total Facility Expenses</b>	<b>11,363.64</b>	<b>65,772.24</b>	<b>47,848.74</b>	<b>35,248.89</b>	<b>153,800.00</b>	<b>(81,744.78)</b>	<b>42.76%</b>	<b>135,659.91</b>
5600	Library Programs								
5610	Adult Program	299.18	3,341.32	605.71	41.58	9,000.00	(5,658.68)	37.13%	9,117.42
5612	Adult Materials	-	365.01	-	-	1,000.00	(634.99)	0.00%	-
5615	Art	-	-	-	355.58	-	-	0.00%	-
5620	Children's	-	861.12	1,000.00	1,635.00	5,000.00	(4,138.88)	17.22%	4,205.88
5625	Children's Materials	300.00	689.98	1,134.64	332.96	3,000.00	(2,310.02)	23.00%	1,917.31
5634	Liquor License	-	-	-	77.00	375.00	(375.00)	0.00%	258.25
5640	Music	1,200.00	5,475.45	3,890.00	1,277.00	13,750.00	(8,274.55)	39.82%	12,821.88
5650	Spanish Language	69.75	278.28	143.68	264.69	3,000.00	(2,721.72)	9.28%	3,156.40
5635	Volunteers	-	86.51	-	68.00	550.00	(463.49)	15.73%	-
5660	Teens	400.00	2,908.29	1,973.22	2,025.78	6,000.00	(3,091.71)	48.47%	5,984.78
5675	Next Gen / Millennials	-	-	65.54	180.55	-	-	0.00%	1,061.37
	<b>Total Library Programs</b>	<b>2,268.93</b>	<b>14,005.96</b>	<b>8,812.79</b>	<b>6,258.14</b>	<b>41,675.00</b>	<b>(27,669.04)</b>	<b>33.61%</b>	<b>38,523.29</b>

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**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - April 2022**

SUBJECT TO CHANGE

			Apr 2022 Actuals	Jan-Apr 2022 Actuals	Previous Year Jan-Apr 2021 Actuals	2020 Jan-Apr 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5700	Technology & Equipment									
5710	Copiers & Equipment									
5730		Lease	456.29	1,690.91	1,166.44	1,346.82	3,900.00	(2,209.09)	43.36%	3,530.14
5740		Service Agreement / Copy Usage		1,015.45	689.98	1,729.30	5,000.00	(3,984.55)	20.31%	3,992.06
5750		Disk Cleaning		-	-	241.95	2,000.00	(2,000.00)	0.00%	402.47
		<b>Total Copiers &amp; Equipment</b>	<b>456.29</b>	<b>2,706.36</b>	<b>1,856.42</b>	<b>3,318.07</b>	<b>10,900.00</b>	<b>(8,193.64)</b>	<b>24.83%</b>	<b>7,924.67</b>
5760		Aprmot ILS System	22,781.25	47,093.50	46,252.60	46,735.03	97,000.00	(49,906.50)	48.55%	92,104.85
5770		Miscellaneous Parts	-	1,004.75	1,580.61	551.55	2,000.00	(995.25)	50.24%	2,229.24
5780	Support & Service Agreements									
5782		Adobe	-	782.73	-	-	972.00	(189.27)	80.53%	-
5784		Appointment Booking	-	30.00	-	-	120.00	(90.00)	25.00%	-
5793		Canva	-	-	-	-	120.00	(120.00)	0.00%	119.40
5788		Domain / Network Solutions	-	75.97	-	-	230.00	(154.03)	33.03%	-
5795		Emma	-	-	2,142.00	667.49	1,500.00	(1,500.00)	0.00%	2,310.00
5800		Envisionware	-	1,257.00	-	-	-	1,257.00	0.00%	-
5802		Google Cloud G Suite	-	504.90	269.41	480.00	1,650.00	(1,145.10)	30.60%	1,249.30
5830		Livechat Website	-	-	-	-	192.00	(192.00)	0.00%	-
5835		Movie License	-	-	-	-	495.00	(495.00)	0.00%	-
5810		Timeclock	-	-	-	-	-	-	0.00%	-
5820		Planning Center / Tockify	-	24.00	24.00	175.94	264.00	(240.00)	9.09%	256.00
5824		Scheduling / When I Work	-	120.00	-	-	500.00	(380.00)	24.00%	-
5822		Prezi	-	-	190.94	-	-	-	0.00%	-
5825		Webpage Builder	-	-	-	-	330.00	(330.00)	0.00%	826.91
5828		Zoom	162.20	162.20	-	-	170.00	(7.80)	95.41%	-
		<b>Total Support &amp; Service Agreements</b>	<b>162.20</b>	<b>2,956.80</b>	<b>2,626.35</b>	<b>1,323.43</b>	<b>6,543.00</b>	<b>(3,306.93)</b>	<b>45.19%</b>	<b>4,761.61</b>
5840		Tech Labor & Repair	-	-	-	252.50	2,000.00	(2,000.00)	0.00%	352.00
		<b>Total Technology</b>	<b>23,399.74</b>	<b>53,761.41</b>	<b>52,315.98</b>	<b>52,180.58</b>	<b>118,443.00</b>	<b>(64,402.32)</b>	<b>45.39%</b>	<b>107,372.37</b>

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**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - April 2022**

SUBJECT TO CHANGE

			Apr 2022 Actuals	Jan-Apr 2022 Actuals	Previous Year Jan-Apr 2021 Actuals	2020 Jan-Apr 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5900	Collections									
5910	Audio									
5920	Adult BCD		-	1,001.31	3,170.17	2,403.47	4,500.00	(3,498.69)	22.25%	4,864.59
5922	Spanish Audio Adult		-	-	-	-	750.00	(750.00)	0.00%	-
5924	Spanish Audio Youth		-	-	-	-	500.00	(500.00)	0.00%	-
5930	Youth Audio		-	233.96	371.18	973.03	2,200.00	(1,966.04)	10.63%	927.33
	<b>Total Audio</b>		-	1,235.27	3,541.35	3,376.50	7,950.00	(6,714.73)	15.54%	5,791.92
6000	Books & Magazines									
6010	Adult fiction books		96.63	3,031.41	4,701.55	3,403.57	12,000.00	(8,968.59)	25.26%	10,811.60
6020	Adult non-fiction books		100.44	2,467.02	4,090.93	2,748.39	12,000.00	(9,532.98)	20.56%	10,564.62
6025	Board Games		-	-	-	-	500.00	-	0.00%	-
6030	Juvenile Fiction		-	1,945.56	1,373.57	1,819.86	7,000.00	(5,054.44)	27.79%	6,981.79
6040	Juvenile Non-Fiction		38.46	982.21	151.16	720.99	3,000.00	(2,017.79)	32.74%	1,568.56
6045	Large Print		171.73	702.73	638.19	684.04	2,000.00	(1,297.27)	35.14%	1,320.25
6050	Print Subscriptions		-	3,626.12	4,348.05	6,774.60	5,250.00	(1,623.88)	69.07%	3,009.59
6055	Replacement Books - Purchased		-	227.75	273.21	308.15	300.00	(72.25)	75.92%	1,034.09
6060	Spanish Adult fiction		-	149.03	489.23	683.35	2,000.00	(1,850.97)	7.45%	710.28
6070	Spanish adult non-fiction		-	376.59	14.74	514.90	1,000.00	(623.41)	37.66%	1,095.44
6080	Spanish children's books		-	632.91	1,194.97	983.81	4,500.00	(3,867.09)	14.06%	2,086.32
6100	YA Fiction		361.10	1,663.96	2,345.37	1,233.82	5,400.00	(3,736.04)	30.81%	4,558.83
6110	YA Non-Fiction		249.65	419.71	390.92	202.03	1,100.00	(680.29)	38.16%	1,041.88
6120	Special Items		-	-	543.83	65.97	1,600.00	(1,600.00)	0.00%	982.65
	<b>Total Books</b>		1,018.01	16,225.00	20,555.72	20,143.48	57,650.00	(40,925.00)	28.14%	45,765.90
6200	Digital Resources									
6210	Annual Subscriptions									
6220	Ancestry.com		-	1,325.94	1,752.19	1,752.19	1,840.00	(514.06)	72.06%	-
6230	Culturegrams		-	-	2,660.00	-	1,840.00	(1,840.00)	0.00%	1,752.19
6235	Creative Bug		-	-	-	-	1,000.00	(1,000.00)	0.00%	950.00
6240	Ency Britannica		-	-	-	-	-	-	0.00%	494.70
6245	Gale Student Resources		-	-	-	-	1,475.00	(1,475.00)	0.00%	1,473.90
6250	Gale Public		-	-	-	-	2,205.00	(2,205.00)	0.00%	2,003.05
6253	Learning Express Library		-	-	-	-	2,800.00	(2,800.00)	0.00%	2,660.00
6255	Lynda Database		-	-	-	-	-	-	0.00%	-
6270	Mango Languages		-	-	3,729.21	2,367.75	3,990.00	(3,990.00)	0.00%	3,729.21

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**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - April 2022**

SUBJECT TO CHANGE

			Apr 2022 Actuals	Jan-Apr 2022 Actuals	Previous Year Jan-Apr 2021 Actuals	2020 Jan-Apr 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
6275		New York Times	-	-	-	1,424.80	100.00	(100.00)	0.00%	100.00
6280		Tumblebooks	-	-	-	-	665.00	(665.00)	0.00%	1,259.06
6285		Wallstreet Journal	-	-	432.29	-	465.00	(465.00)	0.00%	432.29
6295		Pebble Go	-	1,679.07	-	-	-	1,679.07	100.00%	-
6300		Downloadable Titles	-	-	-	-	-	-	-	-
6305		Kanopy	-	-	-	-	6,000.00	(6,000.00)	0.00%	421.00
6308		OCLC World Share	-	-	-	-	1,100.00	(1,100.00)	100.00%	1,072.01
6320		Overdrive	-	1,164.03	8,677.69	7,147.51	17,000.00	(15,835.97)	6.85%	15,182.15
6330		RB Digital	-	-	584.65	2,063.00	-	-	0.00%	584.65
		<b>Total Digital Resources</b>	-	4,169.04	17,836.03	14,755.25	40,480.00	(36,310.96)	10.30%	32,114.21
6400		<b>Media</b>								
6410		Adult Music	-	-	-	-	300.00	(300.00)	0.00%	24.95
6420		Juvenile Music	-	89.16	-	-	200.00	(110.84)	44.58%	-
6430		Adult Movies	734.68	1,902.10	2,408.91	3,857.22	8,500.00	(6,597.90)	22.38%	7,141.37
6440		Juvenile Movies	-	209.32	165.76	307.76	1,000.00	(790.68)	20.93%	472.63
6460		Video / Games	-	69.76	183.48	70.33	800.00	(730.24)	8.72%	831.88
		<b>Total Media</b>	734.68	2,270.34	2,758.15	4,235.31	10,800.00	(8,529.66)	21.02%	8,470.83
		<b>Total Collections</b>	1,752.69	23,899.65	44,691.25	42,510.54	116,880.00	(103,986.07)	20.45%	92,142.86
6800		<b>Restricted Funds</b>								
6802		Restricted Exp - Library Foundation	-	1,480.00	4,380.09	1,393.34	5,000.00	(3,520.00)	29.60%	11,306.95
6804		Restricted Exp - Library Friends	651.00	935.56	3,677.56	-	5,000.00	(4,064.44)	18.71%	4,369.07
6806		Restricted Exp - State of Colorado Gr	-	1,678.72	3,233.00	2,752.40	5,600.00	(3,921.28)	29.98%	4,928.39
6810		Restricted Exp - Legends Event	-	-	-	-	-	-	0.00%	-
6820		Restricted Exp - Cares Grant Tmobile	-	-	-	-	-	-	0.00%	8,981.64
6820		Restricted Exp - TOB Art Camp	-	-	-	-	-	-	100.00%	1,292.97
6820		Restricted Exp - Special Programs	-	-	-	-	-	-	0.00%	1,500.00
		<b>Total Restricted Funds</b>	651.00	4,094.28	11,290.65	4,145.74	15,600.00	(11,505.72)	26.25%	32,379.02
		<b>Total Operating expenses</b>	47,909.84	210,962.77	218,894.56	184,510.83	645,936.70	(439,417.40)	32.66%	582,521.67

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**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - April 2022**

SUBJECT TO CHANGE

		Apr 2022 Actuals	Jan-Apr 2022 Actuals	Previous Year Jan-Apr 2021 Actuals	2020 Jan-Apr 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
6900	Payroll Expenses								
6910	Payroll	86,460.90	270,488.85	269,342.01	232,260.61	944,426.00	(673,937.15)	28.64%	807,368.35
6920	Payroll Service	547.60	2,320.35	2,390.35	1,351.70	7,500.00	(5,179.65)	30.94%	6,232.44
6930	Payroll Taxes	6,310.76	21,147.86	19,949.47	18,534.04	76,369.00	(55,221.14)	27.69%	61,252.53
6940	Retirement Plan	1,665.66	5,014.62	5,644.95	4,481.48	16,000.00	(10,985.38)	31.34%	16,265.75
6950	Health Insurance	10,867.76	27,884.34	27,596.55	26,807.36	75,600.00	(47,715.66)	36.88%	66,211.79
6953	COVID - Weekly Testing	-	-	-	-	1,000.00	-	-	-
6957	Background Check	-	72.50	-	-	-	-	0.00%	-
6980	Director Search	-	-	-	-	-	-	0.00%	2,501.96
6985	HR Assessment	-	1,735.00	-	-	-	1,735.00	-	1,790.00
6955	Wellness / Health - CEBT Dividend Pmts	-	-	2,037.01	-	-	-	100.00%	5,070.00
	<b>Total Payroll Expenses</b>	<b>105,852.68</b>	<b>328,663.52</b>	<b>326,960.34</b>	<b>283,435.19</b>	<b>1,120,895.00</b>	<b>(791,303.98)</b>	<b>29.32%</b>	<b>966,692.82</b>
	<b>Total Expense</b>	<b>153,762.52</b>	<b>539,626.29</b>	<b>545,854.90</b>	<b>467,946.02</b>	<b>1,766,831.70</b>	<b>(1,230,721.38)</b>	<b>30.54%</b>	<b>1,549,214.49</b>
	<b>Net General Fund Income/(Loss) Prior to Capital Rsv Allocation</b>	<b>32,190.99</b>	<b>200,255.86</b>	<b>209,595.40</b>	<b>100,324.32</b>	<b>(20,197.90)</b>	<b>255,949.40</b>	<b>-991.47%</b>	<b>172,186.92</b>
	Allocation to Capital Reserve Outlay	-	-	-	-	87,000.00	(87,000.00)	0.00%	87,000.00
	<b>Net General Fund Income/(Loss) After Capital Reserve Allocati</b>	<b>32,190.99</b>	<b>200,255.86</b>	<b>209,595.40</b>	<b>100,324.32</b>	<b>(107,197.90)</b>			<b>85,186.92</b>
	<b>General Fund Balance 4/30/22</b>		<b>1,862,137.38</b>			<b>1,554,683.62</b>			

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**Basalt Regional Library District  
Bond Repayment Fund  
Profit & Loss Budget Performance  
January-April 2022**

SUBJECT TO CHANGE

	Apr 2022 Actuals	Jan-Apr 2022 Actuals	Previous Year Jan-Apr 2021 Actuals	2020 Jan-Apr 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
<b>Bond Repayment Fund Balance 1/1/22</b>		799,714.98			799,714.98			
Bond Repayment Fund:								
Interest Earned - Bond Repayment	374.83	691.03	99.57	3,487.04	500.00	191.03	138.21%	221.73
Mill Levy Debt Repayment								
Eagle County	43,885.94	228,916.86	263,882.34	232,146.01	542,742.74	(313,825.88)	42.18%	576,892.58
Pitkin County	66,007.91	194,506.10	196,188.21	116,934.04	385,616.72	(191,110.62)	50.44%	438,907.88
Total Mill Levy Debt Repayment	109,893.85	423,422.96	460,070.55	349,080.05	928,359.46	(504,936.50)	45.61%	1,015,800.46
Total Debt Service Fund	110,268.68	424,113.99	460,170.12	352,567.09	928,859.46	(504,745.47)	45.66%	1,016,022.19
Total Bond Repayment Fund Income	110,268.68	424,113.99	460,170.12	352,567.09	928,859.46	(504,745.47)	45.66%	1,016,022.19
Expense								
Bond Interest	47,415.63	47,415.63	55,015.63	62,515.63	94,831.26	(47,415.63)	50.0%	110,031.26
Treasurer's Fees								
Eagle County	1,316.92	6,867.82	7,917.16	6,964.02	16,282.28	(9,414.46)	42.18%	17,345.77
Pitkin County	3,960.73	13,331.88	11,738.12	7,016.74	19,280.84	(5,948.96)	69.15%	26,366.85
Total Treasurer's Fees	5,277.65	20,199.70	19,655.28	13,980.76	35,563.12	(15,363.42)	56.8%	43,712.62
Total Bond Repayment Fund Expense	52,693.28	67,615.33	74,670.91	76,496.39	130,394.38	(62,779.05)	51.85%	153,743.88
Net Bond Repayment Principle Loan Payment	-	-	-	-	775,000.00	-	0.0%	760,000.00
Net Bond Repayment Fund	57,575.40	356,498.66	385,499.21	276,070.70	23,465.08	(441,966.42)	1,519.27%	102,278.31
<b>Bond Repayment Fund Balance 4/30/22</b>		1,156,213.64			823,180.06			
<b>**2022 Bond Repayment Schedule:</b>								
5/1/22 - Series 2012 Interest		47,415.63						
11/1/22 - Series 2012 Interest		47,415.63						
11/1/22 - Series 2012 Principle		775,000.00						
Series 2012 Bond Matures 11/2026								

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**Basalt Regional Library District  
Capital Reserve Fund  
Profit & Loss Budget Performance  
January-April 2022**

SUBJECT TO CHANGE

	Apr 2022 Actuals	Jan-Apr 2022 Actuals	Previous Year Jan-Apr 2021 Actuals	2020 Jan-Apr 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
<b>Capital Reserve Fund Balance 1/1/22</b>		654,861.20			654,861.20			
Capital Reserve Fund:								
Income								
Allocation From General Fund	-	-	-	-	87,000.00	(87,000.00)	0.0%	87,000.00
Interest Earned - Reserve Fund	241.89	472.36	147.95	2,669.24	300.00	172.36	157.45%	290.00
<b>Total Capital Reserve Fund Income</b>	<b>241.89</b>	<b>472.36</b>	<b>147.95</b>	<b>2,669.24</b>	<b>87,300.00</b>	<b>(86,827.64)</b>	<b>0.54%</b>	<b>87,290.00</b>
Expense								
Capital Reserve Expense								
Computers - Patron	-	-	-	-	8,000.00	(8,000.00)	0.0%	-
Computers - Staff	-	-	-	-	8,000.00	(8,000.00)	0.0%	-
Conference Room - A/V Replace	-	-	-	-	5,000.00	(5,000.00)	0.0%	-
Fiber Cable	-	-	-	-	20,000.00	(20,000.00)	0.0%	-
Handrail for Tent Area	-	-	-	-	4,000.00	(4,000.00)	0.0%	-
HVAC Compressors	-	-	-	-	10,000.00	(10,000.00)	0.0%	-
Painting - Exterior	-	-	-	-	25,000.00	(25,000.00)	0.0%	-
Painting - Interior	-	-	-	-	12,000.00	(12,000.00)	0.0%	-
Pumps / Valves	-	-	-	-	3,000.00	(3,000.00)	0.0%	-
Security Cameras	-	-	-	-	8,000.00	(8,000.00)	0.0%	-
Televisions	-	-	-	-	2,500.00	(2,500.00)	0.0%	-
Miscellaneous	-	2,770.52	-	-	10,000.00	(7,229.48)	27.71%	15,999.77
<b>Total 8300 - Capital Reserve Expense</b>	<b>-</b>	<b>2,770.52</b>	<b>-</b>	<b>-</b>	<b>115,500.00</b>	<b>(7,229.48)</b>	<b>2.4%</b>	<b>15,999.77</b>
<b>Net Capital Reserve Fund</b>	<b>241.89</b>	<b>(2,298.16)</b>	<b>147.95</b>	<b>2,669.24</b>	<b>(28,200.00)</b>	<b>(79,598.16)</b>	<b>8.15%</b>	<b>71,290.23</b>
<b>Capital Reserve Fund Balance 4/30/22</b>		<b>652,563.04</b>			<b>626,661.20</b>			

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**Basalt Regional Library District  
General Fund  
Maintenance Detail  
January-April 2022**

Maintenance Expenditure Detail				
2022				
	Month	Vendor	Detail	Amount
	<b>January</b>			
			AED Authority Annual AEd Concierge - reclass 2022 expenses paid in 2021	195.00
		Home Depot		81.70
	<b>Total January</b>			<b>276.70</b>
	<b>February</b>			
		Tuck Communication	voicemail extension	200.00
		Bart Services	troubleshoot heat in building	2,849.50
		Tuck Communication Services		305.00
		Johnson Controls	3/1-5/31/22 Service \$208.33 less credit (\$129.50)	78.83
		Acem Alarm Company	test and inspection 2021 / clean smokes	641.00
		Grizzly Creek	adjust doors on art display, set up stage for concert, remove old faucet & replace, take down stage, change lightbulbs	626.98
		Durgin Electric LLC	review lighting system / update and replace.	4,974.34
	<b>Total February</b>			<b>9,675.65</b>
	<b>March</b>			
		Acme Alarm Company	2nd quarter monitoring	108.90
		Glass Unlimited	mirror	1,203.08
		Roto Rooter Plumbing	rebuild flushometer	397.50
		Grizzly Creek	remove & replace faucet; lubricate dumpster gates; take items to shed; attach shelving units; remove ad sign in lobby	270.00
		Durgin Electric	electric / lighting review and repairs	2,226.11
		Roto Rooter Plumbing	sent estimate to replace mop sink faucet	39.00
		Grizzly Creek Enterprises,	set up stage / work on carpet tiles and floor panels / meet for outdoor tent rentals / clean com...	892.23
	<b>Total March</b>			<b>5,136.82</b>
	<b>April</b>			
		Bart Services LLC	leak repair heating coil	943.00
		Roto Rooter Plumbing	service request for leaky mop faucet in back room	350.00
		Roto Rooter Plumbing	dissembled flushometer	39.00
		Roto Rooter Plumbing		39.00
		The Fireplace Company		99.00
		Durgin Electric LLC		5,267.78
	<b>Total April</b>			<b>6,737.78</b>

**Basalt Regional Library District  
General Fund  
Maintenance Detail  
January-April 2022**

Maintenance Expenditure Detail			
2022			
	Month	Vendor	Detail
			Amount
		<b>YTD Totals</b>	Alarm / Monitoring 749.90
			Electrical 12,468.23
			Grizzly Creek 1,519.21
			Inspection / Testing -
			Miscellaneous 2,432.61
			Pest Control -
			Plumbing / Heating 4,657.00
			Roof Maintenance -
			Signage -
			Window Cleaning -
			<b>TOTAL</b> 21,826.95

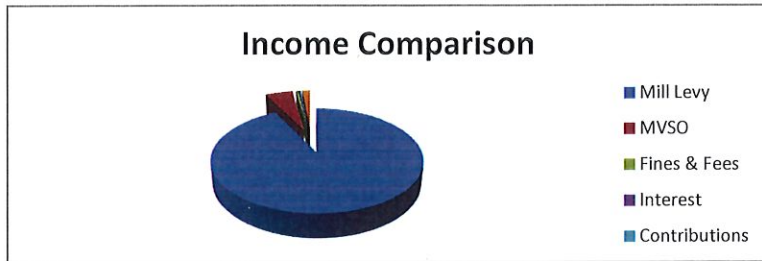
**Basalt Regional Library District  
General Fund  
Contributions / Grants Detail  
January-April 2022**

<b>4400 - Contributions</b>			
<b>4410 - Contributions - Miscellaneous</b>			
<b>Date</b>	<b>Name</b>	<b>Contribution Notation</b>	<b>Amount</b>
1/6/2022	Weinstein, Ellen		50.00
1/13/2022	Broussard, Richard & Kathleen		250.00
1/20/2022	Milnor, Barbara		100.00
1/26/2022	Benson, Arthur & Holly		100.00
1/31/2022	Cash Register		58.51
2/10/2022	Ribich, Tyler & Janice		200.00
2/10/2022	Robiny, Virginia		50.00
2/28/2022	Cash Register		34.50
3/17/2022	Thaden, Todd & Sharon		40.00
3/24/2022	Maddalone, Marlene		200.00
3/31/2022	Cash Register		251.83
4/18/2022	Sandra Seibert		25.00
4/18/2022	Linda Haydock		50.00
4/18/2022	Douglas McDonald		25.00
4/30/2022	Cash Register		3.60
		Total	1,438.44
<b>4412 - Special Programs</b>			
<b>Date</b>	<b>Name</b>	<b>Contribution Notation</b>	<b>Amount</b>
1/6/2022	Kucharczyk, Sandra	Music	200.00
7/22/2021	Cash	Music	200.00
		Total	400.00

**Basalt Regional Library District  
Apr-22**

**Income Comparison**

	as of 4/30/22	
Mill Levy	675,788	93%
MVSO	37,397	5%
Fines & Fees	2,971	0%
Interest	1,268	0%
Contributions	1,838	0%
Restricted	10,620	1%
<b>Total</b>	<b>729,882</b>	<b>100%</b>



**Expense Comparison**

	as of 4/30/22	
Administration	49,429	9%
Facility	65,772	12%
Programs	14,006	3%
Technology	53,761	10%
Collections	23,900	4%
Payroll	328,664	61%
<b>Total</b>	<b>535,532</b>	<b>100%</b>

