

**Basalt Regional Library District Board of Trustees
Monday, May 16, 2016
5:15 P.M. Library Community Room**

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

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

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

Basalt Regional Library Board of Trustees has identified 3 Strategic Planning Goals for 2015-2016

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

AGENDA

5:15 PM Call to Order

**5:15 PM Citizen Comments:
Linda Crossland, Friends of the Library
Helene Slansky, Sally Cole, Basalt Library Foundation**

**5:30 PM Approval of minutes of the March 21, 2016 meeting
Approval of minutes of the April 18, 2016 meeting**

5:35 PM Directors Report

5:45 PM Board Comments

**5:50 PM Committee Reports
Finance Committee: April Financials
Strategic Planning Committee**

Facilities Committee: Dick Hampleman

Personnel Committee: change to Personnel/Benefits Cmte?

6:00 PM Action Items

Discussion and possible vote on proposed housing project

Discussion and possible vote on Sunday Market booth

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
March 21, 2016 @ 5:15 P.M. in the Community Room**

Call to order: Karen Hillebrand called the meeting to order at 5:21 p.m.

Members Present: Karen Hillebrand, Treasurer; Ann Stephenson, Secretary; Kent Whinnery, Trustee; Heather Manolakas, Trustee

Members Absent: Carolyn Kane, President; Bernie Grauer, Vice President; Dick Hampleman, Trustee

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

Citizen Comments:

Friends of the Library, Linda Crossland: Linda Crossland gave a copy of the Foundation's and Friend's Balance Sheets and Profit and Loss Statements to Karen Hillebrand. Linda reported that the Foundation took in \$1,100 at their fundraising event "Broadway" performed by The Crystal Palace Players and they now have \$5,635 for books. The Friends have \$10,041 for wish lists and have funded one wish list from Erin; a book club for the teen section. The Friends are contemplating forming a steering committee that will make decisions on how money is spent, will delegate jobs, and keep track of the volunteers, rather than having one person in charge. They will come to the Board with their list for ratification. Unlike the Foundation, the Friend's doesn't have a Board and this will make things a little more formal. Helene reported that the Foundation is having a meeting Wednesday to look at an event for later in the spring.

Karen Hillebrand moved approval of minutes to later in the meeting to see if they could get a quorum.

Financials: All Board Members present attended the Finance Committee Meeting. There were no questions about the financials. Karen Hillebrand noted that a large amount was spent on removal of snow from the roof. Karen checked the policy and believes that this be coded as a capital expenditure. Heather Manolakas suggested that the repair of the water main valve could also be coded under capital expenditures. Kim Clinco asked for a decision on this before the Finance Committee Meeting so that she can make the changes in the Financials before the meeting.

Approval of the January 18, 2016 Regular Board Meeting Minutes: Tabled due to lack of a quorum.

Approval of the February 15, 2016 Regular Board Meeting Minutes: Tabled due to lack of a quorum.

Director's Report: Barb Milnor: February statistics were down slightly, though, in general, they are gradually increasing.

Chris Cook's last day was February 27, 2016. Barb has sent her a recommendation.

Ann Darby Null will be replacing Chris. Since we now have Marmot Maintenance, Ann will be in charge of devices, etc. Her title will be Technology/Media Supervisor. Ann has an MLIS degree and has worked in a small library.

Barb hired Jalyne Lessig to work two days per week (16 hours). She was able to fit this in the Budget.

The movie "Most Likely to Succeed" was very successful. This was done in partnership with the Aspen Ski Company. Barb said this was a good partnership and she would partner with them again.

Two people attended Tecera Edad: Convivio y Loteria. Convivio is the closest word to pot luck in English. This program is specifically for elderly Hispanics. It is a social opportunity to eat a meal as a group. This same program is held at the Eagle County Building. Eventually, the two may be combined.

Action Items:

Election of Officers: Heather Manolakas presented the slate of officers as follows:

- Carolyn Kane, President
- Ann Stephenson, Vice-President
- Karen Hillebrand, Treasurer
- Heather Manolakas, Secretary

Kent Whinnery moved to approve the slate as presented. Karen Hillebrand seconded the motion. The motion carried with four ayes and 3 absentees.

It was noted that Bernie Grauer is leaving the Board.

Adjournment: Kent Whinnery moved and Ann Stephenson seconded the motion to adjourn the meeting. The motion carried with four ayes.

Respectfully Submitted,

Ann Stephenson, Secretary

Date

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
April 28, 2016 @ 5:15 P.M. in the Community Room**

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

Members Present: Carolyn Kane, President; Karen Hillebrand, Treasurer; Heather Manolakas, Secretary; Kent Whinnery, Trustee; Dick Hampleman, Trustee

Members Absent: Ann Stephenson, Vice President

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Helene Slansky, Foundation and guest Anne Darby, Technology Services Supervisor.

Citizen Comments:

Friends of the Library, Linda Crossland: No report in Linda Crossland's absence

Library Foundation, Helene Slansky: Helene said the Foundation is looking at setting up an endowment to buy supplemental books for the Library, as they have been unsuccessful in recruiting younger members to keep the Foundation running in the future. This would have more permanence than fundraising events.

Approval of the January 18, 2016 Regular Board Meeting Minutes: There were four Board Members present who were present at the January Board Meeting. Kent Whinnery moved and Dick Hampleman seconded the motion to approve the January 18, 2016 Board Meeting Minutes with one correction. The motion carried with four ayes.

Approval of the February 15, 2016 Regular Board Meeting Minutes: There were four Board Members present who were present at the February 14, 2016 Board Meeting. Karen Hillebrand moved and Heather Manolakas seconded the motion to approve the February Board Meeting Minutes. The motion carried with four ayes.

Approval of the March 21, 2016 Regular Board Meeting Minutes: Approval of the March 21, 2016 Board Minutes was tabled due to a lack of a quorum of those present at the March 2016 Board Meeting.

Director's Report: Barb Milnor:

New Technology Services Supervisor: Barb introduced Anne Darby, the new Technology Services Supervisor. Anne then told the Board Members a little about herself. At the PLA (Public Library Association) conference Anne learned about bringing computer science and STEM (Science, Technology, Engineering and Math) science as it pertains to various age groups into libraries. Her interest lies with this and with amping up the technology program and doing patron outreach services, including helping patrons learn how to use their devices.

Refund from Source Gas: The Library received a refund of approximately \$1,300 from Source Gas for tax charges in 2014 and 2015. Sandy is checking to see if we were charged taxes in the years prior to 2014.

Board Seat: Dick Hampleman has reapplied for his Pitkin County seat on the Basalt Library Board. There is one applicant for the Eagle County Seat, Michael Latousek. George Newman may want to interview Dick even though there are no new applicants for the Pitkin County Seat. Carolyn Kane noted that the Bylaws wording was changed last year to say that a Board Member is still active until reappointed, until 60 days go by, or until someone else is chosen, so that it doesn't hold up the Board's ability to do business.

Conference call with John Chrastka: A conference call was planned with John Chrastka regarding going on the ballot in November 2016. The Board decided to invite Mr. Chrastka to come here to meet with them rather than do the conference call.

Tecera Edad: Two people were present for Tecera Edad. Barb plans to continue this program to see if we get more attendance.

Piano: We are down to one piano. Cil Klamper's piano has been returned to her.

PLA Denver: Seven staff members attended the Public Library Conference in Denver. They returned with lots of new ideas.

Marmot: Anne Darby, Christy Baumgarten and Barb are making a trip to Marmot on Wednesday to get Anne acquainted with Marmot and their staff with whom she will be working.

Proposed In-Service Day: Barb indicated that she wants to hold an in-service training day for the staff, which would mean closing the library for one day and wanted Board's feelings regarding the same. The Board provided positive feedback. Barb will decide on a date that is least disruptive to the patrons.

Board Comments: Kent Whinnery noted that the parking lot is full and referenced an agreement with the city that states the city would find ten more parking spaces when the need arises. He would like to track the parking to see if we need more spaces at this time.

Carolyn Kane handed out an updated Committee List, noting the new chairpersons of each Committee. She would like to see two Board Members on each committee. She recommended Michael Latousek for the Facilities Committee which is short one Board Member should he be appointed as a Board Member. Dick Hampleman agreed that Michael would be a good fit either as a Board Member or as a Citizen Representative.

Inactive Committees: Handbook Committee, Bylaws Committee, and Policy Committee. Barb may want to bring back the Policy Committee. Chairpersons have been appointed and these Committees will reconvene as the need arises. If it is decided we need to charge for the Music Programs, a policy change would be required. Currently, there are no charges for any programs.

Committee Reports

Facilities Committee: Dick Hampleman, Chair: Dick has looked at the graphs of Library utility usage online and is working with Holy Cross to see if we can reduce spikes to lower charges. Once the air conditioning comes on, it will be very difficult to keep peak demands down. Karen Hillebrand noted that Holy Cross Energy said they would come back and do another free audit.

Personnel Committee: Kent Whinnery, Chair: Kent will bring a report next month. Carolyn Kane said she has ideas about refining the Director’s Evaluation Form. Kent asked if there were minutes from past Personnel Committee Meetings. Carolyn Kane will pass some on to him.

Strategic Planning Committee: Carolyn Kane, Chair: This Committee will evolve into the Mil Levy Committee with Carolyn Kane as Chairperson. Carolyn would like to schedule a meeting as soon as possible to determine who the stakeholders will be and to come up with plans for if the ballot issue passes or if it doesn’t. Barb will send out an email with some possible meeting dates.

Finance Committee: Karen Hillebrand, Chair: Karen said John Chrastka of EveryLibrary, a national organization dedicated to building voter support for libraries, would like to see us decide by May 31st how we plan to move forward in preparing to be on the ballot. He would like to meet before then. A discussion ensued regarding what needs to happen to go on the ballot in November 2016. Barb will contact John Chrastka to see if he is available to come out near the end of May and to ask him what information the Board needs to have ready for him in order to make this meeting the most productive. It was noted that Mr. Chrastka will only charge for his airfare and room and board while he is here. Much of what needs to be done can take place through phone calls.

Financials: Karen Hillebrand, Treasurer: The Financials were reviewed in-depth at the Finance Committee Meeting. Karen asked for questions or concerns on the financials. There were none. Kim presented the Finance Committee with three options for a Capital Reserve Study. Paul Wember, Director of Wember, Inc., did the original capital reserve study and his company does a five-year update study. Karen would like a proposal within two weeks from Paul Wember before making a decision on whom to hire to do the study. Karen asked where we stand with Marmot. Barb will talk to Jimmy at Marmot to find out how they do their billing to make sure we don’t go over our budget.

Action Items:

None

Adjournment: Karen Hillebrand moved and Dick Hampleman seconded the motion to adjourn the meeting. The motion carried with five ayes. Carolyn Kane adjourned the meeting at 6:50 p.m.

Respectfully Submitted,

Heather Manolakas, Secretary

Date

Basalt Regional Library District
Balance Sheet
as of April 30, 2016

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 267,607.75	\$ -	\$ -	\$ 267,607.75
Colo Trust - Bond Repayment #8002	-	651,402.38	-	651,402.38
Colo Trust - Tabor Reserve #8003	49,801.32	-	-	49,801.32
Colo Trust - Operating Fund #8004	863,816.55	174,175.64	-	1,037,992.19
Colo Trust - Capital Rsv Fund #8005	-	-	317,235.77	317,235.77
Total Current Assets	\$ 1,181,225.62	\$ 825,578.02	\$ 317,235.77	\$ 2,324,039.41
Fixed Assets				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,355,750.25	-	-	1,355,750.25
Equipment and Fixtures	263,547.49	-	-	263,547.49
Building	10,733,846.00	-	-	10,733,846.00
Less Accumulated Depreciation	(1,616,304.70)	-	-	(1,616,304.70)
	\$ 12,056,452.04	\$ -	\$ -	\$ 12,056,452.04
Other Assets				
Cash with County Treasurer	\$ 3,779.40	\$ -	\$ -	\$ 3,779.40
Prepaid Expense	-	-	-	-
Property Tax Receivable	1,766,786.00	-	-	1,766,786.00
	\$ 1,770,565.40	\$ -	\$ -	\$ 1,770,565.40
TOTAL ASSETS	\$ 15,008,243.06	\$ 825,578.02	\$ 317,235.77	\$ 16,151,056.85
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 15,578.65	\$ -	\$ -	\$ 15,578.65
Other Current Liab				
Accrued Expenses	35,448.00	-	-	35,448.00
Accrued Vacation	26,180.00	-	-	26,180.00
Deferred Grant	4,691.00	-	-	4,691.00
Deferred Property Tax	1,766,786.00	-	-	1,766,786.00
Payroll Liabilities	1,345.35	-	-	1,345.35
Wages Payable	5,474.00	-	-	5,474.00
Total Other Current Liab	\$ 1,839,924.35	\$ -	\$ -	\$ 1,839,924.35
Long Term Liabilities				
Bonds Payable, 2012	\$ 7,790,000.00	\$ -	\$ -	\$ 7,790,000.00
Bonds Payable, 2006	569,999.91	-	-	569,999.91
Total Long Term Liabilities	\$ 8,359,999.91	\$ -	\$ -	\$ 8,359,999.91
Total Liabilities	\$ 10,215,502.91	\$ -	\$ -	\$ 10,215,502.91
Investment in Capital Assets	\$ 3,636,981.98	\$ -	\$ -	\$ 3,636,981.98
Fund Balance:				
General Operating Fund	\$ 1,038,882.86	\$ -	\$ -	\$ 1,038,882.86
Restricted for Emergencies - Tabor Fund	37,650.00	-	-	37,650.00
Debt Repayment Fund	-	531,009.65	-	531,009.65
Less Bond Principle Payment	-	-	-	-
Capital Reserve Fund	-	-	316,721.12	316,721.12
Total Fund Balance	1,076,532.86	531,009.65	316,721.12	1,924,263.63
Fund Revenue/Expenditures				
Current Year-to-Date Revenue	\$ 496,567.99	\$ 406,056.33	\$ 514.65	\$ 903,138.97
Current Year-to-Date Expenditures	417,342.68	111,487.96	-	528,830.64
Net Current Year	79,225.31	294,568.37	514.65	374,308.33
Total Fund Balance	1,155,758.17	825,578.02	317,235.77	2,298,571.96
Total Liabilities and Fund Balance	\$ 15,008,243.06	\$ 825,578.02	\$ 317,235.77	\$ 16,151,056.85

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

				April 2016 Actuals	Jan-Apr 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
General Operating Fund Balance 1/1/16 (Includes Tabor Reserve)					1,076,532.86				
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County			44,805.48	233,324.72	528,924.56	(295,599.84)	44.11%	439,226.73
4020	Pitkin County			85,150.98	207,531.73	468,834.56	(261,302.83)	44.27%	378,790.90
	Total General Operating Mill Levy			129,956.46	440,856.45	997,759.12	(556,902.67)	44.18%	818,017.63
4100	MVSO - General Operating								
4110	Eagle County			4,038.26	15,915.92	35,000.00	(19,084.08)	45.47%	46,015.34
4120	Pitkin County			2,315.88	10,283.62	30,000.00	(19,716.38)	34.28%	29,068.34
	Total MVSO - General Operating			6,354.14	26,199.54	65,000.00	(38,800.46)	40.31%	75,083.68
4200	Fines & Fees								
4205	Coffee Purchase			153.01	346.98	500.00	(153.02)	100.00%	535.25
4210	Copies			653.40	2,897.09	6,000.00	(3,102.91)	48.28%	7,406.78
4215	Earbuds			135.70	184.30	-	184.30	100.00%	43.01
4220	Faxing			119.16	310.22	1,000.00	(689.78)	31.02%	966.31
4230	Fines			1,446.38	6,897.23	25,000.00	(18,102.77)	27.59%	23,535.39
4240	Guest Passes			59.40	100.40	600.00	(499.60)	16.73%	415.50
4250	Meeting Room Rental			554.50	3,518.50	5,000.00	(1,481.50)	70.37%	4,202.50
4260	Replacement Books			-	247.90	750.00	(502.10)	33.05%	542.03
4270	Replacement Library Cards			92.80	220.60	500.00	(279.40)	44.12%	610.95
4280	Test Proctoring			10.00	20.00	100.00	(80.00)	20.00%	120.00
4290	Holy Cross Deposit Return/Member Equity			1,506.26	1,506.26	3,000.00	(1,493.74)	100.00%	3,250.42
	Total Fines & Fees			4,730.61	16,249.48	42,450.00	(26,200.52)	38.28%	41,628.14
4300	Earnings on investments								
4310	Colotrust Int Op Acct/Mill Levy			512.78	1,957.02	5,000.00	(3,042.98)	39.14%	6,459.61
	Total Earnings on investments			512.78	1,957.02	5,000.00	(3,042.98)	39.14%	6,459.61
4400	Contributions								
4410	Contributions - Adult			-	2,100.00	500.00	1,600.00	420.00%	2,000.00
4420	Contributions - Music			3,000.00	4,500.00	5,000.00	(500.00)	90.00%	6,000.00
4430	Contributions Outreach			-	1,500.00	500.00	1,000.00	300.00%	-
4440	Contributions Youth Srv			-	3,175.00	500.00	2,675.00	635.00%	100.00
4470	Grant - State of Colorado			-	-	4,691.00	(4,691.00)	0.00%	3,234.00
4480	Other			-	30.50	2,000.00	(1,969.50)	1.53%	3,560.44
4490	Restricted Fund Income - Friends/Foundation			-	-	-	-	0.00%	-
	Total Contributions			3,000.00	11,305.50	13,191.00	(1,885.50)	85.71%	14,894.44
Total Income				144,553.99	496,567.99	1,123,400.12	(626,832.13)	44.20%	956,083.50
Operating expenses									
5000	Administration								
5005	Contract Services								
5010	Accounting			752.50	2,975.00	14,000.00	(11,025.00)	21.25%	10,421.06
5020	Audit - Annual			-	-	9,500.00	(9,500.00)	0.00%	8,900.00
5030	Courier			-	-	6,000.00	(6,000.00)	0.00%	6,645.05
5040	Legal			-	30.00	8,000.00	(7,970.00)	0.38%	4,177.09
	Total Contract Services			752.50	3,005.00	37,500.00	(34,495.00)	8.01%	30,143.20
5100	Insurance								
5110	Property & Liability Insur			-	-	18,700.00	(18,700.00)	0.00%	17,725.18
5120	Worker's compensation			-	141.27	2,200.00	(2,058.73)	6.42%	1,403.06
	Total Insurance			-	141.27	20,900.00	(20,758.73)	0.68%	19,128.24

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

					April 2016 Actuals	Jan-Apr 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
5600				Library Programs						
5610				Adult	-	1,265.05	3,000.00	(1,734.95)	42.17%	2,688.70
5620				Children's	-	736.34	4,455.00	(3,718.66)	16.53%	4,265.43
5630				Community	-	694.28	6,000.00	(5,305.72)	11.57%	5,047.45
5640				Music	1,824.88	4,049.00	11,080.00	(7,031.00)	36.54%	10,628.36
5650				Outreach	-	145.82	1,450.00	(1,304.18)	10.06%	4,343.20
5633				Outreach Advertising	-	2,610.00	3,700.00			-
5635				Outreach Volunteer	-	-	550.00			-
5660				Young Adult	81.97	1,282.79	4,550.00	(3,267.21)	28.19%	3,907.06
5670				Young Adult - State of Colorado Grant	52.44	2,643.03	4,691.00	(2,047.97)	56.34%	3,326.90
5680				Young Adult - Thrift Shop	-	50.00	1,000.00	(950.00)	100.00%	1,287.72
				Total Library Programs	1,959.29	13,476.31	40,476.00	(25,359.69)	33.29%	35,494.82
5700				Technology & Equipment						
5710				Copiers & Equipment						
5720				Card Printer Support	-	-	300.00	(300.00)	0.00%	267.69
5730				Lease	100.90	876.80	3,400.00	(2,523.20)	25.79%	3,297.00
5740				Service Agreement	-	481.37	2,300.00	(1,818.63)	20.93%	1,942.56
5750				Supplies	-	1,474.84	4,000.00	(2,525.16)	36.87%	3,331.21
				Total Copiers & Equipment	100.90	2,833.01	10,000.00	(7,166.99)	28.33%	8,838.46
5760				Marmot ILS System	-	8,423.00	40,000.00	(31,577.00)	21.06%	37,756.00
5765				Marmot IT Contract	-	30,643.50	47,000.00	(16,356.50)	65.20%	-
5770				Miscellaneous Parts	-	1,732.71	3,000.00	(1,267.29)	57.76%	1,700.49
5780				Support & Service Agreements						
5790				Bibliotheca	-	-	12,000.00	(12,000.00)	0.00%	10,864.09
5800				Envisionware	-	-	605.00	(605.00)	0.00%	548.65
5810				Timeclock	-	-	255.00	(255.00)	0.00%	245.00
5820				Web Calendar/EMS	-	1,009.31	2,750.00	(1,740.69)	36.70%	2,204.40
				Total Support & Service Agreements	-	1,009.31	15,610.00	(14,600.69)	6.47%	13,862.14
5830				Tech Labor & Repair	-	-	10,000.00	(10,000.00)	0.00%	10,900.83
				Total Technology	100.90	44,641.53	125,610.00	(80,968.47)	35.54%	73,057.92
5900				Collections						
5910				Audio						
5920				Adult BCD	475.12	1,394.37	7,000.00	(5,605.63)	19.92%	8,288.21
5930				Juvenile Audio	197.09	946.94	2,000.00	(1,053.06)	47.35%	857.11
5940				Spanish Adult BCD	-	-	500.00			198.11
5950				YA Audio	-	-	300.00	(300.00)	0.00%	-
				Total Audio	672.21	2,341.31	9,800.00	(6,958.69)	23.89%	9,343.43
6000				Books & Magazines						
6010				Adult fiction books	860.88	3,679.39	9,000.00	(5,320.61)	40.88%	13,636.45
6020				Adult non-fiction books	401.02	3,359.79	10,000.00	(6,640.21)	33.60%	12,970.98
6030				Juvenile Fiction	613.72	2,373.42	6,500.00	(4,126.58)	36.51%	6,606.89
6040				Juvenile Non-Fiction	31.11	405.92	3,000.00	(2,594.08)	13.53%	2,931.22
6050				Print Subscriptions	-	9,598.82	9,600.00	(1.18)	99.99%	9,401.18
6060				Spanish adult fiction	-	13.52	1,800.00	(1,786.48)	0.75%	1,409.69
6070				Spanish adult non-fiction	-	40.75	1,800.00	(1,759.25)	2.26%	1,331.95
6080				Spanish children's books	14.64	325.55	2,000.00	(1,674.45)	16.28%	1,348.53
6090				Spanish juvenile books	-	62.75	500.00	(437.25)	12.55%	577.04
6100				YA Fiction	586.31	1,766.78	6,500.00	(4,733.22)	27.18%	6,509.62
6110				YA Non-Fiction	-	284.99	900.00	(615.01)	31.67%	477.93
				Total Books	2,507.68	21,911.68	51,600.00	(29,688.32)	42.46%	57,201.48

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

				April 2016 Actuals	Jan-Apr 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
6200		Digital Resources							
6210		Annual Subscriptions							
6220		Ancestry.com		-	1,510.00	1,548.00	(38.00)	97.55%	1,455.00
6230		Culturegrams		-	-	1,144.00	(1,144.00)	0.00%	1,095.00
6240		Ency Britannica		-	250.00	300.00	(50.00)	83.33%	257.50
6260		Lynx, statewide database package		-	-	1,700.00	(1,700.00)	0.00%	1,636.00
6270		Mango Languages		-	-	1,373.00	(1,373.00)	0.00%	2,419.95
6275		New York Times		-	-	1,400.00			-
6280		Tumblebooks		-	-	500.00	(500.00)	0.00%	-
6290		Overdrive Advantage		-	-	5,000.00			-
6300		Downloadable Titles							
6310		One Click Digital		-	1,680.48	1,500.00	180.48	112.03%	2,063.50
6320		Overdrive		704.92	6,062.97	5,500.00	562.97	110.24%	3,185.00
6322		Juvenile Overdrive		-	-	500.00			-
6324		Y A Overdrive		-	-	500.00			-
6330		Zinio		-	2,000.00	5,000.00	(3,000.00)	40.00%	3,200.00
		Total Digital Resources		704.92	11,503.45	25,965.00	(7,061.55)	44.30%	15,311.95
6400		Music							
6410		Adult Music		-	383.94	1,500.00	(1,116.06)	25.60%	1,212.22
6420		Juvenile Music		144.17	235.19	750.00	(514.81)	31.36%	279.35
		Total Music		144.17	619.13	2,250.00	(1,630.87)	27.52%	1,491.57
6500		Video							
6510		Adult Video		62.19	3,334.59	7,000.00	(3,665.41)	47.64%	7,505.76
6520		Hispanic Video		-	152.31	800.00	(647.69)	19.04%	279.07
6530		Juvenile Video		65.70	397.51	2,000.00			1,455.75
6540		YA Video		-	-	300.00	(300.00)	0.00%	-
		Total Video		127.89	3,884.41	10,100.00	(4,613.10)	38.46%	9,240.58
		Total Collections		4,156.87	40,259.98	99,715.00	(49,952.53)	40.38%	92,589.01
		Total Operating expenses		20,865.78	182,355.98	542,680.47	(347,682.00)	33.60%	448,175.77
6900		Payroll Expenses							
6910		Payroll		46,642.04	195,083.64	677,140.08	(482,056.44)	28.81%	626,205.58
6920		Payroll Service		320.13	1,265.88	4,000.00	(2,734.12)	31.65%	3,593.30
6930		Payroll Taxes		3,527.58	15,769.39	54,842.75	(39,073.36)	28.75%	47,761.39
6940		Retirement Plan		1,446.90	6,821.81	25,018.62	(18,196.81)	27.27%	24,141.31
6950		Health Insurance		2,346.31	16,045.98	32,754.96	(16,708.98)	48.99%	29,343.01
		Total Payroll Expenses		54,282.96	234,986.70	793,756.41	(558,769.71)	29.60%	731,044.59
		Total Expense		75,148.74	417,342.68	1,336,436.88	(906,451.71)	31.23%	1,179,220.36
		Net General Fund Income/(Loss) Prior to Capital Rsv Allocation		69,405.25	79,225.31	(213,036.76)	279,619.58	-37.19%	(223,136.86)
		Allocation to Capital Reserve Outlay		-	-	40,000.00	(40,000.00)	0.00%	20,000.00
		Net General Fund Income/(Loss)After Capital Reserve Allocation		69,405.25	79,225.31	(253,036.76)			(243,136.86)
		General Fund Balance 4/30/16			1,155,758.17				

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

	April 2016 Actuals	Jan-Apr 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
Bond Repayment Fund Balance 1/1/16		531,009.65				
Bond Repayment Fund:						
Interest Earned - Bond Repayment	310.55	831.58	-	831.58	100.0%	974.08
Transfer - Escrow Account	-	-	-			250,664.00
Interest Earned - Escrow Account	-	-	-			31,673.59
Mill Levy Debt Repayment				-		
Eagle County	41,028.71	213,657.00	484,340.89	(270,683.89)	44.11%	402,150.09
Pitkin County	78,600.91	191,567.75	429,315.94	(237,748.19)	44.62%	394,429.63
Total Mill Levy Debt Repayment	119,629.62	405,224.75	913,656.83	(508,432.08)	44.35%	796,579.72
Total Debt Service Fund	119,940.17	406,056.33	913,656.83	(507,600.50)	44.44%	1,079,891.39
Total Bond Repayment Fund Income	119,940.17	406,056.33	913,656.83	(507,600.50)	44.44%	1,079,891.39
Expense						
Bond Interest	95,346.88	95,346.88	190,693.26	(95,346.38)	50.0%	495,031.26
Treasurer's Fees						
Eagle County	1,232.31	6,413.49	14,530.23	(8,116.74)	44.14%	12,090.48
Pitkin County	4,004.88	9,727.59	21,465.80	(11,738.21)	45.32%	18,724.81
Total Treasurer's Fees	5,237.19	16,141.08	35,996.03	(19,854.95)	44.84%	30,815.29
Total Bond Repayment Fund Expense	100,584.07	111,487.96	226,689.29	(115,201.33)	49.18%	525,846.55
Net Bond Repayment Principle Loan Payment	-	-	670,000.00	-	0.0%	550,000.00
Net Bond Repayment Fund	19,356.10	294,568.37	16,967.54	(392,399.17)	1,736.07%	4,044.84
Bond Repayment Fund Balance 4/30/16		825,578.02				

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

	April 2016 Actuals	Jan-Apr 2016 Actuals	2016 Budget	Over/(Under) Budget	% of Annual Budget	2015 Year End Actuals
Capital Reserve Fund Balance 1/1/16		316,721.12				
Capital Reserve Fund:						
Income						
Allocation From General Fund	-	-	40,000.00	(40,000.00)	0.0%	20,000.00
Interest Earned - Reserve Fund	144.31	514.65	-	514.65	100.0%	536.40
Total Capital Reserve Fund Income	144.31	514.65	40,000.00	(39,485.35)	1.29%	20,536.40
Expense						
Capital Reserve Expense						
Capital Reserve Fund Expense - Misc	-	-	20,000.00	(20,000.00)	0.0%	5,890.00
Total 8300 - Capital Reserve Expense	-	-	20,000.00	(20,000.00)	0.00%	5,890.00
Net Capital Reserve Fund	144.31	514.65	20,000.00	(19,485.35)	2.57%	14,646.40
Capital Reserve Fund Balance 4/30/16		317,235.77				

**Basalt Regional Library District
General Fund
Maintenance Detail
as of March 31, 2016**

Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		Acme Alarm Company	annual test & inspection	570.00
		Roto Rooter Plumbing	cleared main sewer line	659.00
		Clean Energy Economy	energy navigator	1,270.00
		Basalt Mini Storage	Jan storage	164.00
		Grizzly Creek Enterpr	install metal shelving	220.00
	Total January			2,883.00
	February			
		Basalt Mini Storage	Feb/Mar Storage	328.00
		Flame Out Fire	fire sprinkler system work	2,500.00
		Acme Alarm Company	annual test & inspection	255.00
		Amazon	supplies	59.99
		Aspen Maintenance Su	supplies	48.95
		Orkin Pest Control	pest control	101.20
		Ace Roofing	shovel snow from roof	8,320.00
		Daly Property Services	finish snow shoveling from roof	1,235.00
	Total February			12,848.14
	March			
		Acme Alarm Company	2nd Quarter Monitoring	99.00
		Basalt Minit Storage	Apr Storage	164.00
		1000 Bulbs	light bulbs	81.66
		Grizzly Creek Enter	patch/prep and paint wals	538.00
		Aspen Maintenance Su	supplies	322.51
		Top Gun Plumbing	repair women's restroom faucet/flu	1,223.20
		Acme Alarm Company	Fire System-Test/Ground Fault	185.00
		Jon Micheletti	supplies / repair vacuum	299.36
	Total March			2,912.73
	April			
		Basalt Mini Storage	May Storage	164.00
		PSM Repair & Maint	repair men's toilet	436.74
	Total April			600.74
	Summary			
		Alarm System		354.00
		Energy Navigator		1,270.00
		Fire Sprinklers		2,500.00
		Maintenance Testing		755.00
		Miscellaneous		1,570.47
		Pest Control		101.20
		Plumbing/HVAC		2,318.94
		Snow Shovel - Roof		9,555.00
		Storage		820.00
	Total			19,244.61