

**Basalt Regional Library District Board of Trustees
Monday, May 15, 2017
5:15 P.M. 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; Becky
Musselman, Trustee; Karen Barch, Trustee; Roger Garrett, Trustee**

**Also Present: Barbara Milnor, Director; Kim Clinco, Bookkeeper; Valerie Welch,
Recorder Pro Tem Peter Pendergast, Citizen Representative**

**Basalt Regional Library Board of Trustees has identified 3 Strategic Planning
Goals for 2016-2017**

- 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:
Linda Crossland
Helene Slansky
Bonnie Armand
Other Comments
Board Comments
- 5:20 PM Approval of the March 20, 2017 Board Meeting minutes**
Approval of the March 28, 2017 Special Meeting minutes
Approval of the April 17, 2017 Board meeting minutes
- 5:35 PM Director's Report**

5:45 PM Finance Committee report

5:50 PM Reports of Committees

- **Facilities**
- **Policy: discussion of possible policy changes**
- **Personnel/Human Resources---need meeting date**
- **Bylaws**

**6:00 PM Director Search Committee: update on in-person interviews
Discussion of timetable for next week**

**6:10 PM Action Items
Discussion and possible vote on policy changes submitted by the
Policy Committee.**

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
March 20, 2017 at 5:24 PM in the Community Room**

Call to order: Carolyn Kane called the meeting to order at 5:24 p.m.

Members Present: Carolyn Kane, President; Ann Stephenson, Vice President; Heather Manolakas, Secretary; Karen Hillebrand, Treasurer; Dick Hampleman, Trustee; Michael Latousek, Trustee; Karen Barch, Trustee

Also Present: Barbara Milnor, Director; Valerie Welch sitting in for Sandy Dexter; Kim Clinco, Bookkeeper; Roger Garrett, provisional trustee; Becky Musselman, provisional trustee; Linda Crossland, Friends of the Library; Helene Slansky, Foundation; Bonnie Armand, Friends of the Library Treasurer.

Citizen Comments:

- Friends of the Library: Linda Crossland introduced Bonnie Armand as the new treasurer for the Friends of the Library. Bonnie reported that the balance in the Friends treasury was \$2692.50 and the Friends had given \$2683.00 for library furniture and \$1000.00 for the Music Program.
- Library Foundation: Helene Slansky announced that a Garden Tour Fundraiser for the Foundation will be held on June 24, 2017.

Board Comments:

- Carolyn Kane read a statement as she retired from the Board after 6 years. (See attached)
- Karen Hillebrand read a statement as she retired from the Board after 6 years. (See attached)
- Ann Stephenson, on behalf of the other Board members expressed gratitude to both Carolyn and Karen for their unbelievably dedicated service.
- The new officers for 2017 were then inducted following the March 6, 2017 vote of all Board Members:
 - Ann Stephenson-President; Michael Latousek, Vice President; Dick Hampleman, Secretary; Heather Manolakas, Treasurer

Approval of February 20, 2017 Board Meeting Minutes:

Michael Latousek made a motion, Carolyn Kane seconded the approval of the minutes. There were 6 ayes and 1 abstention

Approval of March 6, 2017 Special Board Meeting Minutes:

It was moved and seconded to accept the minutes with the correction of Roberts not Rogers Rules of Order. 7 ayes

Director's Report: Barb Milnor:

- Barb offered her letter of retirement as of June 1, 2017 and then outlined a proposed exit timeline. **See Attached**
- A Discussion by the Board of how to proceed with the Library Director Search included advertising (Library Job line, Library website, Dropbox), criteria (MLS from Accredited School, budget knowledge primary, community engagement required), timeline for application process, salary range (to include or not in the ads), interview criteria and who will comprise the Search Committee and Search committee meeting time.
- People Counter is here but software was required to complete setup and the system should be operational by the end of March.
- The State Library Report was submitted March 3, 2017
- The New Adult Services Librarian, Nathan Child, has started and while he will have a long learning curve, he is going to be fabulous.
- The Community Room Shade will be replaced after it's collapse off the window last month
- BRL will be hosing the Marmot Council Meeting on **May 18-19, 2017**. 60-70 attendees expected

Staff Report:

No Report

Committee Reports: New Committee Members:

Finance Committee: Heather Manolakas, Treasurer, Karen Barch, Karen Hillebrand (citizens' rep)

- February Financials: Please refer to your copy of the Financial Report included in your packet
- IRS Notice: Still no change in IRS status; Auditors have sufficient information and will complete audit by June and forward to the State.
- FMM Manual – revision and review are continuing
- Capital Reserve information is on the website in summary form

Facilities Committee: Dick Hampleman, Becky Musselman

Policy Committee: Becky Musselman, Library Director, Assistant Library Director, Heather Manolakas, Maria Palmaria (citizens' rep),

Personnel and Human Relations Committee: Ann Stephenson, Roger Garrett, Becky Musselman, Kim Clinco, Library Director

By Laws: Michael Latousek, Vice President, Karen Barch, Karen Hillebrand (citizens' rep)

Director Search Committee: Ann Stephenson, Karen Barch, Roger Garrett, Barb Milnor, Becky Musselman, Carolyn Kane

Action Items: Unfinished Business:

- Flood Insurance: Kim hasn't received a quote yet and will contact Neil Garing again
- Salary Range Discussion for new Library Director

Adjournment:

Karen Barch made a motion to adjourn; Michael Latousek seconded. All in Favor 7 ayes

Meeting was adjourned at approximately 7:20 pm.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

Special Board Meeting

Tuesday, March 28, 2017

The meeting was called to order at 5:20 PM by the President, Ann Stephenson. Present were Ann Stephenson, Karen Hillebrand, Karen Barch, Carolyn Kane, Heather Manolakas, Roger Garrett, Becky Musselman, and Director Barbara Milnor.

A discussion about the salary range for the new Director ended with the agreement to vote on a range of \$75,000.00 to \$105,000.00. Carolyn Kane moved to vote on this range, and Karen Barch seconded. The vote was unanimous. 4 to 0.

Discussion followed as to the benefits that would be listed in the ad. Discussion followed as to where to send the letters of interest and the resumes.

A discussion followed as to whether to include the salary range in the ad. Heather made the motion, Ann seconded. The vote was 3 to not include the salary in the ad, and 2 to include it.

The meeting was adjourned at 6:21 PM.

Respectfully submitted,

Barbara Milnor

Director/secretary pro tem

Minutes of the April 17, 2017 Board meeting

The meeting was called to order at 5:16 by Michael Latousek, Vice President. Present were Michael Latousek, Dick Hampleman, Roger Garrett, and Becky Musselman.

Bonnie Armand gave a report for the Friends of the Library. They have \$3,139.55 from profits from the Book Store.

Corrections to the minutes of the March 20 meeting were: Carolyn Kane retired after 5 years, not 6. Bonnie's last name is Armand, not Arnott. There was no attachment from Carolyn Kane who read a letter aloud at the March 20 meeting, but did not submit it. Approval of the minutes of the March 20 and March 28 meetings as changed was pushed to the May meeting because there was not a quorum of qualified Board members at this meeting.

Committee Reports:

Facility Committee: Dick Hampleman mentioned the possibility of a contest for the District children for design of tiny libraries. There was a report on the maintenance of the landscaping and the LED light project.

Policy Committee: A meeting time needs to be set for the committee and will be announced.

No report for Personnel/human resources.

Bylaws Committee: no report

Director Search Committee: Becky Musselman reported on the progress. The committee reviewed 2 batches of applicants. The telephone interviews will be the next step. Step 2 will be the in-person interview. There were 11 applicants reviewed. Step 2 applicants will get a copy of the benefits package and a travel allowance. A discussion of the PTO offer followed. The applicant offered the job will get 2 weeks of PTO for the 1st 6 months or until December 31. If the contract is renewed in January 2018, the offer will be 4 weeks of PTO.

Roger suggested a 2 pronged background check. An simple online background check will be made on the finalist, and a criminal background check will be made on the person who will be offered the job.

Discussion followed about covering the travel costs of the finalists. A maximum of \$2500.00 will be considered. This sum will be taken from the Payroll line item.

Action items: Roger moved that the sum of not more than \$15,000.00 to cover travel costs and background checks be voted on. Michael seconded. The vote was unanimous in agreement.

Dick moved to adjourn the meeting at 6:15, Roger seconded. Meeting adjourned at 6:15.

Respectfully submitted,

Dick Hampleman

Basalt Regional Library District
Balance Sheet
as of April 30, 2017

	General Operating	Bond Repayment	Capital Reserve	Total
	Fund	Fund	Fund	Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 236,050.47	\$ -	\$ -	\$ 236,050.47
Colo Trust - Bond Repayment #8002		287,563.17	-	287,563.17
Colo Trust - Tabor Reserve #8003	50,198.58	-	-	50,198.58
Colo Trust - Operating Fund #8004	865,651.11	553,365.76	-	1,419,016.87
Colo Trust - Capital Rsv Fund #8005	28,210.67	-	331,681.55	359,892.22
Total Current Assets	\$ 1,180,110.83	\$ 840,928.93	\$ 331,681.55	\$ 2,352,721.31
Fixed Assets				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,436,836.59	-	-	1,436,836.59
Equipment and Fixtures	263,547.49	-	-	263,547.49
Building	10,733,846.00	-	-	10,733,846.00
Less Accumulated Depreciation	(1,933,781.45)	-	-	(1,933,781.45)
	\$ 11,820,061.63	\$ -	\$ -	\$ 11,820,061.63
Other Assets				
Cash with County Treasurer	\$ 3,955.80	\$ -	\$ -	\$ 3,955.80
Prepaid Expense	-	-	-	-
Property Tax Receivable	1,911,350.00	-	-	1,911,350.00
	\$ 1,915,305.80	\$ -	\$ -	\$ 1,915,305.80
TOTAL ASSETS	\$ 14,915,478.26	\$ 840,928.93	\$ 331,681.55	\$ 16,088,088.74
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 9,166.41	\$ -	\$ -	\$ 9,166.41
Other Current Liab				
Accrued Expenses	33,012.50	-	-	33,012.50
Accrued Vacation	26,656.00	-	-	26,656.00
Deferred Property Tax	1,911,350.00	-	-	1,911,350.00
Payroll Liabilities	3,828.40	-	-	3,828.40
Wages Payable	6,794.71	-	-	6,794.71
Total Other Current Liab	\$ 1,981,641.61	\$ -	\$ -	\$ 1,981,641.61
Long Term Liabilities				
Bonds Payable, 2012	\$ 7,690,000.00	\$ -	\$ -	\$ 7,690,000.00
Total Long Term Liabilities	\$ 7,690,000.00	\$ -	\$ -	\$ 7,690,000.00
Total Liabilities	\$ 9,680,808.02	\$ -	\$ -	\$ 9,680,808.02
Investment in Capital Assets	\$ 4,024,692.36	\$ -	\$ -	\$ 4,024,692.36
Fund Balance - of 1/1/17				
General Operating Fund	\$ 973,578.34	\$ -	\$ -	\$ 973,578.34
Restricted for Emergencies - Tabor Fund	40,700.00	-	-	40,700.00
Debt Repayment Fund	-	524,891.60	-	524,891.60
Less Bond Principle Payment		-		-
Capital Reserve Fund	-	-	341,233.43	341,233.43
Total Fund Balance	1,014,278.34	524,891.60	341,233.43	1,880,403.37
Fund Revenue/Expenditures				
Current Year-to-Date Revenue	\$ 593,490.29	\$ 417,370.66	\$ 4,991.62	\$ 1,015,852.57
Current Year-to-Date Expenditures	397,790.75	101,333.33	14,543.50	513,667.58
Net Current Year	195,699.54	316,037.33	(9,551.88)	502,184.99
Total Fund Balance - as of 4/30/17	1,209,977.88	840,928.93	331,681.55	2,382,588.36
Total Liabilities and Fund Balance	\$ 14,915,478.26	\$ 840,928.93	\$ 331,681.55	\$ 16,088,088.74

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
April 2017**

		April 2017 Actuals	Jan - Apr 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
General Operating Fund Balance 1/1/17 (Includes Tabor Reserve)			1,014,278.34					
General Fund:								
4005	General Operating Mill Levy							
4010	Eagle County	51,270.10	293,953.69	541,537.76	(247,584.07)	54.28%	525,502.12	
4020	Pitkin County	56,936.22	223,768.46	468,320.05	(244,551.59)	47.78%	462,355.99	
4030	Mill Levy Increase	3,220.22	15,407.42	349,774.49	(334,367.07)	4.40%	-	allocating 2.89% of mill levy
4040	Tax Abatement	-	-	13,155.26	(13,155.26)	0.00%	-	will allocate .958% 6/30
	Total General Operating Mill Levy	111,426.54	533,129.57	1,372,787.56	(839,657.99)	38.84%	987,858.11	
4100	MVSO - General Operating							
4110	Eagle County	5,125.99	19,243.10	35,000.00	(15,756.90)	54.98%	47,618.63	
4120	Pitkin County	3,909.87	12,613.36	30,000.00	(17,386.64)	42.04%	29,683.97	
	Total MVSO - General Operating	9,035.86	31,856.46	65,000.00	(33,143.54)	49.01%	77,302.60	
4200	Fines & Fees							
4205	Coffee Purchase	68.00	293.40	500.00	(206.60)	100.00%	974.03	
4210	Copies	817.56	2,669.00	6,000.00	(3,331.00)	44.48%	7,245.87	
4215	Earbuds	10.00	87.00	100.00	(13.00)	100.00%	361.80	
4220	Faxing	70.00	229.00	1,000.00	(771.00)	22.90%	846.46	
4230	Fines	1,845.92	7,161.04	25,000.00	(17,838.96)	28.64%	20,191.07	
4240	Guest Passes	17.00	41.00	600.00	(559.00)	6.83%	276.40	
4250	Meeting Room Rental	522.50	1,506.75	5,000.00	(3,493.25)	30.14%	6,858.00	
4260	Replacement Books	73.99	241.97	750.00	(508.03)	32.26%	692.70	
4270	Replacement Library Cards	13.00	98.20	500.00	(401.80)	19.64%	576.70	
4280	Test Proctoring	-	30.00	100.00	(70.00)	30.00%	84.00	
4290	Holy Cross Deposit Return/Member Equity	1,881.44	1,881.44	1,200.00	681.44	156.79%	1,596.10	
4295	CORE Refund	-	2,500.00	-	2,500.00	100.00%	4,700.00	
	Total Fines & Fees	5,319.41	16,738.80	40,750.00	(24,011.20)	41.08%	44,403.13	
4300	Earnings on investments							
4310	Colostrust Int Op Acct/Mill Levy	1,232.38	4,076.28	6,000.00	(1,923.72)	67.94%	11,246.96	
	Total Earnings on investments	1,232.38	4,076.28	6,000.00	(1,923.72)	67.94%	11,246.96	
4400	Contributions							
4410	Contributions - Adult	-	-	500.00	(500.00)	0.00%	2,100.00	
4420	Contributions - Music	-	-	5,000.00	(5,000.00)	0.00%	5,180.00	
4430	Contributions Outreach	-	100.00	500.00	(400.00)	20.00%	1,500.00	

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			April 2017 Actuals	Jan - Apr 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
4440		Contributions Youth Srv	-	-	500.00	(500.00)	0.00%	3,175.00	
4470		Grant - State of Colorado	-	2,115.00	5,000.00	(2,885.00)	42.30%	7,274.00	Linda's Grant
4473		Grant - Thrift Store	-	-	-	-	0.00%	1,600.00	
4480		Other	-	2,082.70	2,000.00	82.70	104.14%	30.50	misc donations received end of Dec
		Total Contributions	-	4,297.70	13,500.00	(9,202.30)	31.83%	20,859.50	
4490		Restricted Fund Income - Foundation	-	-	-	-	100.00%	7,612.83	
4490		Restricted Fund Income - Friends	3,391.48	3,391.48	-	3,391.48	100.00%	4,388.59	
		Total Restrictd Fund Income - Foundation/Friends	3,391.48	3,391.48	-	3,391.48	100.00%	12,001.42	
		Total Income	130,405.67	593,490.29	1,498,037.56	(904,547.27)	39.62%	1,153,671.72	
		Operating expenses							
5000		Administration							
5005		Contract Services							
5010		Accounting	726.25	3,657.50	14,000.00	(10,342.50)	26.13%	11,276.50	
5020		Audit - Annual	-	-	9,200.00	(9,200.00)	0.00%	8,900.00	
5030		Courier	-	-	7,000.00	(7,000.00)	0.00%	6,940.00	one time fee normally paid in 4th 1/4
5040		Legal	-	-	5,000.00	(5,000.00)	0.00%	4,697.95	
		Total Contract Services	726.25	3,657.50	35,200.00	(31,542.50)	10.39%	31,814.45	
5100		Insurance							
5110		Property & Liability Insur	-	1,262.29	20,000.00	(18,737.71)	6.31%	17,038.37	audit recon / policy paid in November
5120		Worker's compensation	-	-	2,500.00	(2,500.00)	0.00%	1,599.99	policy paid in November
		Total Insurance	-	1,262.29	22,500.00	(21,237.71)	5.61%	18,638.36	
5210		Postage & Shipping	-	-	1,000.00	(1,000.00)	0.00%	904.19	
5220		Professional Dev. & Memberships							
5230		Board	-	-	1,100.00	(1,100.00)	0.00%	982.63	
5235		Employment Council	-	-	1,500.00	(1,500.00)	0.00%	1,531.55	Mountain States - paid in August
5240		Library Association Dues	-	-	1,000.00	(1,000.00)	0.00%	2,460.00	
5250		Spec District Ass'n Due	619.37	619.37	3,000.00	(2,380.63)	20.65%	255.00	paid in April
5260		Staff	-	567.18	6,000.00	(5,432.82)	9.45%	4,359.34	
5270		Travel expenses	-	296.78	1,500.00	(1,203.22)	19.79%	473.93	
		Total Professional Dev. & Memberships	619.37	1,483.33	14,100.00	(12,616.67)	10.52%	10,062.45	
5280		Publicity							
5290		Advertising	154.80	2,631.65	9,000.00	(6,368.35)	29.24%	11,718.58	

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Profit & Loss Budget Performance
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		Total Publicity	154.80	2,631.65	9,000.00	(6,368.35)	29.24%	11,718.58	
5300		Supplies							
5310		Office Supplies	115.52	2,879.90	12,000.00	(9,120.10)	24.00%	10,913.85	
5320		Technical Cataloging & Service	-	2,101.64	6,500.00	(4,398.36)	32.33%	5,281.21	
		Total Supplies	115.52	4,981.54	18,500.00	(13,518.46)	26.93%	16,195.06	
5350		Treasurer's fees							
5360		Eagle fees	1,584.25	9,082.05	21,496.13	(12,414.08)	42.25%	15,804.54	
5370		Pitkin fees	2,367.99	10,958.16	32,166.00	(21,207.84)	34.07%	23,005.69	
		Total Treasurer's fees	3,952.24	20,040.21	53,662.13	(33,621.92)	37.35%	38,810.23	
		Total Administration	5,568.18	34,056.52	153,962.13	(119,905.61)	22.12%	128,143.32	
5400		Facility Expenses							
5410		Janitorial	4,145.00	16,580.00	49,750.00	(33,170.00)	33.33%	49,740.00	monthly contract with Grizzly Creek
5420		Janitorial Supplies	371.79	983.56	7,000.00	(6,016.44)	14.05%	4,714.31	
5430		Landscaping	-	-	7,000.00	(7,000.00)	0.00%	7,475.38	
5440		Maintenance *Detailed List Attached	529.65	3,967.37	33,000.00	(29,032.63)	12.02%	34,135.31	
5450		Mat Cleaning	52.00	234.00	720.00	(486.00)	32.50%	650.78	
5460		Snow Removal	-	78.75	5,000.00	(4,921.25)	1.58%	6,635.00	
		Total Facility Expenses (Maintenance)	5,098.44	21,843.68	102,470.00	(80,626.32)	21.32%	103,350.78	
5500		Utilities							
5510		Electric	1,016.50	3,213.20	10,500.00	(7,286.80)	30.60%	9,966.40	
5520		Gas	441.42	3,244.03	10,500.00	(7,255.97)	30.90%	4,900.09	
5530		Internet Connectivity	-	-	4,800.00	(4,800.00)	0.00%	2,963.18	current credit with Comcast
5540		Sanitation	660.00	1,320.00	3,700.00	(2,380.00)	35.68%	2,640.00	billed on quarterly basis
5550		Telephone	542.08	2,152.12	6,600.00	(4,447.88)	32.61%	6,618.86	
5560		Trash	388.46	1,555.89	5,000.00	(3,444.11)	31.12%	4,275.56	monthly contract with Waste Mgt
5570		Water	-	480.63	3,000.00	(2,519.37)	16.02%	3,159.86	billed on quarterly basis
		Total Utilities	3,048.46	11,965.87	44,100.00	(32,134.13)	27.13%	34,523.95	
		Total Facility Expenses	8,146.90	33,809.55	146,570.00	(112,760.45)	23.07%	137,874.73	
5600		Library Programs							
5610		Adult	123.43	555.43	3,000.00	(2,444.57)	18.51%	2,636.96	
5620		Children's	489.50	1,220.32	4,455.00	(3,234.68)	27.39%	4,743.48	

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Profit & Loss Budget Performance
General Fund
April 2017**

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5630		Community	-	1,565.81	6,000.00	(4,434.19)	26.10%	5,231.88	
5640		Music	144.35	2,777.02	11,080.00	(8,302.98)	25.06%	8,867.88	
5650		Outreach	17.34	110.24	1,450.00	(1,339.76)	7.60%	384.50	
5633		Outreach Advertising	-	3,190.00	3,700.00	(510.00)	86.22%	2,610.00	annual contract with hispanic radio
5635		Outreach Volunteer	-	-	550.00	(550.00)	0.00%	-	
5660		Young Adult	-	226.49	4,550.00	(4,323.51)	4.98%	3,485.54	
5670		Young Adult - State of Colorado Grant	82.01	495.86	5,000.00	(4,504.14)	9.92%	7,499.36	Linda's State Grant - expenses
5680		Young Adult - Thrift Shop	-	-	-	-	100.00%	50.00	anticipating grant
		Total Library Programs	856.63	10,141.17	39,785.00	(29,643.83)	25.49%	35,509.60	
5700		Technology & Equipment							
5710		Copiers & Equipment							
5720		Card Printer Support	-	-	300.00	(300.00)	0.00%	100.22	
5730		Lease	232.30	464.60	3,400.00	(2,935.40)	13.66%	1,922.15	monthly lease on copier
5740		Service Agreement	-	388.24	2,300.00	(1,911.76)	16.88%	2,944.09	overage of contract copies
5750		Supplies	992.86	1,840.49	5,000.00	(3,159.51)	36.81%	6,353.91	
		Total Copiers & Equipment	1,225.16	2,693.33	11,000.00	(8,306.67)	24.48%	11,320.37	
5760		Marmot ILS System	-	22,000.96	40,000.00	(17,999.04)	55.00%	32,768.00	billed on quarterly basis with IT Contr
5765		Marmot IT Contract	20,519.71	20,519.71	47,000.00	(26,480.29)	43.66%	46,843.50	billed on quarterly basis with ILS Contr
5770		Miscellaneous Parts	410.00	410.00	3,000.00	(2,590.00)	13.67%	2,687.89	
5780		Support & Service Agreements							
5790		Bibliotheca	-	-	12,000.00	(12,000.00)	0.00%	10,864.09	paid in December
5800		Envisionware	-	-	605.00	(605.00)	0.00%	-	
5810		Timeclock	-	-	255.00	(255.00)	0.00%	266.25	
5820		Web Calendar/EMS	348.00	696.00	2,750.00	(2,054.00)	25.31%	3,329.81	
		Total Support & Service Agreements	348.00	696.00	15,610.00	(14,914.00)	4.46%	14,460.15	
5830		Tech Labor & Repair	105.00	1,490.00	3,000.00	(1,510.00)	49.67%	4,094.68	
		Total Technology	22,607.87	47,810.00	119,610.00	(71,800.00)	39.97%	112,174.59	
5900		Collections							
5910		Audio							
5920		Adult BCD	390.35	1,651.52	7,210.00	(5,558.48)	22.91%	6,864.47	
5930		Juvenile Audio	-	284.79	2,060.00	(1,775.21)	13.82%	1,773.18	
5940		Spanish Adult BCD	-	-	515.00	(515.00)	0.00%	-	
5950		YA Audio	-	-	309.00	(309.00)	0.00%	-	

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
April 2017**

			April 2017 Actuals	Jan - Apr 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
		Total Audio	390.35	1,936.31	10,094.00	(8,157.69)	19.18%	8,637.65	
6000		Books & Magazines							
6010		Adult fiction books	1,528.08	5,822.88	9,270.00	(3,447.12)	62.81%	11,280.77	pre order of booksfor year
6020		Adult non-fiction books	1,732.43	5,357.13	10,300.00	(4,942.87)	52.01%	11,101.70	
6030		Juvenile Fiction	1,142.01	2,704.91	6,695.00	(3,990.09)	40.40%	6,992.03	
6040		Juvenile Non-Fiction	192.50	470.86	3,090.00	(2,619.14)	15.24%	2,840.50	
6050		Print Subscriptions	143.95	8,724.45	9,888.00	(1,163.55)	88.23%	9,239.82	annual payments for magazines subscr
6060		Spanish adult fiction	25.93	706.49	1,854.00	(1,147.51)	38.11%	687.18	
6070		Spanish adult non-fiction	-	787.63	1,854.00	(1,066.37)	42.48%	1,459.25	
6080		Spanish children's books	-	103.41	2,060.00	(1,956.59)	5.02%	1,477.81	
6090		Spanish juvenile books	274.55	290.25	515.00	(224.75)	56.36%	491.21	
6100		YA Fiction	480.12	1,956.42	6,695.00	(4,738.58)	29.22%	7,087.06	
6110		YA Non-Fiction	51.21	276.14	927.00	(650.86)	29.79%	863.66	
		Total Books	5,570.78	27,200.57	53,148.00	(25,947.43)	51.18%	53,520.99	
		Restricted Funds							
6190		Restricted Funds Expense	-	193.72	-	193.72	0.00%	11,558.13	based on Friends-Foundation Received
		Total Restricted Funds	-	193.72	-	193.72	0.00%	11,558.13	
6200		Digital Resources							
6210		Annual Subscriptions							
6220		Ancestry.com	-	1,560.00	1,550.00	10.00	100.65%	1,510.00	annual subscription
6230		Culturegrams	-	1,140.00	1,200.00	(60.00)	95.00%	-	annual subscription
6240		Ency Britannica	-	-	300.00	(300.00)	0.00%	250.00	
6260		Lynx, statewide database package	-	-	1,700.00	(1,700.00)	0.00%	1,686.00	
6270		Mango Languages	-	1,230.00	1,380.00	(150.00)	89.13%	-	annual subscription
6275		New York Times	-	-	1,400.00	(1,400.00)	0.00%	-	
6280		Tumblebooks	-	-	500.00	(500.00)	0.00%	89.01	
6290		Overdrive Advantage	-	321.34	5,000.00	(4,678.66)	6.43%	-	
6300		Downloadable Titles							
6310		One Click Digital	83.54	257.47	3,000.00	(2,742.53)	8.58%	3,386.31	
6320		Overdrive	-	2,592.50	5,500.00	(2,907.50)	47.14%	6,660.27	pre order for year
6322		Juvenile Overdrive	-	-	500.00	(500.00)	0.00%	-	
6324		Y A Overdrive	-	-	500.00	(500.00)	0.00%	-	
6330		Zinio	-	2,000.00	5,000.00	(3,000.00)	40.00%	2,000.00	
		Total Digital Resources	83.54	9,101.31	27,530.00	(18,428.69)	33.06%	15,581.59	

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
April 2017**

				April 2017 Actuals	Jan - Apr 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
6400			Music							
6410			Adult Music	-	502.14	1,545.00	(1,042.86)	32.50%	2,420.27	
6420			Juvenile Music	-	108.87	772.50	(663.63)	14.09%	497.93	
			Total Music	-	611.01	2,317.50	(1,706.49)	26.37%	2,918.20	
6500			Video							
6510			Adult Video	209.02	2,151.85	7,210.00	(5,058.15)	29.85%	7,784.17	
6520			Hispanic Video	-	152.10	824.00	(671.90)	18.46%	592.58	
6530			Juvenile Video	-	267.36	2,060.00	(1,792.64)	12.98%	1,351.06	
6540			YA Video	-	-	309.00	(309.00)	0.00%	-	
			Total Video	209.02	2,571.31	10,403.00	(7,831.69)	24.72%	9,727.81	
			Total Collections	6,253.69	41,614.23	103,492.50	(62,071.99)	40.21%	101,944.37	
			Total Operating expenses	43,433.27	167,431.47	563,419.63	(395,988.16)	29.72%	515,646.61	
6900			Payroll Expenses				-			
6910		Payroll		48,069.85	192,385.78	700,005.23	(507,619.45)	27.48%	612,199.42	adult services started late Mar/no SD
6920		Payroll Service		321.50	1,719.55	4,000.00	(2,280.45)	42.99%	3,602.68	per payroll processing / Jan = year end
6930		Payroll Taxes		3,679.63	15,275.20	53,000.45	(37,725.25)	28.82%	47,437.50	based on payroll paid
6940		Retirement Plan		1,990.65	8,291.67	22,400.00	(14,108.33)	37.02%	19,843.89	employee contribution/BL matching
6950		Health Insurance		2,023.69	12,687.08	33,677.16	(20,990.08)	37.67%	32,057.28	health insurance / TRIAD
6980		Director Search		-	-	-	-	0.00%	-	\$15,000 allocated by Board from #6910
			Total Payroll Expenses	56,085.32	230,359.28	813,082.84	(582,723.56)	28.33%	715,140.77	
			Total Expense	99,518.59	397,790.75	1,376,502.47	(978,711.72)	28.90%	1,230,787.38	
			Net General Fund Income/(Loss) Prior to Capital Rsv Allocation	30,887.08	195,699.54	121,535.09	74,164.45	161.02%	(77,115.66)	
			Allocation to Capital Reserve Outlay	-	-	40,000.00	(40,000.00)	0.00%	40,000.00	
			Net General Fund Income/(Loss)After Capital Reserve Allocation	30,887.08	195,699.54	81,535.09			(117,115.66)	
			General Fund Balance 4/30/17		1,209,977.88					

Basalt Regional Library District
Bond Repayment Fund
Profit & Loss Budget Performance
 April 2017

		April 2017 Actuals	Jan - Apr 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
Bond Repayment Fund Balance 1/1/17			524,891.60				
Bond Repayment Fund:							
	Interest Earned - Bond Repayment	283.76	763.55	-	763.55	100.0%	3,975.83
	Mill Levy Debt Repayment				-		
	Eagle County	35,564.51	203,906.51	495,890.89	(291,984.38)	41.12%	481,202.52
	Pitkin County	54,120.59	212,700.60	428,844.80	(216,144.20)	49.6%	426,790.13
	Total Mill Levy Debt Repayment	89,685.10	416,607.11	924,735.69	(508,128.58)	45.05%	907,992.65
	Total Debt Service Fund	89,968.86	417,370.66	924,735.69	(507,365.03)	45.13%	911,968.48
	Total Bond Repayment Fund Income	89,968.86	417,370.66	924,735.69	(507,365.03)	45.13%	911,968.48
	Expense						
	Bond Interest	84,015.63	84,015.63	168,031.26	(84,015.63)	50.0%	190,693.76
	Treasurer's Fees						
	Eagle County	1,067.18	6,118.22	14,876.73	(8,758.51)	41.13%	14,473.23
	Pitkin County	3,270.09	11,199.48	21,442.24	(10,242.76)	52.23%	21,521.89
	Total Treasurer's Fees	4,337.27	17,317.70	36,318.97	(19,001.27)	47.68%	35,995.12
	Total Bond Repayment Fund Expense	88,352.90	101,333.33	204,350.23	(103,016.90)	49.59%	226,688.88
	Net Bond Repayment Principle Loan Payment	-	-	700,000.00	-	0.0%	670,000.00
	Net Bond Repayment Fund	1,615.96	316,037.33	20,385.46	(404,348.13)	1,550.31%	15,279.60
Bond Repayment Fund Balance 4/30/17			840,928.93				
**2017 Bond Repayment Schedule:							
	5/1/17 - Series 2012 Interest	84,015.63					
	11/1/17 - Series 2012 Interest	84,015.63					
	11/1/17 - Series 2012 Principle	700,000.00					

Basalt Regional Library District
Capital Reserve Fund
Profit & Loss Budget Performance
 April 2017

		Apr 2017 Actuals	Jan -Apr 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
Capital Reserve Fund Balance 1/1/17			341,233.43				
Capital Reserve Fund:							
Income							
Holy Cross Energy - LED Rebate		3,878.00	3,878.00	-	3,878.00	100.0%	-
Allocation From General Fund		-	-	40,000.00	(40,000.00)	0.0%	40,000.00
Interest Earned - Reserve Fund		297.26	1,113.62	-	1,113.62	100.0%	2,057.48
Total Capital Reserve Fund Income		4,175.26	4,991.62	40,000.00	(35,008.38)	12.48%	42,057.48
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 - Computers - 50% Offi		-	-	14,000.00	(14,000.00)	0.0%	
Capital Reserve Exp - Miscellaneous		-	14,543.50	10,000.00	4,543.50	145.44%	17,544.05
Total 8300 - Capital Reserve Expense		-	14,543.50	40,300.00	4,543.50	36.09%	17,544.05
Net Capital Reserve Fund		4,175.26	(9,551.88)	(300.00)	(39,551.88)	3,183.96%	24,513.43
Capital Reserve Fund Balance 4/30/17			331,681.55				
Capital Reserve Exp Detail							
LED Lights/Installation		14,543.50					
Total		14,543.50					

**Basalt Regional Library District
General Fund
Maintenance Detail
as of April 30, 2017**

Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		Basalt Mini Storage	Jan Storage	164.00
		Aspen Maintenance	supplies	473.05
		The Fireplace Comp	turn on gas fireplace	110.92
		Roto Rooter Plumbing	scheduled maintenance for restrooms	659.00
		Acem Alarm Company	2017 Annual Test & Inspection	500.00
		Grizzly Creek Enterpr	paint study room/hang art/repair toilets	470.00
	Total January			2,376.97
	February			
		One Source Lighting	repair lights in children's circle	575.00
		Grizzly Creek Enterpr	spot clean carpet stains	40.00
	Total February			615.00
	March			
		Acme Alarm	2nd quarter monitoring	99.00
		Basalt Mini Storage	Feb Storage	164.00
		Basalt Security	extra keys	18.75
		Basalt Mini Storage	March Storage	164.00
	Total March			445.75
	April			
		Basalt Mini Storage	April storage	164.00
		Basalt Mini Storage	May Storage	164.00
		Grizzly Creek Enter	repair men's bathroom faucet	80.00
		Office Depot	maint supplies	121.65
	Total April			529.65
	Summary			
		Alarm System		500.00
		Fire Sprinklers		-
		Maintenance Testing		758.00
		Miscellaneous		1,609.37
		Pest Control		-
		Plumbing/HVAC		280.00
		Snow Shovel - Roof		-
		Storage		820.00
		Window Cleaning		-
	Total			3,967.37