

**Basalt Regional Library District Board of Trustees Meeting**  
**Monday, February 21, 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; Colleen Irvin, Secretary; Becky Musselman, Trustee; Ryan Anslyn, Trustee; Margaret Simmons, Trustee

**AGENDA**

- 5:15 PM Call to order  
Citizen Comments
- 5:20 PM Board Comments
- 5:25 PM Approval of Minutes of January 16, 2022 Board Meeting
- 5:30 PM Approval of Minutes of February 1, 2022 Special Board Meeting
- 5:35 PM Friends of the Library Update, *Deb McCanne*
- 5:45 PM Presentation, discussion and possible vote on seeking funding for electric vehicle charging stations, *Amy Shipley*
- 6:05 PM Discussion on Auditor RFP, *Amy Shipley*
- 6:10 PM Discussion about supplemental mill levy ballot measure, *Amy Shipley*
- 6:20 PM Select two board members to help with Auditor Interviews
- 6:25 PM Director's Report, *Amy Shipley*
- Bookkeeper Search Update
  - Strategic Planning
  - Board Vacancy Posting
- 6:40 PM Committee Reports:  
Bylaws Committee: *Ryan Anslyn, chair*  
Facilities Committee: *Ryan Anslyn, chair*

Finance Committee: *Carolyn Kane, chair*

- 2021 Pre-audit Financials
- January 2022 Financials

Officer Nominating Committee, Margaret Simmons, Becky Musselman

Personnel Committee: *Enid Ritchy, chair*

Policy Committee: *Becky Musselman, chair*

### **ACTION ITEMS**

7:00 PM Discussion and possible vote on Circulation Policy, *Amy Shipley*

7:10 PM Adjourn Meeting

**Board Meeting Minutes**  
**Monday, January 17, 2022**

**Board Members Present:** Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Becky Musselman, Trustee; Ryan Anslyn, Trustee; Margaret Simmons, Trustee

**Also Present:** Amy Shipley, Executive Director; Berenice Forrest, Assistant Director and Outreach; Kim Clinco, Bookkeeper; Sandra Dexter, Executive Administrative Assistant; Cathy Click, Development Coordinator; Roger Garrett, Citizen Representative

**Call to order**

Enid Ritchy called the meeting to order at 5:15 PM

**Citizen Comments**

None

**Board Comments**

Carolyn Kane would like to see last month's resolutions with the numbers filled in put in the February Board Meeting packet. All board members agreed.

**Approval of Minutes of December 14, 2021 Board Meeting**

Jim Albert moved and Margaret Simmons seconded the motion to approve the minutes of the December 14, 2021 Board Meeting with no corrections or edits. The motion carried with 5 ayes and 1 abstention.

**Presentation on Electric Vehicle Charging Stations, *Amy Shipley***

Cathy Click introduced Matt Shmigelsky of Arcos Mobility. She noted that Matt has extensive experience working with electric vehicles throughout the state and has worked for CLEER. Matt presented the Board with information and costs regarding installation and usage of electric vehicle charging stations. Amy Shipley will get answers to additional questions and will bring them to the February Board meeting. If a decision is made to move ahead with the charging stations, the Library will apply for the "Charge Ahead Colorado" grant in March 2022.

**Library Trust Report, *Amy Shipley***

The Library Trust hasn't been able to meet. In late September two donation checks were received; one for \$1,000 from a community member and one for \$5,000 from the Cordis Foundation. The Cordis Foundation upped their donation from previous years. The community member is a new donor. A minimal amount will go to administrative needs. Cathy is working on getting the initial meeting scheduled and will then set a regularly recurring meeting. The Library Trust will report at the April Board Meeting.

**Presentation on Strategic Planning, *Amy Shipley***

Amy noted that it is time to update the Library's Strategic Plan. She presented four steps for developing a Strategic Plan. 1) Preparing to do the strategic plan 2) Conducting a community assessment 3) Develop the strategic plan content 4) Implement and measure success. Amy provided details on what each of these steps entails. A lot has already been done with the current

strategic plan. We just need to build on that foundation and verify that it is still relevant. She suggested that a committee of 8-10 members be formed consisting of Library leadership, Library staff, Board Trustees and community members. Amy will email Board members with more detail and go over next steps at the February Board meeting.

#### **Discussion on Strategy for Addressing Sunset of Supplemental Mill Levy, Amy Shipley**

The Supplemental mill levy expires in 2023. A decision needs to be made about going on the ballot to address budget shortfalls once the supplemental mill levy expires. Amy presented a timeline for the library and citizens for going on the ballot in 2023. Roger Garrett stated it would be good to know sooner than later if you have the money and suggested going on the ballot in 2022. Then, if the ballot issue should fail we can go on the ballot again in 2023. He also asked which group of voters, 2022 or 2023 is more likely to vote to pass. Amy stated that for now this will be a standing agenda item to talk about. Amy stated that it would be too much to take on both the Strategic Plan and the ballot in the same year.

#### **Discussion on Public Communication, Amy Shipley**

There is a Board email address that is [board@basaltlibrary.org](mailto:board@basaltlibrary.org). This came about so board member personal email addresses could be eliminated from the website. A decision was made to set this email to forward to one board member. This board member cannot forward the emails to all board members due to open meeting rules, but would have to go through the director if needed. Enid has the password and will clean it up and respond as needed.

#### **Discussion of Audit RFP, Amy Shipley**

An RFP (Request for Proposals) is a bid process with more important rules for bigger projects. Amy created a draft timeline and rules for an RFP and will present an RFP for audit bids at the next meeting.

#### **Director's Report, Amy Shipley**

Additions to the Director Report that is included in the Board Meeting Packet

- Recap end of December. Amy appreciates Board support. She noted that it is completely appropriate for the board to check in with her when she is out, but not with staff. She stated that staff is amazing and they run the library. Amy approved too many vacations for the holiday before she knew the policy and staff were out sick, as well, resulting in the library being short staffed over the holidays. She will limit vacations over the holidays in the future.
- When a holiday falls on a Saturday, staff who don't work on Saturday have to take time off during the week. This brought staffing down to 9 staff out of 17. Amy ask the Board to consider an observed holiday closing in this case. The Library would be closed, but staff would get holiday pay for that day.
- Update on bookkeeper Search: One person gave an hourly rate but doesn't have governmental accounting experience that we are looking for. The firm that represents Telluride and Marmot initially wanted to charge a fee for their bid. They have waived the fee and want to do a deep dive to prepare a bid. Amy will expand bids to the Grand Junction area. One CPA gave an estimate of \$45,000 a year which seemed high.
- Statistics Format: The Board decided to go with the text format. The text will compare the same month for this year and last year.

- December Board Meeting: Amy handed out a draft schedule listing Board and Finance Committee meeting dates for 2022. She noted that Finance Committee meetings are the Tuesday before the Board Meeting which doesn't always fall on the third Tuesday of the month.

### **Committee Reports:**

- Bylaws Committee: *Ryan Anslyn, chair*
  - Nothing to report
- Facilities Committee: *Ryan Anslyn, chair*
  - The Facilities Committee received two roof repair and maintenance bids and selected one. We'll see how we go through the winter taking care of leaks. In the spring a more thorough maintenance can be completed.
  - There was a glycol leak in the heating system and a valve got stuck. Both have been fixed.
  - Only one bid was received for exterior staining. Will try to get more bids.
  - The broken bathroom mirror replacement will be changed so that faucets aren't coming through the mirror.
- Finance Committee: *Carolyn Kane, chair*
  - December 2021 Financials: The annual budget messages gives all the information for the December financials
  - Annual Budget Message: The message is included in the Board Meeting packet.
  - Carolyn Kane proposed that for 2022 she would like to have an assistant chair person on the Finance Committee. Someone with whom she can discuss the monthly financials so they will be ready to take over as chair next year. The board agreed.
- Personnel Committee: *Enid Ritchy, chair*
  - Nothing to report
- Policy Committee: *Becky Musselman, chair*
  - Nothing to report

### **Appointment of Nominating Committee**

- Board Term Expiration: Ryan Anslyn and Colleen Irvin will not be reapplying for another term. That leaves an Eagle and a Pitkin board seat vacant.
- Nominating Committee: The Nominating Committee must select two Board Members who are not current office holders. The process is explained in the Bylaws. Margaret Simmons and Becky Musselman agreed to be on the Nominating Committee

### **Discussion and Possible Vote on Resolution 2022-01, a Resolution of the Basalt Regional Library District designating the official posting place for notices, adopting the official map, and setting forth other administrative matters.**

Margaret Simmons moved and Carolyn Kane seconded the motion to pass Resolution 2022-01. The motion passed unanimously.

**Adjournment:** Becky moved and Jim seconded the motion to adjourn the meeting. Enid adjourned the meeting at 7:05 PM.

Respectfully Submitted,

\_\_\_\_\_  
Enid Ritchy, President

\_\_\_\_\_  
Date

**BASALT REGIONAL LIBRARY DISTRICT BOARD  
RESOLUTION NO. 2021-06**

A RESOLUTION ADJUSTING THE BOND MILL LEVY RATE FOR THE BASALT REGIONAL LIBRARY DISTRICT, COLORADO, FOR THE 2022 BUDGET YEAR.

WHEREAS, on December 14, 2021 per Resolution 2021-06, the Board of Trustees of the Basalt Regional Library District adopted the annual budget in accordance with the Local Government Budget Law, and;

WHEREAS, the amount of money necessary to balance the budget for bond repayment purposes from property tax revenue is \$ 928,359 and;

WHEREAS, the 2021 valuation for assessment for the Basalt Regional Library District as certified by the Eagle and Pitkin County Assessors is \$464,369,370.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE BASALT REGIONAL LIBRARY DISTRICT:

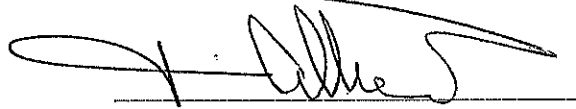
1. Recitals: The foregoing recitals are incorporated by reference as findings and determinations of the Board.
2. Bond Repayment Mill Levy: In order to meet the debt service and bond expenses of the Basalt Regional Library District during the 2022 budget year, there is hereby levied a tax of 2.0 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2022.

This Resolution 2021-06 is hereby ADOPTED by a vote of 6-0 on this 14<sup>th</sup> day of Dec., 2021.

BASALT REGIONAL LIBRARY DISTRICT

ATTEST:

  
\_\_\_\_\_  
Enid Ritchy, President

  
\_\_\_\_\_  
Jim Albert, Vice-President

**BASALT REGIONAL LIBRARY DISTRICT BOARD**  
**RESOLUTION NO. 2021-07**

A RESOLUTION OF THE BASALT REGIONAL LIBRARY DISTRICT SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2022, AND ENDING ON THE LAST DAY OF DECEMBER, 2022.

WHEREAS, the Board of Trustees of Basalt Regional Library District has directed the Executive Director, with the input of the finance committee, to prepare and submit a proposed budget to said governing body; and

WHEREAS, the Finance Committee submitted an initial proposed budget to this governing body on October 14, 2021 for its consideration, and;

WHEREAS, upon due and proper notice, published and posted in accordance with the law, said proposed budget (attached hereto as Exhibit A) was open for inspection by the public at a designated place, a public hearing was held on November 15, 2021 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE BASALT REGIONAL LIBRARY DISTRICT:

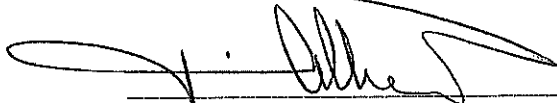
1. Recitals: The foregoing recitals are incorporated by reference as findings and determinations of the Board.
2. Adoption: That the budget as submitted, amended, and summarized by fund, attached hereto as Exhibit A is hereby approved and adopted as the budget of the Basalt Regional Library District for the year stated above.
3. Signatures: That the budget hereby approved and adopted shall be signed by two members of the Board of Trustees, made a part of the public records of the District, and is to be conveyed to the necessary authorities as required by law.

This Resolution 2021-07 is hereby ADOPTED by a vote of 6-0 on this 14<sup>th</sup> day of Dec, 2021.

BASALT REGIONAL LIBRARY DISTRICT

ATTEST:

  
\_\_\_\_\_  
Enid Ritchy, President

  
\_\_\_\_\_  
Jim Albert, Vice-President



**BASALT REGIONAL LIBRARY DISTRICT BOARD  
RESOLUTION NO. 2021-08**

A RESOLUTION OF THE BASALT REGIONAL LIBRARY DISTRICT APPROPRIATING SUMS OF MONEY  
TO THE VARIOUS FUNDS AND SPENDING AGENCIES FOR THE 2022 BUDGET YEAR.

WHEREAS, on December 14, 2021, per Resolution 2021-08, the Board of Trustees adopted the 2022 annual budget in accordance with the Local Government Budget Law, and;

WHEREAS, the Board of Trustees has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Basalt Regional Library District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE BASALT REGIONAL LIBRARY DISTRICT:

1. Recitals: The foregoing recitals are incorporated by reference as findings and determinations of the Board.
2. Appropriation: As outlined in the approved budget, attached as Exhibit A to Resolution 2021-07, the following sum is hereby appropriated for the General Fund, Capital Reserve Fund and Bond and Interest Fund, said monies to provide for salaries, operating expenses, utilities, capital outlay, outside services, treasurer's fees, TABOR reserves, emergency reserves, debt service and other items.

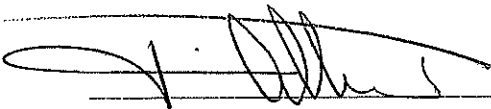
Total 2022 General Fund Appropriation	\$1,766,607
Total 2022 General Fund Capital Outlay Appropriation	\$87,000
Total 2022 Capital Reserve Fund Appropriation	\$115,500
Total 2022 Bond and Interest Fund Appropriation	\$ <u>905,395</u>

This Resolution 2021-08 is hereby ADOPTED by a vote of 6-0 on this 19<sup>th</sup> day of Dec, 2021.

BASALT REGIONAL LIBRARY DISTRICT

ATTEST:

  
\_\_\_\_\_  
Enid Ritchy, President

  
\_\_\_\_\_  
Jim Albert, Vice-President

**BASALT REGIONAL LIBRARY DISTRICT BOARD**  
**RESOLUTION NO. 2021-09**

A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2020 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE BASALT REGIONAL LIBRARY DISTRICT, COLORADO, FOR THE 2022 BUDGET YEAR.

WHEREAS, on December 14, 2021 per Resolution 2021-09, the Board of Trustees of the Basalt Regional Library District adopted the annual budget in accordance with the Local Government Budget Law, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$1,562,004, and;

WHEREAS, the amount of money necessary to balance the budget for bond repayment purposes from property tax revenue is \$ 928,359 and;

WHEREAS, the 2021 valuation for assessment for the Basalt Regional Library District as certified by the Eagle and Pitkin County Assessors is \$464,369,270.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE BASALT REGIONAL LIBRARY DISTRICT:

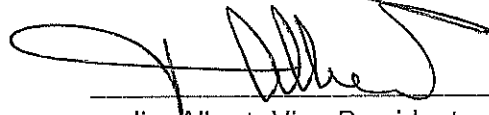
1. Recitals: The foregoing recitals are incorporated by reference as findings and determinations of the Board.
2. General Mill Levy: In order to meet all general operating expenses of the Basalt Regional Library District during the 2022 budget year, there is hereby levied a tax of 3.43 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2022.
3. Bond Repayment Mill Levy: In order to meet the debt service and bond expenses of the Basalt Regional Library District during the 2022 budget year, there is hereby levied a tax of 2.0 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2022.

This Resolution 2021-09 is hereby ADOPTED by a vote of 6-0 on this 14<sup>th</sup> day of Dec, 2021.

BASALT REGIONAL LIBRARY DISTRICT

ATTEST:

  
\_\_\_\_\_  
Enid Ritchy, President

  
\_\_\_\_\_  
Jim Albert, Vice-President

**Basalt Regional Library District Board of Trustees Meeting Minutes**  
**Tuesday, February 1, 2022 5:15 PM**  
**Special Meeting**  
**Emergency Circumstance to Allow Teleconferencing**  
(BRLD Bylaws, Article 6, Section 5(d))  
**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 Members Present:** Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Colleen Irvin, Secretary; Becky Musselman, Trustee; Ryan Anslyn, Trustee; Margaret Simmons, Trustee

**Also Present:** Amy Shipley, Executive Director

**Call to order:** Enid called the meeting to order at 5:17 PM

**Citizen Comments:** None

**Board Comments:** None

**Discussion and possible vote to direct Executive Director to sign nondisclosure agreement with Business ASAP for purposes of receiving a bid for bookkeeping services:** Amy gave the board a brief explanation of the reason she wants to sign a nondisclosure agreement with Business ASAP. The board asked a few questions, which were answered by Amy. Jim moved to direct Amy to sign the nondisclosure agreement with Business ASAP, Margaret seconded, and the motion passed unanimously.

**Meeting Adjournment:** Margaret moved to adjourn the meeting and Carolyn seconded the motion. Enid adjourned the meeting at 5:33 PM

Respectfully Submitted,

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Colleen Irvin, Secretary

**Basalt Regional Library Friends**  
**Balance Sheet**  
As of January 31, 2022

	<u>Jan 31, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Library Friends - 4965	7,174.99
Total Checking/Savings	<u>7,174.99</u>
Total Current Assets	<u>7,174.99</u>
<b>TOTAL ASSETS</b>	<u><u>7,174.99</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	1,598.30
Retained Earnings	5,416.69
Net Income	160.00
Total Equity	<u>7,174.99</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,174.99</u></u>

3:36 PM  
02/15/22  
Accrual Basis

**Basalt Regional Library Friends**  
**Profit & Loss**  
January 2022

	<u>Jan 22</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Book Sales from Friends Book St	<u>160.00</u>
Total Direct Public Support	<u>160.00</u>
Total Income	<u>160.00</u>
Gross Profit	<u>160.00</u>
Net Ordinary Income	<u>160.00</u>
Net Income	<u><u>160.00</u></u>

**REQUEST FOR PROPOSAL  
ANNUAL INDEPENDENT AUDIT  
BASALT REGIONAL LIBRARY DISTRICT  
BASALT, COLORADO**

**INTRODUCTION**

**There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.**

The Basalt Regional Library District (District) in Basalt, Colorado is requesting proposals from qualified certified public accounting firms to audit its financial statements for the year ending December 31, 2021, with the option of auditing its financial statements for each of the subsequent four years. These audits are to be performed in accordance with generally accepted auditing standards, the Colorado Local Government Audit Law, C.R.S. § 29-1-601 *et. seq.*, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Governmental Auditing Standards and the provisions of the federal Single Audit Act and U.S. Office of Management and Budget (OMB) Circular A-128 Audits of the State and Local Governments.

**To be considered, one electronic plus two hard copies of a proposal must be received by the Executive Director at 14 Midland Avenue, Basalt, Colorado, 81621 by 3:00 pm MST on April 22, 2022. The electronic copy may be emailed to [ashipley@basaltlibrary.org](mailto:ashipley@basaltlibrary.org).**

Any inquiries or requests concerning clarification or solicitation for additional information shall be submitted by 5pm MST on March 14, 2022 to the District's Executive Director, Amy Shipley, [ashipley@basaltlibrary.org](mailto:ashipley@basaltlibrary.org). All queries and answers will be posted at [www.basaltlibrary.org](http://www.basaltlibrary.org) on March 22, 2022.

**DESCRIPTION OF THE DISTRICT**

**Name and Telephone Number of Contact Person**

The Auditor's principal contact with the District will be Amy Shipley, Executive Director (970) 927-4311 ext. 1008, [ashipley@basaltlibrary.org](mailto:ashipley@basaltlibrary.org)

**Background Information**

The District is a Special District organized under the laws of the State of Colorado. The policies of the District are established through approval by an appointed seven-person Board of Trustees. The Board of Trustees contracts with the Executive Director, who functions as the chief operating officer of the District.

More detailed information on the District and its finances can be found on the District's website: [www.basaltlibrary.org](http://www.basaltlibrary.org).

## **Fund Structure**

The District uses the following fund types and account groups in its financial reporting:

### **Fund Type**

General  
Capital Reserve  
Bond Repayment  
Tabor Reserve

## **NATURE OF SERVICES REQUIRED**

### **General**

The District is soliciting the services of qualified certified public accounting firms to audit its financial statements for the year ending December 31, 2020<sup>2021</sup> with the option to audit the District's financial statements for each of the subsequent four years. These audits are to be performed in accordance with provisions contained in this request for proposals.

### **Services**

The District is soliciting a firm to

1. Audit the financial statements of the District's governmental and business-type activities, each major fund, and the aggregate remaining fund information in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, and express an opinion as to the compliance of these statements with generally accepted accounting principles.
2. Issue a report in accordance with Government Auditing Standards on the District's internal control over financial reporting and results of testing regarding the District's compliance with provisions of laws, regulations, contracts, grant agreements, and/or other matters.

The auditor shall also be responsible for performing certain limited procedures involving supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

### **Auditing Standards to be Followed**

To meet the requirements of this request for proposals the audit shall be performed in accordance with generally accepted audits in the U.S. General Accounting Office's (GAO) Governmental Auditing Standards and the provisions of the federal Single Audit Act and U.S. Office of Management and Budget (OMB) Circular A-128 Audits of State and Local Governments. If applicable, the audit may also include testing or reviews as necessary to conform to Federal single audit requirements and in accordance with government auditing standards and procedures issued by the Comptroller General of the United States of America.

It is contemplated that the auditing firm will express an unqualified opinion on the financial statements. If during the performance of the audit, it appears probable that an

unqualified opinion cannot be issued, the auditing firm will promptly notify the Executive Director, in writing, stating all matters which preclude the issuance of an unqualified opinion. Additionally, the auditor shall directly contact the Executive Director should any concerns arise during the audit process which would warrant such contact.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to the Executive Director and the Board of Trustees, which shall be referred to in the reports on internal controls. Any changes noted by the auditors that would improve the efficiency of the District's operations shall be included in a letter to the Executive Director and the Board of Trustees.

The auditors shall be required to make an immediate, written report on all irregularities and illegal acts or indications of illegal acts to the Executive Director and the Board of Trustees as well as any required oversight body or grantor.

### **Reporting Requirements**

1. A report of examination of the financial statements stating the scope of the examination and that the audit was performed in accordance with generally accepted auditing standards (or any other appropriate standards, rules, or regulations). This report must include an opinion as to whether the statements conform to generally accepted accounting principles. A signed copy of the opinion plus a signed electronic copy will be required by the District. (Additional bound copies of the complete report may be required.)
2. If a single audit is required, a report on internal control and compliance in accordance with the standards for financial and compliance audits contained in the Standards of Audits of Government Organizations, Programs, Activities, and Functions issued by the U.S. General Accounting Office and the Single Audit Act of 1984 (as amended in 1996) provisions of OMB circular A 133 (as revised) (or any other appropriate standards, rules, or regulations). Findings of ineligible expenditures must be represented in enough detail for District management to be able to clearly understand them. A signed copy of the opinion plus a signed electronic copy will be required by the District.
3. A letter to management containing comments on compliance, recommendations for improvements, and any other comments deemed pertinent by the auditors and recommendations affecting the financial statements, internal control, accounting, accounting systems, legality of actions, other instances of noncompliance with laws and regulations, and any other material matters. A signed copy of this letter, plus a signed electronic copy will be required by the District.
4. The firm is requested to make a formal presentation on the audit by the partner in charge of the audit (or other audit staff as approved by the Executive Director) to the Board of Trustees which is normally during a regularly scheduled Board of Trustees meeting mid-July, unless an extension is needed.
5. If an extension to the deadline is filed, this report will take place during a regularly scheduled Board of Trustees meeting before September 30.



### **Working Paper Retention and Access to Working Papers**

All working papers and reports must be retained at the auditor's expense for a minimum of five (5) years, unless the firm is notified in writing by the District of the need to extend the retention period. The auditor shall be required to make working papers available upon request to the District as part of an audit quality review process.

In addition, the firm shall respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters on continuing accounting significance.

Blair & Associates, PC examined the financial statements of the District for the years ended December 31, 2011 through 2020. Questions regarding prior year audit work should be addressed to Blair & Associates, PC.

### **Term of Engagement**

A five-year engagement term is contemplated subject to annual review and recommendation, the satisfactory negotiation of terms (including a price acceptable to both the District and the selected firm), the concurrence of the District and the annual availability of appropriation

### **PROPOSAL CALENDAR**

The following is a list of key dates relating to the proposal process\*:

RFP Posted	February 22, 2022
Written questions due no later than	March 14, 2022
Questions and answers posted no later than	March 22, 2022
Proposals due by 3:00 p.m.	April 22, 2022
Proposal evaluation and interviews with finalists, if required, no later than	May 9, 2022
Reference checks completed	May 13, 2022
Bid awarded and vendor notification	May 17, 2022
Deadline to submit annual audit report or request extension	July 31, 2022
Services commence (audit year-end)	December 31, 2021

\*The District reserves the right to revise the above schedule.

### **AUDIT CALENDAR**

The District complies with State requirement that the annual audited financial statements be complete and filed by July 31 each year unless an extension is filed. If an extension is filed the annual audited financial statements must be filed with the State before September 30. All fieldwork must be completed by the auditor and an opinion must be issued by the State deadline. Due to the timing of this RFP, the District will allow an extension on the audit for fiscal year 2021. However, in all future years, unless agreed upon by the District, the audit must be completed in the standard timeline.

An approximate schedule for the audit in a typical year is as follows:

Fieldwork begins	May 1
Copies of working papers which support proposed adjustments to the District's books provided to the Executive Director no later than	May 20
Fieldwork completed no later than	May 31
All audit adjustments communicated to the Executive Director no later than	May 31
Draft of Management Letter due to Executive Director no later than	June 20
Final Management Letter due to Executive Director no later than	June 30
Audit firm's presentation of the Final Audit Report to the Board of Trustees	2 <sup>nd</sup> or 3 <sup>rd</sup> week of July
Audit filed with State of Colorado	July 25-30

An approximate schedule for the audit in a year when an extension is filed is as follows:

Fieldwork begins	July 1
Copies of working papers which support proposed adjustments to the District's books provided to the Executive Director no later than	July 20
Fieldwork completed no later than	July 31
All audit adjustments communicated to the Executive Director no later than	July 31
Draft of Management Letter due to Executive Director no later than	August 20
Final Management Letter due to Executive Director no later than	August 31
Audit firm's presentation of the Final Audit Report to the Board of Trustees	2 <sup>nd</sup> or 3 <sup>rd</sup> week of September
Audit filed with State of Colorado	September 25-30

### **ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

The District will be available during the audit to assist the audit firm by providing information, documentation, explanations and agreed upon schedules. The firm will provide a list of confirmations and will provide an example format from which the District will prepare the letters.

The District's Executive Director will coordinate the audit process and will be available to explain the District's various systems. Systems documentation will be the responsibility of the audit firm. The District has no internal audit staff.

The District will prepare working trial balances, an accounts payable list, bank reconciliations, investment reconciliations, debt worksheets, fixed asset records, and

reconciliations of other asset and liability accounts. Any additional schedules that the audit firm would like District staff to provide should be identified in the firm's proposal.

The District anticipates that substantially all schedules will be completed by the start of the fieldwork.

The District will provide all reasonable assistance to the selected firm and will respond promptly to requests for information, provide all necessary books and records, and provide the physical facilities needed for the audit engagement. All District records must be audited on site.

The District will provide the auditor with reasonable workspace. The auditor will also be provided access to telephones, photocopying, internet, and fax machine facilities.

### **FIRM'S QUALIFICATIONS**

The successful firm will be a firm with considerable experience in local government auditing. The firm will have sufficient depth of staff to provide technical expertise in related advisory areas, including taxation and internal control. The firm will have the ability to provide consulting services in a variety of areas which may be arranged through separate engagements.

#### **Audit Personnel:**

The successful firm will assign personnel to the engagement that has considerable expertise in local government auditing. The firm will have low turnover, so that staffing is consistent from year-to-year. Audit staff will receive sufficient training to keep apprised of current governmental accounting issues.

#### **Approach to Audit:**

A planning conference will be held between the audit firm and District staff prior to the start of fieldwork each year. This conference should include the discussion of key audit issues, audit staffing, District staffing, scheduling and dates for audit work, audit work papers and any other areas of concern by either party. Communication of the status of audit through periodic meetings or other means during and after the completion of fieldwork is required. An exit conference will be conducted at the completion of the audit each year to discuss and plan around any problems that occurred during the audit.

The firm will clearly express what it needs from the District and provide the District with sufficient time to provide materials and data. The firm will have a mechanism for promptly apprising the Executive Director of issues arising during the course of the audit. The firm will advise the Executive Director of compliance comments and recommendations for improvements during the course of performing fieldwork. Compliance comments and recommendations for improvement will be provided to the Executive Director in final form within ten days of notation and must be resolved through discussion with the Executive Director prior to close of field work. Any comments contained in the Management Letter will provide sufficient background, detail and

documentation of fact to support each finding and to enable the District to undertake corrective action without need for further consultation. The District expects that comments and recommendations contained in the Management Letter will incorporate the reply of District management for each finding.

The successful firm will provide all services indicated in this RFP on or before the time frame indicated in this RFP, or within the time frame agreed upon by the District. The assigned audit team will be large enough so that the audit can be completed in a minimum of on-site time but will not be so large as to create an undue burden on the Finance staff.

### **PROPOSAL REQUIREMENTS**

The following material is required to be received by 3:00 p.m. MST on April 22, 2022 for a proposing firm to be considered.

**No telephone, electronic-only, or facsimile proposals will be accepted or considered.**

Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. All of the proposal terms, conditions, contents, fees and charges shall be guaranteed by the proposer for a minimum of ninety (90) days from the date of submission of the proposal to the District. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all of the terms, conditions and requirements of this RFP.

**Please address the following information in the following order as succinctly as possible to facilitate the evaluation and selection process.**

#### **Firm Qualifications**

1. State the firm's qualifications to perform the District's audit, including an affirmative statement that the firm is, in fact, independent of the District and is licensed by the State of Colorado to perform such auditing services.
2. Demonstrate the firm's commitment to stay current with government accounting issues, to providing quality audit and advisory service.
3. Describe services to be provided by the firm and provide an estimate of what portion of the firm's business is derived from performing municipal audits.
4. Specify the size, composition and location of the firm's office from which the staff working on the audit are based.
5. Provide a list of governmental entities in Colorado that have been audited by the firm during the last seven years, the dates of the audit engagement and the names and telephone numbers of the current key contact persons at the entity. Firms with less than seven years' local government experience will not be considered.
6. Provide a statement of firm's expertise in and professional involvement with the GFOA Certificate of Achievement for Excellence in Financial Reporting program.

7. Specify the date of the firm's last peer review and provide a copy of the firm's most recent peer review letter.
8. Provide the nature and status of any and all disciplinary actions undertaken against the firm.
9. Detail other firm qualifications and experience. Present any additional information, which you feel distinguishes your firm, not including general information publications, brochures and handouts that are redundant with information already provided.

#### **Audit Personnel**

1. Provide brief resumes of the key individuals who will be assigned to this engagement. Include any areas of specialization likely to be of particular interest or concern of the District, including information technology, municipal experience, governmental accounting and auditing, continuing professional education and current municipal audit assignments.
2. Estimate staffing needs, including estimated hours by position and rate for the first year of the audit and the next four years.
3. Comment on the continuity and qualifications of the staffing for future year audits.
4. Estimate availability of qualified staff to provide auditing services within the timeframes provided in this RFP.

#### **Approach to the Audit**

1. Provide an outline of the services that you would propose to offer and philosophy of the firm's audit approach, including approach to the management letter and internal control evaluation.
2. Provide an estimated time schedule for setting up and completing the audit, including estimate of time spent on-site for both the interim and year-end fieldwork. The work plan should include time estimates for each significant segment of work and the number and level of staff assigned. Where possible, individual staff members should be named and their titles provided.
3. Provide samples of planning memorandums and timelines, schedule of documents to be provided by the District, working papers and management letters.
4. Address whether you will request an extension for the audit for the year ending December 31, 2021, and if so, how you will meet the audit extension timeline.

#### **References**

Provide references from at least three audit clients with similar requirements that have been completed during the past three years, identifying the work performed, the years for which work has been completed, reference contact names and phone numbers.

#### **General Fee Statement/Schedule**

1. Provide separate total "Not-to-Exceed" amounts for each year of the 2021 through 2025 audits.
2. The bid price of audit services for the year ended December 31, 2021 should contain all pricing information relative to performing the audit engagement

described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

3. In addition, firms submitting proposals should indicate current billing rates for all staff positions in case it becomes necessary for the District to request additional services from the selected firm.
4. Each firm must submit an engagement letter, with the proposal, stating the bid price for performing the 2021 audit. Subsequent years engagement letters will be based on the terms stated in the Terms of Engagement section cited in the General Information portion of this request for proposal.

### **EVALUATION PROCESS**

Proposals will be reviewed by a selection committee. The committee may request additional information from proposers or request personal interviews with one or more proposer. The weight to be given to each evaluation criterion will be determined by the selection committee. Final evaluation and selection may be based on, but not limited to, any or all of the following:

1. Information presented in the proposal.
2. Ability of the proposer to provide quality and timely products and services.
3. Service reliability and consistency of quality.
4. Qualifications and experience of the proposer.
5. References.
6. Personal interview.
7. Pricing / total cost.

During the proposal evaluation process, The District reserves the right to:

1. Reject any and all proposals received as a result of this RFP.
2. Request additional information or clarification from proposal, or to allow correction of errors and omissions.
3. Adopt all or any part of the proposer's proposal.
4. Negotiate changes in the scope of work or services to be provided.
5. Withhold the award of audit engagement.
6. Select the proposer it deems to be most qualified to fulfill the needs of the District. The proposer with the lowest priced proposal will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable proposal.

### **NOTIFICATION TO PROPOSERS**

The District will notify the successful contractor of its selection upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

## **CONTRACT**

The District will enter into written contract with the successful contractor

## **PROPRIETARY INFORMATION/PUBLIC DISCLOSURE**

Proposals submitted in response to this competitive procurement shall become the property of the District. All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Library Director, or a designee, and the Apparent Successful Contractor; thereafter, the proposals shall be deemed public records.

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Consultant is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right-hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Consultant has marked as "Proprietary Information," the District will notify the Consultant of the request and of the date that the records will be released to the requester unless the Consultant obtains a court order enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, the District will release the requested information on the date specified. If a Consultant obtains a court order from a court of competent jurisdiction enjoining disclosure, or other state or federal law that provides for nondisclosure, the District shall maintain the confidentiality of the Consultant's information per the court order.

A charge will be made for copying and shipping of public records requests. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the Executive Director is required. All requests for information should be directed to the Executive Director.

## **ADDITIONAL INFORMATION**

The District shall not be liable for any costs incurred by the proposer in the preparation and production of the proposal, engagement negotiations or for any work performed prior to the signing of an engagement letter.

The District reserves the right to retain all proposals submitted and to use any ideas the request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected. Proposals submitted, in their entirety, will be considered to be an addendum to the contract.

The District complies with the Americans with Disabilities Act (ADA). Consultants may contact the Executive Director to receive an accommodation of this Request for Proposal if needed.



## Director Report February 21, 2022

### **Administration and Personnel**

I renamed the Cataloging & Metadata Librarian position to Cataloging & Collection Librarian, and reposted the job opening. An internal staff person applied and was promoted to the position, our Teen Librarian will be our new Cataloging & Collection Librarian. The resulting opening in the Teen Librarian position creates an opportunity in the Youth department. I am going to create a department head position in the Youth department, and offer that opportunity internally. This will be additional duties on a current position, not a new position. After that plays out, I will then post the Teen position internally and externally either as a Coordinator position or as a department head position, depending on the need.

### **Reports to State Agencies**

In January I prepared and submitted our annual report to the Colorado Department of Local Affairs (DOLA). This report is a compilation of District documents created throughout 2021 including financials, audit, and 2022 approved budgets. The submission of this report has been approved by DOLA.

I have also begun working on the annual Colorado Public Library statistics report. This report is due mid-March and includes statistics on circulation, collection, programs, expenditures, etc.

### **Board**

The two Library Board Trustee openings have been posted on our website. So far, there are no applications submitted.

The Policy Committee met to discuss the Library Services Policy, the Materials Circulation Policy, and the Electronic Access Policy

### **Finances**

I hope to receive the second of two bids in early February, and schedule interviews with two firms for mid-to-late February.

### **Organizational Management**

I received the results of our HR assessment, and now have a detailed action plan for ensuring our processes and paperwork are compliant with Federal and State law. I continued working with our payroll company to add time off requests and clocking in and out to our payroll software. We completed our first payroll with this new system in January, and while we are still working out some kinks, payroll is much more efficient now. I have also worked with the Circulation Manager to clarify procedures for opening and closing the library, and will provide training on same during a February staff meeting.

### **Collection**

This month, I worked with a staff member to provide some collection management training and guidance to get her started on getting to know her collection better.

### **Programs**

The staff programming team has decided on themes for 2022 which will help us focus. Having themes will also help us market our programs more cohesively throughout the year.

## **Outreach**

I met with the Friends of the Library to talk about grant requests from staff, bookstore storage and procedures, and plans for 2022.

## **Technology**

In updating staff computers in 2021, the staff RFID station was no longer compatible with new technology, which required replacing that old RFID hardware. We requested two bids, waited two months to receive bids and only received one. Ultimately, we ordered new RFID hardware from the one company we received a bid from.

Staff have been working on getting our Windows laptops ready to be circulated for at-home use. They are now nearly ready to go, and we will begin circulating our laptops for use outside the library by the end of February.

## **Facility**

This has been a busy month working on facility repairs and maintenance. We are in the process of replacing both public bathroom mirrors. Staff completed a walkthrough with our maintenance contractor to bring his attention to long-standing repairs that needed done. These include: loud floor tiles, carpet squares that need to be replaced, replacing sink faucets in the community room and the staff kitchen, repairing a sink drain leak in the community room, and identifying lights that need attention from an electrician to diagnose why they are no longer working. The electrician repaired the parking lot lights, which had been out for some time. We worked with Daly Properties to add snow removal in the dumpster area to their regular work, as the blizzard of 2021 caused such a back-up of snow in the dumpster area that Waste Management was unable to empty our trash and recycling for several weeks. Daly will also be removing snow from the sidewalk along Midland Ave. Extensive work was done on our HVAC system to repair stuck valves, stuck switches, and a glycol leak which combined were causing the heat system to be only minimally functional.

## **Community Relations**

A local theater company will be filming an episode of a web series here in the library next month. The filming will take place while the library is closed to the public to protect the privacy of library users, but while staff are present to ensure safety of the building and staff.

## **Fundraising**

This year, we will receive \$5000 from the Colorado State Library for a program called Growing Readers Together. In this program, the library will work with caregivers of preschool-aged children who are not enrolled in preschool to help provide the caregivers skill and expertise in early childhood literacy so that they can help the child in their care be ready to learn to read when they get to kindergarten.

We also received \$10,000 from the American Library Association American Rescue Plan: Humanities Grants for Libraries.

## **Leadership and Professional Development**

Three staff will be attending the Colorado Library Consortium (CLiC) Winter Workshop online at the end of February. This is an all-day online workshop with sessions related to providing excellent library service to our communities. The staff who attend will share what they learn with other staff, and will implement what they learned through enhancing their work in the library.

**Director Report**  
**February 21, 2022 Board Meeting**

**Jan 2022/Jan 2021 Comparisons**

- **Circulation of physical materials:** Up 21.83%
  - Jan 2022 Total: 7611
  - Jan 2021 Total: 6247
- **Circulation of Electronic Materials:** UP 18.26%
  - Jan 2022 Total: 3322
  - Jan 2021 Total: 2809
- **Program Attendance:**
  - In Person:** Division by zero, can't calculate percentage
    - Jan 2022 Total: 498
    - Jan 2021 Total: 0
  - Live Virtual Programming:** Down 94.23%
    - Jan 2022 Total: 9
    - Jan 2021 Total: 156
  - Recorded Virtual Programming:** Down 99.40%
    - Jan 2022 total: 5
    - Jan 2021 Total: 828
  - Grab n Go Programming:** Down 55.09%
    - Jan 2022 Total: 75
    - Jan 2021 Total: 167
- **Database Usage:** Up 283.23%
  - Jan 2022 Total: 9416
  - Jan 2021 Total: 2457
- **Interlibrary Loan**

We continue to lend significantly more than we borrow.

  - Lends
    - Down 21.12%
    - Jan 2022 Total: 2891
    - Jan 2021 Total: 3665
  - Borrows
    - Down 35.65%
    - Jan 2022 Total: 796
    - Jan 2021 Total: 1237
- **New Patrons:** Up 55.56%
  - Jan 2022 Total: 84
  - Jan 2021 Total: 54

- **Website**
  - **Unique Visits: Up 26.02%**
    - Jan 2022 Total: 5109
    - Jan 2021 Total: 4054
  - **Page Views: Up 17.55%**
    - Jan 2022 Total: 9275
    - Jan 2021 Total: 7890
  - **Chat: Down 52.71%**
    - Jan 2022 Total: 61
    - Jan 2021 Total: 129
  
- **Door Counts: Up 134.95%**
  - Jan 2022 Total: 6057
  - Jan 2021 Total: 2578
  
- **PC Reservation (Computer Use): Up 490.91%**
  - Jan 2022 Total: 325
  - Jan 2021 Total: 55
  
- **Wi-fi: Up 128.98%**
  - Jan 2022 Total: 2647
  - Jan 2021 Total: 1156

**Basalt Regional Library District**  
**Balance Sheet**  
**as of December 31, 2021**  
**Pre-Audit**

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash in Banks				
Alpine Bank #0127	\$ 68,261.60	\$ -	\$ -	\$ 68,261.60
Colo Trust - Bond Repayment #8002	-	799,713.31	-	799,713.31
Colo Trust - Tabor Reserve #8003	51,417.50	-	-	51,417.50
Colo Trust - Operating Fund #8004	1,585,615.87	1.67	26.47	1,585,644.01
Colo Trust - Capital Rsv Fund #8005	-	-	654,834.73	654,834.73
<b>Total Current Assets</b>	<b>\$ 1,705,294.97</b>	<b>\$ 799,714.98</b>	<b>\$ 654,861.20</b>	<b>\$ 3,159,871.15</b>
<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)
	<b>\$ 10,475,709.77</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,475,709.77</b>
<b>Other Assets</b>				
Cash with County Treasurer	\$ 8,083.84	\$ -	\$ -	\$ 8,083.84
Employee Ski Pass Repayment Program	2,198.02	-	-	2,198.02
Prepaid Expense	4,656.01	-	-	4,656.01
Property Tax Receivable	2,534,861.00	-	-	2,534,861.00
	<b>\$ 2,549,798.87</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,549,798.87</b>
<b>TOTAL ASSETS</b>	<b>\$ 14,730,803.61</b>	<b>\$ 799,714.98</b>	<b>\$ 654,861.20</b>	<b>\$ 16,185,379.79</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 32,324.88	\$ -	\$ -	\$ 32,324.88
<b>Other Current Liab</b>				
Accrued Expenses	17,962.50	-	-	17,962.50
Accrued Vacation	51,558.69	-	-	51,558.69
Deferred Grant	-	-	-	-
Deferred Property Tax	2,534,861.00	-	-	2,534,861.00
Payroll Liabilities	4,576.77	-	-	4,576.77
Wages Payable	21,448.10	-	-	21,448.10
<b>Total Other Current Liab</b>	<b>\$ 2,630,407.06</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,630,407.06</b>
<b>Long Term Liabilities</b>				
Bonds Payable, 2012	\$ 4,030,000.00	\$ -	\$ -	\$ 4,030,000.00
<b>Total Long Term Liabilities</b>	<b>\$ 4,030,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,030,000.00</b>
<b>Total Liabilities</b>	<b>\$ 6,692,731.94</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,692,731.94</b>
<b>Fund Balance - of 1/1/21</b>				
Investment in Capital Assets	\$ 6,376,190.15	\$ -	\$ -	\$ 6,376,190.15
General Operating Fund	\$ 1,525,299.60	\$ -	\$ -	\$ 1,525,299.60
Restricted for Emergencies - Tabor Fund	51,395.00	-	-	51,395.00
Debt Repayment Fund	-	697,436.67	-	697,436.67
Less Bond Principle Payment	-	(760,000.00)	-	(760,000.00)
Capital Reserve Fund	-	-	583,570.97	583,570.97
<b>Total Fund Balance</b>	<b>1,576,694.60</b>	<b>(62,563.33)</b>	<b>583,570.97</b>	<b>2,097,702.24</b>
<b>Fund Revenue/Expenditures</b>				
Current Year-to-Date Revenue	\$ 1,721,401.41	\$ 1,016,022.19	\$ 87,290.00	\$ 2,824,713.60
Current Year-to-Date Expenditures	1,636,214.49	153,743.88	15,999.77	1,805,958.14
<b>Net Current Year</b>	<b>85,186.92</b>	<b>862,278.31</b>	<b>71,290.23</b>	<b>1,018,755.46</b>
<b>Total Fund Balance - as of 12/31/21</b>	<b>1,661,881.52</b>	<b>799,714.98</b>	<b>654,861.20</b>	<b>3,116,457.70</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 14,730,803.61</b>	<b>\$ 799,714.98</b>	<b>\$ 654,861.20</b>	<b>\$ 16,185,379.79</b>

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - December 2021**

		Dec 2021	Jan-Dec 2021 Actuals	Previous Year Jan-Dec 2020 Actuals	2019 Jan-Dec 2019 Actuals	2021 Budget	Over/(Under) Budget	% of Annual Budget	2020 Year End Actuals
<b>General Operating Fund Balance 1/1/21 (Includes Tabor Reserve)</b>			1,576,694.60			1,576,694.60			
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County	159.01	629,697.13	624,515.28	579,354.69	631,149.75	(1,452.62)	99.77%	624,515.28
4020	Pitkin County	1,152.03	482,301.24	463,781.58	445,753.17	482,182.07	119.17	100.02%	463,781.58
4030	Mill Levy Increase	412.15	350,277.54	347,220.84	346,658.36	350,000.00	277.54	100.08%	347,220.84
4040	Tax Abatement - Prior Year	61.28	52,082.06	28,083.92	2,692.02	52,040.78	41.28	100.08%	28,083.92
	<b>Total General Operating Mill Levy</b>	<b>1,784.47</b>	<b>1,514,357.97</b>	<b>1,463,601.62</b>	<b>1,374,458.24</b>	<b>1,515,372.60</b>	<b>(1,014.63)</b>	<b>99.93%</b>	<b>1,463,601.62</b>
4100	MVSO - General Operating								
4110	Eagle County	6,355.34	79,260.21	70,951.73	72,163.21	65,000.00	14,260.21	121.94%	70,951.73
4120	Pitkin County	3,105.08	40,555.50	35,611.42	37,604.02	35,000.00	5,555.50	115.87%	35,611.42
	<b>Total MVSO - General Operating</b>	<b>9,460.42</b>	<b>119,815.71</b>	<b>106,563.15</b>	<b>109,767.23</b>	<b>100,000.00</b>	<b>19,815.71</b>	<b>119.82%</b>	<b>106,563.15</b>
4200	Fines & Fees								
4205	Coffee Purchase	30.50	315.40	89.90	617.46	100.00	215.40	315.40%	89.90
4210	Copies	871.42	4,130.15	1,783.85	8,741.24	3,500.00	630.15	118.00%	1,783.85
4215	Earbuds	-	45.00	36.00	184.94	10.00	35.00	450.00%	36.00
4220	Faxing	42.98	215.78	123.47	579.70	200.00	15.78	107.89%	123.47
4230	Fines	45.99	1,450.34	2,329.15	11,018.13	5,000.00	(3,549.66)	29.01%	2,329.15
4240	Guest Passes	-	-	10.00	15.00	-	-	0.00%	10.00
4250	Meeting Room Rental	175.00	637.50	300.00	2,258.00	1,000.00	(362.50)	63.75%	300.00
4260	Replacement Books	116.03	1,522.62	263.94	448.81	300.00	1,222.62	507.54%	263.94
4270	Replacement Library Cards	-	81.70	25.00	145.20	50.00	31.70	163.40%	25.00
4280	Test Proctoring	-	-	10.00	110.00	75.00	(75.00)	0.00%	10.00
4285	Health Insurance Dividend - CEBT	-	7,605.00	-	5,634.00	3,500.00	4,105.00	217.29%	-
4290	Holy Cross Deposit Return/Member Equity	71.90	96.19	68.13	1,305.04	60.00	36.19	160.32%	68.13
	<b>Total Fines &amp; Fees</b>	<b>1,353.82</b>	<b>16,099.68</b>	<b>5,039.44</b>	<b>31,057.52</b>	<b>13,795.00</b>	<b>2,304.68</b>	<b>116.71%</b>	<b>5,039.44</b>
4300	Earnings on investments								
4310	Colostrust Int Op Acct	97.40	1,034.69	11,118.28	42,731.97	8,000.00	(6,965.31)	12.93%	11,118.28
	Mill Levy Interest	203.17	4,545.55	4,550.70	3,841.28	500.00	4,045.55	909.11%	4,550.70
	<b>Total Earnings on investments</b>	<b>300.57</b>	<b>5,580.24</b>	<b>15,668.98</b>	<b>46,573.25</b>	<b>8,500.00</b>	<b>(2,919.76)</b>	<b>65.65%</b>	<b>15,668.98</b>

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - December 2021**

		Dec 2021	Jan-Dec 2021 Actuals	Previous Year Jan-Dec 2020 Actuals	2019 Jan-Dec 2019 Actuals	2021 Budget	Over/(Under) Budget	% of Annual Budget	2020 Year End Actuals
4400	Contributions								
4410	General Operating Contributions	5,283.61	9,007.23	11,248.52	10,428.35	15,000.00	(5,992.77)	60.05%	11,248.52
4412	Special Programs	-	4,645.00	-	600.00	3,500.00	1,145.00	132.71%	24,756.53
	<b>Total Contributions</b>	<b>5,283.61</b>	<b>13,652.23</b>	<b>11,248.52</b>	<b>11,028.35</b>	<b>18,500.00</b>	<b>(4,847.77)</b>	<b>73.80%</b>	<b>36,005.05</b>
4500	Grants - Non-Restricted								
4505	Grants - General Operating Grants	500.00	11,300.00	13,592.00	4,000.00	20,000.00	(8,700.00)	56.50%	-
4510	Colo Spec District - COVID-19	-	2,850.00	4,739.04	-	-	2,850.00	0.00%	-
	<b>Total Grants - Non-Restricted</b>	<b>500.00</b>	<b>14,150.00</b>	<b>18,331.04</b>	<b>4,000.00</b>	<b>20,000.00</b>	<b>2,850.00</b>	<b>70.75%</b>	<b>-</b>
4600	Grants - Restricted								
4602	Restricted - Library Foundation	1,249.09	15,644.32	3,540.31	10,065.32	2,500.00	13,144.32	625.77%	3,540.31
4604	Restricted - Library Friends	-	8,925.58	-	-	2,500.00	6,425.58	357.02%	-
4606	Restricted - State of Colorado Grant	-	4,820.00	5,822.00	4,746.00	5,600.00	(780.00)	86.07%	5,822.00
4610	Restricted - Legends Event	-	75.00	-	-	-	75.00	100.00%	-
4620	Restricted - Cares Grant - Tmobile Data	-	4,021.50	1,425.49	-	8,820.00	(4,798.50)	45.60%	-
4620	Restricted - Cares Grant - TOB Art Camp	-	1,500.00	-	-	-	1,500.00	0.00%	-
4620	Restricted - Holy Cross	-	-	5,000.00	-	-	-	0.00%	-
4620	Restricted - CSD Safety Grant	-	-	-	-	-	-	0.00%	-
4620	Restricted - LSTA Grant	-	2,759.18	-	-	-	2,759.18	0.00%	-
	<b>Total Restricted Fund Income - Foundation/Friends</b>	<b>1,249.09</b>	<b>37,745.58</b>	<b>15,787.80</b>	<b>14,811.32</b>	<b>19,420.00</b>	<b>(3,223.50)</b>	<b>194.36%</b>	<b>9,362.31</b>
	<b>Total Income</b>	<b>19,931.98</b>	<b>1,721,401.41</b>	<b>1,636,240.55</b>	<b>1,591,695.91</b>	<b>1,695,587.60</b>	<b>10,114.73</b>	<b>101.52%</b>	<b>1,636,240.55</b>
	Operating expenses								
5000	Administration								
5005	Contract Services								
5010	Accounting	1,180.00	13,456.25	12,085.00	12,433.25	12,000.00	1,456.25	112.14%	12,085.00
5020	Audit - Annual	-	8,900.00	8,900.00	8,900.00	8,900.00	-	100.00%	8,900.00
5030	Courier	-	12,261.98	8,729.00	12,755.80	9,000.00	3,261.98	136.24%	8,729.00
5035	Graphic Design	-	-	-	6,600.00	-	-	0.00%	-
5040	Legal	-	2,652.50	3,163.50	2,194.88	2,500.00	152.50	106.10%	3,163.50
	<b>Total Contract Services</b>	<b>1,180.00</b>	<b>37,270.73</b>	<b>32,877.50</b>	<b>42,883.93</b>	<b>32,400.00</b>	<b>4,870.73</b>	<b>115.03%</b>	<b>32,877.50</b>

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - December 2021**

		Dec 2021	Jan-Dec 2021 Actuals	Previous Year Jan-Dec 2020 Actuals	2019 Jan-Dec 2019 Actuals	2021 Budget	Over/(Under) Budget	% of Annual Budget	2020 Year End Actuals
5100	Insurance	-							
5110	Property & Liability Insur	21,745.00	22,172.00	19,789.00	20,521.00	25,500.00	(3,328.00)	86.95%	19,789.00
5120	Worker's compensation	-	1,433.00	1,879.00	1,354.00	2,300.00	(867.00)	62.30%	1,879.00
	<b>Total Insurance</b>	<b>21,745.00</b>	<b>23,605.00</b>	<b>21,668.00</b>	<b>21,875.00</b>	<b>27,800.00</b>	<b>(4,195.00)</b>	<b>84.91%</b>	<b>21,668.00</b>
5210	Postage & Shipping	232.00	528.49	231.23	616.86	1,000.00	(471.51)	52.85%	231.23
5220	Professional Dev. & Memberships								
5230	Board	-	674.08	-	698.23	500.00	174.08	134.82%	-
5235	Employment Council	-	3,300.00	1,638.76	1,630.64	1,800.00	1,500.00	183.33%	1,638.76
5240	Library Association Dues	-	429.00	1,700.00	1,435.50	1,000.00	(571.00)	42.90%	1,700.00
5250	Spec District Ass'n Due	-	919.89	932.94	891.40	1,000.00	(80.11)	91.99%	932.94
5260	Staff	70.00	6,813.52	5,253.37	11,725.90	5,000.00	1,813.52	136.27%	5,253.37
5270	Travel expenses	645.00	2,539.47	198.00	5,219.90	3,000.00	(460.53)	84.65%	198.00
	<b>Total Professional Dev. &amp; Memberships</b>	<b>715.00</b>	<b>14,675.96</b>	<b>9,723.07</b>	<b>21,601.57</b>	<b>12,300.00</b>	<b>2,375.96</b>	<b>119.32%</b>	<b>9,723.07</b>
5280	Publicity								
5290	Advertising - General	-	4,693.16	9,304.44	8,650.03	5,000.00	(306.84)	93.86%	9,304.44
5283	Anniversary Celebration	4,279.41	5,040.26	5,095.86	6,649.05	10,000.00	(4,959.74)	50.40%	5,095.86
5284	Developmental	-	455.88	4,783.46	-	-	455.88	0.00%	4,783.46
5285	Radio	-	13,500.00	11,991.00	-	14,000.00	(500.00)	96.43%	11,991.00
5293	Signage	-	281.38	-	-	1,000.00	(718.62)	28.14%	-
5295	Social Media Ads	-	936.05	688.00	-	1,500.00	(563.95)	62.40%	688.00
5297	Targeted Newspaper Ads	-	3,398.08	-	3,348.00	3,500.00	(101.92)	97.09%	-
	<b>Total Publicity</b>	<b>4,279.41</b>	<b>28,304.81</b>	<b>31,862.76</b>	<b>18,647.08</b>	<b>35,000.00</b>	<b>(6,695.19)</b>	<b>80.87%</b>	<b>31,862.76</b>
5300	Supplies								
5310	Office Supplies	148.99	11,055.19	9,779.99	12,247.83	8,000.00	3,055.19	138.19%	9,779.99
5320	Technical Cataloging & Service	137.75	6,659.75	7,103.55	5,285.49	6,500.00	159.75	102.46%	7,103.55
	<b>Total Supplies</b>	<b>286.74</b>	<b>17,714.94</b>	<b>16,883.54</b>	<b>17,533.32</b>	<b>14,500.00</b>	<b>3,214.94</b>	<b>122.17%</b>	<b>16,883.54</b>
5350	Treasurer's fees								
5360	Eagle fees	6.97	25,779.53	25,105.69	23,328.24	31,557.49	(5,777.96)	81.69%	25,105.69
5370	Pitkin fees	72.54	28,564.76	27,690.79	25,705.97	31,000.00	(2,435.24)	92.14%	27,690.79
	<b>Total Treasurer's fees</b>	<b>79.51</b>	<b>54,344.29</b>	<b>52,796.48</b>	<b>49,034.21</b>	<b>62,557.49</b>	<b>(8,213.20)</b>	<b>86.87%</b>	<b>52,796.48</b>
	<b>Total Administration</b>	<b>28,517.66</b>	<b>176,444.22</b>	<b>166,042.58</b>	<b>172,191.97</b>	<b>185,557.49</b>	<b>(9,113.27)</b>	<b>95.09%</b>	<b>166,042.58</b>



**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - December 2021**

		Dec 2021	Jan-Dec 2021 Actuals	Previous Year Jan-Dec 2020 Actuals	2019 Jan-Dec 2019 Actuals	2021 Budget	Over/(Under) Budget	% of Annual Budget	2020 Year End Actuals
5400	Facility Expenses								
5410	Janitorial	4,166.25	49,995.00	48,284.75	49,872.00	49,995.00	-	100.00%	48,284.75
5415	Janitorial - Sanitary Cleaning	-	1,360.00	-	-	3,230.00	(1,870.00)	42.11%	-
5420	Janitorial Supplies	-	2,982.06	5,428.20	6,737.55	6,000.00	(3,017.94)	49.70%	5,428.20
5430	Landscaping	-	9,472.41	10,001.71	10,175.71	10,100.00	(627.59)	93.79%	10,001.71
5440	Maintenance *Detailed List Attached	2,622.34	27,772.62	22,177.88	21,876.38	24,000.00	3,772.62	115.72%	22,177.88
5450	Mat Cleaning	67.40	1,007.37	1,333.61	787.36	800.00	207.37	125.92%	1,333.61
5460	Snow Removal	-	4,620.00	4,475.00	4,702.50	5,000.00	(380.00)	92.40%	4,475.00
	<b>Total Facility Expenses (Maintenance)</b>	<b>6,855.99</b>	<b>97,209.46</b>	<b>91,701.15</b>	<b>94,151.50</b>	<b>99,125.00</b>	<b>(1,915.54)</b>	<b>98.07%</b>	<b>91,701.15</b>
5500	Utilities								
5510	Electric	400.63	6,274.45	5,594.43	6,157.21	12,525.00	(6,250.55)	50.10%	5,594.43
5515	Compost Collection System	-	495.00	791.50	650.00	800.00	(305.00)	61.88%	791.50
5520	Gas	1,144.66	7,499.77	6,586.52	7,008.72	8,925.00	(1,425.23)	84.03%	6,586.52
5530	Internet Connectivity	-	3,443.38	2,643.07	1,757.29	3,100.00	343.38	111.08%	2,643.07
5540	Sanitation	-	2,991.12	2,881.56	2,739.00	2,940.00	51.12	101.74%	2,881.56
5550	Telephone	-	7,515.19	7,508.13	6,462.35	7,400.00	115.19	101.56%	7,508.13
5560	Trash	524.84	5,788.18	5,374.07	5,227.93	5,565.00	223.18	104.01%	5,374.07
5570	Water	-	4,443.36	4,216.71	4,115.33	4,200.00	243.36	105.79%	4,216.71
	<b>Total Utilities</b>	<b>2,070.13</b>	<b>38,450.45</b>	<b>35,595.99</b>	<b>34,117.83</b>	<b>45,455.00</b>	<b>(7,004.55)</b>	<b>84.59%</b>	<b>35,595.99</b>
	<b>Total Facility Expenses</b>	<b>8,926.12</b>	<b>135,659.91</b>	<b>127,297.14</b>	<b>128,269.33</b>	<b>144,580.00</b>	<b>(8,920.09)</b>	<b>93.83%</b>	<b>127,297.14</b>
5600	Library Programs								
5610	Community Engagement	628.38	9,117.42	1,114.53	2,768.72	8,500.00	617.42	107.26%	1,114.53
5615	Art	-	-	2,598.20	-	-	-	0.00%	2,598.20
5620	Children's	-	4,205.88	3,957.41	4,177.82	4,000.00	205.88	105.15%	3,957.41
5625	Children's Materials	-	1,917.31	3,494.82	3,053.95	2,800.00	(882.69)	68.48%	3,494.82
5630	Community	-	-	591.67	2,966.34	-	-	0.00%	591.67
5634	Liquor License	117.00	258.25	527.00	2,020.00	375.00	(116.75)	68.87%	527.00
5640	Music	392.75	12,821.88	12,522.00	13,347.69	13,000.00	(178.12)	98.63%	12,522.00
5650	Spanish Language	-	3,156.40	1,290.99	1,497.31	1,500.00	1,656.40	210.43%	1,290.99
5635	Volunteers	-	-	168.00	-	550.00	(550.00)	0.00%	168.00
5660	Young Adult	21.98	5,984.78	5,248.20	4,589.68	5,730.00	254.78	104.45%	5,248.20
5675	Next Gen / Millennials	-	1,061.37	917.79	-	1,500.00	(438.63)	70.76%	917.79
	<b>Total Library Programs</b>	<b>1,160.11</b>	<b>38,523.29</b>	<b>32,430.61</b>	<b>34,421.51</b>	<b>37,955.00</b>	<b>568.29</b>	<b>101.50%</b>	<b>32,430.61</b>

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - December 2021**

			Dec 2021	Jan-Dec 2021 Actuals	Previous Year Jan-Dec 2020 Actuals	2019 Jan-Dec 2019 Actuals	2021 Budget	Over/(Under) Budget	% of Annual Budget	2020 Year End Actuals
5700		Technology & Equipment								
5710		Copiers & Equipment								
5730		Lease	213.63	3,530.14	4,205.84	3,773.88	3,900.00	(369.86)	90.52%	4,205.84
5740		Service Agreement / Copy Usage	13.93	3,992.06	3,040.35	6,049.37	5,000.00	(1,007.94)	79.84%	3,040.35
5750		Disk Cleaning	-	402.47	1,009.60	1,526.20	1,500.00	(1,097.53)	26.83%	1,009.60
		<b>Total Copiers &amp; Equipment</b>	<b>227.56</b>	<b>7,924.67</b>	<b>8,255.79</b>	<b>11,349.45</b>	<b>10,400.00</b>	<b>(2,475.33)</b>	<b>76.20%</b>	<b>8,255.79</b>
5760		Marmot ILS System	-	92,104.85	91,954.55	91,038.24	100,000.00	(7,895.15)	92.10%	91,954.55
5770		Miscellaneous Parts	118.76	2,229.24	2,019.13	2,572.09	2,000.00	229.24	111.46%	2,019.13
5780		Support & Service Agreements	-							
5793		Canva	-	119.40	-	-	120.00	(0.60)	99.50%	-
5795		Emma	-	2,310.00	2,319.09	2,080.57	2,500.00	(190.00)	92.40%	2,319.09
5802		Google Cloud G Suite	-	1,249.30	1,474.43	1,225.70	1,440.00	(190.70)	86.76%	1,474.43
5830		Livechat Website	-	-	-	-	192.00	(192.00)	0.00%	-
5835		Movie License	-	-	-	-	495.00	(495.00)	0.00%	-
5810		Timeclock	-	-	351.20	335.20	400.00	(400.00)	0.00%	351.20
5820		Planning Center / Tockify	-	256.00	543.91	754.86	264.00	(8.00)	96.97%	-
5822		Prezi	-	-	84.00	84.00	84.00	(84.00)	0.00%	84.00
5825		Webpage Builder	-	826.91	-	-	192.00	634.91	430.68%	543.91
		<b>Total Support &amp; Service Agreements</b>	<b>-</b>	<b>4,761.61</b>	<b>4,772.63</b>	<b>4,480.33</b>	<b>5,687.00</b>	<b>(925.39)</b>	<b>83.73%</b>	<b>4,772.63</b>
5830		Tech Labor & Repair	-	352.00	252.50	1,312.10	2,000.00	(1,648.00)	17.60%	252.50
		<b>Total Technology</b>	<b>346.32</b>	<b>107,372.37</b>	<b>107,254.60</b>	<b>110,752.21</b>	<b>120,087.00</b>	<b>(12,714.63)</b>	<b>89.41%</b>	<b>107,254.60</b>
5900		Collections								
5910		Audio								
5920		Adult BCD	-	4,864.59	5,231.70	4,951.12	5,000.00	(135.41)	97.29%	5,231.70
5930		Youth Audio	-	927.33	1,344.74	2,684.35	2,200.00	(1,272.67)	42.15%	1,344.74
		<b>Total Audio</b>	<b>-</b>	<b>5,791.92</b>	<b>6,576.44</b>	<b>7,635.47</b>	<b>7,200.00</b>	<b>(1,408.08)</b>	<b>80.44%</b>	<b>6,576.44</b>

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - December 2021**

			Dec 2021	Jan-Dec 2021 Actuals	Previous Year Jan-Dec 2020 Actuals	2019 Jan-Dec 2019 Actuals	2021 Budget	Over/(Under) Budget	% of Annual Budget	2020 Year End Actuals
6000		Books & Magazines								
6010		Adult fiction books	74.75	10,811.60	10,560.71	12,531.17	11,000.00	(188.40)	98.29%	10,560.71
6020		Adult non-fiction books	602.00	10,564.62	10,719.81	10,797.97	11,000.00	(435.38)	96.04%	10,719.81
6030		Juvenile Fiction	259.16	6,981.79	6,763.44	5,446.45	7,000.00	(18.21)	99.74%	6,763.44
6040		Juvenile Non-Fiction	68.55	1,568.56	2,604.67	1,809.12	3,000.00	(1,431.44)	52.29%	2,604.67
6045		Large Print	-	1,320.25	1,677.60	1,717.91	1,700.00	(379.75)	77.66%	1,677.60
6050		Print Subscriptions	-	3,009.59	6,011.28	7,964.90	5,250.00	(2,240.41)	57.33%	6,011.28
6055		Replacement Books - Purchased	-	1,034.09	1,169.86	799.93	300.00	734.09	344.70%	1,169.86
6060		Spanish Adult fiction	-	710.28	1,314.91	241.25	1,000.00	(289.72)	71.03%	1,314.91
6070		Spanish adult non-fiction	-	1,095.44	736.68	215.28	1,000.00	95.44	109.54%	736.68
6080		Spanish children's books	-	2,086.32	2,414.59	2,177.37	2,000.00	86.32	104.32%	2,414.59
6100		YA Fiction	88.25	4,558.83	3,551.22	6,701.25	5,000.00	(441.17)	91.18%	3,551.22
6110		YA Non-Fiction	14.71	1,041.88	556.82	714.53	1,100.00	(58.12)	94.72%	556.82
6120		Special Items	-	982.65	1,172.38	-	1,600.00	(617.35)	61.42%	1,172.38
		<b>Total Books</b>	<b>1,107.42</b>	<b>45,765.90</b>	<b>49,253.97</b>	<b>51,117.13</b>	<b>50,950.00</b>	<b>(5,184.10)</b>	<b>89.83%</b>	<b>49,253.97</b>
6200		Digital Resources								
6210		Annual Subscriptions								
6220		Ancestry.com	-	-	1,752.19	1,684.80	1,753.00	(1,753.00)	0.00%	1,752.19
6230		Culturegrams	-	1,752.19	2,651.88	2,500.84	1,330.00	422.19	131.74%	2,651.88
6235		Creative Bug	-	950.00	-	-	950.00	-	100.00%	-
6240		Ency Britannica	-	494.70	-	-	-	-	-	-
6245		Gale Student Resources	-	1,473.90	1,403.71	1,276.70	1,300.00	173.90	113.38%	1,403.71
6250		Gale Public	-	2,003.05	2,003.05	3,343.58	2,100.00	(96.95)	95.38%	2,003.05
6253		Learning Express Library	-	2,660.00	-	-	4,800.00	(2,140.00)	55.42%	-
6255		Lynda Database	-	-	-	4,500.00	-	-	0.00%	-
6270		Mango Languages	-	3,729.21	2,367.75	-	3,551.00	178.21	105.02%	2,367.75
6275		New York Times	-	100.00	1,524.80	1,424.80	100.00	-	100.00%	1,524.80
6280		Tumblebooks	-	1,259.06	-	629.53	500.00	759.06	251.81%	-
6285		Wallstreet Journal	-	432.29	-	-	1,015.00	(582.71)	42.59%	-
6300		Downloadable Titles								
6305		Kanopy	-	421.00	6,000.00	6,000.00	6,000.00	(5,579.00)	7.02%	6,000.00
6308		OCLC World Share	-	1,072.01	1,050.99	-	-	1,072.01	100.00%	1,050.99
6320		Overdrive	-	15,182.15	18,890.55	12,215.98	14,500.00	682.15	104.70%	18,890.55
6330		RB Digital	-	584.65	2,206.98	-	2,000.00	(1,415.35)	29.23%	2,206.98
		<b>Total Digital Resources</b>	<b>-</b>	<b>32,114.21</b>	<b>39,851.90</b>	<b>33,576.23</b>	<b>39,899.00</b>	<b>(8,279.49)</b>	<b>80.49%</b>	<b>39,851.90</b>

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - December 2021**

			Dec 2021	Jan-Dec 2021 Actuals	Previous Year Jan-Dec 2020 Actuals	2019 Jan-Dec 2019 Actuals	2021 Budget	Over/(Under) Budget	% of Annual Budget	2020 Year End Actuals
6400		Media								
6410		Adult Music	-	24.95	-	611.69	300.00	(275.05)	8.32%	-
6420		Juvenile Music	-	-	-	64.82	200.00	(200.00)	0.00%	-
6430		Adult Movies	243.63	7,141.37	10,324.80	9,508.44	9,000.00	(1,858.63)	79.35%	10,324.80
6440		Juvenile Movies	-	472.63	-	1,134.13	1,000.00	(527.37)	47.26%	-
6450		YA Movies	-	-	676.05	393.57	400.00	(400.00)	0.00%	676.05
6460		Video / Games	-	831.88	115.32	-	800.00	31.88	103.99%	115.32
		Total Media	243.63	8,470.83	11,116.17	11,712.65	11,700.00	(3,229.17)	72.40%	11,116.17
		Total Collections	1,351.05	92,142.86	106,798.48	104,041.48	109,749.00	(10,141.82)	83.96%	106,798.48
6800		Restricted Funds								
6802		Restricted Exp - Library Foundation	578.53	11,306.95	7,226.63	9,106.97	5,000.00	6,306.95	226.14%	7,226.63
6804		Restricted Exp - Library Friends	-	4,369.07	-	-	5,000.00	(630.93)	87.38%	-
6806		Restricted Exp - State of Colorado Grant	46.74	4,928.39	5,701.19	4,849.68	5,600.00	(671.61)	88.01%	5,701.19
6810		Restricted Exp - Legends Event	-	-	-	-	-	-	0.00%	-
6820		Restricted Exp - Cares Grant Tmobile Data	-	8,981.64	-	-	8,820.00	161.64	101.83%	-
6820		Restricted Exp - TOB Art Camp	-	1,292.97	-	-	-	1,292.97	100.00%	-
6820		Restricted Exp - Holy Cross	-	-	-	-	-	-	0.00%	-
6820		Restricted Exp - CSD Safety Grant	-	-	-	-	-	-	0.00%	-
6820		Restricted Exp - Special Programs	-	1,500.00	-	-	-	1,500.00	0.00%	-
		Total Restricted Funds	625.27	32,379.02	12,927.82	13,956.65	24,420.00	7,959.02	132.59%	12,927.82
		Total Operating expenses	40,926.53	582,521.67	552,751.23	563,633.15	622,348.49	(32,362.50)	93.60%	552,751.23

**Basalt Regional Library District  
Profit & Loss Budget Performance  
General Fund  
January - December 2021**

		Dec 2021	Jan-Dec 2021 Actuals	Previous Year Jan-Dec 2020 Actuals	2019 Jan-Dec 2019 Actuals	2021 Budget	Over/(Under) Budget	% of Annual Budget	2020 Year End Actuals
6900	Payroll Expenses						-		
6910	Payroll	80,469.68	807,368.35	725,339.93	691,661.49	816,736.86	(9,368.51)	98.85%	725,339.93
6920	Payroll Service	986.48	6,232.44	4,938.19	4,970.65	5,000.00	1,232.44	124.65%	4,938.19
6930	Payroll Taxes	6,493.25	61,252.53	53,520.35	53,168.94	66,010.58	(4,758.05)	92.79%	53,520.35
6940	Retirement Plan	1,271.01	16,265.75	15,403.56	18,652.81	19,710.00	(3,444.25)	82.53%	15,403.56
6950	Health Insurance	7,059.85	66,211.79	76,571.30	63,450.04	72,521.04	(6,309.25)	91.30%	76,571.30
6980	Director Search	-	2,501.96	-	9,198.90	-	2,501.96	0.00%	-
6985	HR Assessment	1,790.00	1,790.00	-	-	-	1,790.00	0.00%	-
6955	Wellness / Health - CEBT Dividend Pmts	329.68	5,070.00	-	-	-	5,070.00	100.00%	-
	<b>Total Payroll Expenses</b>	<b>98,399.95</b>	<b>966,692.82</b>	<b>875,773.33</b>	<b>841,102.83</b>	<b>979,978.48</b>	<b>(13,285.66)</b>	<b>98.64%</b>	<b>875,773.33</b>
	<b>Total Expense</b>	<b>139,326.48</b>	<b>1,549,214.49</b>	<b>1,428,524.56</b>	<b>1,404,735.98</b>	<b>1,602,326.97</b>	<b>(45,648.16)</b>	<b>96.69%</b>	<b>1,428,524.56</b>
	<b>Net General Fund Income/(Loss) Prior to Capital Rsv Allocation</b>	<b>(119,394.50)</b>	<b>172,186.92</b>	<b>207,715.99</b>	<b>186,959.93</b>	<b>93,260.63</b>	<b>55,762.89</b>	<b>184.63%</b>	<b>207,715.99</b>
	Allocation to Capital Reserve Outlay	-	87,000.00	87,000.00	87,000.00	87,000.00	-	100.00%	87,000.00
	<b>Net General Fund Income/(Loss) After Capital Reserve Allocation</b>	<b>(119,394.50)</b>	<b>85,186.92</b>	<b>120,715.99</b>	<b>99,959.93</b>	<b>6,260.63</b>			<b>120,715.99</b>
	<b>General Fund Balance 12/31/21</b>		<b>1,661,881.52</b>			<b>1,582,955.23</b>			

**Basalt Regional Library District  
Bond Repayment Fund  
Profit & Loss Budget Performance  
January - December 2021**

		Preliminary							
		Dec 2021	Jan-Dec 2021 Actuals	Previous Year Jan-Dec 2020 Actuals	2019 Jan-Dec 2019 Actuals	2021 Budget	Over/(Under) Budget	% of Annual Budget	2020 Year End Actuals
<b>Bond Repayment Fund Balance 1/1/21</b>			697,436.67			697,436.67			
Bond Repayment Fund:									
	Interest Earned - Bond Repayment	2.80	221.73	5,463.05	12,707.81	5,000.00	(4,778.27)	4.44%	5,463.05
	Mill Levy Debt Repayment						-		
	Eagle County	145.62	576,892.58	571,973.61	530,265.07	577,949.39	(1,056.81)	99.82%	571,973.61
	Pitkin County	1,045.36	438,907.88	433,174.59	398,442.06	441,538.37	(2,630.49)	99.4%	433,174.59
	Total Mill Levy Debt Repayment	1,190.98	1,015,800.46	1,005,148.20	928,707.13	1,019,487.76	(3,687.30)	99.64%	1,005,148.20
	Total Debt Service Fund	1,193.78	1,016,022.19	1,010,611.25	941,414.94	1,024,487.76	(8,465.57)	99.17%	1,010,611.25
	Total Bond Repayment Fund Income	1,193.78	1,016,022.19	1,010,611.25	941,414.94	1,024,487.76	(8,465.57)	99.17%	1,010,611.25
Expense									
	Bond Interest	-	110,031.26	125,031.26	139,531.26	110,031.26	-	100.0%	125,031.26
	Treasurer's Fees								
	Eagle County	4.70	17,345.77	17,182.86	15,924.55	17,338.48	7.29	100.04%	17,182.86
	Pitkin County	66.96	26,366.85	25,560.74	24,247.22	22,076.92	4,289.93	119.43%	25,560.74
	Total Treasurer's Fees	71.66	43,712.62	42,743.60	40,171.77	39,415.40	4,297.22	110.9%	42,743.60
	Total Bond Repayment Fund Expense	71.66	153,743.88	167,774.86	179,703.03	149,446.66	4,297.22	102.88%	167,774.86
	Net Bond Repayment Principle Loan Payment	-	760,000.00	750,000.00	725,000.00	760,000.00	-	100.0%	750,000.00
	Net Bond Repayment Fund	1,122.12	102,278.31	92,836.39	36,711.91	115,041.10	(12,762.79)	88.91%	92,836.39
<b>Bond Repayment Fund Balance 12/31/21</b>			799,714.98			812,477.77			
<b>**2021 Bond Repayment Schedule:</b>									
	5/1/21 - Series 2012 Interest		55,015.63						
	11/1/21 - Series 2012 Interest		55,015.63						
	11/1/21 - Series 2012 Principle		760,000.00						
	Series 2012 Bond Matures 11/2026								

**Basalt Regional Library District  
Capital Reserve Fund  
Profit & Loss Budget Performance  
January - December 2021**

	Dec 2021	Jan-Dec 2021 Actuals	Previous Year Jan-Dec 2020 Actuals	2019 Jan-Dec 2019 Actuals	2021 Budget	Over/(Under) Budget	% of Annual Budget	2020 Year End Actuals
<b>Capital Reserve Fund Balance 1/1/21</b>		583,570.97			583,570.97			
Capital Reserve Fund:								
Income								
Allocation From General Fund	-	87,000.00	-	-	87,000.00	-	100.0%	87,000.00
Grant - Electrical Vehicle Stations	-	-	-	-	28,500.00	(28,500.00)	0.0%	-
Interest Earned - Reserve Fund	28.29	290.00	3,803.92	11,749.57	5,000.00	(4,710.00)	5.8%	3,803.92
<b>Total Capital Reserve Fund Income</b>	<b>28.29</b>	<b>87,290.00</b>	<b>3,803.92</b>	<b>11,749.57</b>	<b>120,500.00</b>	<b>(33,210.00)</b>	<b>72.44%</b>	<b>90,803.92</b>
Expense								
Capital Reserve Expense								
Asphalt - Seal / Repair	-	-	-	-	4,389.00	(4,389.00)	0.0%	-
Kitchen Appliances - Replace	-	-	-	-	1,803.00	(1,803.00)	0.0%	-
Cabinet Heaters - Replace	-	-	-	-	4,371.00	(4,371.00)	0.0%	-
Computers - Patron	-	6,946.40	-	-	8,000.00	(1,053.60)	86.83%	-
Computers - Staff	-	9,053.37	-	-	8,000.00	1,053.37	113.17%	-
Conference Room - A/V Replace	-	-	-	-	4,371.00	(4,371.00)	0.0%	-
Electrical Vehicle Stations	-	-	-	-	35,775.00	(35,775.00)	0.0%	-
Painting - Interior	-	-	-	-	11,091.00	(11,091.00)	0.0%	-
Pumps / Valves	-	-	-	-	2,652.00	(2,652.00)	0.0%	-
Security Cameras	-	-	-	-	8,000.00	(8,000.00)	0.0%	-
Shelving / Furniture Upgrade	-	-	-	-	10,000.00	(10,000.00)	0.0%	-
Televisions	-	-	-	-	2,459.00	(2,459.00)	0.0%	-
Miscellaneous	-	-	29,286.68	21,694.79	10,000.00	(10,000.00)	0.0%	29,286.68
<b>Total 8300 - Capital Reserve Expense</b>	<b>-</b>	<b>15,999.77</b>	<b>29,286.68</b>	<b>21,694.79</b>	<b>110,911.00</b>	<b>(10,000.00)</b>	<b>14.43%</b>	<b>29,286.68</b>
<b>Net Capital Reserve Fund</b>	<b>28.29</b>	<b>71,290.23</b>	<b>(25,482.76)</b>	<b>(9,945.22)</b>	<b>9,589.00</b>	<b>(23,210.00)</b>	<b>743.46%</b>	<b>61,517.24</b>
<b>Capital Reserve Fund Balance 12/31/21</b>		<b>654,861.20</b>			<b>593,159.97</b>			

**Basalt Regional Library District  
General Fund  
Maintenance Detail  
January-December 2021**

Maintenance Expenditure Detail				
2021				
	Month	Vendor	Detail	Amount
	<b>January</b>			
		Roto Rooter Plumbing	clear area drain & line	859.00
		Acme Alarm Company	2021 test and inspection	530.00
		Mr. M Seamless Gutters	roof repair	800.00
		Grizzly Creek Enterprise	hang artwork / install stacking kit	180.00
	<b>Total January</b>			<b>2,369.00</b>
	<b>February</b>			
		Roaring Fork Sign	signage	595.00
		Johnson Controls	quarterly billing	193.80
	<b>Total February</b>			<b>788.80</b>
	<b>March</b>			
		Grizzly Creek Enterprise	extra evening cleanings of public restrooms for covid restrictions / power wash east extior entrance from bird mess	792.50
		Mr. Seamless Roof	flat roof leak repairs	1,900.00
	<b>Total March</b>			<b>2,692.50</b>
	<b>April</b>			
		Amazon		169.43
		Grizzly Creek Enterprise	extra evening cleanings of public restrooms for covid restrictions	680.00
		Grizzly Creek Enterprise	cleanup up bird mess / hang banner /remove picture frames	385.00
		Roaring Fork Sign	50% Deposit	1,942.09
		Factory Direct	Filters	435.92
	<b>Total April</b>			<b>3,612.44</b>
	<b>May</b>			
		Al's Window	cleaning interior	1,011.00
		Johnson Controls	quarterly billing	863.89
		Grizzly Creek Enterprise	extra evening cleanings of public restrooms for covid restrictions / repairs	1,065.00
		Orkin Pest Control	annual service	453.12
	<b>Total May</b>			<b>3,393.01</b>
	<b>June</b>			
		Acme Alarm Company	3rd quarter	108.90
		Roaring Fork Sign	signage	485.51



**Basalt Regional Library District  
General Fund  
Maintenance Detail  
January-December 2021**

Maintenance Expenditure Detail			
2021			
Month	Vendor	Detail	Amount
	Durgan Electric	electrical work	1,200.33
<b>Total June</b>			<b>1,794.74</b>
<b>July</b>			
	American Floor Mats		205.58
	Grizzly Creek Enterprise	door for Friends storage	551.82
	Grizzly Creek Enterprise	remove welcome back sign / install galss white board in hall office / rebuild shelving in kids area	202.50
<b>Total July</b>			<b>959.90</b>
<b>August</b>			
	Johnson Controls	9/1-11/30/21 monitoring	193.80
	Axelman Mechanical	HVAC system	618.00
	Grizzly Creek	suppies	294.89
	Flame Out Fire	backflow inspection	802.00
	Bluestar Recycling	recycle light bulbs / material	249.25
<b>Total August</b>			<b>2,157.94</b>
<b>September</b>			
	Roaring Fork Sign	sign pmts	1,429.04
	Acme Alarm Company	4th Quarter	108.90
	Johnson Controls	service call	20.50
	Durgan Electric	lights	1,648.75
	Grizzly Control	install new door / move shelving	673.63
<b>Total September</b>			<b>3,880.82</b>
<b>October</b>			
	Grizzly Creek	move materials	180.00
	Johnson Controls	service call	556.00
<b>Total October</b>			<b>736.00</b>
<b>November</b>			
	Johnson Controls	12/1-2/28/22 Service	208.33
	Roto Rooter Plumbing	clear area drain	329.50
	Grizzly Creek	Set up stage for concert	192.58
	Durgin Electric	electric / lighting review and repairs	1,422.22
<b>Total November</b>			<b>2,152.63</b>
<b>December</b>			

**Basalt Regional Library District  
General Fund  
Maintenance Detail  
January-December 2021**

Maintenance Expenditure Detail				
2021				
Month	Vendor	Detail	Amount	
	Acme Alarm Company	1st Quarter Monitoring	108.90	
	During Electric	electric / lighting review and repairs	2,265.94	
	Roto Rooter Plumbing	troubleshoot flushometer valve	612.50	
	Grizzly Creek	clean and condition 8 large whiteboards in study rooms and staffs / breakdown lemondade stand / maint details with sandy / glycol feeder	247.50	
<b>Total December</b>			<b>3,234.84</b>	
		<b>Summary:</b>		
		Alarm / Monitoring	1,786.52	
		Electrical	6,786.48	
		Grizzly Creek	4,823.34	
		Inspection / Testing	1,332.00	
		Miscellaneous	2,009.52	
		Pest Control	453.12	
		Plumbing	2,419.00	
		Roof Maintenance	2,700.00	
		Signage	4,451.64	
		Window Cleaning	1,011.00	
		<b>TOTAL</b>	<b>27,772.62</b>	

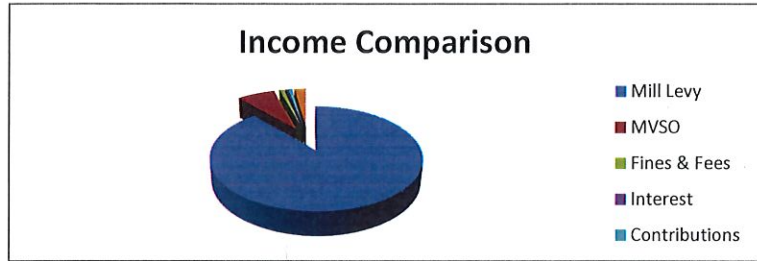
**Basalt Regional Library District  
General Fund  
Contributions / Grants Detail  
January-December 2021**

<b>4400 - Contributions</b>			
<b>4410 - Contributions - Miscellaneous</b>			
<b>Date</b>	<b>Name</b>	<b>Contribution Notation</b>	<b>Amount</b>
1/26/2021	Lauren - Daily Joy		25.00
3/25/2021	Delany		300.00
4/8/2021	Musselman Family	Library Giving	50.00
4/8/2021	Jensen, Dave	Library Giving	22.00
4/27/2021	Leeds, Lenor	Paypal	20.21
4/27/2021	Haydock, Linda	Paypal	30.00
4/27/2021	MacDonald, Douglas	Paypal	20.21
4/29/2021	Cinda Erdman		100.00
6/24/2021	Misc Individuals	Garden Tour	1,275.00
6/24/2021	Miscellaneous	Cash Drawer	7.35
8/20/2021	Curtis, Jennie		50.00
8/20/2021	Ten Peaks Mesa		50.00
9/2/2021	Harrison, Ruth		25.00
9/16/2021	Employee Purchase TV		75.00
9/23/2021	Sheeley, Tina		25.00
9/23/2021	Martha Somers Video Purchase		24.95
9/23/2021	Payment for Sending Books	Baker & Taylor	183.90
10/7/2021	Jeannie Wilder		50.00
10/28/2021	Jim Albert		250.00
11/4/2021	Cash	Music	40.00
11/4/2021	Klein, Michael and Sandra		100.00
11/12/2021	Bowles, Pauline		1,000.00
12/9/2021	Klein, Michael and Sandra		100.00
12/9/2021	Maron, Amy		50.00
12/9/2021	Kahle Foundation		1,000.00
12/9/2021	Misc Cash Donations		6.10
12/16/2021	Eldred / Thielen		100.00
12/16/2021	Martens Foundation		2,000.00
12/16/2021	Chase, David & Katherine		1,000.00
12/16/2021	Liebman, Bruce		500.00
12/16/2021	Chorbajian, Roy		100.00
12/23/2021	Murphy, Deborah		100.00
12/23/2021	Misc Cash Donations		77.51
12/23/2021	Broussard, Richard & Kathleen		250.00
		Total	9,007.23
<b>4412 - Special Programs</b>			
<b>Date</b>	<b>Name</b>	<b>Contribution Notation</b>	<b>Amount</b>
1/11/2021	Susan Mason		300.00
2/10/2021	Walter Mander Foundation	Music	1,000.00
2/10/2021	Wayne O'Dailey	Music	100.00
2/25/2021	Taylor Duke	Outreach	75.00
3/4/2021	Hoffman	Community Outreach	50.00
4/22/2021	Alpine Bank	Art and Culture Underwriting	2,500.00
6/3/2021	Sarah Cole		600.00
7/22/2021	Cash	Music	20.00
		Total	4,645.00

**Basalt Regional Library District  
Dec-21**

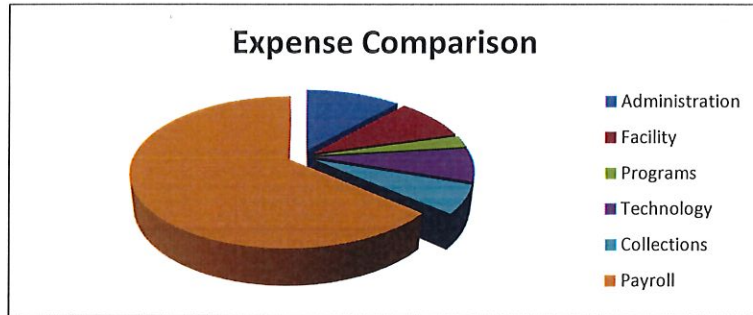
**Income Comparison**

	as of 12/31/21	
Mill Levy	1,514,358	89%
MVSO	119,816	7%
Fines & Fees	16,100	1%
Interest	5,580	0%
Contributions	13,652	1%
Restricted	37,746	2%
<b>Total</b>	<b>1,707,251</b>	<b>100%</b>



**Expense Comparison**

	as of 12/31/21	
Administration	176,444	12%
Facility	135,660	9%
Programs	38,523	3%
Technology	107,372	7%
Collections	92,143	6%
Payroll	966,693	64%
<b>Total</b>	<b>1,516,835</b>	<b>100%</b>



**Basalt Regional Library District**  
**Balance Sheet**  
as of January 31, 2022

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash in Banks				
Alpine Bank #0127	\$ 89,503.11	\$ -	\$ -	\$ 89,503.11
Colo Trust - Bond Repayment #8002	2,074.61	799,789.26	-	801,863.87
Colo Trust - Tabor Reserve #8003	51,420.70	-	-	51,420.70
Colo Trust - Operating Fund #8004	1,438,866.68	-	-	1,438,866.68
Colo Trust - Capital Rsv Fund #8005	1,363.13	-	653,512.48	654,875.61
<b>Total Current Assets</b>	<b>\$ 1,583,228.23</b>	<b>\$ 799,789.26</b>	<b>\$ 653,512.48</b>	<b>\$ 3,036,529.97</b>
<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)
	\$ 10,475,709.77	\$ -	\$ -	\$ 10,475,709.77
<b>Other Assets</b>				
Cash with County Treasurer	\$ 8,083.84	\$ -	\$ -	\$ 8,083.84
Employee Ski Pass Repayment Program	1,798.36	-	-	1,798.36
Prepaid Expense	4,656.01	-	-	4,656.01
Property Tax Receivable	2,534,861.00	-	-	2,534,861.00
	\$ 2,549,399.21	\$ -	\$ -	\$ 2,549,399.21
<b>TOTAL ASSETS</b>	<b>\$ 14,608,337.21</b>	<b>\$ 799,789.26</b>	<b>\$ 653,512.48</b>	<b>\$ 16,061,638.95</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 25,610.76	\$ -	\$ -	\$ 25,610.76
<b>Other Current Liab</b>				
Accrued Expenses	17,962.50	-	-	17,962.50
Accrued Vacation	51,558.69	-	-	51,558.69
Deferred Grant	-	-	-	-
Deferred Property Tax	2,534,861.00	-	-	2,534,861.00
Payroll Liabilities	2,577.95	-	-	2,577.95
Wages Payable	21,448.10	-	-	21,448.10
<b>Total Other Current Liab</b>	<b>\$ 2,628,408.24</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,628,408.24</b>
<b>Long Term Liabilities</b>				
Bonds Payable, 2012	\$ 4,030,000.00	\$ -	\$ -	\$ 4,030,000.00
<b>Total Long Term Liabilities</b>	<b>\$ 4,030,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,030,000.00</b>
<b>Total Liabilities</b>	<b>\$ 6,684,019.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,684,019.00</b>
<b>Fund Balance - of 1/1/22</b>				
Investment in Capital Assets	\$ 6,376,190.15	\$ -	\$ -	\$ 6,376,190.15
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>	<b>1,661,881.52</b>	<b>799,714.98</b>	<b>654,861.20</b>	<b>3,116,457.70</b>
<b>Fund Revenue/Expenditures</b>				
Current Year-to-Date Revenue	\$ 16,271.03	\$ 75.03	\$ 40.88	\$ 16,386.94
Current Year-to-Date Expenditures	130,024.49	0.75	1,389.60	131,414.84
<b>Net Current Year</b>	<b>(113,753.46)</b>	<b>74.28</b>	<b>(1,348.72)</b>	<b>(115,027.90)</b>
<b>Total Fund Balance - as of 1/31/22</b>	<b>1,548,128.06</b>	<b>799,789.26</b>	<b>653,512.48</b>	<b>3,001,429.80</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 14,608,337.21</b>	<b>\$ 799,789.26</b>	<b>\$ 653,512.48</b>	<b>\$ 16,061,638.95</b>

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

		Jan 2022	Previous Year	2020		Over/(Under)	% of Annual	2021 Year End
		Actuals	Jan 2021	Jan 2020	2022 Budget	Budget	Budget	Actuals
			Actuals	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	32.60	-	-	708,773.98	(708,741.38)	0.00%	629,697.13
4020	Pitkin County	-	-	41.43	503,229.82	(503,229.82)	0.00%	482,301.24
4030	Mill Levy Increase	9.42	-	12.95	350,000.00	(349,990.58)	0.00%	350,277.54
4040	Tax Abatement - Prior Year	-	-	1.05	-	-	#DIV/0!	52,082.06
	<b>Total General Operating Mill Levy</b>	<b>42.02</b>	<b>-</b>	<b>55.43</b>	<b>1,562,003.80</b>	<b>(1,561,961.78)</b>	<b>0.00%</b>	<b>1,514,357.97</b>
4100	MVSO - General Operating							
4110	Eagle County	5,161.72	5,666.26	6,391.47	70,000.00	(64,838.28)	7.37%	79,260.21
4120	Pitkin County	2,449.22	2,965.71	2,644.04	40,000.00	(37,550.78)	6.12%	40,555.50
	<b>Total MVSO - General Operating</b>	<b>7,610.94</b>	<b>8,631.97</b>	<b>9,035.51</b>	<b>110,000.00</b>	<b>(102,389.06)</b>	<b>6.92%</b>	<b>119,815.71</b>
4200	Fines & Fees							
4205	Coffee Purchase	23.11	-	35.15	100.00	(76.89)	23.11%	315.40
4210	Copies	300.65	46.00	727.55	3,500.00	(3,199.35)	8.59%	4,130.15
4215	Earbuds	10.00	-	13.00	50.00	(40.00)	20.00%	45.00
4220	Faxing	20.00	-	40.00	200.00	(180.00)	10.00%	215.78
4230	Fines	-	172.00	997.51	1,500.00	(1,500.00)	0.00%	1,450.34
4240	Guest Passes	-	-	10.00	-	-	0.00%	-
4250	Meeting Room Rental	37.50	-	100.00	1,000.00	(962.50)	3.75%	637.50
4255	Reading Glasses	13.95	-	76.89	-	13.95	0.00%	-
4260	Replacement Books	154.68	-	76.89	1,000.00	(845.32)	15.47%	1,522.62
4270	Replacement Library Cards	-	-	14.00	100.00	(100.00)	0.00%	81.70
4280	Test Proctoring	-	-	-	50.00	(50.00)	0.00%	-
4285	Health Insurance Dividend - CEBT	-	-	-	-	-	#DIV/0!	7,605.00
4290	Holy Cross Deposit Return/Member Equity	-	-	-	30.00	(30.00)	0.00%	96.19
	<b>Total Fines &amp; Fees</b>	<b>559.89</b>	<b>218.00</b>	<b>2,014.10</b>	<b>7,530.00</b>	<b>(6,970.11)</b>	<b>7.44%</b>	<b>16,099.68</b>
4300	Earnings on investments							
4310	Colotrust Int Op Acct	99.67	176.28	2,210.52	1,000.00	(900.33)	9.97%	1,034.69
	Mill Levy Interest	-	-	26.39	2,000.00	(2,000.00)	0.00%	4,545.55
	<b>Total Earnings on investments</b>	<b>99.67</b>	<b>176.28</b>	<b>2,236.91</b>	<b>3,000.00</b>	<b>(2,900.33)</b>	<b>3.32%</b>	<b>5,580.24</b>

Prepare for Internal Use Only

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

		Jan 2022 Actuals	Previous Year Jan 2021 Actuals	2020 Jan 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
4400	Contributions							
4410	General Operating Contributions	558.51	25.00	1,300.00	15,000.00	(14,441.49)	3.72%	9,007.23
4412	Special Programs	400.00	300.00	-	3,500.00	(3,100.00)	11.43%	4,645.00
	Total Contributions	958.51	325.00	1,300.00	18,500.00	(17,541.49)	5.18%	13,652.23
4500	Grants - Non-Restricted							
4505	Grants - General Operating Grants	-	-	2,500.00	30,000.00	(30,000.00)	0.00%	11,300.00
4510	Colo Spec District - COVID-19	-	2,850.00	-	-	-	0.00%	2,850.00
	Total Grants - Non-Restricted	-	2,850.00	2,500.00	30,000.00	-	0.00%	14,150.00
4600	Grants - Restricted							
4602	Restricted - Library Foundation	-	710.07	-	5,000.00	(5,000.00)	0.00%	15,644.32
4604	Restricted - Library Friends	-	-	-	5,000.00	(5,000.00)	0.00%	8,925.58
4606	Restricted - State of Colorado Grant	-	-	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 - LSTA Grant	-	-	-	-	-	0.00%	2,759.18
	Total Restricted Fund Income - Foundation/Friends	7,000.00	4,806.57	5,822.00	15,600.00	7,000.00	44.87%	37,745.58
	Total Income	16,271.03	17,007.82	22,963.95	1,746,633.80	(1,684,762.77)	0.93%	1,721,401.41
	Operating expenses							
5000	Administration							
5005	Contract Services							
5010	Accounting	-	890.00	1,083.00	13,000.00	(13,000.00)	0.00%	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	-	819.50	555.00	2,500.00	(2,500.00)	0.00%	2,652.50
	Total Contract Services	-	1,709.50	1,638.00	37,400.00	(37,400.00)	0.00%	37,270.73

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

		Jan 2022 Actuals	Previous Year Jan 2021 Actuals	2020 Jan 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5100	Insurance							
5110	Property & Liability Insur	-	-	-	21,500.00	(21,500.00)	0.00%	22,172.00
5120	Worker's compensation	-	-	-	2,200.00	(2,200.00)	0.00%	1,433.00
	<b>Total Insurance</b>	-	-	-	23,700.00	(23,700.00)	0.00%	23,605.00
5210	Postage & Shipping	-	-	2.61	1,000.00	(1,000.00)	0.00%	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	-	-	-	1,000.00	(1,000.00)	0.00%	919.89
5260	Staff	2,007.00	425.00	207.96	9,500.00	(7,493.00)	21.13%	6,813.52
5270	Travel expenses	1,777.40	-	-	4,000.00	(2,222.60)	44.44%	2,539.47
	<b>Total Professional Dev. &amp; Memberships</b>	4,229.40	425.00	207.96	19,500.00	(15,270.60)	21.69%	14,675.96
5280	Publicity							
5290	Advertising - General	-	-	63.42	5,000.00	(5,000.00)	0.00%	4,693.16
5283	Anniversary Celebration	-	-	4,544.00	10,000.00	(10,000.00)	0.00%	5,040.26
5284	Developmental	-	-	-	-	-	0.00%	455.88
5285	Radio	4,500.00	9,025.00	8,041.00	15,000.00	(10,500.00)	30.00%	13,500.00
5293	Signage	24.51	-	-	1,000.00	(975.49)	2.45%	281.38
5295	Social Media Ads	-	281.40	140.30	1,500.00	(1,500.00)	0.00%	936.05
5297	Targeted Newspaper Ads	-	28.00	-	4,500.00	(4,500.00)	0.00%	3,398.08
	<b>Total Publicity</b>	4,524.51	9,334.40	12,788.72	37,000.00	(32,475.49)	12.23%	28,304.81
5300	Supplies							
5310	Office Supplies	636.71	430.47	663.56	8,000.00	(7,363.29)	7.96%	11,055.19
5320	Technical Cataloging & Service	94.44	631.61	207.99	6,500.00	(6,405.56)	1.45%	6,659.75
	<b>Total Supplies</b>	731.15	1,062.08	871.55	14,500.00	(13,768.85)	5.04%	17,714.94
5350	Treasurer's fees							
5360	Eagle fees	1.26	-	-	35,438.70	(35,437.44)	0.00%	25,779.53
5370	Pitkin fees	-	-	3.09	31,000.00	(31,000.00)	0.00%	28,564.76
	<b>Total Treasurer's fees</b>	1.26	-	3.09	66,438.70	(66,437.44)	0.00%	54,344.29
	<b>Total Administration</b>	9,486.32	12,530.98	15,511.93	199,538.70	(190,052.38)	4.75%	176,444.22

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

		Jan 2022 Actuals	Previous Year Jan 2021 Actuals	2020 Jan 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5400	Facility Expenses							
5410	Janitorial	-	4,166.25	4,166.25	49,995.00	(49,995.00)	0.00%	49,995.00
5420	Janitorial Supplies	752.25	665.50	530.09	6,000.00	(5,247.75)	12.54%	4,342.06
5430	Landscaping	-	-	-	10,000.00	(10,000.00)	0.00%	9,472.41
5440	Maintenance *Detailed List Attached	81.70	2,369.00	1,346.14	24,000.00	(23,918.30)	0.34%	27,772.62
5450	Mat Cleaning	67.40	262.48	64.26	850.00	(782.60)	7.93%	1,007.37
5460	Snow Removal	634.75	-	-	4,620.00	(3,985.25)	13.74%	4,620.00
	<b>Total Facility Expenses (Maintenance)</b>	<b>1,536.10</b>	<b>7,463.23</b>	<b>6,106.74</b>	<b>95,465.00</b>	<b>(93,928.90)</b>	<b>1.61%</b>	<b>97,209.46</b>
5500	Utilities							
5510	Electric	776.54	398.19	727.65	13,900.00	(13,123.46)	5.59%	6,274.45
5515	Compost Collection System	-	55.00	112.50	800.00	(800.00)	0.00%	495.00
5520	Gas	1,890.78	-	1,219.12	8,755.00	(6,864.22)	21.60%	7,499.77
5575	Hot Spots	-	-	-	9,000.00	-	0.00%	-
5530	Internet Connectivity	-	-	236.90	4,800.00	(4,800.00)	0.00%	3,443.38
5540	Sanitation	852.06	769.56	693.00	3,110.00	(2,257.94)	27.40%	2,991.12
5550	Telephone	462.90	625.73	590.32	7,800.00	(7,337.10)	5.93%	7,515.19
5560	Trash	532.87	461.47	494.23	5,760.00	(5,227.13)	9.25%	5,788.18
5570	Water	-	-	-	4,410.00	(4,410.00)	0.00%	4,443.36
	<b>Total Utilities</b>	<b>4,515.15</b>	<b>2,309.95</b>	<b>4,073.72</b>	<b>58,335.00</b>	<b>(44,819.85)</b>	<b>7.74%</b>	<b>38,450.45</b>
	<b>Total Facility Expenses</b>	<b>6,051.25</b>	<b>9,773.18</b>	<b>10,180.46</b>	<b>153,800.00</b>	<b>(138,748.75)</b>	<b>3.93%</b>	<b>135,659.91</b>
5600	Library Programs							
5610	Adult Program	115.23	-	41.58	9,000.00	(8,884.77)	1.28%	9,117.42
5612	Adult Materials	-	-	-	1,000.00	(1,000.00)	0.00%	-
5615	Art	-	-	103.48	-	-	0.00%	-
5620	Children's	250.00	700.00	325.00	5,000.00	(4,750.00)	5.00%	4,205.88
5625	Children's Materials	165.07	459.03	28.00	3,000.00	(2,834.93)	5.50%	1,917.31
5634	Liquor License	77.00	-	77.00	375.00	(298.00)	20.53%	258.25
5640	Music	3,300.00	2,095.00	94.61	13,750.00	(10,450.00)	24.00%	12,821.88
5650	Spanish Language	-	46.77	264.69	3,000.00	(3,000.00)	0.00%	3,156.40
5635	Volunteers	-	-	68.00	550.00	(550.00)	0.00%	-
5660	Teens	691.34	808.85	821.38	6,000.00	(5,308.66)	11.52%	5,984.78
5675	Next Gen / Millennials	-	35.24	89.29	-	-	0.00%	1,061.37
	<b>Total Library Programs</b>	<b>4,598.64</b>	<b>4,144.89</b>	<b>1,913.03</b>	<b>41,675.00</b>	<b>(37,076.36)</b>	<b>11.03%</b>	<b>38,523.29</b>

Prepare for Internal Use Only

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

			Jan 2022 Actuals	Previous Year Jan 2021 Actuals	2020 Jan 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5700		Technology & Equipment							
5710		Copiers & Equipment							
5730		Lease	408.32	213.63	317.94	3,900.00	(3,491.68)	10.47%	3,530.14
5740		Service Agreement / Copy Usage	13.93	27.86	-	5,000.00	(4,986.07)	0.28%	3,992.06
5750		Disk Cleaning	-	-	-	2,000.00	(2,000.00)	0.00%	402.47
		<b>Total Copiers &amp; Equipment</b>	<b>422.25</b>	<b>241.49</b>	<b>317.94</b>	<b>10,900.00</b>	<b>(10,477.75)</b>	<b>3.87%</b>	<b>7,924.67</b>
5760		Marmot ILS System	24,312.25	22,739.50	24,125.27	97,000.00	(72,687.75)	25.06%	92,104.85
5770		Miscellaneous Parts	7.99	20.99	92.73	2,000.00	(1,992.01)	0.40%	2,229.24
5780		Support & Service Agreements							
5782		Adobe	380.87	-	-	972.00	(591.13)	39.18%	-
5784		Appointment Booking	10.00	-	-	120.00	(110.00)	8.33%	-
5793		Canva	-	-	-	120.00	(120.00)	0.00%	119.40
5788		Domain / Network Solutions	75.97	-	-	230.00	(154.03)	33.03%	-
5795		Emma	-	168.00	189.50	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	191.74	-	120.00	1,650.00	(1,458.26)	11.62%	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	8.00	8.00	79.97	264.00	(256.00)	3.03%	256.00
5824		Scheduling / When I Work	40.00	-	-	500.00	(460.00)	8.00%	-
5822		Prezi	-	-	-	-	-	0.00%	-
5825		Webpage Builder	-	74.97	-	330.00	(330.00)	0.00%	826.91
5828		Zoom	-	-	-	170.00	(170.00)	0.00%	-
		<b>Total Support &amp; Service Agreements</b>	<b>1,963.58</b>	<b>250.97</b>	<b>389.47</b>	<b>6,543.00</b>	<b>(3,878.29)</b>	<b>30.01%</b>	<b>4,761.61</b>
5830		Tech Labor & Repair	-	-	200.00	2,000.00	(2,000.00)	0.00%	352.00
		<b>Total Technology</b>	<b>26,706.07</b>	<b>23,252.95</b>	<b>25,125.41</b>	<b>118,443.00</b>	<b>(91,035.80)</b>	<b>22.55%</b>	<b>107,372.37</b>

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

			Jan 2022 Actuals	Previous Year Jan 2021 Actuals	2020 Jan 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5900		Collections							
5910		Audio							
5920		Adult BCD	225.22	1,943.06	584.31	4,500.00	(4,274.78)	5.00%	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	-	-	41.24	2,200.00	(2,200.00)	0.00%	927.33
		<b>Total Audio</b>	<b>225.22</b>	<b>1,943.06</b>	<b>625.55</b>	<b>7,950.00</b>	<b>(7,724.78)</b>	<b>2.83%</b>	<b>5,791.92</b>
6000		Books & Magazines							
6010		Adult fiction books	859.91	844.13	1,129.77	12,000.00	(11,140.09)	7.17%	10,811.60
6020		Adult non-fiction books	676.71	879.88	910.03	12,000.00	(11,323.29)	5.64%	10,564.62
6025		Board Games	-	-	-	500.00	-	0.00%	-
6030		Juvenile Fiction	256.48	440.18	255.80	7,000.00	(6,743.52)	3.66%	6,981.79
6040		Juvenile Non-Fiction	355.39	28.50	-	3,000.00	(2,644.61)	11.85%	1,568.56
6045		Large Print	113.09	120.54	141.95	2,000.00	(1,886.91)	5.65%	1,320.25
6050		Print Subscriptions	503.48	3,431.67	6,630.84	5,250.00	(4,746.52)	9.59%	3,009.59
6055		Replacement Books - Purchased	-	77.62	35.70	300.00	(300.00)	0.00%	1,034.09
6060		Spanish Adult fiction	-	-	493.59	2,000.00	(2,000.00)	0.00%	710.28
6070		Spanish adult non-fiction	-	-	301.26	1,000.00	(1,000.00)	0.00%	1,095.44
6080		Spanish children's books	-	-	370.05	4,500.00	(4,500.00)	0.00%	2,086.32
6100		YA Fiction	242.91	1,283.06	140.72	5,400.00	(5,157.09)	4.50%	4,558.83
6110		YA Non-Fiction	-	95.04	-	1,100.00	(1,100.00)	0.00%	1,041.88
6120		Special Items	-	543.83	15.98	1,600.00	(1,600.00)	0.00%	982.65
		<b>Total Books</b>	<b>3,007.97</b>	<b>7,744.45</b>	<b>10,425.69</b>	<b>57,650.00</b>	<b>(54,142.03)</b>	<b>5.22%</b>	<b>45,765.90</b>
6200		Digital Resources							
6210		Annual Subscriptions							
6220		Ancestry.com	-	-	1,752.19	1,840.00	(1,840.00)	0.00%	-
6230		Culturegrams	-	1,752.19	-	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

Prepare for Internal Use Only

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

			Jan 2022 Actuals	Previous Year Jan 2021 Actuals	2020 Jan 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	-	-	-	465.00	(465.00)	0.00%	432.29
6300		Downloadable Titles	-	-	-	-	-	-	-
6305		Kanopy	-	-	-	-	-	0.00%	421.00
6308		OCLC World Share	-	-	-	1,100.00	(1,100.00)	100.00%	1,072.01
6320		Overdrive	-	2,990.00	1,591.94	23,000.00	(23,000.00)	0.00%	15,182.15
6330		RB Digital	-	-	-	-	-	0.00%	584.65
		<b>Total Digital Resources</b>	-	8,471.40	7,136.68	40,480.00	(40,480.00)	0.00%	32,114.21
6400		<b>Media</b>							
6410		Adult Music	-	-	-	300.00	(300.00)	0.00%	24.95
6420		Juvenile Music	-	-	-	200.00	(200.00)	0.00%	-
6430		Adult Movies	107.95	292.30	994.51	8,500.00	(8,392.05)	1.27%	7,141.37
6440		Juvenile Movies	-	71.87	238.55	1,000.00	(1,000.00)	0.00%	472.63
6460		Video / Games	-	79.87	-	800.00	(800.00)	0.00%	831.88
		<b>Total Media</b>	107.95	444.04	1,233.06	10,800.00	(10,692.05)	1.00%	8,470.83
		<b>Total Collections</b>	3,341.14	18,602.95	19,420.98	116,880.00	(125,479.79)	2.86%	92,142.86
6800		<b>Restricted Funds</b>							
6802		Restricted Exp - Library Foundation	1,480.00	893.03	223.00	5,000.00	(3,520.00)	29.60%	11,306.95
6804		Restricted Exp - Library Friends	-	-	-	5,000.00	(5,000.00)	0.00%	4,369.07
6806		Restricted Exp - State of Colorado Grant	1,679.07	2,225.70	2,173.77	5,600.00	(3,920.93)	29.98%	4,928.39
6810		Restricted Exp - Legends Event	-	-	-	-	-	0.00%	-
6820		Restricted Exp - Cares Grant Tmobile Data	-	764.00	-	-	-	#DIV/0!	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>	3,159.07	3,882.73	2,396.77	15,600.00	(12,440.93)	20.25%	32,379.02
		<b>Total Operating expenses</b>	53,342.49	72,187.68	74,548.58	645,936.70	(594,834.01)	8.26%	582,521.67

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

		Jan 2022 Actuals	Previous Year Jan 2021 Actuals	2020 Jan 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
6900	Payroll Expenses							
6910	Payroll	63,548.94	56,806.98	53,576.42	944,426.00	(880,877.06)	6.73%	807,368.35
6920	Payroll Service	845.73	701.65	208.10	7,500.00	(6,654.27)	11.28%	6,232.44
6930	Payroll Taxes	5,116.72	4,440.85	4,806.86	76,369.00	(71,252.28)	6.70%	61,252.53
6940	Retirement Plan	1,090.43	1,302.52	1,015.80	16,000.00	(14,909.57)	6.82%	16,265.75
6950	Health Insurance	6,080.18	5,090.37	6,725.31	75,600.00	(69,519.82)	8.04%	66,211.79
6953	COVID - Weekly Testing	-	-	-	1,000.00	-	-	-
6980	Director Search	-	-	-	-	-	0.00%	2,501.96
6985	HR Assessment	-	-	-	-	-	-	1,790.00
6955	Wellness / Health - CEBT Dividend Pmts	-	-	-	-	-	100.00%	5,070.00
	<b>Total Payroll Expenses</b>	<b>76,682.00</b>	<b>68,342.37</b>	<b>66,332.49</b>	<b>1,120,895.00</b>	<b>(1,043,213.00)</b>	<b>6.84%</b>	<b>966,692.82</b>
	<b>Total Expense</b>	<b>130,024.49</b>	<b>140,530.05</b>	<b>140,881.07</b>	<b>1,766,831.70</b>	<b>(1,638,047.01)</b>	<b>7.36%</b>	<b>1,549,214.49</b>
	<b>Net General Fund Income/(Loss) Prior to Capital Rsv Allocation</b>	<b>(113,753.46)</b>	<b>(123,522.23)</b>	<b>(117,917.12)</b>	<b>(20,197.90)</b>	<b>(46,715.76)</b>	<b>563.19%</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 Allocation</b>	<b>(113,753.46)</b>	<b>(123,522.23)</b>	<b>(117,917.12)</b>	<b>(107,197.90)</b>			<b>85,186.92</b>
	<b>General Fund Balance 1/31/22</b>	<b>1,548,128.06</b>			<b>1,554,683.62</b>			

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

	Jan 2022 Actuals	Previous Year Jan 2021 Actuals	2020 Jan 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			
<b>Bond Repayment Fund:</b>							
Interest Earned - Bond Repayment	50.04	29.11	956.58	500.00	(449.96)	10.01%	221.73
Mill Levy Debt Repayment							
Eagle County	24.99	-	-	542,742.74	(542,717.75)	0.01%	576,892.58
Pitkin County	-	-	36.96	385,616.72	(385,616.72)	0.0%	438,907.88
<b>Total Mill Levy Debt Repayment</b>	24.99	-	36.96	928,359.46	(928,334.47)	0.0%	1,015,800.46
<b>Total Debt Service Fund</b>	75.03	29.11	993.54	928,859.46	(928,784.43)	0.01%	1,016,022.19
<b>Total Bond Repayment Fund Income</b>	75.03	29.11	993.54	928,859.46	(928,784.43)	0.01%	1,016,022.19
<b>Expense</b>							
Bond Interest	-	-	-	94,831.26	(94,831.26)	0.0%	110,031.26
Treasurer's Fees							
Eagle County	0.75	-	-	16,282.28	(16,281.53)	0.01%	17,345.77
Pitkin County	-	-	2.86	19,280.84	(19,280.84)	0.0%	26,366.85
<b>Total Treasurer's Fees</b>	0.75	-	2.86	35,563.12	(35,562.37)	0.0%	43,712.62
<b>Total Bond Repayment Fund Expense</b>	0.75	-	2.86	130,394.38	(130,393.63)	0.0%	153,743.88
Net Bond Repayment Principle Loan Payment	-	-	-	775,000.00	-	0.0%	760,000.00
<b>Net Bond Repayment Fund</b>	74.28	29.11	990.68	23,465.08	(798,390.80)	0.32%	102,278.31
<b>Bond Repayment Fund Balance 1/31/22</b>	799,789.26			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							

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

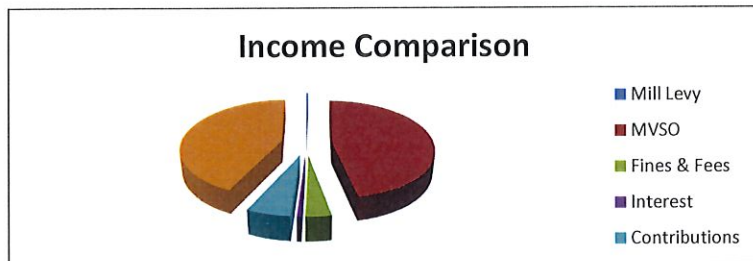
	Jan 2022 Actuals	Previous Year Jan 2021 Actuals	2020 Jan 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
<b>Capital Reserve Fund Balance 1/1/22</b>	654,861.20			654,861.20			
<b>Capital Reserve Fund:</b>							
<b>Income</b>							
Allocation From General Fund	-	-	-	87,000.00	(87,000.00)	0.0%	87,000.00
Interest Earned - Reserve Fund	40.88	46.95	819.85	300.00	(259.12)	13.63%	290.00
<b>Total Capital Reserve Fund Income</b>	40.88	46.95	819.85	87,300.00	(87,259.12)	0.05%	87,290.00
<b>Expense</b>							
<b>Capital Reserve Expense</b>							
Computers - Patron	-	-	-	8,000.00	(8,000.00)	0.0%	-
Computers - Staff	1,389.60	-	-	8,000.00	(6,610.40)	17.37%	-
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	-	-	-	10,000.00	(10,000.00)	0.0%	15,999.77
<b>Total 8300 - Capital Reserve Expense</b>	1,389.60	-	-	115,500.00	(10,000.00)	1.2%	15,999.77
<b>Net Capital Reserve Fund</b>	(1,348.72)	46.95	819.85	(28,200.00)	(77,259.12)	4.78%	71,290.23
<b>Capital Reserve Fund Balance 1/31/22</b>	653,512.48			626,661.20			

**Basalt Regional Library District  
Jan-22**

**Income Comparison**

as of 1/31/22

Mill Levy	42	0%
MVSO	7,611	47%
Fines & Fees	560	3%
Interest	100	1%
Contributions	959	6%
Restricted	7,000	43%
<b>Total</b>	<b>16,271</b>	<b>100%</b>



**Expense Comparison**

as of 1/31/22

Administration	9,486	7%
Facility	6,051	5%
Programs	4,599	4%
Technology	26,706	21%
Collections	3,341	3%
Payroll	76,682	60%
<b>Total</b>	<b>126,865</b>	<b>100%</b>

