

**Basalt Regional Library District Board of Trustees Meeting**  
**Monday, April 18, 2022 5:15 PM**  
**Emergency Circumstance to Allow Teleconferencing**  
(BRLD Bylaws, Article 6, Section 5(d))  
**Basalt Library Community Room and**  
**Zoom Meeting, see [BRLD Website Calendar for Link](#)**

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

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

**AGENDA**

- 5:15 PM Call to order  
Citizen Comments
- 5:20 PM Board Comments
- 5:25 PM Approval of Minutes of March 21, 2022 Board Meeting
- 5:30 PM Library Trust Update, *Amy Shipley*
- 5:35 PM Update on Board Vacancies, *Amy Shipley*
- 5:40 PM Director's Report, *Amy Shipley*
- 6:00 PM Committee Reports:  
Bylaws Committee:  
Facilities Committee:  
Finance Committee: *Carolyn Kane, chair*
  - March 2022 FinancialsPersonnel Committee: *Enid Ritchy, chair*  
Policy Committee: *Becky Musselman, chair*

**ACTION ITEMS**

- 6:20 PM Discussion and possible vote on Board trustee for Eagle County
- 6:30 PM Discussion and possible vote on eliminating the Food & Beverage Policy
- 6:40 PM Discussion and possible vote on Background Check Policy
- 6:50 PM Adjourn Meeting

# Board Meeting Minutes

## Monday, March 21, 2022

### Board Members Present

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

### Also Present

Amy Shipley, Executive Director; Berenice Forrest, Assistant Director/Outreach; Sandra Dexter, Executive Administrative Assistant; Roger Garrett, Citizen Representative; Liz Newman, Citizen Representative

### Call to order

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

### Citizen Comments

None

### Board Comments

Ryan is rotating off the Board and Enid thanked him for his work on the Board and for the Library.

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

Jim moved and Margaret seconded the motion to approve the February 21, 2022 Board Meeting minutes. The motion carried with 5 ayes, one abstention and one absent.

### Foundation Update, *Amy Shipley*

All Foundation activities are on hold indefinitely, but funds are still available for staff requests. They are still accepting donations. The Foundation is interested in recruiting new volunteers and Board members.

### Discussion about supplemental mill levy ballot measure, *Amy Shipley*

Carolyn met with Amy and got her up to speed on the entire 2016 ballot measure campaign and also met with John Chrastka of Every Library for advice on a possible ballot measure in 2022 or 2023. Amy then presented the timeline and the work involved in preparing to go on the ballot. After discussion, the Board decided not to go on the ballot in 2022.

### Update on Board Vacancies, *Amy Shipley*

Amy passed out applications to the Board members. There are three applicants for the Eagle County seat and one for the Pitkin County seat. Amy will forward any other applications that come in to Board members. Amy suggested all candidates be interviewed. An interpreter will be needed for the Spanish interview. Jim and Enid volunteered to assist with interviews. Amy will schedule interviews for the first week in April. Eagle has delegated the interviews to the Library Board of Trustees. Amy hasn't heard back from Pitkin County. Amy recommended interviewing all candidates.

## Director's Report, *Amy Shipley*

- Additions to the Director Report that is included in the Board Meeting Packet
  - Amy thanked Ryan for his service on the board. She learned a lot from him about the library and this board.
  - The budget for the annual anniversary event will be used for a Summer Reading launch party for all ages on Saturday, June 4<sup>th</sup>. This year's theme for summer reading is "Oceans of Possibilities" so the focus will be on watershed events.
  - With Ryan rotating off the Board, a new chair will be needed for the facilities committee. Amy would also like to have another citizen representative on the facilities committee. Board of Trustees applicants can familiarize themselves with the library by being on a committee.
  - Amy will post the Human Resources Manager position when she returns from the Public Library Association (PLA) conference. The Children's Librarian position has been posted. Four applications have been received and interviews will be scheduled when Amy returns from the (PLA) conference.
  - Auditor: Amy contacted three firms; McMahan & Associates, Dalby Wendland, and Reese Henry to let them know that the RFP was posted. McMahan & Associates said they will be submitting a bid by the deadline. Dalby Wendland will not be submitting a bid, but gave a phone number for another company that Amy contacted but has not heard back from. She doesn't know if Reese Henry will submit a bid.
  - Program themes: Themes are supplemental to what we've been doing. Amy will email the themes for the year to Board members. Instead of doing programs only for the topic for each month such as Black History, Sustainability, Native American, we looked at bi-monthly or quarterly themes that give a broader overarching view allowing for a broader range of topics, for example, combining African American and Sustainability.

## Committee Reports:

- Bylaws Committee: *Ryan Anslyn, chair*  
Nothing to report or pass on.
- Facilities Committee: *Ryan Anslyn, chair*  
No report
- Finance Committee: *Carolyn Kane, chair*
  - February 2022 Financials: We are at 16% of year. Overall income received at the end of February was 3.48% or about \$69,500. Property tax bills have not been paid yet so this is usual for February. The main expenses that exceed the 16% are in the maintenance category. Utility bills are high with winter and the increase in pricing. Heating costs also increased when the broken heater was fixed.
- Officer Nominating Committee, *Margaret Simmons, Becky Musselman*
  - There is one nominee for each of the four officer positions and all have agreed to serve in that capacity. The Board calendar states this is to be done in March, but in the future the Board would like to wait until the new trustees are on board. Amy suggested a discussion and possible vote to change the Board calendar to move the election of officers to the

same month as committee formation and after the new trustees come on board take place at the April 2022 Board meeting.

- The Board decided for this year complete the election of officers at this meeting.
  - President: Nominee, Enid Ritchy. No other nominees. Vote was unanimous
  - Vice President: Nominee, Jim Albert. No other nominees. Vote was unanimous
  - Treasurer: Nominee, Carolyn Kane. No other nominees. Vote was unanimous
  - Secretary: Nominee: Margaret Simmons. No other nominees. Vote was unanimous.
  
- Personnel Committee: *Enid Ritchy, chair*
  - We will set a date to meet when Amy returns from PLA
  - No one on staff has had background checks, including the Director. Background checks will be performed on all staff once a policy and procedure are in place.
  
- Policy Committee: *Becky Musselman, chair*
  - The Policy Committee has been meeting every other week. They are making much needed revisions to the policies and are in the process of determining which Board and staff policies to look at next. They will create proper donation and library use policies next.
  - Two policies were looked at in depth this past month; the Library Services Policy and the Electronic Access Policy. These are on the agenda for discussion and vote.
    - Library Services Policy: The recommendation is to eliminate this policy. It states what we do and is not really a Board policy. The "how to" parts such as how to get a library card will be put on the website.
    - Electronic Access Policy: This policy has been significantly revised. All procedural language instructing how to use the library has been eliminated. Technology has changed significantly since this policy was last updated in 2015. One addition has been added since the Board packet went outlining the process should law enforcement come to the library and request information about patrons.
  - Elaine Nagey, citizen representative, is helping to create a style guide for policies to create consistency within the policies.

#### **Discussion and possible vote on Library Services Policy**

After discussion, Becky moved to eliminate the Library Services Policy as a Board Policy. Jim Seconded the motion. The motion passed unanimously.

#### **Discussion and possible vote on Electronic Access Policy**

After discussion, Becky moved to pass a clean version of the updated Electronic Access Policy with the acronyms written out. Margaret seconded the motion. The motion passed unanimously.

#### **Discussion and possible vote on Bookkeeper Contract**

- Amy noted that one firm dropped out. Valerie Harris, bookkeeper and Ken Marchetti, accountant from the other firm were interviewed. We were highly impressed with the way they answered questions. Three references were asked for from each and received. The Finance Committee would like to recommend approving a contract with Valerie and one with Ken with maximum contract amounts and term lengths for each. This will be a remote system for bill paying and will require purchasing QuickBooks. A current in-house computer will be designated for QuickBooks

that will be accessed remotely by the bookkeeper and won't be in the Cloud. The Director will approve access. These contracts can be accommodated with the 2022 budget but will need to be added into the 2023 budget. Amy asked for a discussion and vote.

- Motion: Enid moved that Amy enter into contract negotiations with both Valerie and Ken and to sign contracts subject to maximum amounts and term lengths. Margaret seconded the motion. The motion passed unanimously.

**Adjournment:** Becky moved to adjourn the meeting. Margaret seconded the motion. The motion passed unanimously. Enid adjourned the meeting at 7:05 PM.

Respectfully Submitted,

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Enid Ritchy , President

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Date

## Director Report April 18, 2022

### Administration and Personnel

Open positions:

Spanish Outreach Coordinator: Posted 4/12/2022

HR Manager: Posted 4/12/2022

Youth Services Manager: posted 2/22/2022, interviews 4/20/2022 (this position will be combined with either Children's Librarian or Teen Librarian, depending on skills and qualifications of applicants)

Children's Librarian: posted 2/22/2022, interviews 4/20/2022

Teen Librarian: posted 2/22/2022, interviews 4/20/2022

Patron Services Associate (one full time or two part time): posted 3/10/2022, interviews 4/13/2022

Three staff attended the Colorado Library Consortium online Winter Workshop, with sessions on sustainability, conflict resolution, time management, among others.

Three staff attended the Public Library Association national conference in Portland, Oregon in March. This conference was full of sessions on equitable library service to our communities. The vendor area was also a resource for us to explore new ways to better meet the needs of our community.

Two staff will be attending the Colorado Resource Sharing Conference later in April, at which they will learn about lending and borrowing materials from libraries across the state.

Held inaugural meeting of the Basalt Regional Library Management Team. The team is currently comprised of the Executive Director, the Assistant Director, the Circulation Manager, the Cataloging & Collection Librarian, and the IT & Marketing Manager. The team will also include the Youth Services Manager and the HR Manager when those positions are filled. This team will address management and leadership challenges faced by the library.

### Board

We held three Board trustee interviews for Eagle County board position

During the past month, I also held meetings with the Policy Committee, the Facilities Committee, and the Personnel Committee.

### Finances

I have nearly completed the Bookkeeper/Accounting contract negotiations and hope to sign both on Monday, April 18, 2022. We will be meeting regularly throughout April and into May with Kim Clinco to transition her records and processes to the new Bookkeeper.

### **Organizational Management**

I had an introductory meeting with library attorney to let him know of a few things I am working on that touch on potential legal questions.

Met with John Chrastka, Director of Every Library, re: potential future ballot measure. The next steps are that I will be dusting off the strategic plan and asking stakeholders if the goals we identified pre-COVID still apply today.

### **Outreach**

I met with the Director of the Roaring Fork Conservancy to plan two events we are partnering on in the near future. The Chat with Amy event in early May will be a Chat (and Fish) with Amy event held at the Conservancy. We'll talk with attendees about their earliest fishing memories and then spend some time fly fishing on the pond at the conservancy. We are also collaborating on an author visit in late May. The author of *The Feather Thief*, Kirk Wallace Johnson, will be giving a talk at the library.

April's Chat with Amy was held at Bookbinders Bookstore in Willits, at which we talked with customers and employees of the bookstore about books and reading.

### **Technology**

We have selected a new vendor for our broadband internet. ENA is the new company we will be working with starting July 1, and they will be providing fiber internet. We had an initial project management meeting with ENA staff, Marmot staff, and BRLD staff to get started on the installation and implementation of fiber internet at the library.

### **Facility**

In facility maintenance news, we continue to work with the electrician to get all of the lights working in the building. We may want to consider an LED ballast bypass project next year to eliminate the continual ballast replacements we are seeing in the building. We worked with our HVAC contractor to permanently repair the glycol leak in the HVAC system, and he is going to begin working on the spring maintenance projects we identified in the budget process. We have had a plumber here for a few minor repairs to faucets and toilets that are leaking. The Executive Admin Assistant and I are working on investigating the timeline of roof leaks so that we can identify whether we have any recourse to be made whole for the repair/replacement of the roof.

### **Community Relations**

This month, I attended Winter Words in Aspen and enjoyed hearing Richard Powers speak about his writing. Staff are working on updating library website to ensure that each page we link to has current, up-to-date information. I also met with a concerned resident about his property tax bill and answered associated questions he had about property taxes generally.

### **Fundraising**

On 3/11/2022, staff applied for \$5,000 from the Environment Fund/ASC for electric vehicle chargers

On 4/1/2022, staff applied for \$3,500 from Active People/Healthy Colo for outdoor benches and seating areas

On 4/8/2022, staff applied for \$5,000 from Outdoor Equity/CPS for camping equipment to add to Library of Things

### **Leadership and Professional Development**

This month, in response to the trend of increasing requests to remove books from libraries, I trained staff on how to respond to a request for reconsideration, including how to help the patron fill out the request for reconsideration form and the process that the library follows after receiving a completed form.



**Director Report**  
**April 18, 2022 Board Meeting**

**Mar 2022/Mar 2021 Comparisons**

- **Circulation of physical materials:** Down 7.09%
  - Mar 2022 Total: 7498
  - Mar 2021 Total: 8070
  
- **Circulation of Electronic Materials:** UP 12.67%
  - Mar 2022 Total: 3229
  - Mar 2021 Total: 2866
  
- **Program Attendance:**
  - In Person:** Up 819.61%
    - Mar 2022 Total: 469
    - Mar 2021 Total: 51
  - Live Virtual Programming:** Down 89.81%
    - Mar 2022 Total: 11
    - Mar 2021 Total: 108
  - Recorded Virtual Programming:** Down 98.86%
    - Mar 2022 total: 5
    - Mar 2021 Total: 437
  - Grab n Go Programming:** Down 72.36%
    - Mar 2022 Total: 55
    - Mar 2021 Total: 199
  
- **Database Usage:** Up 250.40%
  - Mar 2022 Total: 8343
  - Mar 2021 Total: 2381
  
- **Interlibrary Loan**

We continue to lend significantly more than we borrow.

  - Lends
    - Down 28.59%
    - Mar 2022 Total: 2563
    - Mar 2021 Total: 3589
  - Borrows
    - Down 36.58%
    - Mar 2022 Total: 715
    - Mar 2021 Total: 1127
  
- **New Patrons:** Up 38.78%
  - Mar 2022 Total: 68
  - Mar 2021 Total: 49

- **Website**
  - **Unique Visits:** Up 25.65%
    - Mar 2022 Total: 5280
    - Mar 2021 Total: 4202
  - **Page Views:** Up 25.72%
    - Mar 2022 Total: 10015
    - Mar 2021 Total: 7966
  - **Chat:** Down 22.86%
    - Mar 2022 Total: 54
    - Mar 2021 Total: 70
  
- **Door Counts:** Up 63.61%
  - Mar 2022 Total: 6770
  - Mar 2021 Total: 4138
  
- **PC Reservation (Computer Use):** 146.67%
  - Mar 2022 Total: 407
  - Mar 2021 Total: 165
  
- **Wi-fi:** Up 120.41%
  - Mar 2022 Total: 3110
  - v 2021 Total: 1411

Finance Committee Members Present: Amy Shipley, Director; Enid Ritchy, President; Roger Garrett, Citizen Member; Carolyn Kane, Treasurer (on Zoom). Amy presided over the meeting.

1. **March, 2022 Financials:** March is the end of the first quarter, or 25% of the year.

Income is at 32% of budget, or \$553,903 for all income categories.

Expenses are at 20% of budget, or \$354,233 for overall expense categories.

Bond Fund: \$313,529 or 33.77% has been received. The first interest payment is due May 1.

Capital Reserve Fund: Only \$2,771, or 2.4% has been spent to pay for one computer. Additional expenses for various building repairs will be paid during April.

2. **Bookkeeper Update**

- Kim Clinco has announced that Monday, April 18, 2022 will be her last day with BRLD. As she moves to the next chapter in her life, we wish her well.
- Amy will meet remotely on Monday to complete a bookkeeper contract with Valerie Harris and a letter of engagement with Ken Marchetti.
- Ken has assisted Amy to obtain the software for the Quickbooks system (at a discounted rate) for the library's designated bookkeeping computer. Marmot is setting up the bookkeeping system and transferring Kim's files with all previous bookkeeping activity into our system. This computer will now reside at Basalt Library. Valerie, Ken, Amy and eventually the board president and treasurer will gain access to input or view activity - according to each person's level of responsibility.
- Ken, Valerie and Amy will jointly set up the working system, with Carolyn and Roger giving input to double check details. Kim's involvement is uncertain, as her availability during tax season may be limited.
- Amy will process employee payroll until the human resources position is filled. Kim will train Amy on Monday. Bereniece may also assist in the interim.

3. **Auditor Search:** The deadline for receiving applications for the auditor position is 4/22/22. We have received one application so far. Amy isn't at liberty to divulge any applicant information until the deadline date. Jim and Carolyn will assist Amy with applicant interviews.

4. **Roof:** A few weeks ago Amy met with the library's attorney re: the roof. At this time, we have no recourse against *installation*. Defective roofing *materials* may provide a possible opportunity for recourse. The attorney has directed Amy to investigate the timeline and potential causes, since a problem was first discovered. Sandy has been going through past invoices and any information contained on them. Leaks first started in year #2 after construction, and this wasn't conveyed to the installers in the time frame dictated by the contract.

A roofing contractor has been called to inspect and give a second opinion of the roof's condition; the contractor hasn't gotten back to Amy.

5. Children's and Teen Librarian Positions: Interviews are nearly completed.

**Basalt Regional Library District**  
**Balance Sheet**  
as of March 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	\$ 307,709.74	\$ -	\$ -	\$ 307,709.74
Colo Trust - Bond Repayment #8002	(112,153.77)	1,098,638.24	-	986,484.47
Colo Trust - Tabor Reserve #8003	51,435.60	-	-	51,435.60
Colo Trust - Operating Fund #8004	1,674,313.45	-	-	1,674,313.45
Colo Trust - Capital Rsv Fund #8005	2,744.05	-	652,321.15	655,065.20
<b>Total Current Assets</b>	<b>\$ 1,924,049.07</b>	<b>\$ 1,098,638.24</b>	<b>\$ 652,321.15</b>	<b>\$ 3,675,008.46</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	1,031.63	-	-	1,031.63
Prepaid Expense	4,656.01	-	-	4,656.01
Property Tax Receivable	2,534,861.00	-	-	2,534,861.00
	<b>\$ 2,548,632.48</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,548,632.48</b>
<b>TOTAL ASSETS</b>	<b>\$ 14,948,391.32</b>	<b>\$ 1,098,638.24</b>	<b>\$ 652,321.15</b>	<b>\$ 16,699,350.71</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 11,011.30	\$ -	\$ -	\$ 11,011.30
<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	1,427.29	-	-	1,427.29
Wages Payable	41,919.87	-	-	41,919.87
<b>Total Other Current Liab</b>	<b>\$ 2,647,729.35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,647,729.35</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>\$ 6,688,740.65</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,688,740.65</b>
<b>Fund Balance - of 1/1/22</b>				
Investment in Capital Assets	\$ 6,398,099.79	\$ -	\$ -	\$ 6,398,099.79
General Operating Fund	\$ 1,610,486.52	\$ -	\$ -	\$ 1,610,486.52
Restricted for Emergencies - Tabor Fund	51,395.00	-	-	51,395.00
Debt Repayment Fund	-	799,714.98	-	799,714.98
Less Bond Principle Payment	-	-	-	-
Capital Reserve Fund	-	-	654,861.20	654,861.20
<b>Total Fund Balance</b>	<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	\$ 553,902.69	\$ 313,845.31	\$ 230.47	\$ 867,978.47
Current Year-to-Date Expenditures	354,233.33	14,922.05	2,770.52	371,925.90
<b>Net Current Year</b>	<b>199,669.36</b>	<b>298,923.26</b>	<b>(2,540.05)</b>	<b>496,052.57</b>
<b>Total Fund Balance - as of 3/31/22</b>	<b>1,861,550.88</b>	<b>1,098,638.24</b>	<b>652,321.15</b>	<b>3,612,510.27</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 14,948,391.32</b>	<b>\$ 1,098,638.24</b>	<b>\$ 652,321.15</b>	<b>\$ 16,699,350.71</b>

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

		Mar 2022 Actuals	Jan-Mar 2022 Actuals	Previous Year Jan-Mar 2021 Actuals	2020 Jan-Mar 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
<b>General Operating Fund Balance 1/1/22 (Includes Tabor Reserve)</b>			1,661,881.52			1,661,881.52			
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County	225,707.42	241,420.53	189,474.34	203,588.13	708,773.98	(467,353.45)	34.06%	629,697.13
4020	Pitkin County	138,724.70	148,655.09	83,438.44	131,098.57	503,229.82	(354,574.73)	29.54%	482,301.24
4030	Mill Levy Increase	105,497.30	112,906.05	86,126.29	104,638.20	350,000.00	(237,093.95)	32.26%	350,277.54
4040	Tax Abatement - Prior Year	-	-	12,805.96	8,463.36	-	-	0.00%	52,082.06
	<b>Total General Operating Mill Levy</b>	<b>469,929.42</b>	<b>502,981.67</b>	<b>371,845.03</b>	<b>447,788.26</b>	<b>1,562,003.80</b>	<b>(1,059,022.13)</b>	<b>32.20%</b>	<b>1,514,357.97</b>
4100	MVSO - General Operating								
4110	Eagle County	5,825.83	18,287.65	17,912.72	17,994.09	70,000.00	(51,712.35)	26.13%	79,260.21
4120	Pitkin County	3,125.65	8,606.11	9,534.58	8,701.17	40,000.00	(31,393.89)	21.52%	40,555.50
	<b>Total MVSO - General Operating</b>	<b>8,951.48</b>	<b>26,893.76</b>	<b>27,447.30</b>	<b>26,695.26</b>	<b>110,000.00</b>	<b>(83,106.24)</b>	<b>24.45%</b>	<b>119,815.71</b>
4200	Fines & Fees								
4205	Coffee Purchase	34.00	104.77	-	89.90	100.00	4.77	104.77%	315.40
4210	Copies	479.50	1,188.20	168.91	1,289.45	3,500.00	(2,311.80)	33.95%	4,130.15
4215	Earbuds	1.00	15.00	2.00	26.00	50.00	(35.00)	30.00%	45.00
4220	Faxing	97.40	146.40	-	86.17	200.00	(53.60)	73.20%	215.78
4230	Fines	41.99	54.98	401.05	2,077.98	1,500.00	(1,445.02)	3.67%	1,450.34
4240	Guest Passes	-	-	-	10.00	-	-	0.00%	-
4250	Meeting Room Rental	-	150.00	-	300.00	1,000.00	(850.00)	15.00%	637.50
4255	Reading Glasses	3.00	18.95	-	-	-	18.95	0.00%	-
4260	Replacement Books	177.91	427.96	90.09	156.79	1,000.00	(572.04)	42.80%	1,522.62
4270	Replacement Library Cards	-	-	-	21.00	100.00	(100.00)	0.00%	81.70
4280	Test Proctoring	-	-	-	10.00	50.00	(50.00)	0.00%	-
4285	Health Insurance Dividend - CEBT	-	-	7,605.00	-	-	-	0.00%	7,605.00
4290	Holy Cross Deposit Return/Member Equi	-	-	-	-	30.00	(30.00)	0.00%	96.19
	<b>Total Fines &amp; Fees</b>	<b>834.80</b>	<b>2,106.26</b>	<b>8,267.05</b>	<b>4,067.29</b>	<b>7,530.00</b>	<b>(5,423.74)</b>	<b>27.97%</b>	<b>16,099.68</b>
4300	Earnings on investments								
4310	Colotrust Int Op Acct	359.46	572.51	402.13	5,783.27	1,000.00	(427.49)	57.25%	1,034.69
	Mill Levy Interest	(2.76)	(6.68)	(322.72)	28.02	2,000.00	(2,006.68)	-0.33%	4,545.55
	<b>Total Earnings on investments</b>	<b>356.70</b>	<b>565.83</b>	<b>79.41</b>	<b>5,811.29</b>	<b>3,000.00</b>	<b>(2,434.17)</b>	<b>18.86%</b>	<b>5,580.24</b>

Prepare for Internal Use Only

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

		Mar 2022 Actuals	Jan-Mar 2022 Actuals	Previous Year Jan-Mar 2021 Actuals	2020 Jan-Mar 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
4400	Contributions								
4410	General Operating Contributions	491.83	1,334.84	325.00	1,561.52	15,000.00	(13,665.16)	8.90%	9,007.23
4412	Special Programs	-	400.00	1,525.00	-	3,500.00	(3,100.00)	11.43%	4,645.00
	Total Contributions	491.83	1,734.84	1,850.00	1,561.52	18,500.00	(16,765.16)	9.38%	13,652.23
4500	Grants - Non-Restricted								
4505	Grants - General Operating Grants	10,000.00	10,000.00	-	2,875.00	30,000.00	(20,000.00)	33.33%	11,300.00
4510.01	Colo Spec District - COVID-19	-	-	2,850.00	-	-	-	0.00%	2,850.00
	Total Grants - Non-Restricted	10,000.00	10,000.00	2,850.00	2,875.00	30,000.00	-	33.33%	14,150.00
4600	Grants - Restricted								
4602	Restricted - Library Foundation	170.33	170.33	6,335.06	281.54	5,000.00	(4,829.67)	3.41%	15,644.32
4604	Restricted - Library Friends	2,450.00	2,450.00	-	-	5,000.00	(2,550.00)	49.00%	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
4620.01	Restricted - Association of Science	-	7,000.00	-	-	-	7,000.00	0.00%	-
4620.01	Restricted - Cares Grant - Tmobile Data	-	-	4,021.50	-	-	-	0.00%	4,021.50
4620.04	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/Fr	2,620.33	9,620.33	10,431.56	6,103.54	15,600.00	7,000.00	61.67%	37,745.58
	Total Income	493,184.56	553,902.69	422,770.35	494,902.16	1,746,633.80	(1,159,751.44)	31.71%	1,721,401.41
	Operating expenses								
5000	Administration								
5005	Contract Services								
5010	Accounting	-	2,004.00	2,960.00	3,176.00	13,000.00	(10,996.00)	15.42%	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	-	-	1,048.50	555.00	2,500.00	(2,500.00)	0.00%	2,652.50
	Total Contract Services	-	2,004.00	4,008.50	3,731.00	37,400.00	(35,396.00)	5.36%	37,270.73

Prepare for Internal Use Only

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

		Mar 2022 Actuals	Jan-Mar 2022 Actuals	Previous Year Jan-Mar 2021 Actuals	2020 Jan-Mar 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5100	Insurance	-							
5110	Property & Liability Insur	-	-	127.00	-	21,500.00	(21,500.00)	0.00%	22,172.00
5120	Worker's compensation	-	176.00	(54.00)	-	2,200.00	(2,024.00)	8.00%	1,433.00
	Total Insurance	-	176.00	73.00	-	23,700.00	(23,524.00)	0.74%	23,605.00
5210	Postage & Shipping	-	-	-	7.93	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	962.02	1,595.34	9,500.00	(7,493.00)	21.13%	6,813.52
5270	Travel expenses	(320.20)	1,460.36	-	-	4,000.00	(2,539.64)	36.51%	2,539.47
	Total Professional Dev. & Memberships	(320.20)	3,912.36	962.02	1,595.34	19,500.00	(15,587.64)	20.06%	14,675.96
5280	Publicity								
5290	Advertising - General	-	-	3,093.26	126.42	5,000.00	(5,000.00)	0.00%	4,693.16
5283	Anniversary Celebration	-	-	-	5,095.86	10,000.00	(10,000.00)	0.00%	5,040.26
5284	Developmental	-	-	-	-	-	-	0.00%	455.88
5285	Radio	3,829.00	9,054.00	9,275.00	9,016.00	15,000.00	(5,946.00)	60.36%	13,500.00
5293	Signage	-	24.51	-	-	1,000.00	(975.49)	2.45%	281.38
5295	Social Media Ads	-	-	308.54	236.67	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
	Total Publicity	3,829.00	9,078.51	12,704.80	14,474.95	37,000.00	(27,921.49)	24.54%	28,304.81
5300	Supplies								
5310	Office Supplies	163.08	1,463.23	1,470.83	1,819.07	8,000.00	(6,536.77)	18.29%	11,055.19
5320	Technical Cataloging & Service	94.44	283.32	3,020.27	971.61	6,500.00	(6,216.68)	4.36%	6,659.75
	Total Supplies	257.52	1,746.55	4,491.10	2,790.68	14,500.00	(12,753.45)	12.05%	17,714.94
5350	Treasurer's fees								
5360	Eagle fees	8,726.60	9,334.11	7,736.99	8,171.66	35,438.70	(26,104.59)	26.34%	25,779.53
5370	Pitkin fees	6,091.35	6,646.29	4,955.98	7,601.45	31,000.00	(24,353.71)	21.44%	28,564.76
	Total Treasurer's fees	14,817.95	15,980.40	12,692.97	15,773.11	66,438.70	(50,458.30)	24.05%	54,344.29
	Total Administration	18,584.27	32,897.82	34,932.39	38,373.01	199,538.70	(166,640.88)	16.49%	176,444.22

Prepare for Internal Use Only

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

		Mar 2022 Actuals	Jan-Mar 2022 Actuals	Previous Year Jan-Mar 2021 Actuals	2020 Jan-Mar 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5400	Facility Expenses								
5410	Janitorial	4,166.25	8,332.50	9,097.50	8,332.50	49,995.00	(41,662.50)	16.67%	49,995.00
5420	Janitorial Supplies	-	752.25	112.13	3,664.49	6,000.00	(5,247.75)	12.54%	4,342.06
5430	Landscaping	9,350.80	9,350.80	9,350.80	-	10,000.00	(649.20)	93.51%	9,472.41
5440	Maintenance *Detailed List Attached	4,244.59	8,722.60	5,850.30	2,985.14	24,000.00	(15,277.40)	36.34%	27,772.62
5450	Mat Cleaning	69.06	205.52	311.32	196.78	850.00	(644.48)	24.18%	1,007.37
5460	Snow Removal	-	1,084.75	-	-	4,620.00	(3,535.25)	23.48%	4,620.00
	Total Facility Expenses (Maintenance)	17,830.70	28,448.42	24,722.05	15,178.91	95,465.00	(67,016.58)	29.80%	97,209.46
5500	Utilities								
5510	Electric	801.95	2,697.20	1,197.65	2,425.43	13,900.00	(11,202.80)	19.40%	6,274.45
5515	Compost Collection System	-	45.00	165.00	303.50	800.00	(755.00)	5.63%	495.00
5520	Gas	1,553.70	5,696.94	3,500.49	3,442.76	8,755.00	(3,058.06)	65.07%	7,499.77
5575	Hot Spots	-	1,381.02	2,292.00	-	9,000.00	-	15.34%	-
5530	Internet Connectivity	261.56	370.02	73.70	468.39	4,800.00	(4,429.98)	7.71%	3,443.38
5540	Sanitation	-	852.06	769.56	693.00	3,110.00	(2,257.94)	27.40%	2,991.12
5550	Telephone	472.17	1,504.46	1,462.91	1,739.38	7,800.00	(6,295.54)	19.29%	7,515.19
5560	Trash	547.58	1,619.23	1,396.56	1,397.76	5,760.00	(4,140.77)	28.11%	5,788.18
5570	Water	-	-	654.22	699.42	4,410.00	(4,410.00)	0.00%	4,443.36
	Total Utilities	3,636.96	14,165.93	11,512.09	11,169.64	58,335.00	(36,550.09)	24.28%	38,450.45
	Total Facility Expenses	21,467.66	42,614.35	36,234.14	26,348.55	153,800.00	(103,566.67)	27.71%	135,659.91
5600	Library Programs								
5610	Adult Program	742.81	2,486.15	455.71	41.58	9,000.00	(6,513.85)	27.62%	9,117.42
5612	Adult Materials	218.28	343.74	-	-	1,000.00	(656.26)	0.00%	-
5615	Art	-	-	-	355.58	-	-	0.00%	-
5620	Children's	269.50	519.50	1,000.00	575.00	5,000.00	(4,480.50)	10.39%	4,205.88
5625	Children's Materials	-	165.07	498.00	271.08	3,000.00	(2,834.93)	5.50%	1,917.31
5634	Liquor License	(77.00)	-	-	77.00	375.00	(375.00)	0.00%	258.25
5640	Music	-	4,200.00	3,890.00	1,277.00	13,750.00	(9,550.00)	30.55%	12,821.88
5650	Spanish Language	72.59	121.99	143.68	264.69	3,000.00	(2,878.01)	4.07%	3,156.40
5635	Volunteers	-	-	-	68.00	550.00	(550.00)	0.00%	-
5660	Teens	98.90	1,394.21	1,597.37	2,025.78	6,000.00	(4,605.79)	23.24%	5,984.78
5675	Next Gen / Millennials	-	-	65.54	180.55	-	-	0.00%	1,061.37
	Total Library Programs	1,325.08	9,230.66	7,650.30	5,136.26	41,675.00	(32,444.34)	22.15%	38,523.29

Prepare for Internal Use Only



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

		Mar 2022 Actuals	Jan-Mar 2022 Actuals	Previous Year Jan-Mar 2021 Actuals	2020 Jan-Mar 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5700	Technology & Equipment								
5710	Copiers & Equipment								
5730	Lease	514.22	1,234.62	793.79	896.21	3,900.00	(2,665.38)	31.66%	3,530.14
5740	Service Agreement / Copy Usage	27.86	745.84	676.05	1,729.30	5,000.00	(4,254.16)	14.92%	3,992.06
5750	Disk Cleaning	-	-	-	241.95	2,000.00	(2,000.00)	0.00%	402.47
	<b>Total Copiers &amp; Equipment</b>	<b>542.08</b>	<b>1,980.46</b>	<b>1,469.84</b>	<b>2,867.46</b>	<b>10,900.00</b>	<b>(8,919.54)</b>	<b>18.17%</b>	<b>7,924.67</b>
5760	Marmot ILS System	-	24,312.25	24,089.50	46,735.03	97,000.00	(72,687.75)	25.06%	92,104.85
5770	Miscellaneous Parts	239.75	980.78	1,559.62	518.57	2,000.00	(1,019.22)	49.04%	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	-	-	504.00	525.50	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	132.00	360.00	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	95.97	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>-</b>	<b>1,963.58</b>	<b>718.97</b>	<b>981.47</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>781.83</b>	<b>29,237.07</b>	<b>27,837.93</b>	<b>51,302.53</b>	<b>118,443.00</b>	<b>(88,504.80)</b>	<b>24.68%</b>	<b>107,372.37</b>

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

			Mar 2022 Actuals	Jan-Mar 2022 Actuals	Previous Year Jan-Mar 2021 Actuals	2020 Jan-Mar 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5900	Collections									
5910	Audio									
5920		Adult BCD	38.95	1,001.31	2,495.89	2,403.47	4,500.00	(3,498.69)	22.25%	4,864.59
5922		Spanish Audio Adult	-	-	-	-	750.00	(750.00)	0.00%	-
5924		Spanish Audio Youth	-	-	-	-	500.00	(500.00)	0.00%	-
5930		Youth Audio	-	233.96	112.48	973.03	2,200.00	(1,966.04)	10.63%	927.33
		<b>Total Audio</b>	<b>38.95</b>	<b>1,235.27</b>	<b>2,608.37</b>	<b>3,376.50</b>	<b>7,950.00</b>	<b>(6,714.73)</b>	<b>15.54%</b>	<b>5,791.92</b>
6000	Books & Magazines									
6010		Adult fiction books	559.05	1,850.29	3,693.70	3,403.57	12,000.00	(10,149.71)	15.42%	10,811.60
6020		Adult non-fiction books	836.17	1,785.45	3,040.41	2,730.83	12,000.00	(10,214.55)	14.88%	10,564.62
6025		Board Games	-	-	-	-	500.00	-	0.00%	-
6030		Juvenile Fiction	142.10	1,703.81	1,069.91	1,787.52	7,000.00	(5,296.19)	24.34%	6,981.79
6040		Juvenile Non-Fiction	88.87	878.39	136.85	673.12	3,000.00	(2,121.61)	29.28%	1,568.56
6045		Large Print	157.95	388.11	447.31	684.04	2,000.00	(1,611.89)	19.41%	1,320.25
6050		Print Subscriptions	(12.43)	491.05	2,731.53	6,774.60	5,250.00	(4,758.95)	9.35%	3,009.59
6055		Replacement Books - Purchased	80.99	189.88	150.17	308.15	300.00	(110.12)	63.29%	1,034.09
6060		Spanish Adult fiction	-	107.05	158.20	683.35	2,000.00	(1,892.95)	5.35%	710.28
6070		Spanish adult non-fiction	-	97.76	14.74	514.90	1,000.00	(902.24)	9.78%	1,095.44
6080		Spanish children's books	37.47	315.84	638.41	983.81	4,500.00	(4,184.16)	7.02%	2,086.32
6100		YA Fiction	102.24	1,204.90	1,952.81	1,233.82	5,400.00	(4,195.10)	22.31%	4,558.83
6110		YA Non-Fiction	31.43	170.06	297.57	202.03	1,100.00	(929.94)	15.46%	1,041.88
6120		Special Items	-	-	543.83	65.97	1,600.00	(1,600.00)	0.00%	982.65
		<b>Total Books</b>	<b>2,023.84</b>	<b>9,182.59</b>	<b>14,875.44</b>	<b>20,045.71</b>	<b>57,650.00</b>	<b>(47,967.41)</b>	<b>15.93%</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	-	-	2,660.00	-	2,800.00	(2,800.00)	0.00%	2,660.00
6255		Lynda Database	-	-	-	-	-	-	0.00%	-
6270		Mango Languages	-	-	3,729.21	2,367.75	3,990.00	(3,990.00)	0.00%	3,729.21

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6275		New York Times	-	-	-	1,424.80	100.00	(100.00)	0.00%	100.00
6280		Tumblebooks	-	-	-	-	665.00	(665.00)	0.00%	1,259.06
6285		Wallstreet Journal	-	-	432.29	-	465.00	(465.00)	0.00%	432.29
6295		Pebble Go	-	1,679.07	-	-	-	1,679.07	100.00%	-
6300		Downloadable Titles	-	-	-	-	-	-	-	-
6305		Kanopy	-	-	-	-	6,000.00	(6,000.00)	0.00%	421.00
6308		OCLC World Share	-	-	-	-	1,100.00	(1,100.00)	100.00%	1,072.01
6320		Overdrive	-	1,134.14	6,970.25	2,784.32	17,000.00	(15,865.86)	6.67%	15,182.15
6330		RB Digital	-	-	584.65	2,063.00	-	-	0.00%	584.65
		<b>Total Digital Resources</b>	-	<b>2,813.21</b>	<b>16,128.59</b>	<b>10,392.06</b>	<b>40,480.00</b>	<b>(37,666.79)</b>	<b>6.95%</b>	<b>32,114.21</b>
6400		Media								
6410		Adult Music	-	-	-	-	300.00	(300.00)	0.00%	24.95
6420		Juvenile Music	-	89.16	-	-	200.00	(110.84)	44.58%	-
6430		Adult Movies	207.65	947.77	1,472.16	3,589.53	8,500.00	(7,552.23)	11.15%	7,141.37
6440		Juvenile Movies	16.65	189.36	71.87	307.76	1,000.00	(810.64)	18.94%	472.63
6460		Video / Games	-	69.76	99.61	70.33	800.00	(730.24)	8.72%	831.88
		<b>Total Media</b>	<b>224.30</b>	<b>1,296.05</b>	<b>1,643.64</b>	<b>3,967.62</b>	<b>10,800.00</b>	<b>(9,503.95)</b>	<b>12.00%</b>	<b>8,470.83</b>
		<b>Total Collections</b>	<b>2,287.09</b>	<b>14,527.12</b>	<b>35,256.04</b>	<b>37,781.89</b>	<b>116,880.00</b>	<b>(114,294.16)</b>	<b>12.43%</b>	<b>92,142.86</b>
6800		Restricted Funds								
6802		Restricted Exp - Library Foundation	-	1,480.00	3,518.02	1,393.34	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	1,678.72	1,678.72	2,225.70	2,752.40	5,600.00	(3,921.28)	29.98%	4,928.39
6810		Restricted Exp - Legends Event	-	-	-	-	-	-	0.00%	-
6820.01		Restricted Exp - Cares Grant Tmobile	-	-	-	-	-	-	0.00%	8,981.64
6820		Restricted Exp - TOB Art Camp	-	-	-	-	-	-	100.00%	1,292.97
6820.04		Restricted Exp - Special Programs	-	-	-	-	-	-	0.00%	1,500.00
		<b>Total Restricted Funds</b>	<b>1,678.72</b>	<b>3,158.72</b>	<b>5,743.72</b>	<b>4,145.74</b>	<b>15,600.00</b>	<b>(12,441.28)</b>	<b>20.25%</b>	<b>32,379.02</b>
		<b>Total Operating expenses</b>	<b>46,124.65</b>	<b>131,665.74</b>	<b>147,654.52</b>	<b>163,087.98</b>	<b>645,936.70</b>	<b>(517,892.13)</b>	<b>20.38%</b>	<b>582,521.67</b>

Prepare for Internal Use Only

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

		Mar 2022 Actuals	Jan-Mar 2022 Actuals	Previous Year Jan-Mar 2021 Actuals	2020 Jan-Mar 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
6900	Payroll Expenses						-		
6910	Payroll	58,552.42	184,077.95	177,400.40	173,263.18	944,426.00	(760,348.05)	19.49%	807,368.35
6920	Payroll Service	485.84	1,772.75	1,792.95	980.50	7,500.00	(5,727.25)	23.64%	6,232.44
6930	Payroll Taxes	4,895.32	14,837.10	13,247.65	13,757.88	76,369.00	(61,531.90)	19.43%	61,252.53
6940	Retirement Plan	1,113.57	3,327.35	3,808.37	3,265.78	16,000.00	(12,672.65)	20.80%	16,265.75
6950	Health Insurance	6,323.64	16,984.94	16,147.77	20,011.59	75,600.00	(58,615.06)	22.47%	66,211.79
6953	COVID - Weekly Testing	-	-	-	-	1,000.00	-	-	-
6957	Background Check	72.50	72.50	-	-	-	-	0.00%	-
6980	Director Search	-	-	-	-	-	-	0.00%	2,501.96
6985	HR Assessment	-	1,495.00	-	-	-	1,495.00	-	1,790.00
6955	Wellness / Health - CEBT Dividend Pmts	-	-	517.31	-	-	-	100.00%	5,070.00
	<b>Total Payroll Expenses</b>	<b>71,443.29</b>	<b>222,567.59</b>	<b>212,914.45</b>	<b>211,278.93</b>	<b>1,120,895.00</b>	<b>(897,399.91)</b>	<b>19.86%</b>	<b>966,692.82</b>
	<b>Total Expense</b>	<b>117,567.94</b>	<b>354,233.33</b>	<b>360,568.97</b>	<b>374,366.91</b>	<b>1,766,831.70</b>	<b>(1,415,292.04)</b>	<b>20.05%</b>	<b>1,549,214.49</b>
	<b>Net General Fund Income/(Loss) Prior to Capital Rsv Allocation</b>	<b>375,616.62</b>	<b>199,669.36</b>	<b>62,201.38</b>	<b>120,535.25</b>	<b>(20,197.90)</b>	<b>255,540.60</b>	<b>-988.56%</b>	<b>172,186.92</b>
	<b>Allocation to Capital Reserve Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>87,000.00</b>	<b>(87,000.00)</b>	<b>0.00%</b>	<b>87,000.00</b>
	<b>Net General Fund Income/(Loss) After Capital Reserve Allocati</b>	<b>375,616.62</b>	<b>199,669.36</b>	<b>62,201.38</b>	<b>120,535.25</b>	<b>(107,197.90)</b>			<b>85,186.92</b>
	<b>General Fund Balance 3/31/22</b>		<b>1,861,550.88</b>			<b>1,554,683.62</b>			

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

	Mar 2022 Actuals	Jan-Mar 2022 Actuals	Previous Year Jan-Mar 2021 Actuals	2020 Jan-Mar 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
<b>Bond Repayment Fund Balance 1/1/22</b>		799,714.98			799,714.98			
Bond Repayment Fund:								
Interest Earned - Bond Repayment	205.09	316.20	75.60	2,741.80	500.00	(183.80)	63.24%	221.73
Mill Levy Debt Repayment								
Eagle County	172,992.56	185,030.92	173,530.71	186,430.41	542,742.74	(357,711.82)	34.09%	576,892.58
Pitkin County	119,955.84	128,498.19	76,666.07	116,934.04	385,616.72	(257,118.53)	33.32%	438,907.88
Total Mill Levy Debt Repayment	292,948.40	313,529.11	250,196.78	303,364.45	928,359.46	(614,830.35)	33.77%	1,015,800.46
Total Debt Service Fund	293,153.49	313,845.31	250,272.38	306,106.25	928,859.46	(615,014.15)	33.79%	1,016,022.19
<b>Total Bond Repayment Fund Income</b>	<b>293,153.49</b>	<b>313,845.31</b>	<b>250,272.38</b>	<b>306,106.25</b>	<b>928,859.46</b>	<b>(615,014.15)</b>	<b>33.79%</b>	<b>1,016,022.19</b>
Expense								
Bond Interest	-	-	-	-	94,831.26	(94,831.26)	0.0%	110,031.26
Treasurer's Fees								
Eagle County	5,189.74	5,550.90	5,205.98	5,592.89	16,282.28	(10,731.38)	34.09%	17,345.77
Pitkin County	8,858.89	9,371.15	4,574.75	7,016.74	19,280.84	(9,909.69)	48.6%	26,366.85
Total Treasurer's Fees	14,048.63	14,922.05	9,780.73	12,609.63	35,563.12	(20,641.07)	41.96%	43,712.62
Total Bond Repayment Fund Expense	14,048.63	14,922.05	9,780.73	12,609.63	130,394.38	(115,472.33)	11.44%	153,743.88
Net Bond Repayment Principle Loan Payment	-	-	-	-	775,000.00	-	0.0%	760,000.00
<b>Net Bond Repayment Fund</b>	<b>279,104.86</b>	<b>298,923.26</b>	<b>240,491.65</b>	<b>293,496.62</b>	<b>23,465.08</b>	<b>(499,541.82)</b>	<b>1,273.91%</b>	<b>102,278.31</b>
<b>Bond Repayment Fund Balance 3/31/22</b>		<b>1,098,638.24</b>			<b>823,180.06</b>			
<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-March 2022**

	Mar 2022 Actuals	Jan-Mar 2022 Actuals	Previous Year Jan-Mar 2021 Actuals	2020 Jan-Mar 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
<b>Capital Reserve Fund Balance 1/1/22</b>		654,861.20			654,861.20			
Capital Reserve Fund:								
Income								
Allocation From General Fund	-	-	-	-	87,000.00	(87,000.00)	0.0%	87,000.00
Interest Earned - Reserve Fund	140.32	230.47	119.12	2,194.33	300.00	(69.53)	76.82%	290.00
<b>Total Capital Reserve Fund Income</b>	<b>140.32</b>	<b>230.47</b>	<b>119.12</b>	<b>2,194.33</b>	<b>87,300.00</b>	<b>(87,069.53)</b>	<b>0.26%</b>	<b>87,290.00</b>
Expense								
Capital Reserve Expense								
Computers - Patron	-	-	-	-	8,000.00	(8,000.00)	0.0%	-
Computers - Staff	1,380.92	2,770.52	-	-	8,000.00	(5,229.48)	34.63%	-
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>	<b>1,380.92</b>	<b>2,770.52</b>	<b>-</b>	<b>-</b>	<b>115,500.00</b>	<b>(10,000.00)</b>	<b>2.4%</b>	<b>15,999.77</b>
<b>Net Capital Reserve Fund</b>	<b>(1,240.60)</b>	<b>(2,540.05)</b>	<b>119.12</b>	<b>2,194.33</b>	<b>(28,200.00)</b>	<b>(77,069.53)</b>	<b>9.01%</b>	<b>71,290.23</b>
<b>Capital Reserve Fund Balance 3/31/22</b>		<b>652,321.15</b>			<b>626,661.20</b>			

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

Maintenance Expenditure Detail			
2022			
	Month	Vendor	Detail
			Amount
	<b>January</b>		
		Home Depot	81.70
	<b>Total January</b>		81.70
	<b>February</b>		
		Tuck Communication	voicemail extension 200.00
		Bart Services	troubleshoot heat in building 2,849.50
		Johnson Controls	3/1-5/31/22 Service \$208.33 less credit (\$129.50) 78.83
		Acem Alarm Company	test and inspection 2021 / clean smokes 641.00
		Grizzly Creek	adjust doors on art display, set up stage for concert, remove old faucet & replace, take down stage, change lightbulbs 626.98
	<b>Total February</b>		4,396.31
	<b>March</b>		
		Acme Alarm Company	2nd quarter monitoring 108.90
		Glass Unlimited	mirror 1,203.08
		Roto Rooter Plumbing	rebuild flushometer 397.50
		Grizzly Creek	remove & replace faucet; lubricate dumpster gates; take items to shed; attach shelving units; remove ad sign in lobby 270.00
		Durgin Electric	electric / lighting review and repairs 2,226.11
		Roto Rooter Plumbing	sent estimate to replace mop sink faucet 39.00
	<b>Total March</b>		4,244.59
			Alarm / Monitoring 749.90
			Electrical 2,226.11
			Grizzly Creek 626.98
			Inspection / Testing -
			Miscellaneous 1,833.61
			Pest Control -
			Plumbing / Heating 3,286.00
			Roof Maintenance -
			Signage -
			Window Cleaning -
			<b>TOTAL 8,722.60</b>

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

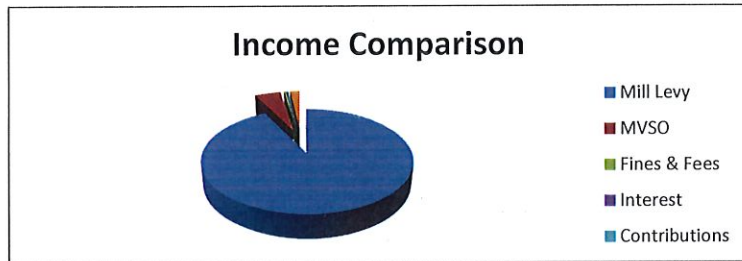
<b>4400 - Contributions</b>			
<b>4410 - Contributions - Miscellaneous</b>			
<b>Date</b>	<b>Name</b>	<b>Contribution Notation</b>	<b>Amount</b>
1/6/2022	Weinstein, Ellen		50.00
1/13/2022	Broussard, Richard & Kathleen		250.00
1/20/2022	Milnor, Barbara		100.00
1/26/2022	Benson, Arthur & Holly		100.00
1/31/2022	Cash Register		58.51
2/10/2022	Ribich, Tyler & Janice		200.00
2/10/2022	Robiny, Virginia		50.00
2/28/2022	Cash Register		34.50
3/17/2022	Thaden, Todd & Sharon		40.00
3/24/2022	Maddalone, Marlene		200.00
3/31/2022	Cash Register		251.83
		Total	1,334.84
<b>4412 - Special Programs</b>			
<b>Date</b>	<b>Name</b>	<b>Contribution Notation</b>	<b>Amount</b>
1/6/2022	Kucharczyk, Sandra	Music	200.00
7/22/2021	Cash	Music	200.00
		Total	400.00



**Basalt Regional Library District**  
**Mar-22**

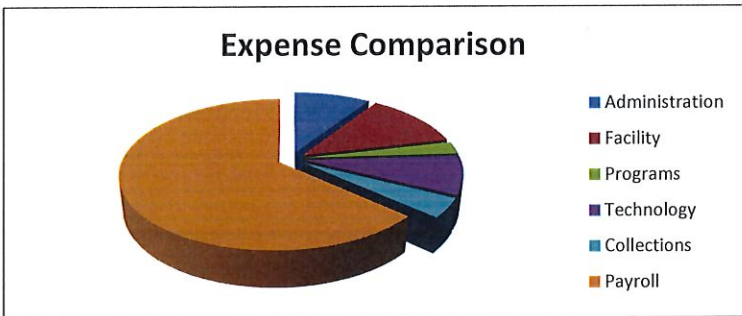
**Income Comparison**

	as of 3/31/22	
Mill Levy	502,982	92%
MVSO	26,894	5%
Fines & Fees	2,106	0%
Interest	566	0%
Contributions	1,735	0%
Restricted	9,620	2%
<b>Total</b>	<b>543,903</b>	<b>100%</b>



**Expense Comparison**

	as of 3/31/22	
Administration	32,898	9%
Facility	42,614	12%
Programs	9,231	3%
Technology	29,237	8%
Collections	14,527	4%
Payroll	222,568	63%
<b>Total</b>	<b>351,075</b>	<b>100%</b>



# Basalt Regional Library District

## Food and Beverage Policy

### **Board Policy:**

It is the policy of the Basalt Regional Library Board of Trustees to protect our materials from damage caused by food, beverages and pests associated with having such items in the library.

### **Administrative Policy:**

Basalt Regional Library District strives to maintain a welcoming, clean and comfortable environment for the public. Consistent with this goal, the Library limits the consumption of food and beverages in certain public areas of the library. Food and beverages may be consumed in the Community Room, Conference Room, and the lobby. During special events hosted and authorized by the Library, food and beverages may be permitted in other designated areas. Beverages may be consumed from covered containers and babies may be nursed in all areas of the Library.

### **Procedures:**

#### Consuming Food or Beverages in the Library:

Guests or patrons of the Library who are found to be consuming food or beverages in non-covered containers in the public areas of the library (adult library, youth services library or private study rooms) will be asked to:

- Discard the food or beverage or
- Remove the food or beverage from the public area(s) of the Library.

Adopted August 18, 2014

## 100.0 Pre-Employment Screening

All offers of employment at Basalt Regional Library District are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary.

Background checks will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure, and eligibility for rehire. This verification will be run on the past two employers or the previous five years.
- **Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Credit History:** confirms candidate's credit history. This search will be run for positions that involve management of [Company Name] funds and/or handling of cash or credit cards.