

Basalt Regional Library District Board of Trustees Meeting
Monday, January 17, 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 December 14, 2021 Board Meeting
- 5:30 PM Presentation on Electric Vehicle Charging Stations, *Amy Shipley*
- 5:45 PM Library Trust Report, *Cathy Click*
- 5:55 PM Presentation on Strategic Planning, *Amy Shipley*
- 6:15 PM Discussion on Strategy for Addressing Sunset of Supplemental Mill Levy, *Amy Shipley*
- 6:35 PM Discussion on Public Communication, *Amy Shipley*
- 6:40 PM Discussion of Audit RFP, *Amy Shipley*
- 6:50 PM Director's Report, *Amy Shipley*
- Update on bookkeeper Search
 - Discuss scheduling a Special Board Meeting to Approve Bookkeeper Contract
 - Statistics Format
- 7:05 PM Committee Reports:
- Bylaws Committee: *Ryan Anslyn, chair*
 - Facilities Committee: *Ryan Anslyn, chair*
 - Finance Committee: *Carolyn Kane, chair*
 - December 2021 Financials
 - Annual Budget Message

Personnel Committee: *Enid Ritchy, chair*
Policy Committee: *Becky Musselman, chair*

ACTION ITEMS

- 7:25 PM Appointment of Nominating Committee
- Board Term Expiration
 - Board Committees
- 7:40 PM 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.
- 7:45 PM Adjourn Meeting

Board Meeting Minutes Tuesday, December 14, 2021

Board of Members Present: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Colleen Irvin, Secretary; Ryan Anslyn, Trustee; Margaret Simmons, Trustee

Also Present: Amy Shipley, Executive Director, Berenice Forrest, Assistant Director, Sandra Dexter, Executive Administrative Assistant, Kim Clinco, Bookkeeper; Roger Garrett, Citizen

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

Citizen Comments

Roger Garrett fully supports passing the 2022 budget as written. He was concerned that this budget with the mill levy that just got increased will be \$100,000 short. In 2023, if there is no other expense increase except a 3% increase to staff salaries our negative \$106,00 this year would go over \$200,000. This would be a noticeable shortfall. Ryan Anslyn noted that in 2023 we will reap the benefit of the increased valuation. The increase in valuation we will receive next year will significantly lessen the shortfall.

Board Comments

None

Approval of Minutes of November 15, 2021 Public Budget Hearing

Carolyn Kane moved and Enid Ritchy seconded the motion to approve the minutes of the November 15, 2021 Public Budget Hearing. The motion carried unanimously.

Approval of Minutes of November 15, 2021 Board Meeting

Margaret Simmons moved and Jim Albert seconded the motion to approve the minutes of the November 15, 2021 Board meeting. The motion passed unanimously.

Approval of Minutes of November 30, 2021 Board Meeting

Enid Ritchy moved and Margaret Simmons seconded the motion to approve the minutes of the November 30, 2021 Board meeting. The motion passed unanimously.

Discussion regarding Bookkeeping Contract timeline and needs

Following a discussion of the timeline and the pros and cons of contracting for a bookkeeper vs having an internal bookkeeper, Amy asked the Board about going forward with the timeline as written. Amy suggested contracting with an outside bookkeeper for six months to allow time to hire an assistant director whose main focus would be on finance and some HR. The Board gave Amy the go ahead to move forward with her plan. Board members committed to showing up to interview contractors.

Director's Report, Amy Shipley

- Additions to the Director Report that is included in the Board Meeting packet.

- There are a few ongoing facilities projects. Durgin Electric fixed the emergency lights in the public bathrooms and they replaced dead batteries in some of the exit lights. Lights in staff parking lot are not working. Durgin Electric is replacing the lamps.
- Amy thanked the Board for listening to ideas and possibilities regarding mill levy options. She stated that she is comfortable with feedback and that it is important to have difficult conversations, either in executive session, placed on the agenda, or one-on-one. Board meetings need to be a safe place for anyone to bring up ideas. Two requests from the Board were to know where the ideas come from and timing for ideas needs to be considered.

Committee Reports:

- Bylaws Committee: *Ryan Anslyn, chair*
 - No Report
- Facilities Committee: *Ryan Anslyn, chair*
 - Amy has information to bring to the committee when they meet in January.
 - Ryan noticed the mirror in the men's bathroom is broken.
- Personnel Committee: *Enid Ritchy, chair*
 - Colleen Irvin reported that the results of the Director Survey was received. Evaluations were received from staff, Library Board Members and leadership of the Foundation, the Trust and Friends of the Library. Reviews were positive. Board members met with Amy and discussed the result. Amy saw the actual reports which were anonymous. Amy created goals based on the evaluations that were very specific to each area of her job description.
- Policy Committee: *Becky Musselman, chair*
 - Amy Shipley has paused the policy committee meetings.
- Ad Hoc 501c3 Formation Committee: *Enid Ritchy, chair*
 - The work was completed with the signing of the Memorandum of Understanding and the committee has been disbanded
- Finance Committee: *Carolyn Kane, chair*
 - November 2021 Financials
 - Carolyn noted that the library is doing well with total income at 100.42% of what was budgeted for 2021. Operating expenses are at 83.2% and payroll is at 88.76% with total expenses at 86.63%.
 - Certification of Valuations
 - Valuations have gone up though not as significantly as noted on the first valuations received due to property and landowners applying for rebates due to suspected incorrect valuations, some of which were approved.

Discussion and possible vote on Resolution 2021-06 a Resolution of the Basalt Regional Library District Adjusting the Bond Mill Levy for 2022. After discussion, Carolyn Kane moved and Jim Albert seconded the motion to levy a tax of 2 mills for the bond repayment. The motion passed unanimously.

Discussion and Possible Vote on Resolution 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. Carolyn moved to adopt the 2022 budget. Jim seconded the motion. The motion passed unanimously

Discussion and Possible Vote on Resolution 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. Carolyn moved and Jim seconded the motion to approve Resolution 2021-08. The motion carried unanimously.

Discussion and Possible Vote on Resolution 2021-09, a Resolution of the Basalt Regional Library District Levying Property Taxes for the Year 2022 to Help Defray the Costs of Government for the Basalt Regional Library District, Colorado, for the 2022 Budget year. Margaret Simmons moved and Carolyn Kane seconded the motion to pass Resolution 2021-09. The motion carried unanimously.

Discussion and Possible Vote on either Resolution 2021-10 a Resolution of the Basalt Regional Library District to Set Bond Repayments 2022-2026. Resolution 2021-10 was eliminated.

Discussion and possible vote to determine if the District should go out for an RFP for Auditor. After a brief discussion, Jim Albert moved that the library go out for a RFP. Margaret Simmons seconded the motion. The motion carried unanimously.

Executive Session to Discuss the Director's Contract: Carolyn Kane moved and Enid Ritchy seconded the motion to go into Executive session at 6:50 PM

Executive Session started at 6:58 PM and ended at 7:07 PM

Vote on Director's Contract: The vote to approve Amy Shipley's Director Contract was unanimous.

Meeting Adjournment: The meeting adjourned at 7:10 PM

Respectfully Submitted,

Colleen Irvin, Secretary

Director Report

January 17, 2022

Administration and Personnel

In December we continued our staff appreciation lunches with a pizza party funded by an anonymous donation thanking staff for keeping curbside service running throughout the Covid-19 pandemic. It was really special to be able to celebrate each other together.

Upon my arrival in Basalt, the library's job descriptions were in the process of being standardized. Between September and December, I created boilerplate language for each job description and moved each job description to a standardized format. I verified with each employee that the job description accurately captures the work they do. I am having staff sign off on their job description, and that signed copy will go in their employee files.

During December, we had five snow closure events. Most of the snow closures were really closures due to staffing levels coinciding with bad weather. My goal is to keep the library open as much as possible, and balance the desire to stay open to the public with taking care of staff so that they are healthy, well-rested, and able to provide excellent service to our community.

Finances

On December 15, 2021, the Bookkeeper and I certified the library district's mill levies with the Boards of County Commissioners, ensuring that our tax income will come in on schedule in 2022.

During the week of December 20, I reached out to nearly 40 accounting and bookkeeping firms in the valley from Rifle to Eagle and from Glenwood Springs to Aspen. Of those, I heard back from 9 firms. I currently have two firms working up bids. I hope to have bids to review by the end of the day on Monday, January 10. I am continuing to reach out to firms to try to get a third bid.

Organizational Management

In mid-December, the Bookkeeper and I participated in an HR assessment completed by Cura HR. We will be receiving the final report of that assessment in mid-January. I worked with Paychex, the company that processes our payroll, to add timeclock and time off request functionality to our offerings to further streamline our payroll processes. I also worked with staff and town officials to renew the library district's liquor license.

Collection

In January, I began training the Children's Librarian on library collection analysis using our library database software and excel to learn the collection and pinpoint areas that circulate well along with those that don't circulate quite as well.

Outreach

In January, other staff and I met with Samuel Bernal of La Tricolor radio station to talk about marketing library events to Spanish speakers.

Technology

Staff and I met with Marmot staff to talk about computer replacements and other technology needs for 2022. I will be eliminating a few superfluous machines, as well as repurposing others to better meet staff's needs.

Facility

We received two bids for repair and ongoing maintenance of our roof. The Facilities committee decided to go with one bid, and I will be moving forward to schedule repairs to the roof. In the fall, we received one bid for exterior staining, and we will pursue more bids now that the painting season is over. Several interior and exterior lighting projects continue as we work to get everything in working order. We also identified two HVAC repairs that needed to be resolved this winter, one was a stuck valve, and the other was a glycol leak that has existed for a long time, but finally got big enough to be located and fixed.

Fundraising

Staff completed the production of our annual mailer, and as a result we have been seeing several donations coming through.

Leadership and Professional Development

In December, I met with the chair of the strategic planning committee who gave me a detailed recap of the strategic planning process that was completed for the previous strategic plan.

BASALT REGIONAL LIBRARY USAGE STATISTICS

Circulation of Physical Materials

| | Dec 2021 | Dec 2020 | Quantity Difference | Percentage Change |
|-------------------------------------|--------------|--------------|------------------------|----------------------|
| Adult Total | 3,987 | 3,955 | 32 | 0.81% |
| Juvenile Total | 2,312 | 1,661 | 651 | 39.19% |
| Young Adult Total | 262 | 236 | 26 | 11.02% |
| Spanish Total | 157 | 169 | -12 | -7.10% |
| Combined Divisions Total* | 106 | 91 | 15 | 16.48% |
| Total Circulation Statistics | 6,824 | 6,112 | 712 | 11.65% |

*Combined Divisions includes items from two or more of the previous categories

Circulation of Print Periodicals

| | Dec 2021 | Dec 2020 | Quantity Difference | Percentage Change |
|--------------------------|-------------|-------------|------------------------|----------------------|
| Print Periodicals Totals | 50 | 15 | 35 | 233.33% |

Circulation of Electronic Materials

| | Dec 2021 | Dec 2020 | Quantity Difference | Percentage Change |
|-----------------------------|-------------|-------------|------------------------|----------------------|
| Electronic Materials Totals | 2,762 | 2,516 | 246 | 9.78% |

Program Attendance

| | Dec 2021 | Dec 2020 | Quantity Difference | Percentage Change |
|----------------------------|-------------|-------------|------------------------|----------------------|
| Seniors (Ages 65+) | 0 | n/a | n/a | n/a |
| Adults (Ages 40-64) | 3 | n/a | n/a | n/a |
| 20s & 30s | 0 | n/a | n/a | n/a |
| Young Adult (Ages 11-18) | 4 | n/a | n/a | n/a |
| Juvenile (Ages 10 & under) | 170 | n/a | n/a | n/a |
| Targeted Mixed Ages | 194 | n/a | n/a | n/a |
| Attendance Totals | 371 | n/a | n/a | n/a |

Programs - Grab n Go

| | | | | |
|------------------|-----|-----|-----|-----|
| Grab n Go Totals | 180 | n/a | n/a | n/a |
|------------------|-----|-----|-----|-----|

Other

| | Dec 2021 | Dec 2020 | Quantity Difference | Percentage Change |
|-----------------------|-------------|-------------|------------------------|----------------------|
| Database Usage Totals | 1,101 | 3,577 | 3,955 | 110.57% |
| ILL Lends Totals | 2,107 | 3,543 | -1,436 | -40.53% |
| ILL Borrows Totals | 727 | 1,230 | -503 | -40.89% |
| New Patron Totals | 68 | 41 | 27 | 65.85% |
| Door Counts | 5,512 | 2,710 | n/a | n/a |

Director Report
January 17, 2022 Board Meeting

Nov 2021/Dec 2021 Comparisons

- **Circulation of physical materials:** Down 7.35% from November
 - Nov Total: 7365
 - Dec Total: 6824
- **Circulation of Electronic Materials:** Down 7.69% from November
 - Nov Total: 2992
 - Dec Total: 2762

- **Program Attendance:**
 - In Person:** Down 48.31% from November
 - Nov Total: 712
 - Dec Total: 368
 - Live Virtual Programming:** Percentage can't be calculated
 - Nov Total: 0
 - Dec Total: 3
 - Recorded Virtual Programming:** No change from November
 - Nov total: 0
 - Dec Total: 0
 - Grab n Go Programming:** Up 12.5% from November
 - Nov Total: 160
 - Dec Total: 180

- **Database Usage:** Up 3.57% from November
 - Nov Total: 1063
 - Dec Total: 1101

- **Interlibrary Loan**
 - We continue to lend significantly more than we borrow.
 - Lends
 - Up 14.57% from November
 - Nov Total: 1839
 - Dec Total: 2107
 - Borrows
 - Up 8.83% from November
 - Nov Total: 668
 - Dec Total: 727

- **New Patrons:** Down 9.33% from November
 - Nov Total: 75
 - Dec Total: 68

- **Website**
 - **Unique Visits:** Down 9.29% November
 - Nov Total: 4394
 - Dec Total: 3986
 - **Page Views:** Down 7.61% from November
 - Nov Total: 7368
 - Dec Total: 6807
 - **Chat:** Down 16.0% from November
 - Nov Total: 50
 - Dec Total: 42

- **Door Counts:** Down 13.74% from November
 - Nov Total: 6390
 - Dec Total: 5512

- **PC Reservation (Computer Use):** Down 25.14% from November
 - Nov Total: 366
 - Dec Total: 274

- **Wi-fi:** Down 12.42% from November
 - Nov Total: 2560
 - Dec Total: 2242

Basalt Regional Library District
Balance Sheet
as of December 31, 2021
Preliminary

| | General Operating Fund | Bond Repayment Fund | Capital Reserve Fund | Total Balance |
|--|---------------------------|------------------------|-------------------------|-------------------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Cash in Banks | | | | |
| Alpine Bank #0127 | \$ 66,557.26 | \$ - | \$ - | \$ 66,557.26 |
| 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 |
| Total Current Assets | \$ 1,703,590.63 | \$ 799,714.98 | \$ 654,861.20 | \$ 3,158,166.81 |
| Fixed Assets | | | | |
| 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 |
| Other Assets | | | | |
| 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 |
| | \$ 2,549,798.87 | \$ - | \$ - | \$ 2,549,798.87 |
| TOTAL ASSETS | \$ 14,729,099.27 | \$ 799,714.98 | \$ 654,861.20 | \$ 16,183,675.45 |
| LIABILITIES | | | | |
| Current Liabilities | | | | |
| Accounts Payable | \$ 5,701.38 | \$ - | \$ - | \$ 5,701.38 |
| Other Current Liab | | | | |
| 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 |
| Total Other Current Liab | \$ 2,630,407.06 | \$ - | \$ - | \$ 2,630,407.06 |
| Long Term Liabilities | | | | |
| Bonds Payable, 2012 | \$ 4,030,000.00 | \$ - | \$ - | \$ 4,030,000.00 |
| Total Long Term Liabilities | \$ 4,030,000.00 | \$ - | \$ - | \$ 4,030,000.00 |
| Total Liabilities | \$ 6,666,108.44 | \$ - | \$ - | \$ 6,666,108.44 |
| Fund Balance - of 1/1/21 | | | | |
| Investment in Capital Assets | \$ 6,387,388.00 | \$ - | \$ - | \$ 6,387,388.00 |
| 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 |
| Total Fund Balance | 1,576,694.60 | (62,563.33) | 583,570.97 | 2,097,702.24 |
| Fund Revenue/Expenditures | | | | |
| 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 | 1,622,493.18 | 153,743.88 | 15,999.77 | 1,792,236.83 |
| Net Current Year | 98,908.23 | 862,278.31 | 71,290.23 | 1,032,476.77 |
| Total Fund Balance - as of 12/31/21 | 1,675,602.83 | 799,714.98 | 654,861.20 | 3,130,179.01 |
| Total Liabilities and Fund Balance | \$ 14,729,099.27 | \$ 799,714.98 | \$ 654,861.20 | \$ 16,183,675.45 |

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

| | | Dec 2021 | Jan-Dec 2021 Actuals | 2020 Jan-Dec 2020 Actuals | 2019 Jan-Dec 2019 Actuals | 2021 Budget | Over/(Under) Budget | % of Annual Budget | 2020 Year End Actuals |
|---|--|-----------------|-------------------------|---------------------------------|---------------------------------|---------------------|------------------------|-----------------------|--------------------------|
| General Operating Fund Balance 1/1/21 (Includes Tabor Reserve) | | | 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 |
| | Total General Operating Mill Levy | 1,784.47 | 1,514,357.97 | 1,463,601.62 | 1,374,458.24 | 1,515,372.60 | (1,014.63) | 99.93% | 1,463,601.62 |
| 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 |
| | Total MVSO - General Operating | 9,460.42 | 119,815.71 | 106,563.15 | 109,767.23 | 100,000.00 | 19,815.71 | 119.82% | 106,563.15 |
| 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 |
| | Total Fines & Fees | 1,353.82 | 16,099.68 | 5,039.44 | 31,057.52 | 13,795.00 | 2,304.68 | 116.71% | 5,039.44 |
| 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 |
| | Total Earnings on investments | 300.57 | 5,580.24 | 15,668.98 | 46,573.25 | 8,500.00 | (2,919.76) | 65.65% | 15,668.98 |

Prepare for Internal Use Only

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

| | | Dec 2021 | Jan-Dec 2021 Actuals | 2020 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 |
| | Total Contributions | 5,283.61 | 13,652.23 | 11,248.52 | 11,028.35 | 18,500.00 | (4,847.77) | 73.80% | 36,005.05 |
| 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% | - |
| | Total Grants - Non-Restricted | 500.00 | 14,150.00 | 18,331.04 | 4,000.00 | 20,000.00 | 2,850.00 | 70.75% | - |
| 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% | - |
| | Total Restricted Fund Income - Foundation/Friends | 1,249.09 | 37,745.58 | 15,787.80 | 14,811.32 | 19,420.00 | (3,223.50) | 194.36% | 9,362.31 |
| | Total Income | 19,931.98 | 1,721,401.41 | 1,636,240.55 | 1,591,695.91 | 1,695,587.60 | 10,114.73 | 101.52% | 1,636,240.55 |
| | 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 |
| | Total Contract Services | 1,180.00 | 37,270.73 | 32,877.50 | 42,883.93 | 32,400.00 | 4,870.73 | 115.03% | 32,877.50 |

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

| | | Dec 2021 | Jan-Dec 2021 Actuals | 2020 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 |
| | Total Insurance | 21,745.00 | 23,605.00 | 21,668.00 | 21,875.00 | 27,800.00 | (4,195.00) | 84.91% | 21,668.00 |
| 5210 | Postage & Shipping | 232.00 | 512.24 | 231.23 | 616.86 | 1,000.00 | (487.76) | 51.22% | 231.23 |
| 5220 | Professional Dev. & Memberships | | | | | | | | |
| 5230 | Board | - | 720.36 | - | 698.23 | 500.00 | 220.36 | 144.07% | - |
| 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 | 6,149.10 | 5,253.37 | 11,725.90 | 5,000.00 | 1,149.10 | 122.98% | 5,253.37 |
| 5270 | Travel expenses | 645.00 | 2,601.94 | 198.00 | 5,219.90 | 3,000.00 | (398.06) | 86.73% | 198.00 |
| | Total Professional Dev. & Memberships | 715.00 | 14,120.29 | 9,723.07 | 21,601.57 | 12,300.00 | 1,820.29 | 114.80% | 9,723.07 |
| 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 | - | 13,175.00 | 11,991.00 | - | 14,000.00 | (825.00) | 94.11% | 11,991.00 |
| 5293 | Signage | - | 281.38 | - | - | 1,000.00 | (718.62) | 28.14% | - |
| 5295 | Social Media Ads | - | 886.05 | 688.00 | - | 1,500.00 | (613.95) | 59.07% | 688.00 |
| 5297 | Targeted Newspaper Ads | - | 2,534.96 | - | 3,348.00 | 3,500.00 | (965.04) | 72.43% | - |
| | Total Publicity | 4,279.41 | 27,066.69 | 31,862.76 | 18,647.08 | 35,000.00 | (7,933.31) | 77.33% | 31,862.76 |
| 5300 | Supplies | | | | | | | | |
| 5310 | Office Supplies | 148.99 | 10,268.36 | 9,779.99 | 12,247.83 | 8,000.00 | 2,268.36 | 128.35% | 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 |
| | Total Supplies | 286.74 | 16,928.11 | 16,883.54 | 17,533.32 | 14,500.00 | 2,428.11 | 116.75% | 16,883.54 |
| 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 |
| | Total Treasurer's fees | 79.51 | 54,344.29 | 52,796.48 | 49,034.21 | 62,557.49 | (8,213.20) | 86.87% | 52,796.48 |
| | Total Administration | 28,517.66 | 173,847.35 | 166,042.58 | 172,191.97 | 185,557.49 | (11,710.14) | 93.69% | 166,042.58 |

Prepare for Internal Use Only

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

| | | Dec 2021 | Jan-Dec 2021 Actuals | January 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 | - | 2,334.99 | 5,428.20 | 6,737.55 | 6,000.00 | (3,665.01) | 38.92% | 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 | 27,187.61 | 22,177.88 | 21,876.38 | 24,000.00 | 3,187.61 | 113.28% | 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 |
| | Total Facility Expenses (Maintenance) | 6,855.99 | 95,977.38 | 91,701.15 | 94,151.50 | 99,125.00 | (3,147.62) | 96.82% | 91,701.15 |
| 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 | - | 7,055.95 | 7,508.13 | 6,462.35 | 7,400.00 | (344.05) | 95.35% | 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 | - | 3,651.02 | 4,216.71 | 4,115.33 | 4,200.00 | (548.98) | 86.93% | 4,216.71 |
| | Total Utilities | 2,070.13 | 37,198.87 | 35,595.99 | 34,117.83 | 45,455.00 | (8,256.13) | 81.84% | 35,595.99 |
| | Total Facility Expenses | 8,926.12 | 133,176.25 | 127,297.14 | 128,269.33 | 144,580.00 | (11,403.75) | 92.11% | 127,297.14 |
| 5600 | Library Programs | | | | | | | | |
| 5610 | Community Engagement | 628.38 | 9,238.04 | 1,114.53 | 2,768.72 | 8,500.00 | 738.04 | 108.68% | 1,114.53 |
| 5615 | Art | - | 44.95 | 2,598.20 | - | - | 44.95 | 0.00% | 2,598.20 |
| 5620 | Children's | - | 3,796.62 | 3,957.41 | 4,177.82 | 4,000.00 | (203.38) | 94.92% | 3,957.41 |
| 5625 | Children's Materials | - | 1,667.19 | 3,494.82 | 3,053.95 | 2,800.00 | (1,132.81) | 59.54% | 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 | 12,626.19 | 12,522.00 | 13,347.69 | 13,000.00 | (373.81) | 97.12% | 12,522.00 |
| 5650 | Spanish Language | - | 3,244.86 | 1,290.99 | 1,497.31 | 1,500.00 | 1,744.86 | 216.32% | 1,290.99 |
| 5635 | Volunteers | - | - | 168.00 | - | 550.00 | (550.00) | 0.00% | 168.00 |
| 5660 | Young Adult | 21.98 | 4,366.03 | 5,248.20 | 4,589.68 | 5,730.00 | (1,363.97) | 76.20% | 5,248.20 |
| 5675 | Next Gen / Millennials | - | 1,061.37 | 917.79 | - | 1,500.00 | (438.63) | 70.76% | 917.79 |
| | Total Library Programs | 1,160.11 | 36,303.50 | 32,430.61 | 34,421.51 | 37,955.00 | (1,651.50) | 95.65% | 32,430.61 |

Prepare for Internal Use Only

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

| | | | Dec 2021 | Jan-Dec 2021 Actuals | January 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 | 3,735.83 | 3,040.35 | 6,049.37 | 5,000.00 | (1,264.17) | 74.72% | 3,040.35 |
| 5750 | | Disk Cleaning | - | 219.98 | 1,009.60 | 1,526.20 | 1,500.00 | (1,280.02) | 14.67% | 1,009.60 |
| | Total Copiers & Equipment | | 227.56 | 7,485.95 | 8,255.79 | 11,349.45 | 10,400.00 | (2,914.05) | 71.98% | 8,255.79 |
| 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 | 992.53 | 2,019.13 | 2,572.09 | 2,000.00 | (1,007.47) | 49.63% | 2,019.13 |
| 5780 | Support & Service Agreements | | - | - | - | - | - | - | - | - |
| 5793 | | Canva | - | - | - | - | 120.00 | (120.00) | 0.00% | - |
| 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 | - | 1,127.90 | 1,474.43 | 1,225.70 | 1,440.00 | (312.10) | 78.33% | 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 | - | 164.00 | 543.91 | 754.86 | 264.00 | (100.00) | 62.12% | - |
| 5822 | | Prezi | - | - | 84.00 | 84.00 | 84.00 | (84.00) | 0.00% | 84.00 |
| 5825 | | Webpage Builder | - | 602.91 | - | - | 192.00 | 410.91 | 314.02% | 543.91 |
| | Total Support & Service Agreements | | - | 4,204.81 | 4,772.63 | 4,480.33 | 5,687.00 | (1,482.19) | 73.94% | 4,772.63 |
| 5830 | | Tech Labor & Repair | - | 352.00 | 252.50 | 1,312.10 | 2,000.00 | (1,648.00) | 17.60% | 252.50 |
| | Total Technology | | 346.32 | 105,140.14 | 107,254.60 | 110,752.21 | 120,087.00 | (14,946.86) | 87.55% | 107,254.60 |
| 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 |
| | Total Audio | | - | 5,791.92 | 6,576.44 | 7,635.47 | 7,200.00 | (1,408.08) | 80.44% | 6,576.44 |

Prepare for Internal Use Only

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

| | | | 2021 | 2020 | 2019 | 2021 Budget | Over/(Under) Budget | % of Annual Budget | 2020 Year End Actuals | |
|------|--|--------------------------------|-----------------|----------------------|----------------------|----------------------|---------------------|--------------------|-----------------------|------------------|
| | | | Dec 2021 | Jan-Dec 2021 Actuals | Jan-Dec 2020 Actuals | Jan-Dec 2019 Actuals | | | | |
| 6000 | | Books & Magazines | | | | | | | | |
| 6010 | | Adult fiction books | 74.75 | 10,281.01 | 10,560.71 | 12,531.17 | 11,000.00 | (718.99) | 93.46% | 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 | 6,592.32 | 6,763.44 | 5,446.45 | 7,000.00 | (407.68) | 94.18% | 6,763.44 |
| 6040 | | Juvenile Non-Fiction | 68.55 | 1,422.24 | 2,604.67 | 1,809.12 | 3,000.00 | (1,577.76) | 47.41% | 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 | - | 2,960.64 | 6,011.28 | 7,964.90 | 5,250.00 | (2,289.36) | 56.39% | 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 | 4,338.47 | 3,551.22 | 6,701.25 | 5,000.00 | (661.53) | 86.77% | 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 |
| | | Total Books | 1,107.42 | 44,430.21 | 49,253.97 | 51,117.13 | 50,950.00 | (6,519.79) | 87.20% | 49,253.97 |
| 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 | - | 14,881.30 | 18,890.55 | 12,215.98 | 14,500.00 | 381.30 | 102.63% | 18,890.55 |
| 6330 | | RB Digital | - | 584.65 | 2,206.98 | - | 2,000.00 | (1,415.35) | 29.23% | 2,206.98 |
| | | Total Digital Resources | - | 31,813.36 | 39,851.90 | 33,576.23 | 39,899.00 | (8,580.34) | 79.73% | 39,851.90 |

Prepare for Internal Use Only

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

| | | | Dec 2021 | Jan-Dec 2021 Actuals | 2020 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 | 6,349.35 | 10,324.80 | 9,508.44 | 9,000.00 | (2,650.65) | 70.55% | 10,324.80 |
| 6440 | | Juvenile Movies | - | 283.67 | - | 1,134.13 | 1,000.00 | (716.33) | 28.37% | - |
| 6450 | | YA Movies | - | 188.96 | 676.05 | 393.57 | 400.00 | (211.04) | 47.24% | 676.05 |
| 6460 | | Video / Games | - | 831.88 | 115.32 | - | 800.00 | 31.88 | 103.99% | 115.32 |
| | | Total Media | 243.63 | 7,678.81 | 11,116.17 | 11,712.65 | 11,700.00 | (4,021.19) | 65.63% | 11,116.17 |
| | | Total Collections | 1,351.05 | 89,714.30 | 106,798.48 | 104,041.48 | 109,749.00 | (14,101.82) | 81.74% | 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 | - | 7,450.20 | - | - | 8,820.00 | (1,369.80) | 84.47% | - |
| 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 | 30,847.58 | 12,927.82 | 13,956.65 | 24,420.00 | 6,427.58 | 126.32% | 12,927.82 |
| | | Total Operating expenses | 40,926.53 | 569,029.12 | 552,751.23 | 563,633.15 | 622,348.49 | (47,386.49) | 91.43% | 552,751.23 |

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

| | | Dec 2021 | Jan-Dec 2021 Actuals | 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 | 61,245.73 | 53,520.35 | 53,168.94 | 66,010.58 | (4,764.85) | 92.78% | 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 | 67,779.83 | 76,571.30 | 63,450.04 | 72,521.04 | (4,741.21) | 93.46% | 76,571.30 |
| 6980 | Director Search | - | 2,501.96 | - | 9,198.90 | - | 2,501.96 | 0.00% | - |
| 6955 | Wellness / Health - CEBT Dividend Pmts | 329.68 | 5,070.00 | - | - | - | 5,070.00 | 100.00% | - |
| | Total Payroll Expenses | 96,609.95 | 966,464.06 | 875,773.33 | 841,102.83 | 979,978.48 | (13,514.42) | 98.62% | 875,773.33 |
| | Total Expense | 137,536.48 | 1,535,493.18 | 1,428,524.56 | 1,404,735.98 | 1,602,326.97 | (60,900.91) | 95.83% | 1,428,524.56 |
| | Net General Fund Income/(Loss) Prior to Capital Rsv Allocation | (117,604.50) | 185,908.23 | 207,715.99 | 186,959.93 | 93,260.63 | 71,015.64 | 199.34% | 207,715.99 |
| | Allocation to Capital Reserve Outlay | - | 87,000.00 | 87,000.00 | 87,000.00 | 87,000.00 | - | 100.00% | 87,000.00 |
| | Net General Fund Income/(Loss) After Capital Reserve Allocation | (117,604.50) | 98,908.23 | 120,715.99 | 99,959.93 | 6,260.63 | | | 120,715.99 |
| | General Fund Balance 12/31/21 | | 1,675,602.83 | | | 1,582,955.23 | | | |

Prepare for Internal Use Only

**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 |
| Bond Repayment Fund Balance 1/1/21 | | | 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 |
| | Bond Repayment Fund Balance 12/31/21 | | 799,714.98 | | | 812,477.77 | | | |
| | **2021 Bond Repayment Schedule: | | | | | | | | |
| | 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
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 |
|--|----------|-------------------------|--|---------------------------------|-------------|------------------------|-----------------------|--------------------------|
| Capital Reserve Fund Balance 1/1/21 | | 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 |
| Total Capital Reserve Fund Income | 28.29 | 87,290.00 | 3,803.92 | 11,749.57 | 120,500.00 | (33,210.00) | 72.44% | 90,803.92 |
| 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% | - |
| Electrial 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 |
| Total 8300 - Capital Reserve Expense | - | 15,999.77 | 29,286.68 | 21,694.79 | 110,911.00 | (10,000.00) | 14.43% | 29,286.68 |
| Net Capital Reserve Fund | 28.29 | 71,290.23 | (25,482.76) | (9,945.22) | 9,589.00 | (23,210.00) | 743.46% | 61,517.24 |
| Capital Reserve Fund Balance 12/31/21 | | 654,861.20 | | | 593,159.97 | | | |

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

| Maintenance Expenditure Detail | | | |
|--------------------------------|-----------------------|--------------------------|--|
| 2021 | | | |
| | Month | Vendor | Detail |
| | | | Amount |
| | January | | |
| | | 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 |
| | Total January | | 2,369.00 |
| | February | | |
| | | Roaring Fork Sign | signage 595.00 |
| | | Johnson Controls | quarterly billing 193.80 |
| | Total February | | 788.80 |
| | March | | |
| | | 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 |
| | Total March | | 2,692.50 |
| | April | | |
| | | 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 |
| | Total April | | 3,612.44 |
| | May | | |
| | | 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 |
| | Total May | | 3,393.01 |
| | June | | |
| | | 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 |
| | Total June | | 1,794.74 |
| | July | | |
| | | 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 |
| | Total July | | 959.90 |
| | August | | |
| | | Johnson Controls | 9/1-11/30/21 monitoring |
| | | | 193.80 |
| | | Axelman Mechanical | HVAC system |
| | | | 618.00 |
| | | Grizzly Creek | supplies |
| | | | 294.89 |
| | | Flame Out Fire | backflow inspection |
| | | | 802.00 |
| | | Bluestar Recycling | recycle light bulbs / material |
| | | | 249.25 |
| | Total August | | 2,157.94 |
| | September | | |
| | | Roaring Fork Sign | sign pmts |
| | | | 1,456.53 |
| | | 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 |
| | Total September | | 3,908.31 |
| | October | | |
| | | Grizzly Creek | move materials |
| | | | 180.00 |
| | | Johnson Controls | service call |
| | | | 556.00 |
| | Total October | | 736.00 |
| | November | | |
| | | Johnson Controls | 12/1-2/28/22 Service |
| | | | 208.33 |
| | | Roto Rooter Plumbing | clear area drain |
| | | | 329.50 |
| | | Durgin Electric | electric / lighting review and repairs |
| | | | 1,422.22 |
| | Total November | | 1,960.05 |
| | December | | |
| | | Acme Alarm Company | 1st Quarter Monitoring |
| | | | 108.90 |

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

| Maintenance Expenditure Detail | | | | |
|--------------------------------|-----------------------|-----------------|---|------------------|
| 2021 | | | | |
| | Month | Vendor | Detail | Amount |
| | | During Electric | electric / lighting review and repairs | 2,265.94 |
| | | Grizzly Creek | clean and condition 8 large whiteboards in study rooms and staffs / breakdown lemondæ stand / maint details with sandy / glycol feeder | 247.50 |
| | Total December | | | 2,622.34 |
| | | | Summary: | |
| | | | 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 | 1,806.50 |
| | | | Roof Maintenance | 2,700.00 |
| | | | Signage | 4,479.13 |
| | | | Window Cleaning | 1,011.00 |
| | | | TOTAL | 27,187.61 |

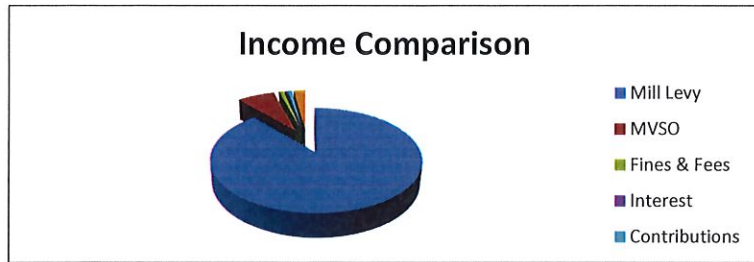
**Basalt Regional Library District
General Fund
Contributions / Grants Detail
January-December 2021**

| 4400 - Contributions | | | |
|---|-------------------------------|---------------------------------|---------------|
| 4410 - Contributions - Miscellaneous | | | |
| Date | Name | Contribution Notation | Amount |
| 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 |
| 4412 - Special Programs | | | |
| Date | Name | Contribution Notation | Amount |
| 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**

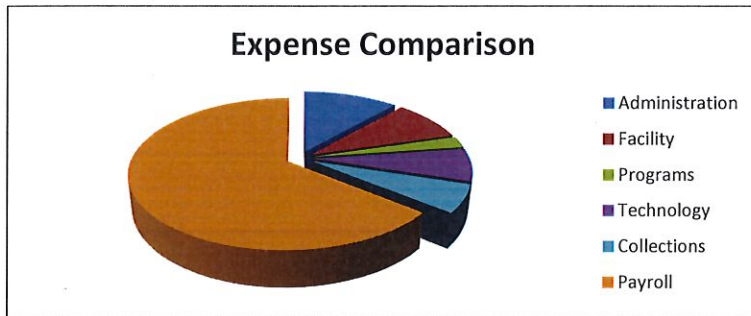
Income Comparison

| | 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% |
| Total | 1,707,251 | 100% |



Expense Comparison

| | as of 12/31/21 | |
|----------------|------------------|-------------|
| Administration | 173,847 | 12% |
| Facility | 133,176 | 9% |
| Programs | 36,304 | 2% |
| Technology | 105,140 | 7% |
| Collections | 89,714 | 6% |
| Payroll | 966,464 | 64% |
| Total | 1,504,646 | 100% |



January 12, 2022

Message on Basalt Regional Library District 2022 Budget and 2021 Finances

Library operations and the library's capital reserve are funded by voter-approved mill levies. The 2.61 General Operations mill levy rises and falls according to property valuations, which are reassessed every two years in odd-numbered years. In 2016, voters approved a \$350,000 annual mill levy supplement, starting in 2017 and continuing through 2023. Both the General Operations mill levy and the supplemental mill levy have allowed the library to maintain its level of service to the community.

The 2021 contribution from the General Operating Fund to the Capital Reserve Fund was \$87,000. The Finance Committee has determined this amount is needed annually to keep pace with future anticipated capital needs.

Three nonprofit groups provide additional funds to the library. These are: (1) the Library Friends Bookstore that contributes proceeds from used book sales, (2) the Foundation that contributes proceeds from author talks and annual garden tour, and (3) the Library Trust (formed in 2021) that enables the library to apply for grants and do other fundraising. All contributions and grants brought in 3.8% of total income in 2021.

In 2006, voters approved a mill levy to fund bonds to cover costs of land and construction of the library building. The mill levy for these bonds is adjustable to meet the payments for bonds due each year. In 2012, then-remaining bonds were refinanced due to favorable interest rates; this move saved taxpayers approximately \$500,000. As of 2022, the bond repayment balance is \$4,324,163, with full repayment due in 2026. The remaining bond repayment schedule and economic conditions indicate that the library can begin decreasing its annual mill levy from 2.39 to 2.00 mills. This is good news for taxpayers.

The COVID virus continued to impact library services in 2021. The library was closed to patrons in January and February. During closure, the lobby remained open for computer services, Wifi, concierge assistance, tablets, hot spots and curbside pickup. Website resources were available all year. In March partial patron entry was allowed, and full entry with masks continued from April through December. Summer programs with an outdoor tent on the lawn, summer reading, a music truck and Grab-n-Go activity kits began in June. In November and December, a vaccine bus provided vaccines. The library has taken all steps possible, following COVID protocols, to provide services to the community. Statistical numbers show an increase in usage from 2020, but lower numbers than in pre-pandemic 2019.

The year 2021 brought other important changes. A new library director began her tenure in September. The board eliminated collection of late fees, following the lead of other libraries statewide.

2021 Budget: Revenues in 2021 were 1.5% over budget. The mill levy provided 99.9% of budget. The additional revenue came mostly from motor vehicle license registrations and contributions by the library's non-profit organizations. Interest rates remain low and added only a small amount to revenues.

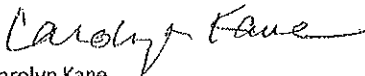
Expenses (pre-audit) were down by 4%. Overages in courier fees, professional development fees and office supplies were offset by overall decreased expenses in Administration, Facility Expense, Programs, Technology, Collections and Payroll. Payroll expense was 4% under budget. The 2021 projected contribution to the General Fund Reserve has been met.

2022 Budget: The counties' reassessment of property valuations in 2021 will add \$46,000 of mill levy funding to BRLD in 2022. On the expense side, Operating Expenses are budgeted to increase by \$8000, or 3%. Major Payroll adjustments have been budgeted for 2022, following a review of wages (salary and hourly) in comparable libraries, pay increases needed to attract workers throughout the Roaring Fork Valley and key library staffing vacancies. Payroll expense is budgeted to increase by 14.5% to ensure the library district remains as competitive as possible. BRLD currently has a healthy General Fund balance, totaling 95% of budgeted 2022 expense. According to the library's auditor, the standard for reserves is 50% of annual expenses. While BRLD is projected to experience a shortfall to its budget in 2022, the library's finances will remain in good financial shape.

The library continues to be an important community asset. The director and staff will continue to provide outreach and the strategic plan will be resumed in 2022 to find new ways of connecting with the public. RFTA bus service is providing added access to the library, fiber optic connectivity is on its way and electric charging stations may be added to the library this year.

Please feel free to contact our new director, Amy Shipley, with questions or concerns, and to access our library website (basaltlibrary.org) for further information about the library's operations and easy entry to a wide range of content and programs.

Sincerely,



Carolyn Kane
Treasurer
Basalt Regional Library District

**Basalt Regional Library
Board of Trustees
April 2021**

PRESIDENT

Enid Ritchy **Eagle County** **2nd Term – Expires 3/24**

VICE-PRESIDENT

Jim Albert **Pitkin County** **1st Term - Expires 3/23**

TREASURER

Carolyn Kane **Town of Basalt** **2nd Term – Expires 3/24**

SECRETARY

Colleen Irvin **Pitkin County** **1st Term - Expires 3/22**

TRUSTEE

Becky Musselman **Eagle County** **2nd Term – Expires 3/23**

TRUSTEE

Ryan Anslyn **Eagle County** **1st Term – Expires 3/22**

TRUSTEE

Margaret Simmons **Pitkin County** **1st Term – Expires 3/24**

Office holders

- **President**
 - 2020 Becky Musselman
 - 2021 Enid Ritchy

- **Vice President**
 - 2020 Karen Barch
 - 2021 Jim Albert

- **Treasurer**
 - 2020 Vicky Treece
 - 2021 Carolyn Kane

- **Secretary**
 - 2020 Enid Ritchy
 - 2021 Colleen Irvin

**BASALT REGIONAL LIBRARY DISTRICT BOARD
RESOLUTION NO. 2022-01**

A RESOLUTION OF THE BASALT REGIONAL LIBRARY DISTRICT DESIGNATING THE OFFICIAL POSTING PLACE FOR NOTICES, ADOPTING THE OFFICIAL DISTRICT MAP AND SETTING FORTH OTHER ADMINISTRATIVE MATTERS.

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c) the Library District is required annually to designate a place for the posting of official notices; and

WHEREAS, pursuant to C.R.S. § 24-90-109(1)(p.5) the Library District is required to adopt a current, accurate map of the District boundaries and to provide it to the state library, and;

WHEREAS, the Library District desires to establish its official mailing address, telephone number, contact person, and president of the Board.

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. Posting: The official place for the posting of all required legal notices shall be the front door/south entrance of the library building located at 14 Midland Ave. Basalt, CO 81621.
3. Adoption of Map: The District boundary map attached hereto as Exhibit A is hereby adopted as the official map for the District.
4. Administrative Matters: The following are hereby adopted as the official administrative and contact information for the District:

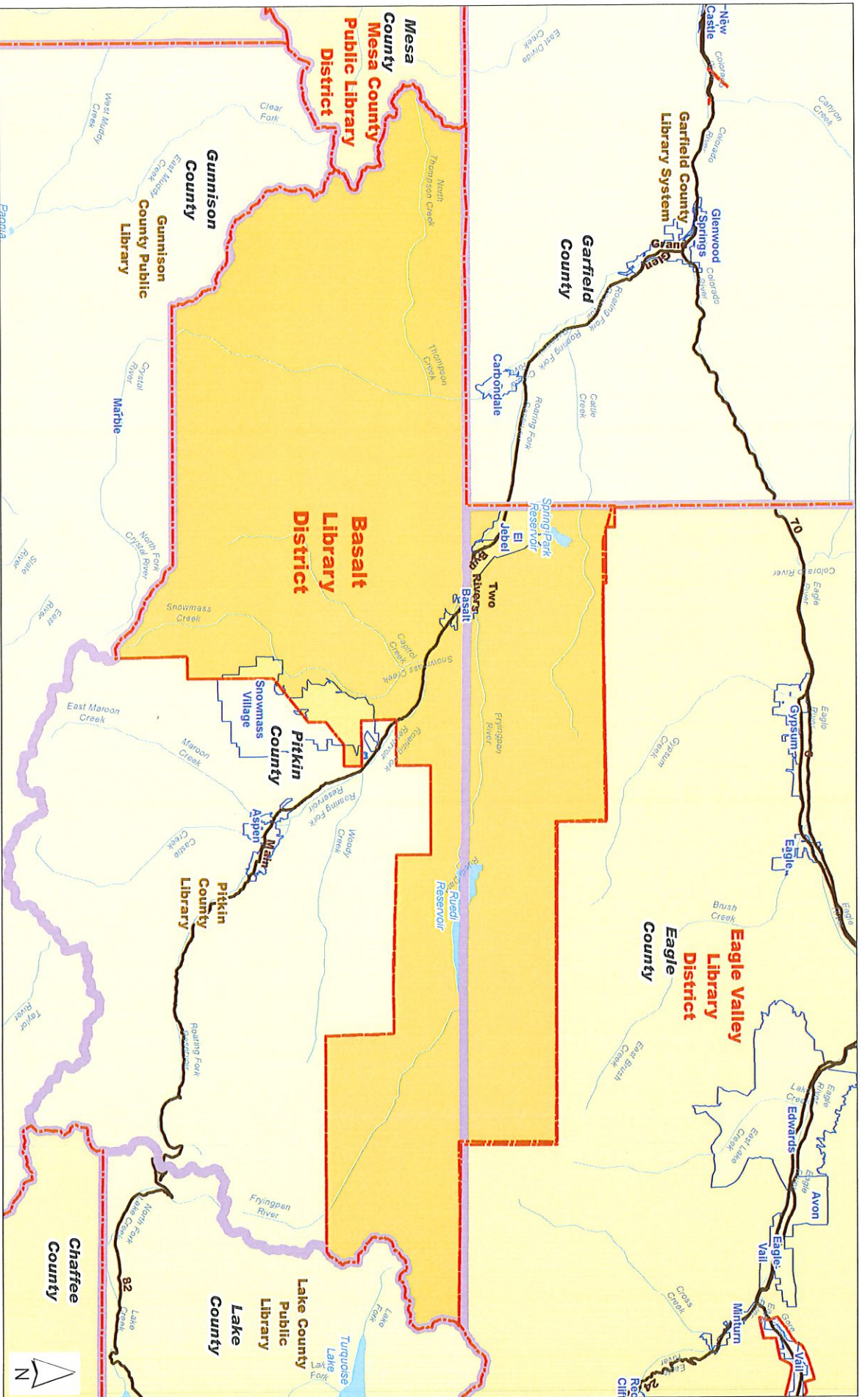
| | |
|------------------|-------------------------------------|
| Address: | 14 Midland Ave. Basalt, CO 81621 |
| Phone number: | 970-927-4311 |
| Website: | www.basaltlibrary.org |
| Contact person: | Amy Shipley, Executive Director |
| Board President: | Enid Ritchy |

This resolution 2022-01 is hereby ADOPTED by a vote of _____ on this 17th day of January, 2022.

BASALT REGIONAL LIBRARY DISTRICT
ATTEST:

Enid Ritchy, President

Jim Albert, Vice President



- Basalt Library District
- Other Library Districts
- County Boundary
- City/Town/Place Boundary
- County Libraries

Basalt Library District

The Basalt Library District boundary as specified in establishment documents includes the portion of Roaring Fork School District RE-1 that falls within Eagle and Pitkin Counties.

LIBRARY DISTRICT UPDATE

Colorado State Library

To submit a comment or for more information, please contact Nicolle Steffen: steffen_n@cde.state.co.us or 303-666-6900

Prepared by CIVIC Technologies, May 2010.