

Basalt Regional Library District Board of Trustees
Monday, September 18, 2017, 5:15 PM
Basalt Regional Library Community Room

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

Board of Trustees: Ann Stephenson, President; Michael Latousek, Vice President;
Heather Manolakas, Treasurer; Dick Hampleman, Secretary; Karen Barch, Trustee;
Roger Garrett, Trustee; Becky Musselman, Trustee

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

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

AGENDA:

5:15 PM Call to Order
Citizen Comments

5:25 PM Board Comments

5:35 PM Approval of minutes of July 17, 2017 Special Board Meeting
Approval of minutes of August 21, 2017 Board Meeting

5:40 PM Director's Report, Ann Scott

5:50 PM Committee Reports:

Bylaws Committee: *Michael Latousek, chair*

Policy Committee: *Heather Manolakas, chair*

Personnel & Human Relations Committee: *Ann Stephenson, chair*

Facilities Committee: *Dick Hampleman, chair*

- Bids for Staining Exterior of Building

Finance Committee: *Heather Manolakas, treasurer*

- August Financials
- First Draft 2018 Budget

6:25 PM Adjourn Meeting

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
August 21 2017, 5:15 PM in the Community Room**

Call to Order: Ann Stephenson called the meeting to order at 5:21 p.m.

Members Present: Ann Stephenson, President; Dick Hampleman, Secretary; Karen Barch, Trustee; Becky Musselman, Trustee

Also present: Ann Scott, Director; Kim Clinco, Bookkeeper; Erin Hollingsworth, Associate Director

Board Comments: Karen Barch commended the library on the Eclipse program. It is believed approximately 500 people attended.

Approval of July 17, 2017 Special Board Meeting Minutes: Because Dick Hampleman was not in attendance for the July 17 Special Board Meeting, a quorum was not present to approve the minutes. The approval of the July 17 Special Board Meeting Minutes will be tabled until the September meeting.

Approval of July 17, 2017 Board Meeting Minutes: Dick Hampleman moved to approve the minutes, and Karen Barch seconded. The motion passed with four ayes.

Director's Report: *Ann Scott, Director*

- The library has received two applications from qualified candidates for the open position. Ann hopes to receive several more before interviewing.
- The library is collaborating with Pitkin County Library and the Garfield County Libraries on valley-wide programming.
- The library's circulation statistics reflect a slight dip for the year to date. This is perhaps because Pitkin County was closed for a portion of the previous year.
- The library has a new website. Christy has been trained to update and maintain the website. Feedback is appreciated, as there are many changes in the format.
- The final fire safety check is on August 30th. There will also be a brief staff training on using the AED. Sandy created a maintenance calendar, so that there is a history of previous maintenance issues, as well as a schedule for future appointments.
- Ann asked if the board would be interested in attending a new board member training session or a board member retreat.

Staff Report: *Erin Hollingsworth, Associate Director*

- The Eclipse Watch Party was hugely successful. Approximately 500 people attended. There were activities for children, snacks, and the library's telescopes were set up on the lawn.
- Summer Reading for children and teens finished at the end of July. Enrollment and attendance was on par with previous years.
- The regular adult programs, such as the Yarn Group and Foreign Film Night, have consistent attendance. The Summer Poetry Workshop will be wrapping up with an open-mic event on September 8th. The library will be partnering with Eagle County and Pitkin County Senior Services on a healthy aging initiative.

- The Summer Music Series was also very successful, with full audiences for each performance.

Committee Reports:

Bylaws Committee: *Michael Latousek, chair.* Not present.

Policy Committee: *Heather Manolakas, chair.* No report.

Personnel & Human Relations Committee: *Ann Stephenson, chair.* There will be a discussion and vote on approving the updates to the employee handbook later in the meeting.

Facilities Committee: *Dick Hampleman, chair.* Dick is coordinating bids for staining the exterior of the building. Maintenance of the building will also inform the finance committee's plan to increase the capital reserve fund.

Finance Committee: *Heather Manolakas, treasurer.* Kim gave the report for the finance committee. The finance committee has discussed increasing the allocation to the capital reserve fund, especially since the library will be receiving extra funding as a result of the increase to the mill levy over the next six years. A draft copy of the plan was distributed to all board members.

- **July Financials:** Cash balance at the end of July was \$3,276,671.51. The motor vehicle increase is running ahead of budget for the current year. Fines and fees are at budget for the first seven months of the year. Interest on bank accounts and late tax payments are over budget. Income for the first seven months is at 89 percent. Operating expenses, which include administration, are under budget at 51 percent. Facility expenses, which include janitorial expenses, maintenance, and utilities, are under budget at 41 percent. Library programs are slightly under budget, due in part because the budget for Community Programming, which is shared among departments, has not been spent. Ann mentioned that the funds in Community Programming may be split among departments in the future. The budget for supplies is almost spent. The second large payment for the Marmot contracts was made. As a result, Technology & Equipment is slightly over budget at 63 percent. Under collections, adult fiction and nonfiction are almost completely spent. The Spanish children's and juvenile books balance each other out, and will be combined next year. The library's new databases cost slightly more than in previous years, but digital resources overall should be under budget. Music and video expenses are within budget. Overall, collection expenses are at 60 percent. Total operating expenses through July are at 52 percent. Payroll is under budget; only 53 percent has been spent. Fund balance at the end of July was \$1,616,382.40. The only capital reserve expenditure through July was on new LED lights.

Action Items:

Discussion and possible vote on Resolution 2017-07, a Resolution of the Basalt Regional Library District to update the BRLD Employee Handbook: Copies of the changes to the employee handbook were previously distributed to board members. No discussion. Karen Barch moved, and Dick Hampleman seconded to approve the changes to the BRLD Employee Handbook. The motion carried with four ayes.

Adjournment: Karen Barch moved, and Dick Hampleman seconded to adjourn the meeting. The motion carried with four ayes. The meeting adjourned at 5:59 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

Basalt Regional Library District
Balance Sheet
as of August 31, 2017

	General Operating	Bond Repayment	Capital Reserve	Total
	Fund	Fund	Fund	Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 437,052.53	\$ -	\$ -	\$ 437,052.53
Colo Trust - Bond Repayment #8002		564,555.72	-	564,555.72
Colo Trust - Tabor Reserve #8003	50,388.27	-	-	50,388.27
Colo Trust - Operating Fund #8004	1,020,988.15	812,987.96	-	1,833,976.11
Colo Trust - Capital Rsv Fund #8005	28,210.67	-	333,041.53	361,252.20
Total Current Assets	\$ 1,536,639.62	\$ 1,377,543.68	\$ 333,041.53	\$ 3,247,224.83
Fixed Assets				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,436,836.59	-	-	1,436,836.59
Equipment and Fixtures	263,547.49	-	-	263,547.49
Building	10,733,846.00	-	-	10,733,846.00
Less Accumulated Depreciation	(1,933,781.45)	-	-	(1,933,781.45)
	\$ 11,820,061.63	\$ -	\$ -	\$ 11,820,061.63
Other Assets				
Cash with County Treasurer	\$ 3,955.80	\$ -	\$ -	\$ 3,955.80
Prepaid Expense	-	-	-	-
Property Tax Receivable	1,911,350.00	-	-	1,911,350.00
	\$ 1,915,305.80	\$ -	\$ -	\$ 1,915,305.80
TOTAL ASSETS	\$ 15,272,007.05	\$ 1,377,543.68	\$ 333,041.53	\$ 16,982,592.26
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 5,632.05	\$ -	\$ -	\$ 5,632.05
Other Current Liab				
Accrued Expenses	33,012.50	-	-	33,012.50
Accrued Vacation	26,656.00	-	-	26,656.00
Deferred Property Tax	1,911,350.00	-	-	1,911,350.00
Payroll Liabilities	3,652.49	-	-	3,652.49
Wages Payable	6,794.71	-	-	6,794.71
Total Other Current Liab	\$ 1,981,465.70	\$ -	\$ -	\$ 1,981,465.70
Long Term Liabilities				
Bonds Payable, 2012	\$ 7,690,000.00	\$ -	\$ -	\$ 7,690,000.00
Total Long Term Liabilities	\$ 7,690,000.00	\$ -	\$ -	\$ 7,690,000.00
Total Liabilities	\$ 9,677,097.75	\$ -	\$ -	\$ 9,677,097.75
Investment in Capital Assets	\$ 4,029,692.36	\$ -	\$ -	\$ 4,029,692.36
Fund Balance - of 1/1/17				
General Operating Fund	\$ 973,578.34	\$ -	\$ -	\$ 973,578.34
Restricted for Emergencies - Tabor Fund	40,700.00	-	-	40,700.00
Debt Repayment Fund	-	524,891.60	-	524,891.60
Less Bond Principle Payment		-		-
Capital Reserve Fund	-	-	341,233.43	341,233.43
Total Fund Balance	1,014,278.34	524,891.60	341,233.43	1,880,403.37
Fund Revenue/Expenditures				
Current Year-to-Date Revenue	\$ 1,366,128.55	\$ 976,336.49	\$ 6,351.60	\$ 2,348,816.64
Current Year-to-Date Expenditures	815,189.95	123,684.41	14,543.50	953,417.86
Net Current Year	550,938.60	852,652.08	(8,191.90)	1,395,398.78
Total Fund Balance - as of 8/31/17	1,565,216.94	1,377,543.68	333,041.53	3,275,802.15
Total Liabilities and Fund Balance	\$ 15,272,007.05	\$ 1,377,543.68	\$ 333,041.53	\$ 16,982,592.26

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

		Aug 2017 Actuals	Jan - Aug 2017 Actuals	Previous Year Jan- Aug 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
General Operating Fund Balance 1/1/17 (Includes Tabor Reserve)			1,014,278.34	1,151,394.00					
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County	7,415.13	519,306.12	506,793.65	541,537.76	(22,231.64)	95.89%	525,502.12	
4020	Pitkin County	8,720.23	390,261.94	452,116.58	468,320.05	(78,058.11)	83.33%	462,355.99	
4030	Mill Levy Increase	5,670.23	324,200.08	-	349,774.49	(25,574.41)	92.69%	-	allocating 26% of mill levy
4040	Tax Abatement	-	13,155.26	-	13,155.26	-	100.00%	-	will allocate .958% 6/30
	Total General Operating Mill Levy	21,805.59	1,246,923.40	958,910.23	1,372,787.56	(125,864.16)	90.83%	987,858.11	
4100	MVSO - General Operating								
4110	Eagle County	5,668.20	39,836.55	31,323.64	35,000.00	4,836.55	113.82%	47,618.63	
4120	Pitkin County	2,528.73	24,873.13	19,873.84	30,000.00	(5,126.87)	82.91%	29,683.97	
	Total MVSO - General Operating	8,196.93	64,709.68	51,197.48	65,000.00	(290.32)	99.55%	77,302.60	
4200	Fines & Fees								
4205	Coffee Purchase	72.00	535.70	679.33	500.00	35.70	100.00%	974.03	
4210	Copies	800.90	5,595.01	4,981.39	6,000.00	(404.99)	93.25%	7,245.87	
4215	Earbuds	15.20	145.60	306.80	100.00	45.60	100.00%	361.80	
4220	Faxing	128.00	514.00	546.34	1,000.00	(486.00)	51.40%	846.46	
4230	Fines	1,106.89	12,689.45	14,739.65	25,000.00	(12,310.55)	50.76%	20,191.07	
4240	Guest Passes	11.00	108.00	216.40	600.00	(492.00)	18.00%	276.40	
4250	Meeting Room Rental	287.50	2,721.25	4,831.00	5,000.00	(2,278.75)	54.43%	6,858.00	
4260	Replacement Books	225.47	740.62	323.46	750.00	(9.38)	98.75%	692.70	
4270	Replacement Library Cards	41.00	223.19	395.70	500.00	(276.81)	44.64%	576.70	
4280	Test Proctoring	20.00	60.00	74.00	100.00	(40.00)	60.00%	84.00	
4290	Holy Cross Deposit Return/Member Equity	-	1,881.44	1,506.26	1,200.00	681.44	156.79%	1,596.10	
4295	CORE Refund	-	2,500.00	-	-	2,500.00	100.00%	4,700.00	
	Total Fines & Fees	2,707.96	27,714.26	28,600.33	40,750.00	(13,035.74)	68.01%	44,403.13	
4300	Earnings on investments								
4310	Colotrust Int Op Acct/Mill Levy	2,910.95	12,472.69	5,153.41	6,000.00	6,472.69	207.88%	11,246.96	
	Total Earnings on investments	2,910.95	12,472.69	5,153.41	6,000.00	6,472.69	207.88%	11,246.96	
4400	Contributions								
4410	Contributions - Adult	-	500.00	2,100.00	500.00	-	100.00%	2,100.00	
4420	Contributions - Music	140.00	4,140.00	5,180.00	5,000.00	(860.00)	82.80%	5,180.00	
4430	Contributions Outreach	-	100.00	1,500.00	500.00	(400.00)	20.00%	1,500.00	
4440	Contributions Youth Srv	200.00	700.00	3,175.00	500.00	200.00	140.00%	3,175.00	
4470	Grant - State of Colorado	-	2,115.00	4,691.00	5,000.00	(2,885.00)	42.30%	7,274.00	Linda's Grant

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

			Aug 2017 Actuals	Jan - Aug 2017 Actuals	Previous Year Jan - Aug 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
4473	Grant - Thrift Store		-	-	-	-	-	0.00%	1,600.00	
4480	Other		-	82.70	30.50	2,000.00	(1,917.30)	4.14%	30.50	misc donations received end of Dec
	Total Contributions		340.00	7,637.70	16,676.50	13,500.00	(5,862.30)	56.58%	20,859.50	
4490	Restricted Fund Income - Foundation		-	-	-	-	-	100.00%	7,612.83	
	Restricted Fund Income - Friends		1,200.00	5,170.82	4,503.42	-	-	100.00%	4,388.59	
4490	Restricted Fund Income - Pardon My Garden		-	1,500.00	-	-	1,500.00	100.00%	-	
	Total Restrictd Fund Income - Foundation/Friends		1,200.00	6,670.82	4,503.42	-	1,500.00	100.00%	12,001.42	
Total Income			37,161.43	1,366,128.55	1,065,041.37	1,498,037.56	(137,079.83)	91.19%	1,153,671.72	
Operating expenses										
5000	Administration									
5005	Contract Services									
5010	Accounting		1,093.75	7,656.25	7,032.75	14,000.00	(6,343.75)	54.69%	11,276.50	
5020	Audit - Annual		-	8,900.00	8,900.00	9,200.00	(300.00)	96.74%	8,900.00	
5030	Courier		-	-	-	7,000.00	(7,000.00)	0.00%	6,940.00	one time fee normally paid in 4th 1/4
5040	Legal		-	404.50	442.60	5,000.00	(4,595.50)	8.09%	4,697.95	
	Total Contract Services		1,093.75	16,960.75	16,375.35	35,200.00	(18,239.25)	48.18%	31,814.45	
5100	Insurance									**recd refund for reduced events
5110	Property & Liability Insur		-	889.68	300.00	20,000.00	(19,110.32)	4.45%	17,038.37	audit recon / policy paid in November
5120	Worker's compensation		-	-	141.27	2,500.00	(2,500.00)	0.00%	1,599.99	policy paid in November
	Total Insurance		-	889.68	441.27	22,500.00	(21,610.32)	3.95%	18,638.36	
5210	Postage & Shipping		294.00	632.30	619.26	1,000.00	(367.70)	63.23%	904.19	
5220	Professional Dev. & Memberships									
5230	Board		61.45	228.41	889.88	1,100.00	(871.59)	20.76%	982.63	
5235	Employment Council		-	1,454.45	1,531.55	1,500.00	(45.55)	96.96%	1,531.55	Mountain States
5240	Library Association Dues		-	-	1,774.00	1,000.00	(1,000.00)	0.00%	2,460.00	
5250	Spec District Ass'n Due		-	619.37	255.00	3,000.00	(2,380.63)	20.65%	255.00	paid in April
5260	Staff		8.96	2,062.40	3,908.58	6,000.00	(3,937.60)	34.37%	4,359.34	
5270	Travel expenses		-	381.56	363.74	1,500.00	(1,118.44)	25.44%	473.93	
	Total Professional Dev. & Memberships		70.41	4,746.19	8,722.75	14,100.00	(9,353.81)	33.66%	10,062.45	
5280	Publicity									
5290	Advertising		529.50	6,367.05	6,813.71	9,000.00	(2,632.95)	70.75%	11,718.58	
	Total Publicity		529.50	6,367.05	6,813.71	9,000.00	(2,632.95)	70.75%	11,718.58	
5300	Supplies									

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

			Aug 2017 Actuals	Jan - Aug 2017 Actuals	Previous Year Jan- Aug 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
5310		Office Supplies	569.28	5,511.05	7,774.89	12,000.00	(6,488.95)	45.93%	10,913.85	
5320		Technical Cataloging & Service	210.13	2,817.00	1,912.69	6,500.00	(3,683.00)	43.34%	5,281.21	
		Total Supplies	779.41	8,328.05	9,687.58	18,500.00	(10,171.95)	45.02%	16,195.06	
5350		Treasurer's fees								
5360		Eagle fees	307.84	21,337.15	15,219.45	21,496.13	(158.98)	99.26%	15,804.54	
5370		Pitkin fees	559.31	26,229.06	22,470.07	32,166.00	(5,936.94)	81.54%	23,005.69	
		Total Treasurer's fees	867.15	47,566.21	37,689.52	53,662.13	(6,095.92)	88.64%	38,810.23	
		Total Administration	3,634.22	85,490.23	80,349.44	153,962.13	(68,471.90)	55.53%	128,143.32	
5400		Facility Expenses								
5410		Janitorial	-	29,355.00	33,160.00	49,750.00	(20,395.00)	59.01%	49,740.00	monthly contract with Grizzly Creek
5420		Janitorial Supplies	662.96	2,840.34	3,080.70	7,000.00	(4,159.66)	40.58%	4,714.31	
5430		Landscaping	2,496.00	8,179.75	6,382.05	7,000.00	1,179.75	116.85%	7,475.38	
5440		Maintenance *Detailed List Attached	1,562.00	11,279.24	21,706.95	33,000.00	(21,720.76)	34.18%	34,135.31	
5450		Mat Cleaning	55.66	471.66	416.78	720.00	(248.34)	65.51%	650.78	
5460		Snow Removal	-	78.75	2,235.00	5,000.00	(4,921.25)	1.58%	6,635.00	
		Total Facility Expenses (Maintenance)	4,776.62	52,204.74	66,981.48	102,470.00	(50,265.26)	50.95%	103,350.78	
5500		Utilities								
5510		Electric	544.75	4,562.10	7,104.62	10,500.00	(5,937.90)	43.45%	9,966.40	
5520		Gas	58.01	3,956.38	3,448.62	10,500.00	(6,543.62)	37.68%	4,900.09	
5530		Internet Connectivity	-	-	2,963.18	4,800.00	(4,800.00)	0.00%	2,963.18	current credit with Comcast
5540		Sanitation	-	1,980.00	1,980.00	3,700.00	(1,720.00)	53.51%	2,640.00	billed on quarterly basis
5550		Telephone	547.37	4,440.44	4,474.34	6,600.00	(2,159.56)	67.28%	6,618.86	
5560		Trash	387.99	3,109.74	3,127.63	5,000.00	(1,890.26)	62.19%	4,275.56	monthly contract with Waste Mgt
5570		Water	-	1,449.56	1,136.18	3,000.00	(1,550.44)	48.32%	3,159.86	billed on quarterly basis
		Total Utilities	1,538.12	19,498.22	24,234.57	44,100.00	(24,601.78)	44.21%	34,523.95	
		Total Facility Expenses	6,314.74	71,702.96	91,216.05	146,570.00	(74,867.04)	48.92%	137,874.73	
5600		Library Programs								
5610		Adult	-	1,135.94	2,311.96	3,000.00	(1,864.06)	37.86%	2,636.96	
5620		Children's	74.16	3,941.37	4,200.88	4,455.00	(513.63)	88.47%	4,743.48	
5630		Community	686.18	3,317.56	1,582.96	6,000.00	(2,682.44)	55.29%	5,231.88	
5640		Music	-	5,932.57	5,734.53	11,080.00	(5,147.43)	53.54%	8,867.88	
5650		Outreach	-	274.50	384.50	1,450.00	(1,175.50)	18.93%	384.50	
5633		Outreach Advertising	-	3,738.08	2,610.00	3,700.00	38.08	101.03%	2,610.00	annual contract with hispanic radio
5635		Outreach Volunteer	-	-	-	550.00	(550.00)	0.00%	-	

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

			Aug 2017 Actuals	Jan - Aug 2017 Actuals	Previous Year Jan- Aug 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
5660		Young Adult	110.69	2,884.25	3,625.80	4,550.00	(1,665.75)	63.39%	3,485.54	
5670		Young Adult - State of Colorado Grant	-	2,023.52	4,539.03	5,000.00	(2,976.48)	40.47%	7,499.36	Linda's State Grant - expenses
5680		Young Adult - Thrift Shop	-	-	50.00	-	-	100.00%	50.00	anticipating grant
		Total Library Programs	871.03	23,247.79	25,039.66	39,785.00	(16,537.21)	58.43%	35,509.60	
5700		Technology & Equipment								
5710		Copiers & Equipment								
5720		Card Printer Support	-	-	66.92	300.00	(300.00)	0.00%	100.22	
5730		Lease	244.35	953.30	1,341.40	3,400.00	(2,446.70)	28.04%	1,922.15	monthly lease on copier
5740		Service Agreement	936.12	1,955.10	2,068.82	2,300.00	(344.90)	85.00%	2,944.09	overage of contract copies
5750		Supplies	-	4,786.56	5,357.48	5,000.00	(213.44)	95.73%	6,353.91	ink/toner
		Total Copiers & Equipment	1,180.47	7,694.96	8,834.62	11,000.00	(3,305.04)	69.95%	11,320.37	
5760		Marmot ILS System	-	40,000.00	21,013.00	40,000.00	-	100.00%	32,768.00	ILS Contract
5765		Marmot IT Contract	-	24,771.63	38,743.50	47,000.00	(22,228.37)	52.71%	46,843.50	IT Contract
5770		Miscellaneous Parts	85.00	1,907.18	2,123.44	3,000.00	(1,092.82)	63.57%	2,687.89	
5780		Support & Service Agreements								
5790		Bibliotheca	-	-	-	12,000.00	(12,000.00)	0.00%	10,864.09	paid in December
5800		Envisionware	-	-	-	605.00	(605.00)	0.00%	-	
5810		Timeclock	-	273.75	266.25	255.00	18.75	107.35%	266.25	timeclock renewal higher
5820		Web Calendar/EMS	-	1,218.00	2,053.31	2,750.00	(1,532.00)	44.29%	3,329.81	
		Total Support & Service Agreements	-	1,491.75	2,319.56	15,610.00	(14,118.25)	9.56%	14,460.15	
5830		Tech Labor & Repair	-	1,490.00	-	3,000.00	(1,510.00)	49.67%	4,094.68	
		Total Technology	1,265.47	77,355.52	73,034.12	119,610.00	(42,254.48)	64.67%	112,174.59	
5900		Collections								
5910		Audio								
5920		Adult BCD	-	2,505.28	2,945.12	7,210.00	(4,704.72)	34.75%	6,864.47	
5930		Juvenile Audio	245.44	798.45	1,135.90	2,060.00	(1,261.55)	38.76%	1,773.18	
5940		Spanish Adult BCD	-	-	-	515.00	(515.00)	0.00%	-	
5950		YA Audio	-	-	-	309.00	(309.00)	0.00%	-	
		Total Audio	245.44	3,303.73	4,081.02	10,094.00	(6,790.27)	32.73%	8,637.65	
6000		Books & Magazines								
6010		Adult fiction books	-	8,994.57	8,000.68	9,270.00	(275.43)	97.03%	11,280.77	pre order of booksfor year
6020		Adult non-fiction books	518.91	9,017.90	7,495.90	10,300.00	(1,282.10)	87.55%	11,101.70	
6030		Juvenile Fiction	400.13	4,517.14	4,628.28	6,695.00	(2,177.86)	67.47%	6,992.03	
6040		Juvenile Non-Fiction	138.09	1,216.35	1,738.14	3,090.00	(1,873.65)	39.36%	2,840.50	

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

			Aug 2017 Actuals	Jan - Aug 2017 Actuals	Previous Year Jan- Aug 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
6050		Print Subscriptions	123.94	7,760.08	9,660.82	9,888.00	(2,127.92)	78.48%	9,239.82	annual payments for magazines subs
6060		Spanish adult fiction	339.08	1,168.38	178.71	1,854.00	(685.62)	63.02%	687.18	
6070		Spanish adult non-fiction	561.90	1,487.78	443.48	1,854.00	(366.22)	80.25%	1,459.25	
6080		Spanish children's books	125.42	431.62	747.65	2,060.00	(1,628.38)	20.95%	1,477.81	
6090		Spanish juvenile books	445.93	1,761.98	235.99	515.00	1,246.98	342.13%	491.21	
6100		YA Fiction	473.47	3,622.16	3,635.12	6,695.00	(3,072.84)	54.10%	7,087.06	
6110		YA Non-Fiction	53.30	395.22	531.95	927.00	(531.78)	42.63%	863.66	
		Total Books	3,180.17	40,373.18	37,296.72	53,148.00	(12,774.82)	75.96%	53,520.99	
		Restricted Funds								
		Restricted Funds Expense - Friends/Foundation	750.00	1,029.77	6,251.02	-	1,029.77	0.00%	11,558.13	based on Friends-Foundation Recvd
6190		Restricted Funds Expense - Pardon My Garden	-	157.14	-	-	157.14	0.00%	-	pardon my garden
		Total Restricted Funds	-	1,186.91	6,251.02	-	1,186.91	0.00%	11,558.13	
6200		Digital Resources								
6210		Annual Subscriptions								
6220		Ancestry.com	-	1,560.00	1,510.00	1,550.00	10.00	100.65%	1,510.00	annual subscription
6230		Culturegrams	-	1,140.00	-	1,200.00	(60.00)	95.00%	-	annual subscription
6240		Ency Britannica	-	-	250.00	300.00	(300.00)	0.00%	250.00	
6260		Lynx, statewide database package	-	2,045.73	-	1,700.00	345.73	120.34%	1,686.00	second subscription - need to review
6270		Mango Languages	-	1,230.00	-	1,380.00	(150.00)	89.13%	-	annual subscription
6275		New York Times	-	1,246.30	-	1,400.00	(153.70)	89.02%	-	
6280		Tumblebooks	-	-	89.01	500.00	(500.00)	0.00%	89.01	
6290		Overdrive Advantage	-	2,021.87	-	5,000.00	(2,978.13)	40.44%	-	
6300		Downloadable Titles								
6310		One Click Digital	-	1,886.03	2,916.43	3,000.00	(1,113.97)	62.87%	3,386.31	
6320		Overdrive	29.99	1,595.18	4,063.72	5,500.00	(3,904.82)	29.00%	6,660.27	pre order for year
6322		Juvenile Overdrive	-	-	-	500.00	(500.00)	0.00%	-	
6324		Y A Overdrive	-	-	-	500.00	(500.00)	0.00%	-	
6330		Zinio	-	2,000.00	2,000.00	5,000.00	(3,000.00)	40.00%	2,000.00	
		Total Digital Resources	29.99	14,725.11	10,829.16	27,530.00	(12,804.89)	53.49%	15,581.59	
6400		Music								
6410		Adult Music	-	1,247.89	1,671.35	1,545.00	(297.11)	80.77%	2,420.27	
6420		Juvenile Music	-	484.11	235.19	772.50	(288.39)	62.67%	497.93	
		Total Music	-	1,732.00	1,906.54	2,317.50	(585.50)	74.74%	2,918.20	
6500		Video								
6510		Adult Video	401.50	5,961.48	5,342.43	7,210.00	(1,248.52)	82.68%	7,784.17	

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

			Aug 2017 Actuals	Jan - Aug 2017 Actuals	Previous Year Jan-Aug 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
Bond Repayment Fund Balance 1/1/17				524,891.60	509,612.00				
Bond Repayment Fund:									
		Interest Earned - Bond Repayment	572.40	2,567.35	2,562.12	-	2,567.35	100.0%	3,975.83
		Mill Levy Debt Repayment					-		
		Eagle County	6,746.98	478,706.50	464,071.16	495,890.89	(17,184.39)	96.54%	481,202.52
		Pitkin County	10,924.75	495,062.64	417,338.38	428,844.80	66,217.84	115.44%	426,790.13
		Total Mill Levy Debt Repayment	17,671.73	973,769.14	881,409.54	924,735.69	49,033.45	105.3%	907,992.65
		Total Debt Service Fund	18,244.13	976,336.49	883,971.66	924,735.69	51,600.80	105.58%	911,968.48
		Total Bond Repayment Fund Income	18,244.13	976,336.49	883,971.66	924,735.69	51,600.80	105.58%	911,968.48
		Expense							
		Bond Interest	-	84,015.63	95,346.88	168,031.26	(84,015.63)	50.0%	190,693.76
		Treasurer's Fees							
		Eagle County	207.34	14,373.07	13,937.40	14,876.73	(503.66)	96.61%	14,473.23
		Pitkin County	516.29	25,295.71	21,027.48	21,442.24	3,853.47	117.97%	21,521.89
		Total Treasurer's Fees	723.63	39,668.78	34,964.88	36,318.97	3,349.81	109.22%	35,995.12
		Total Bond Repayment Fund Expense	723.63	123,684.41	130,311.76	204,350.23	(80,665.82)	60.53%	226,688.88
		Net Bond Repayment Principle Loan Payment	-	-	-	700,000.00	-	0.0%	670,000.00
		Net Bond Repayment Fund	17,520.50	852,652.08	753,659.90	20,385.46	132,266.62	4,182.65%	15,279.60
Bond Repayment Fund Balance 8/31/17				1,377,543.68	1,263,271.90				
**2017 Bond Repayment Schedule:									
		5/1/17 - Series 2012 Interest	84,015.63						
		11/1/17 - Series 2012 Interest	84,015.63						
		11/1/17 - Series 2012 Principle	700,000.00						

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

										Aug 2017 Actuals	Jan - Aug 2017 Actuals	Previous Year Jan-Aug 2016 Actual	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
Capital Reserve Fund Balance 1/1/17											341,233.43	296,720.00				
Capital Reserve Fund:																
Income																
Holy Cross Energy - LED Rebate										-	3,878.00	-	-	3,878.00	100.0%	-
Allocation From General Fund										-	-	-	40,000.00	(40,000.00)	0.0%	40,000.00
Interest Earned - Reserve Fund										367.96	2,473.60	1,181.43	-	2,473.60	100.0%	2,057.48
Total Capital Reserve Fund Income										367.96	6,351.60	1,181.43	40,000.00	(33,648.40)	15.88%	42,057.48
Expense																
Capital Reserve Expense																
Capital Reserve Exp - Asphalt Seal/Repair										-	-	-	3,900.00	(3,900.00)	0.0%	
Capital Reserve Exp - Build Ext Seal/Paint										-	-	-	12,400.00	(12,400.00)	0.0%	
Capital Reserve Exp - Computers - 50% Offi										-	-	-	14,000.00	(14,000.00)	0.0%	
Capital Reserve Exp - Miscellaneous										-	14,543.50	-	10,000.00	4,543.50	145.44%	17,544.05
Total 8300 - Capital Reserve Expense										-	14,543.50	-	40,300.00	4,543.50	36.09%	17,544.05
Net Capital Reserve Fund										367.96	(8,191.90)	1,181.43	(300.00)	(38,191.90)	2,730.63%	24,513.43
Capital Reserve Fund Balance 8/31/17											333,041.53	297,901.43				
Capital Reserve Exp Detail																
LED Lights/Installation										14,543.50						
Total										14,543.50						

**Basalt Regional Library District
General Fund
Maintenance Detail
as of August 31, 2017**

Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		Basalt Mini Storage	Jan Storage	164.00
		Aspen Maintenance	supplies	473.05
		The Fireplace Comp	turn on gas fireplace	110.92
		Roto Rooter Plumbing	scheduled maintenance for restrooms	659.00
		Acem Alarm Company	2017 Annual Test & Inspection	500.00
		Grizzly Creek Enterpr	paint study room/hang art/repair toilets	470.00
	Total January			2,376.97
	February			
		One Source Lighting	repair lights in children's circle	575.00
		Grizzly Creek Enterpr	spot clean carpet stains	40.00
	Total February			615.00
	March			
		Acme Alarm	2nd quarter monitoring	99.00
		Basalt Mini Storage	Feb Storage	164.00
		Basalt Security	extra keys	18.75
		Basalt Mini Storage	March Storage	164.00
	Total March			445.75
	April			
		Basalt Mini Storage	April storage	164.00
		Basalt Mini Storage	May Storage	164.00
		Grizzly Creek Enter	repair men's bathroom faucet	80.00
		Office Depot	maint supplies	121.65
	Total April			529.65
	May			
		Basalt Mini Storage	June Storage	164.00
		Two Peaks Electric	move floor receptical	215.00
		Orkin	Pest Control	104.26
	May			483.26
	June			
		Basalt Mini Storage	July Storage	164.00
		Bodart	shelving	1,880.48
		Acem Alarm Company	3rd Quarter Monitoring	99.00
		Grizzly Creek Enter	change main cooling filters	75.00
	June			2,218.48
	July			
		Acme Alarm	troubleshoot fire system	260.50
		Factory Direct	filters	430.20
		Flame Out Fire	Fire Sprinkler Work	856.25
		Shine-A-Blinds	repair blind in conference room	1,251.18
		The Fireplace Company	gas fireplace tune up	180.00
		Two Peaks Electrical	run wiring for new shade	70.00
	July			3,048.13
	Aug			
		Basalt Mini Storage	Aug storage	164.00
		Basalt Security	security lever for children's room	397.50

**Basalt Regional Library District
General Fund
Maintenance Detail
as of August 31, 2017**

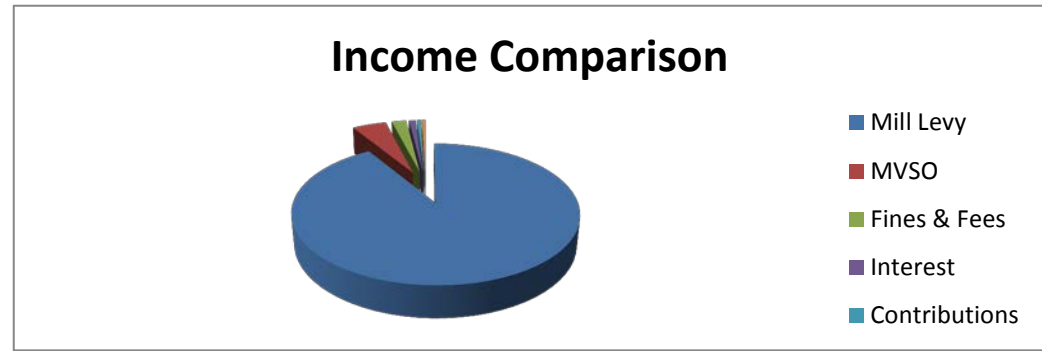
Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
		Two Peaks Electrical	replace 2 exit signs	600.00
		Acme Alarm	panel / monitoring	236.50
		Basalt Mini Storage	Sept storage	164.00
	Aug			1,562.00
	Summary			
		Alarm System		1,096.00
		Fire Sprinklers		856.25
		Maintenance Testing		758.00
		Miscellaneous		4,828.25
		Pest Control		104.26
		Plumbing/HVAC		280.00
		Shelving		1,880.48
		Storage		1,476.00
		Window Cleaning		-
	Total			11,279.24

**Basalt Regional Library District
August 2017**

Income Comparison

as of 8/31/17

Mill Levy	1,246,923	91%
MVSO	64,710	5%
Fines & Fees	27,714	2%
Interest	12,473	1%
Contributions	7,638	1%
Restricted	6,671	0%
Total	1,366,129	100%



Expense Comparison

as of 8/31/17

Administration	85,490	10%
Facility	71,703	9%
Programs	23,248	3%
Technology	77,356	9%
Collections	68,178	8%
Payroll	489,216	60%
Total	815,190	100%

