

Basalt Regional Library District Board of Trustees
Monday, July 17, 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:
Friends of the Library, Linda Crossland, Bonnie Armand
Library Foundation, Helene Slansky
Other
- 5:30 PM** Board Comments
- 5:35 PM** Approval of minutes of June 19, 2017 Board meeting
- 5:40 PM** Director's Report, Ann Scott, Director
- 5:55 PM** Committee Reports:
Bylaws Committee
Policy Committee
Personnel & Human Relations Committee:

Employee Handbook
Facilities Committee
Finance Committee:
June Financials

ACTION ITEMS:

- 6:05 PM** Discussion and possible vote on Resolution 2017-04, a Resolution of the Basalt Regional Library District to update the Library Services Policy.
- 6:10 PM** Discussion and possible vote on Resolution 2017-05, a Resolution of the Basalt Regional Library District to adopt an HSA benefit for employees.
- 6:15 PM** Discussion and possible vote on Resolution 2017-06, a Resolution of the Basalt Regional Library District to adopt a short-term disability policy for employees.
- 6:25 PM** Adjourn Meeting

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
July 19 2017, 5:15 PM in the Community Room**

Call to order: Ann Stephenson called the meeting to order at 5:24 p.m.

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

Also present were Ann Scott, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; Helene Slansky, Foundation; Linda Crossland, Friends of the Library; Carolyn Kane, Citizen Representative

Citizen Comments: Linda Crossland reported that the Foundation made \$440.00 on the Rappaport Event. Helene Slansky had tickets available for the Garden Tour fundraiser that will be at Cap K Ranch up the Frying Pan from 4:00-6:00 p.m. All of the Board Members will be cooking for the event and Lynn will give a history of the property that her family has had for a long time.

Board Comments:

Ann Stephenson, President welcomed the new Director, Ann Scott.

Approval of March 28, 2017 Board Meeting Minutes: The minutes were put into the record unapproved as there was not a quorum for a vote.

Approval of May 15 2017 Board Meeting Minutes: Dick Hampleman moved and Michael Latousek seconded the motion to approve the minutes of the March 28, 2017 Board Meeting Minutes. The motion carried with six ayes and one abstention.

Approval of May 30, 2017 Board Meeting Minutes: Roger Garrett moved and Michael Latousek seconded the motion to approve the minutes of the March 28, 2017 Board Meeting Minutes. The motion carried with four ayes and three abstentions.

Director's Report: Berenice Forrest, Assistant Director:

- There was some decline in circulation statistics in May compared to May 2016. This may be due to Pitkin County Library reopening at this time last year.
- The new door counter started up in mid-May so beginning in June we should have an accurate door count.
- Summer Reading program has 240 age 0-4th grade signed up and we may get more.
- Erin started up a "Lunch at the Library" program in conjunction with the Food Bank for children and teens. The program is on Tuesdays and Thursdays from 11:00 – 1:00 through August 31, 2017. Each participant is provided with a free sack lunch.

Committee Reports

Ann Stephenson reviewed the committee members. They are as follows:

Bylaws Committee: Michael Latousek, Karen Barch, Karen Hillebrand
Policy Committee: Heather Manolakas, Becky Musselman, Maria Palomera
Employee Handbook/Personnel Committee: Ann Stephenson, Roger Garrett, Kim Clinco
Facilities Committee: Dick Hampleman, Becky Musselman
Finance Committee: Heather Manolakas, Karen Barch, Karen Hillebrand

Bylaws Committee: Michael Latousek, chair: no report

Policy Committee: Heather Manolakas, chair: Updates to the Materials Circulation Policy will be voted on today, and the Library Services Policy updates will be on the July agenda for a vote.

Personnel/Employee Handbook Committee: Ann Stephenson, chair: There are three resolutions for discussion and vote under action items that were staff generated to help with internal procedures.

Facilities Committee: Dick Hampleman, chair: Daly Property Services covered up some bad insulation that was showing around the Foundation. The Board needs to do a walkabout soon to look at painting and at refinishing some of the wood siding. We need to find out who did this work before and get some pricing. Roger Garrett noted that Daly Property Services is not doing a good job on the grounds on the east side of the Library.

Finance Committee: Heather Manolakas, Treasurer: Kim Clinco noted that the audit ballot wording will be added into the audit and the audit will be presented at the July 17th Board Meeting.

- **May Financials:** Heather noted that we are at 42% of the budget for the year. She briefly went over the budget. There were no unusual expenditures or income. Roger Garrett asked what is stored in the storage unit. Berenice said mainly extra shelving and some furniture.

Action Items:

Discussion and possible vote on Resolution 2017-02, a resolution of the Basalt Regional Library District to update the Financial Management Manual: The following sentence was added on page 11 under "Internal Controls: "The Audit must be submitted to the Office of State Auditor by July 31." Heather Manolakas moved and Michael Latousek seconded the motion to approve Resolution 2017-02. The motion carried with seven ayes.

Discussion and possible vote on Resolution 2017-03, a resolution of the Basalt Regional Library District to update the Materials Circulation Policy: Heather Manolakas moved and Dick Hampleman seconded the motion to approve Resolution 2017-03. The motion carried with seven ayes.

Discussion and possible vote on Resolution 2017-04, a resolution of the Basalt Regional Library District to adopt a Time Clock Policy: It was determined that this item belongs in the employee handbook. Discussion and vote was tabled until the July 2017 Board Meeting.

Discussion and possible vote on Resolution 2017-05, a resolution of the Basalt Regional Library District to adopt a Disciplinary Action Policy: It was determined that this item belongs in the employee handbook. Discussion and vote was tabled until the July 2017 Board Meeting.

Adjournment: Dick Hampleman moved and Michael Latousek seconded the motion to adjourn the meeting. The motion carried with seven ayes. Ann Stephenson adjourned the meeting at 6:02 p.m.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

Basalt Regional Library District

Library Services Policy

Board Policy

It is the policy of the Basalt Regional Library District's Board of Trustees to serve our taxpayers by providing relevant services.

Administrative Policy

In order to accomplish our mission to be a resource center providing collections, services, technologies, programs and information for our community and visitors, the Basalt Regional Library District will strive to protect our community's investment while providing a variety of services.

Procedures

Basalt Regional Library will be open no fewer than 51 hours each week, excluding holidays and regular closings, and will provide relevant library services.

DEFINITIONS OF PATRONS

In-District patrons reside within the Basalt Regional Library District. District boundaries are illustrated on the attached district map. Patrons need to show government issued photo ID and proof of their physical address.

Out-of-District Colorado patrons do not reside within the Basalt Regional Library District but have a physical residence in the state of Colorado. Patrons must show government issued photo ID and a Colorado state library card or proof of their physical address.

Temporary Patrons do not permanently reside in Colorado but have a local contact address. They must show government issued ID and provide a local address. Temporary patrons may have a maximum of five items checked out at any one time.

Guests are visitors who wish to use a public computer but do not have a Basalt Library card. They may purchase a computer guest pass/login code at a rate of \$1.00 per hour. Guests may also use the Library's materials and wireless internet (on their personal laptop) within the Library at no charge.

HOW TO GET A LIBRARY CARD

Step 1. Anyone wishing to apply for a library card must complete an application and show a government issued photo ID such as:

- Driver's license
- Student ID

- Passport
- Permanent Resident card
- DMV issued ID card

Patrons 17 years and younger must be accompanied by a parent, guardian, or adult who will be responsible for items checked out on the account and will sign the application form.

Replacement cards are \$2.00 each.

CIRCULATING MATERIALS

Books for Everyone: BRLD has over 50,000 books in a wide variety of subjects and genres from which to choose; these include Spanish books, Large Print books, and Over-sized books.

Audiobooks (at the Library and from Home): We have a large collection of unabridged books available on tape, CD, MP3CD, Playaways, and in downloadable formats. The downloadable audiobooks are available from any computer with your Basalt Library card through the Marmot Overdrive Collection.

eBooks (at the Library and from Home): The Marmot Overdrive Collection has made approximately 1000 electronic books (eBooks) available to the Western Slope. These are available through the internet and may require a special eBook reader device. Basalt Library has Kindle e-readers available for check out at the Patron Services Desk.

Children/Young Adults: The Library has an extensive children's collection which includes easy readers, audiobooks, DVDs, music CDs, award winners, Spanish language books, chapter books, young adult books, graphic novels, and reference books.

Magazines and Newspapers: There are over 75 magazines and newspapers from which to choose. Current issues must be enjoyed in the Library, while back issues of magazines may be checked out by patrons.

DVDs and Music CDs: The Library has an extensive DVD collection featuring both fiction and non-fiction movies. Our Music CD collection contains popular titles as well as classical music.

SERVICES AND FEES

Printing/copy charges are \$.20 per page for black/white copies and \$.50 per page for color copies. Wireless printing is available on the Library laptops but not on personal laptops.

Faxing fees are \$1.00 per page for domestic faxes and \$2.00 per page for international faxes.

Please see the Meeting Room Policy for information on our public spaces.

Test proctoring fees are \$10.00 per test and must be scheduled in advance.

COMPUTER SERVICES

Computer Workstations: The Library offers computer/Internet workstations free of charge to patrons.

Internet Search Services: The Library has access to numerous databases and electronic resources including downloadable audiobooks, eBooks, and services for children and adults. A complete list of resources can be found on the Library's website.

Wireless Internet Access: Access is free of charge. Patrons must understand there are occasional periods when wireless access is not available because the system is down.

Policy Review Date: July, 2017

**BASALT REGIONAL LIBRARY DISTRICT BOARD
RESOLUTION NO. 2017-04**

A RESOLUTION OF THE BASALT REGIONAL LIBRARY DISTRICT UPDATING THE LIBRARY SERVICES
POLICY

WHEREAS, pursuant to C.R.S. 24-90-109(1)(a) the Basalt Regional Library Board of Trustees for the Basalt Regional Library District has the power to adopt manuals as it deems necessary and expedient for the efficient operation of the library; and,

WHEREAS, the Board has determined that updates to the Library Services Policy is necessary in order to provide guidance to the Staff, Board, and Public concerning library services; and,

WHEREAS, the Board requested that the Finance Committee produce and present a Financial Management Manual for consideration of the Board; and,

WHEREAS, the Library Policy Committee has drafted and is recommending the policy attached hereto as Exhibit A.

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. Findings: The Board finds that the attached Library Services Policy is necessary to efficiently and properly conduct library business and govern the library.
3. Adoption/Repeal: The Library Services Policy attached hereto as Exhibit A is hereby adopted as a policy of the Board of Trustees. All other prior manuals concerning this subject matter are hereby repealed and replaced with Exhibit A.
4. Severability: If any part, section, subsection, clause, phrase, or other portion of this Resolution or Exhibit is invalidated for any reason, such decision shall not affect the validity of the remaining portions of this Resolution and Exhibit. The Board specifically finds and declares that it would have passed this Resolution and adopted each part thereof, regardless of the fact that any one or more parts could be declared invalid.
5. Effective Date: This Resolution shall be effective _____.

This Resolution 2017-03 is hereby ADOPTED by a vote of _____ on this ___ day of _____, 2017.

BASALT REGIONAL LIBRARY DISTRICT

ATTEST:

Ann Stephenson, President

Michael Latousek, Vice-President

**BASALT REGIONAL LIBRARY DISTRICT BOARD
RESOLUTION NO. 2017-05**

A RESOLUTION OF THE BASALT REGIONAL LIBRARY DISTRICT ADOPTING AN HSA (HEALTH SAVINGS ACCOUNT) BENEFIT FOR EMPLOYEES

WHEREAS, the Personnel Committee has reviewed the employee benefits available to the staff of the Basalt Regional Library District; and,

WHEREAS, the Personnel Committee has determined an HSA (Health Savings Account) should be added as a benefit available to all employees. This benefit will be administered by the existing payroll agency. The cost to administer the HSA plan will vary based on participation of employees with an estimated cost of \$500 to \$650 per year; and,

WHEREAS, the Personnel Committee is recommending the administrative costs of the HSA plan be funded by the operating budget; and,

WHEREAS, the Personnel Committee has requested the HSA plan begin August 1, 2017.

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. Findings: The Board finds the HSA plan is an adequate benefit to provide to all employees.
3. Adoption/Repeal: The HSA plan is hereby adopted by the Board of Trustees.
4. Severability: If any part, section, subsection, clause, phrase, or other portion of this Resolution or Exhibit is invalidated for any reason, such decision shall not affect the validity of the remaining portions of this Resolution and Exhibit. The Board specifically finds and declares that it would have passed this Resolution and adopted each part thereof, regardless of the fact that any one or more parts could be declared invalid.
5. Effective Date: This Resolution shall be effective _____.

This Resolution 2017-05 is hereby ADOPTED by a vote of _____ on this ____ day of _____, 2017.

BASALT REGIONAL LIBRARY DISTRICT

ATTEST:

Ann Stephenson, President

Michael Latousek, Vice-President



SPECIAL DISTRICTS ASSOCIATION
SHORT TERM DISABILITY (STD)
PROVIDED BY STANDARD INSURANCE COMPANY

Benefit Percentage	66 2/3% of gross weekly earnings
Maximum Benefit	\$1,538 per week
Minimum Benefit	\$15.00 per week
Benefits are Payable On The	1 st day for Accident, 8 th day for Sickness or Pregnancy
Benefit Duration	180 days for accidental bodily injury 173 days for sickness / pregnancy
Partial Disability Definition	Unable to earn more than 66 2/3% of your pre-disability earnings due to sickness, injury or pregnancy while working in your own occupation at the District.
Total Disability Definition	Unable to perform with reasonable continuity the material duties of your own occupation due to sickness, injury or pregnancy.
Deductible Benefits	Social Security, sick pay, etc.
Exclusions	An act of war, intentionally self-inflicted injury or attempted suicide.
Employer Contribution	100%

Note: This represents highlights for informational purposes only. Please refer to your certificate for complete details. The Master Contract contains all of the controlling provisions of this coverage.



*SPECIAL DISTRICTS ASSOCIATION
LONG TERM DISABILITY (LTD)
PROVIDED BY STANDARD INSURANCE COMPANY*

Benefit Percentage	60% of gross monthly earnings
Maximum Benefit	\$6,000 per month
Minimum Benefit	\$100 per month
Elimination Period	90 days OR 180 days
Benefit Duration	To age 65
Social Security Offset	Full Family
Deductible Benefits	Worker's Comp, Social Security, sick pay, etc.
Mental / Nervous Limitation	24 months
Partial Disability Definition	Working and are unable to earn more than 80% of your pre-disability earnings while working in your own occupation during the first 24 months. Thereafter, working and unable to earn more than 60% of your pre-disability earnings while working in any occupation for which you are reasonably fitted by education, training and experience.
Total Disability Definition	Disabled from your own occupation during the first 24 months. Thereafter, disabled from any occupation for which you are reasonably fitted by education, training and experience.
Temporary Recovery Days	30 days
Survivor Benefit	3 month lump sum benefit, without reductions.
Pre-Existing Conditions Limitation	3/12
Exclusions	An act of war, intentionally self-inflicted injury or attempted suicide.
Employer Contribution	100%

Note: This represents highlights for informational purposes only. Please refer to your certificate for complete details. The Master Contract contains all of the controlling provisions of this coverage.

**BASALT REGIONAL LIBRARY DISTRICT BOARD
RESOLUTION NO. 2017-06**

A RESOLUTION OF THE BASALT REGIONAL LIBRARY DISTRICT ADOPTING A SHORT-TERM
DISABILITY POLICY FOR ALL EMPLOYEES

WHEREAS, the Personnel Committee has reviewed the employee benefits available to the staff of the Basalt Regional Library District; and,

WHEREAS, the Personnel Committee has determined a short term disability policy should be added as a no cost benefit available to all employees. This policy will coincide with an existing long term disability policy. As with the long term disability policy, the short term disability policy will be financed utilizing funds under the operating budget; and,

WHEREAS, the Personnel Committee has requested the short term disability policy begin August 1, 2017. The Finance Committee has determined there are adequate funds available in the 2017 operating budget to implement the short term disability policy as of August 1, 2017; and,

WHEREAS, the Personnel Committee has provided the details of the short term disability and long term disability policies attached hereto as Exhibit A.

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. Findings. The Board finds the short term disability policy is an adequate benefit to provide to at no cost to all employees.
3. Adoption/Repeal. The short term disability policy is hereby adopted by the Board of Trustees.
4. Severability. If any part, section, subsection, clause, phrase, or other portion of this Resolution or Exhibit is invalidated for any reason, such decision shall not affect the validity of the remaining portions of this Resolution and Exhibit. The Board specifically finds and declares that it would have passed this Resolution and adopted each part thereof, regardless of the fact that any one or more parts could be declared invalid.
5. Effective Date. This Resolution shall be effective _____.

This Resolution 2017-06 is hereby ADOPTED by a vote of _____ on this ___ day of ____, 2017.

BASALT REGIONAL LIBRARY DISTRICT

ATTEST:

Ann Stephenson, President

Michael Latousek, Vice-President

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

	General Operating	Bond Repayment	Capital Reserve	Total
	Fund	Fund	Fund	Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 419,539.39	\$ -	\$ -	\$ 419,539.39
Colo Trust - Bond Repayment #8002		462,537.22	-	462,537.22
Colo Trust - Tabor Reserve #8003	50,287.78	-	-	50,287.78
Colo Trust - Operating Fund #8004	959,965.63	720,569.05	-	1,680,534.68
Colo Trust - Capital Rsv Fund #8005	28,210.67	-	332,321.30	360,531.97
Total Current Assets	\$ 1,458,003.47	\$ 1,183,106.27	\$ 332,321.30	\$ 2,973,431.04
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	\$ 15,193,370.90	\$ 1,183,106.27	\$ 332,321.30	\$ 16,708,798.47
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 16,373.67	\$ -	\$ -	\$ 16,373.67
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	5,470.55	-	-	5,470.55
Wages Payable	6,794.71	-	-	6,794.71
Total Other Current Liab	\$ 1,983,283.76	\$ -	\$ -	\$ 1,983,283.76
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	\$ 9,689,657.43	\$ -	\$ -	\$ 9,689,657.43
Investment in Capital Assets	\$ 4,029,692.04	\$ -	\$ -	\$ 4,029,692.04
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	\$ 1,078,579.83	\$ 773,831.40	\$ 5,631.37	\$ 1,858,042.60
Current Year-to-Date Expenditures	618,836.74	115,616.73	14,543.50	748,996.97
Net Current Year	459,743.09	658,214.67	(8,912.13)	1,109,045.63
Total Fund Balance - as of 6/30/17	1,474,021.43	1,183,106.27	332,321.30	2,989,449.00
Total Liabilities and Fund Balance	\$ 15,193,370.90	\$ 1,183,106.27	\$ 332,321.30	\$ 16,708,798.47

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

		June 2017 Actuals	Jan - June 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
General Operating Fund Balance 1/1/17 (Includes Tabor Reserve)			1,014,278.34					
General Fund:								
4005	General Operating Mill Levy							
4010	Eagle County	73,139.92	384,943.09	541,537.76	(156,594.67)	71.08%	525,502.12	
4020	Pitkin County	56,295.15	333,713.61	468,320.05	(134,606.44)	71.26%	462,355.99	
4030	Mill Levy Increase	45,477.19	257,123.13	349,774.49	(92,651.36)	73.51%	-	allocating 26% of mill levy
4040	Tax Abatement	13,155.26	13,155.26	13,155.26	-	100.00%	-	will allocate .958% 6/30
	Total General Operating Mill Levy	188,067.52	988,935.09	1,372,787.56	(383,852.47)	72.04%	987,858.11	
4100	MVSO - General Operating							
4110	Eagle County	5,862.26	29,000.38	35,000.00	(5,999.62)	82.86%	47,618.63	
4120	Pitkin County	3,721.47	18,903.45	30,000.00	(11,096.55)	63.01%	29,683.97	
	Total MVSO - General Operating	9,583.73	47,903.83	65,000.00	(17,096.17)	73.70%	77,302.60	
4200	Fines & Fees							
4205	Coffee Purchase	55.30	400.90	500.00	(99.10)	100.00%	974.03	
4210	Copies	631.90	4,012.34	6,000.00	(1,987.66)	66.87%	7,245.87	
4215	Earbuds	15.00	119.00	100.00	19.00	100.00%	361.80	
4220	Faxing	69.00	362.00	1,000.00	(638.00)	36.20%	846.46	
4230	Fines	756.04	9,320.60	25,000.00	(15,679.40)	37.28%	20,191.07	
4240	Guest Passes	18.00	77.00	600.00	(523.00)	12.83%	276.40	
4250	Meeting Room Rental	100.00	2,344.25	5,000.00	(2,655.75)	46.89%	6,858.00	
4260	Replacement Books	47.91	443.25	750.00	(306.75)	59.10%	692.70	
4270	Replacement Library Cards	44.99	157.19	500.00	(342.81)	31.44%	576.70	
4280	Test Proctoring	-	30.00	100.00	(70.00)	30.00%	84.00	
4290	Holy Cross Deposit Return/Member Equity	-	1,881.44	1,200.00	681.44	156.79%	1,596.10	
4295	CORE Refund	-	2,500.00	-	2,500.00	100.00%	4,700.00	
	Total Fines & Fees	1,738.14	21,647.97	40,750.00	(19,102.03)	53.12%	44,403.13	
4300	Earnings on investments							
4310	Colostrust Int Op Acct/Mill Levy	1,790.82	7,324.42	6,000.00	1,324.42	122.07%	11,246.96	
	Total Earnings on investments	1,790.82	7,324.42	6,000.00	1,324.42	122.07%	11,246.96	
4400	Contributions							
4410	Contributions - Adult	-	500.00	500.00	-	100.00%	2,100.00	
4420	Contributions - Music	-	4,000.00	5,000.00	(1,000.00)	80.00%	5,180.00	
4430	Contributions Outreach	-	100.00	500.00	(400.00)	20.00%	1,500.00	

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

			June 2017 Actuals	Jan - June 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
5290		Advertising	828.50	4,114.95	9,000.00	(4,885.05)	45.72%	11,718.58	
		Total Publicity	828.50	4,114.95	9,000.00	(4,885.05)	45.72%	11,718.58	
5300		Supplies							
5310		Office Supplies	569.75	3,678.86	12,000.00	(8,321.14)	30.66%	10,913.85	
5320		Technical Cataloging & Service	88.42	2,366.90	6,500.00	(4,133.10)	36.41%	5,281.21	
		Total Supplies	658.17	6,045.76	18,500.00	(12,454.24)	32.68%	16,195.06	
5350		Treasurer's fees							
5360		Eagle fees	3,166.06	16,903.10	21,496.13	(4,593.03)	78.63%	15,804.54	
5370		Pitkin fees	4,135.59	20,724.81	32,166.00	(11,441.19)	64.43%	23,005.69	
		Total Treasurer's fees	7,301.65	37,627.91	53,662.13	(16,034.22)	70.12%	38,810.23	
		Total Administration	19,010.60	65,536.87	153,962.13	(88,425.26)	42.57%	128,143.32	
5400		Facility Expenses							
5410		Janitorial	4,145.00	24,870.00	49,750.00	(24,880.00)	49.99%	49,740.00	monthly contract with Grizzly Creek
5420		Janitorial Supplies	233.03	1,776.05	7,000.00	(5,223.95)	25.37%	4,714.31	
5430		Landscaping	1,368.00	2,602.25	7,000.00	(4,397.75)	37.18%	7,475.38	
5440		Maintenance *Detailed List Attached	338.00	4,788.63	33,000.00	(28,211.37)	14.51%	34,135.31	
5450		Mat Cleaning	26.00	286.00	720.00	(434.00)	39.72%	650.78	
5460		Snow Removal	-	78.75	5,000.00	(4,921.25)	1.58%	6,635.00	
		Total Facility Expenses (Maintenance)	6,110.03	34,401.68	102,470.00	(68,068.32)	33.57%	103,350.78	
5500		Utilities							
5510		Electric	295.17	3,491.86	10,500.00	(7,008.14)	33.26%	9,966.40	
5520		Gas	170.80	3,830.53	10,500.00	(6,669.47)	36.48%	4,900.09	
5530		Internet Connectivity	-	-	4,800.00	(4,800.00)	0.00%	2,963.18	current credit with Comcast
5540		Sanitation	-	1,320.00	3,700.00	(2,380.00)	35.68%	2,640.00	billed on quarterly basis
5550		Telephone	572.74	3,357.72	6,600.00	(3,242.28)	50.87%	6,618.86	
5560		Trash	388.69	2,334.64	5,000.00	(2,665.36)	46.69%	4,275.56	monthly contract with Waste Mgt
5570		Water	968.93	1,449.56	3,000.00	(1,550.44)	48.32%	3,159.86	billed on quarterly basis
		Total Utilities	2,396.33	15,784.31	44,100.00	(28,315.69)	35.79%	34,523.95	
		Total Facility Expenses	8,506.36	50,185.99	146,570.00	(96,384.01)	34.24%	137,874.73	
5600		Library Programs							
5610		Adult	-	578.00	3,000.00	(2,422.00)	19.27%	2,636.96	

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

				June 2017 Actuals	Jan - June 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
5620		Children's		1,087.84	3,620.50	4,455.00	(834.50)	81.27%	4,743.48	
5630		Community		-	1,690.45	6,000.00	(4,309.55)	28.17%	5,231.88	
5640		Music		-	5,070.02	11,080.00	(6,009.98)	45.76%	8,867.88	
5650		Outreach		10.24	120.48	1,450.00	(1,329.52)	8.31%	384.50	
5633		Outreach Advertising		238.68	3,428.68	3,700.00	(271.32)	92.67%	2,610.00	annual contract with hispanic radio
5635		Outreach Volunteer		-	-	550.00	(550.00)	0.00%	-	
5660		Young Adult		941.91	1,856.51	4,550.00	(2,693.49)	40.80%	3,485.54	
5670		Young Adult - State of Colorado Grant		1,024.52	2,023.52	5,000.00	(2,976.48)	40.47%	7,499.36	Linda's State Grant - expenses
5680		Young Adult - Thrift Shop		-	-	-	-	100.00%	50.00	anticipating grant
		Total Library Programs		3,303.19	18,388.16	39,785.00	(21,396.84)	46.22%	35,509.60	
5700		Technology & Equipment								
5710		Copiers & Equipment								
5720		Card Printer Support		-	-	300.00	(300.00)	0.00%	100.22	
5730		Lease		-	580.75	3,400.00	(2,819.25)	17.08%	1,922.15	monthly lease on copier
5740		Service Agreement		-	1,080.01	2,300.00	(1,219.99)	46.96%	2,944.09	overage of contract copies
5750		Supplies		-	3,250.20	5,000.00	(1,749.80)	65.00%	6,353.91	
		Total Copiers & Equipment		-	4,910.96	11,000.00	(6,089.04)	44.65%	11,320.37	
5760		Marmot ILS System		1,700.00	23,700.96	40,000.00	(16,299.04)	59.25%	32,768.00	billed on quarterly basis with IT Contr
5765		Marmot IT Contract		-	20,519.71	47,000.00	(26,480.29)	43.66%	46,843.50	billed on quarterly basis with ILS Contr
5770		Miscellaneous Parts		-	886.50	3,000.00	(2,113.50)	29.55%	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		-	273.25	255.00	18.25	107.16%	266.25	
5820		Web Calendar/EMS		174.00	1,044.00	2,750.00	(1,706.00)	37.96%	3,329.81	
		Total Support & Service Agreements		174.00	1,317.25	15,610.00	(14,292.75)	8.44%	14,460.15	
5830		Tech Labor & Repair		-	1,490.00	3,000.00	(1,510.00)	49.67%	4,094.68	
		Total Technology		1,874.00	52,825.38	119,610.00	(66,784.62)	44.16%	112,174.59	
5900		Collections								
5910		Audio								
5920		Adult BCD		148.47	2,047.76	7,210.00	(5,162.24)	28.40%	6,864.47	
5930		Juvenile Audio		163.38	475.17	2,060.00	(1,584.83)	23.07%	1,773.18	
5940		Spanish Adult BCD		-	-	515.00	(515.00)	0.00%	-	
5950		YA Audio		-	-	309.00	(309.00)	0.00%	-	

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

			June 2017 Actuals	Jan - June 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
		Total Audio	311.85	2,522.93	10,094.00	(7,571.07)	24.99%	8,637.65	
6000		Books & Magazines							
6010		Adult fiction books	924.89	8,413.90	9,270.00	(856.10)	90.76%	11,280.77	pre order of booksfor year
6020		Adult non-fiction books	214.29	7,210.68	10,300.00	(3,089.32)	70.01%	11,101.70	
6030		Juvenile Fiction	210.06	3,306.68	6,695.00	(3,388.32)	49.39%	6,992.03	
6040		Juvenile Non-Fiction	59.34	909.45	3,090.00	(2,180.55)	29.43%	2,840.50	
6050		Print Subscriptions	157.99	8,882.44	9,888.00	(1,005.56)	89.83%	9,239.82	annual payments for magazines subscr
6060		Spanish adult fiction	-	829.30	1,854.00	(1,024.70)	44.73%	687.18	
6070		Spanish adult non-fiction	-	813.35	1,854.00	(1,040.65)	43.87%	1,459.25	
6080		Spanish children's books	-	306.20	2,060.00	(1,753.80)	14.86%	1,477.81	
6090		Spanish juvenile books	51.57	1,306.38	515.00	791.38	253.67%	491.21	
6100		YA Fiction	95.95	2,650.63	6,695.00	(4,044.37)	39.59%	7,087.06	
6110		YA Non-Fiction	-	341.92	927.00	(585.08)	36.88%	863.66	
		Total Books	1,714.09	34,970.93	53,148.00	(18,177.07)	65.80%	53,520.99	
		Restricted Funds							
		Restricted Funds Expense - Friends/Foundation	-	193.72	-	193.72	0.00%	11,558.13	based on Friends-Foundation Received
6190		Restricted Funds Expense - Pardon My Garden	-	157.14	-	157.14	0.00%	-	pardon my garden
		Total Restricted Funds	-	350.86	-	350.86	0.00%	11,558.13	
6200		Digital Resources							
6210		Annual Subscriptions							
6220		Ancestry.com	-	1,560.00	1,550.00	10.00	100.65%	1,510.00	annual subscription
6230		Culturegrams	-	1,140.00	1,200.00	(60.00)	95.00%	-	annual subscription
6240		Ency Britannica	-	-	300.00	(300.00)	0.00%	250.00	
6260		Lynx, statewide database package	-	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	-	-	1,400.00	(1,400.00)	0.00%	-	
6280		Tumblebooks	-	-	500.00	(500.00)	0.00%	89.01	
6290		Overdrive Advantage	-	1,686.38	5,000.00	(3,313.62)	33.73%	-	
6300		Downloadable Titles							
6310		One Click Digital	-	410.41	3,000.00	(2,589.59)	13.68%	3,386.31	
6320		Overdrive	4.74	1,232.20	5,500.00	(4,267.80)	22.40%	6,660.27	pre order for year
6322		Juvenile Overdrive	-	-	500.00	(500.00)	0.00%	-	
6324		Y A Overdrive	-	-	500.00	(500.00)	0.00%	-	
6330		Zinio	-	2,000.00	5,000.00	(3,000.00)	40.00%	2,000.00	

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

				June 2017 Actuals	Jan - June 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
			Total Digital Resources	4.74	11,304.72	27,530.00	(16,225.28)	41.06%	15,581.59	
6400			Music							
6410			Adult Music	254.05	931.44	1,545.00	(613.56)	60.29%	2,420.27	
6420			Juvenile Music	-	484.11	772.50	(288.39)	62.67%	497.93	
			Total Music	254.05	1,415.55	2,317.50	(901.95)	61.08%	2,918.20	
6500			Video							
6510			Adult Video	474.78	4,096.45	7,210.00	(3,113.55)	56.82%	7,784.17	
6520			Hispanic Video	-	152.10	824.00	(671.90)	18.46%	592.58	
6530			Juvenile Video	35.98	456.52	2,060.00	(1,603.48)	22.16%	1,351.06	
6540			YA Video	-	-	309.00	(309.00)	0.00%	-	
			Total Video	510.76	4,705.07	10,403.00	(5,697.93)	45.23%	9,727.81	
			Total Collections	2,795.49	55,270.06	103,492.50	(48,573.30)	53.40%	101,944.37	
			Total Operating expenses	35,489.64	242,206.46	563,419.63	(321,213.17)	42.99%	515,646.61	
6900			Payroll Expenses				-			
6910			Payroll	75,279.99	316,214.34	700,005.23	(383,790.89)	45.17%	612,199.42	adult services started late Mar/no SD
6920			Payroll Service	395.70	2,374.55	4,000.00	(1,625.45)	59.36%	3,602.68	per payroll processing / Jan = year end
6930			Payroll Taxes	5,602.97	24,529.05	53,000.45	(28,471.40)	46.28%	47,437.50	based on payroll paid
6940			Retirement Plan	2,811.75	13,127.65	22,400.00	(9,272.35)	58.61%	19,843.89	employee contribution/BL matching
6950			Health Insurance	2,127.08	18,114.12	33,677.16	(15,563.04)	53.79%	32,057.28	health insurance / TRIAD
6980			Director Search	-	2,270.57	-	2,270.57	0.00%	-	\$15,000 allocated by Board from #6910
			Total Payroll Expenses	86,217.49	376,630.28	813,082.84	(436,452.56)	46.32%	715,140.77	
			Total Expense	121,707.13	618,836.74	1,376,502.47	(757,665.73)	44.96%	1,230,787.38	
			Net General Fund Income/(Loss) Prior to Capital Rsv Allocation	80,052.42	459,743.09	121,535.09	334,237.18	378.28%	(77,115.66)	
			Allocation to Capital Reserve Outlay	-	-	40,000.00	(40,000.00)	0.00%	40,000.00	
			Net General Fund Income/(Loss)After Capital Reserve Allocation	80,052.42	459,743.09	81,535.09			(117,115.66)	
			General Fund Balance 6/30/17		1,474,021.43					

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

							June 2017 Actuals	Jan - June 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
Bond Repayment Fund Balance 1/1/17								524,891.60				
Bond Repayment Fund:												
Interest Earned - Bond Repayment							396.54	1,478.76	-	1,478.76	100.0%	3,975.83
Mill Levy Debt Repayment												
Eagle County							71,009.17	379,421.15	495,890.89	(116,469.74)	76.51%	481,202.52
Pitkin County							76,294.29	392,931.49	428,844.80	(35,913.31)	91.63%	426,790.13
Total Mill Levy Debt Repayment							147,303.46	772,352.64	924,735.69	(152,383.05)	83.52%	907,992.65
Total Debt Service Fund							147,700.00	773,831.40	924,735.69	(150,904.29)	83.68%	911,968.48
Total Bond Repayment Fund Income							147,700.00	773,831.40	924,735.69	(150,904.29)	83.68%	911,968.48
Expense												
Bond Interest							-	84,015.63	168,031.26	(84,015.63)	50.0%	190,693.76
Treasurer's Fees												
Eagle County							2,132.65	11,386.24	14,876.73	(3,490.49)	76.54%	14,473.23
Pitkin County							3,817.47	20,214.86	21,442.24	(1,227.38)	94.28%	21,521.89
Total Treasurer's Fees							5,950.12	31,601.10	36,318.97	(4,717.87)	87.01%	35,995.12
Total Bond Repayment Fund Expense							5,950.12	115,616.73	204,350.23	(88,733.50)	56.58%	226,688.88
Net Bond Repayment Principle Loan Payment							-	-	700,000.00	-	0.0%	670,000.00
Net Bond Repayment Fund							141,749.88	658,214.67	20,385.46	(62,170.79)	3,228.84%	15,279.60
Bond Repayment Fund Balance 6/30/17								1,183,106.27				
**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
June 2017

							June 2017	Jan - June 2017	2017 Budget	Over/(Under)	% of Annual	2016 Year
							Actuals	Actuals		Budget	Budget	End Actuals
Capital Reserve Fund Balance 1/1/17								341,233.43				
Capital Reserve Fund:												
Income												
Holy Cross Energy - LED Rebate							-	3,878.00	-	3,878.00	100.0%	-
Allocation From General Fund							-	-	40,000.00	(40,000.00)	0.0%	40,000.00
Interest Earned - Reserve Fund							322.03	1,753.37	-	1,753.37	100.0%	2,057.48
Total Capital Reserve Fund Income							322.03	5,631.37	40,000.00	(34,368.63)	14.08%	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							322.03	(8,912.13)	(300.00)	(38,912.13)	2,970.71%	24,513.43
Capital Reserve Fund Balance 6/30/17								332,321.30				
Capital Reserve Exp Detail												
LED Lights/Installation							14,543.50					
Total							14,543.50					

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

Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		Basalt Mini Storage	Jan Storage	164.00
		Aspen Maintenance	supplies	473.05
		The Fireplace Comp	turn on gas fireplace	110.92
		Roto Rooter Plumbing	scheduled maintenance for restrooms	659.00
		Acem Alarm Company	2017 Annual Test & Inspection	500.00
		Grizzly Creek Enterpr	paint study room/hang art/repair toilets	470.00
	Total January			2,376.97
	February			
		One Source Lighting	repair lights in children's circle	575.00
		Grizzly Creek Enterpr	spot clean carpet stains	40.00
	Total February			615.00
	March			
		Acme Alarm	2nd quarter monitoring	99.00
		Basalt Mini Storage	Feb Storage	164.00
		Basalt Security	extra keys	18.75
		Basalt Mini Storage	March Storage	164.00
	Total March			445.75
	April			
		Basalt Mini Storage	April storage	164.00
		Basalt Mini Storage	May Storage	164.00
		Grizzly Creek Enter	repair men's bathroom faucet	80.00
		Office Depot	maint supplies	121.65
	Total April			529.65
	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
		Acem Alarm Company	3rd Quarter Monitoring	99.00
		Grizzly Creek Enter	change main cooling filters	75.00
	June			338.00
	Summary			
		Alarm System		599.00
		Fire Sprinklers		-
		Maintenance Testing		758.00
		Miscellaneous		1,899.37
		Pest Control		104.26
		Plumbing/HVAC		280.00
		Snow Shovel - Roof		-
		Storage		1,148.00
		Window Cleaning		-
	Total			4,788.63