

**Basalt Regional Library District Board of Trustees
Monday, April 17, 2017
5:15 P.M. 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; Carolyn
Kane, Trustee; Karen Barch, Trustee; Karen Hillebrand, Trustee**

**Also Present: Barbara Milnor, Director; Kim Clinco, Bookkeeper; Valerie Welch,
Recorder Pro Tem Peter Pendergast, Citizen Representative, Roger Garrett,
Board Appointee; Becky Musselman, Board Appointee**

**Basalt Regional Library Board of Trustees has identified 3 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:
Linda Crossland
Helen Slansky
Board Comments
Other**
- 5:20 Approval of the March 20, 2017 Board Meeting
Approval of the March 28, 2017 Special Meeting**
- 5:35 PM Director's Report**

5:45 PM Finance Committee report

5:50 PM Reports of Committees

- **Facilities**
- **Policy---need meeting date**
- **Personnel/Human Resources---need meeting date**
- **Bylaws**

6:00 PM Director Search Committee: update on process

6:10 PM Action Items

Discussion and possible vote on interview travel financial Reimbursement.

Discussion and possible vote on new Director benefits

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
March 20, 2017 at 5:24 PM in the Community Room**

Call to order: Carolyn Kane called the meeting to order at 5:24 p.m.

Members Present: Carolyn Kane, President; Ann Stephenson, Vice President; Heather Manolakas, Secretary; Karen Hillebrand, Treasurer; Dick Hampleman, Trustee; Michael Latousek, Trustee; Karen Barch, Trustee

Also Present: Barbara Milnor, Director; Valerie Welch sitting in for Sandy Dexter; Kim Clinco, Bookkeeper; Roger Garrett, provisional trustee; Becky Musselman, provisional trustee; Linda Crossland, Friends of the Library; Helene Slansky, Foundation; Bonnie Armand, Friends of the Library Treasurer.

Citizen Comments:

- Friends of the Library: Linda Crossland introduced Bonnie Armand as the new treasurer for the Friends of the Library. Bonnie reported that the balance in the Friends treasury was \$2692.50 and the Friends had given \$2683.00 for library furniture and \$1000.00 for the Music Program.
- Library Foundation: Helene Slansky announced that a Garden Tour Fundraiser for the Foundation will be held on June 24, 2017.

Board Comments:

- Carolyn Kane read a statement as she retired from the Board after 6 years.
- Karen Hillebrand read a statement as she retired from the Board after 6 years. (See attached)
- Ann Stephenson, on behalf of the other Board members expressed gratitude to both Carolyn and Karen for their unbelievably dedicated service.
- The new officers for 2017 were then inducted following the March 6, 2017 vote of all Board Members:
 - Ann Stephenson-President; Michael Latousek, Vice President; Dick Hampleman, Secretary; Heather Manolakas, Treasurer

Approval of February 20, 2017 Board Meeting Minutes:

Michael Latousek made a motion, Carolyn Kane seconded the approval of the minutes. There were 6 ayes and 1 abstention

Approval of March 6, 2017 Special Board Meeting Minutes:

It was moved and seconded to accept the minutes with the correction of Roberts not Rogers Rules of Order. 7 ayes

Director's Report: Barb Milnor:

- Barb offered her letter of retirement as of June 1, 2017 and then outlined a proposed exit timeline.
- A Discussion by the Board of how to proceed with the Library Director Search included advertising (Library Job line, Library website, Dropbox), criteria (MLS from Accredited School, budget knowledge primary, community engagement required), timeline for application process, salary range (to include or not in the ads), interview criteria and who will comprise the Search Committee and Search committee meeting time.
- People Counter is here but software was required to complete setup and the system should be operational by the end of March.
- The State Library Report was submitted March 3, 2017
- The New Adult Services Librarian, Nathan Child, has started and while he will have a long learning curve, he is going to be fabulous.
- The Community Room Shade will be replaced after its collapse off the window last month
- BRL will be hosing the Marmot Council Meeting on **May 18-19, 2017**. 60-70 attendees expected

Staff Report:

No Report

Committee Reports: New Committee Members:

Finance Committee: Heather Manolakas, Treasurer, Karen Barch, Karen Hillebrand (citizens' rep)

- February Financials: Please refer to your copy of the Financial Report included in your packet
- IRS Notice: Still no change in IRS status; Auditors have sufficient information and will complete audit by June and forward to the State.
- FMM Manual – revision and review are continuing
- Capital Reserve information is on the website in summary form

Facilities Committee: Dick Hampleman, Becky Musselman

Policy Committee: Becky Musselman, Library Director, Assistant Library Director, Heather Manolakas, Maria Palomera (citizens' rep),

Personnel and Human Relations Committee: Ann Stephenson, Roger Garrett, Becky Musselman, Kim Clinco, Library Director

By Laws: Michael Latousek, Vice President, Karen Barch, Karen Hillebrand (citizens' rep)

Director Search Committee: Ann Stephenson, Karen Barch, Roger Garrett, Barb Milnor, Becky Musselman, Carolyn Kane

Action Items: Unfinished Business:

- Flood Insurance: Kim hasn't received a quote yet and will contact Neil Garing again
- Salary Range Discussion for new Library Director

Adjournment:

Karen Barch made a motion to adjourn; Michael Latousek seconded. All in Favor 7 ayes

Meeting was adjourned at approximately 7:20 pm.

Respectfully Submitted,

Dick Hampleman, Secretary

Date

Special Board Meeting

Tuesday, March 28, 2017

The meeting was called to order at 5:20 PM by the President, Ann Stephenson. Present were Ann Stephenson, Karen Hillebrand, Karen Barch, Carolyn Kane, Heather Manolakas, Roger Garrett, Becky Musselman, and Director Barbara Milnor.

A discussion about the salary range for the new Director ended with the agreement to vote on a range of \$75,000.00 to \$105,000.00. Carolyn Kane moved to vote on this range, and Karen Barch seconded. The vote was unanimous. 4 to 0.

Discussion followed as to the benefits that would be listed in the ad. Discussion followed as to where to send the letters of interest and the resumes.

A discussion followed as to whether to include the salary range in the ad. Heather made the motion, Ann seconded. The vote was 3 to not include the salary in the ad, and 2 to include it.

The meeting was adjourned at 6:21 PM.

Respectfully submitted,

Barbara Milnor

Director/secretary pro tem

Director's Report

April 17, 2017

For most of March and so far in April, I have been busy moving from my old office to the Director's office, in order to make space for Nathan Child, the new Adult Services Librarian.

The Tiny Library project, a joint endeavor with the Town of Basalt, is slowly taking shape. There should be more information about the tiny neighborhood libraries later in the spring.

The staff had a farewell party for Tink Boyer, who retired on April 4.

Erin Hollingsworth, Associate Director, is asking for a meeting of the Policy Committee. There are some policies that the staff has been working on that need to be included in the policy manual.

Please check out the Board mailboxes in the lower cabinet in the Business Center. This is a convenient spot for you to collect your agendas.

**Basalt Regional Library District
Balance Sheet
as of March 31, 2017**

		General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance
ASSETS					
Current Assets					
	Cash in Banks				
	Alpine Bank #0127	\$ 207,771.52	\$ -	\$ -	\$ 207,771.52
	Colo Trust - Bond Repayment #8002		334,725.97	-	334,725.97
	Colo Trust - Tabor Reserve #8003	50,157.11	-	-	50,157.11
	Colo Trust - Operating Fund #8004	858,983.68	504,587.00	-	1,363,570.68
	Colo Trust - Capital Rsv Fund #8005	17,545.17	-	342,049.79	359,594.96
Total Current Assets		\$ 1,134,457.48	\$ 839,312.97	\$ 342,049.79	\$ 2,315,820.24
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		\$ 14,869,824.91	\$ 839,312.97	\$ 342,049.79	\$ 16,051,187.67
LIABILITIES					
Current Liabilities					
	Accounts Payable	\$ 4,232.86	\$ -	\$ -	\$ 4,232.86
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	-	-	-	-
	Wages Payable	6,794.71	-	-	6,794.71
Total Other Current Liab		\$ 1,977,813.21	\$ -	\$ -	\$ 1,977,813.21
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		\$ 9,672,046.07	\$ -	\$ -	\$ 9,672,046.07
Fund Balance - of 1/1/17					
	Investment in Capital Assets	\$ 4,010,869.78	\$ -	\$ -	\$ 4,010,869.78
	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	\$ 463,084.62	\$ 327,401.80	\$ 816.36	\$ 791,302.78
	Current Year-to-Date Expenditures	290,453.90	12,980.43	-	303,434.33
Net Current Year		172,630.72	314,421.37	816.36	487,868.45
Total Fund Balance - as of 3/31/17		1,186,909.06	839,312.97	342,049.79	2,368,271.82
Total Liabilities and Fund Balance		\$ 14,869,824.91	\$ 839,312.97	\$ 342,049.79	\$ 16,051,187.67

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

		March 2017 Actuals	Jan - Mar 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	234,919.29	242,683.59	541,537.76	(298,854.17)	44.81%	525,502.12	
4020	Pitkin County	145,956.98	166,832.24	468,320.05	(301,487.81)	35.62%	462,355.99	
4030	Mill Levy Increase	11,334.89	12,187.20	349,774.49	(337,587.29)	3.48%	-	allocating 2.89% of mill levy
4040	Tax Abatement	-	-	13,155.26	(13,155.26)	0.00%	-	will allocate .958% 6/30
	Total General Operating Mill Levy	392,211.16	421,703.03	1,372,787.56	(951,084.53)	30.72%	987,858.11	
4100	MVSO - General Operating							
4110	Eagle County	4,815.47	14,117.11	35,000.00	(20,882.89)	40.33%	47,618.63	
4120	Pitkin County	2,843.12	8,703.49	30,000.00	(21,296.51)	29.01%	29,683.97	
	Total MVSO - General Operating	7,658.59	22,820.60	65,000.00	(42,179.40)	35.11%	77,302.60	
4200	Fines & Fees							
4205	Coffee Purchase	89.40	225.40	500.00	(274.60)	100.00%	974.03	
4210	Copies	757.08	1,851.44	6,000.00	(4,148.56)	30.86%	7,245.87	
4215	Earbuds	26.00	77.00	100.00	(23.00)	100.00%	361.80	
4220	Faxing	71.00	159.00	1,000.00	(841.00)	15.90%	846.46	
4230	Fines	1,796.65	5,315.12	25,000.00	(19,684.88)	21.26%	20,191.07	
4240	Guest Passes	12.00	24.00	600.00	(576.00)	4.00%	276.40	
4250	Meeting Room Rental	445.75	984.25	5,000.00	(4,015.75)	19.69%	6,858.00	
4260	Replacement Books	119.14	167.98	750.00	(582.02)	22.40%	692.70	
4270	Replacement Library Cards	30.00	85.20	500.00	(414.80)	17.04%	576.70	
4280	Test Proctoring	-	30.00	100.00	(70.00)	30.00%	84.00	
4290	Holy Cross Deposit Return/Member Equity	-	-	1,200.00	(1,200.00)	0.00%	1,596.10	
4295	CORE Refund	2,500.00	2,500.00	-	2,500.00	100.00%	4,700.00	
	Total Fines & Fees	5,847.02	11,419.39	40,750.00	(29,330.61)	28.02%	44,403.13	
4300	Earnings on investments							
4310	Colotrust Int Op Acct/Mill Levy	1,075.97	2,843.90	6,000.00	(3,156.10)	47.40%	11,246.96	
	Total Earnings on investments	1,075.97	2,843.90	6,000.00	(3,156.10)	47.40%	11,246.96	
4400	Contributions							
4410	Contributions - Adult	-	-	500.00	(500.00)	0.00%	2,100.00	
4420	Contributions - Music	-	-	5,000.00	(5,000.00)	0.00%	5,180.00	
4430	Contributions Outreach	-	100.00	500.00	(400.00)	20.00%	1,500.00	
4440	Contributions Youth Srv	-	-	500.00	(500.00)	0.00%	3,175.00	

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Profit & Loss Budget Performance
General Fund
March 2017**

			March 2017 Actuals	Jan - Mar 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
5300	Supplies								
5310		Office Supplies	556.18	1,877.01	12,000.00	(10,122.99)	15.64%	10,913.85	
5320		Technical Cataloging & Service	-	2,013.22	6,500.00	(4,486.78)	30.97%	5,281.21	
	Total Supplies		556.18	3,890.23	18,500.00	(14,609.77)	21.03%	16,195.06	
5350	Treasurer's fees								
5360		Eagle fees	7,257.24	7,497.80	21,496.13	(13,998.33)	34.88%	15,804.54	
5370		Pitkin fees	7,515.23	8,590.17	32,166.00	(23,575.83)	26.71%	23,005.69	
	Total Treasurer's fees		14,772.47	16,087.97	53,662.13	(37,574.16)	29.98%	38,810.23	
	Total Administration		17,387.19	26,819.05	153,962.13	(127,143.08)	17.42%	128,143.32	
5400	Facility Expenses								
5410		Janitorial	4,145.00	12,435.00	49,750.00	(37,315.00)	24.99%	49,740.00	monthly contract with Grizzly Creek
5420		Janitorial Supplies	-	-	7,000.00	(7,000.00)	0.00%	4,714.31	
5430		Landscaping	-	-	7,000.00	(7,000.00)	0.00%	7,475.38	
5440		Maintenance *Detailed List Attached	669.72	3,661.69	33,000.00	(29,338.31)	11.10%	34,135.31	
5450		Mat Cleaning	52.00	182.00	720.00	(538.00)	25.28%	650.78	
5460		Snow Removal	78.75	78.75	5,000.00	(4,921.25)	1.58%	6,635.00	
	Total Facility Expenses (Maintenance)		4,945.47	16,357.44	102,470.00	(86,112.56)	15.96%	103,350.78	
5500	Utilities								
5510		Electric	320.90	1,821.45	10,500.00	(8,678.55)	17.35%	9,966.40	
5520		Gas	787.87	2,802.61	10,500.00	(7,697.39)	26.69%	4,900.09	
5530		Internet Connectivity	-	-	4,800.00	(4,800.00)	0.00%	2,963.18	current credit with Comcast
5540		Sanitation	-	660.00	3,700.00	(3,040.00)	17.84%	2,640.00	billed on quarterly basis
5550		Telephone	535.64	1,610.04	6,600.00	(4,989.96)	24.39%	6,618.86	
5560		Trash	389.37	1,167.43	5,000.00	(3,832.57)	23.35%	4,275.56	monthly contract with Waste Mgt
5570		Water	480.63	480.63	3,000.00	(2,519.37)	16.02%	3,159.86	billed on quarterly basis
	Total Utilities		2,514.41	8,542.16	44,100.00	(35,557.84)	19.37%	34,523.95	
	Total Facility Expenses		7,459.88	24,899.60	146,570.00	(121,670.40)	16.99%	137,874.73	
5600	Library Programs								
5610		Adult	-	432.00	3,000.00	(2,568.00)	14.40%	2,636.96	
5620		Children's	113.75	594.56	4,455.00	(3,860.44)	13.35%	4,743.48	
5630		Community	-	1,565.81	6,000.00	(4,434.19)	26.10%	5,231.88	
5640		Music	2,230.00	2,452.67	11,080.00	(8,627.33)	22.14%	8,867.88	

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

			March 2017 Actuals	Jan - Mar 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
5650		Outreach	40.00	72.40	1,450.00	(1,377.60)	4.99%	384.50	
5633		Outreach Advertising	-	3,190.00	3,700.00	(510.00)	86.22%	2,610.00	annual contract with hispanic radio
5635		Outreach Volunteer	-	-	550.00	(550.00)	0.00%	-	
5660		Young Adult	-	226.49	4,550.00	(4,323.51)	4.98%	3,485.54	
5670		Young Adult - State of Colorado Grant	-	413.85	5,000.00	(4,586.15)	8.28%	7,499.36	Linda's State Grant - expenses
5680		Young Adult - Thrift Shop	-	-	-	-	100.00%	50.00	anticipating grant
		Total Library Programs	2,383.75	8,947.78	39,785.00	(30,837.22)	22.49%	35,509.60	
5700		Technology & Equipment							
5710		Copiers & Equipment							
5720		Card Printer Support	-	-	300.00	(300.00)	0.00%	100.22	
5730		Lease	116.15	232.30	3,400.00	(3,167.70)	6.83%	1,922.15	monthly lease on copier
5740		Service Agreement	289.24	369.24	2,300.00	(1,930.76)	16.05%	2,944.09	overage of contract copies
5750		Supplies	-	782.98	5,000.00	(4,217.02)	15.66%	6,353.91	
		Total Copiers & Equipment	405.39	1,384.52	11,000.00	(9,615.48)	12.59%	11,320.37	
5760		Marmot ILS System	-	22,000.96	40,000.00	(17,999.04)	55.00%	32,768.00	billed on quarterly basis with IT Contr
5765		Marmot IT Contract	-	-	47,000.00	(47,000.00)	0.00%	46,843.50	billed on quarterly basis with ILS Contr
5770		Miscellaneous Parts	-	-	3,000.00	(3,000.00)	0.00%	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	-	-	255.00	(255.00)	0.00%	266.25	
5820		Web Calendar/EMS	-	348.00	2,750.00	(2,402.00)	12.65%	3,329.81	
		Total Support & Service Agreements	-	348.00	15,610.00	(15,262.00)	2.23%	14,460.15	
5830		Tech Labor & Repair	1,385.00	1,385.00	3,000.00	(1,615.00)	46.17%	4,094.68	
		Total Technology	1,790.39	25,118.48	119,610.00	(94,491.52)	21.00%	112,174.59	
5900		Collections							
5910		Audio							
5920		Adult BCD	386.72	1,221.18	7,210.00	(5,988.82)	16.94%	6,864.47	
5930		Juvenile Audio	197.89	245.79	2,060.00	(1,814.21)	11.93%	1,773.18	
5940		Spanish Adult BCD	-	-	515.00	(515.00)	0.00%	-	
5950		YA Audio	-	-	309.00	(309.00)	0.00%	-	
		Total Audio	584.61	1,466.97	10,094.00	(8,627.03)	14.53%	8,637.65	
6000		Books & Magazines							

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

				March 2017 Actuals	Jan - Mar 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals	NOTES
6010			Adult fiction books	1,298.18	3,864.46	9,270.00	(5,405.54)	41.69%	11,280.77	pre order of booksfor year
6020			Adult non-fiction books	832.59	3,170.66	10,300.00	(7,129.34)	30.78%	11,101.70	
6030			Juvenile Fiction	777.90	1,518.89	6,695.00	(5,176.11)	22.69%	6,992.03	
6040			Juvenile Non-Fiction	117.21	266.35	3,090.00	(2,823.65)	8.62%	2,840.50	
6050			Print Subscriptions	79.95	8,580.50	9,888.00	(1,307.50)	86.78%	9,239.82	annual payments for magazines subscr
6060			Spanish adult fiction	-	96.27	1,854.00	(1,757.73)	5.19%	687.18	
6070			Spanish adult non-fiction	263.90	353.02	1,854.00	(1,500.98)	19.04%	1,459.25	
6080			Spanish children's books	13.54	69.01	2,060.00	(1,990.99)	3.35%	1,477.81	
6090			Spanish juvenile books	-	15.70	515.00	(499.30)	3.05%	491.21	
6100			YA Fiction	515.24	1,416.64	6,695.00	(5,278.36)	21.16%	7,087.06	
6110			YA Non-Fiction	94.44	224.93	927.00	(702.07)	24.26%	863.66	
			Total Books	3,992.95	19,576.43	53,148.00	(33,571.57)	36.83%	53,520.99	
			Restricted Funds							
6190			Restricted Funds Expense	-	193.72	-	193.72	0.00%	11,558.13	based on Friends-Foundation Received
			Total Restricted Funds	-	193.72	-	193.72	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	-	-	1,700.00	(1,700.00)	0.00%	1,686.00	
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	-	-	5,000.00	(5,000.00)	0.00%	-	
6300			Downloadable Titles							
6310			One Click Digital	48.02	123.03	3,000.00	(2,876.97)	4.10%	3,386.31	
6320			Overdrive	466.56	2,592.50	5,500.00	(2,907.50)	47.14%	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	
			Total Digital Resources	514.58	8,645.53	27,530.00	(18,884.47)	31.40%	15,581.59	
6400			Music							
6410			Adult Music	-	141.67	1,545.00	(1,403.33)	9.17%	2,420.27	
6420			Juvenile Music	-	-	772.50	(772.50)	0.00%	497.93	

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

	March 2017 Actuals	Jan - Mar 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	229.90	479.79	-	479.79	100.0%	3,975.83
Mill Levy Debt Repayment						
Eagle County	162,956.59	168,342.00	495,890.89	(327,548.89)	33.95%	481,202.52
Pitkin County	138,737.07	158,580.01	428,844.80	(270,264.79)	36.98%	426,790.13
Total Mill Levy Debt Repayment	301,693.66	326,922.01	924,735.69	(597,813.68)	35.35%	907,992.65
Total Debt Service Fund	301,923.56	327,401.80	924,735.69	(597,333.89)	35.41%	911,968.48
Total Bond Repayment Fund Income	301,923.56	327,401.80	924,735.69	(597,333.89)	35.41%	911,968.48
Expense						
Bond Interest	-	-	168,031.26	(168,031.26)	0.0%	190,693.76
Treasurer's Fees						
Eagle County	4,888.82	5,051.04	14,876.73	(9,825.69)	33.95%	14,473.23
Pitkin County	6,937.13	7,929.39	21,442.24	(13,512.85)	36.98%	21,521.89
Total Treasurer's Fees	11,825.95	12,980.43	36,318.97	(23,338.54)	35.74%	35,995.12
Total Bond Repayment Fund Expense	11,825.95	12,980.43	204,350.23	(191,369.80)	6.35%	226,688.88
Net Bond Repayment Principle Loan Payment	-	-	700,000.00	-	0.0%	670,000.00
Net Bond Repayment Fund	290,097.61	314,421.37	20,385.46	(405,964.09)	1,542.38%	15,279.60
Bond Repayment Fund Balance 3/31/17		839,312.97				
**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
 March 2017

	Mar 2017 Actuals	Jan -Mar 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
Capital Reserve Fund Balance 1/1/17		341,233.43				
Capital Reserve Fund:						
Income						
Allocation From General Fund	-	-	40,000.00	(40,000.00)	0.0%	40,000.00
Interest Earned - Reserve Fund	285.67	816.36	-	816.36	100.0%	2,057.48
Total Capital Reserve Fund Income	285.67	816.36	40,000.00	(39,183.64)	2.04%	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	285.67	(13,727.14)	(300.00)	(43,727.14)	4,575.71%	24,513.43
Capital Reserve Fund Balance 3/31/17		327,506.29				
Capital Reserve Exp Detail						
LED Lights/Installation	14,543.50					
Total	14,543.50					
***Holy Cross LED Rebate deposit made in April	3,878.00					

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

Maintenance Expenditure Detail				
	Month	Vendor	Detail	Amount
	January			
		Basalt Mini Storage	Feb 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
		Elm USA		223.97
		Basalt Mini Storage	March storage	164.00
		Basalt Security	extra keys	18.75
		Basalt Mini Storage	April storage	164.00
	Total March			669.72
	Summary			
		Alarm System		500.00
		Fire Sprinklers		-
		Maintenance Testing		758.00
		Miscellaneous		1,711.69
		Pest Control		-
		Plumbing/HVAC		200.00
		Snow Shovel - Roof		-
		Storage		492.00
		Window Cleaning		-
	Total			3,661.69