

Basalt Regional Library District Board of Trustees
Monday, March 20, 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: Carolyn Kane, President; Ann Stephenson, Vice President;
Karen Hillebrand, Treasurer; Heather Manolakas, Secretary; Dick Hampleman,
Trustee; Michael Latousek, Trustee; Karen Barch, 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 PM Induction of new officers**
- 5:30 PM Approval of February 20, 2017 minutes**
Approval of March 6, 2017 minutes
- 5:35 PM Director's Report**
 - Director Search questions**

- **Headhunter?**
- **MLS Degree**
- **Ad wording**
- **Salary Range**

6:00 PM **Finance Committee report**

6:10 PM **Appointment of Committees: Ann Stephenson**

- **Finance**
- **Facilities**
- **Policy**
- **Personnel/Human Resources**
- **Bylaws**

6:20 PM **Director Search Committee**
Volunteers

6:30 PM **Action Items**
Discussion and possible vote on buying flood insurance
Bylaws revision discussion and possible vote
Discussion and possible vote on salary range for new Director

**MINUTES OF THE
Basalt Regional Library Board of Trustees Meeting
February 20, 2017 at 5:15 PM in the Community Room**

Call to order: Carolyn Kane called the meeting to order at 5:23 p.m.

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

Members Absent: Heather Manolakas, Secretary

Also present were Barbara Milnor, Director; Valerie Welch sitting in for Sandy Dexter; Kim Clinco, Bookkeeper; Roger Garret, provisional trustee; Becky Musselman, provisional trustee

Citizen Comments:

- Friends of the Library: No report in Linda Crossland's absence.
- Library Foundation: No report Helene Slansky's absence.

Board Comments: Discussion of Election of Officers due to be voted on at the March, 2017 Board Meeting

Carolyn Kane stated that the nominating committee has contacted all board members for nominations of the offices and there are multiples nominations in each category. She then initiated a discussion that included:

- Introducing paper ballots for more comfort, less awkwardness and more confidentiality
- Continuing the historically verbal vote;
- Individual voting necessary because of duplicate nominations in office categories;
- Using a proxy system;
- Availability of all voting trustees to be present;
- By Laws and their directives.

Karen Barch moved and Dick Hampleman seconded scheduling a Special Meeting for March 6, 2017. This meeting would be for the election of new officers for the Board of Trustees. The motion carried with 6 ayes.

Karen Barch then made a motion to use paper ballots at the Special Meeting Election of Officers. Ann Stephenson seconded the motion and it carried with 6 ayes.

Approval of January 16, 2017 Board Meeting Minutes:

Carolyn Kane noted a typo in the Mill Levy number that needed to be corrected from **0.094 to 0.904**. Ann Stephenson moved to approve the corrected January Board Meeting Minutes; Dick Hampleman seconded and the minutes were approved with 6 ayes.

Director's Report: Barb Milnor:

- Free Legal Clinic offered on a Pro Bono basis has been reduced from 90 minutes to 60 resulting in 4 not 6 persons being served. It is a high demand service and we are hoping the attorney is able to find additional legal representatives
- The State Library Report is due March 15, 2017
- Gallagher Amendment – Barb Milnor and Carolyn Kane watched the Webinar

- Adult Services Librarian- The Library has received 25 applications for the open position.
- Programming – A panel of Physicians Presented How Not To Die in partnership with Valley View Hospital on February 26, 2017 with 70 in attendance. The library's 10 copies are still circulating. Jean Winkler has emailed that they will be re-launching this program due to its popularity.
- Marmot Executive Board Meeting – Barb attended on February 3, 2017 in Grand Junction
- Auditors – They arrived last week to collect information and may return with any questions.
- People Counter- This new technology has arrived and Door Count statistics should be available by April's Board Meeting
- Overdrive Advantage Account – Barb opened this account last week having asked the Foundation to allocate some print funds for digital purchases. The Advantage Account provides digital down loads for listening and downloads for reading for Basalt patrons only. She also purchased digital downloads from the Consortia Account that provides for any patron. Based on statistics that need to be regularly monitored, digital downloads (listening vs reading) are more in demand.
- LED Conversion – One Source will file the paperwork for the Grant from Clear as well as paperwork to acquire rebates from Holy Cross
- Flood Insurance - A yearly letter from Neil-Garing Insurance sparked some discussion. Kim will request a quote and the board will then discuss next actions to take.

Staff Report:

No Report

Committee Reports

Facilities Committee: Dick Hampleman: Dick Hampleman and Barb Milnor contributed information regarding the asphalt project, the parking lot seal and repair and office computers. Kim Clinco informed the Board that \$12,400 had been included in the budget for the asphalt and \$14,000 for the office computers. \$

Policy Committee: Ann Stephenson

No report

Personnel and Human Relations Committee: Ann Stephenson, Heather Manolakas

No report

Nominating Committee: Michael Latousek, Karen Barch: All trustees have been contacted and the slate of officers has been completed. The slate will be included with the agenda for the Special Meeting.

Finance Committee: Karen Hillebrand, Treasurer:

- January Financials: Please refer to your copy of the Financial Report included in your packet
- IRS Notice: No change in status; The auditors submitted their letter of intent and scanned documents needed to proceed.
- State Library Newsletter – Consensus of Finance Committee was to submit a letter, similar to the one sent to DOLA and Patrons, to give a heads up on a successful ballot issue. This information could be helpful for future campaigns by other libraries. Barb will find who is editing the newsletter.

- Capital Reserve information is on the website in summary form
- Power Point Presentation – Carolyn said revisions to Financial Management Manual will be finished at the next Finance Committee meeting and she and met to bring the Bond section of the FMM up to date. Karen Hillebrand expressed her thought that the calendar was the most important part of the FMM and elaborated on tasks necessary throughout the year for the Board.
- At Carolyn’s request Karen went over in detail the Financials, especially for the new Board members

Action Items: Unfinished Business: Carolyn Kane listed items for the 2017 Board Meetings. They are:

- Set three goals for 2017
- Decide what actions to take regarding the Capital Reserve Study recommendations of more allocations than the \$40,000.00 now in the budget; invite the individual who did the study to speak with the Board.
- Continue working on the FMM update
- Revisit the Employee benefits package for possible omissions and/or ways to manipulate/improve the package**
- Discuss obtaining legal representation for the Board
- Review the Gallagher Amendment and how it will affect the overall amount the Library receives from the additional mill levy. It appears Colorado is prepared to assess at a lower percentage per household and commercial property. Having people from the counties come and speak with the Board would be timely and helpful.

**Benefit Package: Barb Milnor, Kim Clinco, Ann Stephenson: Ann brought up finding out how many districts exist and how we can compare benefits rather than using a County/Town Library list.

Adjournment: Ann Stephenson moved and Karen Hillebrand seconded the motion to adjourn the meeting. The motion carried with six eyes. Carolyn Kane adjourned the meeting at 6:44 p.m.

Respectfully Submitted,

Heather Manolakas, Secretary

Date

Minutes of the
Basalt Regional Library District
Special Board Meeting for Election of Officers for 2017
March 6, 2017 @ 5:15 PM in the Library Conference Room

Call to order: Carolyn Kane called the meeting to order at 5:28 p.m.

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

Also present were Barbara Milnor, Director; Rebecca Musselman, Eagle County Trustee designate; Roger Garrett, Pitkin County Trustee designate; Linda Crossland, Friends of the Library; Helene Slansky, Library Foundation.

Meeting was called to order by President to vote on slate of officers for 2017, as presented by the Nominating Committee duly appointed under the Bylaws.

1. President: There was one nomination for president, Ann Stephenson. A vote was taken by a show of hands, which was unanimous.

Carolyn noted that under Bylaws she is required to ask for additional nominations. There was none for President.

2. Vice President: There were two nominations: Dick Hampleman and Michael Latousek. Per discussions at prior meeting, because there was more than one nominee, Carolyn commenced handing out paper ballots. There were three objections to this process: Karen H., Linda Crossland, and Helene Slansky. A Discussion ensued regarding both the use of anonymous ballots and procedure of appointing the Nominating Committee, which was raised by Karen H.

In terms of paper ballots, there was discussion regarding the lack of transparency versus the collegiality of the Board by keeping votes anonymous when there are multiple candidates for a position. In terms of Nominating Committee, it was pointed out by Karen H. that Robert's Rules, to which the Board agreed to defer and which they are required to follow when the procedures are not set forth in the Bylaws, states that the Executive Commission or Board should appoint Nominating Committee members, not the President. Karen H. indicated that she feels the Board should revise the Bylaws. Discussion was held on both topics and the relevant provisions of the Robert's Rules and the Bylaws were read aloud. Carolyn tabled the topic of revision of the Bylaws to next meeting and the Board agreed, pursuant to the terms of the Bylaws, to vote on officers by a show of hands.

President Called for additional nominations for the position of Vice President; there was none. Carolyn asks if either candidate would like to make a statement, both of which decline. A vote was held by a show of hands: Dick received 1 vote; Michael received 5 votes; one trustee abstained. Michael Latousek is elected President.

3. Treasurer: There were two nominations: Heather Manolakas and Karen Barch. President called for further nominations; there were none. A vote was held by show of hands: Heather received 4 votes; Karen received 2 votes; one trustee abstained. Heather Manolakas is elected Treasurer.

4. Secretary: There were three nominations: Heather Manolakas, Michael Latousek, and Dick Hampleman. Heather and Michael were removed from consideration since they already were elected as officers. President called for further nominations; there were none. A vote was held by show of hands and Dick was unanimously elected as Secretary.

Heather moved to adjourn and Michael seconded the motion, which was approved by the remaining Trustees (Ann previously left the meeting after votes were held).

Adjournment: Carolyn Kane adjourned the meeting at 5:50 p.m.

Respectfully Submitted,

Heather Manolakas, Secretary

Date

**Basalt Regional Library District
Balance Sheet
as of February 28, 2017**

	General Operating	Bond Repayment	Capital Reserve	Total
	Fund	Fund	Fund	Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 9,291.81	\$ -	\$ -	\$ 9,291.81
Colo Trust - Bond Repayment #8002		174,490.11	-	174,490.11
Colo Trust - Tabor Reserve #8003	50,117.25	-	-	50,117.25
Colo Trust - Operating Fund #8004	750,285.08	374,725.25	-	1,125,010.33
Colo Trust - Capital Rsv Fund #8005	32,088.67	-	327,220.62	359,309.29
Total Current Assets	\$ 841,782.81	\$ 549,215.36	\$ 327,220.62	\$ 1,718,218.79
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	\$ 14,577,150.24	\$ 549,215.36	\$ 327,220.62	\$ 15,453,586.22
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 9,803.91	\$ -	\$ -	\$ 9,803.91
Other Current Liab				
Accrued Expenses	33,012.50	-	-	33,012.50
Accrued Vacation	26,656.00	-	-	26,656.00
Deferred Grant	2,115.00	-	-	2,115.00
Deferred Property Tax	1,911,350.00	-	-	1,911,350.00
Payroll Liabilities	2,004.66	-	-	2,004.66
Wages Payable	6,794.71	-	-	6,794.71
Total Other Current Liab	\$ 1,981,932.87	\$ -	\$ -	\$ 1,981,932.87
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	\$ 9,681,736.78	\$ -	\$ -	\$ 9,681,736.78
Investment in Capital Assets	\$ 4,027,577.36	\$ -	\$ -	\$ 4,027,577.36
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	\$ 56,291.88	\$ 25,478.24	\$ 530.69	\$ 82,300.81
Current Year-to-Date Expenditures	202,734.12	1,154.48	14,543.50	218,432.10
Net Current Year	(146,442.24)	24,323.76	(14,012.81)	(136,131.29)
Total Fund Balance - as of 2/28/17	867,836.10	549,215.36	327,220.62	1,744,272.08
Total Liabilities and Fund Balance	\$ 14,577,150.24	\$ 549,215.36	\$ 327,220.62	\$ 15,453,586.22

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

				Feb 2017 Actuals	Jan - Feb 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
General Operating Fund Balance 1/1/17 (Includes Tabor Reserve)						1,014,278.34			
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County			8,133.10	7,995.36	541,537.76	(533,542.40)	1.48%	525,502.12
4020	Pitkin County			21,776.35	21,496.51	468,320.05	(446,823.54)	4.59%	462,355.99
4030	Mill Levy Increase			-	-	349,774.49			-
4040	Tax Abatement			-	-	13,155.26			-
	Total General Operating Mill Levy			29,909.45	29,491.87	1,372,787.56	(980,365.94)	2.15%	987,858.11
4100	MVSO - General Operating								
4110	Eagle County			5,048.00	9,301.64	35,000.00	(25,698.36)	26.58%	47,618.63
4120	Pitkin County			3,304.97	5,860.37	30,000.00	(24,139.63)	19.53%	29,683.97
	Total MVSO - General Operating			8,352.97	15,162.01	65,000.00	(49,837.99)	23.33%	77,302.60
4200	Fines & Fees								
4205	Coffee Purchase			70.00	136.00	500.00	(364.00)	100.00%	974.03
4210	Copies			497.10	1,094.36	6,000.00	(4,905.64)	18.24%	7,245.87
4215	Earbuds			20.00	51.00	100.00	(49.00)	100.00%	361.80
4220	Faxing			44.00	88.00	1,000.00	(912.00)	8.80%	846.46
4230	Fines			1,469.35	3,518.47	25,000.00	(21,481.53)	14.07%	20,191.07
4240	Guest Passes			6.00	12.00	600.00	(588.00)	2.00%	276.40
4250	Meeting Room Rental			200.00	538.50	5,000.00	(4,461.50)	10.77%	6,858.00
4260	Replacement Books			-	48.84	750.00	(701.16)	6.51%	692.70
4270	Replacement Library Cards			27.60	55.20	500.00	(444.80)	11.04%	576.70
4280	Test Proctoring			20.00	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			-	-	-	-	100.00%	4,700.00
	Total Fines & Fees			2,354.05	5,572.37	40,750.00	(35,177.63)	13.67%	44,403.13
4300	Earnings on investments								
4310	Colostrust Int Op Acct/Mill Levy			852.34	1,767.93	6,000.00	(4,232.07)	29.47%	11,246.96
	Total Earnings on investments			852.34	1,767.93	6,000.00	(4,232.07)	29.47%	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
4470	Grant - State of Colorado			-	2,115.00	5,000.00	(2,885.00)	42.30%	7,274.00
4473	Grant - Thrift Store			-	-	-	-	0.00%	1,600.00
4480	Other			-	2,082.70	2,000.00	82.70	104.14%	30.50
	Total Contributions			-	4,297.70	13,500.00	(9,202.30)	31.83%	20,859.50
4490	Restricted Fund Income - Foundation			-	-	-	-	100.00%	7,612.83
4490	Restricted Fund Income - Friends			-	-	-	-	100.00%	4,388.59
	Total Restrictred Fund Income - Foundation/Friends			-	-	-	-	100.00%	12,001.42
Total Income				41,468.81	56,291.88	1,498,037.56	(1,078,815.93)	3.76%	1,153,671.72
Operating expenses									
5000	Administration								
5005	Contract Services								
5010	Accounting			1,163.75	2,135.00	14,000.00	(11,865.00)	15.25%	11,276.50
5020	Audit - Annual			-	-	9,200.00	(9,200.00)	0.00%	8,900.00
5030	Courier			-	-	7,000.00	(7,000.00)	0.00%	6,940.00
5040	Legal			-	-	5,000.00	(5,000.00)	0.00%	4,697.95
	Total Contract Services			1,163.75	2,135.00	35,200.00	(33,065.00)	6.07%	31,814.45

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

		Feb 2017 Actuals	Jan - Feb 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
5100	Insurance						
5110	Property & Liability Insur	1,262.29	1,262.29	20,000.00	(18,737.71)	6.31%	17,038.37
5120	Worker's compensation	-	-	2,500.00	(2,500.00)	0.00%	1,599.99
	Total Insurance	1,262.29	1,262.29	22,500.00	(21,237.71)	5.61%	18,638.36
5210	Postage & Shipping	-	-	1,000.00	(1,000.00)	0.00%	904.19
5220	Professional Dev. & Memberships						
5230	Board	-	-	1,100.00	(1,100.00)	0.00%	982.63
5235	Employment Council	-	-	1,500.00	(1,500.00)	0.00%	1,531.55
5240	Library Association Dues	-	-	1,000.00	(1,000.00)	0.00%	2,460.00
5250	Spec District Ass'n Due	-	-	3,000.00	(3,000.00)	0.00%	255.00
5260	Staff	317.00	567.18	6,000.00	(5,432.82)	9.45%	4,359.34
5270	Travel expenses	-	296.78	1,500.00	(1,203.22)	19.79%	473.93
	Total Professional Dev. & Memberships	317.00	863.96	14,100.00	(13,236.04)	6.13%	10,062.45
5280	Publicity						
5290	Advertising	637.50	1,783.35	9,000.00	(7,216.65)	19.82%	11,718.58
	Total Publicity	637.50	1,783.35	9,000.00	(7,216.65)	19.82%	11,718.58
5300	Supplies						
5310	Office Supplies	401.96	1,320.83	12,000.00	(10,679.17)	11.01%	10,913.85
5320	Technical Cataloging & Service	88.42	2,013.22	6,500.00	(4,486.78)	30.97%	5,281.21
	Total Supplies	490.38	3,334.05	18,500.00	(15,165.95)	18.02%	16,195.06
5350	Treasurer's fees						
5360	Eagle fees	244.30	240.56	21,496.13	(21,255.57)	1.12%	15,804.54
5370	Pitkin fees	1,088.82	1,074.94	32,166.00	(31,091.06)	3.34%	23,005.69
	Total Treasurer's fees	1,333.12	1,315.50	53,662.13	(52,346.63)	2.45%	38,810.23
	Total Administration	5,204.04	10,694.15	153,962.13	(143,267.98)	6.95%	128,143.32
5400	Facility Expenses						
5410	Janitorial	4,145.00	8,290.00	49,750.00	(41,460.00)	16.66%	49,740.00
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	615.00	2,991.97	33,000.00	(30,008.03)	9.07%	34,135.31
5450	Mat Cleaning	52.00	130.00	720.00	(590.00)	18.06%	650.78
5460	Snow Removal	-	-	5,000.00	(5,000.00)	0.00%	6,635.00
	Total Facility Expenses (Maintenance)	4,812.00	11,411.97	102,470.00	(91,058.03)	11.14%	103,350.78
5500	Utilities						
5510	Electric	733.01	1,500.55	10,500.00	(8,999.45)	14.29%	9,966.40
5520	Gas	892.77	2,014.74	10,500.00	(8,485.26)	19.19%	4,900.09
5530	Internet Connectivity	-	-	4,800.00	(4,800.00)	0.00%	2,963.18
5540	Sanitation	-	660.00	3,700.00	(3,040.00)	17.84%	2,640.00
5550	Telephone	539.12	1,074.40	6,600.00	(5,525.60)	16.28%	6,618.86
5560	Trash	778.74	1,167.43	5,000.00	(3,832.57)	23.35%	4,275.56
5570	Water	-	-	3,000.00	(3,000.00)	0.00%	3,159.86
	Total Utilities	2,943.64	6,417.12	44,100.00	(37,682.88)	14.55%	34,523.95
	Total Facility Expenses	7,755.64	17,829.09	146,570.00	(128,740.91)	12.16%	137,874.73

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

				Feb 2017 Actuals	Jan - Feb 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
5600	Library Programs								
5610	Adult			282.00	432.00	3,000.00	(2,568.00)	14.40%	2,636.96
5620	Children's			91.10	480.81	4,455.00	(3,974.19)	10.79%	4,743.48
5630	Community			1,340.30	1,565.81	6,000.00	(4,434.19)	26.10%	5,231.88
5640	Music			185.88	222.67	11,080.00	(10,857.33)	2.01%	8,867.88
5650	Outreach			32.40	32.40	1,450.00	(1,417.60)	2.23%	384.50
5633	Outreach Advertising			3,190.00	3,190.00	3,700.00	(510.00)	86.22%	2,610.00
5635	Outreach Volunteer			-	-	550.00	(550.00)	0.00%	-
5660	Young Adult			17.11	226.49	4,550.00	(4,323.51)	4.98%	3,485.54
5670	Young Adult - State of Colorado Grant			192.45	402.87	5,000.00	(4,597.13)	8.06%	7,499.36
5680	Young Adult - Thrift Shop			-	-	-	-	100.00%	50.00
	Total Library Programs			5,331.24	6,553.05	39,785.00	(33,231.95)	16.47%	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	116.15	3,400.00	(3,283.85)	3.42%	1,922.15
5740	Service Agreement			-	80.00	2,300.00	(2,220.00)	3.48%	2,944.09
5750	Supplies			549.92	782.98	5,000.00	(4,217.02)	15.66%	6,353.91
	Total Copiers & Equipment			666.07	979.13	11,000.00	(10,020.87)	8.90%	11,320.37
5760	Marmot ILS System			-	22,011.94	40,000.00	(17,988.06)	55.03%	32,768.00
5765	Marmot IT Contract			-	-	47,000.00	(47,000.00)	0.00%	46,843.50
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
5800	Envisionware			-	-	605.00	(605.00)	0.00%	-
5810	Timeclock			-	-	255.00	(255.00)	0.00%	266.25
5820	Web Calendar/EMS			174.00	348.00	2,750.00	(2,402.00)	12.65%	3,329.81
	Total Support & Service Agreements			174.00	348.00	15,610.00	(15,262.00)	2.23%	14,460.15
5830	Tech Labor & Repair			-	-	3,000.00	(3,000.00)	0.00%	4,094.68
	Total Technology			840.07	23,339.07	119,610.00	(96,270.93)	19.51%	112,174.59
5900	Collections								
5910	Audio								
5920	Adult BCD			339.20	834.46	7,210.00	(6,375.54)	11.57%	6,864.47
5930	Juvenile Audio			9.99	47.90	2,060.00	(2,012.10)	2.33%	1,773.18
5940	Spanish Adult BCD			-	-	515.00	(515.00)	0.00%	-
5950	YA Audio			-	-	309.00	(309.00)	0.00%	-
	Total Audio			349.19	882.36	10,094.00	(9,211.64)	8.74%	8,637.65
6000	Books & Magazines								
6010	Adult fiction books			1,229.03	2,566.28	9,270.00	(6,703.72)	27.68%	11,280.77
6020	Adult non-fiction books			437.61	2,338.07	10,300.00	(7,961.93)	22.70%	11,101.70
6030	Juvenile Fiction			342.30	740.99	6,695.00	(5,954.01)	11.07%	6,992.03
6040	Juvenile Non-Fiction			16.14	149.14	3,090.00	(2,940.86)	4.83%	2,840.50
6050	Print Subscriptions			43.59	8,500.55	9,888.00	(1,387.45)	85.97%	9,239.82
6060	Spanish adult fiction			-	96.27	1,854.00	(1,757.73)	5.19%	687.18
6070	Spanish adult non-fiction			57.38	89.12	1,854.00	(1,764.88)	4.81%	1,459.25
6080	Spanish children's books			37.74	55.47	2,060.00	(2,004.53)	2.69%	1,477.81
6090	Spanish juvenile books			-	15.70	515.00	(499.30)	3.05%	491.21
6100	YA Fiction			566.45	901.40	6,695.00	(5,793.60)	13.46%	7,087.06
6110	YA Non-Fiction			130.49	130.49	927.00	(796.51)	14.08%	863.66
	Total Books			2,860.73	15,583.48	53,148.00	(37,564.52)	29.32%	53,520.99

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

				Feb 2017 Actuals	Jan - Feb 2017 Actuals	2017 Budget	Over/(Under) Budget	% of Annual Budget	2016 Year End Actuals
Restricted Funds									
6190			Restricted Funds Expense	193.72	193.72	-	193.72	0.00%	11,558.13
Total Restricted Funds				193.72	193.72	-	193.72	0.00%	11,558.13
Digital Resources									
6210			Annual Subscriptions						
6220			Ancestry.com	1,560.00	1,560.00	1,550.00	10.00	100.65%	1,510.00
6230			Culturegrams	1,140.00	1,140.00	1,200.00	(60.00)	95.00%	-
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%	-
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%	-
Downloadable Titles									
6310			One Click Digital	75.01	75.01	3,000.00	(2,924.99)	2.50%	3,386.31
6320			Overdrive	1,021.52	2,049.94	5,500.00	(3,450.06)	37.27%	6,660.27
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				3,796.53	8,054.95	27,530.00	(19,475.05)	29.26%	15,581.59
Music									
6410			Adult Music	49.36	141.67	1,545.00	(1,403.33)	9.17%	2,420.27
6420			Juvenile Music	-	-	772.50	(772.50)	0.00%	497.93
Total Music				49.36	141.67	2,317.50	(2,175.83)	6.11%	2,918.20
Video									
6510			Adult Video	55.86	825.83	7,210.00	(6,384.17)	11.45%	7,784.17
6520			Hispanic Video	-	152.10	824.00	(671.90)	18.46%	592.58
6530			Juvenile Video	68.90	116.51	2,060.00	(1,943.49)	5.66%	1,351.06
6540			YA Video	-	-	309.00	(309.00)	0.00%	-
Total Video				124.76	1,094.44	10,403.00	(9,308.56)	10.52%	9,727.81
Total Collections				7,374.29	25,950.62	103,492.50	(77,735.60)	25.07%	101,944.37
Total Operating expenses				26,505.28	84,365.98	563,419.63	(479,053.65)	14.97%	515,646.61
Payroll Expenses									
6910			Payroll	47,873.13	98,082.90	700,005.23	(601,922.33)	14.01%	612,199.42
6920			Payroll Service	250.50	1,150.10	4,000.00	(2,849.90)	28.75%	3,602.68
6930			Payroll Taxes	3,862.81	8,006.26	53,000.45	(44,994.19)	15.11%	47,437.50
6940			Retirement Plan	2,123.67	4,353.12	22,400.00	(18,046.88)	19.43%	19,843.89
6950			Health Insurance	3,024.40	6,775.76	33,677.16	(26,901.40)	20.12%	32,057.28
Total Payroll Expenses				57,134.51	118,368.14	813,082.84	(694,714.70)	14.56%	715,140.77
Total Expense				83,639.79	202,734.12	1,376,502.47	(1,173,768.35)	14.73%	1,230,787.38
Net General Fund Income/(Loss) Prior to Capital Rsv Allocation				(42,170.98)	(146,442.24)	121,535.09	94,952.42	-120.49%	(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				(42,170.98)	(146,442.24)	81,535.09			(117,115.66)
General Fund Balance 2/28/17					867,836.10				

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

							Feb 2017 Actuals	Jan - Feb 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							120.67	249.89	-	249.89	100.0%	3,975.83	
Mill Levy Debt Repayment										-			
Eagle County							5,511.55	5,385.41	495,890.89	(490,505.48)	1.09%	481,202.52	
Pitkin County							20,101.25	19,842.94	428,844.80	(409,001.86)	4.63%	426,790.13	
Total Mill Levy Debt Repayment							25,612.80	25,228.35	924,735.69	(899,507.34)	2.73%	907,992.65	
Total Debt Service Fund							25,733.47	25,478.24	924,735.69	(899,257.45)	2.76%	911,968.48	
Total Bond Repayment Fund Income							25,733.47	25,478.24	924,735.69	(899,257.45)	2.76%	911,968.48	
Expense													
Bond Interest							-	-	168,031.26	(168,031.26)	0.0%	190,693.76	
Treasurer's Fees													
Eagle County							165.65	162.22	14,876.73	(14,714.51)	1.09%	14,473.23	
Pitkin County							1,005.07	992.26	21,442.24	(20,449.98)	4.63%	21,521.89	
Total Treasurer's Fees							1,170.72	1,154.48	36,318.97	(35,164.49)	3.18%	35,995.12	
Total Bond Repayment Fund Expense							1,170.72	1,154.48	204,350.23	(203,195.75)	0.57%	226,688.88	
Net Bond Repayment Principle Loan Payment							-	-	700,000.00	-	0.0%	670,000.00	
Net Bond Repayment Fund							24,562.75	24,323.76	20,385.46	(696,061.70)	119.32%	15,279.60	
Bond Repayment Fund Balance 2/28/17								549,215.36					
**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
February 2017

							Feb 2017 Actuals	Jan - Feb 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							251.93	530.69	-	530.69	100.0%	2,057.48
Total Capital Reserve Fund Income							251.93	530.69	40,000.00	(39,469.31)	1.33%	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	14,543.50	10,000.00	4,543.50	145.44%	17,544.05
Total 8300 - Capital Reserve Expense							14,543.50	14,543.50	40,300.00	4,543.50	145.44%	17,544.05
Net Capital Reserve Fund							(14,291.57)	(14,012.81)	(300.00)	(44,012.81)	4,670.94%	24,513.43
Capital Reserve Fund Balance 2/28/17								327,220.62				
Capital Reserve Exp Detail												
LED Lights/Installation							14,543.50					
Total							14,543.50					

**Basalt Regional Library District
General Fund
Maintenance Detail
as of February 28, 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
	Summary			
		Alarm System		500.00
		Fire Sprinklers		-
		Maintenance Testing		659.00
		Miscellaneous		1,468.97
		Pest Control		-
		Plumbing/HVAC		200.00
		Snow Shovel - Roof		-
		Storage		164.00
		Window Cleaning		-
	Total			2,991.97