

Basalt Regional Library District Board of Trustees Meeting
Monday, February 20, 2023 5:15 PM
Emergency Circumstance to Allow Teleconferencing
(BRLD Bylaws, Article 6, Section 5(d))
Basalt Library Community Room and
Zoom Meeting, see [BRLD Website Calendar for Link](#)

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

Board of Trustees: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee; Elaine Nagey, Trustee; Eric Pelander, Trustee

AGENDA

- 5:15 PM Call to order
Citizen Comments
- 5:20 PM Board Comments
- 5:25 PM Approval Items
- Minutes of January 16, 2023 Board Meeting
 - Minutes of January 30, 2023 Special Board Meeting
 - January 2023 Accounts Payable
- Suggested motion: I move to approve the January approval items
- 5:30 PM Friends of the Library Update, *Deb McCanne*
- 5:45 PM Feria Internacional del Libro de Guadalajara, Mexico, *Gaby Lagos, Elena Marquez*
- 6:00 PM Review Script for Stakeholder Conversations, *Amy Shipley*
- 6:30 PM Director's Report, *Amy Shipley*
- 7:00 PM Creation of Bylaws Committee, *Carolyn Kane*
- 7:10 PM Committee Reports:
- Facilities Committee: *Jim Albert, chair*
 - Finance Committee: *Carolyn Kane, chair*
 - January 2023 Financials
 - Officer Nominating Committee, *Elaine Nagey, Eric Pelander*
 - Personnel Committee: *Enid Ritchy, chair*
 - Policy Committee: *Enid Ritchy, chair*

ACTION ITEMS

7:25 PM Discussion about ideal length of Board of Trustees meetings.

7:40 PM Adjourn Meeting

Basalt Regional Library Board of Trustees Meeting Minutes

January 16, 2023

Board of Trustees Present: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee; Elaine Nagey, Trustee; Eric Pelander, Trustee

Staff Present: Amy Shipley; Sandra Dexter

Community Members Present: Roger Garrett

Call to order

Enid called the meeting to order at 5:15 PM

Citizen Comments

None

Board Comments

- Carolyn handed out a copy of the Finance Committee Report which is included at the end of the minutes.
- Becky expressed her appreciation for the statistics graphs that make it easier to see trends.
- The Community Party has been rescheduled to Friday April 28th.

Approval Items

- Minutes of December 14, 2022 Board Meeting
- December 2022 Accounts Payable

Suggested motion: I move to approve the December approval items

Eric moved and Jim seconded the motion to pass the December 2022 Accounts Payable with no edits and the Minutes of the December 14, 2022 Board meeting with two edits. The motion passed unanimously.

Library Trust Report, *Nina Itin*

- Amy reported in Nina's absence.
- Amy explained the differences among the Trust, the Foundation and the Friends of the Library and why the Trust was formed.
- The main project of the library trust is funding Dolly Parton's Imagination Library. The library gets billed for half the cost and the Trust pays the other half through grants and donations received.
- Another project, in the exploratory phase, called Career Online High School helps people in need.
- The Trust is working on building a of the history of funds coming in and projects being funded.

Discussion of Statistics, *Amy Shipley*

Amy presented the statistics in the new line graph format that better shows trends. She explained that the statistics graphs are broken down into three arms of library services, facilities, collections, and

programs and provided detail under each of the three arms. Amy proposed to the Board that one arm be looked at per month, so each would be represented once per quarter.

Discussion on potential ballot measure strategy – talking to our stakeholders, *Lead: Amy Shipley*

The Board divided up the list of stakeholders from last month's Board meeting and came up with actual names for Board members to contact.

Discussion on how to include BOCC in Board Trustee Appointment Process, *Lead: Carolyn Kane*

This is about appointing Board Members to the Board. Carolyn read the procedures in the BRLD Bylaws for the Board of Trustees appointment process as well as the Colorado Library Statutes. Amy was directed by the Board to contact the coordinator at Eagle County to request participation from the Eagle County BOCC.

Board discussion:

- What went well as a board in 2022?
- What did not go so well in 2022?
- What should the Board focus on in 2023?

Each Board member shared their thoughts on the above topics of discussion.

Financial Forecasting, *Amy Shipley*

Amy went through where we've been and the dire prediction of where we could be. She presented several scenarios for future year's budgets with various types of additional funding and without additional funding with estimated projections for expenses and income. Projections show the Fund balance goes to zero in 2025.

Director's Report, *Amy Shipley, Executive Director*

- Annual Year-end Report. Amy doesn't have an addition to her self-evaluation report or to her written report. She will be creating a one-page annual report for 2022 that's more of a statistical, financial annual report. She will ask for feedback on that from the Board when she receives the audited financials.
- Items not covered in the written report
 - Finance manager position update.
 - Roof Engineer RFP Interview scheduled for January 24th. An executive session to enter a recommendation to go forward with the RFP will be on the February Board meeting agenda.

Committee Chair Reports:

Bylaws Committee: *Carolyn Kane, chair*

Carolyn would like to reconvene a Bylaws committee to investigate whether to add a Zoom component. It currently states in the Bylaws that if you are not here in person you are marked absent.

Facilities Committee: *Jim Albert, chair*

Jim had nothing to add to what Amy said about interviewing a roof consultant.

Finance Committee: *Carolyn Kane, chair*

- Carolyn handed out her written summary of the meeting. It is included at the end of these minutes.
- Preliminary December 2022 Financial report. There are still additional expenses that will be added. But total revenues are at 102% of what was budgeted and expenses are about 90% of what was budgeted. The annual Budget Message is required by state statute and is included in the Board Meeting packet
- A draft of the Financial Management Manual has been completed. It will be presented in final form at the February Board meeting.
- Amy went over the financial forecast.
- The audit process is due to begin the end of February or beginning of March.

Personnel Committee: *Enid Ritchy, chair*

- The Personnel Committee hasn't met.
- The next big annual job begins in June for the Director Evaluation.

Policy Committee: *Becky Musselman, chair*

Nothing new, meeting tomorrow morning.

Appointment of Nominating Committee

- Enid read the procedure for appointing a Nominating Committee from the Bylaws. She then appointed Elaine and Eric to the Nominating Committee.
- Board Term Expirations
 - Jim's term expires, he will reapply
 - Becky's term expires, she is term limited

Discussion and Possible Vote on Resolution 2023-01, a Resolution of the Basalt Regional Library District designating the official posting place for notices, adopting the official map, and setting forth other administrative matters.

It was suggested that two edits be made to the resolution. Jim moved and Elaine seconded the motion to approve the resolution as amended. The motion passed unanimously. Resolution 2023-01 was adopted.

Adjourn Meeting

Becky moved and Eric seconded the motion to adjourn. The motion passed unanimously. Enid adjourned the meeting at 7:49 PM.

Respectfully Submitted,

Margaret Simmons, Secretary

Date

BRLD Finance Committee Report
January 10, 2023

Committee members present: Margaret Simmons, Eric Pelander, Elaine Nagey, Enid Ritchy, Carolyn Kane (BRLD Board), Roger Garrett (Citizen Rep), Amy Shipley (Director)

1. December 2022 Financials – The preliminary year-end financial report was reviewed by the committee. Previously, bills were posted on the date they were paid, but going forward they will be posted to the time period covered by the bill (i.e., payments for 2023 insurance will be posted to the months of coverage). The “preliminary” report means that some outstanding bills incurred in 2022 will be posted to December when they are paid.

Revenues: 2022 Mill levy revenues: \$1,556,833, or 99.67% of budget. Revenues – other: \$230,632.

Total Revenues: \$1,787,465, or 102.34% of budget.

Expenses: Operating Expenses (minus payroll): \$622,942, or 96.44% of budget. Payroll Expenses: \$965,391, or 86.13% of budget.

Total Expenses: \$1,588,333, or 89.90% of budget.

The 2022 budget was balanced, with \$112,132 in revenue added to the General Fund.

2. Annual 2022-23 Budget Message – Treasurer Carolyn Kane has written the annual budget message, which is attached. This is a statutory requirement, and will be sent to district commissioners and the Colorado Department of Local Affairs (DOLA) by January 15th.

3. Financial Management Manual – Elaine Nagey is formatting the revised manual and it will be sent to Amy Shipley by the end of January. The final draft will be reviewed by the Finance Committee in February, and it will be forwarded to the board for adoption.

4. Financial Forecasting Spreadsheet – Amy presented an Excel spreadsheet with actual past and current revenue/expense data, *and* a future forecasting section that can provide different revenue or expense outcomes when hypothetical percentages (or dollars) of change are input. This spreadsheet will be very useful as the board and director determine whether to renew the mill levy supplement, which will sunset at the end of 2023.

It would also be helpful to obtain real estate property valuation data, or current building department statistics in preparation for the November election.

5. Finance Manager Search – Amy continues to search for a local person or firm to take over BRLD financial management. In the meantime, Meghan Hayes is willing to continue to pay bills and provide monthly financial reports.

6. 2023 BRLD Audit – McMahon & Associates will conduct BRLD’s audit this year, with the process beginning in February 2023.

Respectfully submitted,
Carolyn Kane, Treasurer

**Basalt Regional Library Board of Trustees
Special Board Meeting Minutes
Monday, January 30, 2023**

Present: Enid Ritchy, President; Jim Albert, Vice President; Carolyn Kane, Treasurer; Eric Pelander, Trustee, Elaine Nagey, Trustee; Amy Shipley, Executive Directory

Call to Order

Enid called the meeting called to order at 5:20 pm

Executive Session

Moved to Executive Session at 5:21 pm

Executive session ended at 5:47 pm

Returned to open session at 5:49pm

Action Item

Enid moved and Jim seconded the motion to direct Amy to negotiate and sign a contract with WJE at the price listed in their proposal. The motion carried unanimously.

Adjourn meeting

Jim moved and Enid seconded the motion adjourn the meeting. The motion carried unanimously.

Enid adjourned the meeting at 5:51 pm.

EXECUTIVE DIRECTOR'S REPORT

Administration and Personnel

We have filled two of our vacant positions, Page, and IT & Marketing Associate. Both of these new employees started in February. We have several applicants for the Patron Services Associate position, one applicant for the Youth Services Associate position, and one application for the Human Resources Manager position.

CURRENT STAFF				
Total Staff Count	Total FTE	Total Staff Hours per Week	Count of Benefit Eligible Staff (over 20 hours)	Count of Staff not eligible for Benefits (under 20 hours)
19	15.58	623	16	3

STAFF VACANCIES			
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)
Finance Manager	10	0.25	No
Human Resources Manager	32	0.8	Yes
Youth Services Associate	40	1.0	Yes
Patron Services Associate	30	0.75	Yes
Total	112	3.55	N/A

We are in the process of planning the content for our all staff workday on Wednesday, March 29, 2023.

Reports to State Agencies

I submitted the budget report to the Colorado Department of Local Affairs.

Staff and I have begun working on gathering statistics for the annual public library statistical report, and that data will be submitted in a timely manner.

Board

I have been doing a ton of policy work this month. In addition to the Meeting Room and Study Room policies, which the Policy Committee has been working on for a few months, I revamped the Volunteer Policy, which the committee will go over at its February meeting. Also, upon reflection on our Request for Reconsideration form, I realized that several more policies need a revamp. Our community has a right to request the library reconsider its services in four key areas: our library collection, our library programs, our library displays, and our approval of use of our meeting rooms by outside groups. In order to facilitate this, we need to move our reconsideration policy out of the Materials Collection Policy to a stand-alone Reconsideration Policy. We also need to create a Display Policy and a Program Policy. I will bring these policies to the next meeting of the Policy Committee, and we will begin to work our way through them.

Finances

Two Board trustees and I met with John Chrastka this month to work on our script for our conversations with stakeholders. He gave us some clear direction, and we will have talking points for those conversations ready for the February Board of Trustees meeting. I have reached out to a financial forecasting expert to guide us in our financial projections so that we can get closer to knowing exactly what we need.

We have started working on the audit work papers, and will be well situated to have our audit the first week of March.

Collection

The Patron Services Department has a new task workflow chart for 2023. We have a goal in shelf reading, making sure items are in call number order on the shelf, and are on track to keep our deadlines. Courier service has been reliable and on time this month, and we have not had to enter a missing delivery. Requests for our items from other libraries have increased from last month but have not reached the numbers we had in November. The number of incoming courier totes is about the same so our patrons are still borrowing the same amount. Curbside holds pickup is still being used by patrons but the hold-shelf inside the library is still preferred. Wifi hotspot checkouts are still very popular, as are telescopes. Study room usage has had a boost in use over the last month. Wednesday afternoons are getting back to pre-pandemic levels of attendance.

The Technical Services Department continues to catalog new items, repair damaged items, and place orders of new items for the adult collection. At the end of December and in early January, Technical Services staff created a value estimate for the collection based on deleted and added item reports. Circulation rates were also calculated. Technical Services staff have also begun several new monthly procedures, to keep our inventory tidy and up-to-date. A new collection budget tracking spreadsheet has also been created, and collection managers have been trained on how to use it. New DVDs with BRLD specific branding have finally started to arrive, and they look great! In addition to our typical work, in February Technical Services staff will be presenting a staff-meeting training, portions of the all-staff training in March, and other misc. Projects.

Programs

Starting the new year off with a bang, Youth Services hosted 35 individual programs! The Children's Librarian has started a weekly storytime that has been well attended. Every Baby Gym has had 30 people or more attending, the first Bolsitas Rojas had 20, and Art for All Ages had a whopping 35! The Teen Librarian had 4 programs per week in addition to the Teen Fly Tying Club with attendance ranging from 1-14 at each program.

Outreach

The Children's Librarian and I are meeting with staff from Basalt Elementary School to find out how we can support their One School, One Book project this spring.

Technology

We have ordered a replacement for the informational kiosk in the lobby that was due for replacement and actually stopped working recently. We hope to have the new kiosk installed by the end of February.

Repairs have been completed to the tv in the Conference Room, and it is now hard-wired to the cable in the conference table. It should function without glitches going forward.

In March, all library patrons will be required to create a password for their account. We have begun marketing for this upcoming change in the monthly magazine and in the email newsletters. These efforts will amp up in March as the go-live date gets nearer. We have also begun creating a list of our resources which will require the patron password and which will not.

Facility

The stair rail on the stone steps just outside the east entrance has been installed! It looks really nice, and adds much-needed safety to that area

The electric vehicle charging stations are installed, and one of them is functional. We have a few odds and ends to finish and then we'll be ready to have a ribbon cutting ceremony. We will also be filing our final report and getting reimbursement for the \$18,000 from the state for the grant we received.

I have signed an updated contract with the custodial/maintenance team, and we're on a good track for keeping the building cleaner this year.

We are beginning to think about replacing all of our whiteboards this year with glass whiteboards that will be easier to keep clean and will look nicer in our meeting rooms and study rooms.

We have a carpet company coming in this week to assess our carpet, potentially replacing some squares, and hopefully helping us with some of the floor surface tiles that are loose

We have discovered a leak in the southeast corner of the giant wall of windows and have a company coming out to repair that leak

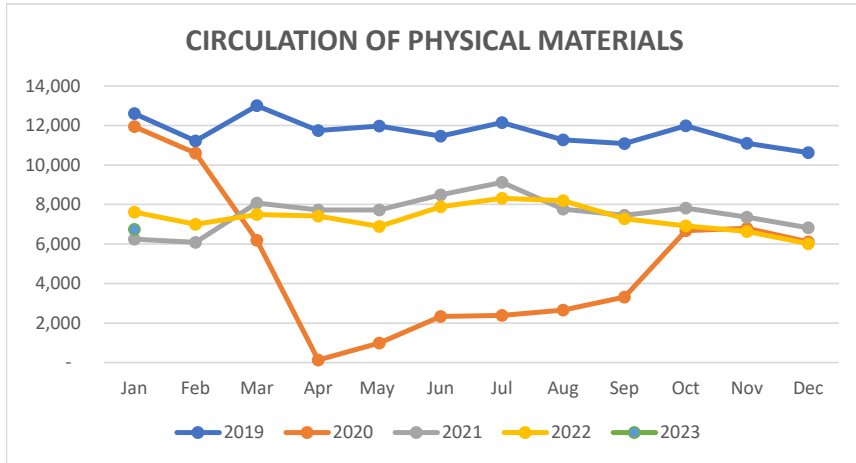
The Board directed me to proceed with contract negotiations up to and including signing a contract with an engineering firm for the roof assessment project. I have a draft contract that our attorney is reviewing now.

One of the faucets in the men's bathroom has been out of order for a while, and it will finally be replaced in February.

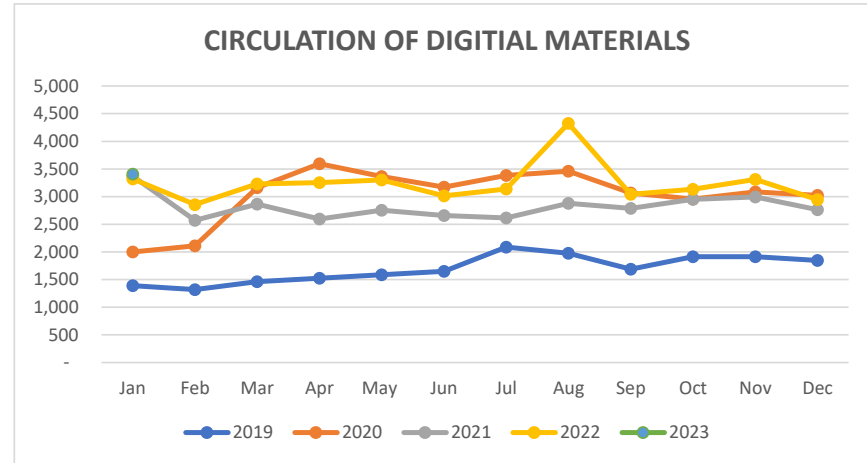
Leadership and Professional Development

For my professional development this year, I am planning to attend the Research Institute for Public Libraries (RIPL) Conference in Madison, Wisconsin. The Conference is July 23 through 26 and is an "immersive, bootcamp-style event, participants learn practical, strategic methods of gathering, analyzing, and using data for planning, management, and communicating impact." I also plan to attend the Colorado Association of Libraries Conference on the front range in September.

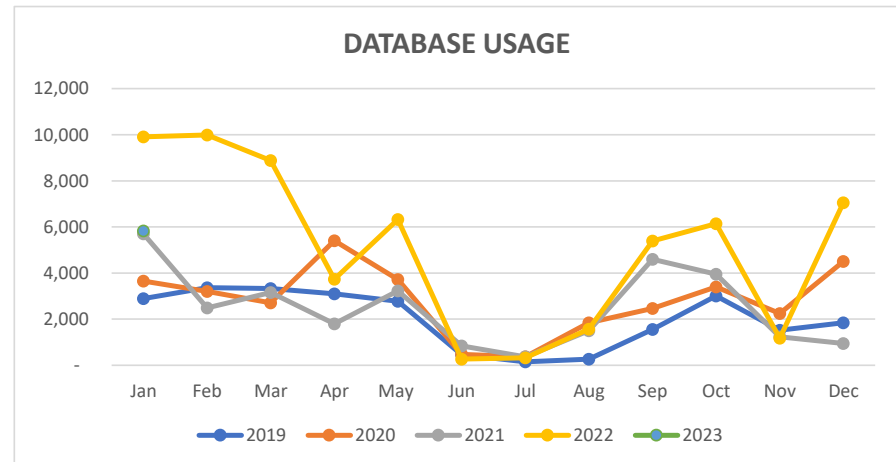
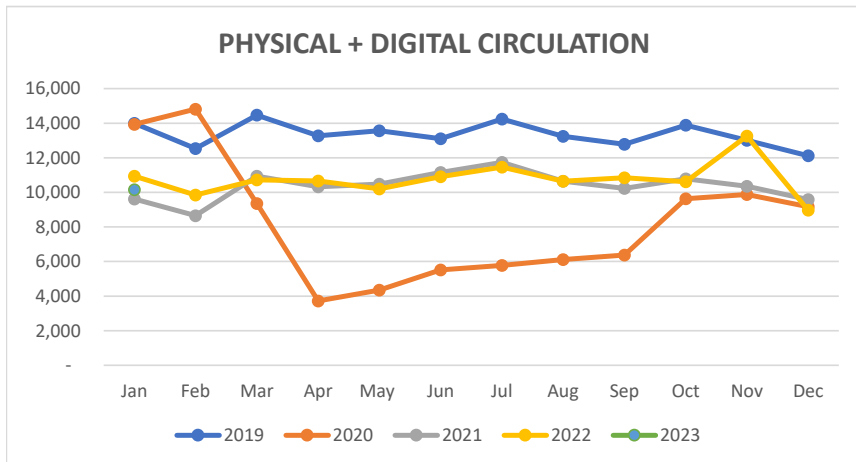
Collection Statistics



All physical items for checkout inside the library



Ebooks
Eaudio books
Emagazines
Kanopy movies
Craftsy (Overdrive Craft Tutorial)



**Basalt Regional Library District
Balance Sheet
as of Jan 2023**

	General Operating	Bond Repayment	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Fund	Balance	(Conversion Fund)	Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	184,030.62			\$ 184,030.62		\$ 184,030.62
Colo Trust - Tabor Reserve #8003	52,520.00			52,520.00		52,520.00
Colo Trust - Operating Fund #8004	1,653,135.96			1,653,135.96		1,653,135.96
Colo Trust - Bond Repayment #8002		504,990.71		504,990.71		504,990.71
Colo Trust - Capital Rsv Fund #8005			756,674.05	756,674.05		756,674.05
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	293.80			293.80		293.80
Prepaid Expense	-			-		-
Property Tax Receivable	2,497,762.77			2,497,762.77		2,497,762.77
Pooled Cash (Interfund Transfers)	(166,925.64)	332,033.33	(165,017.94)	89.75	(89.75)	(0.00)
Capital Assets, net of depreciation	-	-	-	-	9,031,768.95	9,031,768.95
Total Assets	\$ 4,220,817.51	\$ 837,024.04	\$ 591,656.11	\$ 5,649,497.66	\$ 9,031,679.20	\$ 14,681,176.86
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	\$ 37,841.91	\$ -	\$ -	\$ 37,841.91	\$ -	\$ 37,841.91
Other Current Liab						
Accrued Interest				-	15,804.50	15,804.50
Deferred Property Tax	2,497,762.77			2,497,762.77		2,497,762.77
Total Current Liabilities	\$ 2,535,604.68	\$ -	\$ -	\$ 2,535,604.68	\$ 15,804.50	\$ 2,551,409.18
Long Term Liabilities						
Bonds Payable, 2012		-		\$ -	3,254,910.25	\$ 3,254,910.25
Accrued Compensated Absenses				-	49,273.08	49,273.08
Total Long Term Liabilities	\$ -	\$ -	\$ -	\$ -	\$ 3,304,183.33	\$ 3,304,183.33
Total Liabilities	\$ 2,535,604.68	\$ -	\$ -	\$ 2,535,604.68	\$ 3,319,987.83	\$ 5,855,592.51
Net Assets						
Net Investment in Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ 5,776,768.95	\$ 5,776,768.95
Fund Balance						
Non Spendable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted for:						
Tabor	47,615.00			47,615.00	-	47,615.00
Debt Service		504,990.71		504,990.71	-	504,990.71
Committed for Future Projects			591,656.11	591,656.11	(591,656.11)	-
Unassigned	1,637,597.83	332,033.33	-	1,969,631.16	526,578.53	2,496,209.69
Current Year Fund Balance	\$ 1,685,212.83	\$ 837,024.04	\$ 591,656.11	\$ 3,113,892.98	\$ (65,077.58)	\$ 3,048,815.40
Total Liabilities and Fund Balance	\$ 4,220,817.51	\$ 837,024.04	\$ 591,656.11	\$ 5,649,497.66	\$ 9,031,679.20	\$ 14,681,176.86

**Basalt Regional Library District
General Fund
Jan 2023**

		2022 Year End Actuals	2023 Budget	YTD Actuals 1/31/23	Actuals vs Budget YTD %	2023 Forecast
General Operating Beginning Fund Balance		1,728,500	1,761,053	1,830,556.70	69,504	1,830,557
Eagle County						
	Assessed Value	271,560,910	273,153,790			273,153,790
	% Increase	12%	0.59%			0.59%
	Operating Mill Levy Rate	3.363	3.360			3.360
Pitkin County						
	Assessed Value	192,808,360	193,543,290			193,543,290
	% Increase	4%	0.38%			0.38%
	Operating Mill Levy Rate	3.363	3.360			3.360
REVENUES						
4005 General Operating Mill Levy						
4010	Eagle County	702,200	712,931	-	0.00%	712,931
4020	Pitkin County	498,072	505,148	-	0.00%	505,148
4030	Mill Levy Supplement	348,618	350,023	-	0.00%	350,023
4040	Tax Abatement - Prior Year	-	-	-	0.00%	-
	Total General Operating Mill Levy	1,548,890	1,568,102	-	0.00%	1,568,102
4100 MVSO - General Operating						
4110	Eagle County	83,759	89,737	-	0.00%	89,737
4120	Pitkin County	39,343	42,475	-	0.00%	42,475
	Total MVSO - General Operating	123,102	132,212	-	0.00%	132,212
4200 Fines & Fees						
4205	Coffee Purchase	421	500	53	10.58%	500
4210	Copies	4,758	3,500	429	12.25%	3,500
4215	Earbuds	39	50	9	18.00%	50
4220	Faxing	422	-	5	Not Budgeted	5
4230	Fines	1,023	1,000	130	12.99%	1,000
4250	Meeting Room Rental	1,321	1,000	488	48.75%	1,000
4255	Reading Glasses	33	50	1	2.00%	50
4260	Replacement Books	1,143	1,500	35	2.33%	1,500
	Replacement Library Cards	2	-	-	0.00%	-
4285	Health Insurance Dividend - CEBT	-	-	-	0.00%	-
4290	Holy Cross Deposit Return/Member Equity	90	100	-	0.00%	100
	Total Fines & Fees	9,252	7,700	1,149	14.93%	7,705
4300 Earnings on investments						
4310	Colotrust Int Op Acct	37,579	36,768	6,857	18.65%	36,768
4320	Mill Levy Interest	4,897	6,234	-	0.00%	6,234
	Total Earnings on investments	42,475	43,002	6,857	15.94%	43,002
4400 Contributions *see detail						
4410	Contributions- Non-Restricted	7,947	5,000	27	0.54%	5,000
4412	Contributions- Restricted	1,294	1,000	-	0.00%	1,000
	Contributions- Music	2,000	-	-	0.00%	-
	Total Contributions	11,241	6,000	27	0.45%	6,000

**Basalt Regional Library District
General Fund
Jan 2023**

			2022 Year End Actuals	2023 Budget	YTD Actuals 1/31/23	Actuals vs Budget YTD %	2023 Forecast
4500	Grants - Non-Restricted						
4505	Grants - General Operating Grants		1,266	-	-	0.00%	-
	Grants - Alpine Bank		2,500	-	-	0.00%	-
	Grants - Kahle Foundation		1,000	-	-	0.00%	-
	Colo Spec District - COVID-19		-	-	-	0.00%	-
	Total Grants - Non-Restricted		4,766	-	-	0.00%	-
4600	Grants - Restricted						
4602	Restricted - Library Foundation		1,250	5,000	-	0.00%	5,000
	Restricted - American Library Association		10,000	-	-	0.00%	-
4604	Restricted - Library Friends		2,423	5,000	-	0.00%	5,000
	Restricted - State of Colorado Grant		5,943	-	-	0.00%	-
	Restricted - Legends Event		-	-	-	0.00%	-
	Restricted - Association of Science		6,000	-	-	0.00%	-
	Restricted - Rotary Grant		1,000	-	-	0.00%	-
	Restricted - Cares Grant - Tmobile Data		-	-	-	0.00%	-
	Restricted - Cares Grant - TOB Art Camp		-	-	-	0.00%	-
	Restricted - LSTA Grant		-	-	-	0.00%	-
	Restricted - Humanities		-	-	-	0.00%	-
	Restricted - Outdoor Equity		5,000	-	-	0.00%	-
	Restricted - Charge Ahead		5,000	-	-	0.00%	-
	Restricted - ARP Grant		6,478	-	-	0.00%	-
	Restricted - GRT		5,225	-	-	0.00%	-
	Restricted- Aspen Thrift Shop		2,500	-	-	0.00%	-
4620.14	Restricted - Library Trust		-	5,000	-	0.00%	5,000
4620.15	Restricted - Other Misc		-	30,000	-	0.00%	30,000
	Total Restricted Fund Income - Foundation/Friends		50,819	45,000	-	0.00%	45,000
TOTAL REVENUES			1,790,546	1,802,016	8,033	0.45%	1,802,021
OPERATING:							
Administration							
Contract Services							
5010	Accounting		11,261	1,920	229	11.92%	1,920
5020	Audit - Annual		14,000	13,250	-	0.00%	13,250
5030	Courier		2,847	11,500	8,541	74.27%	11,500
5040	Legal		13,156	15,000	-	0.00%	15,000
	Total Contract Services		41,264	41,670	8,770	21.05%	41,670
Insurance							
5100	Insurance						
5110	Property & Liability Insur		300	23,650	36,413	153.97%	23,650
5120	Worker's compensation		176	2,376	1,484	62.46%	2,376
	Total Insurance		476	26,026	37,897	145.61%	26,026
Professional Dev. & Memberships							
5220	Professional Dev. & Memberships						
5230	Board		494	1,600	-	0.00%	1,600
5235	Employers Council		1,383	3,300	1,917	58.09%	3,300
5240	Library Association Dues		760	1,000	690	69.00%	1,000
5250	Spec District Ass'n Due		1,481	1,599	1,196	74.74%	1,599

**Basalt Regional Library District
General Fund
Jan 2023**

			2022 Year End Actuals	2023 Budget	YTD Actuals 1/31/23	Actuals vs Budget YTD %	2023 Forecast
5260		Staff	9,305	10,000	69	0.69%	10,000
5275		Volunteer Appreciation	-	275	-	0.00%	275
5276		Staff Appreciation	-	275	-	0.00%	275
5270		Travel expenses	7,226	4,000	-	0.00%	4,000
		Total Professional Dev. & Memberships	20,649	22,049	3,871	17.56%	22,049
5280		Publicity					
5290		Advertising - General	223	6,000	-	0.00%	6,000
5283		Anniversary Celebration	10,116	-	-	0.00%	-
5285		Radio	13,329	16,000	5,005	31.28%	16,000
5293		Signage	319	1,000	68	6.80%	1,000
5295		Social Media Ads	559	1,500	106	7.05%	1,500
5297		Targeted Newspaper Ads	4,131	6,000	77	1.28%	6,000
5286		Spanish Language Interpretation/Translating	-	5,000	105	2.10%	5,000
5287		Job Ads	-	2,000	75	3.75%	2,000
		Total Publicity	28,677	37,500	5,436	14.49%	37,500
5300		Supplies					
5310		Office Supplies	11,348	8,640	1,288	14.91%	8,640
5320		Technical Cataloging & Service	5,295	8,500	66	0.78%	8,500
5330		Postage & Shipping	292	1,000	-	0.00%	1,000
		Total Supplies	16,934	18,140	1,354	7.47%	18,140
5350		Treasurer's fees					
5360		Eagle fees	27,334	29,188	-	0.00%	29,188
5370		Pitkin fees	31,015	29,918	-	0.00%	29,918
		Total Treasurer's fees	58,348	59,106	-	0.00%	59,106
		Total Administration	166,349	204,491	57,328	28.03%	204,491
		Facility Expenses					
5410		Janitorial	53,268	54,913	70	0.13%	54,913
5420		Janitorial Supplies	2,613	6,480	27	0.42%	6,480
5430		Landscaping	10,394	10,800	-	0.00%	10,800
5440		Maintenance *Detailed List Attached	52,249	30,000	326	1.09%	30,000
5450		Mat Cleaning	828	-	-	0.00%	-
5460		Snow Removal	5,705	4,620	-	0.00%	4,620
		Total Facility Expenses (Maintenance)	125,056	106,813	423	0.40%	106,813
5500		Utilities					
5510		Electric	7,938	15,290	-	0.00%	15,290
5515		Compost Collection System	791	864	-	0.00%	864
5520		Gas	10,966	10,506	2,448	23.30%	10,506
5575		Hot Spots	8,194	-	-	0.00%	-
5530		Internet Connectivity	1,239	14,904	644	4.32%	14,904
5540		Sanitation	3,278	3,359	857	25.51%	3,359
5550		Telephone	5,754	8,424	252	2.99%	8,424
5560		Trash	7,543	6,221	692	11.12%	6,221
5570		Water	4,647	4,763	-	0.00%	4,763
		Total Utilities	50,350	64,331	4,893	7.61%	64,331

Prepare for Internal Use Only

**Basalt Regional Library District
General Fund
Jan 2023**

			2022 Year End Actuals	2023 Budget	YTD Actuals 1/31/23	Actuals vs Budget YTD %	2023 Forecast
		Total Facility Expenses	175,406	171,143	5,316	3.11%	171,143
		Library Programs					
5610		Adult Program	10,306	9,000	609	6.76%	9,000
5612		Adult Materials	1,559	-	-	0.00%	-
5615		Art	-	-	-	0.00%	-
5620		Children's	10,676	4,000	558	13.95%	4,000
5625		Children's Materials	2,126	-	-	0.00%	-
5630		Community	-	-	-	0.00%	-
5634		Liquor License	500	375	-	0.00%	375
5633		Movie License	-	550	-	0.00%	550
5640		Music	15,973	15,000	3,400	22.67%	15,000
5650		Spanish Language	832	3,000	59	1.97%	3,000
5635		Volunteers	96	-	-	0.00%	-
5660		Teens	6,473	4,000	777	19.42%	4,000
5601		Summer Reading	-	-	-	0.00%	-
5601.01		Adult Summer Reading	-	1,000	128	12.79%	1,000
5601.02		Teen Summer Reading	-	2,000	-	0.00%	2,000
5601.03		Children's Summer Reading	-	5,000	434	8.68%	5,000
5601.04		Spanish Language Summer Reading	-	2,000	-	0.00%	2,000
5602		Community Events	1,413	10,000	54	0.54%	10,000
		Total Library Programs	49,953	55,925	6,018	10.76%	55,925
		Technology & Equipment					
		Copiers & Equipment					
5730		Lease	3,933	-	-	0.00%	-
5740		Service Agreement / Copy Usage	5,276	5,000	-	0.00%	5,000
5750		Disk Cleaning/Supplies	511	-	872	Not Budgeted	-
		Total Copiers & Equipment	9,720	5,000	872	17.44%	5,000
5760		Marmot ILS System	92,349	97,000	-	0.00%	97,000
5770		Miscellaneous Parts	3,153	2,000	23	1.17%	2,000
5780		Support & Service Agreements					
5782		Adobe	915	972	510	52.48%	972
5784		Appointment Booking	147	120	35	29.17%	120
5793		Canva	-	-	-	0.00%	-
5788		Domain / Network Solutions	228	250	76	30.39%	250
5795		Emma	662	1,500	662	44.10%	1,500
5802		Google Cloud G Suite	2,313	2,900	230	7.94%	2,900
5830		Livechat Website	192	240	-	0.00%	240
5835		Movie License	494	-	-	0.00%	-
5820		Planning Center / Tockify	249	264	84	31.82%	264
5824		Scheduling / When I Work	896	540	-	0.00%	540
5825		Webpage Builder	233	250	-	0.00%	250
5828		Zoom	162	150	-	0.00%	150
		Total Support & Service Agreements	6,490	7,186	1,597	22.22%	7,186
5840	500	Tech Labor & Repair	-	2,000	-	0.00%	2,000
		Total Technology	111,711	113,186	2,492	2.20%	113,186
		Collections					

Prepare for Internal Use Only

**Basalt Regional Library District
General Fund
Jan 2023**

			2022 Year End Actuals	2023 Budget	YTD Actuals 1/31/23	Actuals vs Budget YTD %	2023 Forecast
5910		Audio					
5920		Adult BCD	3,598	3,000	-	0.00%	3,000
5922		Spanish Audio Adult	255	750	-	0.00%	750
5924		Spanish Audio Youth	-	500	-	0.00%	500
5930		Youth Audio	284	2,200	-	0.00%	2,200
		Total Audio	4,137	6,450	-	0.00%	6,450
6000		Books & Magazines					
6010		Adult fiction books	10,899	12,000	-	0.00%	12,000
6020		Adult non-fiction books	9,606	12,000	-	0.00%	12,000
6025		Board Games	475	500	-	0.00%	500
6030		Juvenile Fiction	4,586	7,000	(33)	-0.47%	7,000
6040		Juvenile Non-Fiction	3,943	3,000	-	0.00%	3,000
6045		Large Print	1,756	2,000	-	0.00%	2,000
6050		Print Subscriptions	6,994	4,500	580	12.89%	4,500
6055		Replacement Books - Purchased	2,434	1,500	-	0.00%	1,500
6060		Spanish Adult fiction	1,371	2,000	-	0.00%	2,000
6070		Spanish adult non-fiction	959	1,000	-	0.00%	1,000
6080		Spanish children's books	2,616	4,500	-	0.00%	4,500
6100		YA Fiction	5,373	1,600	(16)	-1.00%	1,600
6110		YA Non-Fiction	1,499	5,400	-	0.00%	5,400
6120		Special Items	779	2,000	211	10.53%	2,000
		Total Books	53,290	59,000	742	1.26%	59,000
6200		Digital Resources					
6210		Annual Subscriptions:					
6220		Ancestry.com	-	-	-	0.00%	-
6230		Culturegrams	2,692	1,840	-	0.00%	1,840
6235		Creative Bug	-	-	-	0.00%	-
6240		Ency Britannica	-	-	-	0.00%	-
6245		Gale Student Resources	-	1,475	-	0.00%	1,475
6250		Gale Public	536	2,205	1,502	68.13%	2,205
6253		Learning Express Library	-	2,800	-	0.00%	2,800
6270		Mango Languages	3,916	3,990	-	0.00%	3,990
6275		New York Times	100	100	-	0.00%	100
6280		Tumblebooks	52	665	577	86.78%	665
6285		Wallstreet Journal	488	465	-	0.00%	465
6295		Pebble Go	1,679	1,500	1,469	97.91%	1,500
6300		Downloadable Titles:					
6305		Kanopy	3,287	6,000	-	0.00%	6,000
6308		OCLC World Share	-	-	-	0.00%	-
6320		Overdrive	15,214	21,750	-	0.00%	21,750
6330		RB Digital	-	-	-	0.00%	-
		Total Digital Resources	27,963	42,790	3,548	8.29%	42,790
6400		Media					
6410		Adult Music	-	300	-	0.00%	300
6420		Juvenile Music	89	200	-	0.00%	200
6430		Adult Movies	5,445	6,000	-	0.00%	6,000
6440		Juvenile Movies	273	1,000	-	0.00%	1,000

**Basalt Regional Library District
General Fund
Jan 2023**

			2022 Year End Actuals	2023 Budget	YTD Actuals 1/31/23	Actuals vs Budget YTD %	2023 Forecast
6460		Video / Games	522	800	55	6.87%	800
		Total Media	6,330	8,300	55	0.66%	8,300
		Total Collections	91,720	116,540	4,345	3.73%	116,540
6800		Restricted Funds					
6802		Restricted Exp - Library Foundation	2,871		-	0.00%	-
6804		Restricted Exp - Library Friends	2,064		-	0.00%	-
6806		Restricted Exp - State of Colorado Grant	1,731		-	0.00%	-
6808		Restricted Exp - Humanities Grant	2,700		-	0.00%	-
6810		Restricted Exp - CO SHARP	800		-	0.00%	-
6812		Restricted Exp - Growing Readers Together	5,584		-	0.00%	-
6820.04		Restricted Exp - TOB Art Camp	-		-	0.00%	-
6803.00		Restricted Exp - ARP Grant	21,251	-	-	0.00%	-
6814.00		Restricted Exp - Outdoor Equity	2,975	-	-	0.00%	-
6820.10		Restricted Exp - Special Programs	-		-	0.00%	-
6801		Restricted Exp - Misc	-	40,000	-	0.00%	40,000
		Total Restricted Funds	39,976	40,000	-	0.00%	40,000
		Total Operating expenses	635,116	701,286	75,499	10.77%	701,286
6900		Payroll Expenses					
6910		Payroll	820,274	991,647	62,242	6.28%	991,647
6920		Payroll Service	6,178	8,100	806	9.95%	8,100
6930		Payroll Taxes	63,147	80,906	5,028	6.21%	80,906
6940		Retirement Plan	18,444	29,363	1,755	5.98%	29,363
6950		Health Insurance	55,253	138,168	8,048	5.82%	138,168
6960		Life Insurance	-	713	-	0.00%	713
6965		STD/LTD	-	9,285	-	0.00%	9,285
6970		FAMLI	-	8,000	-	0.00%	8,000
6957		Background Check	1,343	500	-	0.00%	500
6985		HR Assessment	1,735	-	-	0.00%	-
6955		Wellness / Health - CEBT Dividend Pmts	-	-	-	0.00%	-
		Total Payroll Expenses	966,373	1,266,682	77,878	6.15%	1,266,682
		TOTAL EXPENDITURES	1,601,489	1,967,968	153,377	7.79%	1,967,968
		Net General Fund Income/(Loss)	189,057	(165,952)	(145,344)		(165,947)
		Allocation to Capital Reserve Outlay	87,000	600,000	-	0.00%	600,000
		General Fund Balance	1,830,557	995,101	1,685,213	169.35%	1,064,610

**Basalt Regional Library District
Bond Repayment Fund
Jan 2023**

		2022 Year End Actuals	2023 Budget	YTD Actuals 1/31/23	Actuals vs Budget YTD %	2023 Forecast
Bond Repayment Beginning Fund Balance		799,713	837,168	835,076.15	(2,092)	835,076
Eagle County						
Assessed Value		271,560,910	273,153,790			273,153,790
% Increase		12%	0.59%			
Bond Mill Levy Rate		3.363	1.992			2
Pitkin County						
Assessed Value		192,808,360	193,543,290			193,543,290
% Increase		4%	0.38%			
Bond Mill Levy Rate		3.363	1.992			2
REVENUES						
Interest Earned - Bond Repayment		16,189	16,000	1,948	12.17%	16,000
Mill Levy Debt Repayment						
Eagle County		541,176	544,122	-	0.00%	544,122
Pitkin County		384,762	385,538	-	0.00%	385,538
Total Mill Levy Debt Repayment		925,937	929,661	-	0.00%	929,661
TOTAL REVENUES		942,126	945,661	1,948	0.21%	945,661
EXPENDITURES						
Bond Interest		94,831	77,394	-	0.00%	77,394
Bond Repayment Principle Loan Payment		775,000	780,000	-	0.00%	780,000
Treasurer's Fees						
Eagle County		16,256	16,324	-	0.00%	16,324
Pitkin County		20,676	11,566	-	0.00%	11,566
Total Treasurer's Fees		36,932	27,890	-	0.00%	27,890
TOTAL EXPENDITURES		906,764	885,284	-	0.00%	885,284
Net Fund Income/(Loss)		35,363	60,377	1,948	3.23%	60,377
Bond Repayment Fund Balance		835,076	897,545	837,024	93.26%	895,453
**Bond Repayment Schedule:						
5/1/2023 - Series 2012 Interest			38,697		5/1/2024	29,922
11/1/2023 - Series 2012 Interest			38,697		11/1/2024	29,922
11/1/2023 - Series 2012 Principle			780,000		11/1/2024	800,000
Series 2012 Bond Matures 11/2026						

**Basalt Regional Library District
Capital Reserve Fund
Jan 2023**

				2022 Year End Actuals	2023 Budget	YTD Actuals 1/31/23	Actuals vs Budget YTD %	2023 Forecast
Capital Reserve Beginning Fund Balance				607,860	578,104	602,128	24,024	602,128
REVENUES								
Allocation From General Fund				87,000	600,000	-	0.00%	600,000
Interest Earned - Reserve Fund				11,917	8,744	2,922	33.42%	8,744
TOTAL REVENUES				98,917	608,744	2,922	0.48%	608,744
EXPENDITURES								
Computers - Patron				260	12,000	-	0.00%	12,000
Computers - Staff				181	12,000	-	0.00%	12,000
Conference Room - A/V Replace				3,532	10,000	-	0.00%	10,000
Fiber Cable				-	5,000	-	0.00%	5,000
Handrail for Tent Area				-	-	6,000	Not Budgeted	6,000
HVAC Compressors				9,211	-	-	0.00%	-
Painting - Exterior				32,000	-	-	0.00%	-
Painting - Interior				-	12,000	-	0.00%	12,000
Pumps / Valves				-	-	-	0.00%	-
Security Cameras				-	-	-	0.00%	-
Televisions				-	-	-	0.00%	-
Copiers - Staff and Public Purchase				12,943	13,000	-	0.00%	13,000
Roof				-	600,000	-	0.00%	600,000
Remove Solar from Roof				-	50,000	-	0.00%	50,000
Consulting Engineer				-	50,000	-	0.00%	50,000
EV Charging Station				25,163	-	-	0.00%	-
Lighting Control System Replacement				9,886	-	6,944	Not Budgeted	6,944
Miscellaneous				11,473	10,000	451	4.51%	10,000
TOTAL EXPENDITURES				104,648	774,000	13,395	1.73%	786,944
Net Fund Income/(Loss)				(5,732)	(165,256)	(10,472)	6.34%	(178,200)
Capital Reserve Fund Balance				602,128	412,848	591,656	143.31%	423,928

**Basalt Regional Library District
Maintenance Detail
2023**

Date	Name	Category	Memo	Amount
01/25/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Cordless Vacuum	\$ 325.55
	Sub-Total January			\$ 325.55
Grand Total				\$ 325.55

Alarm / Monitoring	\$ -
Electrical	\$ -
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 325.55
Inspection / Testing	\$ -
Pest Control	\$ -
Plumbing / Heating	\$ -
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ -
	\$ 325.55

**BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
FEBRUARY 20,2023**

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	\$ 228.79
Adult	Courtney Keller	\$ 300.00
Adult BCD	Blackstone Publishing	\$ 35.50
Adult Movies	Midwest Tape	\$ 3,282.62
Annual Event - Fundraising	Back Door Catering	\$ 600.00
Appointment Booking	*Square Services	\$ 35.00
Capital Reserve Expense - Misc	GLS Lighting and Controls	\$ 9,885.86
Children's	FocusedKids	\$ 336.00
Children's	Raising a Reader	\$ 200.00
Children's	Slaybaugh, Linda	\$ 75.00
Children's	Tammy Baar	\$ 200.00
Children's	The Art Base	\$ 600.00
Compost Collection System	EverGreen ZeroWaste	\$ 200.00
Downloadable Titles: Overdrive	Overdrive, Inc	\$ 3,307.42
Electric	*Holy Cross Energy	\$ 842.72
Gas	*Black Hills Energy	\$ 2,447.80
Hot Spots	T-Mobile	\$ 644.18
Internet Connectivity	Ena Services Llc	\$ 121.52
Lease	*Leaf	\$ 182.71
Legal	Garfield & Hecht, P.C.	\$ 418.00
Maintenance	Grizzly Electric	\$ 635.71
Maintenance/Janatorial	Grizzly Creek Enterprises, Inc.	\$ 4,491.80
Mat Cleaning	AlSCO	\$ 104.62
Music	Chris Goplerud	\$ 300.00
Music	David Dyer	\$ 500.00
Music	McLain, Charlotte	\$ 178.16
Music	Patrick McDevitt	\$ 300.00
Music	Timothy D. Fox	\$ 400.00
Office Supplies	Aspen Maintenance Supply	\$ 177.75
Office Supplies	Basalt Office & Art Supply	\$ 92.67
Office Supplies	ODP Business Solutions	\$ 673.90
Payroll Service	*Paychex Payroll Service	\$ 865.15
Print Subscriptions	Administrative Professional Today	\$ 89.00
Print Subscriptions	The New York Review of Books	\$ 99.95
Radio Advertising	Aspen Public Radio	\$ 5,280.00
Replacement Books - Purchased	Findaway World	\$ 985.91
Restricted - ARP Grant	Amazon	\$ 19.95
Sanitation	Basalt Sanitation District	\$ 857.02
Staff	Jessica Hardin	\$ 55.88
Telephone	Century Link	\$ 466.67
Telephone	Tuck Communication Services, Inc.	\$ 252.00

**BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
FEBRUARY 20,2023**

BUDGET DESCRIPTION	PAYEE	AMOUNT
Trash	Waste Management	\$ 691.93
Travel Expenses	Lindahl, Kara	\$ 320.63
Water	Town of Basalt	\$ 822.08
Wellness/Health Insurance	CEBT Willis of Colorado	\$ 8,018.93
Cap Res Exp- Lighting Cont Sys	L2k2	\$ 6,944.00
Cap Res Exp- Painting-Interior	Myers Co. Architectural Metals	\$ 6,000.00
Multiple	*Divvy	\$ 4,903.58
Multiple	Ingram Library Services	\$ 9,314.87
Service Agreement/Supplies/Copiers	Image Net Consulting	\$ 14,309.81
Teen/Childrens	Aspen Science Center	\$ 1,490.00
Translation / Interpretation	Dulce Andrea Suarez	\$ 105.00
Grand Total		<u>\$ 93,690.09</u>

Nominator	President	Vice-President	Treasurer	Secretary
Jim Albert	Carolyn Kane or Elaine Nagey	Jim Albert or Elaine Nagey or Enid Ritchy	Eric Pelander	Margaret Simmons or Enid Ritchy
Becky Musselman	Jim Albert	Eric Pelander	Carolyn Kane	Elaine Nagey
Margaret Simmons		Jim Albert		
Enid Ritchy	Elaine Nagey	Carolyn Kane	Eric Pelander	Margaret Simmons
Carolyn Kane	Jim Albert	Elaine Nagey	Eric Pelander	Margaret Simmons
Elaine Nagey	Elaine Nagey	Jim Albert	Carolyn Kane	Margaret Simmons