

**Basalt Regional Library District Board of Trustees Meeting**  
**Monday, February 19, 2024 5:15 PM**  
**Basalt Library Conference 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:** Elaine Nagey, President; Carolyn Kane, Vice president; Eric Pelander, Treasurer;  
Enid Ritchy, Trustee; Jim Albert, Trustee; Deborah Smith, Interim Board Secretary

**MISSION STATEMENT**

The Basalt Regional Library District affords our community free and equitable access to information, tools and connections that nurture lifelong learning in a safe and welcoming space.

**AGENDA**

1. Call to order
2. Public Comments
3. Board Comments
4. Staff Comments
5. Approval Items
  - a. Minutes of January 8, 2024, Board Meeting (page 1)
  - b. January 2024 Accounts Payable (page 40)
6. Affordable Housing presentation, *Michael Forrest, Ludlow Property Group*
7. Friends of the Library update, *Deb McCanne*
8. Library Trust update, *Katie Schwoerer*
9. Staff Presentation – How events are created, presented, and evaluated at the library, *Laura Baumgarten and Elena Márquez*
10. Board Trustee recruitment update, *Amy Shipley, Elaine Nagey, Carolyn Kane*
  - a. Committee membership
11. Strategic Planning, *Amy Shipley*
  - a. Content analysis of last month's conversation (page 5)
  - b. Strategic Planning timeline (page 6)
  - c. Brainstorm list of community stakeholders to interview
  - d. Focus Groups – what focus groups do we want to have?

12. Director's Report, *Amy Shipley* (page 7)
13. Committee Reports:
  - a. Facilities Committee: *Jim Albert, chair*
    - i. Roof
    - ii. Solar
    - iii. Whiteboards/interior painting
  - b. Finance Committee: *Eric Pelander, chair*
    - i. December 2023 Financials (page 16)
    - ii. 2023 Grant spending (page 25)
    - iii. January 2024 Financials (page 28)
  - c. Personnel Committee: *Enid Ritchy, chair*
    - i. Employee Handbook
  - d. Policy Committee: *Elaine Nagey, chair*
    - i. *Alcohol Policy*
  - e. Nominating Committee: Deb Smith and Jim Albert

#### **ACTION ITEMS**

14. Discussion and possible vote to approve Memorandum of Understanding (MOU) between the Library District and the Library Trust (page 45)
15. Adjourn Meeting

# Basalt Regional Library District Board of Trustees Meeting Minutes January 8, 2024

**Trustees Present:** Elaine Nagey, President; Carolyn Kane, Vice president; Eric Pelander, Treasurer; Enid Ritchy, Trustee; Jim Albert, Trustee; Deborah Smith, Trustee

**Staff Present:** Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant

**Citizens Present:** Melissa Knight and Julie Wille

## Call to order

Elaine called the meeting to order at 5:16 PM.

## Public Comments

None

## Board Comments

Carolyn noted that at the November meeting, there was discussion about having another board recruitment seminar in January. It didn't get on this agenda, but she would like the Board to consider scheduling another recruitment seminar. Elaine, Amy, and Carolyn will figure out dates and inform the rest of the Trustees.

Elaine noted that Margaret resigned, and Enid's second term is coming to an end.

## Staff Comments

None

## Approval Items

- a. Minutes of November 20, 2023, Board Meeting
- b. November 2023 Accounts Payable

Eric moved to approve the minutes with an additional note regarding WJE extra invoice and Carolyn seconded the motion to approve the approval items. The motion passed unanimously. The additional note regarding WJE for the November Board Meeting Minutes is "The Board, in fulfilling its fiduciary responsibilities, chose not to allocate additional funds beyond those for the extra meeting because the request was based on WJE inaccurately assessing the hours needed for the project and not on any additional work beyond the contract save the one meeting."

## Announcement of upcoming board vacancies and discussion of process for filling vacancies, *Elaine Nagey, Board President*

Margaret's resignation left a vacancy for a Pitkin County seat. The application is posted online. Carolyn's first term as a representative of the Town of Basalt is up in March 2024, and she will reapply for the seat. This seat can be filled by someone living in either Eagle or Pitkin County, but they must live in the Town of Basalt.

## Draft Budget Letter, *Eric Pelander, Treasurer*

Eric will talk about this during the Facilities Committee report.

## **Strategic Planning reboot – What do we want to achieve by developing a new strategic plan? Amy Shipley**

Amy adjusted the timeline for completing the Strategic Plan to the end of December 2024. Each Trustee shared what they would like to achieve with a new strategic plan.

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

Item not listed in the written report: Amy has been invited by a consulting firm out of Denver to be interviewed about employee housing in the area.

## **Committee Reports:**

- **Facilities Committee:** *Jim Albert, chair*
  - Roof: Several companies have engaged in the RFP process. Amy will meet with a solar company about what to do with the solar before, during, and after the roof project.
  - Interior Painting: Complete for now. In a second phase in which the dry erase boards will be replaced some drywall work will need to be done along with painting. This should be completed by the end of February.

## **Finance Committee:** *Eric Pelander, chair*

- November 2023 Financials
  - Through November, the 2023 budget is tracking very well with a surplus. Revenues for the year are pretty much in. Costs are generally aligned with budget. The Finance Committee looked at whether it will be possible to spend what is budgeted for collections. Eric explained how the total amount of payroll has been calculated in the past. We have always gone under that due to staff turnover leaving some positions unfilled. For 2023, we will be 10% to 13% below what was budgeted for payroll. That gap turns our budget deficit into a surplus.
- 2024 Budget
  - We received a revised certification of values from Pitkin today that lowered the assessment of values slightly. The budget in the packet reflects this. We are starting to make some movement on payroll toward meeting the cost of living in the valley and toward matching what comparable resort libraries pay staff. In addition, we allocated \$90,000 from the Operations Fund to the Capital Reserve Fund.
- Bond repayment Fund
  - Amy calculated what mill rate is needed to fund the bond payment. The 2024 budget and 2025 preliminary zeros us out at the end of 2025
- Capital Reserve
  - The big item is the roof and related expenditures.
- Amended Certification of Values
  - These are included in the packet for both Eagle and Pitkin Counties
- Certification of Levies
  - We need to send in our Certification of Levies to both Pitkin and Eagle Counties for the Operating and Bond Funds.

Eric noted that in building the budget, it is important to strike a balance between being fiscally responsible for taxpayers and ensuring adequate resources to keep the library running well and keeping the building up.

- **Personnel Committee:** *Enid Ritchy*
  - The Committee will meet on February 29<sup>th</sup>.
  - Employee Handbook: Amy and Evelyn will present a draft of the new Employee Handbook.
- **Policy Committee:** *Elaine Nagey, chair*
  - Photography and Videography policy: This is a new policy that was well researched.
  - Alcohol Policy: The library holds a license to serve alcohol. This policy is a guide for staff who serve alcohol.

## **ACTION ITEMS**

### **Select and appoint interim Board Secretary**

Deborah volunteered to be the new interim Board Secretary. The interim position will run until April when new Trustees are confirmed.

### **Appointment of Nominating Committee**

Deborah and Jim were appointed to the Nominating Committee.

### **Board Term Expiration**

- Carolyn's term expires in March. She will reapply.
- Enid's second term expires in March.

### **Select date for annual board retreat in May 2024**

Amy would like to use that day along with our all-staff workday to do a vision, mission, and values workshop for both staff and Trustees. Anna Szczepanski, a consultant from CLiC (Colorado Library Consortium), does vision, mission, and value workshops for small, rural libraries for free. Trustees agreed to this. Amy will look at a date in late May when Anna is available.

### **Select two trustees to serve on Ad Hoc Strategic Planning Committee**

Eric and Elaine volunteered.

### **Discussion and possible vote to approve Photography and Videography Policy**

Carolyn moved to approve the Photography & Videography Policy as written and Jim seconded the motion. The motion passed unanimously.

### **Discussion and possible vote to pass Resolution 2024-01 Resolutions of Basalt Regional Library District to Adopt 2024 Budget, Set Mill Levies, and to Appropriate Sums of Money**

Eric moved to approve Resolution 2024-01 as corrected and Jim seconded the motion. The motion passed unanimously.

### **Discussion and Possible Vote on Resolution 2024-02, 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.**

Carolyn moved to pass Resolution 2024-02 and Jim seconded the motion. The motion passed unanimously.

**Adjourn Meeting**

Enid Moved and Deborah seconded the motion to adjourn the meeting. Elaine adjourned the meeting at 6:41 PM

Respectfully submitted,

\_\_\_\_\_  
Deborah Smith, Interim Board Secretary

\_\_\_\_\_  
Date

## Content Analysis: Why do we want a new strategic plan?

1. To promote sound decision making.
  - A. Stay on track with collections and programs.
2. Assess community changes
  - A. Latino community - interpreters
  - B. Democracy under threat - role of library to educate community regarding democracy and its preservation.
3. Assess BRLD needs
  - a. Finances - paying a living wage, explore new grants from all sources
  - b. Defining diversity and its impact on BRLD
4. What directions is taking for the upcoming years.
  - A. Focus efforts and be specific recognizing post-Covid new normal
  - B. Identifying BRLD as a community hub and why it is
5. Exercising leadership - taking into account community needs and other concrete issues, think outside the box and the bring the concrete and conceptual together

## Methodology

1. Ask parents of young children and teens to submit suggestions
2. Have a sheet in the lobby similar to the “reason I love m library” effort
3. Survey event attendees to get a measure of success
4. Do more with metrics now available in developing a strategic plan.
5. Evaluation mechanism to assess progress toward plan goals



BASALT REGIONAL LIBRARY DISTRICT  
2024 STRATEGIC PLANNING TIMELINE

Activity	Timeline	Responsibility
Form Strategic Planning Task Force	January 2024	Two trustees, Director, two staff
Brainstorm community stakeholders	February 2024	Board, Staff, Director
Data gathering	March, April, May 2024	Director and staff
Interviews	March, April, May 2024	Director and staff
Focus Groups	April, May 2024	Board, Director, interested staff
Develop Mission, Vision, Values	May 2024	Board, Director, Staff
Analyze data, interview results, and focus group results for themes	June, July 2024	Task Force
Community Stakeholder debrief	June 2024	Task Force, interested Board trustees, interested staff
Identify initiatives to focus on	July 2024	Task Force
Develop goals toward each initiative	August, September 2024	Staff, Director, Board
Distill themes and goals into a Strategic Plan	October 2024	Task Force
Recommend Strategic Plan to Board	November 2024	Task Force
Approve Strategic Plan	November 2024	Board
Develop measurements to demonstrate success toward goals on Strategic Plan	December 2024	Director, Staff
Implement new Strategic Plan	January 2025	All





**BASALT REGIONAL LIBRARY DISTRICT  
LEADERSHIP MONTHLY REPORT  
MONTH 2023**

**Administration and Personnel**

<b>CURRENT STAFF</b>				
<b>Total Staff Count</b>	<b>Total FTE</b>	<b>Total Staff Hours per Week</b>	<b>Count of Staff Eligible for Benefits (over 20 hours)</b>	<b>Count of Staff Not Eligible for Benefits (under 20 hours)</b>
20	15.95	638	17	3

<b>STAFF VACANCIES</b>				
<b>Position</b>	<b>Scheduled Hours per Week</b>	<b>FTE</b>	<b>Benefits Eligible? (Y/N)</b>	
Youth Services Associate	30	.75	Yes	
Children’s Librarian	40	1.0	Yes	
Patron Services Associate	30	.75	Yes	
<b>Total</b>	100	2.6	N/A	

HR, with the help of IT & Marketing, has posted all three open positions with their updated salaries. We have gotten many applications for the Patron Services Associate and Children’s Librarian positions. We have been busy scheduling interviews for February. Because we received so many applications for these positions, we have stopped taking applications. If we decide that we need to keep searching, we will open them up again for applications.

**Reports to State Agencies**

The annual budget was submitted to the Colorado Department of Local Affairs (DOLA) and the mill levy certifications and budgets were submitted to the County governments.

**Organizational Management**

The Executive Director is in the process of recruiting two staff members to serve on the Strategic Planning Task Force. Once that team is convened, we will have a launch meeting in early March to begin the Strategic Planning process.

**Collection**

The youth services department is up to date on ordering for the new year and has plans to move the new Spanish JP collection across from the New English JP collection to create a hallway of “new”. The youth service team also added new afterschool bins that have popular crafts for kids that they can

access without the need of a staff member. We have interviews lined up for the children's librarian position all through the month of February, so we are hoping to fill that position some time before summer reading starts.

The technical services department has taken advantage of a lull in incoming book shipments and slow days at the library over the holidays to catch up on various tasks. The technical services associate has been hard at work preparing book bundles for youth services, taking over more responsibilities in managing the magazine collection, getting caught up on various trainings, and has gotten the number of items waiting for repair down to 15 items. The adult collection coordinator has focused on placing orders and collecting baseline statistics and info related to a large upcoming shift in the media collections. The cataloging and collection librarian has gotten the new 3D printer up and running and has already designed and printed several replacement parts for the library's circulating telescopes. They have also updated the collection budget tracking spreadsheet for 2024 with new budget numbers and the ability to track grant spending.

### **Programs**

The youth services department has been busy planning summer reading. The youth services manager took on the responsibility of booking all the kid's performers, while the teen librarian booked all the teen programming. We have all the contracts signed and marketing information complete. We will start getting the word out to the schools in early May. The library and basalt elementary school have partnered again this year for one school, one book. The book this year is Willy Wonka and the Chocolate factory by Roald dahl. We help provide books and we have a display on the kid's side for the month of February, along with a "hide and sneak" golden ticket that students can turn into the main circulation desk for a small chocolate treat. We also have a selection of "read-alikes" that patrons can pick up if they enjoyed the book. We will also be showing the 2005 Charlie and the Chocolate Factory movie on February 15th and ending the month with a Willy Wonka escape room.

### **Technology**

The Community Room technology update was installed this month. Issues immediately came up, but the technicians came out and swapped some of the parts and all seems well. We are still waiting for them to stop by to install a locking door on the equipment rack.

Other small computer issues were discovered and fixed including a staff member having issues printing and reinstalling an early literacy computer that had been sent in to get fixed. An RFID reader that was previously part of a self-check unit was installed at one of the front desk computers so staff can check out items without physically scanning the barcode.

Set up for our new event calendar and room management platform, LibCal, is almost done. Training has begun with more detailed training planned in the next few weeks. Set times will be available for staff to receive small group/individual training.

The IT and Marketing Associate is almost done preparing staff training on the use of our cash register; we are looking at dates in March during a staff meeting for that training. He will also be training a group of staff on the website and where to find things, based on the results from a previous staff quiz.

### **Facility**

We are progressing through the Roof Request for Proposals (RFP) process, and have several contractors interested in submitting proposals. Proposals are due March 4, 2024. The Executive Director is also beginning work on several facility projects for 2024: we will be replacing our phones, we will be

replacing the hardware for our security cameras, we will be updating our capital replacement plan, and we will be getting some new furniture this year.

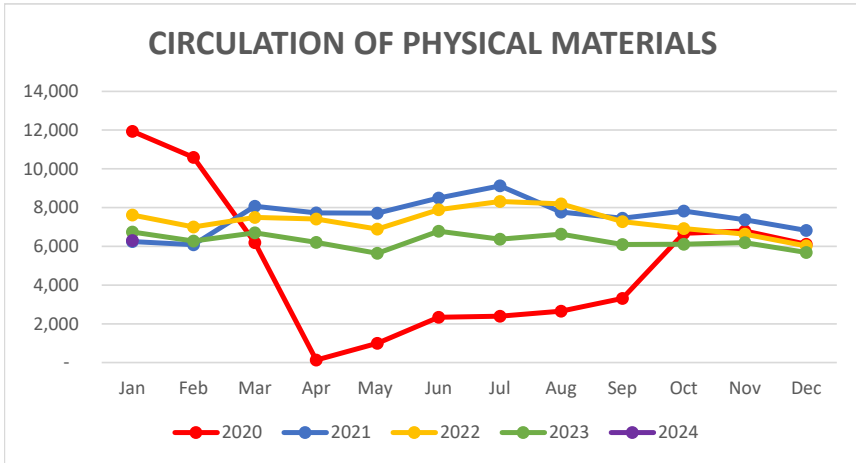
### **Fundraising**

We applied for a grant for \$10,000 from the Anschutz Foundation to fund our banned book club, and unfortunately that grant was not funded. We will fund the banned book club out of our operations budget instead and reduce the offerings we were planning if grant funding came through.

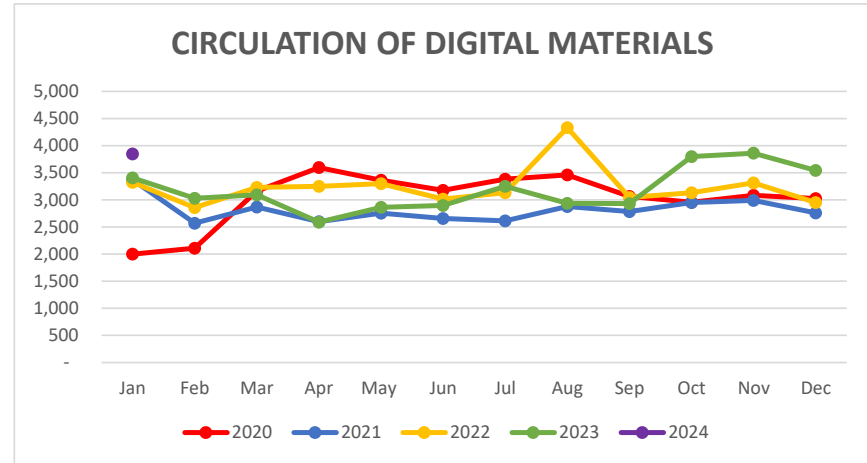
### **Leadership and Professional Development**

Three staff are attending the Public Library Association conference in Columbus, Ohio this year. Staff attending are the Adult Programming Coordinator, the IT & Marketing Manager, and the Teen Librarian. We are developing a plan to have all staff receive training in de-escalation techniques, and providing excellent service to patrons who are experiencing homelessness. We are also working to provide training for staff and managers on harassment, and what to do if harassment occurs in the workplace.

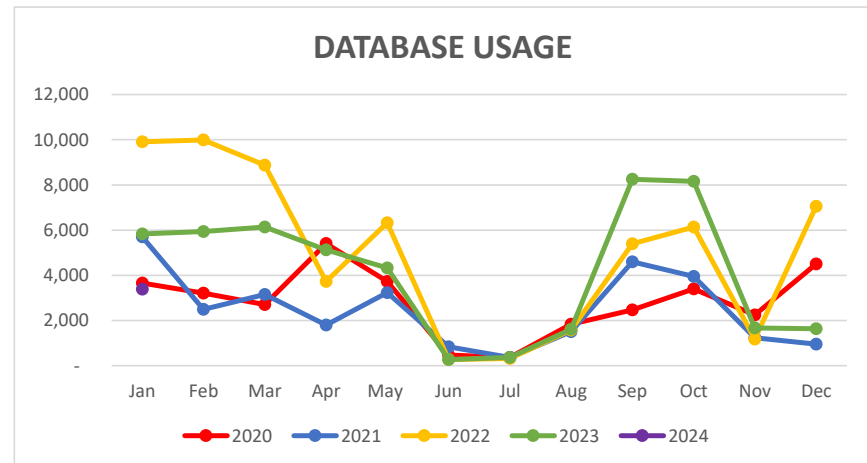
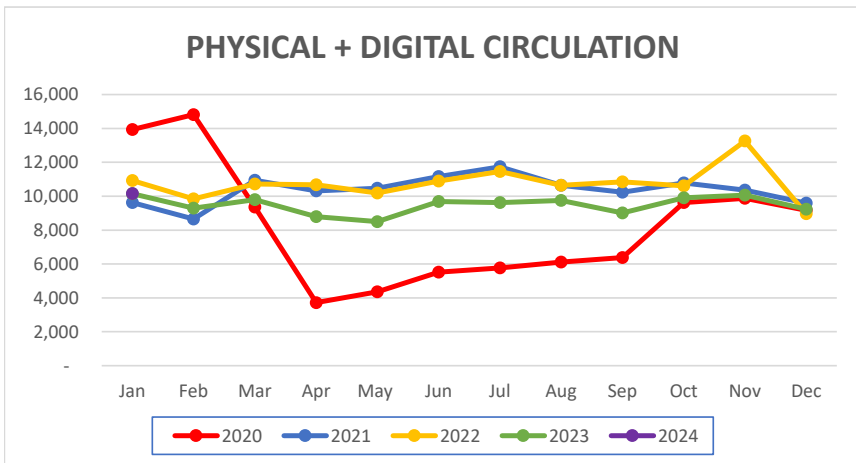
# Collection Statistics



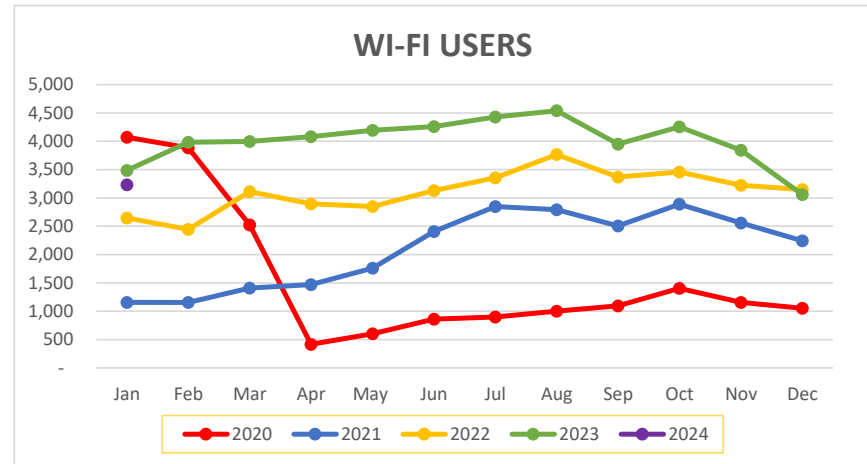
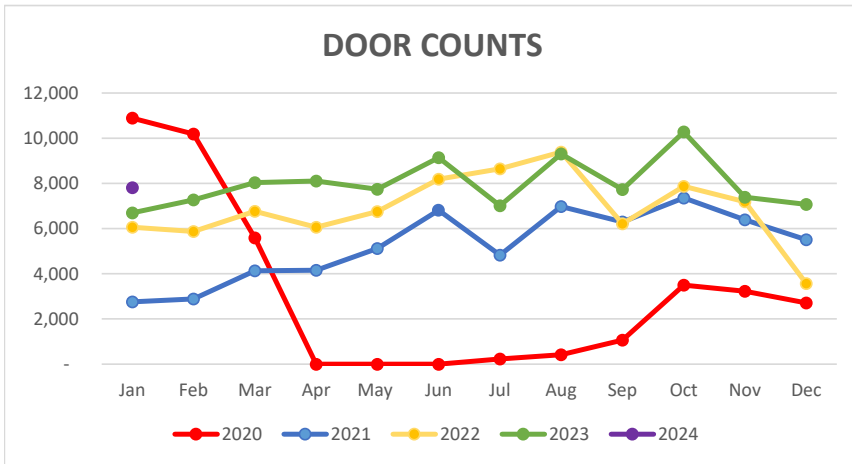
All physical items for checkout inside the library



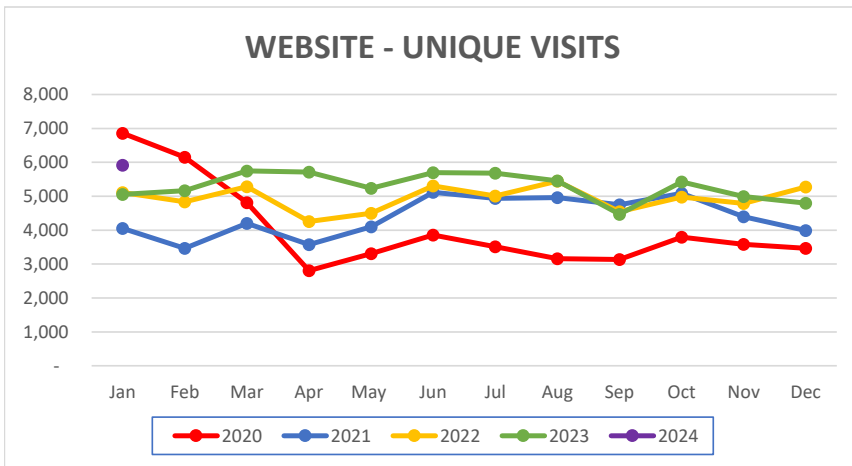
Ebooks  
 Eaudio books  
 Emagazines  
 Kanopy movies  
 Craftsly (Overdrive Craft Tutorial)



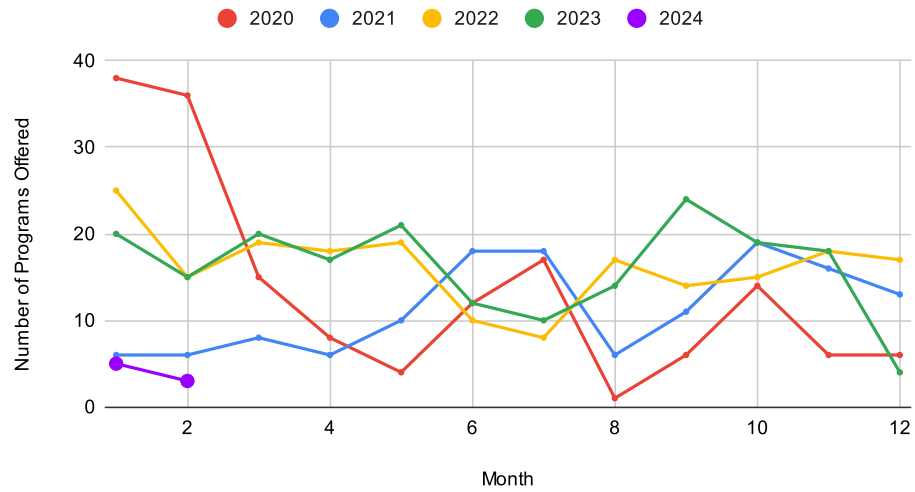
# Facilities Usage



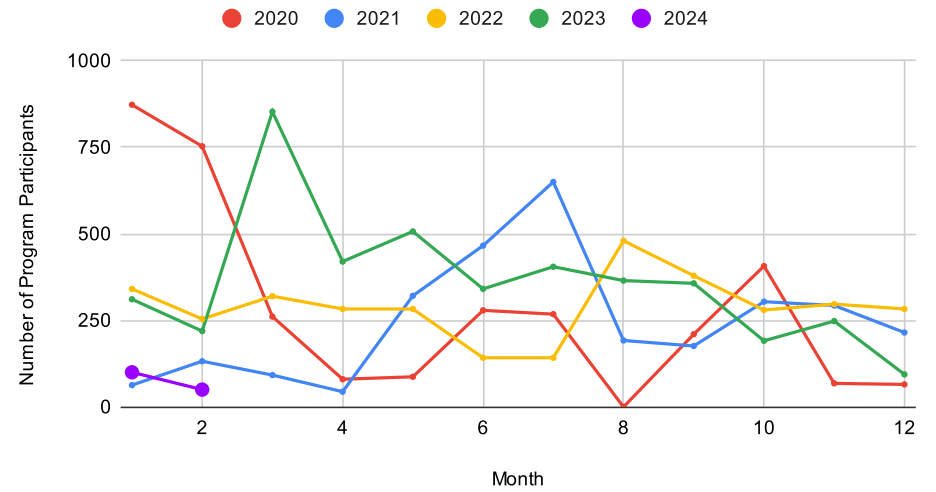
Door Counts - Missed 1 day in July 2022  
 Door Counter main entrance broken 8 days in September 2022  
 Door Counts - Missed 8 days in July 2021  
 Door Counter broken several months in 2020



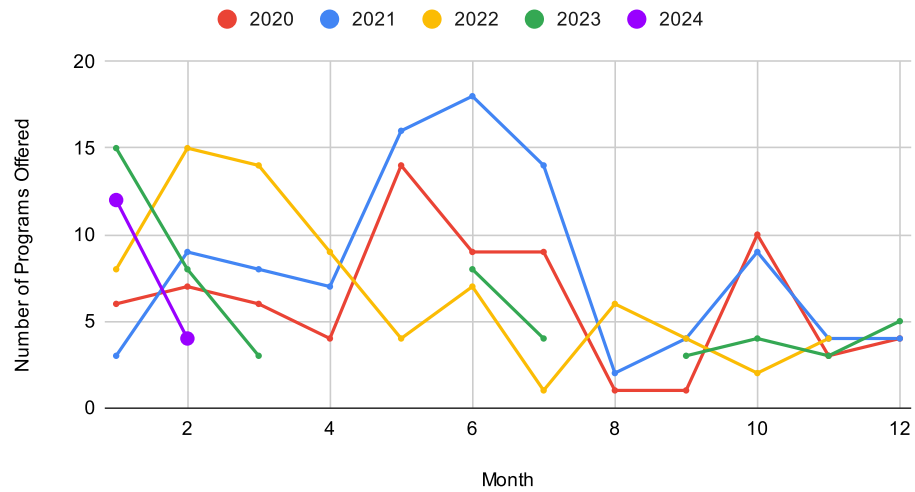
Number of Children's Programs Offered



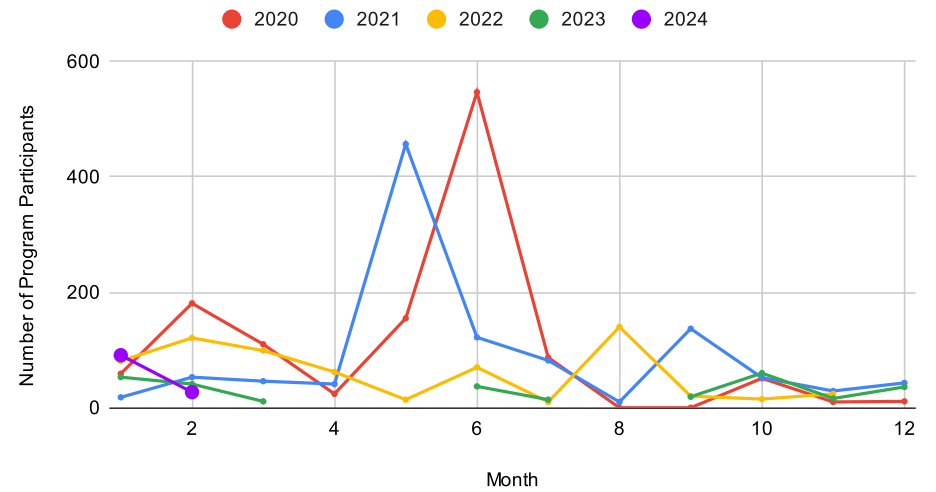
Children's Program Attendance



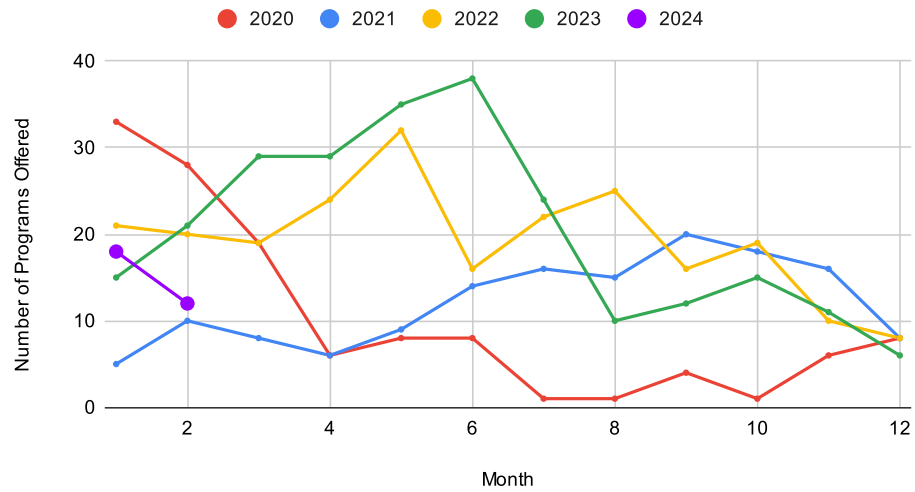
Number of Teen Programs Offered



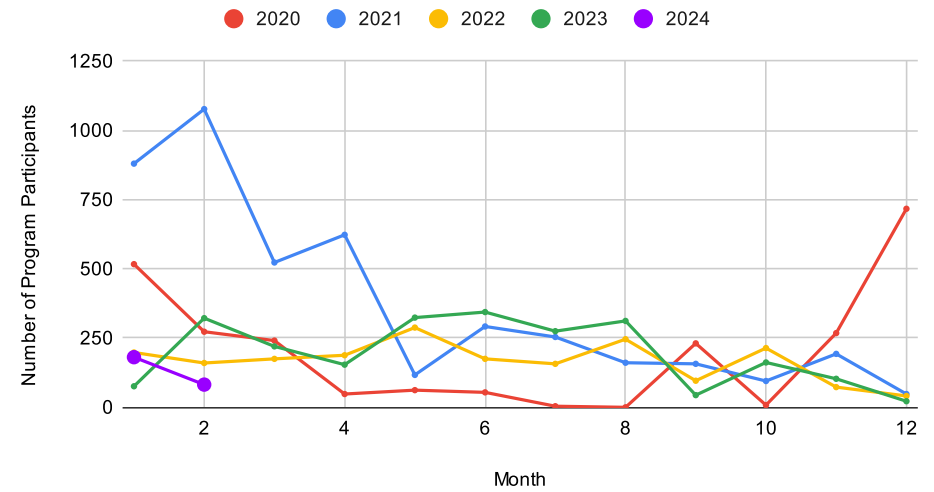
Teen Program Attendance



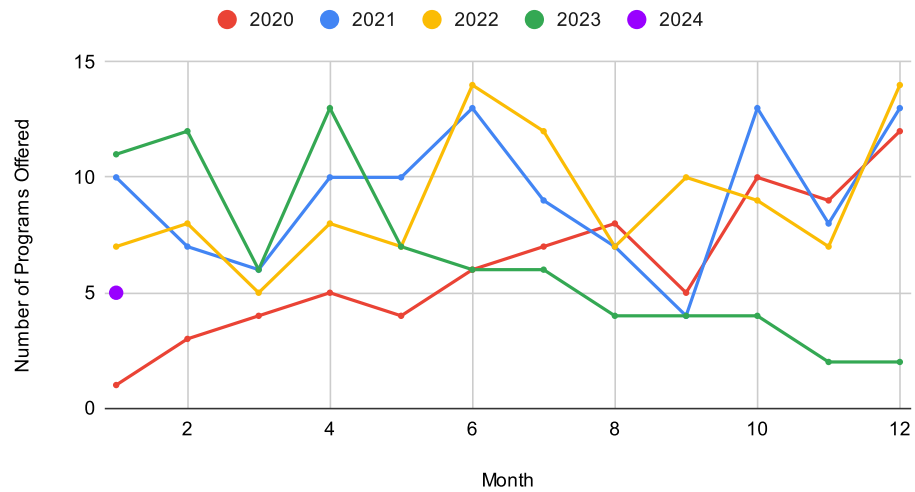
Number of Adult Programs Offered



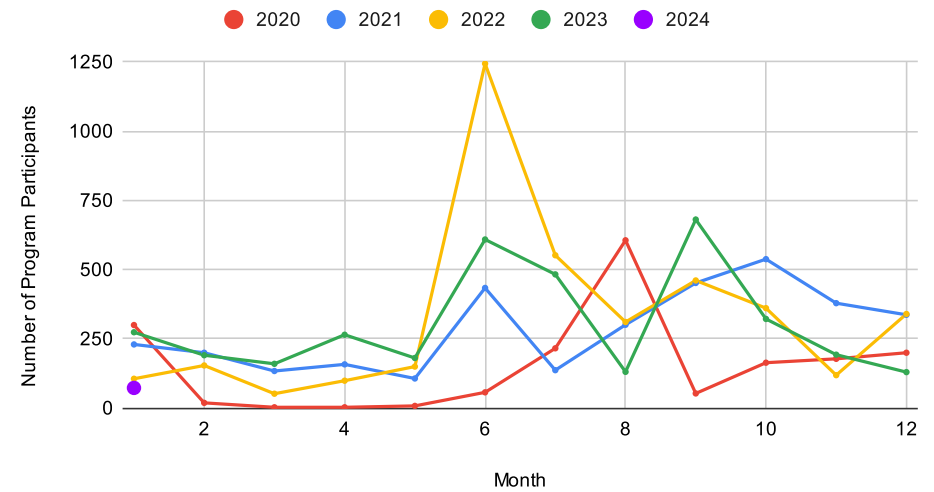
Adult Program Attendance



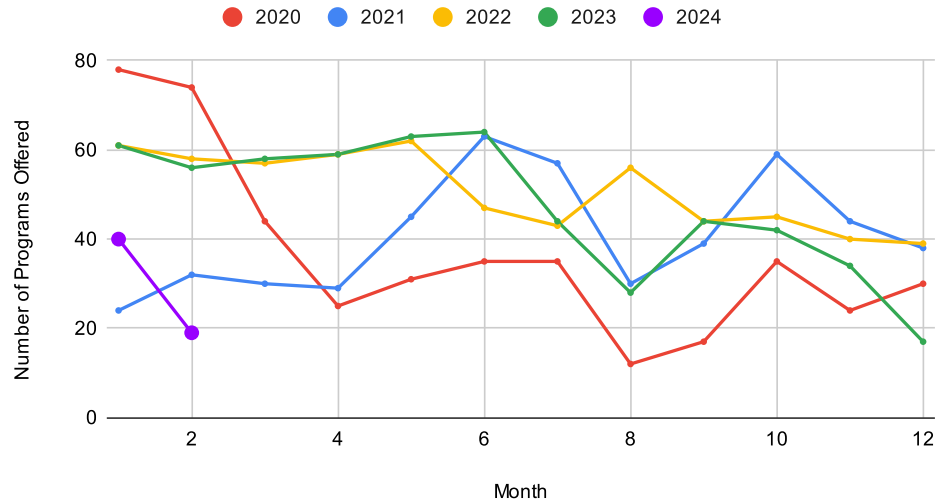
Number of All Ages Programs Offered



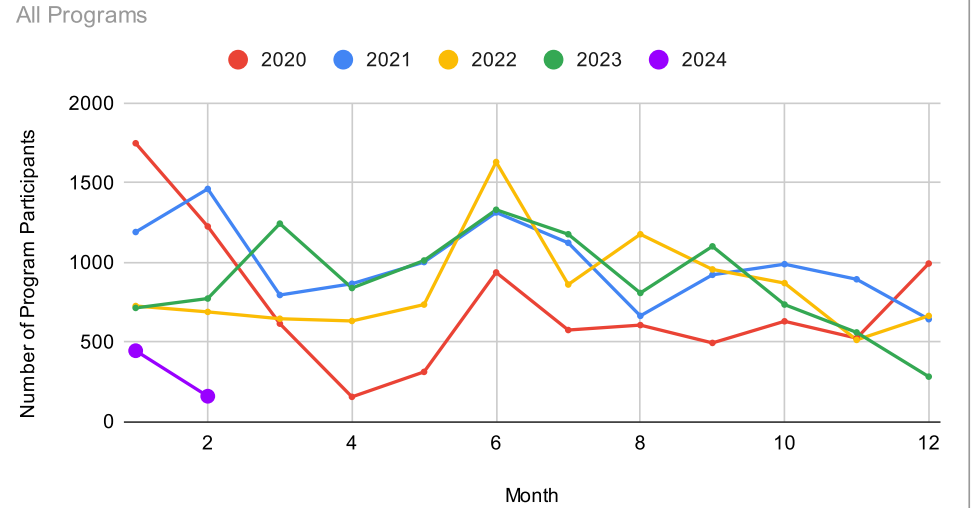
All-Ages Program Participation



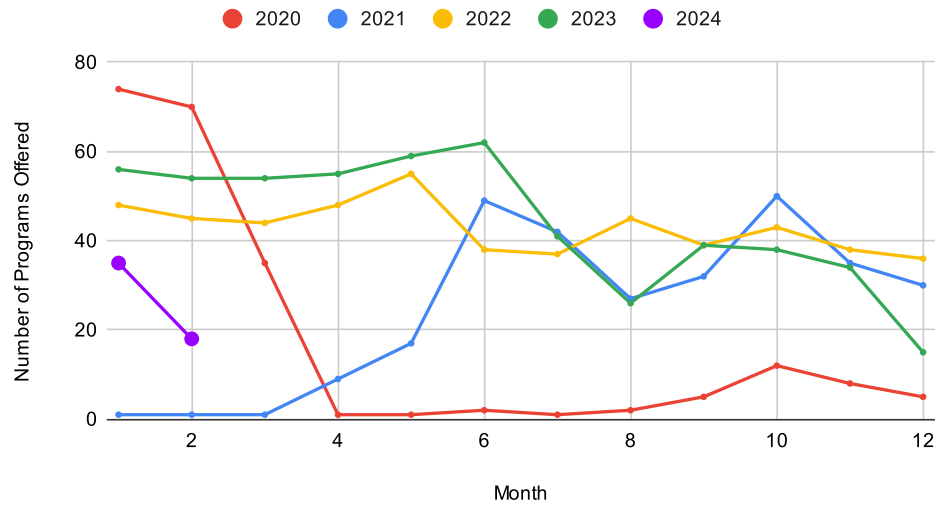
Basalt Regional Library - Total Programs Offered



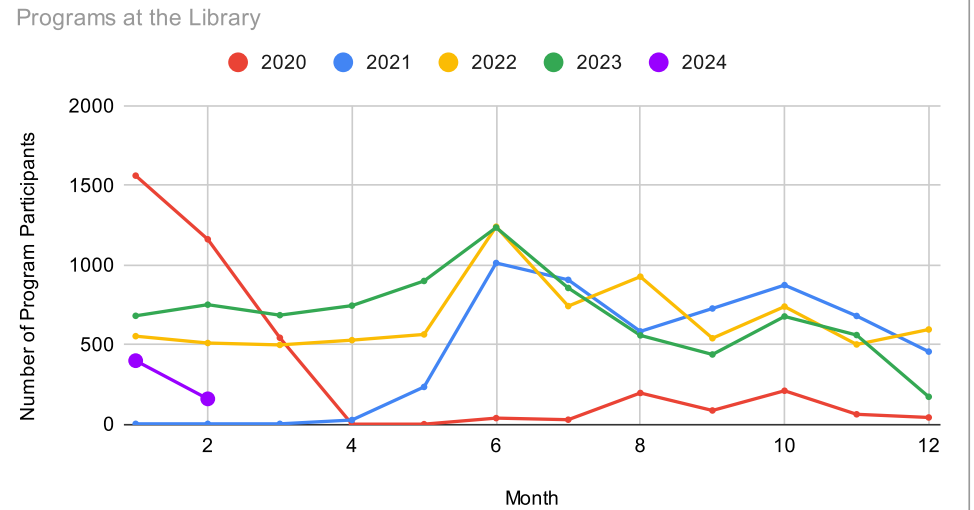
Basalt Regional Library - Program Attendance



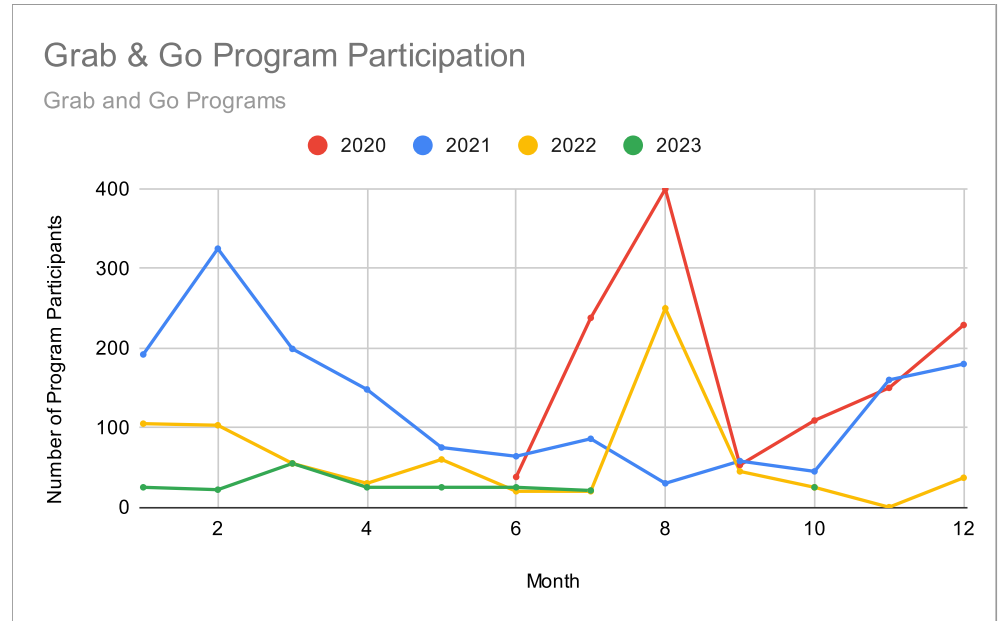
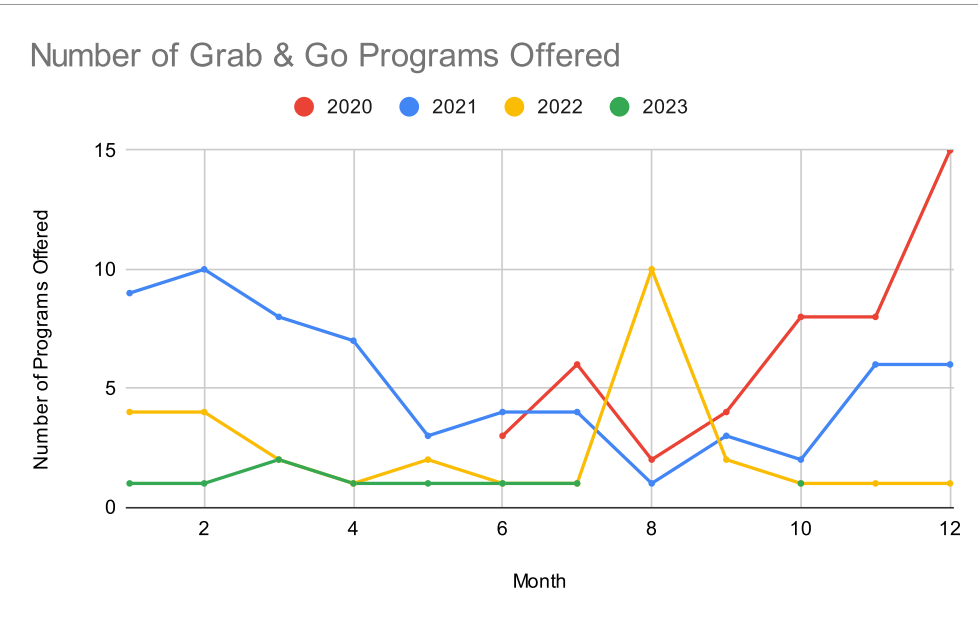
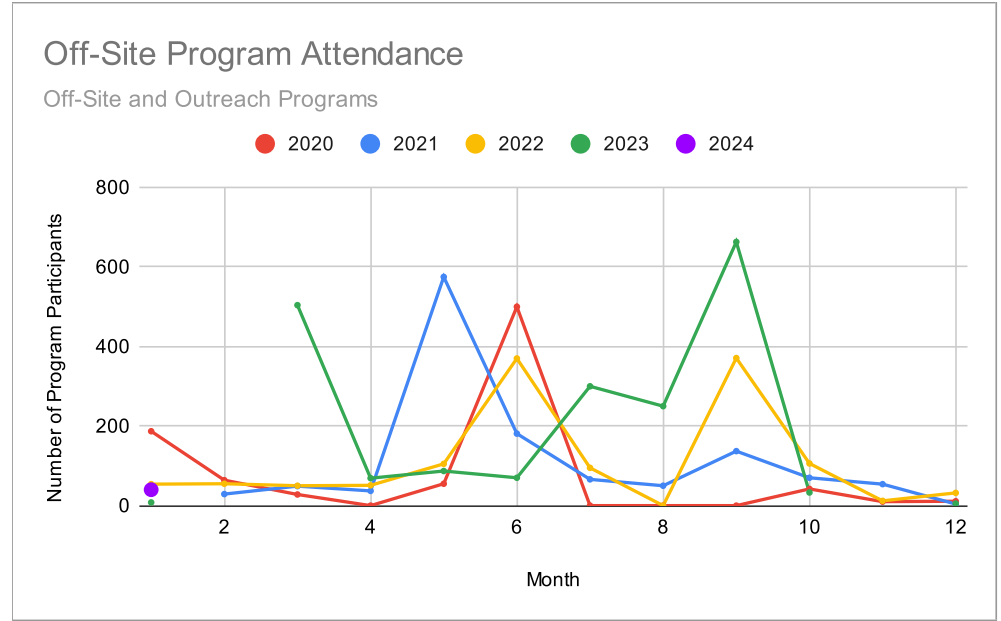
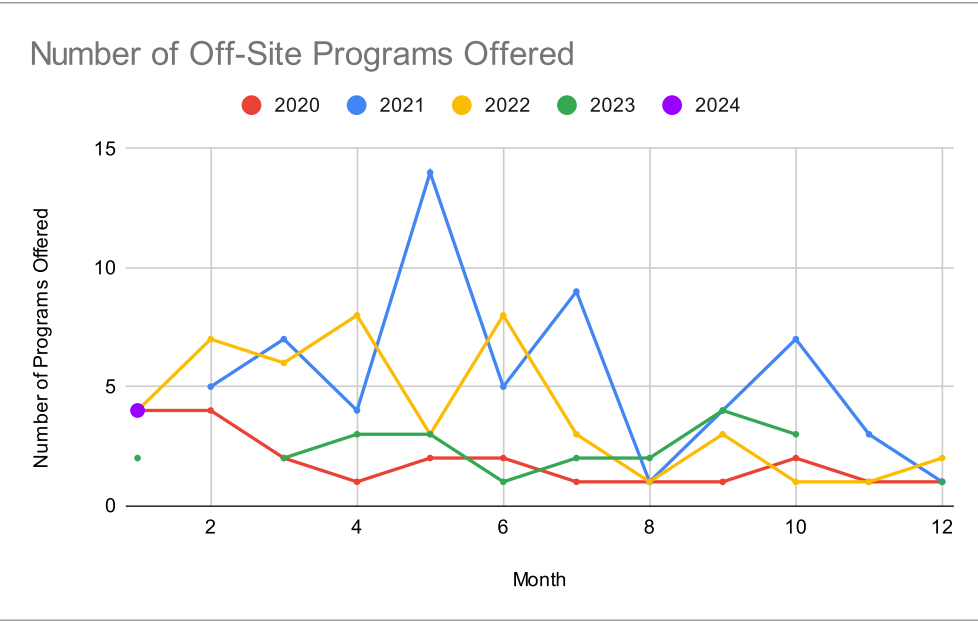
Number of On-Site Programs Offered



On-Site Library Program Attendance







**Basalt Regional Library District  
Balance Sheet  
December 2023**

	General Operating	Bond Repayment	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Fund	Balance	(Conversion Fund)	Net Position
<b>ASSETS</b>						
Cash in Banks						
Alpine Bank #0127	65,945			65,945		65,945
Colo Trust - Tabor Reserve #8003	55,113			55,113		55,113
Colo Trust - Operating Fund #8004	1,718,491			1,718,491		1,718,491
Colo Trust - Bond Repayment #8002		224,489		224,489		224,489
Colo Trust - Capital Rsv Fund #8005			1,412,260	1,412,260		1,412,260
Cash with County Treasurer	6,065			6,065		6,065
Employee Ski Pass Repayment Program	895			895		895
Prepaid Expense	20,121			20,121		20,121
Property Tax Receivable	2,804,537			2,804,537		2,804,537
Pooled Cash (Interfund Transfers)	(404,242)	666,420	(262,178)	(0)		(0)
Capital Assets, net of depreciation	-	-	-	-	8,778,049	8,778,049
<b>8310.18</b>	<b>4,266,924</b>	<b>890,909</b>	<b>1,150,083</b>	<b>6,307,916</b>	<b>8,778,049</b>	<b>15,085,964</b>
<b>8310.2</b>						
<b>LIABILITIES</b>						
<b>Current Liabilities</b>						
Accounts Payable & Accrued Liabilities	95,580	-	-	95,580		95,580
<b>Other Current Liabilities</b>						
Accrued Interest				-	12,899	12,899
Deferred Property Tax	2,804,537			2,804,537		2,804,537
Current Bonds Payable, 2012				-	780,000	780,000
<b>Total Current Liabilities</b>	<b>2,900,117</b>	<b>-</b>	<b>-</b>	<b>2,900,117</b>	<b>792,899</b>	<b>3,693,016</b>
<b>Long Term Liabilities</b>						
Bonds Payable, 2012		-		-	2,475,000	2,475,000
Accrued Compensated Absences				-	33,385	33,385
<b>Total Long Term Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,508,385</b>	<b>2,508,385</b>
<b>Total Liabilities</b>	<b>2,900,117</b>	<b>-</b>	<b>-</b>	<b>2,900,117</b>	<b>3,301,283</b>	<b>6,201,401</b>
<b>Fund Balance / Net Position</b>						
Net Investment in Capital Assets	-	-	-	-	5,523,049	5,523,049
Non Spendable	20,121	-	-	20,121	(20,121)	-
Restricted for:						
Tabor	78,000			78,000	-	78,000
Debt Service		890,909		890,909	-	890,909
Committed for Future Projects			1,150,083	1,150,083	(1,150,083)	-
Unassigned / Unrestricted	1,268,686	-	-	1,268,686	1,123,920	2,392,606
<b>Current Year Fund Balance / Net Position</b>	<b>1,366,807</b>	<b>890,909</b>	<b>1,150,083</b>	<b>3,407,799</b>	<b>5,476,765</b>	<b>8,884,564</b>
<b>Total Liabilities and Fund Balance / Net Position</b>	<b>4,266,924</b>	<b>890,909</b>	<b>1,150,083</b>	<b>6,307,916</b>	<b>8,778,049</b>	<b>15,085,964</b>

Prepare for Internal Use Only

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 12/31/23	Actuals vs Budget YTD %	2024 Final Budget	Budget Assumptions
<b>General Operating Beginning Fund Balance</b>			1,728,500	1,761,053	1,828,174	67,121	1,366,807	
<b>Eagle County</b>								
	Assessed Value		271,560,910	273,153,790			419,653,120	final
	% Increase		12%	0.59%			54%	
	Operating Mill Levy Rate		3.363	3.360			2.610	
<b>Pitkin County</b>								
	Assessed Value		192,808,360	193,543,290			299,274,620	final
	% Increase		4%	0.38%			55%	
	Operating Mill Levy Rate		3.363	3.360			2.610	
<b>REVENUES</b>								
4005	General Operating Mill Levy							
4010	Eagle County		702,200	712,931	698,962	98.04%	1,095,295	AV x mill levy (2.61)
4020	Pitkin County		498,072	505,148	505,189	100.01%	781,107	AV x mill levy (2.61)
4030	Mill Levy Supplement		348,618	350,023	346,020	98.86%	-	
4040	Tax Abatement - Prior Year		-	-	-	0.00%	-	
	Total General Operating Mill Levy		1,548,890	1,568,102	1,550,172	98.86%	1,876,401	120%
4100	MVSO - General Operating							
4110	Eagle County		83,759	89,737	83,822	93.41%	70,000	
4120	Pitkin County		39,343	42,475	37,040	87.20%	30,000	
	Total MVSO - General Operating		123,102	132,212	120,861	91.41%	100,000	76%
4200	Fines & Fees							
4205	Coffee Purchase		421	500	169	33.80%	-	
4210	Copies		4,758	3,500	1,331	38.03%	-	
8310.18	Earbuds		39	50	19	38.00%	-	
8310.19	Faxing		422	-	5	Not Budgeted	-	
8310.2	Fines		1,023	1,000	117	11.70%	-	
4240	Guest Passes		-	-	-	0.00%	-	
4250	Meeting Room Rental		1,321	1,000	663	66.25%	-	
4255	Reading Glasses		33	50	13	26.00%	-	
4260	Replacement Books		1,143	1,500	565	37.68%	-	
	Replacement Library Cards		2	-	-	0.00%	-	
4280	Test Proctoring		-	-	-	0.00%	-	
4285	Health Insurance Dividend - CEBT		-	-	6,780	Not Budgeted	-	
4290	Holy Cross Deposit Return/Member Equity		90	100	-	0.00%	-	
4261	Miscellaneous		-	-	9,399	Not Budgeted	12,000	includes coffee, copies, earbuds, fines, replacement books
	Total Fines & Fees		9,252	7,700	19,061	247.54%	12,000	156%
4300	Earnings on investments							
4310	Colotrust Int Op Acct		37,579	36,768	100,758	274.04%	80,000	
4320	Mill Levy Interest		4,897	6,234	3,649	58.53%	6,234	Flat to 2023 Forecast
	Total Earnings on investments		42,475	43,002	104,407	242.80%	86,234	201%
4400	Contributions *see detail							
4410	Contributions- Non-Restricted		7,947	5,000	3,256	65.13%	5,000	
4412	Contributions- Restricted		1,294	1,000	23,386	2338.59%	1,000	
	Contributions- Music		2,000	-	-	0.00%	-	
	Total Contributions		11,241	6,000	26,642	444.04%	6,000	100%
4500	Grants - Non-Restricted							
4505	Grants - General Operating Grants		1,266	-	4,000	Not Budgeted	5,000	
	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	-	4,000	0.00%	5,000	

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

				2022 Year End Actuals	2023 Budget	YTD Actuals 12/31/23	Actuals vs Budget YTD %	2024 Final Budget	Budget Assumptions
4600	Grants - Restricted								
4602	Restricted - Library Foundation			1,250	5,000	2,311	46.23%	5,000	
	Restricted - American Library Association			10,000	-	-	0.00%	-	
4604	Restricted - Library Friends			2,423	5,000	4,480	89.60%	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 - CSD Safety Grant			-	-	2,135	Not Budgeted	-	
	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	-	4	Not Budgeted	-	
	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	5,900	118.00%	5,000	
4620.15	Restricted - Other Misc			-	30,000	33,918	113.06%	30,000	
	Total Restricted Fund Income - Foundation/Friends			50,819	45,000	48,748	108.33%	45,000	100%
<b>TOTAL REVENUES</b>				<b>1,790,546</b>	<b>1,802,016</b>	<b>1,873,891</b>	<b>103.99%</b>	<b>2,130,635</b>	118%
<b>OPERATING:</b>									
<b>Administration</b>									
Contract Services									
5010	Accounting			11,261	1,920	10,695	557.05%	15,000	under-budgeted in 2023
5020	Audit - Annual			14,000	13,250	13,250	100.00%	14,045	6% Inflation Increase
5030	Courier			2,847	11,500	10,775	93.69%	9,000	quote from vendor - 12% decrease due to increased state funding
5040	Legal			13,156	15,000	1,396	9.31%	5,000	
	Miscellaneous Contracts							20,000	Strategic Planning - \$2,000, Furniture Consultant - \$3000, Updated Capital Reserve Plan - \$5,000, new website - \$10,000
	Total Contract Services			41,264	41,670	36,116	86.67%	63,045	151%
5100	Insurance								
5110	Property & Liability Insur			300	23,650	36,329	153.61%	38,509	6% Inflation Increase
5120	Worker's compensation			176	2,376	1,484	62.46%	2,519	6% Inflation Increase
	Total Insurance			476	26,026	37,813	145.29%	41,027	158%
5220	Professional Dev. & Memberships								
5230	Board			494	1,600	890	55.64%	750	over budgeted in 2023
5235	Employers Council			1,383	3,300	3,417	103.55%	3,600	new price quoted by vendor
5240	Library Association Dues			760	1,000	1,398	139.80%	1,000	flat
5250	Spec District Ass'n Due			1,481	1,599	1,196	74.74%	1,695	6% Inflation Increase
5260	Staff			9,305	10,000	8,701	87.01%	12,000	Public Library Association Conference is every other year
5284	Developmental			-	-	-	0.00%	-	
5275	Volunteer Appreciation			-	275	453	164.65%	1,000	
5276	Staff Appreciation			-	275	1,345	489.23%	2,000	
5270	Travel expenses			7,226	4,000	8,083	202.07%	9,000	Public Library Association Conference is every other year

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 12/31/23	Actuals vs Budget YTD %	2024 Final Budget	Budget Assumptions
		Total Professional Dev. & Memberships	20,649	22,049	25,483	115.57%	31,045	141%
5280		Publicity						
5290		Advertising - General	223	6,000	1,807	30.12%	6,000	
5283		Anniversary Celebration	10,116	-	(755)	0.00%		
5285		Radio	13,329	16,000	16,055	100.34%	16,500	
5293		Signage	319	1,000	972	97.19%	1,500	
5295		Social Media Ads	559	1,500	681	45.38%	1,500	
5297		Targeted Newspaper Ads	4,131	6,000	5,896	98.26%	7,000	
5286		Spanish Language Interpretation/Translating	-	5,000	1,933	38.67%	6,000	
5287		Job Ads	-	2,000	1,207	60.35%	2,000	
		Total Publicity	28,677	37,500	27,796	74.12%	40,500	108%
5300		Supplies						
5310		Office Supplies	11,348	8,640	11,804	136.62%	14,000	underbudgeted in 2021, 2022, 2023
5320		Technical Cataloging & Service	5,295	8,500	8,946	105.25%	8,500	includes copier supplies 5750
5330		Postage & Shipping	292	1,000	1,133	113.26%	500	
		Total Supplies	16,934	18,140	21,882	120.63%	23,000	127%
5350		Treasurer's fees						
5360		Eagle fees	27,334	29,188	27,021	92.58%	32,859	3% of Property Tax
5370		Pitkin fees	31,015	29,918	31,115	104.00%	39,055	5% of Property Tax
		Total Treasurer's fees	58,348	59,106	58,136	98.36%	71,914	122%
		<b>Total Administration</b>	<b>166,349</b>	<b>204,491</b>	<b>207,227</b>	<b>101.34%</b>	<b>270,532</b>	<b>132%</b>
		<b>Facility Expenses</b>						
5410		Janitorial	53,337	54,913	55,583	101.22%	55,000	flat
5420		Janitorial Supplies	2,613	6,480	8,343	128.76%	9,000	underbudgeted in 2023
5430		Landscaping	10,394	10,800	11,873	109.93%	13,836	6% Inflation Increase
5440		Maintenance *Detailed List Attached	52,249	30,000	29,444	98.15%	20,000	decrease
5450		Mat Cleaning	828	-	-	0.00%	-	
5460		Snow Removal	5,705	4,620	4,620	100.00%	4,897	6% Inflation Increase
		Total Facility Expenses (Maintenance)	125,125	106,813	109,863	102.86%	102,733	96%
5500		Utilities						
5510		Electric	7,938	15,290	7,980	52.19%	8,000	over budgeted in 2023
5515		Compost Collection System	791	864	1,403	162.38%	2,415	6% Inflation Increase
5520		Gas	10,966	10,506	15,326	145.88%	23,698	6% Inflation Increase
5575		Hot Spots	8,194	-	-	0.00%	-	
5530		Internet Connectivity	1,239	14,904	8,716	58.48%	15,000	
5540		Sanitation	3,278	3,359	3,331	99.17%	3,561	6% Inflation Increase
5550		Telephone	5,754	8,424	6,130	72.77%	8,929	6% Inflation Increase
5560		Trash	7,543	6,221	8,346	134.16%	11,869	6% Inflation Increase
5570		Water	4,647	4,763	5,481	115.07%	6,685	6% Inflation Increase
		Total Utilities	50,350	64,331	56,713	88.16%	80,158	125%
		<b>Total Facility Expenses</b>	<b>175,475</b>	<b>171,143</b>	<b>166,576</b>	<b>97.33%</b>	<b>182,890</b>	<b>107%</b>
		<b>Library Programs</b>						
5610		Adult Program	10,306	9,000	15,277	169.75%	11,000	
5612		Adult Materials	1,559	-	(35)	Not Budgeted		
5615		Art	-	-	-	0.00%	-	
5620		Children's	10,676	4,000	7,265	181.62%	5,500	
5625		Children's Materials	2,126	-	84	Not Budgeted	-	
5630		Community	-	-	-	0.00%	-	
5634		Liquor License	500	375	665	177.32%	400	
5633		Movie License	-	550	173	31.45%	550	moved from 5835
5640		Music	15,973	15,000	23,166	154.44%	17,000	
5650		Spanish Language	832	3,000	2,795	93.18%	4,000	increase
5635		Volunteers	96	-	-	0.00%	-	
5660		Teens	6,473	4,000	6,714	167.84%	3,500	decrease
5601		Summer Reading						

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 12/31/23	Actuals vs Budget YTD %	2024 Final Budget	Budget Assumptions
5601.01		Adult Summer Reading	-	1,000	2,133	213.34%	1,000	
5601.02		Teen Summer Reading	-	2,000	2,147	107.34%	2,500	increase
5601.03		Children's Summer Reading	-	5,000	5,893	117.87%	5,500	increase
5601.04		Spanish Language Summer Reading	-	2,000	941	47.05%	2,000	
5602		Community Events	1,413	10,000	9,194	91.94%	15,000	
5675		Next Gen / Millennials	-	-	-	0.00%	-	
		<b>Total Library Programs</b>	<b>49,953</b>	<b>55,925</b>	<b>76,413</b>	<b>136.64%</b>	<b>67,950</b>	122%
		<b>Technology &amp; Equipment</b>						
		Copiers & Equipment						
5730		Lease	3,933	-	407	Not Budgeted	-	
5740		Service Agreement / Copy Usage	5,276	5,000	4,142	82.84%	2,500	over-budgeted in 2023
5750		Copier Supplies	511	-	124	Not Budgeted	-	Moved to Technical Cataloging & Service 5320
		<b>Total Copiers &amp; Equipment</b>	<b>9,720</b>	<b>5,000</b>	<b>4,673</b>	<b>93.45%</b>	<b>2,500</b>	50%
5760		Marmot ILS System	92,349	97,000	92,577	95.44%	99,910	vendor quoted 3% increase
5770		Miscellaneous Parts	3,153	2,000	824	41.21%	2,000	flat
5780		Support & Service Agreements						
5782		Adobe	915	972	1,470	151.20%	-	
5784		Appointment Booking	147	120	144	119.90%	-	
5793		Canva	-	-	-	0.00%	-	
5788		Domain / Network Solutions	228	250	154	61.58%	-	
5795		Emma	662	1,500	1,356	90.40%	-	
5800		Envisionware	-	-	-	0.00%	-	
5802		Google Cloud G Suite	2,313	2,900	3,498	120.62%	-	
5830		Livechat Website	192	240	240	100.00%	-	
5835		Movie License	494	-	-	0.00%	-	already moved to programming budget 5633
5820		Planning Center / Tockify	249	264	260	98.44%	-	
5824		Scheduling / When I Work	896	540	-	0.00%	-	
5825		Webpage Builder	233	250	690	275.96%	-	
5828		Zoom	162	150	150	99.93%	-	
5781		Marketing & Graphic Design					2,500	Adobe, Emma, canva
5783		Website Tools			2,006		2,500	Domain, Google Cloud, Livechat, Webpage builder,
5785		Communication & Time Management					4,500	Zoom, planning center, scheduling,
		<b>Total Support &amp; Service Agreements</b>	<b>6,490</b>	<b>7,186</b>	<b>9,967</b>	<b>138.70%</b>	<b>9,500</b>	132%
5840		Tech Labor & Repair	-	2,000	-	0.00%	-	eliminate, will use 5440, Maintenance in the future
		<b>Total Technology</b>	<b>111,711</b>	<b>113,186</b>	<b>108,041</b>	<b>95.45%</b>	<b>113,910</b>	101%
		<b>Collections</b>						
5910		Audio						
5920		Adult BCD	3,598	3,000	3,528	117.60%	3,000	
5922		Spanish Audio Adult	255	750	525	70.05%	500	
5924		Spanish Audio Youth	-	500	321	64.14%	500	
5930		Youth Audio	284	2,200	1,312	59.62%	3,000	
		<b>Total Audio</b>	<b>4,137</b>	<b>6,450</b>	<b>5,686</b>	<b>88.15%</b>	<b>7,000</b>	109%
6000		Books & Magazines						
6010		Adult fiction books	10,899	12,000	10,835	90.29%	12,000	
6020		Adult non-fiction books	9,606	12,000	13,267	110.56%	12,000	
6025		Board Games	475	500	398	79.65%	500	
6030		Juvenile Fiction	4,586	7,000	8,438	120.55%	9,100	increase
6040		Juvenile Non-Fiction	3,943	3,000	2,094	69.81%	4,000	increase
6045		Large Print	1,756	2,000	2,421	121.04%	2,000	
6050		Print Subscriptions	6,994	4,500	4,082	90.70%	4,500	
6055		Replacement Books - Purchased	2,434	1,500	2,100	140.02%	1,500	
6060		Spanish Adult fiction	1,371	2,000	1,963	98.14%	2,000	
6070		Spanish adult non-fiction	959	1,000	948	94.81%	1,500	

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 12/31/23	Actuals vs Budget YTD %	2024 Final Budget	Budget Assumptions
6080		Spanish children's books	2,616	4,500	4,341	96.48%	5,000	
6100		YA Fiction	5,373	1,600	5,754	359.65%	3,500	
6110		YA Non-Fiction	1,499	5,400	1,559	28.88%	1,700	
6120		Special Items	779	2,000	2,322	116.09%	2,000	
		<b>Total Books</b>	<b>53,290</b>	<b>59,000</b>	<b>60,524</b>	<b>102.58%</b>	<b>61,300</b>	104%
6200		Digital Resources						
6210		Annual Subscriptions:						
6220		Ancestry.com	-	-	-	0.00%	-	
6230		Culturegrams	2,692	1,840	-	0.00%	-	
6235		Creative Bug	-	-	-	0.00%	-	
6240		Ency Britannica	-	-	493	Not Budgeted	-	
6245		Gale Student Resources	-	1,475	-	0.00%	-	
6250		Gale Public	536	2,205	2,035	92.27%	-	
6253		Learning Express Library	-	2,800	-	0.00%	-	
6270		Mango Languages	3,916	3,990	-	0.00%	4,000	
6275		New York Times	100	100	100	100.00%	-	
6280		Tumblebooks	52	665	(52)	-7.89%	-	
6285		Wallstreet Journal	488	465	434	93.35%	-	
6295		Pebble Go	1,679	1,500	1,469	97.91%	-	
6300		Downloadable Titles:						
6305		Kanopy	3,287	6,000	6,000	100.00%	6,000	
6308		OCLC World Share	-	-	-	0.00%	-	
6320		Overdrive	15,272	21,750	20,816	95.71%	25,000	
6330		RB Digital	-	-	-	0.00%	-	
6340		Online Databases	-	-	146	Not Budgeted	7,500	Gale Public, Pebble Go, Tumblebooks, encyclopedia britannica, Peterson's Test Prep
6350		Online Newspaper Subscriptions					2,000	New York Times, Wall Street Journal, Washington Post
		<b>Total Digital Resources</b>	<b>28,021</b>	<b>42,790</b>	<b>31,440</b>	<b>73.47%</b>	<b>44,500</b>	104%
6400		Media						
6410		Adult Music	-	300	-	0.00%	-	eliminate
6420		Juvenile Music	89	200	66	33.11%	-	eliminate
6430		Adult Movies	5,445	6,000	6,145	102.41%	6,000	flat
6440		Juvenile Movies	273	1,000	735	73.45%	1,000	flat
6460		Video / Games	522	800	768	96.00%	800	flat
		<b>Total Media</b>	<b>6,330</b>	<b>8,300</b>	<b>7,714</b>	<b>92.93%</b>	<b>7,800</b>	94%
		<b>Total Collections</b>	<b>91,778</b>	<b>116,540</b>	<b>105,363</b>	<b>90.41%</b>	<b>120,600</b>	103%
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	flat
		<b>Total Restricted Funds</b>	<b>39,976</b>	<b>40,000</b>	<b>-</b>	<b>0.00%</b>	<b>40,000</b>	100%
		<b>Total Operating expenses</b>	<b>635,243</b>	<b>701,286</b>	<b>663,620</b>	<b>94.63%</b>	<b>835,882</b>	119%
6900		Payroll Expenses						
6910		Payroll	822,530	991,647	858,559	86.58%	1,031,652	104%
6920		Payroll Service	6,178	8,100	6,343	78.31%	8,000	99%
6930		Payroll Taxes	63,147	80,906	68,510	84.68%	83,000	103%
6940		Retirement Plan	18,444	29,363	26,048	88.71%	25,250	86%
6950		Health Insurance	55,253	138,168	102,207	73.97%	130,500	94%





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

	2022 Year End Actuals	2023 Budget	YTD Actuals 12/31/23	Actuals vs Budget YTD %	2024 Final Budget	Budget Assumptions	2025 Prelim Budget	Budget Assumptions
<b>Bond Repayment Beginning Fund Balance</b>	799,713	837,168	835,076	(2,092)	903,086		953,189	
<b>Eagle County</b>								
Assessed Value	271,560,910	273,153,790			419,653,120	Estimate	419,653,120	Estimate
% Increase	12%	0.59%			53.63%		0.00%	
Bond Mill Levy Rate	3.363	1.992			1.293		1.110	
<b>Pitkin County</b>								
Assessed Value	192,808,360	193,543,290			299,274,620	Estimate	299,274,620	Estimate
% Increase	4%	0.38%			54.63%		0.00%	
Bond Mill Levy Rate	3.363	1.992			1.293		1.110	
<b>REVENUES</b>								
Interest Earned - Bond Repayment	16,189	16,000	32,845	205.28%	16,000		16,000	
Mill Levy Debt Repayment								
Eagle County	541,176	544,122	531,516	97.68%	542,611	AV x mill levy (1.291)	465,815	AV x mill levy (1.068)
Pitkin County	384,762	385,538	385,570	100.01%	386,962	AV x mill levy (1.291)	332,195	AV x mill levy (1.068)
Total Mill Levy Debt Repayment	925,937	929,661	917,086	98.65%	929,574		798,010	
Transfer from General Fund							479	
<b>TOTAL REVENUES</b>	<b>942,126</b>	<b>945,661</b>	<b>949,931</b>	<b>100.45%</b>	<b>945,574</b>		<b>814,489</b>	
<b>EXPENDITURES</b>								
Bond Interest	94,831	77,394	77,394	100.00%	59,844	Per Bond Documents	62,094	Per Bond Documents (2025-\$40,844; 2026-\$21,250)
Bond Repayment Principle Loan Payment	775,000	780,000	780,000	100.00%	800,000	Per Bond Documents	1,675,000	Per Bond Documents (2025-\$825,000; 2026-\$850,000)
Treasurer's Fees								
8310.1 Eagle County	16,256	16,324	15,961	97.78%	16,278	3% of Property Tax	13,974	3% of Property Tax
8310.1 Pitkin County	20,676	11,566	20,744	179.35%	19,348	5% of Property Tax	16,610	5% of Property Tax
831 Total Treasurer's Fees	36,932	27,890	36,704	131.60%	35,626		30,584	
<b>TOTAL EXPENDITURES</b>	<b>906,764</b>	<b>885,284</b>	<b>894,098</b>	<b>101.00%</b>	<b>895,470</b>		<b>1,767,678</b>	
<b>Net Fund Income/(Loss)</b>	<b>35,363</b>	<b>60,377</b>	<b>55,833</b>	<b>92.47%</b>	<b>50,103</b>		<b>(953,189)</b>	
<b>Bond Repayment Fund Balance</b>	<b>835,076</b>	<b>897,545</b>	<b>890,909</b>	<b>99.26%</b>	<b>953,189</b>		<b>(0)</b>	
<b>**Bond Repayment Schedule:</b>								
May 1 - Series 2012 Interest		38,697		5/1/2024	29,922.00		31,047.00	
November 1 - Series 2012 Interest		38,697		11/1/2024	29,922.00		31,047.00	
November 1 - Series 2012 Principle		780,000		11/1/2024	800,000.00		1,675,000.00	
Series 2012 Bond Matures 11/2026								

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

		2022 Year End Actuals	2023 Budget	YTD Actuals 12/31/23	Actuals vs Budget YTD %	2024 Final Budget	Budget Assumptions
<b>Capital Reserve Beginning Fund Balance</b>		<b>607,860</b>	<b>578,104</b>	<b>602,128</b>	24,024	<b>1,159,066</b>	
<b>REVENUES</b>							
7210	Allocation From General Fund	87,000	600,000	600,000	100.00%	90,000	Per Mgr Estimate
7230	Interest Earned - Reserve Fund	11,917	8,744	58,509	669.13%	35,000	
<b>TOTAL REVENUES</b>		<b>98,917</b>	<b>608,744</b>	<b>658,509</b>	<b>108.17%</b>	<b>125,000</b>	
<b>EXPENDITURES</b>							
8310	Miscellaneous	11,473	10,000	8,786	87.86%	10,000	
8310.01	HVAC Compressors	9,211	-	-	0.00%	-	
8310.02	Painting - Exterior	32,000	-	-	0.00%	-	
8310.03	Conference Room - A/V Replace	3,532	10,000	12,639	126.39%	10,000	
8310.04	Computers - Patron	260	12,000	21,136	176.14%	12,000	
8310.05	Computers - Staff	181	12,000	9,932	82.77%	12,000	
8310.06	EV Charging Station	25,163	-	6,042	Not Budgeted	-	
8310.07	Copiers - Staff and Public Purchase	12,943	13,000	-	0.00%	-	
8310.08	Lighting Control System Replacement	9,886	-	6,944	Not Budgeted	-	
8310.09	Fiber Cable	-	5,000	-	0.00%	5,000	
8310.10	Handrail for Tent Area	-	-	6,000	Not Budgeted	-	
8310.11	Painting - Interior	-	12,000	19,075	158.96%	-	
8310.12	Pumps / Valves	-	-	-	0.00%	-	
8310.13	Security Cameras	-	-	-	0.00%	10,000	
8310.14	Televisions	-	-	-	0.00%	-	
8310.15	Roof	-	600,000	-	0.00%	700,000	
8310.16	Remove Solar from Roof	-	50,000	-	0.00%	50,000	
8310.17	Consulting Engineer	-	50,000	20,000	40.00%	-	
8310.18	Furniture and Fixtures	-	-	-	-	50,000	
8310.19	Replace telephone system	-	-	-	-	10,000	
8310.20	Replace kitchen appliances	-	-	-	-	2,500	
<b>TOTAL EXPENDITURES</b>		<b>104,648</b>	<b>774,000</b>	<b>110,554</b>	14.28%	<b>871,500</b>	
<b>Net Fund Income/(Loss)</b>		<b>(5,732)</b>	<b>(165,256)</b>	<b>547,954</b>	-331.58%	<b>(746,500)</b>	
<b>Capital Reserve Fund Balance</b>		<b>602,128</b>	<b>412,848</b>	<b>1,150,083</b>	278.57%	<b>412,566</b>	

Basalt Regional Library District 2023 Grant Spending Summary						
Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
12/30/2023	Convey Language Solutions	interpretation	5286	Interpretation/Translation	\$ 265.33	Library Trust
<b>SUBTOTAL</b>					\$ 265.33	
5/14/2023	Divvy-Amazon	CAL Leadership Institute Funding	5310	Office Supplies	\$ 68.85	CAL Leadership Institute
5/14/2023	Divvy-Amazon	CAL Leadership Institute Funding	5310	Office Supplies	\$ 5.89	CAL Leadership Institute
5/14/2023	Divvy-Amazon	CAL Leadership Institute Funding	5310	Office Supplies	\$ 3.65	CAL Leadership Institute
<b>SUBTOTAL</b>					\$ 78.39	
4/3/2023	amazon	teen summer reading	5601.02	Teen Summer Reading	\$ 339.95	Friends of the Library
4/6/2023	amazon	teen summer reading	5601.02	Teen Summer Reading	\$ 489.94	Friends of the Library
7/11/2023	Dominick Strecher	Programs	5601.02	Teen Summer Reading	\$ 350.00	Friends of the Library
<b>SUBTOTAL</b>					\$ 1,179.89	
7/13/2023	Aspen Santa Fe Ballet	Program	5601.03	Kids Summer Reading	\$ 1,000.00	Friends of the Library
<b>SUBTOTAL</b>					\$ 1,000.00	
7/11/2023	amazon	Replacement tent	5610	Adult Programming	\$ 87.99	Colorado Parks & Wildlife
9/18/2023	REI	Backpacking kits	5610	Adult Programming	\$ 1,767.50	Colorado Parks & Wildlife
2/20/2023	City Market	Period Supplies	5610	Adult Programming	\$ 73.45	Friends of the Library
3/2/2023	Amazon	Personal Care Kits	5610	Adult Programming	\$ 71.98	Friends of the Library
3/2/2023	Amazon	Personal Care Kits	5610	Adult Programming	\$ 395.14	Friends of the Library
3/2/2023	Amazon	Personal Care Kits	5610	Adult Programming	\$ 9.98	Friends of the Library
3/2/2023	Amazon	Personal Care Kits	5610	Adult Programming	\$ 109.72	Friends of the Library
4/3/2023	Sam's Club	Period Supplies	5610	Adult Programming	\$ 25.95	Friends of the Library
5/18/2023	City Market	Period Supplies	5610	Adult Programming	\$ 49.95	Friends of the Library
9/21/2023	City Market	Period Supplies	5610	Adult Programming	\$ 32.43	Friends of the Library
11/4/2023	City Market	Period Supplies	5610	Adult Programming	\$ 30.14	Friends of the Library
1/20/2023	AbeBooks	book talk	5610	Adult Programming	\$ 28.18	Library Trust
1/20/2023	AbeBooks	book talk	5610	Adult Programming	\$ 186.05	Library Trust
1/20/2023	AbeBooks	book talk	5610	Adult Programming	\$ 220.56	Library Trust
1/20/2023	AbeBooks	book talk	5610	Adult Programming	\$ 6.33	Library Trust
1/24/2023	AbeBooks	book talk	5610	Adult Programming	\$ (4.70)	Library Trust
2/11/2023	AbeBooks	book talk	5610	Adult Programming	\$ 73.74	Library Trust
9/11/2023	Ingram	inv 77820333	5610	Adult Programming	\$ 179.00	Library Trust
11/9/2023	Amazon	book talk	5610	Adult Programming	\$ 38.46	Library Trust
11/9/2023	Amazon	book talk	5610	Adult Programming	\$ 135.85	Library Trust
<b>SUBTOTAL</b>					\$ 3,517.70	
7/26/2023	amazon	school supplies	5620	Children's Programming	\$ 809.50	Alpine Bank
7/26/2023	amazon	school supplies	5620	Children's Programming	\$ 34.47	Alpine Bank
7/26/2023	amazon	school supplies	5620	Children's Programming	\$ 176.22	Alpine Bank
8/17/2023	amazon	school supplies	5620	Children's Programming	\$ 722.82	Alpine Bank
8/17/2023	amazon	school supplies	5620	Children's Programming	\$ 143.96	Alpine Bank
10/10/2023	New Phase	fly boxes for teen fly tying club	5620	Children's Programming	\$ 317.03	Alpine Bank
5/3/2023	Amazon	Storytime Pillows	5620	Children's Programming	\$ 321.85	Friends of the Library
11/7/2023	walmart	cookie decorating	5620	Children's Programming	\$ 283.71	Friends of the Library
11/14/2023	walmart	cookie decorating	5620	Children's Programming	\$ 59.49	Friends of the Library
2/7/2023	Basalt Education Founda	Children's Programs	5620	Children's Programming	\$ 500.00	Library Trust
3/1/2023	Imagination Library CO	DPIL Monthly Book	5620	Children's Programming	\$ 57.21	Library Trust
4/11/2023	Abe Books	Book Talk	5620	Children's Programming	\$ 192.48	Library Trust
4/13/2023	Imagination Library CO	DPIL Monthly Book	5620	Children's Programming	\$ 59.75	Library Trust
4/20/2023	Ingram	inv 75605382	5620	Children's Programming	\$ 217.50	Library Trust
7/18/2023	Imagination Library CO	DPIL Monthly Book	5620	Children's Programming	\$ 73.12	Library Trust
8/15/2023	Imagination Library CO	DPIL Monthly Book	5620	Children's Programming	\$ 62.83	Library Trust
10/15/2023	Imagination Library CO	DPIL Monthly Book	5620	Children's Programming	\$ 29.26	Library Trust
11/8/2023	Imagination Library CO	DPIL Monthly Book	5620	Children's Programming	\$ 29.26	Library Trust
11/15/2023	Imagination Library CO	DPIL Monthly Book	5620	Children's Programming	\$ 83.20	Library Trust
12/18/2023	Imagination Library CO	DPIL Monthly Book	5620	Children's Programming	\$ 86.39	Library Trust
<b>SUBTOTAL</b>					\$ 4,260.05	

Basalt Regional Library District 2023 Grant Spending Summary						
Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
5/9/2023	Paypal	Paypal Fee	5640	Music	\$ 14.94	Music Circle
5/12/2023	Paypal	Paypal Fee	5640	Music	\$ 14.94	Music Circle
4/5/2023	Divvy-Bethel Rentals	Reception-1/2 Dep	5640	Music	\$ 242.62	Music Circle
4/14/2023	Divvy-Sams Club	Misc Reception	5640	Music	\$ 23.66	Music Circle
5/9/2023	Tiffany Haddad	Reception food	5640	Music	\$ 590.00	Music Circle
5/14/2023	Divvy-Paperless Post	Reception-Invites	5640	Music	\$ 58.00	Music Circle
5/14/2023	Divvy-Tiffleigh	Reception-Deposit	5640	Music	\$ 360.45	Music Circle
6/1/2023	Divvy-Bethel Rentals	Tables/Chairs-Reception	5640	Music	\$ 197.80	Music Circle
6/14/2023	Divvy-Tiffleigh	Reception-Gratuity	5640	Music	\$ 123.78	Music Circle
5/18/2023	Divvy-City Market	Misc	5640	Music	\$ 18.57	Music Circle
7/14/2023	Paypal	Paypal Fee	5640	Music	\$ 3.38	Music Circle
8/24/2023	Paypal	Paypal Fee	5640	Music	\$ 29.39	Music Circle
8/17/2023	Valley Hopper	transportation for aspen music fes	5640	Music	\$ 1,000.00	Music Circle
<b>SUBTOTAL</b>					\$ 2,677.53	
10/17/2023	Amazon	gingerbread contest	5660	Teen Programming	\$ 515.00	Friends of the Library
10/17/2023	Amazon	gingerbread contest	5660	Teen Programming	\$ 128.75	Friends of the Library
10/17/2023	Amazon	gingerbread contest	5660	Teen Programming	\$ 42.95	Friends of the Library
1/23/2023	Ingram	inv 74032208	5660	Teen Programming	\$ 70.29	Library Trust
1/23/2023	Ingram	inv 74032209	5660	Teen Programming	\$ 63.36	Library Trust
9/13/2023	Aspen Science Center	Stem Whatlow	5660	Teen Programming	\$ 195.00	Library Trust
9/26/2023	Roaring Fork College Cor	Workshop	5660	Teen Programming	\$ 250.00	Library Trust
10/24/2023	Aspen Science Center	Workshop	5660	Teen Programming	\$ 195.00	Library Trust
11/14/2023	Roaring Fork College Cor	Workshop	5660	Teen Programming	\$ 500.00	Library Trust
12/12/2023	Aspen Science Center	Stem Whatlow	5660	Teen Programming	\$ 195.00	Library Trust
<b>SUBTOTAL</b>					\$ 2,155.35	
1/23/2023	ingram Library	inv 74032203	6020	Adult Nonfiction	\$ 28.43	Library Foundation
2/1/2023	ingram Library	inv 74219198	6020	Adult Nonfiction	\$ 14.91	Library Foundation
10/10/2023	ingram Library	Inv 78299971	6020	Adult Nonfiction	\$ 542.93	Library Foundation
10/10/2023	Ingram Library	inv 78299972 Travel	6020	Adult Nonfiction	\$ 327.33	Library Foundation
10/11/2023	Ingram Library	Inv 78322151 Travel	6020	Adult Nonfiction	\$ 40.78	Library Foundation
10/26/2023	ingram Library	inv 78560105	6020	Adult Nonfiction	\$ 25.58	Library Foundation
11/28/2023	ingram Library	inv 79055996	6020	Adult Nonfiction	\$ 40.31	Library Foundation
11/28/2023	ingram Library	inv 79055997	6020	Adult Nonfiction	\$ 45.34	Library Foundation
<b>SUBTOTAL</b>					\$ 1,065.61	
7/29/2023	Amazon	Pop Up Books	6030	Juvenile Fiction	\$ 178.88	Library Foundation
7/28/2023	Amazon	Pop Up Books	6030	Juvenile Fiction	\$ 60.51	Library Foundation
7/28/2023	Amazon	Pop Up Books	6030	Juvenile Fiction	\$ 40.98	Library Foundation
8/10/2023	Walmart	Pop Up Books	6030	Juvenile Fiction	\$ 21.50	Library Foundation
9/25/2023	ingram Library	inv 78060838	6030	Juvenile Fiction	\$ 198.36	Library Foundation
9/25/2023	ingram Library	inv 78060831	6030	Juvenile Fiction	\$ 57.56	Library Foundation
10/3/2023	Ingram Library	inv 78195665	6030	Juvenile Fiction	\$ 13.47	Library Foundation
10/3/2023	Ingram Library	inv 78195666	6030	Juvenile Fiction	\$ 12.87	Library Foundation
11/28/2023	ingram Library	inv 79055991	6030	Juvenile Fiction	\$ 43.71	Library Foundation
<b>SUBTOTAL</b>					\$ 627.84	
8/20/2023	Ingram Library	inv 77421754	6040	Juvenile Nonfiction	\$ 17.66	Library Foundation
8/21/2023	ingram Library	inv 77452791	6040	Juvenile Nonfiction	\$ 382.51	Library Foundation
<b>SUBTOTAL</b>					\$ 400.17	
9/25/2023	Ingram Library	inv 78060837	6100	YA Fiction	\$ 42.25	Library Foundation
10/10/2023	ingram Library	inv 78299969	6100	YA Fiction	\$ 16.45	Library Foundation
11/7/2023	ingram Library	inv 78731543	6100	YA Fiction	\$ 14.76	Library Foundation
9/25/2023	Ingram Library	inv 78060834	6110	YA Fiction	\$ 38.26	Library Foundation
10/11/2023	Ingram Library	inv 78322146	6110	YA Fiction	\$ 35.83	Library Foundation
10/23/2023	Ingram Library	inv 78490721	6110	YA Fiction	\$ 12.12	Library Foundation
<b>SUBTOTAL</b>					\$ 159.67	
4/14/2023	Divvy-Amazon	Ipad Cases	8310.04	Public Computers	\$ 375.76	State Grants to Libraries
5/12/2023	Marmot	Apple Ipad	8310.04	Public Computers	\$ 2,864.61	State Grants to Libraries
6/16/2023	AWE Acquisition	AWE computer	8310.04	Public Computers	\$ 3,463.00	State Grants to Libraries
<b>SUBTOTAL</b>					\$ 6,703.37	
<b>TOTAL</b>					\$ 24,090.90	

**Basalt Regional Library District  
2023 Grant Spending Summary**

<b>Date</b>	<b>Vendor</b>	<b>Expense</b>	<b>Budget Code</b>	<b>Budget Description</b>	<b>Amount</b>	<b>Grant</b>
	<b>Budget Code</b>	<b>Budget Description</b>	<b>Total</b>			
	5286	Interpretation/Translation	\$ 265.33			
	5310	Office Supplies	\$ 78.39			
	5601.02	Teen Summer Reading	\$ 1,179.89			
	5601.03	Kids Summer Reading	\$ 1,000.00			
	5610	Adult Programming	\$ 3,517.70			
	5620	Children's Programming	\$ 4,260.05			
	5640	Music	\$ 2,677.53			
	5660	Teen Programming	\$ 2,155.35			
	6020	Adult Nonfiction	\$ 1,065.61			
	6030	Juvenile Fiction	\$ 627.84			
	6040	Juvenile Nonfiction	\$ 400.17			
	6110	YA Fiction	\$ 159.67			
	8310.04	Public Computers	\$ 6,703.37			
	<b>TOTAL</b>		<b>\$ 24,090.90</b>			
		<b>Grant</b>	<b>Total</b>			
		Alpine Bank	\$ 2,204.00			
		CAL Leadership Institute	\$ 78.39			
		Colorado Parks & Wildlife	\$ 1,855.49			
		Friends of the Library	\$ 4,330.38			
		Library Foundation	\$ 2,253.29			
		Library Trust	\$ 3,988.45			
		Music Circle	\$ 2,677.53			
		State Grants to Libraries	\$ 6,703.37			
		<b>TOTAL</b>	<b>\$ 24,090.90</b>			

**Basalt Regional Library District  
Balance Sheet  
January 2024**

	<b>General Operating</b>	<b>Bond Repayment</b>	<b>Capital Reserve</b>	<b>Total</b>	<b>Adjustments</b>	<b>Statement of</b>
	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Balance</b>	<b>(Conversion Fund)</b>	<b>Net Position</b>
<b>ASSETS</b>						
Cash in Banks						
Alpine Bank #0127	27,787			27,787		27,787
Colo Trust - Tabor Reserve #8003	55,373			55,373		55,373
Colo Trust - Operating Fund #8004	1,527,894			1,527,894		1,527,894
Colo Trust - Bond Repayment #8002		226,809		226,809		226,809
Colo Trust - Capital Rsv Fund #8005			1,418,921	1,418,921		1,418,921
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	671			671		671
Prepaid Expense	3,000			3,000		3,000
Property Tax Receivable	2,804,537			2,804,537		2,804,537
Pooled Cash (Interfund Transfers)	(402,985)	665,163	(262,178)	(0)		(0)
Capital Assets, net of depreciation	-	-	-	-	8,778,049	8,778,049
<b>Total Assets</b>	<b>4,016,277</b>	<b>891,972</b>	<b>1,156,743</b>	<b>6,064,992</b>	<b>8,778,049</b>	<b>14,843,041</b>
<b>LIABILITIES</b>						
<b>Current Liabilities</b>						
Accounts Payable & Accrued Liabilities	29,761	-	-	29,761		29,761
<b>Other Current Liabilities</b>						
Accrued Interest				-	12,899	12,899
Deferred Property Tax	2,804,537			2,804,537		2,804,537
Current Bonds Payable, 2012				-	780,000	780,000
<b>Total Current Liabilities</b>	<b>2,834,299</b>	<b>-</b>	<b>-</b>	<b>2,834,299</b>	<b>792,899</b>	<b>3,627,197</b>
<b>Long Term Liabilities</b>						
Bonds Payable, 2012		-		-	2,475,000	2,475,000
Accrued Compensated Absences				-	33,385	33,385
<b>Total Long Term Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,508,385</b>	<b>2,508,385</b>
<b>Total Liabilities</b>	<b>2,834,299</b>	<b>-</b>	<b>-</b>	<b>2,834,299</b>	<b>3,301,283</b>	<b>6,135,582</b>
<b>Fund Balance / Net Position</b>						
Net Investment in Capital Assets	-	-	-	-	5,523,049	5,523,049
Non Spendable	3,000	-	-	3,000	(3,000)	-
Restricted for:						
Tabor	78,000			78,000	-	78,000
Debt Service		891,972		891,972	-	891,972
Committed for Future Projects			1,156,743	1,156,743	(1,156,743)	-
Unassigned / Unrestricted	1,100,979	-	-	1,100,979	1,113,460	2,214,438
<b>Current Year Fund Balance / Net Position</b>	<b>1,181,979</b>	<b>891,972</b>	<b>1,156,743</b>	<b>3,230,694</b>	<b>5,476,765</b>	<b>8,707,459</b>
<b>Total Liabilities and Fund Balance / Net Position</b>	<b>4,016,277</b>	<b>891,972</b>	<b>1,156,743</b>	<b>6,064,992</b>	<b>8,778,049</b>	<b>14,843,041</b>

Prepared for Internal Use Only

**Basalt Regional Library District  
General Fund  
January 2024**

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 1/31/2024	Actuals vs Budget YTD %
<b>General Operating Beginning Fund Balance</b>				1,828,174	1,467,445	1,366,807	(100,637)
<b>Eagle County</b>							
	<b>Assessed Value</b>			273,153,790	419,653,120	419,653,120	
	% Increase			0.59%	53.63%		
	<b>Operating Mill Levy Rate</b>			3.360	2.610	2.610	
<b>Pitkin County</b>							
	<b>Assessed Value</b>			193,543,290	299,274,620	299,274,620	
	% Increase			0.38%	54.63%		
	<b>Operating Mill Levy Rate</b>			3.360	2.610	2.610	
<b>REVENUES</b>							
4005	General Operating Mill Levy						
4010	Eagle County			698,962	1,095,295	-	0.00%
4020	Pitkin County			505,189	781,107	-	0.00%
4030	Mill Levy Supplement			346,020	-	-	0.00%
4040	Tax Abatement - Prior Year			-	-	-	0.00%
	Total General Operating Mill Levy			1,550,172	1,876,401	-	0.00%
4100	MVSO - General Operating						
4110	Eagle County			83,822	70,000	-	0.00%
4120	Pitkin County			37,040	30,000	-	0.00%
	Total MVSO - General Operating			120,861	100,000	-	0.00%
4200	Fines & Fees						
4205	Coffee Purchase			169	-	-	0.00%
4210	Copies			1,331	-	-	0.00%
4215	Earbuds			19	-	-	0.00%
4220	Faxing			5	-	-	0.00%
4230	Fines			117	-	-	0.00%
4250	Meeting Room Rental			663	-	-	0.00%
4255	Reading Glasses			13	-	-	0.00%
4260	Replacement Books			565	-	-	0.00%
4285	Health Insurance Dividend - CEBT			6,780	-	-	0.00%
4261	Miscellaneous			9,399	12,000	827	6.90%
	Total Fines & Fees			19,061	12,000	827	6.90%
4300	Earnings on investments						
4310	Colostrust Int Op Acct			100,758	80,000	7,521	9.40%

**Basalt Regional Library District  
General Fund  
January 2024**

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 1/31/2024	Actuals vs Budget YTD %
4320			Mill Levy Interest	3,649	6,234	-	0.00%
			Total Earnings on investments	104,407	86,234	7,521	8.72%
4400			Contributions *see detail				
4410			Contributions- Non-Restricted	3,256	5,000	-	0.00%
4412			Contributions- Restricted	23,386	1,000	-	0.00%
			Total Contributions	26,642	6,000	-	0.00%
4500			Grants - Non-Restricted				
4505			Grants - General Operating Grants	4,000	5,000	-	0.00%
			Grants - Kahle Foundation	-	1,060	-	0.00%
			Total Grants - Non-Restricted	4,000	6,060	-	0.00%
4600			Grants - Restricted				
4602			Restricted - Library Foundation	2,311	5,000	-	0.00%
4604			Restricted - Library Friends	4,480	5,000	-	0.00%
			Restricted - CSD Safety Grant	2,135	-	-	0.00%
			Restricted - Charge Ahead	4	5	-	0.00%
4620.14			Restricted - Library Trust	5,900	5,000	-	0.00%
4620.15			Restricted - Other Misc	33,918	30,000	-	0.00%
			Total Restriced Fund Income - Foundation/Friends	48,748	45,005	-	0.00%
<b>TOTAL REVENUES</b>				<b>1,873,891</b>	<b>2,131,700</b>	<b>8,348</b>	<b>0.39%</b>
<b>OPERATING:</b>							
<b>Administration</b>							
Contract Services							
5010			Accounting	10,695	15,000	271	1.80%
5020			Audit - Annual	13,250	14,045	-	0.00%
5030			Courier	10,775	9,000	6,701	74.46%
5040			Legal	1,396	5,000	-	0.00%
5050			Miscellaneous Contracts		20,000		
			Total Contract Services	36,116	63,045	6,972	11.06%



**Basalt Regional Library District  
General Fund  
January 2024**

			YTD Actuals 12/31/23	2024 Budget	YTD Actuals 1/31/2024	Actuals vs Budget YTD %
5100		Insurance				
5110		Property & Liability Insur	36,329	38,509	39,214	101.83%
5120		Worker's compensation	1,484	2,519	1,782	70.75%
		Total Insurance	37,813	41,027	40,996	99.92%
5220		Professional Dev. & Memberships				
5230		Board	890	750	-	0.00%
5235		Employers Council	3,417	3,600	2,100	58.33%
5240		Library Association Dues	1,398	1,000	715	71.50%
5250		Spec District Ass'n Due	1,196	1,695	1,238	73.01%
5260		Staff	8,701	12,000	-	0.00%
5275		Volunteer Appreciation	453	1,000	-	0.00%
5276		Staff Appreciation	1,345	2,000	120	6.00%
5270		Travel expenses	8,083	9,000	-	0.00%
		Total Professional Dev. & Memberships	25,483	31,045	4,173	13.44%
5280		Publicity				
5290		Advertising - General	1,807	6,000	-	0.00%
5283		Anniversary Celebration	(755)		-	0.00%
5285		Radio	16,055	16,500	10,502	63.65%
5293		Signage	972	1,500	-	0.00%
5295		Social Media Ads	681	1,500	-	0.00%
5297		Targeted Newspaper Ads	5,896	7,000	-	0.00%
5286		Spanish Language Interpretation/Translating	1,933	6,000	140	2.33%
5287		Job Ads	1,207	2,000	-	0.00%
		Total Publicity	27,796	40,500	10,642	26.28%
5300		Supplies				
5310		Office Supplies	11,804	14,000	342	2.44%
5320		Technical Cataloging & Service	8,946	8,500	616	7.25%
5330		Postage & Shipping	1,133	500	-	0.00%
		Total Supplies	21,882	23,000	958	4.16%
5350		Treasurer's fees				
5360		Eagle fees	27,021	32,859	-	0.00%
5370		Pitkin fees	31,115	39,055	-	0.00%
		Total Treasurer's fees	58,136	71,914	-	0.00%
		<b>Total Administration</b>	<b>207,227</b>	<b>270,531</b>	<b>63,740</b>	<b>23.56%</b>
		<b>Facility Expenses</b>				

**Basalt Regional Library District  
General Fund  
January 2024**

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 1/31/2024	Actuals vs Budget YTD %
5410		Janitorial		55,583	55,000	71	0.13%
5420		Janitorial Supplies		8,343	9,000	688	7.65%
5430		Landscaping		11,873	13,835	-	0.00%
5440		Maintenance *Detailed List Attached		29,444	20,000	774	3.87%
5460		Snow Removal		4,620	4,898	-	0.00%
		<b>Total Facility Expenses (Maintenance)</b>		<b>109,863</b>	<b>102,733</b>	<b>1,533</b>	<b>1.49%</b>
5500		Utilities					
5510		Electric		7,980	8,000	-	0.00%
5515		Compost Collection System		1,403	1,871	-	0.00%
5520		Gas		15,326	17,798	2,760	15.51%
5530		Internet Connectivity		8,716	15,000	-	0.00%
5540		Sanitation		3,331	3,561	-	0.00%
5550		Telephone		6,130	8,930	-	0.00%
5560		Trash		8,346	9,847	735	7.47%
5570		Water		5,481	5,049	-	0.00%
		<b>Total Utilities</b>		<b>56,713</b>	<b>70,055</b>	<b>3,496</b>	<b>4.99%</b>
		<b>Total Facility Expenses</b>		<b>166,576</b>	<b>172,788</b>	<b>5,029</b>	<b>2.91%</b>
		<b><u>Library Programs</u></b>					
5610		Adult Program		15,277	11,000	-	0.00%
5612		Adult Materials		(35)	-	-	0.00%
5620		Children's		7,265	5,500	-	0.00%
5625		Children's Materials		84	-	-	0.00%
5634		Liquor License		665	400	-	0.00%
5633		Movie License		173	550	346	62.91%
5640		Music		23,166	17,000	-	0.00%
5650		Spanish Language		2,795	4,000	-	0.00%
5660		Teens		6,714	3,500	210	6.00%
5601		Summer Reading					
5601.01		Adult Summer Reading		2,133	1,000	-	0.00%
5601.02		Teen Summer Reading		2,147	2,500	-	0.00%
5601.03		Children's Summer Reading		5,893	5,500	-	0.00%
5601.04		Spanish Language Summer Reading		941	2,000	-	0.00%
5602		Community Events		9,194	15,000	-	0.00%
5675		Next Gen / Millennials		-	-	-	0.00%
		<b>Total Library Programs</b>		<b>76,413</b>	<b>67,950</b>	<b>556</b>	<b>0.82%</b>
		<b><u>Technology &amp; Equipment</u></b>					
		Copiers & Equipment					
5730		Lease		407	-	-	0.00%

**Basalt Regional Library District  
General Fund  
January 2024**

			YTD Actuals 12/31/23	2024 Budget	YTD Actuals 1/31/2024	Actuals vs Budget YTD %
5740		Service Agreement / Copy Usage	4,142	2,500	-	0.00%
5750		Copier Supplies	124	-	-	0.00%
		Total Copiers & Equipment	4,673	2,500	-	0.00%
5760		Marmot ILS System	92,577	99,910	26,121	26.14%
5770		Miscellaneous Parts	824	2,000	-	0.00%
5780		Support & Service Agreements				
5782		Adobe	1,470	-	-	0.00%
5784		Appointment Booking	144	-	-	0.00%
5788		Domain / Network Solutions	154	-	-	0.00%
5795		Emma	1,356	-	695	Not Budgeted
5802		Google Cloud G Suite	3,498	-	-	0.00%
5830		Livechat Website	240	-	-	0.00%
5820		Planning Center / Tockify	260	-	-	0.00%
5825		Webpage Builder	690	-	-	0.00%
5828		Zoom	150	-	-	0.00%
5781		Marketing & Graphic Design		2,500		
5783		Website Tools	2,006	2,500	-	
5785		Communication & Time Management		4,500		
		Total Support & Service Agreements	9,967	9,500	695	7.31%
5840		Tech Labor & Repair	-	-	-	0.00%
		<b>Total Technology</b>	<b>108,041</b>	<b>113,910</b>	<b>26,815</b>	<b>23.54%</b>
		<b>Collections</b>				
5910		Audio				
5920		Adult BCD	3,528	3,000	-	0.00%
5922		Spanish Audio Adult	525	500	-	0.00%
5924		Spanish Audio Youth	321	500	-	0.00%
5930		Youth Audio	1,312	3,000	-	0.00%
		Total Audio	5,686	7,000	-	0.00%
6000		Books & Magazines				
6010		Adult fiction books	10,835	12,000	-	0.00%
6020		Adult non-fiction books	13,267	12,000	-	0.00%
6025		Board Games	398	500	-	0.00%
6030		Juvenile Fiction	8,438	9,100	-	0.00%
6040		Juvenile Non-Fiction	2,094	4,000	-	0.00%
6045		Large Print	2,421	2,000	-	0.00%
6050		Print Subscriptions	4,082	4,500	-	0.00%
6055		Replacement Books - Purchased	2,100	1,500	-	0.00%

**Basalt Regional Library District  
General Fund  
January 2024**

			YTD Actuals 12/31/23	2024 Budget	YTD Actuals 1/31/2024	Actuals vs Budget YTD %
6060		Spanish Adult fiction	1,963	2,000	-	0.00%
6070		Spanish adult non-fiction	948	1,500	-	0.00%
6080		Spanish children's books	4,341	5,000	-	0.00%
6100		YA Fiction	5,754	3,500	-	0.00%
6110		YA Non-Fiction	1,559	1,700	-	0.00%
6120		Special Items	2,322	2,000	-	0.00%
		<b>Total Books</b>	<b>60,524</b>	<b>61,300</b>	<b>-</b>	<b>0.00%</b>
6200		<b>Digital Resources</b>				
6210		<u>Annual Subscriptions:</u>				
6240		Ency Britannica	493	-	509	Not Budgeted
6250		Gale Public	2,035	-	1,597	Not Budgeted
6270		Mango Languages	-	4,000	4,111	102.79%
6275		New York Times	100	-	-	0.00%
6280		Tumblebooks	(52)	-	-	0.00%
6285		Wallstreet Journal	434	-	-	0.00%
6295		Pebble Go	1,469	-	1,763	Not Budgeted
6300		<u>Downloadable Titles:</u>				
6305		Kanopy	6,000	6,000	-	0.00%
6308		OCLC World Share	-	-	-	0.00%
6320		Overdrive	20,816	25,000	-	0.00%
6340		Online Databases	146	7,500	2,804	37.39%
6350		Online Newspaper Subscriptions		2,000		
		<b>Total Digital Resources</b>	<b>31,440</b>	<b>44,500</b>	<b>10,785</b>	<b>24.24%</b>
6400		<b>Media</b>				
6410		Adult Music	-	-	-	0.00%
6420		Juvenile Music	66	-	-	0.00%
6430		Adult Movies	6,145	6,000	-	0.00%
6440		Juvenile Movies	735	1,000	-	0.00%
6460		Video / Games	768	800	-	0.00%
		<b>Total Media</b>	<b>7,714</b>	<b>7,800</b>	<b>-</b>	<b>0.00%</b>
		<b>Total Collections</b>	<b>105,363</b>	<b>120,600</b>	<b>10,785</b>	<b>8.94%</b>
6800		<b>Restricted Funds</b>				
6801		Restricted Exp - Misc	-	40,000	-	0.00%
		<b>Total Restricted Funds</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>0.00%</b>
		<b>Total Operating expenses</b>	<b>663,620</b>	<b>785,779</b>	<b>106,925</b>	<b>13.61%</b>
6900		<b>Payroll Expenses</b>				

**Basalt Regional Library District  
General Fund  
January 2024**

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 1/31/2024	Actuals vs Budget YTD %
6910		Payroll		858,559	1,031,652	69,713	6.76%
6920		Payroll Service		6,343	8,000	833	10.41%
6930		Payroll Taxes		68,510	83,000	5,718	6.89%
6940		Retirement Plan		26,048	25,250	1,493	5.91%
6950		Health Insurance		102,207	130,500	8,495	6.51%
6960		Life Insurance		-	750	-	0.00%
6965		STD/LTD		-	3,500	-	0.00%
6970		FAMLI		7,222	9,250	-	0.00%
6957		Background Check		2,750	950	-	0.00%
		<b>Total Payroll Expenses</b>		<b>1,071,638</b>	<b>1,292,852</b>	<b>86,252</b>	<b>6.67%</b>
<b>TOTAL EXPENDITURES</b>				<b>1,735,258</b>	<b>2,078,631</b>	<b>193,177</b>	<b>9.29%</b>
<b>Net General Fund Income/(Loss)</b>				138,633	53,069	(184,829)	
		Allocation to Capital Reserve Outlay		600,000	90,000	-	0.00%
		Allocation to Bond Repayment					
<b>General Fund Balance</b>				<b>1,366,807</b>	<b>1,430,513</b>	<b>1,181,979</b>	<b>82.63%</b>



**Basalt Regional Library District  
Capital Reserve Fund  
January 2024**

		YTD Actuals 12/31/23	2024 Budget	YTD Actuals 1/31/2024	Actuals vs Budget YTD %	2024 Forecast	2025 Prelim Budget	Budget Assumptions
<b>Capital Reserve Beginning Fund Balance</b>		<b>602,128</b>	<b>1,159,066</b>	<b>1,150,083</b>	(8,984)	<b>602,128</b>	<b>651,066</b>	
<b>REVENUES</b>								
7210	Allocation From General Fund	600,000	90,000	-	0.00%	90,000	90,000	Per Mgr Estimate
7230	Interest Earned - Reserve Fund	58,509	35,000	6,661	19.03%	<b>58,249</b>	35,000	
<b>TOTAL REVENUES</b>		<b>658,509</b>	<b>125,000</b>	<b>6,661</b>	<b>5.33%</b>	<b>148,249</b>	<b>125,000</b>	
<b>EXPENDITURES</b>								
8310	Miscellaneous	8,786	10,000	-	0.00%	10,000	10,000	
8310.03	Conference Room - A/V Replace	12,639	10,000	-	0.00%	12,639	10,000	
8310.04	Computers - Patron	21,136	12,000	-	0.00%	17,630	12,000	
8310.05	Computers - Staff	9,932	12,000	-	0.00%	10,000	12,000	
8310.06	EV Charging Station	6,042	-	-	0.00%	6,042	-	
8310.08	Lighting Control System Replacement	6,944	-	-	0.00%	7,000	-	
8310.09	Fiber Cable	-	5,000	-	0.00%	-	5,000	
8310.10	Handrail for Tent Area	6,000	-	-	0.00%	6,000	-	
8310.11	Painting - Interior	19,075	-	-	0.00%	-	-	
8310.13	Security Cameras	-	10,000	-	0.00%	10,000	10,000	
8310.15	Roof	-	700,000	-	0.00%	-	700,000	
8310.16	Remove Solar from Roof	-	50,000	-	0.00%	-	50,000	
8310.17	Consulting Engineer	20,000	-	-	0.00%	20,000	-	
8310.18	Furniture and Fixtures	-	50,000	-	0.00%	-	50,000	
8310.19	Replace telephone system	-	10,000	-	0.00%	-	10,000	
8310.20	Replace kitchen appliances	-	2,500	-	0.00%	-	2,500	
<b>TOTAL EXPENDITURES</b>		<b>110,554</b>	<b>871,500</b>	<b>-</b>	<b>0.00%</b>	<b>99,311</b>	<b>871,500</b>	
<b>Net Fund Income/(Loss)</b>		<b>547,954</b>	<b>(746,500)</b>	<b>6,661</b>	<b>-0.89%</b>	<b>48,938</b>	<b>(746,500)</b>	
<b>Capital Reserve Fund Balance</b>		<b>1,150,083</b>	<b>412,566</b>	<b>1,156,743</b>	<b>280.38%</b>	<b>651,066</b>	<b>(95,434)</b>	

**Basalt Regional Library District  
General Fund  
January 2024**

<b>Date</b>	<b>Name</b>	<b>Category</b>	<b>Memo</b>	<b>Amount</b>
01/01/24	Orkin	Pest Control	Jan through September Fees	\$ 483.81
01/01/24	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 01/01/24 - 02/29/24	\$ 160.50
01/01/24	Acme Alarm Company	Alarm / Monitoring	1st Qtr 2024	\$ 129.39
<b>Sub-Total January</b>				<b>\$ 773.70</b>

**Grand Total** \$ 773.70

Alarm / Monitoring	\$ 289.89
Electrical	\$ -
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ -
Inspection / Testing	\$ -
Pest Control	\$ 483.81
Plumbing / Heating	\$ -
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ -
	<u><u>\$ 773.70</u></u>



**BASALT REGIONAL LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE LIST**  
December 23 - February 8

<b>BUDGET DESCRIPTION</b>	<b>PAYEE</b>	<b>AMOUNT</b>
Accounting	*Bill.com	235.63
Accounting	*Square Services	35.00
Adult	Courtney Keller	700.00
Adult BCD	Blackstone Publishing	35.50
Adult BCD	Playaway Products	161.48
Adult Movies	Buckin Bulls Film Llc	23.92
Advertising - General	Colorado Mountain News Media	703.00
Cap Res Exp- Painting-Interior	Todd Hill Painting & Faux Finishing	13,408.00
Capital Reserve Exp-Pub Comp	AWE Acquisition Inc	3,506.00
Children's	Imagination Library of Colorado	86.39
Children's	Raising a Reader	300.00
Compost Collection System	EverGreen ZeroWaste	168.00
Electric	*Holy Cross Energy	924.30
FAMLI	*Colorado Family And Medical Leave	1,792.65
Gas	*Black Hills Energy	4,804.64
Internet Connectivity	Ena Services Llc	243.04
Janitorial	Alsco	142.44
Janitorial / Maintenance	Grizzly Creek Enterprises, Inc.	4,592.90
Janitorial Supplies	Aspen Maintenance Supply	1,266.34
Legal	Garfield & Hecht, P.C.	100.00
Maintenance	Lassiter Electric Inc.	1,365.00
Maintenance	Young Services	1,117.37
Mango Languages	Mango Languages	4,111.46
Marmot ILS System	Colorado Alliance of Research	1,500.00
Marmot ILS System	Marmot Library Network, Inc.	24,620.65
Multiple	*Divvy	7,626.12
Multiple	Ingram Library Services	9,198.21
Multiple	Midwest Tape	227.46
Music	Amanda Gessler	800.00
Music	Roaring Fork Music Society	500.00
Office Supplies	Basalt Office & Art Supply	111.80
Office Supplies	Dexter, Sandra	45.76
Office Supplies	ODP Business Solutions	251.31
Overdrive	Overdrive, Inc	2.99
Payroll Liabilities	*TIAA-CREF	5,575.28
Payroll Service	*Paychex Payroll Service	833.00
Payroll Taxes	*Colorado State Treasurer - Unemployment	398.37
Prepaid Expense	Acme Alarm Company	129.39
Prepaid Expense	Cengage Learning	2,950.00
Prepaid Expense	CLiC - Colorado Library Consortium	10,698.34
Print Subscriptions	EBSCO	3,222.59
Property & Liability Insur	Colorado Special Districts Property & Lia	39,214.00
Radio Advertising	Aspen Public Radio	5,102.00

**BASALT REGIONAL LIBRARY DISTRICT  
ACCOUNTS PAYABLE LIST  
December 23 - February 8**

<b>BUDGET DESCRIPTION</b>	<b>PAYEE</b>	<b>AMOUNT</b>
Radio Advertising	Carbondale Community Access Radio	5,400.00
Replacement Books - Purchased	Greg Topper	20.00
Service Agreement	Image Net Consulting	734.47
Staff Appreciation	Cathy Click	120.00
Targeted Newspaper Ads	Aspen Daily News	191.26
Targeted Newspaper Ads	The Sopris Sun	210.00
Technical Cataloging & Service	Demco	251.84
Teen	Aspen Science Center	405.00
Telephone	Century Link	496.96
Translation / Interpretation	Convey Language Solutions	542.23
Translation / Interpretation	Dulce Andrea Suarez	315.00
Trash	Waste Management	735.21
Water	Town of Basalt	1,259.48
Website Tools	EVmatch	800.00
Website Tools	Springshare LLC	1,998.00
Wellness/Health Insurance	CEBT Willis of Colorado	8,762.76
<b>Grand Total</b>		<b><u>\$ 175,072.54</u></b>



VISA

Statement: 12/15/2023 -  
01/15/2024

## Monthly statement

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly\*

We appreciate you.

Your statement balance as of 01/15/2024 is

**\$7,626.12**

You are set up on automatic payments.

*\*The automatic payment amount that will be pulled  
includes your current balance plus any activity  
before your payment due date.*

## Summary

Previous balance	\$5,510.40
Payments	\$5,510.40
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$7,626.12
<b>Statement balance</b>	<b>\$7,626.12</b>



## Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
12/15/2023	**** 7327	AMZN Mktp US*J85ZN27W3	\$193.90	Kristen A Doyle
12/15/2023	**** 7327	AMZN Mktp US*IN4ZL5083	\$99.89	Kristen A Doyle
12/15/2023	**** 7327	AMAZON.COM*C09GZ0QQ3	\$229.97	Kristen A Doyle
12/15/2023	**** 0011	CITY-MARKET #0433	\$15.96	Elizabeth DeWetter
12/16/2023	**** 2151	ADOBE *ACROPRO SUBS	\$239.88	Christy Baumgarten
12/17/2023	**** 5068	AMZN Mktp US*FM3MC1003	\$49.92	Elena Marquez
12/18/2023	**** 5068	AMZN Mktp US*TQ7NP81M3	\$78.78	Elena Marquez
12/18/2023	**** 4228	WHENIWORK.COM	\$456.00	Laura Baumgarten
12/18/2023	**** 5068	AMZN Mktp US*FR3VX87Y3	\$71.03	Elena Marquez
12/18/2023	**** 5068	AMZN Mktp US*EH7NP7L43	\$65.36	Elena Marquez
12/19/2023	**** 0011	SEED SAVERS EXCHANGE INC.	\$30.00	Elizabeth DeWetter
12/19/2023	**** 5068	AMZN Mktp US*Q58T69MN3	\$94.85	Elena Marquez
12/20/2023	**** 5068	AMAZON.COM*T48SV4NX3	\$120.51	Elena Marquez
12/20/2023	**** 7327	CITY-MARKET #0433	\$44.01	Kristen A Doyle
12/22/2023	**** 5068	AMZN Mktp US*S76487WF3	\$23.77	Elena Marquez
12/22/2023	**** 3174	AMZN Mktp US*QI05Z4GG3	\$49.94	Sandra F Dexter
12/24/2023	**** 5068	REFORMA	\$40.00	Elena Marquez
12/24/2023	**** 2151	ADOBE *CREATIVE CLOUD	\$359.88	Christy Baumgarten
12/26/2023	**** 5068	AMZN Mktp US*OP6097QC3	\$47.96	Elena Marquez
12/27/2023	**** 3174	AMZN Mktp US*L380I54X3	\$7.99	Sandra F Dexter
12/27/2023	**** 3174	Amazon.com*073C44TL3	\$35.70	Sandra F Dexter
12/28/2023	**** 3174	AMZN Mktp US*XM3YM6NW3	\$14.36	Sandra F Dexter
12/29/2023	**** 5736	BASALT PRINTING	\$88.86	Delaney A Meyers
12/29/2023	**** 3174	AMZN Mktp US*5N3F58KD3	\$16.92	Sandra F Dexter

DATE	CARD	MERCHANT	AMOUNT	NAME
01/02/2024	**** 2151	GOOGLE *GSUITE_BASALTL	\$316.80	Christy Baumgarten
01/03/2024	**** 7327	VALLEY LUMBER - BASALT	\$72.95	Kristen A Doyle
01/03/2024	**** 2151	TMOBILE POSTPAID WEB	\$664.74	Christy Baumgarten
01/03/2024	**** 0011	AMZN Mktp US*TK0TG6PLO	\$24.58	Elizabeth DeWetter
01/04/2024	**** 0011	AMZN Mktp US*TK88G4590	\$58.80	Elizabeth DeWetter
01/04/2024	**** 0011	THRIFT BOOKS GLOBAL, LLC	\$63.48	Elizabeth DeWetter
01/04/2024	**** 3174	AMZN Mktp US*Y56PL5PG3	\$61.94	Sandra F Dexter
01/05/2024	**** 2151	DRI*PRINTING SERVICES	\$111.51	Christy Baumgarten
01/05/2024	**** 1835	TIMBOS PIZZA	\$26.59	Brittany Crooke
01/05/2024	**** 1835	THRIFT BOOKS GLOBAL, LLC	\$29.94	Brittany Crooke
01/06/2024	**** 1835	THRIFT BOOKS GLOBAL, LLC	\$31.46	Brittany Crooke
01/06/2024	**** 3174	DREAMTIME WATER DIST	\$137.00	Sandra F Dexter
01/06/2024	**** 9304	AMZN Mktp US*TK39Y5JC1	\$24.94	Amy Shipley
01/07/2024	**** 1835	Amazon.com*TK4JK4HM2	\$89.60	Brittany Crooke
01/08/2024	**** 4228	AMERLIBASSOC ECOMMERCE	\$81.00	Laura Baumgarten
01/08/2024	**** 4228	AMERLIBASSOC ECOMMERCE	\$81.00	Laura Baumgarten
01/08/2024	**** 4228	AMERLIBASSOC ECOMMERCE	\$81.00	Laura Baumgarten
01/08/2024	**** 2151	TOCKIFY WEB CALENDAR	\$8.08 (\$0.08 foreign fee)	Christy Baumgarten
01/08/2024	**** 4228	MARITZ AT&L* ALA	\$1,464.00	Laura Baumgarten
01/08/2024	**** 9304	AMZN Mktp US*RT76W6JF0	\$15.99	Amy Shipley
01/09/2024	**** 1835	AMZN Mktp US*TK1P08SP1	\$29.90	Brittany Crooke
01/10/2024	**** 0011	CITY MARKET 447	\$4.49	Elizabeth DeWetter
01/10/2024	**** 5736	CITY-MARKET #0433	\$194.41	Delaney A Meyers
01/10/2024	**** 2151	Moo Print	-\$8.70	Christy Baumgarten
01/11/2024	**** 0011	DOLLARTREE	\$50.34	Elizabeth DeWetter
01/11/2024	**** 7327	AMZN Mktp US*RT4QU70A1	\$49.30	Kristen A Doyle
01/12/2024	**** 5736	BASALT MOUNTAIN INN	\$1,182.60	Delaney A Meyers
01/12/2024	**** 3174	NESPRESSO USA INC	\$163.00	Sandra F Dexter

DATE	CARD	MERCHANT	AMOUNT	NAME
01/12/2024	**** 1835	TIMBOS PIZZA	\$55.91	Brittany Crooke
01/12/2024	**** 9304	AMZN Mktp US	-\$24.94	Amy Shipley
01/13/2024	**** 0011	CITY-MARKET #0433	\$8.97	Elizabeth DeWetter
<b>Total</b>			<b>\$7,626.12</b>	

## **MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between the BASALT REGIONAL LIBRARY DISTRICT (the "library") and the BASALT REGIONAL LIBRARY TRUST, INC., a Colorado 501c3 nonprofit corporation (the "Trust"), both parties of Basalt, Colorado.

### **RECITALS**

The Trust was formed in 2020 with a mission to support and promote the library and the services it offers through fundraising, partnering with the library on grant and other funding opportunities, and volunteer efforts.

The library affords our community free and equitable access to information, tools and connections that nurture lifelong learning in a safe and welcoming space.

The library will collaborate with and provide support to the Trust to facilitate its operations and the fulfillment of its stated mission.

The parties desire to enter into this Agreement is to set forth the manner in which the parties hereto will collaborate with and support one another for the benefit of the library.

### **AGREEMENT**

#### **ROLE OF EACH ENTITY**

The Library and the Trust are two separate entities.

The Executive Director of the Library reports to the Library Board and the Library Board will direct his/her activities. As such, the Executive Director of the Library is the liaison between the two entities and will communicate relevant opportunities, needs, and wants between the Trust and the Library.

The Library Board of Trustees supports the work of the Trust, directs the work of the Executive Director of the Library, and communicates with the Trust through the Executive Director of the Library.

The Trust provides access to fundraising opportunities that support the mission of the library. The Trust communicates with the Library Board of Trustees through the Executive Director of the library.

#### **TRUST RESPONSIBILITIES**

##### Grants and Fundraising

The Trust will raise funds through grants and other activities that will benefit the library. Funds received by the Trust for the benefit of the library will be administered and disbursed in accordance with the terms of the grant awarded and/or in accordance with any restrictions from the donor. The Trust will work cooperatively and collaboratively with the library in all grant and fundraising efforts.

##### Financial Management

The Trust will hold and conduct its financial affairs independently from those of the library.

Funds held by the Trust will be held in a bank account.

The Trust will contract with an accountant to manage the funds it holds. The Trust will raise funds to cover this cost.

Transfer of Funds to the Library

*Restricted Funds*

Any restrictions placed on funds by donors will be communicated to the library so that the library can honor those restrictions.

*Unrestricted Funds*

Funds that are unrestricted will be noted as such so the library knows they are unrestricted.

*Funding Requests from the Library*

The Trust will transfer funds it has raised for the benefit of the library to the library upon request from the Executive Director of the library.

Communication with Library Board of Trustees

The Trust Board will give a quarterly report to the Library Board of Trustees both in writing for their board packet, and in-person at the Library Board meeting. Otherwise, any communication to the Library Board of Trustees will go through the Executive Director of the library.

**LIBRARY RESPONSIBILITIES**

Grants and Fundraising

The library will apply for grants in the name of the Trust using the Trust’s Federal Tax Identification Number. The library will ask the Trust for its help with other fundraising opportunities. Funds received by the library from the Trust will be administered in accordance with the terms of the grant awarded and/or in accordance with any restrictions from the donor. The library will work cooperatively and collaboratively with the Trust in all grant and fundraising efforts.

Personnel

The Executive Director of the library will work closely with the Trust Board .

Marketing and volunteer activities

The library marketing staff and volunteer coordinator will assist the Trust with marketing and volunteer support for the Trust and the Trust’s programs, events, and efforts that support the library, as needed.

Requesting Funding

The library, through the Executive Director, will request funds from the Trust in order to complete the goals and directives of the donors and grantors.

Reporting

The library will report quarterly to the Trust how funds transferred to the library from the Trust are expended.

\_\_\_\_\_  
Elaine Nagey  
Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nina Itin  
Library Trust Board President

\_\_\_\_\_  
Date



## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, ~~2021-2024~~ by and between the BASALT REGIONAL LIBRARY DISTRICT (the "Library") and the BASALT REGIONAL LIBRARY TRUST, INC., a Colorado 501c3 nonprofit corporation (the "Trust"), both parties of Basalt, Colorado.

### RECITALS

The Trust was formed in 2020 with a mission to support and promote the Library and the services it offers through fundraising, partnering with the Library on grant and other funding opportunities, and volunteer efforts.

The Library affords our community free and equitable access to information, tools and connections that nurture lifelong learning in a safe and welcoming space.

The Library will collaborate with and provide support to the Trust to facilitate its operations and the fulfillment of its stated mission.

The parties desire to enter into this Agreement is to set forth the manner in which the parties hereto will collaborate with and support one another for the benefit of the Library.

### AGREEMENT

#### ROLE OF EACH ENTITY

The Library and the Trust are two separate entities.

The Executive Director of the Library reports to the Library Board and the Library Board will direct his/her activities. As such, the Executive Director of the Library is the liaison between the two entities and will communicate relevant opportunities, needs, and wants between the Trust and the Library.

The Library Board of Trustees supports the work of the Trust, directs the work of the Executive Director of the Library, and communicates with the Trust through the Executive Director of the Library.

The Trust provides access to fundraising opportunities that support the mission of the Library. The Trust communicates with the Library Board of Trustees through the Executive Director of the Library

#### TRUST RESPONSIBILITIES

##### Grants and Fundraising

~~The Trust will identify and apply for grants~~The Library Trust will and raise funds through grants and other activities that will benefit the Library. Funds received by the Trust for the benefit of the Library will be administered and disbursed in accordance with the terms of the grant awarded and/or in accordance with any restrictions from the donor. The Trust will work cooperatively and collaboratively with the Library in all grant and fundraising efforts.

##### Financial Management

The Trust will hold and conduct its financial affairs independently from those of the Library.

Funds held by the Trust will be held in a bank account.

The Trust will contract with an accountant to manage the funds it holds. The Trust will raise funds to cover this cost.

Transfer of Funds to the Library

*Restricted Funds*

Any restrictions placed on funds by donors will be communicated to the Library so that the Library can honor those restrictions.

*Unrestricted Funds*

Funds that are unrestricted will be noted as such so the Library knows they are unrestricted.

*Funding Requests from the Library*

The Trust will transfer funds it has raised for the benefit of the Library to the Library upon request from the Executive Director of the Library.

Communication with Library Board of Trustees

The Trust Board will give a quarterly report to the Library Board of Trustees both in writing for their board packet, and in-person at the Library Board meeting. Otherwise, any communication to the Library Board of Trustees will go through the Executive Director of the Library.

LIBRARY RESPONSIBILITIES

Grants and Fundraising

The Library will apply for grants in the name of the Library Trust using the Trust’s Federal Tax Identification Number. The Library will ask the Trust for its help ~~on Library-identified grant and~~ fundraising opportunities. Funds received by the Library from the Trust will be administered in accordance with the terms of the grant awarded and/or in accordance with any restrictions from the donor. The Library will work cooperatively and collaboratively with the Trust in all grant and fundraising efforts.

Personnel

The ~~Executive Director of the Library Development Coordinator~~ will work closely with the Trust Board ~~at the direction of the Executive Director of the Library.~~

Marketing and volunteer activities

The Library marketing staff and volunteer coordinator will assist the Trust with marketing and volunteer support for the Trust and the Trust’s programs, events, and efforts that support the Library, as needed.

Requesting Funding

The Library, through the Executive Director, will request funds from the Trust in order to complete the goals and directives of the donors and grantors.

Reporting

The Library will report quarterly to the Trust how funds transferred to the Library from the Trust are expended.

\_\_\_\_\_  
Enid Ritchy  
Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lynn Nichols

\_\_\_\_\_  
Library Trust Board President

---

Date