

Basalt Regional Library District Board of Trustees Meeting
Monday, January 16, 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 December 14, 2022 Board Meeting
 - December 2022 Accounts Payable
- Suggested motion: I move to approve the December approval items
- 5:30 PM Library Trust Report, *Nina Itin*
- 5:45 PM Discussion of Statistics, *Amy Shipley*
- 6:00 PM Discussion on potential ballot measure strategy – talking to our stakeholders, *Lead: Amy Shipley*
- 6:20 PM Discussion on how to include BOCC in Board Trustee Appointment Process, *Lead: Carolyn Kane*
- 6:50 pm 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?
- 7:20 PM Financial Forecasting, *Amy Shipley*
- 7:35 PM Director's Report, *Amy Shipley, Executive Director*
Annual Year-end Report

- 7:50 PM Committee Chair Reports:
- Bylaws Committee: *Carolyn Kane, chair*
 - Facilities Committee: *Jim Albert, chair*
 - Finance Committee: *Carolyn Kane, chair*
 - December 2022 Financials
 - Annual Budget Message
 - Personnel Committee: *Enid Ritchy, chair*
 - Policy Committee: *Becky Musselman, chair*

ACTION ITEMS

- 8:10 PM Appointment of Nominating Committee
- Board Term Expiration
 - Board Committees
- 8:20 PM 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.
- 8:25 PM Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Minutes

Wednesday, December 14, 2022

Call to Order

Enid called the meeting to order at 5:15 PM

- Board members to wear their name tags in public, *when at library events*

Citizen Comments

None

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 Members Present: Amy Shipley, Kristen Doyle

Citizens Present: Yessica Lasso and Astrid Recinos

Board Comments

Board packet looks great this week

Approval Items - Amy Shipley suggested there can be a motion to have these approved together

- November Accounts Payable
 - Change budget to be organized by budget description to make it easier to understand, also want descriptions to be in full words, not abbreviations
 - Clarification on budget item - legal fees associated with current legal case
- Enid moved and Jim seconded the motion to approve the minutes and the accounts payable. The motion passed unanimously.

Announcement of upcoming board vacancies and discussion of process for filling vacancies, *Margaret Simmons, Board Secretary*

- There will be two board vacancies next year
 - Jim Albert (May renew)
 - Becky Musselman (Rotating out)
 - Trustee and Vice President positions
- Need to develop a nominating committee to contact folks who may be interested?
- Becky explained that in the past it is open to the public, nominating committee not needed in initial step of having folks apply to be on board
- Board members with terms expiring that plan to return need to send letter of intent to county commissioners
- Amy asked - how would the board like the vacancy to be posted/promoted?
 - Word of mouth

- Anything that is free
- Newspaper
- When to post?
- When do we want interviews?
- January - ideally as early as possible due to time it takes to select and onboard new members
- Amy Shipley will work with Enid on making application process as clear as possible, posting it in the newspaper of record in January with goal of having interviews in February, and reaching out to county commissioners
- Amy Shipley will be contacting county commissioners and share process
- Carolyn - when County Commissioners are more involved in the process, it is a more objective process
 - Avoid board members electing their friends
- Bylaws may need to be double checked, may need to be changed depending on how board would like to move forward
- Pushback in the past from county commissioners who did not want to make this decision and kicked it back to the board
- Concerns with having an outside group having total control - what if we had a county commissioner who did not value intellectual freedom?
- Legally, county commissioners do have responsibility to appoint
- Amy Shipley's past experience is having the board of trustees make a recommendation to the county commissioners, who then confirm decision or inform board they need to further their search
- Carolyn would like the interview process to be more collaborative with county commissioners
- Carolyn suggested discussing this more at the January meeting
- Enid - we have a ton of work to do! We need to get new board members on board quickly, scheduling difficulties potentially prolong process
- Becky Musselman shared with the board and Yessica that they would love for Yessica to apply to be a board trustee

Director's Report, Amy Shipley, Executive Director

- Spotlights are here, will be installed January 9
- Mark your calendar for January 13, 6PM - 8 PM - Library Legends Community Party
 - Book giveaways
 - Live band
 - Bar
 - Free food
 - Invite folks into the library
 - Come as you are!
 - If you'd like to volunteer to help out, be here at 5 PM! Most board members indicated they are available to volunteer
 - Board asked if we could get a banner

- Strong recommendation for The Whole Empanada as food vendor from Jim
- Not a ton of activities - just a time to come hang out
- Working on strategy to promote this event to our Latino community members
- Amy got a proposal on roof engineering project today (RFP)
 - Facilities committees will meet in January, would like that committee to be interviewing group
- Gaby was wildly successful at the Guadalajara International book fair in collecting books
- Meghan (accountant) has confirmed she will stay on at full capacity until we have hired a replacement
- Amy is looking into opening this position to a remote position, as we are not getting qualified local candidates
- Will see a charge for EV charging stations in library statements, but we will be reimbursed by the State of Colorado in about a month from submitting the final report

Committee Reports:

Bylaws Committee: *Carolyn Kane, chair*

Nothing to report, will meet next in 2023

Facilities Committee: *Jim Albert, chair*

Nothing to report, will meet next in 2023

Finance Committee: *Carolyn Kane, chair*

November 2022 Financials

Total revenues is slightly greater than budgeted

Over budget

- Facilities
- Utilities
- Programs

Underspent

- Technology
- Collections
- Operations
- Payroll

Overall - have spent 88% of budget

2023 Budget - Final draft with recent updates

- The only thing that has changed in revenues is mill levy revenues for next year - based on adjustment received at the end of November, small change
- Budget shared today in the board packet has been updated to include all changes and corrections, but nothing has really changed from October meeting

Personnel Committee: *Enid Ritchy, chair*

Board needs to decide today on renewing executive director contract

Policy Committee: *Becky Musselman, chair*

Nothing to report, will meet next in 2023

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?

Enid suggested board members take these questions home and reflect on them and have board members discuss in depth at the next board meeting. Enid thanked Elaine for the thoughtfulness of this discussion.

Discussion and possible vote to pass Resolution 2022-01 RESOLUTIONS OF BASALT REGIONAL LIBRARY DISTRICT TO ADOPT 2023 BUDGET

- Amy Shipley explained resolution
 - Page 1: set the budget
 - Page 2: set the mill levies/mill rate
 - Rate is the same for both Pitkin and Eagle county, amount differs because of differences in county size
 - Valuations are not entire county - just portions that are in-district
 - Page 3: Explaining to authorities what our expenditures will be
 - If we spend more than this, we have to submit an amended budget
 - Page 4: "Therefore we adopt this resolution"
- Amy clarified small corrections from previous versions for Carolyn
- Eric moved and Jim seconded the motion to adopt the resolution as presented. The resolution passed unanimously

Discussion and possible vote to approve BRLD annual timeline, *Amy Shipley*

- Amy explained a few small changes to the BRLD annual timeline
- Jim moved and Elaine seconded the motion to approve the BRLD annual timeline. The vote passed unanimously

Discussion and possible vote on 2023 Board Meeting schedule, *Amy Shipley*

- Policy and Facilities committees are flexible, some may change throughout the year
- Finance and Board committee don't change
- Small change - additional Finance Committee meeting in November to allow more time to review and approve budget
- Eric moved and Jim seconded the motion to approve the 2023 Board Meeting schedule. The vote passed unanimously.

Discussion and possible vote to direct Board President and Executive Director to sign Executive Director's 2023 contract, *Enid Ritchy, Amy Shipley*

- Jim moved and Margaret seconded the motion to direct the Board President and Executive Director to sign the Executive Director's 2023 contract.

Adjourn Meeting

Enid moved and Elaine seconded the motion to adjourn the meeting. The motion passed unanimously.

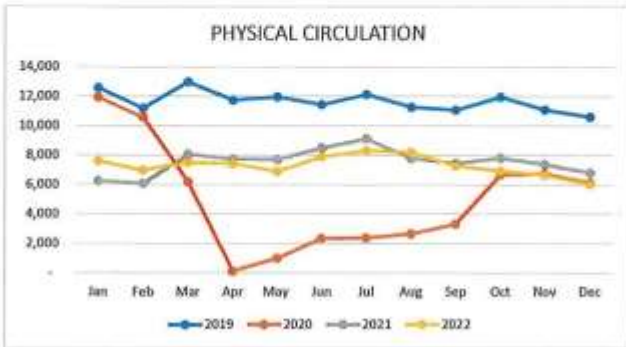
Happy holidays!

Respectfully submitted,

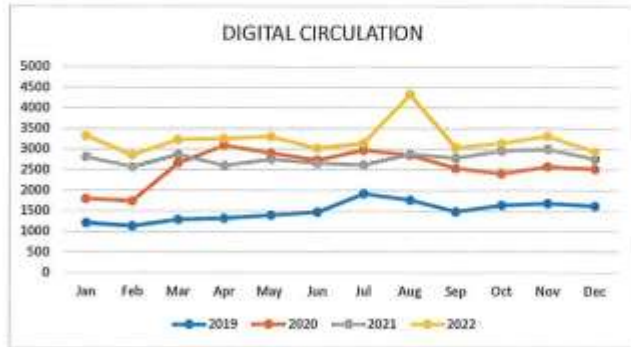
Margaret Simmons, Secretary

Date

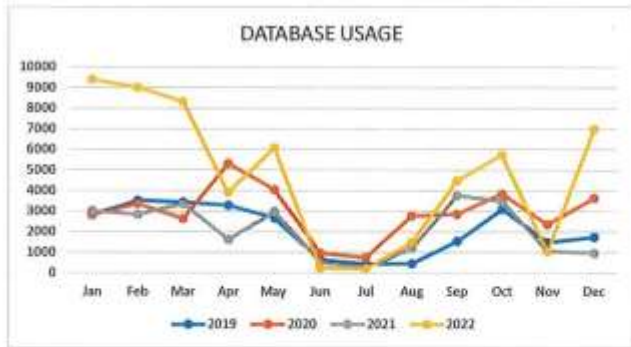
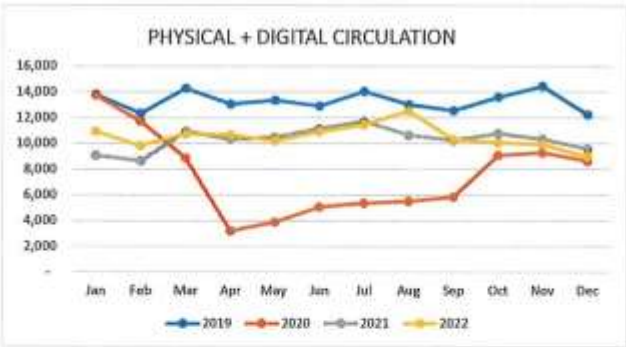
Circulation Statistics



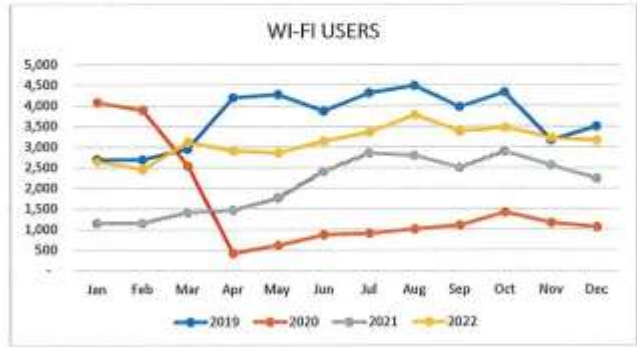
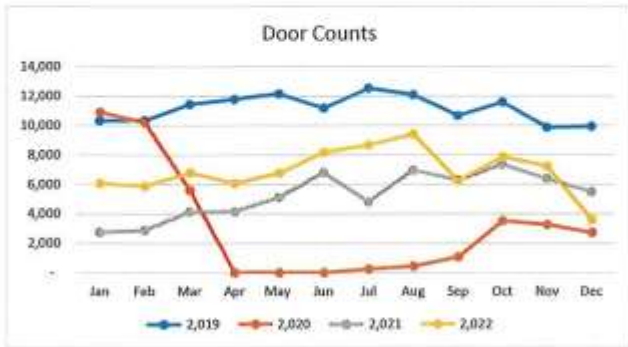
All physical items for checkout inside the library



Ebooks
Eaudio books
Emagazines
Kanopy movies



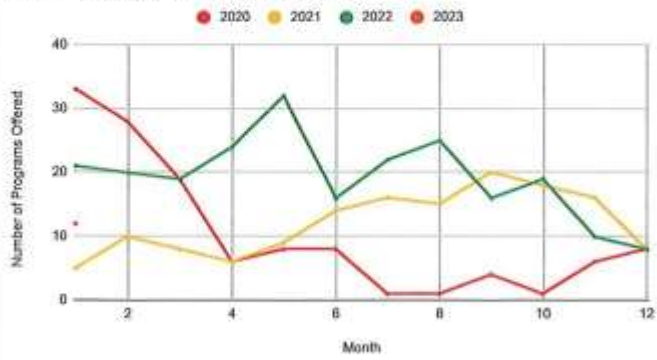
Facilities Usage



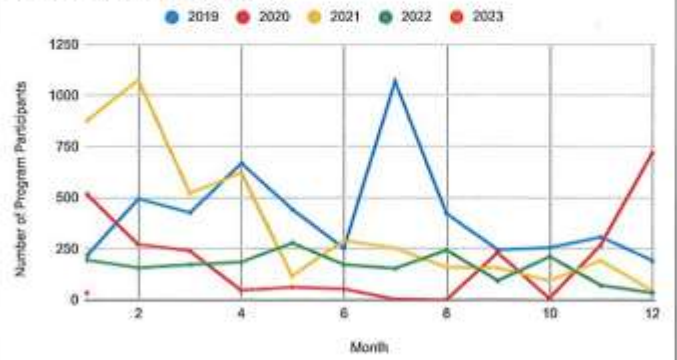
Door Counts - Missed 1 day in July 2022
 Door Counter main entrance broken 8 days in September 2022
 Door Counts - Missed 8 days in July 2021
 Door Counter broken several months in 2020



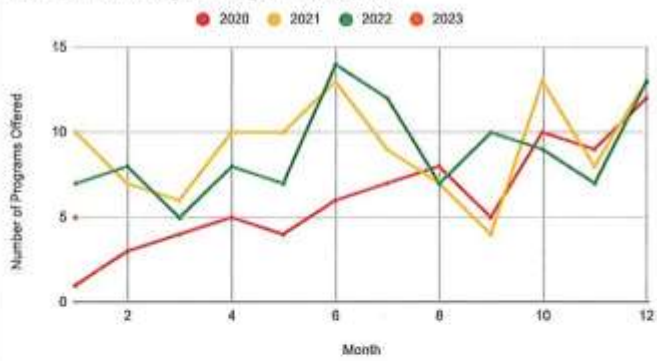
Number of Adult Programs Offered



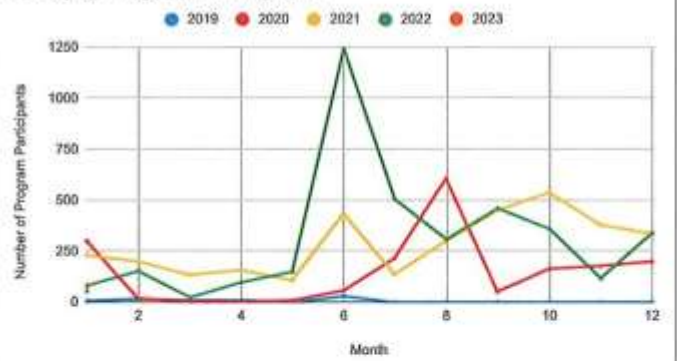
Adult Program Attendance



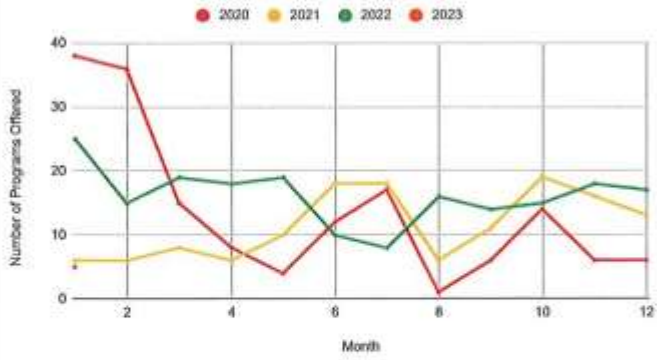
Number of All Ages Programs Offered



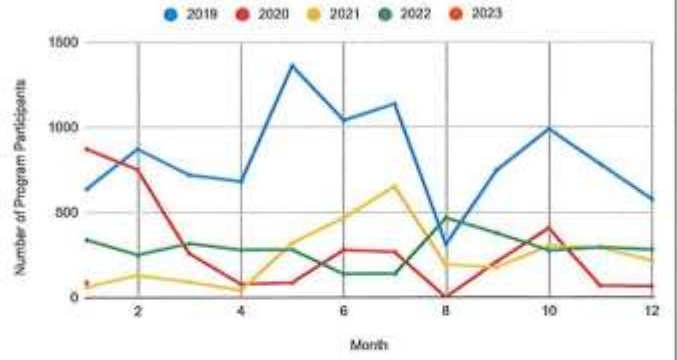
All-Ages Program Participation



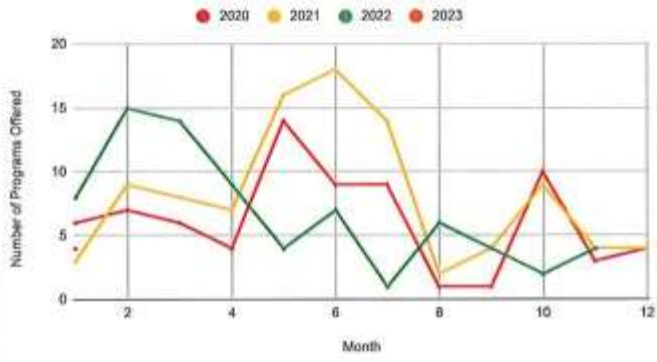
Number of Children's Programs Offered



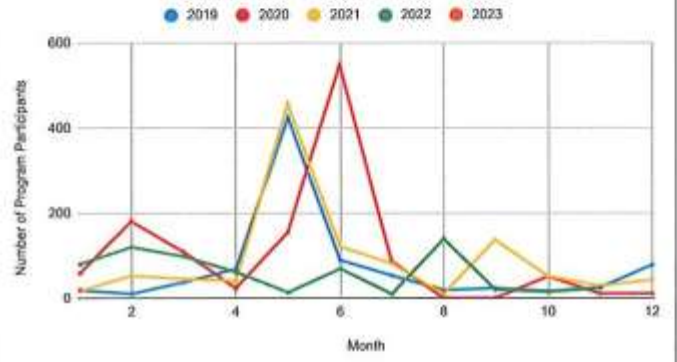
Children's Program Attendance



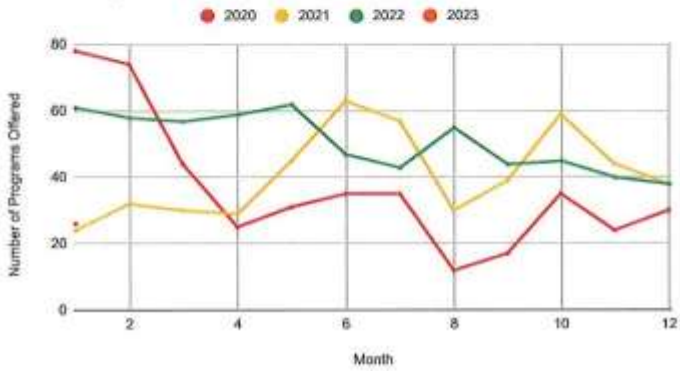
Number of Teen Programs Offered



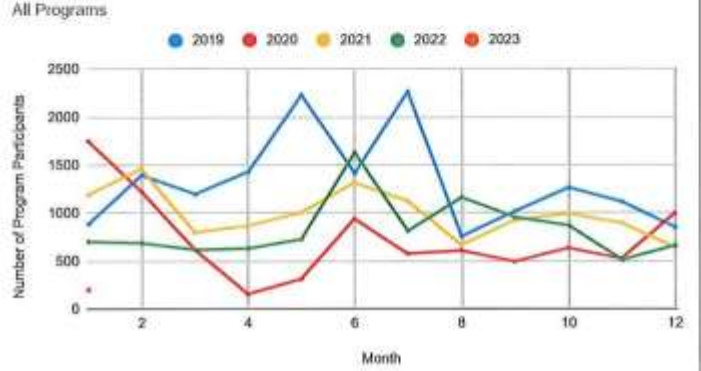
Teen Program Attendance



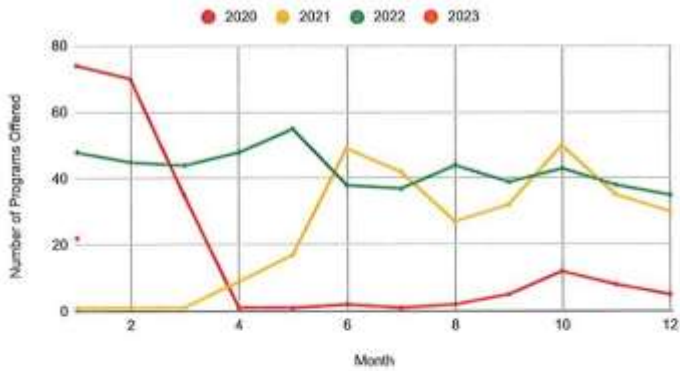
Basalt Regional Library - Total Programs Offered



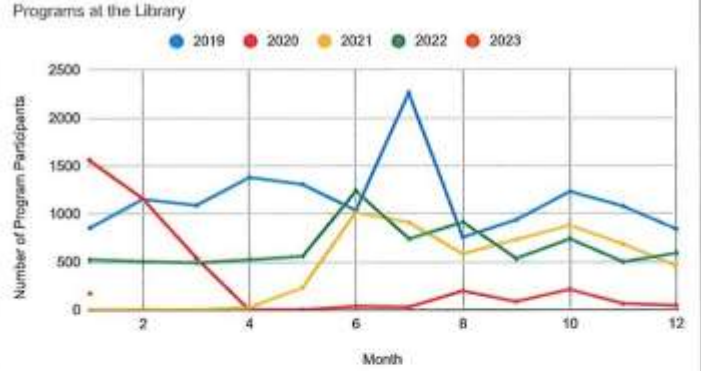
Basalt Regional Library - Program Attendance

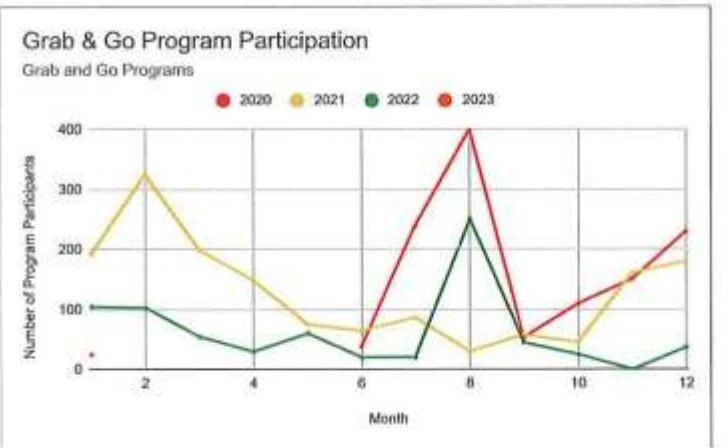
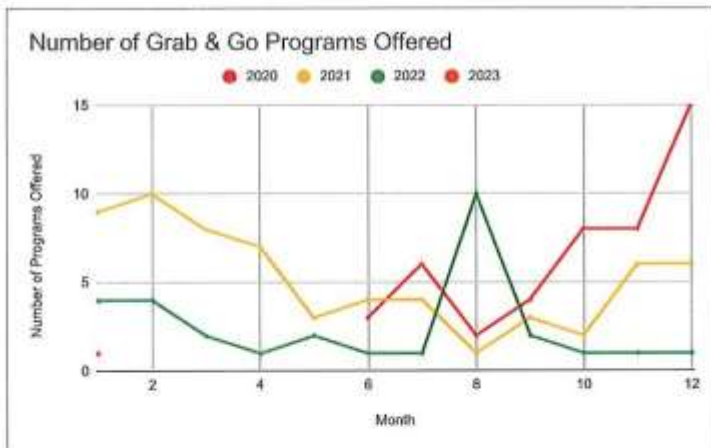
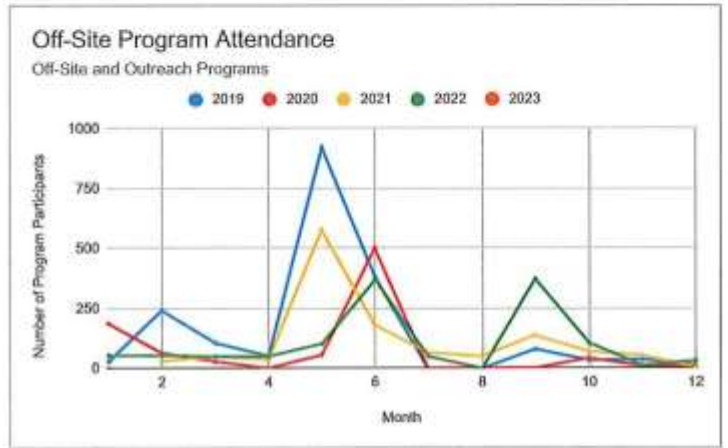


Number of On-Site Programs Offered



On-Site Library Program Attendance





Executive Director Report January, 2023

Administration and Personnel

Staff meetings in 2023 are now used for training staff on librarianship fundamentals. At the first staff meeting in January, we had a presentation from the Talking Book Library which provides e-audiobooks for blind and vision impaired patrons in Colorado. At the next staff meeting, staff will be learning about the incident report form and getting training on what types of incidents to report and how to submit an incident report.

Staff are currently working on their self-evaluations for 2022 which are due at the end of January. Managers will then review their staff, with close coaching from me, and will then meet with each staff individually to give them their evaluation. This is the first time many of the managers have done an evaluation of staff like this, and I look forward to coaching them through the process of giving positive and constructive feedback and developing goals for the upcoming year.

After losing a 28 hour per week employee in early January, we now have six total vacancies for a total of 162 hours per week of staff time or 4.05 FTE. We have had two unsuccessful hiring processes, one each for two positions. We do have applications for four of the six open positions, and are actively scheduling interviews with candidates.

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)
17	14.33	573	15	2

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
IT & Marketing Assistant	40	1.0	Yes
Patron Services Associate	30	0.75	Yes
Page	10	0.25	No
Total	162	4.05	N/A

Reports to State Agencies

The certifications of mill levies were submitted to the county assessors' offices on December 15, 2022. The next report to be filed will be the year end report to the Department of Local Affairs which will include a cover letter, a budget message from the Board Treasurer, our preliminary year end financials, our mill levy certifications, and the budget resolution passed by the Board at the December meeting. I will submit that report by January 31.

Finances

We finalized the 2023 budget, are working through paying the last of the 2022 payables, and have produced the preliminary 2022 year-end financial statements. The audit of the 2022 financial statements is scheduled for the first week of March.

New budget codes have been shared with all staff who purchase items for the library. Collection managers have heard my expectation that they spend a portion of their budget each month in each budget line item.

We will be adding a new cash register in February which will allow us to accept credit cards for payment for library services such as printing and photocopying. Staff are creating a procedure and getting staff trained so that we will be ready for the new register. In order to make room for the new register we will be removing one of the patron-facing computers at the front desk.

Collection

The Cataloging & Collection Librarian developed an amazing new spreadsheet system for tracking collection spending. This tool is going to help collection managers know how much they have spent each month, and will also help me hold them accountable to spending their budget throughout the year in a timely manner.

Programs

Bolsitas Rojas, a partnership with Raising A Reader, has continued to be a successful collaboration with lots of participation. The Children's Librarian collaborated with Focused Kids for storytimes every Wednesday, with an average of 20 people in attendance. Our cookie decorating event was a huge success with 60 people in attendance. The Children's Librarian has continued to have successful Baby Gyms, with an average of 20 attendees up to as many as 40 people. The Children's Librarian organized Jingle in the Holidays with Miss Linda, and 40 people attended. We are continuing our collaboration with Aspen Science Center in the new year with STEM events for younger kids and a Teen Coding Club. The Teen Librarian had 12 attendees for our Gift Makerspace. Informative posters and eye-catching wall art have been ordered for the Teen area, and they will be put up in January.

Technology

We are still waiting to hear back about the email receipts for the patron self-check machines. We got a new printer/copier in the public area, and the previous public machine has been moved into the staff area. The new printer/copier for the public is the same brand as the old, so the interface is well known, not requiring any major training. We also completed the lighting control system upgrade, and the lights can now be set based on a schedule or based on the brightness of the area.

Starting in March, our library will begin requiring patrons to have a password to access their library card account online. This effort is to protect patron privacy. Staff are receiving training in how the passwords will work, and how to help patrons reset their password if needed. We will also be informing patrons of this upcoming change so that they are ready when it happens.

Facility

The Facilities Committee has reviewed the proposals we received from the Roof Engineering Consultant RFP and will be conducting interviews in late January or early February. The committee will be presenting a recommendation to the Board at the February Board Meeting

The company who was going to install our stair rail outside on the stone steps did the concrete prep work and then has never come back. I will be visiting them in person to find out what's up and to see if they plan to finish the project. We have not been invoiced for the work they have done.

I have been working with our Janitorial and Maintenance contractor to update our contract and hope to have that signed by the end of January

Our electric vehicle charging stations have been installed. They need Wi-Fi connectivity for the credit card payment hardware to work, and the Wi-Fi signal is spotty in that area of the property. We are working on remediating that issue, and will schedule a ribbon cutting for the chargers when that is complete and the ground is put back together around them.

We have repurposed a piece of furniture in the library for a patron services desk in the east wing of the building; the kids' and teens area. The desk is in the same place as the temporary desk we were using, but the new desk looks much more professional, and fits the library better. It is also at seating height, which is better to serve children and other patrons who might need help in that area.

Community Relations

Staff met with representatives from the Spanish Radio station to go over analytic metrics, comparing the success of our radio spots to website traffic. I gained a few important takeaways from this meeting: our brand is strong, with most people going directly to our website rather than a search engine; our more general ads that run longer get more follow-up action; and mid-to-end-of-the-week ads receive more follow-up action. In December we posted fewer times on social media, however the posts we had gained more engagement. Because of this, we will try to do similar posts in the future.

Statistics Summary November 2022/November 2021 Comparisons

- **Circulation of physical materials:** Down 9.91%
 - November 2022 Total: 6635
 - November 2021 Total: 7365

- **Circulation of Electronic Materials:** Up 10.63%
 - November 2022 Total: 3310
 - November 2021 Total: 2992

- **Program Attendance:**
 - In Person:** Down 27.95%
 - November 2022 Total: 513
 - November 2021 Total: 712
 - Live Virtual Programming:** Division by zero
 - November 2022 Total: 0
 - November 2021 Total: 0
 - Recorded Virtual Programming:** Division by zero
 - November 2022 total: 5
 - November 2021 Total: 0
 - Grab n Go Programming:** Down 100%
 - November 2022 Total: 0
 - November 2021 Total: 160

- **Database Usage:** Down 1.42%
 - November 2022 Total: 1039
 - November 2021 Total: 1054

- **Interlibrary Loan**

We continue to lend significantly more than we borrow.

 - Lends
 - Down 8.0%
 - November 2022 Total: 1692
 - November 2021 Total: 1839
 - Borrows
 - Down 8.68%
 - November 2022 Total: 726
 - November 2021 Total: 668

- **New Patrons:** Up 22.67%
 - November 2022 Total: 92
 - November 2021 Total: 75

- **Website**
 - **Unique Visits: Down 8.88%**
 - November 2022 Total: 4784
 - November 2021 Total: 4394
 - **Page Views: Up 14.82%**
 - November 2022 Total: 8460
 - November 2021 Total: 7368
 - **Chat: Down 50.0%**
 - November 2022 Total: 25
 - November 2021 Total: 50

- **Door Counts: Up 12.58%**
 - November 2022 Total: 7194
 - November 2021 Total: 6390
 - Door counter main door broken 8 days in September 2022

- **PC Reservation (Computer Use): Up 12.57%**
 - November 2022 Total: 412
 - November 2021 Total: 366

- **Wi-fi: Up 25.86%**
 - November 2022 Total: 3222
 - November 2021 Total: 2560

Statistics Summary December 2022/December 2021 Comparisons

- **Circulation of physical materials:** Down 2.99%
 - December 2022 Total: 6620
 - December 2021 Total: 6824

- **Circulation of Electronic Materials:** Up 6.66%
 - December 2022 Total: 2946
 - December 2021 Total: 2762

- **Program Attendance:**
 - In Person:** Down Up 66.58%
 - December 2022 Total: 613
 - December 2021 Total: 368
 - Live Virtual Programming:** Down 100%
 - December 2022 Total: 0
 - December 2021 Total: 3
 - Recorded Virtual Programming:** Division by zero
 - December 2022 total: 0
 - December 2021 Total: 0
 - Grab n Go Programming:** Down 79.44%
 - December 2022 Total: 37
 - December 2021 Total: 180

- **Database Usage:** Up 590.81%
 - December 2022 Total: 6994
 - December 2021 Total: 969

- **Interlibrary Loan**

We continue to lend significantly more than we borrow.

 - Lends
 - Down 34.65%
 - December 2022 Total: 1377
 - December 2021 Total: 2107
 - Borrows
 - Down 3.99%
 - December 2022 Total: 698
 - December 2021 Total: 727

- **New Patrons:** Down 4.41%
 - December 2022 Total: 65
 - December 2021 Total: 68

- **Website**
 - **Unique Visits: Up 32.39%**
 - December 2022 Total: 5277
 - December 2021 Total: 3986
 - **Page Views: Up 29.72%**
 - December 2022 Total: 8830
 - December 2021 Total: 6807
 - **Chat: Down 42.86%**
 - December 2022 Total: 24
 - December 2021 Total: 42

- **Door Counts: Down 35.20%**
 - December 2022 Total: 3572
 - December 2021 Total: 5512
 - Closed 4 days in December 2022

- **PC Reservation (Computer Use): Up 34.31%**
 - December 2022 Total: 368
 - December 2021 Total: 274

- **Wi-fi: Up 40.37%**
 - December 2022 Total: 3147
 - December 2021 Total: 2242

**Basalt Regional Library District
Balance Sheet
as of Dec 2022
Preliminary Year End**

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance	Adjustments (Conversion Fund)	Statement of Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	121,847.77			\$ 121,847.77		\$ 121,847.77
Colo Trust - Tabor Reserve #8003	52,317.15			52,317.15		52,317.15
Colo Trust - Operating Fund #8004	1,842,749.10			1,842,749.10		1,842,749.10
Colo Trust - Bond Repayment #8002		500,823.57		500,823.57		500,823.57
Colo Trust - Capital Rsv Fund #8005			753,751.60	753,751.60		753,751.60
Cash with County Treasurer	-			-		-
Due from Eagle County	5,952.46			5,952.46		5,952.46
Due from Pitkin County	-			-		-
Employee Ski Pass Repayment Program	881.40			881.40		881.40
Prepaid Expense	65,273.17			65,273.17		65,273.17
Property Tax Receivable	7,793.10			7,793.10		7,793.10
Pooled Cash (Interfund Transfers)	(182,539.39)	334,252.58	(151,623.44)	89.75	(89.75)	-
Capital Assets, net of depreciation	-	-	-	-	9,031,768.95	9,031,768.95
Total Assets	\$ 1,914,274.76	\$ 835,076.15	\$ 602,128.16	\$ 3,351,479.07	\$ 9,031,679.20	\$ 12,383,158.27
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	\$ 65,253.16	\$ -	\$ -	\$ 65,253.16	\$ -	\$ 65,253.16
Other Current Liab						
Accrued Interest				-	15,804.50	15,804.50
Deferred Property Tax	7,793.10			7,793.10		7,793.10
Total Current Liabilities	\$ 73,046.26	\$ -	\$ -	\$ 73,046.26	\$ 15,804.50	\$ 88,850.76
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 Liabilites	\$ -	\$ -	\$ -	\$ -	\$ 3,304,183.33	\$ 3,304,183.33
Total Liabilities	\$ 73,046.26	\$ -	\$ -	\$ 73,046.26	\$ 3,319,987.83	\$ 3,393,034.09
Net Assets						
Net Investment in Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ 5,776,768.95	\$ 5,776,768.95
Fund Balance						
Non Spendable	\$ 65,273.17	\$ -	\$ -	\$ 65,273.17	\$ (65,273.17)	\$ -
Restricted for:						
Tabor	47,615.00			47,615.00	-	47,615.00
Debt Service		500,823.57		500,823.57	-	500,823.57
Committed for Future Projects			602,128.16	602,128.16	(602,128.16)	-
Unassigned	1,728,340.33	334,252.58	-	2,062,592.91	602,323.75	2,664,916.66
Current Year Fund Balance	\$ 1,841,228.50	\$ 835,076.15	\$ 602,128.16	\$ 3,278,432.81	\$ (65,077.58)	\$ 3,213,355.23
Total Liabilities and Fund Balance	\$ 1,914,274.76	\$ 835,076.15	\$ 602,128.16	\$ 3,351,479.07	\$ 9,031,679.20	\$ 12,383,158.27

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			2021 Year End Actuals	2022 Budget	YTD Actuals 12/31/22	Actuals vs Budget YTD %	2023 Final Budget	Budget Assumptions
General Operating Beginning Fund Balance			1,623,699	1,661,882	1,728,500		1,841,229	
Eagle County								
	Assessed Value		241,819,830	271,560,910			273,153,790	Per Final AV
	% Increase			12%			0.59%	
	Operating Mill Levy Rate		3.552	3.363			3.360	
Pitkin County								
	Assessed Value		184,744,090	192,808,360			193,543,290	Per Final AV
	% Increase			4%			0.38%	
	Operating Mill Levy Rate		3.552	3.363			3.360	
REVENUES								
4005	General Operating Mill Levy							
4010	Eagle County		629,697	708,774	702,200	99.07%	712,931	AV x mill levy (2.61)
4020	Pitkin County		482,301	503,230	498,072	98.98%	505,148	AV x mill levy (2.61)
4030	Mill Levy Supplement		350,278	350,000	348,618	99.61%	350,023	AV x mill levy (.750)
4040	Tax Abatement - Prior Year		52,082	-	-	0.00%	-	
	Total General Operating Mill Levy		1,514,358	1,562,004	1,548,890	99.16%	1,568,102	
4100	MVSO - General Operating							
4110	Eagle County		79,260	70,000	83,759	119.66%	89,737	% of Prop Tax based on 2021 (13%)
4120	Pitkin County		40,556	40,000	36,913	92.28%	42,475	% of Prop Tax based on 2021 (8%)
	Total MVSO - General Operating		119,816	110,000	120,672	109.70%	132,212	
4200	Fines & Fees							
4205	Coffee Purchase		315	100	421	420.83%	500	Increase per Mgr Estimate
4210	Copies		4,130	3,500	4,758	135.93%	3,500	Decrease per Mgr Estimate
4215	Earbuds		45	50	39	78.02%	50	Flat
4220	Faxing		216	200	422	211.17%	-	Fee removed
4230	Fines		1,450	1,500	1,023	68.17%	1,000	Decrease per Mgr Estimate
4240	Guest Passes		-	-	-	0.00%	-	
4250	Meeting Room Rental		638	1,000	1,321	132.15%	1,000	Flat
4255	Reading Glasses		-	-	33	Not Budgeted	50	Flat to 2022 Forecast
4260	Replacement Books		1,523	1,000	1,143	114.33%	1,500	Increase per Mgr Estimate
4270	Replacement Library Cards		82	100	2	2.00%	-	Eliminated
4280	Test Proctoring		-	50	-	0.00%	-	Eliminated
4285	Health Insurance Dividend - CEBT		7,605	-	-	0.00%	-	
4290	Holy Cross Deposit Return/Member Equity		96	30	90	299.77%	100	Increase per Mgr Estimate
	Total Fines & Fees		16,100	7,530	9,252	122.87%	7,700	
4300	Earnings on investments							
4310	Colostrust Int Op Acct		1,035	1,000	37,579	3757.89%	36,768	Flat to 2022 Forecast
4320	Mill Levy Interest		4,546	2,000	4,897	244.83%	6,234	Flat to 2022 Forecast
	Total Earnings on investments		5,580	3,000	42,475	1415.85%	43,002	
4400	Contributions *see detail							
4410	Contributions- Non-Restricted		9,007	15,000	7,947	52.98%	5,000	Decrease per Mgr Estimate
4412	Contributions- Restricted		4,645	3,500	1,294	36.96%	1,000	Decrease per Mgr Estimate
4420	Contributions- Music		-	-	2,000	Not Budgeted	-	
	Total Contributions		13,652	18,500	11,241	60.76%	6,000	
4500	Grants - Non-Restricted							

Prepare for Internal Use Only

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4505	Grants - General Operating Grants		11,300	30,000	1,266	4.22%	-	Moved to Restricted
4510.02	Grants - Alpine Bank		-	-	2,500	Not Budgeted	-	
4510.03	Grants - Kahle Foundation		-	-	1,000	Not Budgeted	-	
4510.01	Colo Spec District - COVID-19		2,850	-	-	0.00%	-	
	Total Grants - Non-Restricted		14,150	30,000	4,766	15.89%	-	
4600	Grants - Restricted							
4602	Restricted - Library Foundation		15,644	5,000	1,250	25.01%	5,000	Flat
4603	Restricted - American Library Association		-	-	10,000	Not Budgeted	-	
4604	Restricted - Library Friends		8,926	5,000	2,423	48.46%	5,000	Flat
4606	Restricted - State of Colorado Grant		4,820	5,600	5,943	106.13%	-	
4610	Restricted - Legends Event		75	-	-	0.00%	-	
4620.06	Restricted - Association of Science		-	-	6,000	Not Budgeted	-	
4620.07	Restricted - Rotary Grant		-	-	1,000	Not Budgeted	-	
4620.01	Restricted - Cares Grant - Tmobile Data		4,022	-	-	0.00%	-	
4620.04	Restricted - Cares Grant - TOB Art Camp		1,500	-	-	0.00%	-	
4620.05	Restricted - LSTA Grant		2,759	-	-	0.00%	-	
4620.08	Restricted - Humanities		-	-	-	0.00%	-	
4620.09	Restricted - Outdoor Equity		-	-	5,000	Not Budgeted	-	
4620.1	Restricted - Charge Ahead		-	-	5,000	Not Budgeted	-	
4620.11	Restricted - ARP Grant		-	-	6,478	Not Budgeted	-	
4620.12	Restricted - GRT		-	-	5,225	Not Budgeted	-	
4620.13	Restricted - Aspen Thrift Shop		-	-	2,500	Not Budgeted	-	
4620.14	Restricted - Library Trust		-	-	-	0.00%	5,000	Increase per Mgr Estimate
4620.15	Restricted - Other Misc		-	-	-	0.00%	30,000	Moved from Unrestricted
	Total Restricted Fund Income - Foundation/Friends		37,746	15,600	50,819	325.77%	45,000	
	TOTAL REVENUES		1,721,401	1,746,634	1,788,116	102.37%	1,802,016	
	OPERATING:							
	Administration							
	Contract Services							
5010	Accounting		13,456	13,000	11,261	86.62%	1,920	Accounting brought in House-captured in Payroll; Bill.com F
5020	Audit - Annual		8,900	8,900	14,000	157.30%	13,250	Per Engagement Letter
5030	Courier		12,262	13,000	2,847	21.90%	11,500	Per contract
5040	Legal		2,653	2,500	12,738	509.53%	15,000	Increase for potential ballot measure
	Total Contract Services		37,271	37,400	40,846	109.21%	41,670	
	Insurance							
5100	Insurance							
5110	Property & Liability Insur		22,172	21,500	300	1.40%	23,650	10% increase per CSDPLP
5120	Worker's compensation		1,433	2,200	176	8.00%	2,376	8% Inflation Increase
	Total Insurance		23,605	23,700	476	2.01%	26,026	
	Professional Dev. & Memberships							
5220	Professional Dev. & Memberships							
5230	Board		674	700	494	70.62%	1,600	Increase per Mgr Estimate
5235	Employers Council		3,300	3,300	1,383	41.91%	3,300	Flat
5240	Library Association Dues		429	1,000	760	76.00%	1,000	Flat
5250	Spec District Ass'n Due		920	1,000	1,481	148.07%	1,599	8% Inflation Increase
5260	Staff		6,814	9,500	9,305	97.95%	10,000	Increase per Mgr Estimate
5284	Developmental		456	-	-	0.00%	-	
5275	Volunteer Appreciation		-	-	-	0.00%	275	Moved from programming: split
5276	Staff Appreciation		-	-	-	0.00%	275	Moved from programming: split
5270	Travel expenses		2,539	4,000	7,226	180.65%	4,000	Flat
	Total Professional Dev. & Memberships		15,132	19,500	20,649	105.89%	22,049	

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			2021 Year End Actuals	2022 Budget	YTD Actuals 12/31/22	Actuals vs Budget YTD %	2023 Final Budget	Budget Assumptions
5280		Publicity						
5290		Advertising - General	4,693	5,000	223	4.47%	6,000	Increase per Mgr Estimate
5283		Anniversary Celebration	5,040	10,000	10,116	101.16%	-	Moved to the Programs Budget
5285		Radio	13,500	15,000	13,054	87.03%	16,000	Increase per Mgr Estimate
5293		Signage	281	1,000	319	31.87%	1,000	flat
5295		Social Media Ads	936	1,500	559	37.28%	1,500	flat
5297		Targeted Newspaper Ads	3,398	4,500	4,131	91.80%	6,000	Increase per Mgr Estimate
5286		Spanish Language Interpretation/Translating	-	-	-	0.00%	5,000	New
5287		Job Ads	-	-	-	0.00%	2,000	New
		Total Publicity	27,849	37,000	28,402	76.76%	37,500	
5300		Supplies						
5310		Office Supplies	11,055	8,000	11,257	140.72%	8,640	8% Inflation Increase
5320		Technical Cataloging & Service	6,660	6,500	5,295	81.45%	8,500	Flat / Disk Cleanaing budget moved here
5330		Postage & Shipping	528	1,000	292	29.15%	1,000	Flat
		Total Supplies	18,243	15,500	16,843	108.67%	18,140	
5350		Treasurer's fees						
5360		Eagle fees	25,780	35,439	27,334	77.13%	29,188	3% of Property Tax (overbudgeted in 2022)
5370		Pitkin fees	28,565	31,000	31,015	100.05%	29,918	3% of Property Tax
		Total Treasurer's fees	54,344	66,439	58,348	87.82%	59,106	
		Total Administration	176,444	199,539	165,565	82.97%	204,491	
		Facility Expenses						
5410		Janitorial	51,355	49,995	49,102	98.21%	54,913	8% Inflation Increase / includes mat cleaning
5420		Janitorial Supplies	2,982	6,000	2,613	43.55%	6,480	8% Inflation Increase
5430		Landscaping	9,472	10,000	10,394	103.94%	10,800	Per contract
5440		Maintenance *Detailed List Attached	27,217	24,000	52,249	217.70%	30,000	Increase per Mgr Estimate
5450		Mat Cleaning	1,007	850	828	97.36%	-	Moved into Janitorial
5460		Snow Removal	4,620	4,620	5,705	123.48%	4,620	Per contract
		Total Facility Expenses (Maintenance)	96,653	95,465	120,890	126.63%	106,813	
5500		Utilities						
5510		Electric	6,274	13,900	7,095	51.04%	15,290	10% Increase
5515		Compost Collection System	495	800	791	98.88%	864	8% Inflation Increase
5520		Gas	7,500	8,755	10,966	125.26%	10,506	10% Increase
5575		Hot Spots	8,982	9,000	8,194	91.05%	-	Moved to Internet Connectivity
5530		Internet Connectivity	3,443	4,800	1,117	23.27%	14,904	8% Inflation Increase / includes Hot Spots
5540		Sanitation	2,991	3,110	3,278	105.39%	3,359	8% Inflation Increase
5550		Telephone	7,515	7,800	5,754	73.77%	8,424	8% Inflation Increase
5560		Trash	5,788	5,760	7,543	130.95%	6,221	8% Inflation Increase
5570		Water	4,443	4,410	4,647	105.37%	4,763	8% Inflation Increase
		Total Utilities	47,432	58,335	49,385	84.66%	64,331	
		Total Facility Expenses	144,086	153,800	170,275	110.71%	171,143	
		Library Programs						
5610		Adult Program	8,617	9,000	10,306	114.51%	9,000	Flat
5612		Adult Materials	-	1,000	1,559	155.86%	-	Moved to adult summer reading
5615		Art	-	-	-	0.00%	-	
5620		Children's	4,206	5,000	10,276	205.51%	4,000	Decreased (moved to summer reading)
5625		Children's Materials	1,917	3,000	2,126	70.85%	-	Moved to summer reading

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5630		Community	-		-	0.00%	-	
5634		Liquor License	258	375	500	133.33%	375	Per Mgr Estimate
5633		Movie License	-	-	-	0.00%	550	Moved from Service Agreements
5640		Music	12,822	13,750	15,973	116.17%	15,000	Increase per Mgr Estimate
5650		Spanish Language	3,156	3,000	832	27.74%	3,000	Flat
5635		Volunteers	-	550	96	17.50%	-	Moved to Professional Development and Memberships
5660		Teens	5,985	6,000	6,473	107.88%	4,000	Decreased (moved to summer reading)
5601		Summer Reading	-	-	-	0.00%	-	
5601.01		Adult Summer Reading	-	-	-	0.00%	1,000	Per Mgr Estimate
5601.02		Teen Summer Reading	-	-	-	0.00%	2,000	Per Mgr Estimate
5601.03		Children's Summer Reading	-	-	-	0.00%	5,000	Per Mgr Estimate
5601.04		Spanish Language Summer Reading	-	-	-	0.00%	2,000	Per Mgr Estimate
5602		Community Events	-	-	-	0.00%	10,000	Moved from Marketing
5675		Next Gen / Millennials	1,061	-	-	0.00%	-	Eliminated
		Total Library Programs	38,023	41,675	48,140	115.51%	55,925	
		Technology & Equipment						
		Copiers & Equipment						
5730		Lease	3,530	3,900	3,933	100.85%	-	Copiers purchased. Moved to Capital Reserve Fund
5740		Service Agreement / Copy Usage	3,992	5,000	5,276	105.51%	5,000	Flat
5750		Disk Cleaning	402	2,000	511	25.53%	-	Moved to Technical Cataloging & Service
		Total Copiers & Equipment	7,925	10,900	9,720	89.17%	5,000	
5760		Marmot ILS System	92,105	97,000	92,349	95.20%	97,000	Flat per Contract
5770		Miscellaneous Parts	2,229	2,000	3,153	157.65%	2,000	Flat
5780		Support & Service Agreements						
5782		Adobe	-	972	915	94.10%	972	Flat
5784		Appointment Booking	-	120	147	122.14%	120	Flat
5793		Canva	119	120	-	0.00%	-	Switched to free account
5788		Domain / Network Solutions	-	230	228	99.09%	250	Increase per Mgr Estimate
5795		Emma	2,310	1,500	662	44.10%	1,500	Flat
5800		Envisionware	-	-	-	0.00%	-	
5802		Google Cloud G Suite	1,249	1,650	2,313	140.17%	2,900	Increase per Mgr Estimate
5830		Livechat Website	-	192	192	100.00%	240	Increase per Mgr Estimate
5835		Movie License	-	495	494	99.80%	-	Moved to Programming
5820		Planning Center / Tockify	256	264	249	94.50%	264	Flat
5824		Scheduling / When I Work	-	500	896	179.20%	540	8% Inflation Increase
5825		Webpage Builder	827	330	233	70.61%	250	Decrease per Mgr Estimate
5828		Zoom	-	170	162	95.41%	150	Decrease per Mgr Estimate
		Total Support & Service Agreements	4,762	6,543	6,490	99.19%	7,186	
5840	500	Tech Labor & Repair	352	2,000	-	0.00%	2,000	Flat
		Total Technology	107,372	118,443	111,711	94.32%	113,186	
		Collections						
5910		Audio						
5920		Adult BCD	4,865	4,500	3,598	79.96%	3,000	Decrease per Mgr Estimate
5922		Spanish Audio Adult	-	750	255	34.03%	750	Flat
5924		Spanish Audio Youth	-	500	-	0.00%	500	Flat
5930		Youth Audio	987	2,200	284	12.91%	2,200	Flat
		Total Audio	5,852	7,950	4,137	52.04%	6,450	
6000		Books & Magazines						
6010		Adult fiction books	10,812	12,000	10,867	90.56%	12,000	Flat
6020		Adult non-fiction books	10,565	12,000	9,585	79.87%	12,000	Flat

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6025		Board Games	-	500	475	94.98%	500	Flat
6030		Juvenile Fiction	6,982	7,000	3,974	56.78%	7,000	Flat
6040		Juvenile Non-Fiction	1,569	3,000	1,692	56.40%	3,000	Flat
6045		Large Print	1,320	2,000	1,756	87.82%	2,000	Flat
6050		Print Subscriptions	3,010	5,250	6,994	133.22%	4,500	Flat
6055		Replacement Books - Purchased	1,034	300	1,971	656.85%	1,500	Flat
6060		Spanish Adult fiction	710	2,000	1,371	68.53%	2,000	Flat
6070		Spanish adult non-fiction	1,095	1,000	959	95.95%	1,000	Flat
6080		Spanish children's books	2,086	4,500	2,616	58.14%	4,500	Flat
6100		YA Fiction	4,559	5,400	4,646	86.04%	1,600	Decrease per Mgr Estimate
6110		YA Non-Fiction	1,042	1,100	1,162	105.61%	5,400	Increase per Mgr Estimate
6120		Special Items	983	1,600	779	48.71%	2,000	Increase per Mgr Estimate
		Total Books	45,766	57,650	48,848	84.73%	59,000	
6200		Digital Resources						
6210		<u>Annual Subscriptions:</u>						
6220		Ancestry.com	-	1,840	-	0.00%	-	No longer have subscription
6230		Culturegrams	1,752	1,840	2,692	146.29%	1,840	Flat
6235		Creative Bug	950	1,000	-	0.00%	-	Eliminated
6240		Ency Britannica	495	-	-	0.00%	-	No longer have subscription
6245		Gale Student Resources	1,474	1,475	-	0.00%	1,475	Flat
6250		Gale Public	2,003	2,205	536	24.30%	2,205	Flat
6253		Learning Express Library	2,660	2,800	-	0.00%	2,800	Flat
6270		Mango Languages	3,729	3,990	3,916	98.14%	3,990	Flat
6275		New York Times	100	100	100	100.00%	100	Flat
6280		Tumblebooks	1,259	665	52	7.89%	665	Flat
6285		Wallstreet Journal	432	465	488	104.94%	465	Flat
6295		Pebble Go	-	-	1,679	Not Budgeted	1,500	Budget line overlooked in 2022
6300		<u>Downloadable Titles:</u>						
6305		Kanopy	421	6,000	3,287	54.78%	6,000	Flat
6308		OCLC World Share	1,072	1,100	-	0.00%	-	No longer have subscription
6320		Overdrive	15,182	17,000	15,214	89.49%	21,750	Increase per Mgr Estimate
6330		RB Digital	585	-	-	0.00%	-	No longer have subscription
		Total Digital Resources	32,114	40,480	27,963	69.08%	42,790	
6400		Media						
6410		Adult Music	25	300	-	0.00%	300	Flat
6420		Juvenile Music	-	200	89	44.58%	200	Flat
6430		Adult Movies	7,141	8,500	5,445	64.06%	6,000	Decrease per Mgr Estimate
6440		Juvenile Movies	473	1,000	273	27.33%	1,000	Flat
6460		Video / Games	832	800	522	65.28%	800	Flat
		Total Media	8,471	10,800	6,330	58.61%	8,300	
		Total Collections	92,203	116,880	87,278	74.67%	116,540	
6800		Restricted Funds						
6802		Restricted Exp - Library Foundation	11,307	5,000	2,871	57.42%		
6804		Restricted Exp - Library Friends	4,369	5,000	2,064	41.28%		
6806		Restricted Exp - State of Colorado Grant	4,928	5,600	1,731	30.91%		
6808		Restricted Exp - Humanities Grant	-	-	2,700	Not Budgeted		
6810		Restricted Exp - CO SHARP	500	-	800	Not Budgeted		
6812		Restricted Exp - Growing Readers Together	-	-	5,584	Not Budgeted		
6820.04		Restricted Exp - TOB Art Camp	1,293	-	-	0.00%		
6803.00		Restricted Exp - ARP Grant	-	-	21,251	Not Budgeted		
6814.00		Restricted Exp - Outdoor Equity	-	-	2,975	Not Budgeted		

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6820.10		Restricted Exp - Special Programs	1,500	-	-	0.00%		
6801		Restricted Exp - Misc			-	0.00%	40,000	Budgeted expense to offset Restricted Grant Spending
		Total Restricted Funds	23,897	15,600	39,976	256.26%	40,000	
		Total Operating expenses	582,026	645,937	622,946	96.44%	701,286	
6900		Payroll Expenses						
6910	Payroll		791,373	944,426	820,271	86.85%	991,647	5% Increase
6920	Payroll Service		6,232	7,500	6,178	82.37%	8,100	8% Inflation
6930	Payroll Taxes		59,366	76,369	62,868	82.32%	80,906	Increase per Mgr Estimate
6940	Retirement Plan		14,483	16,000	17,793	111.21%	29,363	Increase per Mgr Estimate
6950	Health Insurance		66,758	75,600	55,253	73.09%	138,168	District paid employee only coverage
6960	Life Insurance		-	-	-	0.00%	713	new line
6965	STD/LTD		-	-	-	0.00%	9,285	new line
6970	FAMLI		-	-	-	0.00%	8,000	New benefit
6953	COVID - Weekly Testing		-	1,000	-	0.00%	-	No longer required
6957	Background Check		-	-	1,343	Not Budgeted	500	Increase per Mgr Estimate
6980	Director Search		2,502	-	-	0.00%	-	
6985	HR Assessment		1,790	-	1,735	Not Budgeted	-	
6955	Wellness / Health - CEPT Dividend Pmts		5,070	-	-	0.00%	-	
		Total Payroll Expenses	947,576	1,120,895	965,441	86.13%	1,266,682	
		TOTAL EXPENDITURES	1,529,601	1,766,832	1,588,387	89.90%	1,967,968	
		Net General Fund Income/(Loss)	191,800	(20,198)	199,729		(165,952)	
		Allocation to Capital Reserve Outlay	87,000	87,000	87,000	100.00%	600,000	
		General Fund Balance	1,728,500	1,554,684	1,841,229	118.43%	1,075,277	

**Basalt Regional Library District
Bond Repayment Fund
Jan - Dec 2022
Preliminary Year End
with 2023 Budget**

		2021 Year End Actuals	2022 Budget	YTD Actuals 12/31/22	% of Annual Budget	2023 Final Budget	Budget Assumptions
Bond Repayment Beginning Fund Balance		697,435	602,648	799,713		835,076	
Eagle County							
Assessed Value		241,819,830	271,560,910			273,153,790	Per Final AV
% Increase			12%			0.59%	
Bond Mill Levy Rate		3.552	3.363			1.992	
Pitkin County							
Assessed Value		184,744,090	192,808,360			193,543,290	Per Final AV
% Increase			4%			0.38%	
Bond Mill Levy Rate		3.552	3.363			1.992	
REVENUES							
Interest Earned - Bond Repayment		222	500	16,189	3237.78%	16,000	
Mill Levy Debt Repayment							
Eagle County		576,893	542,743	541,176	99.71%	544,122	AV x mill levy (1.992)
Pitkin County		438,908	385,617	384,762	99.78%	385,538	AV x mill levy (1.992)
Total Mill Levy Debt Repayment		1,015,800	928,359	925,937	99.74%	929,661	
TOTAL REVENUES		1,016,022	928,859	942,126	101.43%	945,661	
EXPENDITURES							
Bond Interest		110,031	94,831	94,831	100.00%	77,394	Per Bond Documents
Bond Repayment Principle Loan Payment		760,000	775,000	775,000	100.00%	780,000	
Treasurer's Fees							
Eagle County		17,346	16,282	16,256	99.84%	16,324	3% of Property Tax
Pitkin County		26,367	19,281	20,676	107.24%	11,566	3% of Property Tax
Total Treasurer's Fees		43,713	35,563	36,932	103.85%	27,890	
TOTAL EXPENDITURES		913,744	905,394	906,764	100.15%	885,284	
Net Fund Income/(Loss)		102,278	23,465	35,363	150.70%	60,377	
Bond Repayment Fund Balance		799,713	626,113	835,076	133.37%	895,453	
**Bond Repayment Schedule:							
	5/1/2023 - Series 2012 Interest			47,415.63		38,697.00	
	11/1/2023 - Series 2012 Interest			47,415.63		38,697.00	
	11/1/2023 - Series 2012 Principle			775,000.00		780,000.00	
	Series 2012 Bond Matures 11/2026						

**Basalt Regional Library District
Capital Reserve Fund
Jan - Dec 2022
Preliminary Year End
with 2023 Budget**

		2021 Year End Actuals	2022 Budget	YTD Actuals 12/31/22	% of Annual Budget	2023 Final Budget	Budget Assumptions
Capital Reserve Beginning Fund Balance		536,570	654,861	607,860		602,128	
REVENUES							
	Allocation From General Fund	87,000	87,000	87,000	100.00%	600,000	Per Mgr Estimate
	Interest Earned - Reserve Fund	290	300	11,917	3972.29%	8,744	Flat to 2022 Forecast
TOTAL REVENUES		87,290	87,300	98,917	113.31%	608,744	
EXPENDITURES							
	Computers - Patron	-	8,000	260	3.25%	12,000	Increase
	Computers - Staff	-	8,000	181	2.26%	12,000	Increase
	Conference Room - A/V Replace	-	5,000	3,532	70.63%	10,000	Per Mgr Estimate
	Fiber Cable	-	20,000	-	0.00%	5,000	
	Handrail for Tent Area	-	4,000	-	0.00%	-	
	HVAC Compressors	-	10,000	9,211	92.11%	-	
	Painting - Exterior	-	25,000	32,000	128.00%	-	
	Painting - Interior	-	12,000	-	0.00%	12,000	flat
	Pumps / Valves	-	3,000	-	0.00%	-	
	Security Cameras	-	8,000	-	0.00%	-	
	Televisions	-	2,500	-	0.00%	-	
	Copiers - Staff and Public Purchase	-	-	12,943	Not Budgeted	13,000	Per Mgr Estimate
	Roof	-	-	-	0.00%	600,000	Per Mgr Estimate
	Remove Solar from Roof	-	-	-	0.00%	50,000	Per Mgr Estimate
	Consulting Engineer	-	-	-	0.00%	50,000	Per Mgr Estimate
	EV Charging Station	-	-	25,163	Not Budgeted	-	
	Lighting Control System Replacement	-	-	9,886	Not Budgeted	-	
	Miscellaneous	16,000	10,000	11,473	114.73%	10,000	
TOTAL EXPENDITURES		16,000	115,500	104,648	90.60%	774,000	
Net Fund Income/(Loss)		71,290	(28,200)	(5,732)	20.32%	(165,256)	
Capital Reserve Fund Balance		607,860	626,661	602,128	96.09%	436,872	

**Basalt Regional Library District
Maintenance Detail
2022**

Date	Name	Category	Memo	Amount
01/01/22		Miscellaneous	AED Authority Annual Aed Concierge - reclass 2022 expenses paid in 2021	\$ 195.00
01/12/22	Home Depot	Miscellaneous	LB	\$ 81.70
01/31/22	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	adjust doors on art display, set up stage for concert, remove old faucet & replace, take down st...	\$ 382.50
01/31/22	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	materials	\$ 244.48
	Sub-Total January			\$ 903.68
02/07/22	Tuck Communication Services	Miscellaneous	voicemail extension	\$ 200.00
02/08/22	Bart Services LLC	Plumbing / Heating	troubleshoot heat in building	\$ 2,849.50
02/08/22	Tuck Communication Services	Telephones	repair telephone lines	\$ 305.00
02/12/22	Johnson Controls Security Solutions	Alarm / Monitoring	3/1-5/31/22 Service \$208.33 less credit (\$129.50)	\$ 78.83
02/17/22	Acme Alarm Company	Alarm / Monitoring	test and inspection 2021 / clean smokes	\$ 641.00
02/24/22	Durgin Electric LLC	Electrical	review lighting system / update and replace.	\$ 4,974.34
02/28/22	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	remove & replace faucet; lubricate dumpster gates; take items to shed; attach shelving units; re...	\$ 270.00
	Sub-Total February			\$ 9,318.67
03/01/22	Acme Alarm Company	Alarm / Monitoring	2nd quarter monitoring	\$ 108.90
03/09/22	Glass Unlimited Inc.	Miscellaneous	mirror	\$ 1,203.08
03/18/22	Roto Rooter Plumbing	Plumbing / Heating	rebuild flushometer	\$ 397.50
03/29/22	Roto Rooter Plumbing	Plumbing / Heating	Kitchen sink R&M	\$ 1,169.00
03/31/22	Durgin Electric LLC	Electrical	electric / lighting review and repairs	\$ 2,226.11
03/31/22	Roto Rooter Plumbing	Plumbing / Heating	sent estimate to replace mop sink faucet	\$ 39.00
03/31/22	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	set up stage / work on carpet tiles and floor panels / meet for outdoor tent rentals / clean com...	\$ 892.23
	Sub-Total March			\$ 6,035.82
04/06/22	The Webstaurant Store	Miscellaneous	shelf for kids bathroom	\$ 62.50
04/10/22	Bart Services LLC	Plumbing / Heating	leak repair heating coil	\$ 943.00
04/12/22	Roto Rooter Plumbing	Plumbing / Heating	service request for leaky mop faucet in back room	\$ 350.00
04/14/22	Roto Rooter Plumbing	Plumbing / Heating	dissembled flushometer	\$ 39.00
04/28/22	The Fireplace Company	Fireplace maintenance	turn gas on to fireplace	\$ 99.00
04/29/22	Durgin Electric LLC	Electrical	repair and replace bulbs, balasts, and light fixtures	\$ 5,267.78
	Sub-Total April			\$ 6,761.28
05/01/22	Sarmiento Tile LLC	Miscellaneous	tile in public bathrooms below new mirrors	\$ 1,800.00
05/07/22	Johnson Controls Security Solutions	Alarm / Monitoring	6/1-8/31/22 Service	\$ 223.95
05/10/22	Key Me Lock	Electrical	interior master key copies for staff	\$ 43.31
05/11/22	Bart Services LLC	Plumbing / Heating	Remove evaporative media and replace	\$ 2,491.23
05/31/22	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Tent Set up and carpet cleaning	\$ 782.19
05/31/22	Durgin Electric LLC	Electrical	repair and replace bulbs, balasts, and light fixtures, run power outlets to new staff workstations	\$ 5,092.58
	Sub-Total May			\$ 10,433.26
06/01/22	Acme Alarm Company	Alarm / Monitoring	3rd quarter monitoring	\$ 108.90
06/23/22	TSC	Miscellaneous	CAT-5E Plenum Computer Cable - White	\$ 1,072.56
06/30/22	Alpine Bank	Miscellaneous	TMP a division of JAM	\$ 24.05
06/30/22	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	R&M	\$ 482.50
	Sub-Total June			\$ 1,688.01
07/29/22	Durgin Electric LLC	Electrical	Lighting Troubleshooting	\$ 2,154.87
07/31/22	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	R&M	\$ 2,962.62
	Sub-Total July			\$ 5,117.49
08/02/22	Bart Services LLC	Plumbing / Heating	HVAC R&M	\$ 1,159.25
08/10/22	Amazon	Miscellaneous	Flex Tape	\$ 68.58
08/14/22	*Divvy	Miscellaneous	Caravan / Grrainger	\$ 381.19
08/25/22	Roto Rooter Plumbing	Plumbing / Heating	Plumbing	\$ 198.00
08/30/22	Durgin Electric LLC	Electrical	Retro Fitting	\$ 2,076.23
08/30/22	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	R&M	\$ 492.00
	Sub-Total August			\$ 4,375.25
09/01/22	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing	\$ 223.95
09/01/22	Acme Alarm Company	Alarm / Monitoring	4th Qtr 2022 Fire System Monitoring	\$ 108.90
09/06/22	S&S Automatics and Door Services	Miscellaneous	Doors	\$ 807.00
09/13/22	Orkin Pest Control	Pest Control	Pest Control	\$ 55.97
09/16/22	Durgin Electric LLC	Electrical	GFI	\$ 333.71
09/19/22	S&S Automatics and Door Services	Miscellaneous	Doors	\$ 382.50
09/29/22	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	R&M	\$ 292.50
09/29/22	Johnson Controls Security Solutions	Alarm / Monitoring	R&M	\$ 645.00
	Sub-Total September			\$ 2,849.53
10/14/22	*Divvy	Miscellaneous	Webstaurant	\$ 462.99
10/25/22	Roto Rooter Plumbing	Plumbing / Heating	Sink Faucet	\$ 199.00
10/31/22	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	R&M	\$ 439.40
	Sub-Total October			\$ 1,101.39

**Basalt Regional Library District
Maintenance Detail
2022**

Date	Name	Category	Memo	Amount
11/05/22	Johnson Controls Security Solutions	Alarm / Monitoring	Quarterly Billing	\$ 223.95
11/15/22	Orkin Pest Control	Pest Control	Pest Control	\$ 560.64
11/15/22	*Divvy	Miscellaneous	Webstaurant/Flame Out Fire Protection	\$ 1,520.34
11/30/22	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	R&M	\$ 723.50
	Sub-Total November			\$ 3,028.43
12/30/22	Grizzly Electric	Building/Interior Maintenance	Floor Heating Thermostat R&M	\$ 635.71
	Sub-Total December			\$ 635.71
			Grand Total	\$ 52,248.52
			Alarm / Monitoring	\$ 2,363.38
			Electrical	\$ 22,168.93
			Fireplace maintenance	\$ 99.00
			Building/Interior Maintenance	\$ 8,599.63
			Inspection / Testing	\$ -
			Pest Control	\$ 616.61
			Plumbing / Heating	\$ 9,834.48
			Roof Maintenance	\$ -
			Signage	\$ -
			Telephones	\$ 305.00
			Window Cleaning	\$ -
			Miscellaneous	\$ 8,261.49
				\$ 52,248.52

**BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
JANUARY 16,2023**

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	\$ 204.44
Adult	Courtney Keller	\$ 100.00
Adult BCD	Blackstone Publishing	\$ 1,571.64
Adult Movies	Midwest Tape	\$ 3,282.62
Annual Event - Fundraising	Back Door Catering	\$ 600.00
Annual Subscriptions:6270 Mango Languages	Mango Languages	\$ 3,915.67
Annual Subscriptions:6285 Wall Street Journal	Marmot Library Network, Inc.	\$ 1,172.60
Appointment Booking	*Square Services	\$ 25.97
Capital Reserve Expense - Misc	GLS Lighting and Controls	\$ 9,885.86
Capital Reserve Exp-EV Station	Arcos Mobility	\$ 25,163.00
Children's	Aspen Science Center	\$ 905.00
Children's	FocusedKids	\$ 336.00
Children's	Julianne Stokes	\$ 100.00
Children's	Raising a Reader	\$ 200.00
Children's	Slaybaugh, Linda	\$ 75.00
Compost Collection System	EverGreen ZeroWaste	\$ 281.00
Downloadable Titles: Overdrive	Overdrive, Inc	\$ 5,770.13
Electric	*Holy Cross Energy	\$ 464.91
Gas	*Black Hills Energy	\$ 1,980.60
Hot Spots	T-Mobile	\$ 1,354.22
Internet Connectivity	Ena Services Llc	\$ 121.52
Janitorial Supplies	Aspen Maintenance Supply	\$ 707.10
Lease	*Leaf	\$ 182.71
Lease	Wells Fargo Financial Leasing	\$ 230.62
Legal	Garfield & Hecht, P.C.	\$ 3,786.59
Maintenance	Grizzly Creek Enterprises, Inc.	\$ 9,495.40
Maintenance	Grizzly Electric	\$ 635.71
Mat Cleaning	Alsco	\$ 104.11
Multiple	*Divvy	\$ 6,108.40
Multiple	Ingram Library Services	\$ 5,499.07
Music	David Dyer	\$ 500.00
Music	Roaring Fork Music Society	\$ 500.00
Music	Sarah Graf	\$ 500.00
Music	Susan Nicholson	\$ 500.00
Office Supplies	ODP Business Solutions	\$ 591.74
Payroll	Baumgarten, Christy AP	\$ 50.00
Payroll	Baumgarten, Laura	\$ 50.00
Payroll	Child, Nathan	\$ 50.00
Payroll	Dexter, Sandra	\$ 50.00
Payroll	Doyle, Kristen	\$ 50.00
Payroll	durand	\$ 50.00

**BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
JANUARY 16,2023**

BUDGET DESCRIPTION	PAYEE	AMOUNT
Payroll	Gaby Lagos	\$ 50.00
Payroll	Katherine Howard	\$ 50.00
Payroll	Martha Elena Marquez	\$ 50.00
Payroll	McFlynn, Donna	\$ 50.00
Payroll	Meghan Hayes	\$ 50.00
Payroll	Moffroid, Cathy A	\$ 50.00
Payroll	Schuster, Amy E	\$ 50.00
Payroll	Shiple, Amy	\$ 50.00
Payroll	Vanessa Mendoza	\$ 465.80
Payroll / Reimbursements	McLain, Charlotte	\$ 267.45
Payroll / Staff	Jessica Hardin	\$ 105.88
Payroll / Travel Expenses	Lindahl, Kara	\$ 370.63
Payroll Liabilities	*TIAA-CREF	\$ 5,305.47
Payroll Service	*Paychex Payroll Service	\$ 429.20
Prepaid Expenses / Assoc Due 2023	Basalt Chamber of Commerce	\$ 650.00
Prepaid Expenses/ 2023 GL Ins	Colorado Special Districts Property & Lia	\$ 36,413.00
Prepaid Expenses/ AED 2023 Program	Division of Narva Enterprises	\$ 195.00
Prepaid Expenses/ Jan Health Ins	CEBT Willis of Colorado	\$ 9,268.11
Print Subscriptions	Administrative Professional Today	\$ 89.00
Print Subscriptions	EBSCO	\$ 3,151.87
Print Subscriptions	The New York Review of Books	\$ 99.95
Radio Advertising	Aspen Public Radio	\$ 100.00
Replacement Books - Purchased	Findaway World	\$ 985.91
Restricted - ARP Grant	Amazon	\$ 19.95
Service Agreement/Capital Res Exp	Image Net Consulting	\$ 14,305.13
Targeted Newspaper Ads	Colorado Mountain News Media	\$ 550.00
Technical Cataloging & Service	OCLC, Inc.	\$ 98.93
Telephone	Century Link	\$ 929.03
Trash	Waste Management	\$ 713.74
Water	Town of Basalt	\$ 822.08
Grand Total		<u><u>\$ 162,887.76</u></u>

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JANUARY 16,2023**

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Water	Town of Basalt	\$ 822.08
Grand Total		<u><u>\$ 162,887.76</u></u>

**BASALT REGIONAL LIBRARY DISTRICT BOARD
RESOLUTION NO. 2023-01**

A RESOLUTION OF THE BASALT REGIONAL LIBRARY DISTRICT DESIGNATING THE OFFICIAL POSTING PLACE FOR NOTICES, ADOPTING THE OFFICIAL DISTRICT MAP AND SETTING FORTH OTHER ADMINISTRATIVE MATTERS.

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c) the Library District is required annually to designate a place for the posting of official notices; and

WHEREAS, pursuant to C.R.S. § 24-90-109(1)(p.5) the Library District is required to adopt a current, accurate map of the District boundaries and to provide it to the state library, and;

WHEREAS, the Library District desires to establish a newspaper of record for posting official postings of the Board, and;

WHEREAS, the Library District desires to establish its official mailing address, telephone number, contact person, and president of the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE BASALT REGIONAL LIBRARY DISTRICT:

1. Recitals: The foregoing recitals are incorporated by reference as findings and determinations of the Board.
2. Posting: The official place for the posting of all required legal notices shall be the front door/south entrance of the library building located at 14 Midland Ave. Basalt, CO 81621.
3. Adoption of Map: The District boundary map attached hereto as Exhibit A is hereby adopted as the official map for the District.
4. Newspaper of Record: The newspaper of record will be the Aspen Daily News.
5. Administrative Matters: The following are hereby adopted as the official administrative and contact information for the District:

Address: 14 Midland Ave.
 Basalt, CO 81621

Phone number: 970-927-4311

Website: www.basaltlibrary.org

Contact person: Amy Shipley, Executive Director

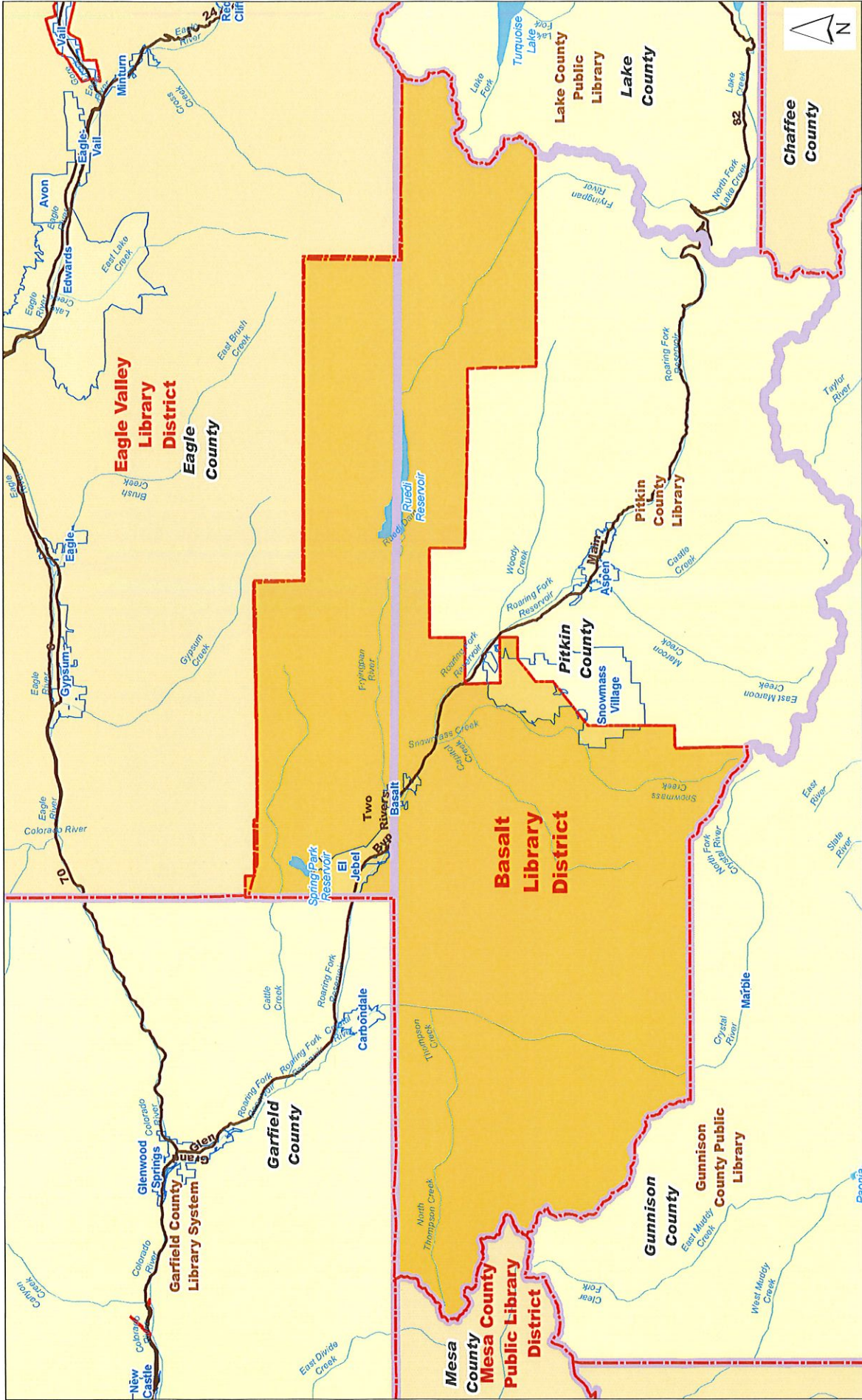
Board President: Enid Ritchy

This resolution 2023-01 is hereby ADOPTED by a vote of _____ on this 16th day of January, 2023.

BASALT REGIONAL LIBRARY DISTRICT
ATTEST:

Enid Ritchy, President

Jim Albert, Vice President



-  Basalt Library District
-  Other Library Districts
-  County Boundary
-  City/Town/Place Boundary
-  County Libraries

Basalt Library District

The Basalt Library District boundary as specified in establishment documents includes the portion of Roaring Fork School District RE-1 that falls within Eagle and Pitkin Counties.

LIBRARY DISTRICT UPDATE

Colorado State Library

To submit a comment or for more information, please contact [Nicolle Steffen](mailto:Nicolle.Steffen@state.co.us): steffen_n@cde.state.co.us or 303-866-6900

Prepared by CIVICTechnologies. May 2010.