

Basalt Regional Library District Board of Trustees Meeting
Monday, November 20, 2023, 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; Margaret Simmons, Secretary; Enid Ritchy, Trustee; Jim Albert, Trustee; Deborah Smith, Trustee

AGENDA

1. Call to order
2. Public Comments
3. Board Comments
4. Staff Comments
5. Approval Items
 - a. Minutes of October 16, 2023, Board Meeting (page 1)
 - b. October 2023 Accounts Payable (page 5)
6. Public Budget Hearing, *Eric Pelander*
7. Friends of the Library report, *Deb McCanne*
8. Human Resources update, *Evelyn Dominguez, Human Resources Manager*
9. BRLD Annual Timeline, *Amy Shipley (page 26)*
10. Board Information Session Update, *Carolyn Kane*
11. 2024 Board Trustee application – suggest additions, changes, or deletions, *Amy Shipley (page 32)*
12. Strategic Planning reboot – What do we want to achieve by developing a new strategic plan, *Amy Shipley*
13. Director's Report, *Amy Shipley (page 33)*
14. Committee Reports:
 - a. Facilities Committee: *Jim Albert, chair*
 - i. Roof
 - b. Finance Committee: *Eric Pelander, chair*

- i. October 2023 Financials (page 5)
 - ii. 2024 Budgets
- c. Personnel Committee: *Enid Ritchy*
- d. Policy Committee: *Elaine Nagey, chair*
 - i. *Photography and Videography policy*

ACTION ITEMS

15. Discussion and possible vote to close the library on Christmas Eve
16. Discussion and possible vote to provide year-end bonuses for staff
17. Select date for annual board retreat in May 2024
18. Select two trustees to serve on Ad Hoc Strategic Planning Committee
19. Discussion and possible vote to approve Photography and Videography Policy (page 40)
20. Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Minutes October 16, 2023

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

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Laura Baumgarten, Patron Services and Youth Services Manager; Christy Baumgarten, IT and Marketing Manager

Community Members Present: Sharon Morris, Public Library Leadership Consultant State Library of Colorado

Call to order

Elaine called the meeting to order at 5:15 PM.

Public Comments

None

Board Comments

Elaine is waiting on committee evaluations.

Staff Comments

Amy handed out a revised agenda. One item was added.

Approval Items

- a. Minutes of September 18, 2023, Board Meeting (page 1)
- b. September 2023 Accounts Payable (page 17)

Carolyn moved and Jim seconded the motion to approve the minutes with corrections and the Accounts Payable. The motion carried unanimously.

Library Trust Update, Amy Shipley

Amy met with the Trust the first week of October. They have a little over \$5,000 in their account. They need to make a transfer of funds that was agreed to earlier in the year for the college prep four-part course and the Aspen Science Center STEM program. They received another \$1,000 donation. With the departure of the Community Engagement Coordinator, the Library Trust needs to take over more of the management activities of the Trust. The Library will continue to write grants for donations. Amy will go over the changes with the Trust Board members. The main project of the Trust is to fund the Imagination Library that Dolly Parton started to get books into the houses of kids through age five. We currently have 70 children participants.

Strategic Planning, Sharon Morris, Public Library Leadership Consultant State Library of Colorado
Sharon is a consultant with the State Library of Colorado and is well versed in Colorado law. She is well versed in the style and methods of strategic planning and has helped many libraries. She went over the Director, Board, and staff roles and areas of overlap in designing a strategic plan and answered Trustee and Director questions. She also shared her takeaways on the Trustee and

Director expectations and understanding. Amy suggested a Strategic Plan task force be set up at the November Board Meeting.

SWAP, Laura Baumgarten, Patron Services and Youth Services Manager

Laura, Christy and Amy did a short, entertaining skit about the SWAP. This is the third annual swap. The Aspen Skiing Company is a new partner and will be donating their leftover items. Donations will be accepted through Friday, October 20th. The SWAP is on October 21st. The first 75 people who donate receive an early bird ticket and can browse the hour prior to the opening of the SWAP. The Lions Club will serve a hot pancake breakfast from 9:00 AM -10:00 AM. At noon Jimmy Johns will serve sandwiches. Everything, clothing and food, is free to the public. There has been lots of marketing to increase attendance. Laura asked for Trustees to volunteer time to help sort.

“Full” Capital Replacement Plan, Deb Smith (page 24)

Deborah went through the Capital Replacement Plan for the Trustees. She explained how the Capital Replacement Plan can help to plan for the inevitable and how it can help to determine how much reserve is needed to pay for the progressive deterioration of the physical components of the building. The existing plan is outdated. We have budgeted for an update to this plan in the 2024 budget.

Board Recruiting Plan, Carolyn Kane

Amy and Carolyn worked together on the Board Recruiting Plan. Carolyn handed out a copy of the Board Recruitment Plan. Two sessions have been scheduled on November 9th, one at noon and one at 6:00 PM to meet with prospective recruits. Amy and Carolyn created the main talking points to talk to people about who attend the sessions.

Director’s Report, Amy Shipley (page 5)

Items not covered in the written report that is included in the Board Meeting packet.

- Amy attended the Colorado Association of Libraries conference last week. A big highlight was networking and catching up with all the colleagues she’s had over the past 20 years. She received a big thank you from the Association for her advocacy that resulted in \$150,000 to the courier system. What started this was a 12% increase to our costs and next year we will see a 12% decrease to our costs. Amy will start a new advocacy with the goal of making the courier free to smaller libraries. Other sessions Amy attended were becoming an employer of choice, patron privacy and confidentiality, compassion fatigue and burnout, and social work in libraries.
- Elaine also attended the conference and stated that Amy is on the forefront of many of the issues that were addressed at the conference.

Committee Reports:

- Bylaws Committee: *Carolyn Kane, chair*
The revised Bylaws are complete and have been signed. A copy was passed out to Trustees.
- Facilities Committee: *Jim Albert, chair*
 - The roof engineer from WJE met with the facilities committee last week and went over the request for proposal (RFP). They added a few options to allow for value engineering which allows for cutting back on certain options if the plan becomes too expensive. Amy

expanded on the options that were added. The Committee felt really good about hiring WJE to work on this project. WJE will act as the owner's representative in the bid process. Amy asked the Trustees to allow her to have the attorney look at the RFP before posting it to make sure it is clear.

- Amy talked to the facilities committee about an accessibility update to the building.
- Finance Committee: *Eric Pelander, chair*
 - Amy read Eric's report.
 - We're tracking well to our 2023 budget, with 99% of our mill levy revenue received and 67% of our annual budgeted expenditures (3/4 of the way through the year). We should end the year with no deficit or a slight surplus.
 - We made our annual bond principal payment in September.
 - Amy has prepared an alternative budget which assumes Proposition HH passes. This proposition would increase the amount reduced from the market value of primary residences (not second homes) from the current \$15K to \$50K and also slightly reduce the assessment rate to convert market values to assessed values. While impossible to precisely determine (not knowing the number of second homes in our district), the negative revenue impact would be, at most, \$88K. The alternative budget makes several cuts to expenses to cover this impact, primarily to payroll.
 - Amy noted that proposition HH will have no affect on our bond, but it will affect our operations.
- Personnel Committee: *Enid Ritchy*

The Personnel Committee completed the director evaluation process and will go into executive session today to consider Amy's contract.
- Policy Committee: *Elaine Nagey, chair*

The new Closure Policy and elimination of the Pandemic and Emergency policies are under action items. Staff is working on a Photography and Videography policy.

Discussion and possible vote to approve posting RFP for roof contractors (page 115)

Carolyn moved that the Board direct Amy to run the RFP by the attorney, take associated steps to remedy anything that needs to be fixed, adjust the timeline accordingly and then post the edited RFP without bringing it back to the Board at the November meeting. Enid seconded the motion. The motion passed unanimously.

Discussion and possible vote on Resolution 2023-02 In Opposition to the Statewide Proposal, Proposition HH (page 205)

Jim moved and Deborah seconded the motion to approve Resolution 2023-02 in Opposition to the Statewide Proposal, Proposition HH. The motion passed unanimously.

Discussion and possible vote to approve Closure Policy (page 208)

Jim moved and Carolyn seconded the motion to approve the Closure Policy. The motion passed unanimously.

Discussion and possible vote to eliminate Pandemic and Emergency Policy (page 213)

Jim moved and Enid seconded the motion to eliminate the Pandemic and Emergency Policy. The motion passed unanimously.

Executive Session to discuss Executive Director Contract

Elaine moved and Jim seconded the motion to go into Executive Session. The motion passed unanimously.

The Trustees moved into Executive Session at 7:57 PM

The Trustees returned from Executive Session at 8:40 PM

The Trustees entered the general session at 8:41 PM

Vote on Executive Director Contract

Enid moved that Amy and Elaine sign the 2024 Executive Director contract. Jim seconded the motion. The motion passed unanimously.

Adjourn Meeting

Carolyn moved and Deborah seconded the motion to adjourn the meeting. The motion passed unanimously.

Respectfully submitted,

Elaine Nagey, President

Date

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

	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	109,062			109,062		109,062
Colo Trust - Tabor Reserve #8003	54,347			54,347		54,347
Colo Trust - Operating Fund #8004	1,902,133			1,902,133		1,902,133
Colo Trust - Bond Repayment #8002		223,578		223,578		223,578
Colo Trust - Capital Rsv Fund #8005			1,392,638	1,392,638		1,392,638
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	2,683			2,683		2,683
Prepaid Expense	6,412			6,412		6,412
Property Tax Receivable	(7,069)			(7,069)		(7,069)
Pooled Cash (Interfund Transfers)	(429,386)	663,262	(233,876)	(0)		(0)
Capital Assets, net of depreciation	-	-	-	-	8,778,049	8,778,049
Total Assets	1,638,183	886,840	1,158,763	3,683,786	8,778,049	12,461,835
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	36,230	-	-	36,230		36,230
Other Current Liabilities						
Accrued Interest				-	12,899	12,899
Deferred Property Tax	(7,159)			(7,159)		(7,159)
Current Bonds Payable, 2012				-	780,000	780,000
Total Current Liabilities	29,071	-	-	29,071	792,899	821,969
Long Term Liabilities						
Bonds Payable, 2012		-		-	2,475,000	2,475,000
Accrued Compensated Absences				-	33,385	33,385
Total Long Term Liabilities	-	-	-	-	2,508,385	2,508,385
Total Liabilities	29,071	-	-	29,071	3,301,283	3,330,354
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	5,523,049	5,523,049
Non Spendable	6,412	-	-	6,412	(6,412)	-
Restricted for:						
Tabor	78,000			78,000	-	78,000
Debt Service		886,840		886,840	-	886,840
Committed for Future Projects			1,158,763	1,158,763	(1,158,763)	-
Unassigned / Unrestricted	1,524,700	-	-	1,524,700	1,118,891	2,643,591
Current Year Fund Balance / Net Position	1,609,112	886,840	1,158,763	3,654,715	5,476,765	9,131,480
Total Liabilities and Fund Balance / Net Position	1,638,183	886,840	1,158,763	3,683,786	8,778,049	12,461,835

Prepare for Internal Use Only

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

		2022 Year End Actuals	2023 Budget	YTD Actuals 09/30/23	Actuals vs Budget YTD %	2024 Preliminary Budget - No on HH	Budget Assumptions
General Operating Beginning Fund Balance		1,728,500	1,761,053	1,828,174	67,121	1,585,323	
Eagle County							
	Assessed Value	271,560,910	273,153,790			433,516,750	preliminary
	% Increase	12%	0.59%			59%	
	Operating Mill Levy Rate	3.363	3.360			2.610	
Pitkin County							
	Assessed Value	192,808,360	193,543,290			306,061,230	preliminary
	% Increase	4%	0.38%			58%	
	Operating Mill Levy Rate	3.363	3.360			2.610	
REVENUES							
4005	General Operating Mill Levy						
4010	Eagle County	702,200	712,931	708,662	99.40%	1,131,479	AV x mill levy (2.61)
4020	Pitkin County	498,072	505,148	507,746	100.51%	798,820	AV x mill levy (2.61)
4030	Mill Levy Supplement	348,618	350,023	345,361	98.67%	-	
4040	Tax Abatement - Prior Year	-	-	-	0.00%	-	
	Total General Operating Mill Levy	1,548,890	1,568,102	1,561,769	99.60%	1,930,299	123%
4100	MVSO - General Operating						
4110	Eagle County	83,759	89,737	64,325	71.68%	70,000	
4120	Pitkin County	39,343	42,475	28,617	67.37%	30,000	
	Total MVSO - General Operating	123,102	132,212	92,941	70.30%	100,000	76%
4200	Fines & Fees						
4205	Coffee Purchase	421	500	169	33.80%	500	
4210	Copies	4,758	3,500	1,331	38.03%	750	over-budgeted in 2023
4215	Earbuds	39	50	19	38.00%	50	
4220	Faxing	422	-	5	Not Budgeted	-	
4230	Fines	1,023	1,000	117	11.70%	100	over-budgeted in 2023
4240	Guest Passes	-	-	-	0.00%	-	
4250	Meeting Room Rental	1,321	1,000	663	66.25%	-	
4255	Reading Glasses	33	50	13	26.00%	50	
4260	Replacement Books	1,143	1,500	565	37.68%	100	over-budgeted in 2023
	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	-	-	7,477	Not Budgeted	-	
	Total Fines & Fees	9,252	7,700	17,139	222.59%	1,550	20%
4300	Earnings on investments						
4310	Colotrust Int Op Acct	37,579	36,768	93,856	255.26%	80,000	
4320	Mill Levy Interest	4,897	6,234	3,356	53.84%	6,234	Flat to 2023 Forecast
	Total Earnings on investments	42,475	43,002	97,212	226.06%	86,234	201%
4400	Contributions *see detail						
4410	Contributions- Non-Restricted	7,947	5,000	803	16.07%	5,000	
4412	Contributions- Restricted	1,294	1,000	22,886	2288.59%	1,000	
	Contributions- Music	2,000	-	-	0.00%	-	
	Total Contributions	11,241	6,000	23,689	394.82%	6,000	100%
4500	Grants - Non-Restricted						
4505	Grants - General Operating Grants	1,266	-	4,000	Not Budgeted	5,000	

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

		2022 Year End Actuals	2023 Budget	YTD Actuals 09/30/23	Actuals vs Budget YTD %	2024 Preliminary Budget - No on HH	Budget Assumptions
	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	
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 - Cares Grant - Tmobile Data	-	-	-	0.00%	-	
	Restricted - Cares Grant - TOB Art Camp	-	-	-	0.00%	-	
	Restricted - LSTA Grant	-	-	-	0.00%	-	
	Restricted - Humanities	-	-	-	0.00%	-	
	Restricted - Outdoor Equity	5,000	-	-	0.00%	-	
	Restricted - Charge Ahead	5,000	-	-	0.00%	-	
	Restricted - ARP Grant	6,478	-	-	0.00%	-	
	Restricted - GRT	5,225	-	-	0.00%	-	
	Restricted- Aspen Thrift Shop	2,500	-	-	0.00%	-	
4620.14	Restricted - Library Trust	-	5,000	5,900	118.00%	5,000	
4620.15	Restricted - Other Misc	-	30,000	33,616	112.05%	30,000	
	Total Restriced Fund Income - Foundation/Friends	50,819	45,000	46,308	102.91%	45,000	100%
	TOTAL REVENUES	1,790,546	1,802,016	1,843,059	102.28%	2,174,083	121%
	OPERATING:						
	Administration						
	Contract Services						
5010	Accounting	11,261	1,920	6,419	334.34%	45,000	under-budgeted in 2023, and move Finance Manager from payroll to contract
5020	Audit - Annual	14,000	13,250	13,250	100.00%	14,045	6% Inflation Increase
5030	Courier	2,847	11,500	8,541	74.27%	9,000	quote from vendor - 12% decrease due to increased state funding
5040	Legal	13,156	15,000	1,296	8.64%	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	29,506	70.81%	93,045	223%
	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%
	Professional Dev. & Memberships						
5230	Board	494	1,600	535	33.44%	750	over budgeted in 2023
5235	Employers Council	1,383	3,300	3,417	103.55%	3,600	new price quoted by vendor

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 09/30/23	Actuals vs Budget YTD %	2024 Preliminary Budget - No on HH	Budget Assumptions
5240		Library Association Dues	760	1,000	918	91.80%	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	5,875	58.75%	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	1,271	462.35%	2,000	
5270		Travel expenses	7,226	4,000	7,094	177.35%	9,000	Public Library Association Conference is every other year
		Total Professional Dev. & Memberships	20,649	22,049	20,759	94.15%	31,045	141%
5280		Publicity						
5290		Advertising - General	223	6,000	1,386	23.10%	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	631	42.04%	1,500	
5297		Targeted Newspaper Ads	4,131	6,000	4,056	67.61%	7,000	
5286		Spanish Language Interpretation/Translating	-	5,000	1,076	21.53%	6,000	
5287		Job Ads	-	2,000	1,207	60.35%	2,000	
		Total Publicity	28,677	37,500	24,628	65.68%	40,500	108%
5300		Supplies						
5310		Office Supplies	11,348	8,640	8,853	102.46%	14,000	underbudgeted in 2021, 2022, 2023
5320		Technical Cataloging & Service	5,295	8,500	7,835	92.17%	8,500	includes copier supplies 5750
5330		Postage & Shipping	292	1,000	608	60.85%	500	
		Total Supplies	16,934	18,140	17,296	95.35%	23,000	127%
5350		Treasurer's fees						
5360		Eagle fees	27,334	29,188	27,347	93.69%	33,944	3% of Property Tax
5370		Pitkin fees	31,015	29,918	31,184	104.23%	39,941	5% of Property Tax
		Total Treasurer's fees	58,348	59,106	58,531	99.03%	73,885	125%
		Total Administration	166,349	204,491	188,534	92.20%	302,503	148%
		Facility Expenses						
5410		Janitorial	53,337	54,913	42,205	76.86%	55,000	flat
5420		Janitorial Supplies	2,613	6,480	7,257	111.98%	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	22,196	73.99%	20,000	decrease
5450		Mat Cleaning	828	-	-	0.00%	-	
5460		Snow Removal	5,705	4,620	-	0.00%	4,897	6% Inflation Increase
		Total Facility Expenses (Maintenance)	125,125	106,813	83,531	78.20%	102,733	96%
5500		Utilities						
5510		Electric	7,938	15,290	5,921	38.72%	8,000	over budgeted in 2023
5515		Compost Collection System	791	864	994	115.05%	1,212	6% Inflation Increase
5520		Gas	10,966	10,506	12,212	116.24%	15,046	6% Inflation Increase
5575		Hot Spots	8,194	-	-	0.00%	-	
5530		Internet Connectivity	1,239	14,904	6,482	43.49%	15,000	
5540		Sanitation	3,278	3,359	3,331	99.17%	3,561	6% Inflation Increase
5550		Telephone	5,754	8,424	4,630	54.97%	8,929	6% Inflation Increase
5560		Trash	7,543	6,221	6,845	110.03%	7,983	6% Inflation Increase
5570		Water	4,647	4,763	1,609	33.78%	5,049	6% Inflation Increase
		Total Utilities	50,350	64,331	42,023	65.32%	64,780	101%
		Total Facility Expenses	175,475	171,143	125,554	73.36%	167,513	98%
		Library Programs						
5610		Adult Program	10,306	9,000	13,293	147.70%	11,000	

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

				2022 Year End Actuals	2023 Budget	YTD Actuals 09/30/23	Actuals vs Budget YTD %	2024 Preliminary Budget - No on HH	Budget Assumptions
5612	Adult Materials			1,559	-	(35)	Not Budgeted		
5615	Art			-	-	-	0.00%	-	
5620	Children's			10,676	4,000	6,369	159.21%	5,500	
5625	Children's Materials			2,126	-	84	Not Budgeted	-	
5630	Community			-	-	-	0.00%	-	
5634	Liquor License			500	375	58	15.47%	400	
5633	Movie License				550	173	31.45%	550	moved from 5835
5640	Music			15,973	15,000	19,942	132.94%	17,000	
5650	Spanish Language			832	3,000	2,467	82.24%	4,000	increase
5635	Volunteers			96	-	-	0.00%	-	
5660	Teens			6,473	4,000	4,614	115.35%	3,500	decrease
5601	Summer Reading								
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	8,186	81.86%	15,000	
5675	Next Gen / Millennials			-	-	-	0.00%	-	
	Total Library Programs			49,953	55,925	66,264	118.49%	67,950	122%
	Technology & Equipment								
	Copiers & Equipment								
5730	Lease			3,933	-	407	Not Budgeted	-	
5740	Service Agreement / Copy Usage			5,276	5,000	1,133	22.65%	2,500	over-budgeted in 2023
5750	Copier Supplies			511	-	124	Not Budgeted	-	Moved to Technical Cataloging & Service 5320
	Total Copiers & Equipment			9,720	5,000	1,663	33.27%	2,500	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	780	38.98%	2,000	flat
5780	Support & Service Agreements								
5782	Adobe			915	972	870	89.50%	-	
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	2,554	88.06%	-	
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	252	95.45%	-	
5824	Scheduling / When I Work			896	540	-	0.00%	-	
5825	Webpage Builder			233	250	90	35.96%	-	
5828	Zoom			162	150	150	99.93%	-	
	Marketing & Graphic Design							2,500	Adobe, Emma, canva
	Website Tools							2,500	Domain, Google Cloud, Livechat, Webpage builder,
	Communication & Time Management							4,500	Zoom, planning center, scheduling,
	Total Support & Service Agreements			6,490	7,186	5,809	80.84%	9,500	132%
5840	Tech Labor & Repair			-	2,000	-	0.00%	-	eliminate, will use 5440, Maintenance in the future
	Total Technology			111,711	113,186	100,829	89.08%	113,910	101%
	Collections								
5910	Audio								

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 09/30/23	Actuals vs Budget YTD %	2024 Preliminary Budget - No on HH	Budget Assumptions
5920		Adult BCD	3,598	3,000	2,219	73.97%	3,000	
5922		Spanish Audio Adult	255	750	490	65.32%	500	
5924		Spanish Audio Youth	-	500	321	64.14%	500	
5930		Youth Audio	284	2,200	1,312	59.62%	3,000	
		Total Audio	4,137	6,450	4,341	67.30%	7,000	109%
6000		Books & Magazines						
6010		Adult fiction books	10,899	12,000	7,965	66.37%	12,000	
6020		Adult non-fiction books	9,606	12,000	9,461	78.84%	12,000	
6025		Board Games	475	500	398	79.65%	500	
6030		Juvenile Fiction	4,586	7,000	5,345	76.36%	9,100	increase
6040		Juvenile Non-Fiction	3,943	3,000	1,921	64.03%	4,000	increase
6045		Large Print	1,756	2,000	1,506	75.31%	2,000	
6050		Print Subscriptions	6,994	4,500	859	19.09%	4,500	
6055		Replacement Books - Purchased	2,434	1,500	1,377	91.77%	1,500	
6060		Spanish Adult fiction	1,371	2,000	1,149	57.44%	2,000	
6070		Spanish adult non-fiction	959	1,000	559	55.90%	1,500	
6080		Spanish children's books	2,616	4,500	2,217	49.27%	5,000	
6100		YA Fiction	5,373	1,600	4,758	297.35%	3,500	
6110		YA Non-Fiction	1,499	5,400	1,380	25.55%	1,700	
6120		Special Items	779	2,000	1,599	79.93%	2,000	
		Total Books	53,290	59,000	40,492	68.63%	61,300	104%
6200		Digital Resources						
6210		<u>Annual Subscriptions:</u>						
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		<u>Downloadable Titles:</u>						
6305		Kanopy	3,287	6,000	3,752	62.53%	6,000	
6308		OCLC World Share	-	-	-	0.00%	-	
6320		Overdrive	15,272	21,750	16,563	76.15%	25,000	
6330		RB Digital	-	-	-	0.00%	-	
		Online Databases					7,500	Gale Public, Pebble Go, Tumblebooks, encyclopedia britannica, Peterson's Test Prep
		Online Newspaper Subscriptions					2,000	New York Times, Wall Street Journal, Washington Post
		Total Digital Resources	28,021	42,790	24,793	57.94%	44,500	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	5,091	84.86%	6,000	flat
6440		Juvenile Movies	273	1,000	670	67.04%	1,000	flat
6460		Video / Games	522	800	606	75.77%	800	flat
		Total Media	6,330	8,300	6,434	77.52%	7,800	94%

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 09/30/23	Actuals vs Budget YTD %	2024 Preliminary Budget - No on HH	Budget Assumptions
	Total Collections		91,778	116,540	76,060	65.27%	120,600	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
	Total Restricted Funds		39,976	40,000	-	0.00%	40,000	100%
	Total Operating expenses		635,243	701,286	557,242	79.46%	852,476	122%
6900	Payroll Expenses							
6910	Payroll		822,530	991,647	719,555	72.56%	1,040,000	105%
6920	Payroll Service		6,178	8,100	5,402	66.69%	8,000	99%
6930	Payroll Taxes		63,147	80,906	57,318	70.85%	87,901	109%
6940	Retirement Plan		18,444	29,363	22,834	77.76%	28,369	97%
6950	Health Insurance		55,253	138,168	93,377	67.58%	137,160	99%
6960	Life Insurance		-	713	-	0.00%	784	110%
6965	STD/LTD		-	9,285	-	0.00%	3,683	40%
6970	FAMLI		-	8,000	3,702	46.27%	9,792	122%
6953	COVID - Weekly Testing		-	-	-	0.00%	1,000	
6957	Background Check		1,343	500	2,692	538.30%	1,000	200%
6980	Director Search		-	-	-	0.00%	-	
6985	HR Assessment		1,735	-	-	0.00%	-	
6955	Wellness / Health - CEBT Dividend Pmts		-	-	-	0.00%	-	
	Total Payroll Expenses		968,629	1,266,682	904,878	71.44%	1,317,689	104%
TOTAL EXPENDITURES			1,603,872	1,967,968	1,462,121	74.30%	2,170,166	110%
Net General Fund Income/(Loss)			186,674	(165,952)	380,938		3,917	-2%
	Allocation to Capital Reserve Outlay		87,000	600,000	600,000	100.00%	90,000	
	Allocation to Bond Repayment							2025 budget \$621.00
General Fund Balance			1,828,174	995,101	1,609,112	161.70%	1,499,240	69%

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

		2022 Year End Actuals	2023 Budget	YTD Actuals 09/30/23	Actuals vs Budget YTD %	2024 Preliminary Budget - No on HH	Budget Assumptions
Capital Reserve Beginning Fund Balance		607,860	578,104	602,128	24,024	442,958	
REVENUES							
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	32,600	372.83%	35,000	
TOTAL REVENUES		98,917	608,744	632,600	103.92%	125,000	
EXPENDITURES							
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	631	6.31%	10,000	
8310.04	Computers - Patron	260	12,000	17,630	146.92%	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%	-	
8310.10	Handrail for Tent Area	-	-	6,000	Not Budgeted	-	
8310.11	Painting - Interior	-	12,000	-	0.00%	-	
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%	-	
	Furniture and Fixtures					50,000	
	Replace telephone system					10,000	
	Replace kitchen appliances					2,500	
TOTAL EXPENDITURES		104,648	774,000	75,965	9.81%	866,500	
Net Fund Income/(Loss)		(5,732)	(165,256)	556,634	-336.83%	(741,500)	
Capital Reserve Fund Balance		602,128	412,848	1,158,763	280.68%	(298,542)	

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

	2022 Year End Actuals	2023 Budget	YTD Actuals 09/30/23	Actuals vs Budget YTD %	2024 Preliminary Budget - No on HH	Budget Assumptions	2025 Prelim Budget	Budget Assumptions
Bond Repayment Beginning Fund Balance	799,713	837,168	835,076	(2,092)	910,615		960,837	
Eagle County								
Assessed Value	271,560,910	273,153,790			433,516,750	Estimate	433,516,750	Estimate
% Increase	12%	0.59%			58.71%		0.00%	
Bond Mill Levy Rate	3.363	1.992			1.257		1.068	
Pitkin County								
Assessed Value	192,808,360	193,543,290			306,061,230	Estimate	306,061,230	Estimate
% Increase	4%	0.38%			58.14%		0.00%	
Bond Mill Levy Rate	3.363	1.992			1.257		1.068	
REVENUES								
Interest Earned - Bond Repayment	16,189	16,000	25,795	161.22%	16,000		16,000	
Mill Levy Debt Repayment								
Eagle County	541,176	544,122	539,486	99.15%	544,931	AV x mill levy (1.257)	462,996	AV x mill levy (1.068)
Pitkin County	384,762	385,538	380,521	98.70%	384,719	AV x mill levy (1.257)	326,873	AV x mill levy (1.068)
Total Mill Levy Debt Repayment	925,937	929,661	920,006	98.96%	929,650		789,869	
Transfer from General Fund							621	
TOTAL REVENUES	942,126	945,661	945,801	100.01%	945,650		806,490	
EXPENDITURES								
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								
Eagle County	16,256	16,324	16,200	99.24%	16,348	3% of Property Tax	13,890	3% of Property Tax
Pitkin County	20,676	11,566	20,443	176.75%	19,236	5% of Property Tax	16,344	5% of Property Tax
Total Treasurer's Fees	36,932	27,890	36,643	131.38%	35,584		30,234	
TOTAL EXPENDITURES	906,764	885,284	894,037	100.99%	895,428		1,767,328	
Net Fund Income/(Loss)	35,363	60,377	51,764	85.74%	50,222		(960,837)	
Bond Repayment Fund Balance	835,076	897,545	886,840	98.81%	960,837		(0)	
**Bond Repayment Schedule:								
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
General Fund
October 2023**

Date	Name	Category	Memo	Amount
01/05/23	Roto Rooter Plumbing	Plumbing / Heating	Sink Faucet	\$ 1,985.00
01/01/23	Acme Alarm Company	Alarm / Monitoring	1st Qtr 2023 Monitoring	\$ 118.71
01/25/23	Grizzly Creek Enterprises, Inc.	Miscellaneous	Cordless Vacuum	\$ 325.55
01/31/23	Grizzly Electric	Electrical	Misc Repairs and Maintenance	\$ 600.00
01/31/23	Grizzly Electric	Electrical	Lighting Repairs and Maintenance	\$ 312.50
Sub-Total January				\$ 3,341.76
02/13/23	S&S Automatics and Door Services	Building/Interior Maintenance	Key FOB and Key Pad Repairs and Maintenance	\$ 510.00
02/22/23	Storm King Roofing LLC	Miscellaneous	Snow Removal	\$ 750.00
02/24/23	The Glass Guru	Building/Interior Maintenance	Misc Repairs and Maintenance	\$ 115.00
02/28/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Carpets/Shelving	\$ 705.00
Sub-Total February				\$ 2,080.00
03/01/23	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 03/01 - 05/31/2023	\$ 223.95
03/03/23	Acme Alarm Company	Alarm / Monitoring	Fire Alarm Test and Inspection 2023	\$ 666.45
03/11/23	Rachels Sewing Repair Llc	Miscellaneous	Sewing repair-Canopy Tent	\$ 187.50
03/31/23	Tri County Locksmith	Building/Interior Maintenance	Locksmith	\$ 198.50
03/31/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Stainless Steel Shelving/Misc Repairs and Maintenance	\$ 663.90
Sub-Total March				\$ 1,940.30
04/01/23	Acme Alarm Company	Alarm / Monitoring	2nd Qtr 2023 Fire System Monitoring	\$ 118.71
04/13/23	Aspen Floorcovering, Inc	Building/Interior Maintenance	Carpet Repairs and Maintenance	\$ 650.00
04/14/23	The Fireplace Company	Fireplace maintenance	Fireplace Inspection	\$ 250.00
04/15/23	*Divvy	Building/Interior Maintenance	Lighting	\$ 63.25
04/30/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs and Maintenance	\$ 1,260.00
Sub-Total April				\$ 2,341.96
05/15/23	*Divvy	Miscellaneous	Misc Repairs and Maintenance	\$ 610.60
05/25/23	Roto Rooter Plumbing	Building/Interior Maintenance	Women's Toilet Auger	\$ 266.35
Sub-Total May				\$ 876.95
06/01/23	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 06/01 - 08/31/2023	\$ 240.75
06/05/23	Grizzly Creek Enterprises, Inc.	Miscellaneous	Misc Repair & Maintenance	\$ 899.55
06/08/23	Roto Rooter Plumbing	Plumbing / Heating	Manual Toilet flushmeter replacement	\$ 671.03
06/15/23	*Divvy	Miscellaneous	Misc Repair & Maintenance	\$ 18.41
06/29/23	Aspen Floorcovering, Inc	Building/Interior Maintenance	Ceramic Tile Repair	\$ 125.00
06/30/23	Grizzly Creek Enterprises, Inc.	Miscellaneous	Misc Repair & Maintenance	\$ 61.10
Sub-Total June				\$ 2,015.84
07/01/23	Acme Alarm Company	Alarm / Monitoring	3rd Qtr 2023 Fire System Monitoring	\$ 118.71
07/03/23	Roto Rooter Plumbing	Plumbing / Heating	Toilet Repair	\$ 471.94
07/20/23	Johnson Controls Security Solutions	Alarm / Monitoring	Service Call	\$ 73.04
07/25/23	D'AC Lighting	Building/Interior Maintenance	50% Deposit	\$ 473.00

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

Date	Name	Category	Memo	Amount
Sub-Total July				\$ 1,136.69
08/21/23	Roto Rooter Plumbing	Plumbing / Heating	Toilet Repair	\$ 1,020.00
08/27/23	Dexter, Sandra	Building/Interior Maintenance	Paint Chips	\$ 13.75
08/28/23	Integrity Fire Services	Building/Interior Maintenance	Fire safety inspection	\$ 988.00
08/29/23	D'AC Lighting	Building/Interior Maintenance	Final on Light Fixture	\$ 473.09
Sub-Total August				\$ 2,494.84
09/01/2023	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 09/01 - 11/30/2023	240.75
09/01/2023	Acme Alarm Company	Alarm / Monitoring	3rd Qtr 2023 Monitoring	118.71
09/04/2023	Grizzly Creek Enterprises, Inc.	Miscellaneous	Misc Repair & Maintenance	612.75
09/04/2023	Grizzly Creek Enterprises, Inc.	Miscellaneous	Misc Repair & Maintenance (lights)	50.00
09/12/2023	Orkin Pest Control	Pest Control	Pest Control	645.08
09/12/2023	Orkin Prepaid 2024	Pest Control	Reclassify Orkin Prepay portion for 01-01-24 through 09-30-24	-483.81
09/14/2023	*Divvy - Amazon	Building/Interior Maintenance	Light Bulbs	20.99
09/14/2023	*Divvy - Amazon	Building/Interior Maintenance	Light Bulbs	157.11
09/18/2023	First Impression Glass Cleaners	Building/Interior Maintenance	window cleaning	2,913.00
09/25/2023	Young Services	Building/Interior Maintenance	Womens Bathroom repairs	384.04
09/29/2023	Durgin Electric	Miscellaneous	Misc Repair & Maintenance	154.87
Sub-Total September				\$ 4,813.49
10/11/23	Roto Rooter Plumbing	Building/Interior Maintenance	Leaking Sink	\$ 192.75
10/23/23	Grizzly Creek Enterprises, Inc	Miscellaneous	Misc Repair & Maintenance	\$ 955.00
10/27/23	Amazon	Miscellaneous	Misc Repair & Maintenance	\$ 6.85
Sub-Total October				\$ 1,154.60
Grand Total				\$ 22,196.43

Alarm / Monitoring	\$ 1,919.78
Electrical	\$ 912.50
Fireplace maintenance	\$ 250.00
Building/Interior Maintenance	\$ 10,172.73
Inspection / Testing	\$ -
Pest Control	\$ 161.27
Plumbing / Heating	\$ 4,147.97
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 4,632.18
	\$ 22,196.43

BASALT REGIONAL LIBRARY DISTRICT

AP LIST

November 20, 2023

October 5 - November 6

PAYEE	BUDGET DESCRIPTION	AMOUNT
*Bill.com	Accounting	\$ 283.72
Karen Frye Msa	Accounting	\$ 1,125.00
McMahan and Associates	Accounting	\$ 1,000.00
Courtney Keller	Adult	\$ 400.00
Blackstone Publishing	Adult BCD	\$ 1,094.58
Midwest Tape	Adult Movies	\$ 1,447.82
Employers Council Services, Inc.	Background Check	\$ 449.50
Imagination Library of Colorado	Children's	\$ 29.26
EverGreen ZeroWaste	Compost Collection System	\$ 156.00
*Holy Cross Energy	Electric	\$ 539.67
Xianan Lu	Fines & Fees Misc	\$ 16.99
*Black Hills Energy	Gas	\$ 759.74
Ena Services Llc	Internet Connectivity	\$ 864.27
AlSCO	Janitorial	\$ 236.44
Aspen Maintenance Supply	Janitorial & Office Supplies	\$ 452.98
Daly Property Services, Inc.	Landscaping	\$ 1,776.01
*Leaf	Lease	\$ 54.18
Elaine Nagey	Liquor License	\$ 20.00
Durgin Electric LLC	Maintenance	\$ 154.87
Roto Rooter Plumbing	Maintenance	\$ 192.75
Young Services	Maintenance	\$ 384.04
Grizzly Creek Enterprises, Inc.	Maintenance & Janitorial	\$ 1,339.04
Marmot Library Network, Inc.	Marmot ILS System	\$ 22,433.25
*Divvy	Multiple	\$ 30,547.76
Ingram Library Services	Multiple	\$ 48,014.04
Bealka Piano Service	Music	\$ 230.00
Lenore Raphael	Music	\$ 750.00
Wayne Wilkinson	Music	\$ 750.00
ODP Business Solutions	Office Supplies	\$ 146.68
Overdrive, Inc	Overdrive	\$ 462.63
*TIAA-CREF	Payroll Liabilities	\$ 2,155.97
Meghan Hayes	Postage & Shipping	\$ 19.25
Basalt Sanitation District	Sanitation	\$ 808.50
Image Net Consulting	Service Agreement	\$ 186.67
Aspen Daily News	Targeted Newspaper Ads	\$ 282.31
The Sopris Sun	Targeted Newspaper Ads	\$ 210.00
Demco	Technical Cataloging & Service	\$ 159.68
Aspen Science Center	Teen	\$ 195.00
Roaring Fork College Consulting Llc	Teen	\$ 250.00
Century Link	Telephone	\$ 484.92

BASALT REGIONAL LIBRARY DISTRICT
AP LIST
November 20, 2023
October 5 - November 6

PAYEE	BUDGET DESCRIPTION	AMOUNT
*Colotrust to Operating	Transfer to Operating	\$ 200,000.00
Dulce Andrea Suarez	Translation / Interpretation	\$ 70.00
Waste Management	Trash	\$ 690.59
Shiple, Amy	Travel Expenses	\$ 358.75
CEBT Willis of Colorado	Wellness/Health Insurance	\$ 9,667.22
Playaway Products	Youth Audio	\$ 9,724.21
		\$ 282,169.80



VISA

Statement: 09/15/2023 -
10/15/2023

Monthly statement

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

We appreciate you.

Your statement balance as of 10/15/2023 is

\$11,119.50

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	\$6,837.98
Payments	\$6,837.98
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$11,119.50
Statement balance	\$11,119.50



VISA

Statement: 09/15/2023 -
10/15/2023

Payments

DATE	TYPE	AMOUNT
09/15/2023	Autodraft	\$6,837.98
	Total	\$6,837.98



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
09/15/2023	**** 9802	CLIC	\$35.00	Kara Lindahl
09/15/2023	**** 7370	SKI ASPEN ONLINE STORE 2	\$2,683.00	Evelyn I Dominguez
09/17/2023	**** 7327	AMZN Mktp US*TX3426P32	\$16.95	Kristen A Doyle
09/19/2023	**** 9802	AMZN Mktp US*TX09T9LY1	\$9.42	Kara Lindahl
09/19/2023	**** 7327	AMZN Mktp US*TX8437LX1	\$59.90	Kristen A Doyle
09/20/2023	**** 9802	AMZN Mktp US*TX93P1UF2	\$17.66	Kara Lindahl
09/20/2023	**** 7327	AMZN Mktp US*TX7S86I92	\$42.99	Kristen A Doyle
09/20/2023	**** 7327	AMZN Mktp US*TX9QO6RO2	\$14.82	Kristen A Doyle
09/21/2023	**** 7327	REI.COM 800-426-4840	\$1,097.40	Kristen A Doyle
09/21/2023	**** 7327	REI.COM 800-426-4840	\$556.20	Kristen A Doyle
09/21/2023	**** 7327	AMZN Mktp US*T10Y85CC2	\$33.19	Kristen A Doyle
09/21/2023	**** 7327	AMZN Mktp US*TX76Q80M1	\$19.06	Kristen A Doyle
09/21/2023	**** 9802	AMZN Mktp US*TX0UP97E0	\$38.72	Kara Lindahl
09/22/2023	**** 7327	AMZN Mktp US*TX2FG4RZ0	\$16.77	Kristen A Doyle
09/22/2023	**** 9802	AMZN Mktp US*TX6NW0VD1	\$9.99	Kara Lindahl
09/22/2023	**** 4228	AMAZON.COM*TX3BK8RO0	\$19.96	Laura Baumgarten
09/22/2023	**** 7370	CITY-MARKET #0433	\$32.92	Evelyn I Dominguez
09/23/2023	**** 5068	CITY-MARKET #0416	\$12.90	Elena Marquez
09/23/2023	**** 5068	AMERLIBASSOC ECOMMERCE	\$58.00	Elena Marquez
09/27/2023	**** 4228	CITY-MARKET #0433	\$92.70	Laura Baumgarten
09/27/2023	**** 0708	MASABI BUSTANG	\$7.50	Maria Lagos
09/27/2023	**** 0708	MASABI BUSTANG	\$7.50	Maria Lagos
09/28/2023	**** 7327	AMZN Mktp US*T12HX5QM0	\$54.00	Kristen A Doyle
09/29/2023	**** 7327	AMZN Mktp US*T18ZK8GM1	\$14.24	Kristen A Doyle

DATE	CARD	MERCHANT	AMOUNT	NAME
09/29/2023	**** 4228	Etsy.com - SagesPortal	\$39.31	Laura Baumgarten
09/30/2023	**** 9304	TST* Ale House - Grand Ju	\$29.02	Amy Shipley
09/30/2023	**** 7327	DOUBLETREE HOTEL GRAND JU	\$206.98	Kristen A Doyle
09/30/2023	**** 2151	FACEBK DZ7J9UTMH2	\$3.93	Christy Baumgarten
10/01/2023	**** 7327	YES! MAGAZINE	\$19.00	Kristen A Doyle
10/01/2023	**** 7327	DEMCO	\$266.43	Kristen A Doyle
10/01/2023	**** 7327	AMZN MKTP US*T95NH63PO	\$146.66	Kristen A Doyle
10/02/2023	**** 2151	GOOGLE*GSUITE BASALTLI	\$297.60	Christy Baumgarten
10/02/2023	**** 7327	Amazon.com*T93H17E90	\$19.98	Kristen A Doyle
10/03/2023	**** 2151	TMOBILE POSTPAID WEB	\$585.29	Christy Baumgarten
10/04/2023	**** 9304	LOWES #00907*	\$662.44	Amy Shipley
10/04/2023	**** 5068	CCI*HOTELRES	\$315.76	Elena Marquez
10/05/2023	**** 9304	AMZN Mktp US*T92JT0AA1	\$6.85	Amy Shipley
10/06/2023	**** 9304	SP HAWORTHSTORE	\$1,044.42	Amy Shipley
10/06/2023	**** 4228	AMZN Mktp US*T92ID4VZ1	\$211.98	Laura Baumgarten
10/06/2023	**** 3174	DREAMTIME WATER DIST	\$173.90	Sandra F Dexter
10/06/2023	**** 5068	AEROMEXICO WEB PN	\$119.89 (<small>\$1.19 foreign fee</small>)	Elena Marquez
10/06/2023	**** 5068	AEROMEXICO WEB PN	\$8.50 (<small>\$0.08 foreign fee</small>)	Elena Marquez
10/06/2023	**** 5068	AMERICAN AI 0012484555853	\$531.30	Elena Marquez
10/07/2023	**** 5068	UNITED 0162332149307	\$342.56	Elena Marquez
10/08/2023	**** 7327	AMZN MKTP US*TE0DE90A0	\$13.62	Kristen A Doyle
10/11/2023	**** 9304	NEW PHASE INC	\$317.03	Amy Shipley
10/13/2023	**** 7327	WATEREDCO	\$61.50	Kristen A Doyle
10/13/2023	**** 4228	DD DOORDASH WOWBAO	\$34.35	Laura Baumgarten
10/14/2023	**** 5736	CITY-MARKET #0433	\$257.94	Delaney A Meyers
10/14/2023	**** 9304	BASALT MOUNTAIN INN	\$430.50	Amy Shipley
10/14/2023	**** 9304	GRIMM BROTHERS BREWHOUSE	\$21.97	Amy Shipley

Basalt Regional Library District Grand Spending Summary					
Date	Vendor	Expense	GL Code	Amount	Grant
3/6/2023	Amazon	Personal Care Kits	5610	\$550.83	Friends of the Library
3/4/2023	Amazon	Personal Care Kits	5610	\$71.98	Friends of the Library
2/20/2023	City Market	Period Supplies	5610	\$73.45	Friends of the Library
4/1/2023	Amazon	Storytime Pillows	5620	\$321.85	Friends of the Library
4/3/2023	Sam's Club	Period Supplies	5610	\$24.36	Friends of the Library
7/13/2023	Aspen Santa Fe Ballet	Program	5601.03	\$1,000.00	Friends of the Library
7/11/2023	Dominick Strecher	Programs	5601.02	\$350.00	Friends of the Library
5/18/2023	City Market	Period Supplies	5610	\$49.95	Friends of the Library
9/21/2023	City Market	Period Supplies	5610	\$32.43	Friends of the Library
4/6/2023	amazon	teen summer reading	5601.02	\$489.94	Friends of the Library
4/3/2023	amazon	teen summer reading	5601.02	\$339.95	Friends of the Library
8/17/2023	Valley Hopper	transportation for aspen music fes	5640	\$1,000.00	Friends of the Library
2/2023	Abe Books	Book Talk	5620	\$ 284.89	The Library Trust
3/2023	Imagination Library CO	DIPL Monthly Book	5620	\$ 57.21	The Library Trust
4/2023	Imagination Library CO	DIPL Monthly Book	5620	\$ 59.75	The Library Trust
4/2023	Ingram	Book Talk	5620	\$ 217.50	The Library Trust
4/2023	Abe Books	Book Talk	5620	\$ 194.40	The Library Trust
4/2023	Basalt Education Founda	Children's Programs	5620	\$ 500.00	The Library Trust
7/2023	Imagination Library CO	DIPL Monthly Book	5620	\$ 73.12	The Library Trust
8/2023	Imagination Library CO	DIPL Monthly Book	5620	\$ 62.83	The Library Trust
09/11/23	Ingram	DIPL Monthly BC	5610	\$ 179.00	The Library Trust
09/13/23	Aspen Science Center	Stem Whatlow	5660	\$ 195.00	The Library Trust
09/26/23	Roaring Fork College Cor	Workshop	5660	\$ 250.00	The Library Trust
10/24/23	Aspen Science Center	Workshop	5660	\$ 195.00	The Library Trust
10/15/23	Imagination Library CO	DIPL Monthly Book	5620	\$ 29.26	The Library Trust
8/10/2023	Walmart	Pop Up Books	6030	\$ 21.50	Library Foundation
7/29/2023	Amazon	Pop Up Books	6030	\$ 178.88	Library Foundation
7/28/2023	Amazon	Pop Up Books	6030	\$ 60.51	Library Foundation
7/28/2023	Amazon	Pop Up Books	6030	\$ 40.98	Library Foundation
08/20/2023	Ingram Library		6040	\$ 17.66	Library Foundation
08/21/23	Ingram Library		6040	\$ 382.51	Library Foundation
10/10/23	Ingram Library	inv 78299972 Travel	6020	\$ 327.33	Library Foundation
10/11/23	Ingram Library	Inv 78322151 Travel	6020	\$ 40.78	Library Foundation
10/10/23	ingram Library	Inv 78299971	6020	\$ 542.93	Library Foundation
		one school one book		\$ 500.00	Library Foundation
	amazon	school supplies	5620	\$722.82	Alpine Bank
	amazon	school supplies	5620	\$143.96	Alpine Bank
	amazon	school supplies	5620	\$539.57	Alpine Bank
	amazon	school supplies	5620	\$34.47	Alpine Bank
	amazon	school supplies	5620	\$269.93	Alpine Bank
	amazon	school supplies	5620	\$176.22	Alpine Bank
	New Phase	fly boxes for teen fly tying club	5620	\$317.03	Alpine Bank
1/1/2023	Arcos Mobility	EV Station	8310.06	\$ 4,792.00	Aspen Ski Co. Environment fund
6/26/2023	JB Services	EV Station	8310.06	\$ 1,250.00	Aspen Ski Co. Environment fund
4/14/2023	Town Of Basalt	Refund of Donation	4620.15	\$ 300.00	Bike Pump
04/06/2023	John B Johnson	Installation	8310	\$ 900.00	Bike Pump
5/14/2023	Divvy-Amazon	CAL Leadership Institute Funding	5310	\$ 68.85	Colorado Association of Libraries
5/14/2023	Divvy-Amazon	CAL Leadership Institute Funding	5310	\$ 5.89	Colorado Association of Libraries
5/14/2023	Divvy-Amazon	CAL Leadership Institute Funding	5310	\$ 3.65	Colorado Association of Libraries
12/30/2022	Misc	Misc 2022 Expenses	5610	\$ 2,975.00	Outdoor Equity Grant
7/11/2023	Amazon	Pop Up Tents	5610	\$ 87.99	Outdoor Equity Grant
9/18/2023	REI	backpacking kits	5610	\$ 1,653.60	Outdoor Equity Grant
9/18/2023	Amazon	backpacking kits	5610	\$ 54.00	Outdoor Equity Grant

9/18/2023	Amazon	backpacking kits	5610	\$ 59.90	Outdoor Equity Grant
5/9/2023	Paypal	Paypal Fee	5640	\$ 14.94	Music Circle
5/12/2023	Paypal	Paypal Fee	5640	\$ 14.94	Music Circle
4/14/2023	Divvy-Bethal Rentals	Reception-1/2 Dep	5640	\$ 242.62	Music Circle
4/14/2023	Divvy-Sams Club	Misc Reception	5640	\$ 25.25	Music Circle
5/14/2023	Divvy-Paperless Post	Reception-Invites	5640	\$ 58.00	Music Circle
5/14/2023	Divvy-Tiffleigh	Reception-Deposit	5640	\$ 360.45	Music Circle
Jul/Aug 2023	Valley Hopper	Transportation	5640	\$ 1,000.00	Music Circle
6/14/2023	Divvy-Bethal Rentals	Tables/Chairs-Reception	5640	\$ 197.80	Music Circle
6/14/2023	Divvy-Tiffleigh	Reception-Gratuity	5640	\$ 123.78	Music Circle
6/14/2023	Divvy-City Market	Misc	5640	\$ 32.64	Music Circle
7/14/2023	Paypal	Paypal Fee	5640	\$ 3.38	Music Circle
8/24/2023	Paypal	Paypal Fee	5640	\$ 29.39	Music Circle
5/12/2023	Marmot	Apple Ipad	8310.04	\$ 2,864.61	State Grants to Libraries
4/14/2023	Divvy-Amazon	Ipad Cases	8310.04	\$ 375.76	State Grants to Libraries
6/16/2023	AWE Acquisition	AWE computer	8310.04	\$ 3,463.00	State Grants to Libraries
				\$31,877.22	



ASSESSOR

530 E. Main Street, Suite 204
Aspen, Colorado 81611
phone (970) 920-5160
fax (970) 920-5174

November 3, 2023

Notes regarding the Amended Preliminary Certification Letters

Tax year 2023 has been the craziest year! As mentioned in the August 25th letter, the Assessor's Office had an unusually large number of appeals and an extremely busy County Board of Equalization (CBOE) period. The CBOE received so many appeals that the Board of County Commissioners (BOCC) had extended the hearing date to September 15th and didn't ratify the CBOE decisions until October 11th. Due to these extended dates, the new legislation and the late ratification of the CBOE decisions, our staff has been working non-stop to get all the data entered and we appreciate your patience.

The certification letters do include the new assessment rates for 2023 and does reflect the reduction of values that are part of the SB22-238 legislation. The new construction & destroyed property is included in the certification letter which was omitted in the August preliminary certification.

The State of Colorado requires the Assessor to recertify the preliminary certification on or before December 10th, the Assessor's Office strives to send the final certification on or before December 1st. I am sure you are aware of the Colorado Proposition HH, Property Tax Changes & Revenue Change Measure that will be voted on November 7th. If this proposition passes the final certification will be delayed until December 29th. We have included an abstract for your district with your preliminary certification letter to help you calculate any of the adjustments that may need to be made in case Proposition HH passes.

Please let our office know if we can be of further assistance. Thank you for your patience with this confusing process.

Sincerely,

Deb Bamesberger

Pitkin County Assessor

CERTIFICATION OF VALUATION BYPitkin County **COUNTY ASSESSOR**New Tax Entity? YES NO

Date 11/03/2023

NAME OF TAX ENTITY: BASALT LIBRARY V012752**USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY**

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2023 :

1.	PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1.	\$ 193,543,290
2.	CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2.	\$ 306,061,230
3.	LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3.	\$ 0
4.	CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4.	\$ 306,061,230
5.	NEW CONSTRUCTION: *	5.	\$ 2,477,550
6.	INCREASED PRODUCTION OF PRODUCING MINE: ≈	6.	\$ 0
7.	ANNEXATIONS/INCLUSIONS:	7.	\$ 0
8.	PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8.	\$ 0
9.	NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): Ⓞ	9.	\$ 0
10.	TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.). Includes all revenue collected on valuation not previously certified:	10.	\$ \$0.00
11.	TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11.	\$ \$722.40

‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution

* New Construction is defined as: Taxable real property structures and the personal property connected with the structure.

≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.

Ⓞ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART.X, SEC.20, COLO. CONSTUTION AND 39-5-121(2)(b), C.R.S., THE Pitkin County Colorado Assessor ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2023 :

1.	CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1.	\$ 3,817,829,580
----	---	----	------------------

ADDITIONS TO TAXABLE REAL PROPERTY

2.	CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2.	\$ 35,712,710
3.	ANNEXATIONS/INCLUSIONS:	3.	\$ 0
4.	INCREASED MINING PRODUCTION: §	4.	\$ 0
5.	PREVIOUSLY EXEMPT PROPERTY:	5.	\$ 0
6.	OIL OR GAS PRODUCTION FROM A NEW WELL:	6.	\$ 0
7.	TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7.	\$ 0

DELETIONS FROM TAXABLE REAL PROPERTY

8.	DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8.	\$ 1,533,500
9.	DISCONNECTIONS/EXCLUSIONS:	9.	\$ 0
10.	PREVIOUSLY TAXABLE PROPERTY:	10.	\$ 0

¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.

* Construction is defined as newly constructed taxable real property structures.

§ Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:

TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY **\$ 3,827,424,610**

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:

HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): ** **\$ 188,098**

** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

**BASALT REGIONAL LIBRARY DISTRICT
ANNUAL TIMELINE**

0. Monthly

Date	Action	Responsible Party
1 st Friday	Financials due from Finance Manager	Finance Manager
2 nd Friday	Board Meeting Agenda (set and sent to Board members)	President, Director
2 nd Friday	Finalize previous month's minutes	President and Secretary
Tuesday before Board Meeting	Finance Committee Meeting	Finance Committee, Director
Thursday before board meeting	Board packet finalized and sent to Board	Director

1. January

Date	Action	Responsible Party
Board Meeting (required agenda items)	Annual Meeting: (1) district map resolution (2) meeting place resolution (required by statute) (3) committee chair reports (4) budget letter (treasurer) (5) end of year financial report (treasurer) (6) annual year-end report (director) (7) appoint nominating committee	President
1/15	Notice of District name, address, contact person, etc. to Div. of Local Government, Commissioners, etc. (required by statute)	Director
by Board Meeting	Library District Budget Letter completed	Treasurer
1/31	Submission of budget, Budget Letter, resolutions, and other forms to DOLA	Director/Treasurer/ Finance Manager – Director or Sandy has log- on information - make sure this is coordinated.
1/31	Request Letter of Engagement from Auditor/Schedule Auditor	Director

2. February

Date	Action	Responsible Party
February	Annual Audit – scheduled	Director/Finance Manager

3. March

Date	Action	Responsible Party
Board Meeting (required agenda items)	Election of Officers	Nominating Committee
3/15	State Library Report due	Director

4. April

Date	Action	Responsible Party
Board Meeting (required agenda items)	(1) Install new officers (2) Identify standing committees (3) Assign committee heads	President

5. May

Date	Action	Responsible Party
Board Retreat	Orientation for new board members Training for all board members	Board/Director

6. June

Date	Action	Responsible Party
6/30	Meet to review Executive Director's previous year's evaluation/goals; set evaluation timeline	Personnel Committee

7. July

Date	Action	Responsible Party
Board Meeting (required agenda items)	Audit report presented to Board no later than July	Director/Finance Manager

July Continued

Finance Committee meeting	Preliminary presentation of next year's budget (commence annual budget process)	Director/Finance Committee
7/31	Complete Director evaluation forms	Personnel Committee
7/31	Audit deadline (must be submitted to State Auditor 30 days after receipt or by July 31)	Director

8. August

Date	Action	Responsible Party
Finance Committee Meeting	Decide if want to continue with Auditor and, if not, initiate search;	Finance Committee, Finance Manager, Director
8/25	Receipt of preliminary certifications of valuations; forward to Board	Director
8/31	Meeting: Director self-evaluation; evaluations completed; goals determined	Personnel Committee
8/31	Director proposes increase to payroll budget for salary changes	Finance Committee
8/31	Director proposes changes to payroll budget for changes to employee benefits	Finance Committee

9. September

Date	Action	Responsible Party
Finance Committee Meeting	Submission of First Draft Budget	Director, Finance Manager, Finance Committee
Board Meeting (required agenda items)	(1) open or executive session to conduct Director evaluation; (2) vote to accept or amend director's evaluation, renew contract, goals	President

September continued

One week before Board Meeting	Summary of director evaluation to board and potential goals for following year	Personnel Committee
-------------------------------	--	---------------------

10. October

Date	Action	Responsible Party
Finance Committee Meeting	Final Draft Budget	Finance Committee
Board Meeting (required agenda items)	(1) vote on Director's contract; Draft Budget presentation; Budget Hearing date to be set in early November	President
Oct. 15	Final Draft Budget to Board (required by statute)	Finance Committee, Treasurer, Director, Finance Manager
One week before Board meeting	(1) meet to discuss Director's contract; (2) forward contract to Board (confidential)	Chair of Personnel Committee; Director; Treasurer
One week before Board meeting	Director reviews pay grades with Board President	President & Director
Board Meeting (required agenda items)	Finalize draft budget to be presented to the public	President

11. November

Date	Action	Responsible Party
early-November	Budget Hearing (required by statute)	Treasurer, Director

12. December

Date	Action	Responsible Party
12/10	Receipt of Final Certification of Valuations	Director (to forward)
12/10-14	Board Meeting to adopt resolutions	President

December Continued

12/14	Resolution to Adopt Final Budget, Certification of Mill Levies and Appropriation of Expenditures (statutory deadline)	President/Director
Board Meeting (required agenda items)	Board vacancies announced by Secretary	Secretary
12/15	Send Certifications of Valuations to County Treasurers (required by statute)	Director



BASALT REGIONAL LIBRARY DISTRICT
2024 BOARD MEETING SCHEDULE

JANUARY			JULY	
Wednesday, 1/3/2024	FACILITIES		Wednesday, 7/3/2024	FACILITIES
Tuesday, 1/9/2024	FINANCE		Tuesday, 7/9/2024	FINANCE
Monday 1/15/2024	BOARD		Monday 7/15/2024	BOARD
Tuesday 1/16/2024	POLICY		Tuesday 7/16/2024	POLICY
FEBRUARY			AUGUST	
Wednesday, 2/7/2024	FACILITIES		Wednesday, 8/7/2024	FACILITIES
Tuesday, 2/13/2024	FINANCE		Tuesday, 8/13/2024	FINANCE
Monday 2/19/2024	BOARD		Monday 8/19/2024	BOARD
Tuesday 2/20/2024	POLICY		Tuesday 8/20/2024	POLICY
MARCH			SEPTEMBER	
Wednesday, 3/6/2024	FACILITIES		Wednesday, 9/4/2024	FACILITIES
Tuesday, 3/12/2024	FINANCE		Tuesday, 9/10/2024	FINANCE
Monday 3/18/2024	BOARD		Monday 9/16/2024	BOARD
Tuesday 3/19/2024	POLICY		Tuesday 9/17/2024	POLICY
APRIL			OCTOBER	
Wednesday, 4/3/2024	FACILITIES		Wednesday, 10/2/2024	FACILITIES
Tuesday, 4/9/2024	FINANCE		Tuesday, 10/15/2024	FINANCE
Monday 4/15/2024	BOARD		Monday 10/21/2024	BOARD
Tuesday 4/16/2024	POLICY		Tuesday 10/22/2024	POLICY
MAY			NOVEMBER	
Wednesday, 5/1/2024	FACILITIES		Wednesday, 11/6/2024	FACILITIES
Tuesday, 5/14/2024	FINANCE		Tuesday, 11/12/2024	FINANCE & PUBLIC BUDGET HEARING
Monday 5/20/2024	BOARD		Monday 11/18/2024	BOARD
Tuesday 5/21/2024	POLICY		Tuesday 11/19/2024	POLICY
JUNE			DECEMBER	
Wednesday, 6/5/2024	FACILITIES		Wednesday, 12/4/2024	FACILITIES
Tuesday, 6/11/2024	FINANCE		Tuesday, 12/10/2024	FINANCE
Monday 6/17/2024	BOARD		Wednesday 12/11/2024	BOARD
Tuesday 6/18/2024	POLICY		Tuesday 12/17/2024	POLICY



BASALT REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEE APPLICATION
DECEMBER 2023

Email Address

Name

Phone Number

Mailing Address

Street Address (if different from above)

In which county or area do you reside?

How long have you lived in the Library District?

What background and/or special skills would you bring to this position?

Have you been involved in other boards or committees? If so, which ones?

What would you like to achieve through your involvement on this Board?

Talk about your personal values and how you view them overlapping with library values?

What do you see as the top issues or challenges facing the Library District and how would you assist fellow Board members in addressing these issues?

What barriers to participating on the Board of Trustees are in your way? Childcare? Needing language interpretation? Needing a bite to eat after a long workday to attend evening meetings?

Are you able to attend monthly meetings on the third Monday of each month at 5:15 pm?

Would you be willing to do extra committee work?

Please upload a resume. If you do not have a Google account, please email your resume to Amy Shipley, Executive Director, at ashipley@basaltlibrary.org



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

Administration and Personnel

CURRENT STAFF				
Total Staff Count	Total FTE	Total Staff Hours per Week	Count of Staff Eligible for Benefits (over 20 hours)	Count of Staff Not Eligible for Benefits (under 20 hours)
20	17.30	668	18	2

STAFF VACANCIES				
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)	
Youth Services Associate	24	.6	Yes	
Patron Services Associate	30	.75	Yes	
Total	54	1.35	N/A	

The library has now hired an Adult Programming Coordinator, and she is busy planning new and creative adult programs for January 2024. The Patron Services department has hired a new page, and they are doing a great job and have completed training. We are in the process of setting up interviews for the Youth Services and Patron Services Associate positions. We currently have 20 people on staff.

The Executive Director and the Human Resources Manager are working on a full update of the library's employee handbook and hope to have something to present to the Personnel Committee in January.

Finances

The Executive Director developed a second budget for in case Proposition HH passed.

Collection

The technical services associate and Spanish Outreach Coordinator did an incredible job setting up a Hispanic Heritage month display. Next month the cataloging librarian will be working with the human resources manager to create a homelessness & hunger awareness book display. The adult collection coordinator has completed updating the adult fiction collection following last month's large weed. The next collection to be weeded is adult DVDs. Youth services has been working on the children's collection, updating, and replacing old, dated items, with new release books and new items for the literacy kits.

Programs

The children's librarian has been working on an outreach program to the 6 preschools in our district and has reached out to set up classroom visits. Programs for the youth services have been successful, we have seen a steady increase in our WhatLow attendance (early release program for middle-school kids).

The third annual Swap It Like It's Hot was a huge success with nearly 300 people in attendance at this transformative event.

Outreach

We partnered with the Basalt Education Foundation to host a forum of the candidates for the Roaring Fork School District school board. The forum was well attended, and helpful for voters in the school district to have more information about who they would choose to vote for.

The Executive Director met with the planning director of the Town of Basalt, and we agreed that we would like to partner on programs in 2024, particularly those who reach the Spanish-speaking people in our community. We are starting with a tree decorating event at the Town's holiday lighting event.

We partnered with the Basalt Chamber of Commerce and Count Me In Colorado to present an information session about this year's ballot issues. The main topic of the event was Proposition HH.

The Executive Director is beginning to participate in the activities of the Valley Alliance to End Homelessness, with the goal of increasing staff awareness of resources available to those experiencing homelessness as well as a goal of increasing knowledge of other members of the Alliance about how libraries can help in this effort.

The library and the Roaring Fork Conservancy are once again partnering to present the Teen Fly Tying Club. We are trying to add six weeks in the late fall and will continue with 5 weeks in the winter after the new year.

Technology

This month the technology department had a few issues resolved. First, a long-standing issue that prevented email receipts from the self-check stations was finally fixed. The IT & Marketing Manager resolved several minor technology issues with public computers, the OWL Conference camera, staff computers, and public Wi-Fi hotspots.

Community Relations

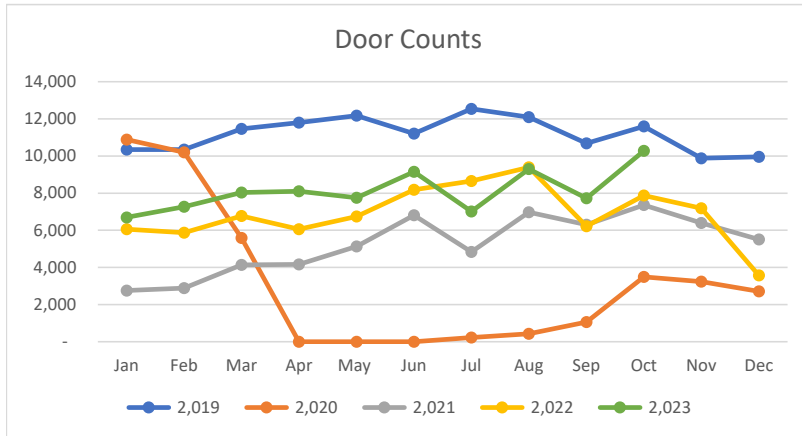
Social media marketing in October mostly surrounded the Swap and received great engagement. A post featuring staff Halloween costumes was also well received on social media. The theme for the November marketing centered on thankfulness and keeping thankfulness around year-round. We are also trying something new in the Magazine in the teen section, with a selection of book lists with QR codes to even more titles available online.

Leadership and Professional Development

The Community Engagement Manager attended the REFORMA Conference. Reforma is the National Association to promote library and information services to Latinos and Spanish-speaking people. The conference this year 2023 was called POP 2023: Partnerships, Outreach, and Programming. The technical services associate attended MUG in Grand Junction, and the cataloging librarian has started an online library management course.

The Management Team is presenting our first New Employee Orientation to five recently hired employees with the goal of increasing their knowledge of what it means to be a librarian at the Basalt Library. Topics include: Library 101, Customer Service, the Life Cycle of a Book, Technology in the Library, Marketing, and Service to Kids and Teens.

Facilities Usage

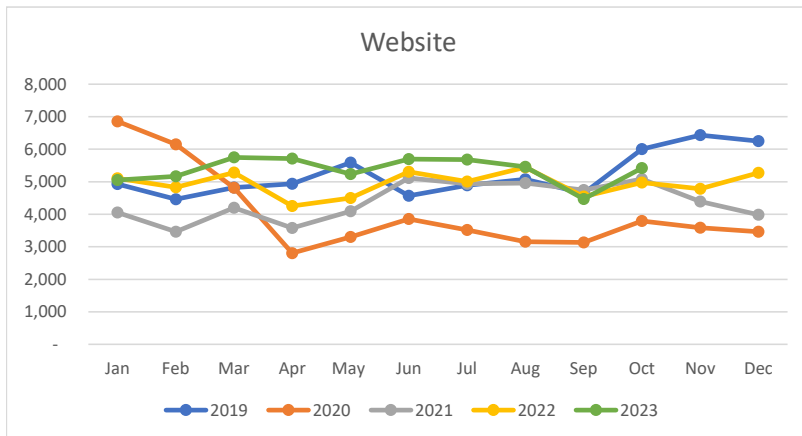
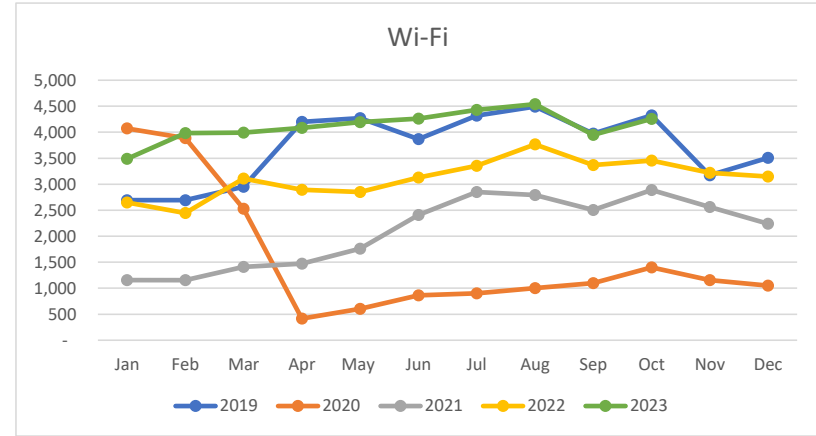


Door Counts - Missed 1 day in July 2022

Door Counter main entrance broken 8 days in September 2022

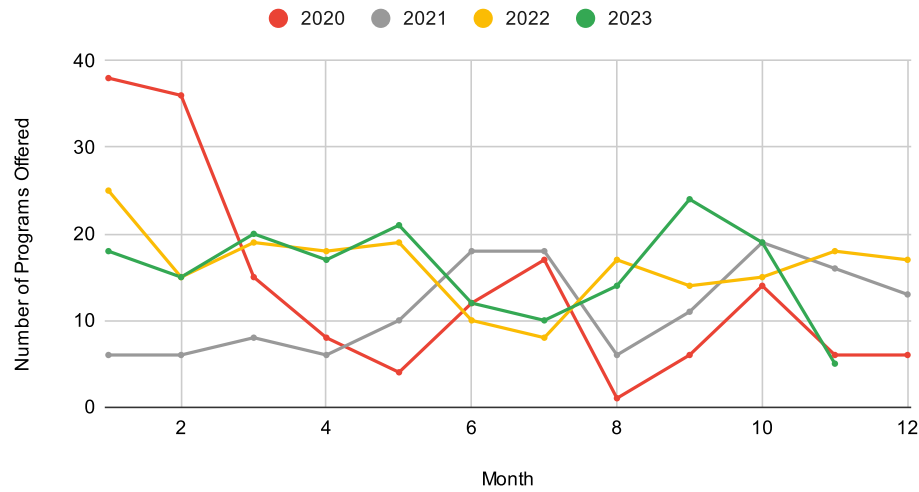
Door Counts - Missed 8 days in July 2021

Door Counter broken several months in 2020

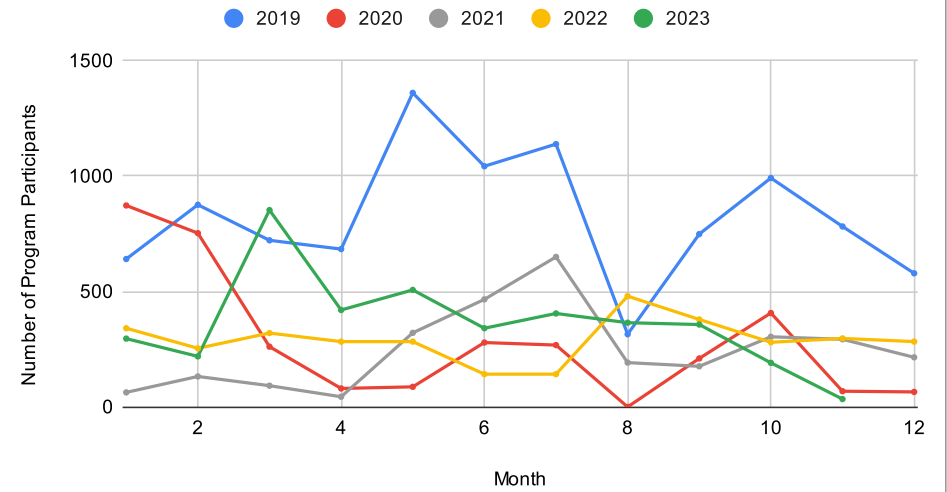


7455

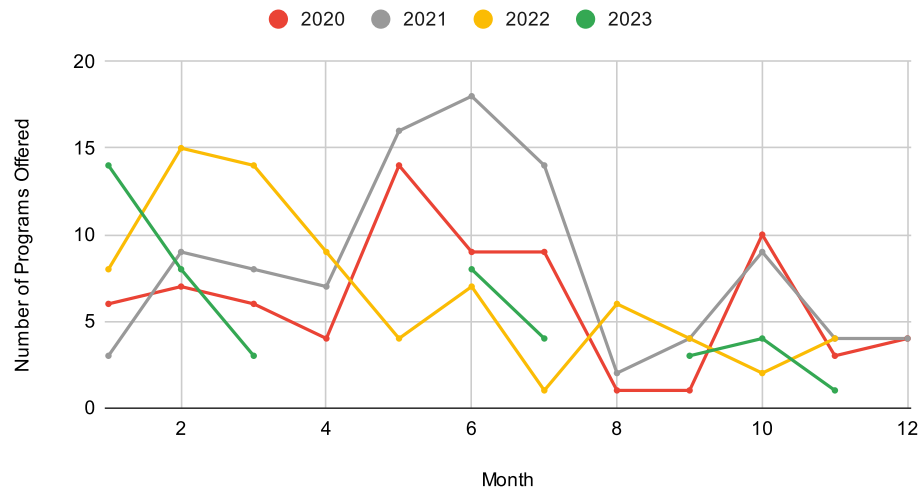
Number of Children's Programs Offered



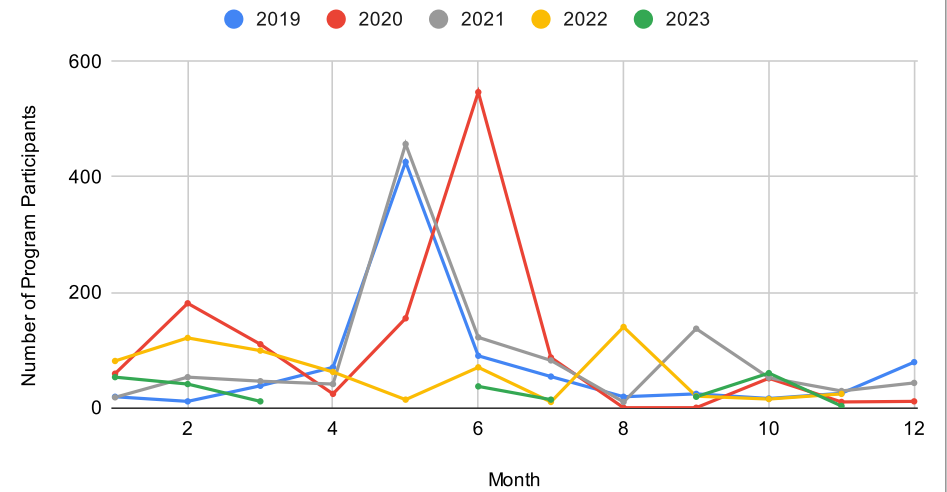
Children's Program Attendance



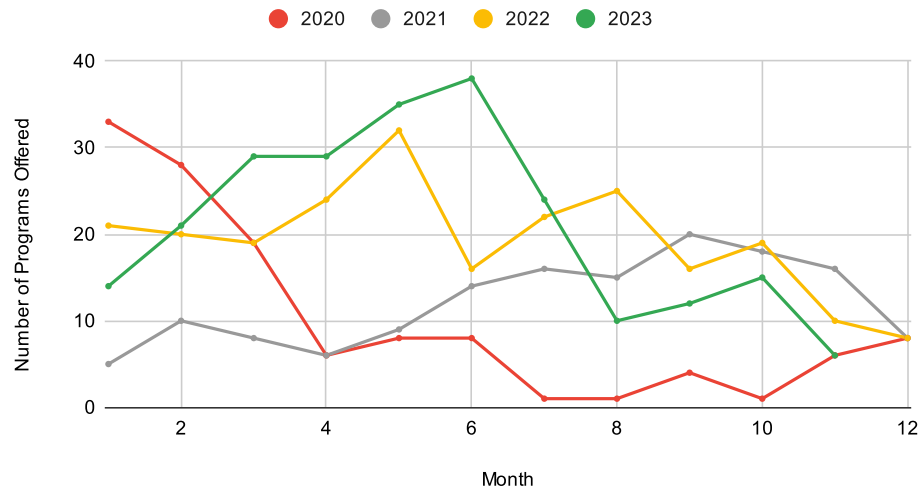
Number of Teen Programs Offered



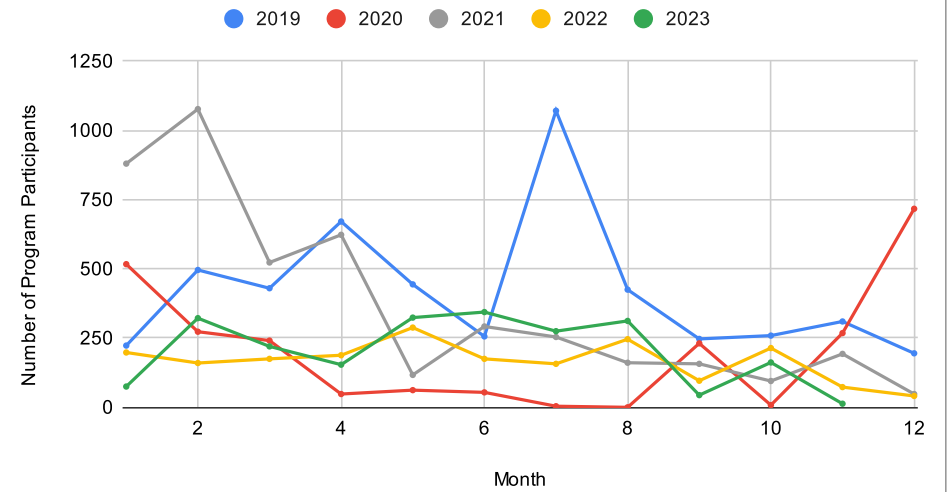
Teen Program Attendance



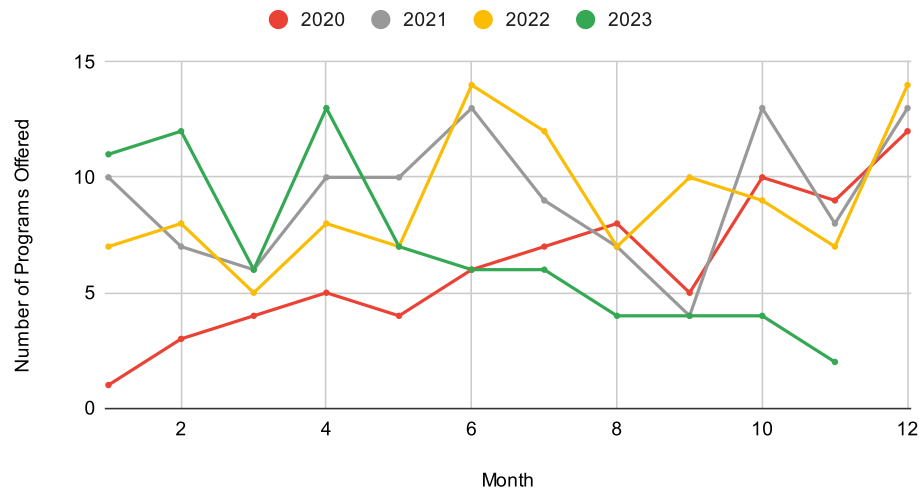
Number of Adult Programs Offered



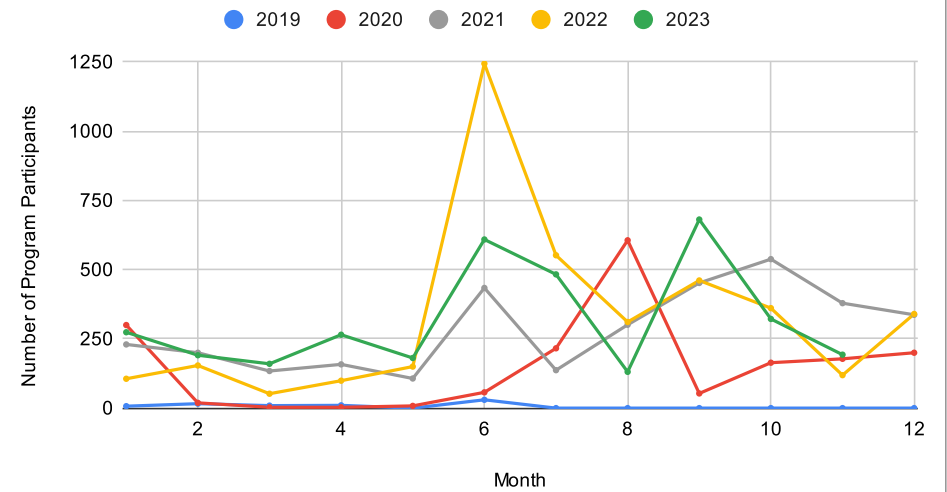
Adult Program Attendance



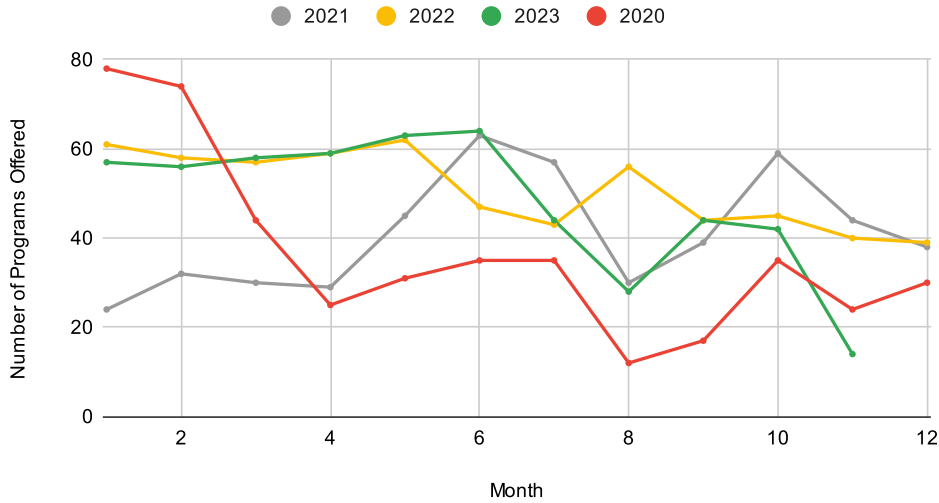
Number of All Ages Programs Offered



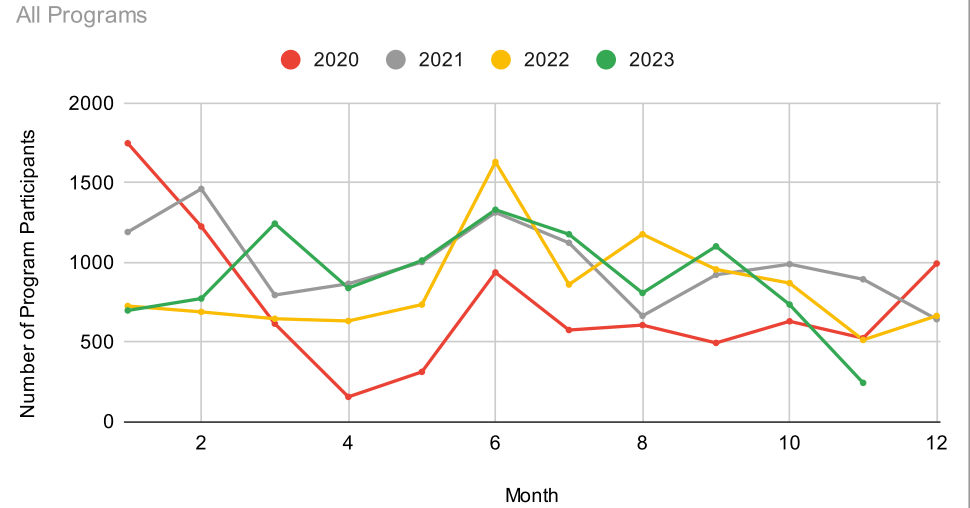
All-Ages Program Participation



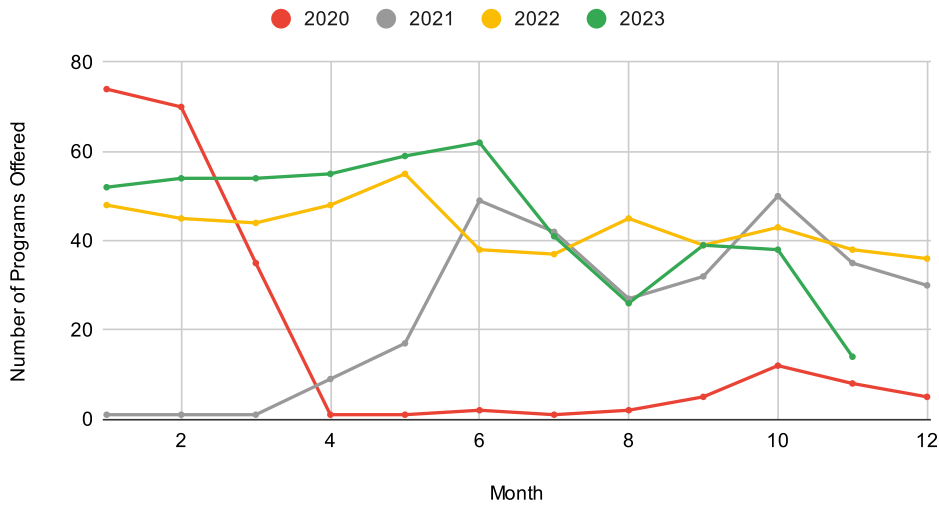
Basalt Regional Library - Total Programs Offered



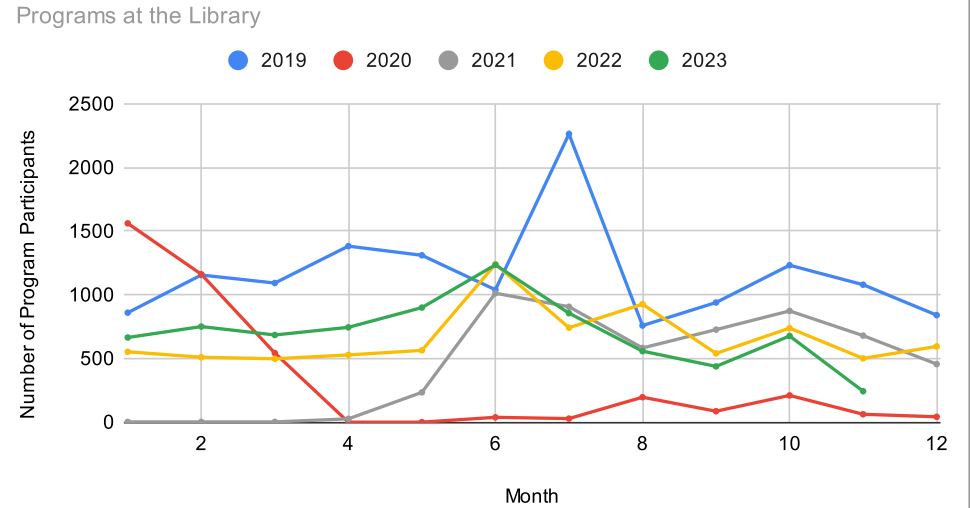
Basalt Regional Library - Program Attendance



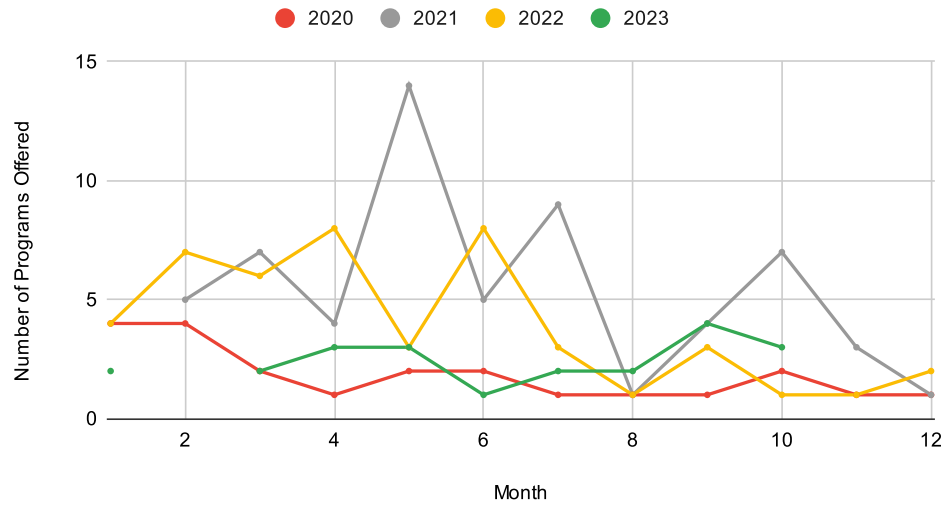
Number of On-Site Programs Offered



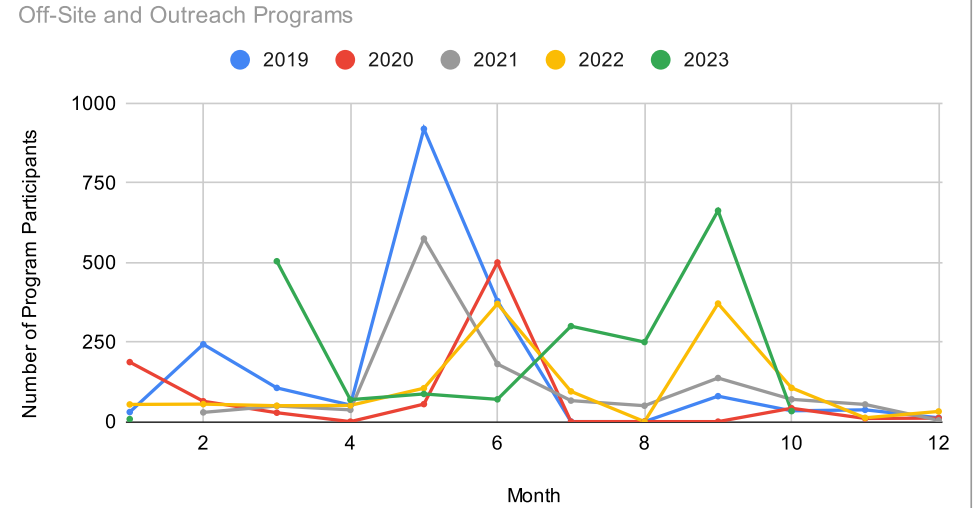
On-Site Library Program Attendance



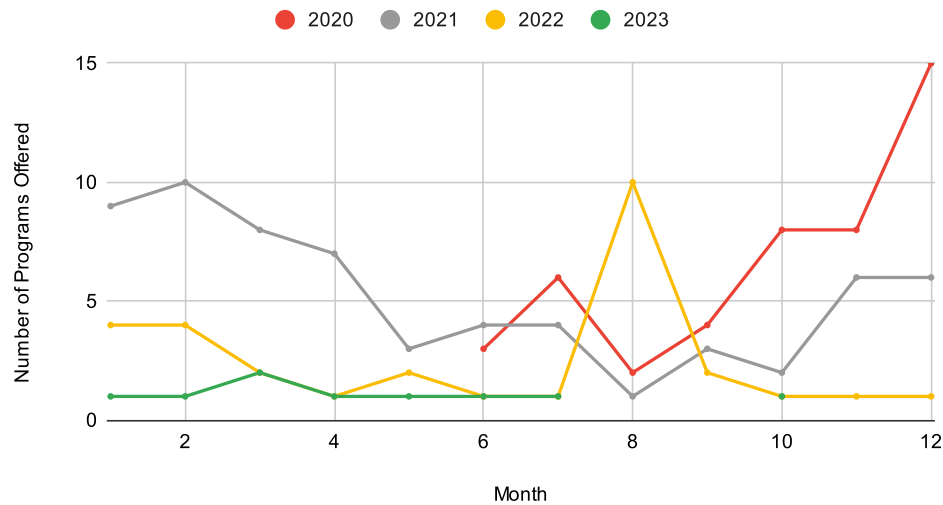
Number of Off-Site Programs Offered



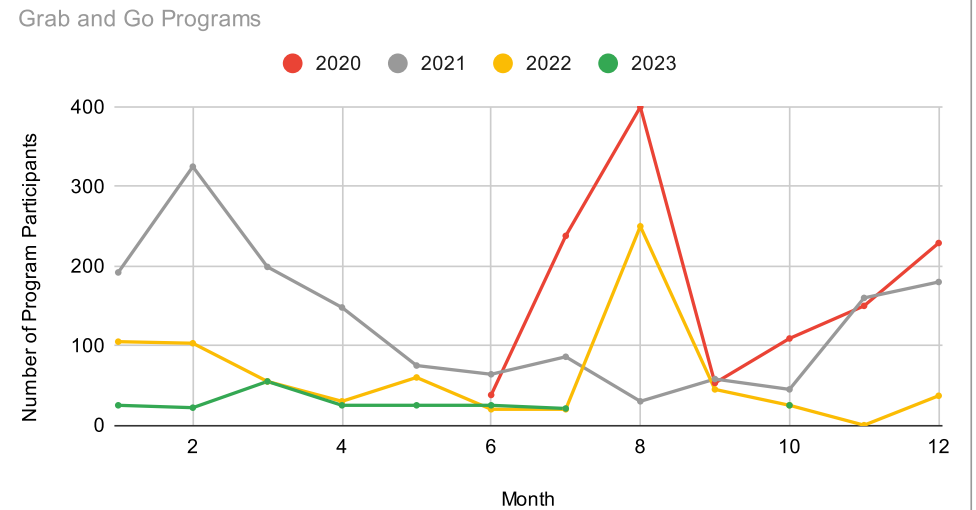
Off-Site Program Attendance



Number of Grab & Go Programs Offered



Grab & Go Program Participation





BASALT REGIONAL LIBRARY DISTRICT PHOTOGRAPHY AND VIDEOGRAPHY POLICY

It is the policy of the Basalt Regional Library District (BRLD) Board of Trustees to allow staff to market and promote library services by using photographs of people enjoying the library's offerings, and to allow visitors to the library to capture memories of their time here, all while protecting the privacy and safety of patrons and staff.

RECORDING BY BRLD STAFF:

BRLD may photograph, film or record during library events and programs, and at anytime in the building for publicity and promotional purposes. Photos, videos and/or recordings may be used in print, digital or social media channels. Library visitors and program attendees and/or participants, including minors, consent to having their photograph taken and used for such purposes.

STAFF RESPONSIBILITY:

- Inform patrons and library users when photography, videography or recording is taking place.
- To ensure the privacy of library users, full names will not be included in photo captions without prior permission.
- Make a reasonable effort to respect the wishes of users that do not wish to be photographed, filmed, or recorded.

PATRON RESPONSIBILITY:

- Inform library staff immediately if you do not wish to have your, or your child's, photo taken.

RECORDING BY BRLD VISITORS:

Visitors to the Basalt Regional Library may photograph and/or record on the premises without disrupting, harassing, or violating the privacy of other library users. BRLD Staff may limit or stop photography or recording to protect users' safety and security.

VISITOR RESPONSIBILITY:

- Be respectful of, and refrain from disturbing, other patrons as outlined in the Patron Behavior Policy.
- Accept sole responsibility for adherence to copyright law (Title 17, United States Code) regarding reproduction and distribution of copyrighted material.
- Inform staff if someone is recording you against your wishes.

SECURITY CAMERAS:

BRLD is committed to protecting the rights and safety of library users, volunteers, and staff. In pursuit of this objective, selected public areas of BRLD premises are under continuous video surveillance.

- BRLD's video surveillance system is used for the identification of persons breaking the law or violating the Patron Behavior Policy, and for the protection and safety of library users, volunteers, staff, assets, and property.
- Reasonable efforts will be made to safeguard the privacy of library users, volunteers, and staff by installing security cameras in locations where there is no expectation of privacy. Examples include common areas such as entrances, near item collections, and in delivery areas.

- Recordings will be kept for a limited period and will be automatically removed from the system as storage limitations dictate. Recordings of incidents may be reviewed and saved for as long as considered necessary by BRLD Staff and will be kept in a secure area.
- Pursuant to Colorado Revised Statutes § 24-90-119, BRLD is required to protect the privacy of all patrons. Confidentiality and privacy issues prevent the public from accessing recordings which may contain personally identifiable information. Digital images or recordings may only be disclosed pursuant to a subpoena, upon court order, or where otherwise required by law after requests are reviewed by the Library Director or his/her/their designee.

DISCLAIMERS:

- To protect the privacy of library customers, photos and video are restricted or prohibited in certain library locations where there is a reasonable expectation of privacy, including, but not limited to restrooms.