

Basalt Regional Library District Board of Trustees Meeting
Monday, March 21, 2022 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; Colleen Irvin, Secretary; Becky Musselman, Trustee; Ryan Anslyn, Trustee; Margaret Simmons, Trustee

AGENDA

- 5:15 PM Call to order
Citizen Comments
- 5:20 PM Board Comments
- 5:25 PM Approval of Minutes of February 21, 2022 Board Meeting
- 5:30 PM Foundation Update,
- 5:45 PM Discussion about supplemental mill levy ballot measure, *Amy Shipley*
- 6:00 PM Update on Board Vacancies, *Amy Shipley*
- 6:10 PM Director's Report, *Amy Shipley*
- 6:25 PM Committee Reports:
Bylaws Committee: *Ryan Anslyn, chair*
Facilities Committee: *Ryan Anslyn, chair*
Finance Committee: *Carolyn Kane, chair*
 - February 2022 FinancialsOfficer Nominating Committee, Margaret Simmons, Becky Musselman
 - Elections of OfficersPersonnel Committee: *Enid Ritchy, chair*
Policy Committee: *Becky Musselman, chair*

ACTION ITEMS

- 6:45 PM Discussion and possible vote on Library Services Policy
- 6:50 PM Discussion and possible vote on Electronic Access Policy

6:55 PM Discussion and possible vote on Bookkeeper Contract

7:10 PM Adjourn Meeting

Board Meeting Minutes

Monday, January 17, 2022

Board Members Present: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Colleen Irvin, Secretary; Ryan Anslyn, Trustee; Margaret Simmons, Trustee

Also Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Deb McCann, Friends of the Library; Roger Garrett, Citizen Representative; Cathy Malone, Citizen Representative

Call to order:

Enid Ritchy called the meeting to order at 5:15 PM

Citizen Comments

None

Board Comments

Jim Albert expressed concern about what's happening at school boards and libraries concerning collections. He wondered if the BOCC should outline our policies with regard to library collections in the interview process for prospective trustees. He stated the importance of a well-balanced collection and noted that the Basalt Library Collections Policy is well-written and that there is a mechanism for reconsideration of materials if someone has a problem with an item in the collection. Jim suggested that Board members read the Collections policy that is located in Section 4 in the Board member manual.

Approval of Minutes of January 17, 2022 Board Meeting

Jim moved and Margaret seconded the motion to approve the minutes of the January 17, 2022 Board meeting without revisions or corrections. The motion passed unanimously.

Approval of the February 1, 2022 Special Board Meeting

Jim moved and Carolyn seconded the motion to approve the minutes of the February 1, 2022 Special Board meeting. The motion passed unanimously.

Friends of the Library Update, *Deb McCanne*

Deb provided a short history of her time with the Friends of the Library and with libraries in general. The Friends of the Library is an all-volunteer organization. They provide money to purchase items that are not in the Library budget except for books because the Foundation buys books for the Library. Past fulfilled requests include a perennial \$500.00 for the music program, laptop cases, maker carts, summer reading program, subscription for English Language Newspaper and the tent for outdoor programming. Later this week they will look at requests for this year. This year the Friends would like to purchase a rack for kids honor paperbacks. Deb stated that there is a healthy working relationship with volunteers and staff. The Friends of the Library financial statement is included in the Board meeting packet.

Presentation, discussion and possible vote on seeking funding for electric vehicle charging stations, Amy Shipley

- Amy answered questions that came up at last month's board meeting and addressed additional questions and concerns about vehicle charging stations. She noted that the installation of the charging stations could be 100% funded through available grants. Amy requested approval from the board to go forward with this.
- Ryan moved to have Amy pursue the available grants and funding to implement the charging stations. Margaret seconded the motion. The motion carried with five in favor and one opposed.

Discussion on Auditor RFP, Amy Shipley

Amy presented rules of RFP process and the importance of impartiality. All RFPs must receive the same information. Board members can talk about process but not potential bidders with other board members. Amy will post the RFP on the website tomorrow and will post elsewhere if necessary.

Select two board members to help with Auditor Interviews

Carolyn Kane and Jim Albert were selected to help with auditor interviews.

Discussion about supplemental mill levy ballot measure, Amy Shipley

After discussion it was decided that Amy will do more research and come back next month with more information on all the potential plans before a decision is made on when to go on the ballot.

Director's Report, Amy Shipley

- Additions to the Director Report that is included in the Board Meeting Packet
 - Bookkeeper Search Update: Received one bid from a bookkeeper who would partner with an accountant. Expecting a bid from ASAP any day. Amy will schedule interviews in the next couple of weeks and asked the board to accept one of these options.
 - Strategic Planning: Amy informed the Board she will wait to have the official strategic plan process begin until after the ballot issue. She would still do some work this year, but not officially. The Board agreed.
 - Board Vacancy Posting: There are two applicants from Eagle county. Amy will set date for interviews. The search will continue for the Pitkin seat. Margaret has a prospect she will contact about applying for the Pitkin County seat.
 - Budget savings discovery: We have been paying Century Link the last two years for service that was cancelled. This will save \$2000 per year. Liability insurance on the copiers has been cancelled because we have coverage under the umbrella Library insurance and we don't need separate coverage. This will save \$14.00 per month.
 - Marmot Library Network pays for institutional memberships to the Colorado Association of Libraries for all Marmot member libraries. As a trustee of a Marmot library, Basalt Library Board members have access to a free Colorado Association of Libraries trustee membership. Amy handed out a sheet that lists the benefits of being a member. She asked the Board members to let her know if they want to be added to the list of Colorado Association of Library members in order to receive information from them.
 - Bonuses in December: After discussion of the history of staff bonuses, the Board voted to continue the \$50 annual bonuses as a small, but meaningful, gesture of goodwill from the board to staff. Jim moved that the \$50 bonus for all staff be continued for 2021 and in

2022. 2021 would come out of the 2022 budget. Colleen seconded the motion. The motion passed unanimously.

- Mask Mandate: The library mask mandate is ending tonight. It is subject to change as circumstances change.

Committee Reports:

- Bylaws Committee: *Ryan Anslyn, chair*
None
- Facilities Committee: *Ryan Anslyn, chair*
Haven't met.
- Finance Committee: *Carolyn Kane, chair*
 - 2021 Pre-audit Financials: In January, not all of the invoices had come in for the December financials. Kim brought everything up to date for 2021 and called it the 2021 pre-audit report. These are the numbers that will be used for the audit
 - January 2022 Financials: January is 8% of the year. We haven't received money from the mill levy because tax statements just went out and property taxes haven't been paid yet. Overall, total income received in January is just over \$16,000. Some categories of expenses have gone over the 8% mark. The library has spent 7.36% of expenses in January with some categories going over and some under the 8% mark.
- Officer Nominating Committee, *Margaret Simmons, Becky Musselman*
 - Margaret reported in Becky's absence. Becky has received nominations for all officer positions. Voting will take place at the March Board meeting.
- Personnel Committee: *Enid Ritchy, chair*
 - No report
- Policy Committee: *Becky Musselman, chair*
 - Amy reported in Becky's absence.
 - This committee will begin meeting every other week. They intend to review all policies this year.
 - Amy passed out red-lined and clean copies of the updated Circulation policy that is on the agenda for a vote. She reviewed the purpose of policies and the requirements for following policies as well as the changes made to the Circulation policy. She asked that the board pass the policy as written.

Discussion and possible vote on Circulation Policy

Jim moved to accept the Circulation policy as written. Carolyn seconded the motion. The motion passed unanimously

Adjournment: Colleen moved and Jim seconded the motion to adjourn the meeting. The motion passed unanimously.

Respectfully Submitted,

Colleen Irvin, Secretary

Date

Director Report March 21, 2022

Administration and Personnel

Having hired the Cataloging & Collection Librarian position, which was open for six months, we are now working on hiring the Children's Librarian and Teen Librarian positions, one of which will also be a Youth Services Manager. I have been meeting with interested individuals to talk to them about the position, and I have heard that several people will be applying for the job.

Reports to State Agencies

I have completed the annual statistical report to the State of Colorado.

Board

We have four applications for the two open board positions, and I have contacted both Boards of County Commissioners about the openings. Next steps will be to schedule the interviews with candidates for the openings. We do have one applicant who speaks Spanish.

The Policy committee is now meeting every other week with a goal of updating each BRLD policy during 2022. We have looked at three policies so far, and at our next meeting will be prioritizing the next set of policies we will be working on.

Finances

We conducted bookkeeper interviews on Thursday, March 3, and after discussing the interviews at the Finance Committee meeting, we will be presenting a recommendation to the Board of Trustees to move forward with one firm for the bookkeeper contract. I hope to begin the transition to the new bookkeeper in early April.

I contacted three firms to let them know about our RFP for Auditor and heard back from one firm that they will be submitting a proposal before the deadline. I will continue reaching out to other firms to let them know about the opportunity.

Organizational Management

With the hire of the new Catalog and Collection Librarian, I now have more than 3 managers in the organization, and I am creating a Management Team. This team will begin by writing a team charter to identify how the team will work, and the scope of work of the team. We will also brainstorm a list of topics that need to be addressed in the near future. This team will take the place of the ad hoc programming team and the COVID task force.

Collection

Training new Catalog & Collection Librarian

Programs

The Programming team identified several themes we will be building our programs around during this year. This gives us a structure within which we can find more creativity. We can then also market around each theme, which will hopefully bring synergy to our messaging around our programs.

We have our Summer Reading program mostly planned, and the final pieces will fall into place in the next couple weeks. We will be having a Summer Reading Launch party in early June with the budget for the annual anniversary event.

Outreach

Every year in the spring, Raising a Reader brings each of the preschool classes they work with to the library for "Blue Bag Days". This is when the preschooler gets their library card and "graduates" from the program. Staff will be presenting a special story time at the library for each preschool class.

Technology

Last fall, when we were replacing staff computers, one of the new computers was not compatible with outdated RFID hardware and software. This meant that we needed to upgrade this hardware and software. We sought two bids, and selected one. This hardware has been ordered and received, and Marmot will install it soon along with the new computer.

We also recently updated our barcode scanners to read library cards on phones so that patrons who do not want to carry their library card with them can keep it stored on their phone and still use it at the library.

Facility

Earlier this winter, we contracted with a roof repair company to be available to fix leaks as they come up. In the process of repairing some leaks, they discovered that our roof is at end-of-life, and really needs to be replaced. They submitted a bid for a new roof, and I will be talking with the Facility Committee about getting other bids for a roof, and with the board as a whole about if/when we want to undertake this expense.

Throughout the library, there were over 50 lights that were not working. We have been working with an electrician to diagnose and fix each light. There will be a large expense to the electrician this year that was not budgeted, but is necessary to get the building in working order.

I completed a walkthrough with our cleaning company and have identified dates for deep cleaning the library and cleaning carpets.

We have two bids for staining the exterior wood, and will be discussing those at the Facilities Committee meeting.

Community Relations

Staff have been working on updating our website so that all pages contain current, accurate information. The music page and the COVID information page have been updated and we have a goal of updating other pages soon. We are also creating pages with information about the prices for our services, and information about how long each type of item checks out for.

The March Chat with Amy event welcomed Reina Katzenberger to the library to talk about her mural that is currently on display in the library. We had a lovely conversation about the creative process and the pandemic's affect for different people on their creativity.

Fundraising

This month I met with the Friends of the Library to continue talking about used book storage and donation receipt procedures. I also met with the Library Foundation to get an update on their activities to share with the Board. The Library Trust has regularly occurring monthly meetings, now.

Leadership and Professional Development

I will be attending the Public Library Association Conference in Portland, Oregon with two other library staff. We are excited to bring back a ton of new ideas for programs, services, and collections we can bring back to our library.

Director Report
March 21, 2022 Board Meeting

Feb 2022/Feb 2021 Comparisons

- **Circulation of physical materials:** Up 14.95%
 - Feb 2022 Total: 6995
 - Feb 2021 Total: 6085

- **Circulation of Electronic Materials:** UP 11.12%
 - Feb 2022 Total: 2857
 - Feb 2021 Total: 2571

- **Program Attendance:**
 - In Person:** Up 1,661.29%
 - Feb 2022 Total: 546
 - Feb 2021 Total: 31
 - Live Virtual Programming:** Down 94.38%
 - Feb 2022 Total: 5
 - Feb 2021 Total: 89
 - Recorded Virtual Programming:** Down 100%
 - Feb 2022 total: 0
 - Feb 2021 Total: 1017
 - Grab n Go Programming:** Down 68.31%
 - Feb 2022 Total: 103
 - Feb 2021 Total: 325

- **Database Usage:** Up 309.29%
 - Feb 2022 Total: 9029
 - Feb 2021 Total: 2206

- **Interlibrary Loan**

We continue to lend significantly more than we borrow.

 - Lends
 - Down 25.35%
 - Feb 2022 Total: 2682
 - Feb 2021 Total: 3593
 - Borrows
 - Down 44.24%
 - Feb 2022 Total: 663
 - Feb 2021 Total: 1189

- **New Patrons:** Up 45%
 - Feb 2022 Total: 58
 - Feb 2021 Total: 40

- **Website**
 - **Unique Visits:** Up 39.5%
 - Feb 2022 Total: 4831
 - Feb 2021 Total: 3463
 - **Page Views:** Up 30.92%
 - Feb 2022 Total: 9056
 - Feb 2021 Total: 6917
 - **Chat:** Down 67.74%
 - Feb 2022 Total: 30
 - Feb 2021 Total: 93

- **Door Counts:** Up 103.25%
 - Feb 2022 Total: 5874
 - Feb 2021 Total: 2890

- **PC Reservation (Computer Use):** Up 402.74%
 - Feb 2022 Total: 367
 - Feb 2021 Total: 73

- **Wi-fi:** Up 111.69%
 - Feb 2022 Total: 2445
 - Feb 2021 Total: 1155

Basalt Regional Library District
Balance Sheet
as of February 28, 2022

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance
ASSETS				
Current Assets				
Cash in Banks				
Alpine Bank #0127	\$ 8,307.59	\$ -	\$ -	\$ 8,307.59
Colo Trust - Bond Repayment #8002	(3,228.83)	819,533.38	-	816,304.55
Colo Trust - Tabor Reserve #8003	51,424.57	-	-	51,424.57
Colo Trust - Operating Fund #8004	1,453,151.05	-	-	1,453,151.05
Colo Trust - Capital Rsv Fund #8005	1,404.01	-	653,520.87	654,924.88
Total Current Assets	\$ 1,511,058.39	\$ 819,533.38	\$ 653,520.87	\$ 2,984,112.64
Fixed Assets				
Land	\$ 1,319,613.00	\$ -	\$ -	\$ 1,319,613.00
Books	1,609,988.88	-	-	1,609,988.88
Equipment and Fixtures	317,222.40	-	-	317,222.40
Building	10,770,171.77	-	-	10,770,171.77
Less Accumulated Depreciation	(3,541,286.28)	-	-	(3,541,286.28)
	\$ 10,475,709.77	\$ -	\$ -	\$ 10,475,709.77
Other Assets				
Cash with County Treasurer	\$ 8,083.84	\$ -	\$ -	\$ 8,083.84
Employee Ski Pass Repayment Program	1,398.70	-	-	1,398.70
Prepaid Expense	4,656.01	-	-	4,656.01
Property Tax Receivable	2,534,861.00	-	-	2,534,861.00
	\$ 2,548,999.55	\$ -	\$ -	\$ 2,548,999.55
TOTAL ASSETS	\$ 14,535,767.71	\$ 819,533.38	\$ 653,520.87	\$ 16,008,821.96
LIABILITIES				
Current Liabilities				
Accounts Payable	\$ 8,023.95	\$ -	\$ -	\$ 8,023.95
Other Current Liab				
Accrued Expenses	17,962.50	-	-	17,962.50
Accrued Vacation	51,558.69	-	-	51,558.69
Deferred Grant	-	-	-	-
Deferred Property Tax	2,534,861.00	-	-	2,534,861.00
Payroll Liabilities	2,577.95	-	-	2,577.95
Wages Payable	21,448.10	-	-	21,448.10
Total Other Current Liab	\$ 2,628,408.24	\$ -	\$ -	\$ 2,628,408.24
Long Term Liabilities				
Bonds Payable, 2012	\$ 4,030,000.00	\$ -	\$ -	\$ 4,030,000.00
Total Long Term Liabilities	\$ 4,030,000.00	\$ -	\$ -	\$ 4,030,000.00
Total Liabilities	\$ 6,666,432.19	\$ -	\$ -	\$ 6,666,432.19
Fund Balance - of 1/1/22				
Investment in Capital Assets	\$ 6,376,231.03	\$ -	\$ -	\$ 6,376,231.03
General Operating Fund	\$ 1,610,486.52	\$ -	\$ -	\$ 1,610,486.52
Restricted for Emergencies - Tabor Fund	51,395.00	-	-	51,395.00
Debt Repayment Fund	-	799,714.98	-	799,714.98
Less Bond Principle Payment	-	-	-	-
Capital Reserve Fund	-	-	654,861.20	654,861.20
Total Fund Balance	1,661,881.52	799,714.98	654,861.20	3,116,457.70
Fund Revenue/Expenditures				
Current Year-to-Date Revenue	\$ 60,718.13	\$ 20,691.82	\$ 49.27	\$ 81,459.22
Current Year-to-Date Expenditures	229,495.16	873.42	1,389.60	231,758.18
Net Current Year	(168,777.03)	19,818.40	(1,340.33)	(150,298.96)
Total Fund Balance - as of 2/28/22	1,493,104.49	819,533.38	653,520.87	2,966,158.74
Total Liabilities and Fund Balance	\$ 14,535,767.71	\$ 819,533.38	\$ 653,520.87	\$ 16,008,821.96

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
January - February 2022**

		Feb 2022 Actuals	Jan-Feb 2022 Actuals	Previous Year Jan-Feb 2021 Actuals	2020 Jan-Feb 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
General Operating Fund Balance 1/1/22 (Includes Tabor Reserve)			1,661,881.52			1,661,881.52			
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County	15,680.51	15,713.11	20,265.44	11,726.23	708,773.98	(693,060.87)	2.22%	629,697.13
4020	Pitkin County	9,930.39	9,930.39	11,231.25	16,845.33	503,229.82	(493,299.43)	1.97%	482,301.24
4030	Mill Levy Increase	7,399.33	7,408.75	9,901.67	8,932.76	350,000.00	(342,591.25)	2.12%	350,277.54
4040	Tax Abatement - Prior Year	-	-	1,472.27	722.51	-	-	#DIV/0!	52,082.06
	Total General Operating Mill Levy	33,010.23	33,052.25	42,870.63	38,226.83	1,562,003.80	(1,528,951.55)	2.12%	1,514,357.97
4100	MVSO - General Operating								
4110	Eagle County	7,300.10	12,461.82	11,764.08	12,996.31	70,000.00	(57,538.18)	17.80%	79,260.21
4120	Pitkin County	3,031.24	5,480.46	5,901.81	6,055.03	40,000.00	(34,519.54)	13.70%	40,555.50
	Total MVSO - General Operating	10,331.34	17,942.28	17,665.89	19,051.34	110,000.00	(92,057.72)	16.31%	119,815.71
4200	Fines & Fees								
4205	Coffee Purchase	47.66	70.77	-	89.90	100.00	(29.23)	70.77%	315.40
4210	Copies	408.05	708.70	168.91	1,289.45	3,500.00	(2,791.30)	20.25%	4,130.15
4215	Earbuds	4.00	14.00	2.00	26.00	50.00	(36.00)	28.00%	45.00
4220	Faxing	29.00	49.00	-	86.17	200.00	(151.00)	24.50%	215.78
4230	Fines	12.99	12.99	178.60	2,002.78	1,500.00	(1,487.01)	0.87%	1,450.34
4240	Guest Passes	-	-	-	10.00	-	-	0.00%	-
4250	Meeting Room Rental	112.50	150.00	-	300.00	1,000.00	(850.00)	15.00%	637.50
4255	Reading Glasses	2.00	15.95	-	-	-	15.95	0.00%	-
4260	Replacement Books	95.37	250.05	90.09	156.79	1,000.00	(749.95)	25.01%	1,522.62
4270	Replacement Library Cards	-	-	-	21.00	100.00	(100.00)	0.00%	81.70
4280	Test Proctoring	-	-	-	10.00	50.00	(50.00)	0.00%	-
4285	Health Insurance Dividend - CEBT	-	-	7,605.00	-	-	-	0.00%	7,605.00
4290	Holy Cross Deposit Return/Member Equi	-	-	-	-	30.00	(30.00)	0.00%	96.19
	Total Fines & Fees	711.57	1,271.46	8,044.60	3,992.09	7,530.00	(6,258.54)	16.89%	16,099.68
4300	Earnings on investments								
4310	Colostrust Int Op Acct	113.38	213.05	297.76	4,023.49	1,000.00	(786.95)	21.31%	1,034.69
	Mill Levy Interest	(3.92)	(3.92)	-	26.39	2,000.00	(2,003.92)	-0.20%	4,545.55
	Total Earnings on investments	109.46	209.13	297.76	4,049.88	3,000.00	(2,790.87)	6.97%	5,580.24

Prepare for Internal Use Only

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
January - February 2022**

		Feb 2022 Actuals	Jan-Feb 2022 Actuals	Previous Year Jan-Feb 2021 Actuals	2020 Jan-Feb 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
4400	Contributions								
4410	General Operating Contributions	284.50	843.01	25.00	1,300.00	15,000.00	(14,156.99)	5.62%	9,007.23
4412	Special Programs	-	400.00	1,475.00	-	3,500.00	(3,100.00)	11.43%	4,645.00
	Total Contributions	284.50	1,243.01	1,500.00	1,300.00	18,500.00	(17,256.99)	6.72%	13,652.23
4500	Grants - Non-Restricted								
4505	Grants - General Operating Grants	-	-	-	2,500.00	30,000.00	(30,000.00)	0.00%	11,300.00
4510	Colo Spec District - COVID-19	-	-	2,850.00	-	-	-	0.00%	2,850.00
	Total Grants - Non-Restricted	-	-	2,850.00	2,500.00	30,000.00	-	0.00%	14,150.00
4600	Grants - Restricted								
4602	Restricted - Library Foundation	-	-	5,127.38	281.54	5,000.00	(5,000.00)	0.00%	15,644.32
4604	Restricted - Library Friends	-	-	-	-	5,000.00	(5,000.00)	0.00%	8,925.58
4606	Restricted - State of Colorado Grant	-	-	-	5,822.00	5,600.00	(5,600.00)	0.00%	4,820.00
4610	Restricted - Legends Event	-	-	75.00	-	-	-	100.00%	75.00
4620	Restricted - Association of Science	-	7,000.00	-	-	-	7,000.00	0.00%	-
4620	Restricted - Cares Grant - Tmobile Data	-	-	4,021.50	-	-	-	0.00%	4,021.50
4620	Restricted - Cares Grant - TOB Art Camp	-	-	-	-	-	-	0.00%	1,500.00
4620	Restricted - LSTA Grant	-	-	-	-	-	-	0.00%	2,759.18
	Total Restricted Fund Income - Foundation/Fri	-	7,000.00	9,223.88	6,103.54	15,600.00	7,000.00	44.87%	37,745.58
	Total Income	44,447.10	60,718.13	82,452.76	75,223.68	1,746,633.80	(1,640,315.67)	3.48%	1,721,401.41
	Operating expenses								
5000	Administration								
5005	Contract Services								
5010	Accounting	814.00	2,004.00	1,790.00	2,063.50	13,000.00	(10,996.00)	15.42%	13,456.25
5020	Audit - Annual	-	-	-	-	8,900.00	(8,900.00)	0.00%	8,900.00
5030	Courier	-	-	-	-	13,000.00	(13,000.00)	0.00%	12,261.98
5040	Legal	-	-	819.50	555.00	2,500.00	(2,500.00)	0.00%	2,652.50
	Total Contract Services	814.00	2,004.00	2,609.50	2,618.50	37,400.00	(35,396.00)	5.36%	37,270.73

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
January - February 2022**

		Feb 2022 Actuals	Jan-Feb 2022 Actuals	Previous Year Jan-Feb 2021 Actuals	2020 Jan-Feb 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5100	Insurance	-	-	-	-	-	-	-	-
5110	Property & Liability Insur	-	-	-	-	21,500.00	(21,500.00)	0.00%	22,172.00
5120	Worker's compensation	176.00	176.00	-	-	2,200.00	(2,024.00)	8.00%	1,433.00
	Total Insurance	176.00	176.00	-	-	23,700.00	(23,524.00)	0.74%	23,605.00
5210	Postage & Shipping	-	-	-	2.61	1,000.00	(1,000.00)	0.00%	528.49
5220	Professional Dev. & Memberships	-	-	-	-	-	-	-	-
5230	Board	-	-	-	-	700.00	(700.00)	0.00%	674.08
5235	Employment Council	-	-	-	-	3,300.00	(3,300.00)	0.00%	3,300.00
5240	Library Association Dues	-	445.00	-	-	1,000.00	(555.00)	44.50%	429.00
5250	Spec District Ass'n Due	-	-	-	-	1,000.00	(1,000.00)	0.00%	919.89
5260	Staff	-	2,007.00	854.00	1,166.34	9,500.00	(7,493.00)	21.13%	6,813.52
5270	Travel expenses	3.16	1,780.56	-	-	4,000.00	(2,219.44)	44.51%	2,539.47
	Total Professional Dev. & Memberships	3.16	4,232.56	854.00	1,166.34	19,500.00	(15,267.44)	21.71%	14,675.96
5280	Publicity	-	-	-	-	-	-	-	-
5290	Advertising - General	-	-	(92.44)	126.42	5,000.00	(5,000.00)	0.00%	4,693.16
5283	Anniversary Celebration	-	-	-	5,095.86	10,000.00	(10,000.00)	0.00%	5,040.26
5284	Developmental	-	-	-	-	-	-	0.00%	455.88
5285	Radio	-	4,750.00	9,275.00	8,491.00	15,000.00	(10,250.00)	31.67%	13,500.00
5293	Signage	-	24.51	-	-	1,000.00	(975.49)	2.45%	281.38
5295	Social Media Ads	-	-	308.54	140.30	1,500.00	(1,500.00)	0.00%	936.05
5297	Targeted Newspaper Ads	-	-	28.00	-	4,500.00	(4,500.00)	0.00%	3,398.08
	Total Publicity	-	4,774.51	9,519.10	13,853.58	37,000.00	(32,225.49)	12.90%	28,304.81
5300	Supplies	-	-	-	-	-	-	-	-
5310	Office Supplies	105.75	899.39	1,087.03	1,392.62	8,000.00	(7,100.61)	11.24%	11,055.19
5320	Technical Cataloging & Service	94.44	188.88	724.20	873.03	6,500.00	(6,311.12)	2.91%	6,659.75
	Total Supplies	200.19	1,088.27	1,811.23	2,265.65	14,500.00	(13,411.73)	7.51%	17,714.94
5350	Treasurer's fees	-	-	-	-	-	-	-	-
5360	Eagle fees	606.25	607.51	827.51	470.67	35,438.70	(34,831.19)	1.71%	25,779.53
5370	Pitkin fees	554.94	554.94	662.44	977.33	31,000.00	(30,445.06)	1.79%	28,564.76
	Total Treasurer's fees	1,161.19	1,162.45	1,489.95	1,448.00	66,438.70	(65,276.25)	1.75%	54,344.29
	Total Administration	2,354.54	13,437.79	16,283.78	21,354.68	199,538.70	(186,100.91)	6.73%	176,444.22

Prepare for Internal Use Only

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
January - February 2022**

		Feb 2022 Actuals	Jan-Feb 2022 Actuals	Previous Year Jan-Feb 2021 Actuals	2020 Jan-Feb 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5400	Facility Expenses								
5410	Janitorial	4,166.25	4,166.25	4,931.25	8,332.50	49,995.00	(45,828.75)	8.33%	49,995.00
5420	Janitorial Supplies	-	752.25	(78.90)	709.38	6,000.00	(5,247.75)	12.54%	4,342.06
5430	Landscaping	-	-	-	-	10,000.00	(10,000.00)	0.00%	9,472.41
5440	Maintenance *Detailed List Attached	4,396.31	4,478.01	3,157.80	2,876.24	24,000.00	(19,521.99)	18.66%	27,772.62
5450	Mat Cleaning	69.06	136.46	262.48	128.52	850.00	(713.54)	16.05%	1,007.37
5460	Snow Removal	450.00	1,084.75	-	-	4,620.00	(3,535.25)	23.48%	4,620.00
	Total Facility Expenses (Maintenance)	9,081.62	10,617.72	8,272.63	12,046.64	95,465.00	(84,847.28)	11.12%	97,209.46
5500	Utilities								
5510	Electric	1,118.71	1,895.25	837.81	1,623.79	13,900.00	(12,004.75)	13.63%	6,274.45
5515	Compost Collection System	45.00	45.00	110.00	303.50	800.00	(755.00)	5.63%	495.00
5520	Gas	2,252.46	4,143.24	1,316.04	1,219.12	8,755.00	(4,611.76)	47.32%	7,499.77
5575	Hot Spots	691.26	691.26	2,292.00	-	9,000.00	-	7.68%	-
5530	Internet Connectivity	108.46	108.46	-	355.35	4,800.00	(4,691.54)	2.26%	3,443.38
5540	Sanitation	-	852.06	769.56	693.00	3,110.00	(2,257.94)	27.40%	2,991.12
5550	Telephone	95.99	558.89	1,462.91	1,167.49	7,800.00	(7,241.11)	7.17%	7,515.19
5560	Trash	538.78	1,071.65	925.81	947.70	5,760.00	(4,688.35)	18.61%	5,788.18
5570	Water	-	-	-	-	4,410.00	(4,410.00)	0.00%	4,443.36
	Total Utilities	4,850.66	9,365.81	7,714.13	6,309.95	58,335.00	(40,660.45)	16.06%	38,450.45
	Total Facility Expenses	13,932.28	19,983.53	15,986.76	18,356.59	153,800.00	(125,507.73)	12.99%	135,659.91
5600	Library Programs								
5610	Adult Program	-	968.34	455.71	41.58	9,000.00	(8,031.66)	10.76%	9,117.42
5612	Adult Materials	-	125.46	-	-	1,000.00	(874.54)	0.00%	-
5615	Art	-	-	-	355.58	-	-	0.00%	-
5620	Children's	-	250.00	700.00	575.00	5,000.00	(4,750.00)	5.00%	4,205.88
5625	Children's Materials	-	165.07	459.03	232.06	3,000.00	(2,834.93)	5.50%	1,917.31
5634	Liquor License	-	77.00	-	77.00	375.00	(298.00)	20.53%	258.25
5640	Music	900.00	4,200.00	3,890.00	1,277.00	13,750.00	(9,550.00)	30.55%	12,821.88
5650	Spanish Language	-	49.40	115.77	264.69	3,000.00	(2,950.60)	1.65%	3,156.40
5635	Volunteers	-	-	-	68.00	550.00	(550.00)	0.00%	-
5660	Teens	131.76	1,053.33	1,229.95	1,485.24	6,000.00	(4,946.67)	17.56%	5,984.78
5675	Next Gen / Millennials	-	-	65.54	180.55	-	-	0.00%	1,061.37
	Total Library Programs	1,031.76	6,888.60	6,916.00	4,556.70	41,675.00	(34,786.40)	16.53%	38,523.29

Prepare for Internal Use Only

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
January - February 2022**

				Feb 2022 Actuals	Jan-Feb 2022 Actuals	Previous Year Jan-Feb 2021 Actuals	2020 Jan-Feb 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5700	Technology & Equipment										
5710	Copiers & Equipment										
5730		Lease		185.77	594.09	503.71	896.21	3,900.00	(3,305.91)	15.23%	3,530.14
5740		Service Agreement / Copy Usage		-	13.93	444.70	1,260.07	5,000.00	(4,986.07)	0.28%	3,992.06
5750		Disk Cleaning		-	-	-	241.95	2,000.00	(2,000.00)	0.00%	402.47
		Total Copiers & Equipment		185.77	608.02	948.41	2,398.23	10,900.00	(10,291.98)	5.58%	7,924.67
5760		Marmot ILS System		-	24,312.25	24,089.50	24,125.27	97,000.00	(72,687.75)	25.06%	92,104.85
5770		Miscellaneous Parts		539.04	704.13	1,199.74	125.71	2,000.00	(1,295.87)	35.21%	2,229.24
5780		Support & Service Agreements		-	-	-	-	-	-	-	-
5782		Adobe		-	380.87	-	-	972.00	(591.13)	39.18%	-
5784		Appointment Booking		-	10.00	-	-	120.00	(110.00)	8.33%	-
5793		Canva		-	-	-	-	120.00	(120.00)	0.00%	119.40
5788		Domain / Network Solutions		-	75.97	-	-	230.00	(154.03)	33.03%	-
5795		Emma		-	-	336.00	379.00	1,500.00	(1,500.00)	0.00%	2,310.00
5800		Envisionware		-	1,257.00	-	-	-	1,257.00	0.00%	-
5802		Google Cloud G Suite		-	191.74	132.00	240.00	1,650.00	(1,458.26)	11.62%	1,249.30
5830		Livechat Website		-	-	-	-	192.00	(192.00)	0.00%	-
5835		Movie License		-	-	-	-	495.00	(495.00)	0.00%	-
5810		Timeclock		-	-	-	-	-	-	0.00%	-
5820		Planning Center / Tockify		-	8.00	8.00	87.97	264.00	(256.00)	3.03%	256.00
5824		Scheduling / When I Work		-	40.00	-	-	500.00	(460.00)	8.00%	-
5822		Prezi		-	-	-	-	-	-	0.00%	-
5825		Webpage Builder		-	-	74.97	-	330.00	(330.00)	0.00%	826.91
5828		Zoom		-	-	-	-	170.00	(170.00)	0.00%	-
		Total Support & Service Agreements		-	1,963.58	550.97	706.97	6,543.00	(3,878.29)	30.01%	4,761.61
5830		Tech Labor & Repair		-	-	-	200.00	2,000.00	(2,000.00)	0.00%	352.00
		Total Technology		724.81	27,587.98	26,788.62	27,556.18	118,443.00	(90,153.89)	23.29%	107,372.37

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
January - February 2022**

			Feb 2022 Actuals	Jan-Feb 2022 Actuals	Previous Year Jan-Feb 2021 Actuals	2020 Jan-Feb 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5900	Collections									
5910	Audio									
5920		Adult BCD	72.24	297.46	2,175.09	958.27	4,500.00	(4,202.54)	6.61%	4,864.59
5922		Spanish Audio Adult	-	-	-	-	750.00	(750.00)	0.00%	-
5924		Spanish Audio Youth	-	-	-	-	500.00	(500.00)	0.00%	-
5930		Youth Audio	119.98	170.97	112.48	259.11	2,200.00	(2,029.03)	7.77%	927.33
		Total Audio	192.22	468.43	2,287.57	1,217.38	7,950.00	(7,481.57)	5.89%	5,791.92
6000	Books & Magazines									
6010		Adult fiction books	56.21	929.80	2,148.17	2,309.75	12,000.00	(11,070.20)	7.75%	10,811.60
6020		Adult non-fiction books	41.85	718.56	2,044.66	1,861.07	12,000.00	(11,281.44)	5.99%	10,564.62
6025		Board Games	-	-	-	-	500.00	-	0.00%	-
6030		Juvenile Fiction	190.67	501.96	636.54	1,320.37	7,000.00	(6,498.04)	7.17%	6,981.79
6040		Juvenile Non-Fiction	109.99	527.61	28.50	526.70	3,000.00	(2,472.39)	17.59%	1,568.56
6045		Large Print	-	113.09	161.40	308.59	2,000.00	(1,886.91)	5.65%	1,320.25
6050		Print Subscriptions	-	503.48	2,593.83	6,678.60	5,250.00	(4,746.52)	9.59%	3,009.59
6055		Replacement Books - Purchased	108.89	108.89	105.90	146.95	300.00	(191.11)	36.30%	1,034.09
6060		Spanish Adult fiction	-	94.48	-	621.30	2,000.00	(1,905.52)	4.72%	710.28
6070		Spanish adult non-fiction	-	-	14.74	419.76	1,000.00	(1,000.00)	0.00%	1,095.44
6080		Spanish children's books	-	55.18	78.09	915.31	4,500.00	(4,444.82)	1.23%	2,086.32
6100		YA Fiction	756.87	999.78	1,551.63	1,214.76	5,400.00	(4,400.22)	18.51%	4,558.83
6110		YA Non-Fiction	138.63	138.63	259.52	188.47	1,100.00	(961.37)	12.60%	1,041.88
6120		Special Items	-	-	543.83	65.97	1,600.00	(1,600.00)	0.00%	982.65
		Total Books	1,403.11	4,691.46	10,166.81	16,577.60	57,650.00	(52,458.54)	8.14%	45,765.90
6200	Digital Resources									
6210		Annual Subscriptions								
6220		Ancestry.com	-	-	-	1,752.19	1,840.00	(1,840.00)	0.00%	-
6230		Culturegrams	-	-	1,752.19	-	1,840.00	(1,840.00)	0.00%	1,752.19
6235		Creative Bug	-	-	-	-	1,000.00	(1,000.00)	0.00%	950.00
6240		Ency Britannica	-	-	-	-	-	-	0.00%	494.70
6245		Gale Student Resources	-	-	-	-	1,475.00	(1,475.00)	0.00%	1,473.90
6250		Gale Public	-	-	-	-	2,205.00	(2,205.00)	0.00%	2,003.05
6253		Learning Express Library	-	-	-	-	2,800.00	(2,800.00)	0.00%	2,660.00
6255		Lynda Database	-	-	-	-	-	-	0.00%	-
6270		Mango Languages	-	-	3,729.21	2,367.75	3,990.00	(3,990.00)	0.00%	3,729.21

Prepare for Internal Use Only

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
January - February 2022**

			Feb 2022 Actuals	Jan-Feb 2022 Actuals	Previous Year Jan-Feb 2021 Actuals	2020 Jan-Feb 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
6275		New York Times	-	-	-	1,424.80	100.00	(100.00)	0.00%	100.00
6280		Tumblebooks	-	-	-	-	665.00	(665.00)	0.00%	1,259.06
6285		Wallstreet Journal	-	-	432.29	-	465.00	(465.00)	0.00%	432.29
6295		Pebble Go	-	1,679.07	-	-	-	1,679.07	100.00%	-
6300		Downloadable Titles	-	-	-	-	-	-	-	-
6305		Kanopy	-	-	-	-	6,000.00	(6,000.00)	0.00%	421.00
6308		OCLC World Share	-	-	-	-	1,100.00	(1,100.00)	100.00%	1,072.01
6320		Overdrive	1,134.14	1,134.14	4,991.79	2,784.32	17,000.00	(15,865.86)	6.67%	15,182.15
6330		RB Digital	-	-	584.65	2,063.00	-	-	0.00%	584.65
		Total Digital Resources	1,134.14	2,813.21	11,490.13	10,392.06	40,480.00	(37,666.79)	6.95%	32,114.21
6400		Media								
6410		Adult Music	-	-	-	-	300.00	(300.00)	0.00%	24.95
6420		Juvenile Music	13.99	89.16	-	-	200.00	(110.84)	44.58%	-
6430		Adult Movies	255.12	644.92	488.79	2,025.31	8,500.00	(7,855.08)	7.59%	7,141.37
6440		Juvenile Movies	35.57	166.02	71.87	307.76	1,000.00	(833.98)	16.60%	472.63
6460		Video / Games	-	69.76	79.87	70.33	800.00	(730.24)	8.72%	831.88
		Total Media	304.68	969.86	640.53	2,403.40	10,800.00	(9,830.14)	8.98%	8,470.83
		Total Collections	3,034.15	8,942.96	24,585.04	30,590.44	116,880.00	(121,557.04)	7.65%	92,142.86
6800		Restricted Funds								
6802		Restricted Exp - Library Foundation	-	1,480.00	2,310.34	1,096.20	5,000.00	(3,520.00)	29.60%	11,306.95
6804		Restricted Exp - Library Friends	-	-	-	-	5,000.00	(5,000.00)	0.00%	4,369.07
6806		Restricted Exp - State of Colorado G	-	-	2,225.70	2,752.40	5,600.00	(5,600.00)	0.00%	4,928.39
6810		Restricted Exp - Legends Event	-	-	-	-	-	-	0.00%	-
6820		Restricted Exp - Cares Grant Tmobile	-	-	-	-	-	-	#DIV/0!	8,981.64
6820		Restricted Exp - TOB Art Camp	-	-	-	-	-	-	100.00%	1,292.97
6820		Restricted Exp - Special Programs	-	-	-	-	-	-	0.00%	1,500.00
		Total Restricted Funds	-	1,480.00	4,536.04	3,848.60	15,600.00	(14,120.00)	9.49%	32,379.02
		Total Operating expenses	21,077.54	78,320.86	95,096.24	106,263.19	645,936.70	(572,225.97)	12.13%	582,521.67

Prepare for Internal Use Only

**Basalt Regional Library District
Profit & Loss Budget Performance
General Fund
January - February 2022**

				Feb 2022 Actuals	Jan-Feb 2022 Actuals	Previous Year Jan-Feb 2021 Actuals	2020 Jan-Feb 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
6900	Payroll Expenses								-		
6910	Payroll			62,026.59	125,575.53	114,550.15	109,677.17	944,426.00	(818,850.47)	13.30%	807,368.35
6920	Payroll Service			441.18	1,286.91	1,077.55	624.30	7,500.00	(6,213.09)	17.16%	6,232.44
6930	Payroll Taxes			4,825.06	9,941.78	8,381.79	9,310.17	76,369.00	(66,427.22)	13.02%	61,252.53
6940	Retirement Plan			1,123.35	2,213.78	2,595.90	2,071.79	16,000.00	(13,786.22)	13.84%	16,265.75
6950	Health Insurance			4,581.12	10,661.30	19,696.21	13,393.73	75,600.00	(64,938.70)	14.10%	66,211.79
6953	COVID - Weekly Testing			-	-	-	-	1,000.00	-		
6980	Director Search			-	-	-	-	-	-	0.00%	2,501.96
6985	HR Assessment			1,495.00	1,495.00	-	-	-	1,495.00		1,790.00
6955	Wellness / Health - CEBT Dividend Pmts			-	-	-	-	-	-	100.00%	5,070.00
	Total Payroll Expenses			74,492.30	151,174.30	146,301.60	135,077.16	1,120,895.00	(968,720.70)	13.49%	966,692.82
	Total Expense			95,569.84	229,495.16	241,397.84	241,340.35	1,766,831.70	(1,540,946.67)	12.99%	1,549,214.49
	Net General Fund Income/(Loss) Prior to Capital Rsv Allocation			(51,122.74)	(168,777.03)	(158,945.08)	(166,116.67)	(20,197.90)	(99,369.00)	835.62%	172,186.92
	Allocation to Capital Reserve Outlay			-	-	-	-	87,000.00	(87,000.00)	0.00%	87,000.00
	Net General Fund Income/(Loss) After Capital Reserve Allocati			(51,122.74)	(168,777.03)	(158,945.08)	(166,116.67)	(107,197.90)			85,186.92
	General Fund Balance 2/28/22				1,493,104.49			1,554,683.62			

**Basalt Regional Library District
Bond Repayment Fund
Profit & Loss Budget Performance
January-February 2022**

	Feb 2022 Actuals	Jan-Feb 2022 Actuals	Previous Year Jan-Feb 2021 Actuals	2020 Jan-Feb 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
Bond Repayment Fund Balance 1/1/22		799,714.98			799,714.98			
Bond Repayment Fund:								
Interest Earned - Bond Repayment	61.07	111.11	51.47	1,823.37	500.00	(388.89)	22.22%	221.73
Mill Levy Debt Repayment								
Eagle County	12,013.37	12,038.36	18,560.01	10,737.86	542,742.74	(530,704.38)	2.22%	576,892.58
Pitkin County	8,542.35	8,542.35	10,191.35	15,025.28	385,616.72	(377,074.37)	2.22%	438,907.88
Total Mill Levy Debt Repayment	20,555.72	20,580.71	28,751.36	25,763.14	928,359.46	(907,778.75)	2.22%	1,015,800.46
Total Debt Service Fund	20,616.79	20,691.82	28,802.83	27,586.51	928,859.46	(908,167.64)	2.23%	1,016,022.19
Total Bond Repayment Fund Income	20,616.79	20,691.82	28,802.83	27,586.51	928,859.46	(908,167.64)	2.23%	1,016,022.19
Expense								
Bond Interest	-	-	-	-	94,831.26	(94,831.26)	0.0%	110,031.26
Treasurer's Fees								
Eagle County	360.41	361.16	556.79	322.12	16,282.28	(15,921.12)	2.22%	17,345.77
Pitkin County	512.26	512.26	611.48	902.17	19,280.84	(18,768.58)	2.66%	26,366.85
Total Treasurer's Fees	872.67	873.42	1,168.27	1,224.29	35,563.12	(34,689.70)	2.46%	43,712.62
Total Bond Repayment Fund Expense	872.67	873.42	1,168.27	1,224.29	130,394.38	(129,520.96)	0.67%	153,743.88
Net Bond Repayment Principle Loan Payment	-	-	-	-	775,000.00	-	0.0%	760,000.00
Net Bond Repayment Fund	19,744.12	19,818.40	27,634.56	26,362.22	23,465.08	(778,646.68)	84.46%	102,278.31
Bond Repayment Fund Balance 2/28/22		819,533.38			823,180.06			
**2022 Bond Repayment Schedule:								
5/1/22 - Series 2012 Interest		47,415.63						
11/1/22 - Series 2012 Interest		47,415.63						
11/1/22 - Series 2012 Principle		775,000.00						
Series 2012 Bond Matures 11/2026								

**Basalt Regional Library District
Capital Reserve Fund
Profit & Loss Budget Performance
January-February 2022**

	Feb 2022 Actuals	Jan-Feb 2022 Actuals	Previous Year Jan-Feb 2021 Actuals	2020 Jan-Feb 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
Capital Reserve Fund Balance 1/1/22		654,861.20			654,861.20			
Capital Reserve Fund:								
Income								
Allocation From General Fund	-	-	-	-	87,000.00	(87,000.00)	0.0%	87,000.00
Interest Earned - Reserve Fund	49.27	49.27	85.49	1,547.71	300.00	(250.73)	16.42%	290.00
Total Capital Reserve Fund Income	49.27	49.27	85.49	1,547.71	87,300.00	(87,250.73)	0.06%	87,290.00
Expense								
Capital Reserve Expense								
Computers - Patron	-	-	-	-	8,000.00	(8,000.00)	0.0%	-
Computers - Staff	-	1,389.60	-	-	8,000.00	(6,610.40)	17.37%	-
Conference Room - A/V Replace	-	-	-	-	5,000.00	(5,000.00)	0.0%	-
Fiber Cable	-	-	-	-	20,000.00	(20,000.00)	0.0%	-
Handrail for Tent Area	-	-	-	-	4,000.00	(4,000.00)	0.0%	-
HVAC Compressors	-	-	-	-	10,000.00	(10,000.00)	0.0%	-
Painting - Exterior	-	-	-	-	25,000.00	(25,000.00)	0.0%	-
Painting - Interior	-	-	-	-	12,000.00	(12,000.00)	0.0%	-
Pumps / Valves	-	-	-	-	3,000.00	(3,000.00)	0.0%	-
Security Cameras	-	-	-	-	8,000.00	(8,000.00)	0.0%	-
Televisions	-	-	-	-	2,500.00	(2,500.00)	0.0%	-
Miscellaneous	-	-	-	-	10,000.00	(10,000.00)	0.0%	15,999.77
Total 8300 - Capital Reserve Expense	-	1,389.60	-	-	115,500.00	(10,000.00)	1.2%	15,999.77
Net Capital Reserve Fund	49.27	(1,340.33)	85.49	1,547.71	(28,200.00)	(77,250.73)	4.75%	71,290.23
Capital Reserve Fund Balance 2/28/22		653,520.87			626,661.20			

**Basalt Regional Library District
General Fund
Maintenance Detail
January-February 2022**

Maintenance Expenditure Detail				
2022				
	Month	Vendor	Detail	Amount
	January			
		Home Depot		81.70
	Total January			81.70
	February			
		Tuck Communication	voicemail extension	200.00
		Bart Services	troubleshoot heat in building	2,849.50
		Johnson Controls	3/1-5/31/22 Service \$208.33 less credit (\$129.50)	78.83
		Acem Alarm Company	test and inspection 2021 / clean smokes	641.00
		Grizzly Creek	adjust doors on art display, set up stage for concert, remove old faucet & replace, take down stage, change lightbulbs	626.98
	Total February			4,396.31
			Summary:	
			Alarm / Monitoring	641.00
			Electrical	-
			Grizzly Creek	626.98
			Inspection / Testing	-
			Miscellaneous	360.53
			Pest Control	-
			Plumbing / Heating	2,849.50
			Roof Maintenance	-
			Signage	-
			Window Cleaning	-
			TOTAL	4,478.01

**Basalt Regional Library District
General Fund
Contributions / Grants Detail
January-February 2022**

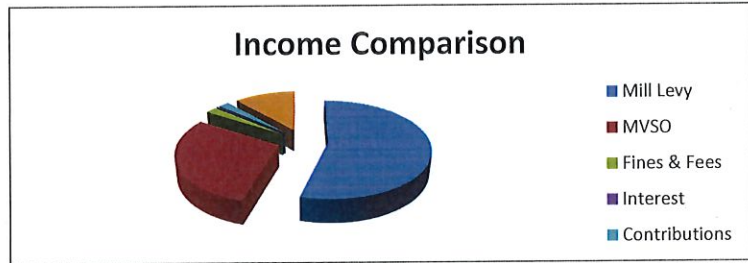
4400 - Contributions				
4410 - Contributions - Miscellaneous				
Date	Name	Contribution Notation	Amount	
1/6/2022	Weinstein, Ellen		50.00	
1/13/2022	Broussard, Richard & Kathleen		250.00	
1/20/2022	Milnor, Barbara		100.00	
1/26/2022	Benson, Arthur & Holly		100.00	
1/31/2022	Cash Register		58.51	
2/10/2022	Ribich, Tyler & Janice		200.00	
2/10/2022	Robiny, Virginia		50.00	
2/28/2022	Cash Register		34.50	
		Total	843.01	
4412 - Special Programs				
Date	Name	Contribution Notation	Amount	
1/6/2022	Kucharczyk, Sandra	Music	200.00	
7/22/2021	Cash	Music	200.00	
		Total	400.00	

Basalt Regional Library District
Feb-22

Income Comparison

as of 2/28/22

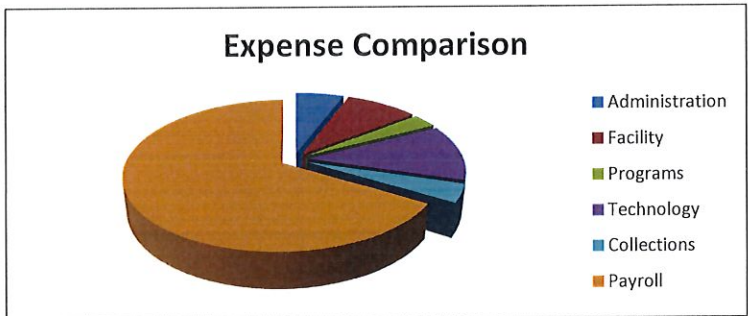
Mill Levy	33,052	54%
MVSO	17,942	30%
Fines & Fees	1,271	2%
Interest	209	0%
Contributions	1,243	2%
Restricted	7,000	12%
Total	60,718	100%



Expense Comparison

as of 2/28/22

Administration	13,438	6%
Facility	19,984	9%
Programs	6,889	3%
Technology	27,588	12%
Collections	8,943	4%
Payroll	151,174	66%
Total	228,015	100%



Basalt Regional Library District
Library Services Policy

BOARD POLICY:

It is the policy of the Basalt Regional Library District's Board of Trustees to serve our taxpayers by providing relevant services.

ADMINISTRATIVE POLICY:

The Basalt Regional Library District will strive to protect our community's investment while providing a variety of services to the public, including but not limited to: materials circulation, reference data, technologies, expansive programming, meeting spaces and community services (e.g. printing, copying, test proctoring). Basalt Regional Library will be open no fewer than 51 hours each week, excluding holidays and regular closings, and will provide relevant library services.

DEFINITIONS OF PATRONS:

In-District patrons reside within the Basalt Regional Library District. District boundaries are illustrated on the linked district map. Patrons need to show government issued photo ID and proof of their physical address.

Out-of-District Colorado patrons do not reside within the Basalt Regional Library District but have a physical residence in the state of Colorado. Patrons must show a government issued photo ID that matches the patron's physical address.

Patrons with no physical address, or with a physical address that does not match their ID, may opt to receive proof of mailing to general delivery or to a different address.

Temporary Patrons do not permanently reside in Colorado but have a local contact address. They must show government issued ID and provide a local address.

Temporary patrons may have a maximum of five items checked out at any one time.

Guests are visitors who wish to use a public computer but do not have a Basalt Library card. They may purchase a \$1 computer guest pass/login code that will allow them 2 hour usage of library computers. Guests may also use the Library's materials and wireless internet (on their personal laptop) within the Library at no charge.

HOW TO GET A LIBRARY CARD:

Patrons must present their own library card for checking out materials.

Anyone aged 3 years or older may apply for a library card.

Step 1. Anyone wishing to apply for a library card must complete an application and show a government issued photo ID such as:

- Driver's license
- Student ID
- Passport
- Permanent Resident card
- DMV issued ID card

Patrons under 19 years of age must be accompanied by a parent, guardian, or adult who will be responsible for items checked out on the account and will sign the application form.

Replacement cards are \$2.00 each.

CIRCULATING MATERIALS:

Books for Everyone: BRLD has over 50,000 books in a wide variety of subjects and genres from which to choose; these include Spanish books, Large Print books, and Over-sized books.

Audiobooks (at the Library and from Home): We have a large collection of unabridged books available on tape, CD, MP3CD, Playaways, and in downloadable formats. The downloadable audiobooks are available from any computer with your Basalt Library card through the Marmot Overdrive Collection.

eBooks (at the Library and from Home): The Marmot Overdrive Collection has made approximately 1000 electronic books (eBooks) available to the Western Slope. These are available through the internet and may require a special eBook reader device. Basalt Library has Kindle e-readers available for check out at the Patron Services Desk.

Children/Young Adults: The Library has an extensive children's collection which includes easy readers, audiobooks, DVDs, music CDs, award winners, Spanish language books, chapter books, young adult books, graphic novels, and reference books.

Magazines and Newspapers: There are over 75 magazines and newspapers from which to choose. Current issues must be enjoyed in the Library, while back issues of magazines may be checked out by patrons.

DVDs and Music CDs: The Library has an extensive DVD collection featuring both fiction and non-fiction movies. Our Music CD collection contains popular titles as well as classical music.

Larger Items, including but not limited to: multiple telescopes, ukuleles and explorer backpacks available for circulation.

SERVICES AND FEES:

Printing/copy charges are \$.20 per page for black/white copies and \$.50 per page for color copies. Wireless printing is available on the Library laptops but not on personal laptops.

Faxing fees are \$1.00 per page for domestic faxes and \$2.00 per page for international faxes.

Please see the Meeting Room Policy for information on our public spaces.

Test proctoring fees are \$10.00 per test and must be scheduled in advance.

COMPUTER SERVICES:

Computer Workstations: The Library offers computer/Internet workstations free of charge to patrons.

Internet Search Services: The Library has access to numerous databases and electronic resources including downloadable audiobooks, eBooks, and services for children and adults. A complete list of resources can be found on the Library's website.

Wireless Internet Access: Access is free of charge. Patrons must understand there are occasional periods when wireless access is not available because the system is down.

Board of Trustees Policy Review Date: July, 2017

Board of Trustees Revised and Approved: November 19, 2018

B R L D

Basalt Regional Library District

Electronic Access Policy

It is the policy of the Basalt Regional Library District's (BRLD) Board of Trustees to provide Internet access to its patrons and guests.

BRLD understands the important role the Internet and electronic resources play in today's society. Therefore, BRLD maintains public computers, wireless Internet service, and reputable databases for the convenience of our guests and patrons.

BRLD adheres to the USA Patriot Act, CIPA, and COPA laws.

1. Each Internet accessible computer has security software which will automatically delete any changes made during a user's session once the computer is rebooted or shut down at the end of the session. Patrons are advised to save files to the cloud or onto a flash drive.
2. Patrons must have a BRLD library card if they wish to use an Internet accessible computer. Guests may request a "Guest Pass."
3. Computer users may use the computer in blocks of one-hour sessions. Library staff has the authority to grant or deny extended computer time on an individual basis if computers are available.
4. All public computer stations and network connections (including wireless) in the library are filtered according to Federal and State law. Filters are software programs that block access to material that may be considered offensive. No filter is 100 percent effective. Parents or legal guardians of minors must assume responsibility for their children's use of the computers.
5. The information resources available through the Internet exist beyond the scope of BRLD's Collection Development policy. BRLD is not responsible for the accuracy or validity of information found on the Internet. Patrons should consider the source and timeliness of all information retrieved through the Internet. BRLD subscribes to several reputable databases that are available to our patrons.
6. Unauthorized Use: Illegal activities or any other activities intended to disrupt the network services or equipment are prohibited. Unauthorized use includes, but is not limited to, the following:
 - a. Disrupting or causing damage to library programs, data, or equipment
 - b. Disassembling computers or disconnecting network or power cables from computer or wall
 - c. Unauthorized monitoring of electronic communications
 - d. Unauthorized entering of other machines accessible via the library's networks
 - e. Intentionally propagating computer worms, viruses or other malicious software

- f. Interfering with another patron's privacy or use of a library terminal
- g. Fraudulently obtaining access to Internet sites including falsification of age, and unauthorized use of computer accounts, access codes or network identification numbers
- h. Unauthorized use or copying of information posted on the Internet
- i. Distributing unsolicited advertising or spam
- j. Violating software licensing agreements and/or copyright laws

Unauthorized access of a computer, computer network, computer system, or any part thereof, or exceeding authorized access to a computer, computer network, computer system, or any part thereof, is a crime under Colorado law (Colorado Revised Statutes, Sec. 18-5.5-102). Unauthorized use may result in the loss of library privileges. Violators may also be subject to criminal prosecution or other legal action.

7. Patrons of BRLD shall be prohibited from invading the privacy of any computer user. Each patron must comply with the BRLD's Behavior Policy and should be considerate of all library users and library staff. Computer users must be aware that the U.S.A. Patriot Act gives authorities the legal right to access information from computers in the library. In the event of a request for information from a law enforcement agency, the Executive Director will request an emergency special meeting of the Board of Trustees prior to releasing patron information. It will be the responsibility of the Board of Trustees to determine the correct course of action (i.e. releasing the information or securing legal counsel).
8. The American Library Association's Freedom to Read Statement (attached hereto as Exhibit B) and the Library Bill of Rights (attached hereto as Exhibit C) are adopted policies of the Board of Trustees.
9. The library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues, or consequences caused by viruses or hacking.

Review Date:

2020 Colorado Revised Statutes

Title 18 - Criminal Code

Article 5.5. Computer Crime

Section 18-5.5-102. Cybercrime.

Universal Citation: CO Rev Stat § 18-5.5-102 (2020)

(1) A person commits cybercrime if the person knowingly:

- a. Accesses a computer, computer network, or computer system or any part thereof without authorization; exceeds authorized access to a computer, computer network, or computer system or any part thereof; or uses a computer, computer network, or computer system or any part thereof without authorization or in excess of authorized access; or
- b. Accesses any computer, computer network, or computer system, or any part thereof for the purpose of devising or executing any scheme or artifice to defraud; or
- c. Accesses any computer, computer network, or computer system, or any part thereof to obtain, by means of false or fraudulent pretenses, representations, or promises, money; property; services; passwords or similar information through which a computer, computer network, or computer system or any part thereof may be accessed; or other thing of value; or
- d. Accesses any computer, computer network, or computer system, or any part thereof to commit theft; or
- e. Without authorization or in excess of authorized access alters, damages, interrupts, or causes the interruption or impairment of the proper functioning of, or causes any damage to, any computer, computer network, computer system, computer software, program, application, documentation, or data contained in such computer, computer network, or computer system or any part thereof; or
- f. Causes the transmission of a computer program, software, information, code, data, or command by means of a computer, computer network, or computer system or any part thereof with the intent to cause damage to or to cause the interruption or impairment of the proper functioning of or that actually causes damage to or the interruption or impairment of the proper functioning of any computer, computer network, computer system, or part thereof; or
- g. Uses or causes to be used a software application that runs automated tasks over the internet to access a computer, computer network, or computer system, or any part thereof, that circumvents or disables any electronic queues, waiting periods, or other technological measure intended by the seller to limit the number of event tickets that may be purchased by any single person in an online event ticket sale as defined in section 6-1-720, C.R.S.; or

- h. Solicits or offers to arrange a situation in which a minor may engage in prostitution by means of using a computer, computer network, computer system, or any part thereof; or
 - i. Directly or indirectly uses a scanning device to access, read, obtain, memorize, or store, temporarily or permanently, information encoded on the payment card without the permission of the authorized user of the payment card, and with the intent to defraud the authorized user, the issuer of the authorized user's payment card, or a merchant; or
 - j. Directly or indirectly uses an encoding machine to place information encoded on the payment card onto a different payment card without the permission of the authorized user of the payment card from which the information being reencoded was obtained, and with the intent to defraud the authorized user, the issuer of the authorized user's payment card, or a merchant.
2. (Deleted by amendment, L. 2000, p. 695, § 8, effective July 1, 2000.)
3. (a) Except as provided in subsections (3)(b), (3)(b.5), and (3)(c) of this section, if the loss, damage, value of services, or thing of value taken, or cost of restoration or repair caused by a violation of this section is:
- I. (Deleted by amendment, L. 2018.)
 - II. Less than three hundred dollars, cybercrime is a class 3 misdemeanor;
 - III. Three hundred dollars or more but less than seven hundred fifty dollars, cybercrime is a class 2 misdemeanor;
 - IV. Seven hundred fifty dollars or more but less than two thousand dollars, cybercrime is a class 1 misdemeanor;
 - V. Two thousand dollars or more but less than five thousand dollars, cybercrime is a class 6 felony;
 - VI. Five thousand dollars or more but less than twenty thousand dollars, cybercrime is a class 5 felony;
 - VII. Twenty thousand dollars or more but less than one hundred thousand dollars, cybercrime is a class 4 felony;
 - VIII. One hundred thousand dollars or more but less than one million dollars, cybercrime is a class 3 felony; and
 - IX. One million dollars or more, cybercrime is a class 2 felony.
- b. Cybercrime committed in violation of subsection (1)(a) of this section is a class 2 misdemeanor; except that, if the person has previously been convicted under this section or of any criminal act committed in any jurisdiction of the United States which, if committed in this state, would be a felony under this statute, cybercrime committed in violation of subsection (1)(a) of this section is a class 6 felony.
- (b.5) Cybercrime committed in violation of subsection (1)(h), (1)(i), or (1)(j) of this section is a class 5 felony.
- c. (l) Cybercrime committed in violation of subsection (1)(g) of this section is a class 1 misdemeanor.

- II. If cybercrime is committed to obtain event tickets, each ticket purchased shall constitute a separate offense.
- III. Subsection (1)(g) of this section shall not prohibit the resale of tickets in a secondary market by a person other than the event sponsor or promoter.

(d) Consistent with section 18-1-202, a prosecution for a violation of subsection (1)(g) of this section may be tried in the county where the event has been, or will be, held.

(4) Nothing in this section precludes punishment pursuant to any other section of law.

Source: **L. 79:** Entire article added, p. 728, § 7, effective July 1. **L. 83:** (1) amended, p. 705, § 3, effective July 1. **L. 84:** (3) amended, p. 538, § 14, effective July 1, 1985. **L. 89:** (3) amended, p. 839, § 75, effective July 1. **L. 92:** (3) amended, p. 437, § 9, effective April 10. **L. 98:** (3) amended, p. 1440, § 18, effective July 1; (3) amended, p. 797, § 12, effective July 1. **L. 2000:** Entire section amended, p. 695, § 8, effective July 1. **L. 2007:** (3)(a) amended, p. 1696, § 14, effective July 1. **L. 2008:** (1)(g), (3)(c), and (3)(d) added and (3)(a) amended, p. 2230, §§ 3, 4, effective July 1. **L. 2014:** (3)(a) amended, (HB 14-1266), ch. 155, p. 539, § 5, effective August 6. **L. 2018:** IP(1) and (3) amended and (1)(h), (1)(i), (1)(j), and (4) added, (HB 18-1200), ch. 379, p. 2290, § 2, effective August 8.

Cross references: For the legislative declaration contained in the 2007 act amending subsection (3)(a), see section 1 of chapter 384, Session Laws of Colorado 2007.

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The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).