

Basalt Regional Library District Board of Trustees Meeting
Monday, October 17, 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; Margaret Simmons, Secretary; Becky Musselman, Trustee; Elain Nagey, Trustee, Eric Pelander, Trustee

AGENDA

- 5:15 PM Call to order
Citizen Comments
- 5:20 PM Board Comments
- 5:30 PM Approval of Minutes of September 19, 2022 Board Meeting
- 5:35 PM Library Trust, *Nina Itin*
- 5:50 PM Collection Management Presentation, *Kristen Doyle*
- 6:05 PM 2023 Budget, *Carolyn Kane, Amy Shipley*
- 6:35 PM Discussion – Roof Engineer RFP, *Amy Shipley*
- 6:50 PM Director's Report, *Amy Shipley, Executive Director*
- 7:10 PM Committee Reports:
Bylaws Committee: *Carolyn Kane, chair*
Facilities Committee: *Jim Albert, chair*
Finance Committee: *Carolyn Kane, chair*
 • September 2022 Financials
Personnel Committee: *Enid Ritchy, chair*
Policy Committee: *Becky Musselman, chair*

Action Items

- 7:30 PM Review of Final Draft 2022 Budget
- 7:40 PM Vote on date for November Finance Committee Meeting and Budget Hearing

7:50 PM Executive Session for Discussion of Executive Director Contract

8:20 PM Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Minutes
Monday, September 19, 2022 5:15 PM

Board Members Present: Enid Ritchy, President; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee; Elaine Nagey, Trustee; Eric Pelander, Trustee.

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Laura Baumgarten, Circulation Manager

Citizens Present: Yessica Lasso, Citizen; Sophia Clark, Spanish Interpreter; Astrid Recinos, Spanish Interpreter; Matthew Miller, Auditor with McMahan & Associates

Call to order

Enid called the meeting to order at 5:16 PM

Citizen Comments

None

Board Comments

Enid commented on how attractive the poster for the Delbert Anderson Jazz Trio workshop is that Christy Baumgarten designed. The Jazz concert follows the workshop. She encouraged attendance and getting the word out about both the workshop and the concert.

Approval of Minutes of August 15, 2022 Board Meeting

Eric moved and Margaret seconded the motion to approve the minutes of the August 15, 2022 Board Meeting. The motion passed unanimously.

Foundation Update

Amy Shipley reported for the Foundation. The Foundation had no activities the last quarter. They are keeping a small balance in their bank account to keep it active and have donated the rest to the library for books. Amy suggested not asking the Foundation provide an update if there is no activity. Amy explained the difference between the Trust and the Foundation. The Foundation only supports Library collections and the Trust was set up to allow for grants that are only available to a 501c3. The Trust will continue to give quarterly updates.

Second Annual "Swap It Like It's Hot" Saturday, October 22, 2022

Laura Baumgarten reported on the huge success of last year's Swap and how the community has requested a repeat. She gave details for this year's swap. All items are donated and are free to everyone. Socks will be collected and donated to the Aspen Homeless Shelter. Spread throughout the day will be food, drinks, tarot readings, and games. Laura will get marketing links to Yessica. Volunteers and bags are needed.

Audit Presentation

Matthew Miller of McMahan & Associates presented the 2021 audit. McMahan & Associates specializes in two main areas of auditing including governments. He explained how his company does audits and detailed each of the three phases of the audit; field work, auditing, and reporting. He noted positive fund balances in all categories which is an indication of fund health. He also walked the Board through the audit letter. There were no significant internal issues found. He did find several transactions that were taxed and several with no receipts. Though these were not in significant amounts, he recommended more complete documentation of purchases and to use our

tax-exempt status on all purchases. He recommended eliminating a few accounts because too many items get posted inconsistently making them not comparable year over year. He stated that the Capital account could be included in the general fund. A vote was taken to approve the audit. Eric moved to approve the audit and Margaret seconded the motion. The motion passes unanimously.

Fifth Draft of the 2023 Budget

Amy went through the budget line by line reporting on changes from the 2022 budget. She noted that the January first balance for 2023 has changed from the previous draft. She did a brief training on how to read certification of values. On the expense side she noted some changes beginning with the increase in health insurance premiums. She recommends that the library pay the full amount of premiums and reviewed the various plans and costs. This would put more money in staff pockets. Amy provided a spreadsheet that compares salaries for Basalt staff between 2021 and 2022 and also compares salaries with other resort libraries. She also provided a living wage calculation for Eagle and Garfield counties. Carolyn noted the need to increase pay scales at this time as staff salaries have fallen behind due to COVID and the turnover of Directors. She said if increases don't happen now, we will keep falling farther behind. The other Board members agreed. Amy stated that the largest increase in costs for libraries is in construction supplies and utilities. Another item of note was the approximate \$5000 savings over the life of the copiers by purchasing rather than leasing them. There was discussion around the \$600,000 cost for a new roof. It was decided to leave this in the budget since it won't be known when the roof replacement will take place until after recommendation from a structural engineer. Amy asked for possible ways to cut the budget. There were no suggestions at this time, but there is still time before the final draft. A copy of the fifth draft of the 2023 budget is included in the Board Meeting packet.

Director Report, Amy Shipley

The following are in addition to the written report that is included in the Board meeting packet.

- June 30th incident: The first court date is October 7th. She will proceed in trying to get a protection order to keep him from the library. Amy is still working with the attorney on this and will keep the Board posted.
- EveryLibrary conference: Amy, Carolyn, Eric and Elaine have been registered. The agenda is not out, yet, but an email will be sent with the schedule.
- Eagle County Emergency Planning: Amy has been invited to attend this planning session. By participating it allows the library to request FEMA funding if there is an emergency. Amy will be the library representative and will submit a letter of intent to Eagle County on our behalf. Pitkin county planning session is over for this year, but Amy will contact them about participating next year. Even though our building is in Eagle County, it is still worth checking with Pitkin County.
- Charge Ahead Grant: Amy will be taking charge of this grant which is a reimbursable grant for the electric car chargers. The first step is to get bids.
- Board Retreat: Amy provided a handout outlining the Board retreat and a Colorado Public Library Board Pocket Handbook. It was suggested to add the handbook to the Retreat agenda and start the retreat at noon instead of 1:00. Amy will send out a revised agenda. Becky asked if Yessica or any other prospective Board member could attend. It was agreed they could.

Committee Reports:

Bylaws Committee: *Carolyn Kane, chair*

No Meeting

Facilities Committee: *Jim Albert, chair*

Amy reported in Jim's absence. We had our first meeting with Finance committee members in attendance. The committee will make a roof replacement recommendation later in the meeting. We are waiting for parts to come in for spotlight replacement. Staining has been completed on the outside of the building and will be done more frequently in the future to save money and to keep the building looking good. Window cleaning is done.

Finance Committee: *Carolyn Kane, chair*

The August 2022 Financials and the finance report are included in the Board meeting packet. Every month in the Finance Committee meeting the budget is reviewed line item by line item. The report is a summary of this in-depth review.

Personnel Committee: *Enid Ritchy, chair*

No report. The Board will meet in executive session to discuss personnel matters.

Policy Committee: *Becky Musselman, chair*

The Policy Committee will start meeting once per month beginning September 20, 2022.

Discussion and possible vote on roof project recommendation from Facilities Committee

The combined Facilities and Finance Committees recommended hiring an expert structural engineer to determine the problem with the roof before deciding to replace the roof to avoid mistakes made in the past and to set aside money in the 2023 budget for roof replacement should it be determined necessary. Amy asked permission from the Board to begin a Request for Proposals (RFP) process to get bids from structural engineers. The Board agreed to an RFP. Amy will bring a draft RFP to the Board meeting next month. An architect will help draft the RFP. The Board also agreed to set aside money in the 2023 budget for possible roof replacement. It was determined a vote wasn't needed on either recommendation.

Executive Session

The Board moved into Executive Session to discuss the Executive Director Evaluation at 7:26 PM and returned to the regular meeting at 8:06 PM.

Meeting Adjournment.

Enid adjourned the meeting at 8:08 PM.

Respectfully submitted,

Margaret Simmons, Secretary

Date

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

	2021 Year End Actuals	2022 Budget	YTD Actuals 9/30/22	Actuals vs Budget YTD %	2022 Forecast	2023 Prelim Budget	Budget Assumptions
General Operating Beginning Fund Balance	1,623,699	1,661,882	1,728,500		1,728,500	1,781,404	
Eagle County							
Assessed Value	241,819,830	271,560,910			271,560,910	273,942,770	Per May Prelim AV
% Increase		12%				0.88%	
Operating Mill Levy Rate	3.552	3.363			3.363	3.363	
Pitkin County							
Assessed Value	184,744,090	192,808,360			192,808,360	193,540,350	Per May Prelim AV
% Increase		4%				0.38%	
Operating Mill Levy Rate	3.552	3.363			3.363	3.363	
REVENUES							
4005 General Operating Mill Levy							
4010 Eagle County	629,697	708,774	703,524	99.26%	708,774	714,991	AV x mill levy
4020 Pitkin County	482,301	503,230	494,997	98.36%	503,230	505,140	AV x mill levy
4030 Mill Levy Increase	350,278	350,000	345,780	98.79%	350,000	350,000	
4040 Tax Abatement - Prior Year	52,082	-	-	Not Budgeted	-	-	
Total General Operating Mill Levy	1,514,358	1,562,004	1,544,301	98.87%	1,562,004	1,570,131	
4100 MVSO - General Operating							
4110 Eagle County	79,260	70,000	59,048	84.35%	70,000	89,996	% of Prop Tax, based on 2021 (13%)
4120 Pitkin County	40,556	40,000	27,932	69.83%	40,000	42,474	% of Prop Tax, based on 2021 (8%)
Total MVSO - General Operating	119,816	110,000	86,979	79.07%	110,000	132,470	
4200 Fines & Fees							
4205 Coffee Purchase	315	100	316	315.92%	330	500	Per Mgr Estimate
4210 Copies	4,130	3,500	3,395	96.99%	3,500	3,500	Per Mgr Estimate
4215 Earbuds	45	50	28	56.00%	50	50	Per Mgr Estimate
4220 Faxing	216	200	359	179.67%	400	-	Fee removed
4230 Fines	1,450	1,500	773	51.53%	1,500	1,000	Per Mgr Estimate
4240 Guest Passes	-	1,000	-	Not Budgeted	-	-	
4250 Meeting Room Rental	638	1,000	858	85.77%	1,000	1,000	Per Mgr Estimate
4255 Reading Glasses	-	27	27	Not Budgeted	30	50	
4260 Replacement Books	1,523	1,000	952	95.24%	1,000	1,000	Per Mgr Estimate
4270 Replacement Library Cards	82	100	-	0.00%	100	-	Per Mgr Estimate
4280 Test Proctoring	-	50	-	0.00%	50	-	Per Mgr Estimate
4285 Health Insurance Dividend - CEPT	7,605	-	-	Not Budgeted	-	-	
4290 Holy Cross Deposit Return/Member Equity	96	30	90	299.77%	-	100	Per Mgr Estimate
Total Fines & Fees	16,100	7,530	6,798	90.27%	8,050	7,200	
4300 Earnings on investments							
4310 Colomist Int Op Acct	1,035	1,000	17,273	1727.31%	30,173	30,173	Flat to 2022 Forecast
4320 Mill Levy Interest	4,546	2,000	3,834	191.71%	6,234	6,234	Flat to 2022 Forecast
Total Earnings on investments	5,580	3,000	21,107	703.58%	36,407	36,407	
4400 Contributions *see detail							
4410 General Operating Contributions	9,007	15,000	3,136	20.90%	15,000	5,000	Per Mgr Estimate
4412 Special Programs	4,645	3,500	1,294	36.96%	3,500	1,000	Per Mgr Estimate
Total Contributions	13,652	18,500	4,429	23.94%	18,500	6,000	
4500 Grants - Non-Restricted							
4505 Grants - General Operating Grants	11,300	30,000	1,266	4.22%	30,000	-	
4510.02 Grants - Alpine Bank	-	-	2,500	Not Budgeted	2,500	-	
4510.01 Colo Spec District - COVID-19	2,850	-	-	Not Budgeted	-	-	
Total Grants - Non-Restricted	14,150	30,000	3,766	12.55%	32,500	-	

Prepare for Internal Use Only

Basalt Regional Library District
Budget
General Fund
2023

	2021 Year End Actuals	2022 Budget	YTD Actuals 9/30/22	Actuals vs Budget YTD %	2023 Forecast	2023 Prelim Budget	Budget Assumptions
4600 Grants - Restricted							
4602 Restricted - Library Foundation	15,644	5,000	1,250	25.01%	5,000	5,000	Per Mgr Estimate
4603 Restricted - American Library Association	-	5,000	10,000	Not Budgeted	10,000	-	-
4604 Restricted - Library Friends	8,926	5,000	2,423	48.46%	5,000	5,000	Per Mgr Estimate
4606 Restricted - State of Colorado Grant	4,820	5,600	5,943	106.13%	5,943	-	-
4610 Restricted - Legends Event	75	-	6,000	Not Budgeted	6,000	-	-
4620.06 Restricted - Association of Science	-	-	1,000	Not Budgeted	1,000	-	-
4620.07 Restricted - Rotary Grant	-	-	-	Not Budgeted	-	-	-
4620.01 Restricted - Cares Grant - Imobile Data	4,022	-	-	Not Budgeted	-	-	-
4620.04 Restricted - Cares Grant - TOB Art Camp	1,500	-	-	Not Budgeted	-	-	-
4620.05 Restricted - LSTA Grant	2,759	-	-	Not Budgeted	-	-	-
4620.08 Restricted - Humanities	-	-	-	Not Budgeted	-	-	-
4620.09 Restricted - Outdoor Equity	-	5,000	5,000	Not Budgeted	5,000	-	-
4620.1 Restricted - Charge Ahead	-	5,000	5,000	Not Budgeted	5,000	-	-
4620.11 Restricted - ARP Grant	-	-	6,478	Not Budgeted	6,478	-	-
Restricted - Library Trust	-	-	-	Not Budgeted	-	5,000	Per Mgr Estimate
Restricted - Other Misc	-	-	-	Not Budgeted	-	30,000	Per Mgr Estimate
Total Restricted Fund Income - Foundation/Friends	37,746	15,600	43,094	276.25%	49,421	45,000	-
TOTAL REVENUES	1,721,401	1,746,634	1,710,475	97.93%	1,816,882	1,797,208	
EXPENDITURES							
OPERATING:							
Administration							
Contract Services							
5010 Accounting	13,456	13,000	10,644	81.88%	13,000	1,920	Accounting brought in House-captured in Payroll. Bill com
5020 Audit - Annual	8,900	8,900	14,000	157.30%	14,000	13,250	Per Engagement Letter
5030 Courier	12,262	13,000	-	0.00%	13,000	11,500	Per contract
5040 Legal	2,653	2,500	2,758	110.33%	3,000	15,000	Per Mgr Estimate
Total Contract Services	37,271	37,400	27,402	73.27%	43,000	41,670	-
Insurance							
5100 Property & Liability Insur	22,172	21,500	300	1.40%	21,500	23,650	10% increase per CSDPLP
5120 Worker's compensation	1,453	2,200	176	8.00%	2,200	2,376	8% inflation increase
Total Insurance	23,605	23,700	476	2.01%	23,700	26,026	-
Professional Dev. & Memberships							
5220 Board	674	700	379	54.14%	700	1,600	Per Mgr Estimate
5235 Employers Council	3,300	3,300	1,383	41.91%	1,383	3,300	Per Contract
5240 Library Association Dues	429	1,000	760	76.00%	1,000	1,000	Per Mgr Estimate
5250 Spec District Ass'n Due	920	1,000	1,481	148.07%	1,481	1,599	8% Inflation Increase
5260 Staff	6,814	9,500	8,969	94.41%	9,500	10,000	flat
5284 Developmental	456	-	-	Not Budgeted	-	-	-
Volunteer Appreciation	-	-	-	Not Budgeted	-	275	Per Mgr Estimate
Staff Appreciation	-	-	6,460	Not Budgeted	-	275	Per Mgr Estimate
Travel expenses	2,539	4,000	6,460	161.49%	7,000	4,000	Per Mgr Estimate
Total Professional Dev. & Memberships	15,132	19,500	19,431	99.65%	21,064	22,049	-
Publicity							
5280 Advertising - General	4,693	5,000	223	4.47%	5,000	6,000	Per Mgr Estimate
5290 Anniversary Celebration	5,040	10,000	4,815	48.15%	10,000	-	Moved to the Programs Budget
5285 Radio	13,500	15,000	11,904	79.36%	15,000	16,000	Per Mgr Estimate
5293 Signage	281	1,000	25	2.45%	1,000	1,000	flat
5295 Social Media Ads	936	1,500	455	30.33%	1,500	1,500	flat
5297 Targeted Newspaper Ads	3,398	4,500	2,859	63.54%	4,500	6,000	Per Mgr Estimate
Spanish Language Interpretation/Translating	-	-	-	Not Budgeted	-	5,000	Per Mgr Estimate
Job Ads	-	-	-	Not Budgeted	-	2,000	Per Mgr Estimate
Total Publicity	27,849	37,000	20,281	54.81%	37,000	37,500	-

Basalt Regional Library District
 Budget
 General Fund
 2023

		2021 Year End Actuals	2022 Budget	YTD Actuals 9/30/22	Actuals vs Budget YTD %	2022 Forecast	2023 Prelim Budget	Budget Assumptions
	Technology & Equipment							
	Copiers & Equipment							
5730	Lease	3,530	3,900	2,608	66.88%	3,900	-	Copiers purchased. Moved to Capital Reserve Fund
5740	Service Agreement / Copy Usage	3,992	5,000	3,720	74.39%	5,000	5,000	flat
5750	Disk Cleaning	402	2,000	511	25.53%	2,000	2,000	Moved to Technical Cataloging & Service
	Total Copiers & Equipment	7,925	10,900	6,838	62.74%	10,900	5,000	
5760	Marmot ILS System	92,105	97,000	69,875	72.04%	97,000	97,000	Per Mgr Estimate
5770	Miscellaneous Parts	2,229	2,000	1,107	55.36%	2,000	2,000	
5780	Support & Service Agreements							
5782	Adobe	-	972	870	89.47%	972	972	Per Mgr Estimate
5784	Appointment Booking	-	120	90	75.25%	120	120	Per Mgr Estimate
5793	Carva	119	120	-	0.00%	120	120	Switched to free account
5788	Domain / Network Solutions	-	230	228	99.09%	230	250	Per Mgr Estimate
5795	Emma	2,310	1,500	662	44.10%	1,500	1,500	Per Mgr Estimate
5800	Envisionware	-	-	1,257	Net Budgeted	1,300	1,300	this was a one time cost that should have been classed to 5770
5802	Google Cloud G Suite	1,249	1,650	1,629	98.70%	1,650	2,900	Per Mgr Estimate
5830	Livechat Website	-	192	192	100.00%	192	240	Per Mgr Estimate
5835	Movie Licencs	-	495	494	99.80%	495	495	Moved to programming
5820	Planning Center / Toockify	256	500	148	56.15%	264	264	Per Mgr Estimate
5824	Scheduling / When I Work	-	500	320	64.00%	500	540	8% Inflation Increase
5825	Webpage Builder	827	330	89	26.97%	330	250	Per Mgr Estimate
5828	Zoom	-	170	324	190.82%	324	150	Per Mgr Estimate
	Total Support & Service Agreements	4,762	6,543	6,303	96.33%	7,997	7,186	
5840	500 Tech Labor & Repair	352	2,000	-	0.00%	2,000	2,000	flat
	Total Technology	107,372	118,443	84,123	71.02%	119,897	113,186	
	Collections							
	Audio							
5910	Adult BCD	4,865	4,500	1,781	39.58%	4,500	3,000	Per Mgr Estimate
5922	Spanish Audio Adult	-	750	-	0.00%	750	750	Per Mgr Estimate
5924	Spanish Audio Youth	-	500	-	0.00%	500	500	Per Mgr Estimate
5930	Youth Audio	987	2,200	228	10.37%	2,200	2,200	Per Mgr Estimate
	Total Audio	5,852	7,950	2,009	25.27%	7,950	6,450	
	Books & Magazines							
6000	Adult fiction books	10,812	12,000	8,226	68.55%	12,000	12,000	Per Mgr Estimate
6020	Adult non-fiction books	10,565	12,000	6,892	57.43%	12,000	12,000	Per Mgr Estimate
6025	Board Games	-	500	18	3.60%	500	500	Per Mgr Estimate
6030	Juvenile Fiction	6,982	7,000	2,894	41.34%	7,000	7,000	Per Mgr Estimate
6040	Juvenile Non-Fiction	1,569	3,000	1,455	48.51%	3,000	3,000	Per Mgr Estimate
6045	Large Print	1,320	2,000	1,072	53.58%	2,000	2,000	Per Mgr Estimate
6050	Print Subscriptions	3,010	5,250	3,653	69.57%	5,250	4,500	Per Mgr Estimate
6055	Replacement Books - Purchased	1,034	300	771	256.91%	800	1,500	Per Mgr Estimate
6060	Spanish Adult fiction	710	2,000	418	20.92%	2,000	2,000	Per Mgr Estimate
6070	Spanish adult non-fiction	1,095	1,000	471	47.11%	1,000	1,000	Per Mgr Estimate
6080	Spanish children's books	2,086	4,500	1,395	30.99%	4,500	4,500	Per Mgr Estimate
6100	YA Fiction	4,559	5,400	4,034	74.70%	5,400	1,600	Per Mgr Estimate
6110	YA Non-Fiction	1,042	1,128	1,128	102.54%	1,200	5,400	Per Mgr Estimate
6120	Special Items	983	1,600	166	10.40%	1,600	2,000	Per Mgr Estimate
	Total Books	45,766	57,650	32,592	56.53%	58,250	59,000	
	Digital Resources							
6200	Annual Subscriptions:							
6220	Ancestry.com	-	1,840	-	0.00%	-	-	No longer have subscription
6230	Culturegrams	1,752	1,840	2,692	146.29%	2,725	1,840	Per Mgr Estimate
6235	Creative Bug	950	1,000	1,000	100.00%	1,000	1,000	Per Mgr Estimate

Basalt Regional Library District
 Budget
 General Fund
 2023

	2021 Year End Actuals	2022 Budget	YTD Actuals 9/30/22	Actuals vs Budget YTD %	2022 Forecast	2023 Prelim Budget	Budget Assumptions
Net General Fund Income/(Loss)	191,800	(20,198)	513,536		139,904	(177,929)	
Allocation to Capital Reserve Outlay	87,000	87,000	-	Not Budgeted 0.00%	87,000	500,000	
General Fund Balance	1,728,500	1,554,684	2,242,035	Not Budgeted 144.21%	1,781,404	1,103,475	

Basalt Regional Library District
 Budget
 General Fund
 2023

	2021 Year End Actuals	2022 Budget	YTD Actuals 9/30/22	Actuals vs Budget YTD %	2022 Forecast	2023 Prelim Budget	Budget Assumptions
Net General Fund Income/(Loss)	191,800	(20,198)	513,536		139,904	(148,873)	
				Not Budgeted			
Allocation to Capital Reserve Outlay	87,000	87,000	-	0.00%	87,000	500,000	
				Not Budgeted			
General Fund Balance	1,728,500	1,554,684	2,242,035	144.21%	1,781,404	1,132,531	

Director Report
October 17, 2022

Administration and Personnel

I am in the process of reviewing my annual evaluation with staff, including having conversations about what went well, what didn't go so well, and what I should focus on in the next year. I will follow up these conversations by facilitating a culture exercise with staff to gain clarity about what type of work culture staff want this to be.

During September, we hired a bilingual part-time Patron Services Associate, which brings us to fully staffed in the Patron Services department. We still have two full-time positions open, a Youth Services Assistant and a Human Resources Manager position.

The Circulation Manager is updating the staff circulation training manual to facilitate training of new staff as well as maintaining knowledge for staff who have been here for a while. Two employees are attending the Marmot User Group training in Grand Junction, and will be learning more about our integrated library software, our online catalog, and other services that Marmot provides. Staff also completed a training campaign about passwords and passphrases, which included how to create strong ones and how to manage and store them safely.

Reports to State Agencies

The 2021 audit was presented to the board of trustees, approved, and submitted to the appropriate State agency. We will begin our 2022 audit in early-March 2023 for an on-time submission before the end of July, 2023.

Collection

Staff are continuing to ensure that the collection on the shelves matches what is in our online catalog. The Technical Services department is creating guidelines and procedures for shelving new materials and items on display in the library to make them easier to find for our community members. We have been working on training staff on ordering physical materials and ebooks, and cataloging materials once they come in.

We have an amazing opportunity provided by a grant from the American Library Association to send an employee to the Feria Internacional del Libro (International Book Fair) in Guadalajara, Mexico to purchase books in Spanish by publishers across Latin America and Spain. This is a huge opportunity to access books we would otherwise never be able to find. The scholarship subsidizes airfare and pays for lodging and meals for three days while the employee will be at the fair purchasing books for our collection.

Staff are catching up on writing catalog entries for items for which there is not already a record available. This process is called original cataloging, and requires a high level of training and attention to detail, and is good experience for our new Cataloging Librarian to practice what she is learning in training courses on the topic. We are in the process of renewing magazine subscriptions, and we are reorganizing the kids' section with new display areas, making collections more accessible to patrons, and we created a display of books staff loved when they were kids that has been a huge hit. The Children's Librarian is working on weeding picture books and holiday books.

Programs

We had 50 people attend our presentation on the history of the Ute people in partnership with the Aspen Historical Society. We also had an amazing turnout at our Indigenous Sounds in Jazz concert at the library. We are getting Raising a Reader started again at the library and continuing to have very successful baby gyms. The Teen Librarian focused on programming in September, with successful programs like Button Making, Beginner Breaking (break-dancing), the Skate Park Party and starting up book clubs at the high school and middle school.

Outreach

Staff attended the Aging Friendly Expo at the Eagle County Community Center in El Jebel and found that the attendees by and large already have library cards at our library. We have partnered with Aspen Science Center once again for several STEM Workshops for kids and their families in October, November and December and a teen coding workshop in November.

Technology

Computer replacements for the year are complete, we were able to use grant funds to offset the cost of several new computers this year

Facility

I have reached out to the architect of the library to get a draft of an RFP for an engineer to assess the roof leak issue and draft a report detailing the extent of the problem and recommended course of action to remedy the problem. HVAC repairs to the compressors are complete and we are headed into winter ready for the cold weather. Window cleaning has been completed, we replaced the water heater in the custodial closet in the lobby, and we are working through a long list of minor maintenance requests with our contractor.

Leadership and Professional Development

I presented a session on coaching to the Colorado Association of Libraries Leadership Institute.

153 Statistics Summary September 2022/September 2021 Comparisons

- **Circulation of physical materials:** Down 2.34%
 - September 2022 Total: 7275
 - September 2021 Total: 7449
- **Circulation of Electronic Materials:** Up 9.12%
 - September 2022 Total: 3040
 - September 2021 Total: 2786
- **Program Attendance:**
 - In Person:** Down 16.87%
 - September 2022 Total: 340
 - September 2021 Total: 409
 - Live Virtual Programming:** Division by zero
 - September 2022 Total: 0
 - September 2021 Total: 0
 - Recorded Virtual Programming:** Division by zero
 - September 2022 total: 0
 - September 2021 Total: 0
 - Grab n Go Programming:** Down 22.41%
 - September 2022 Total: 45
 - September 2021 Total: 58
- **Database Usage:** Down 90.07%
 - September 2022 Total: 380
 - September 2021 Total: 3825
- **Interlibrary Loan**

We continue to lend significantly more than we borrow.

 - Lends
 - Down 6.70%
 - September 2022 Total: 2160
 - September 2021 Total: 2315
 - Borrows
 - Up 2.03%
 - September 2022 Total: 856
 - September 2021 Total: 839
- **New Patrons:** Up 29.41%
 - September 2022 Total: 88
 - September 2021 Total: 68

- **Website**
 - **Unique Visits:** Down 4.17%
 - September 2022 Total: 4547
 - September 2021 Total: 4745
 - **Page Views:** Up 0.71%
 - September 2022 Total: 8075
 - September 2021 Total: 8018
 - **Chat:** Down 76.92%
 - September 2022 Total: 15
 - September 2021 Total: 65

- **Door Counts:** Down 1.33%
 - September 2022 Total: 6215
 - September 2021 Total: 6299
 - Door counter main door broken 8 days in September 2022

- **PC Reservation (Computer Use):** Up 25.70%
 - September 2022 Total: 450
 - September 2021 Total: 358

- **Wi-fi:** Up 34.53%
 - September 2022 Total: 3370
 - September 2021 Total: 2505

Present: Elaine Nagey, Enid Ritchy, Carolyn Kane, Roger Garrett, Amy Shipley, Director

1. September Financial Report – September represents 75% of the fiscal year.

Total Income: \$1,710,475; 98% of budgeted income

Total Operating Expense: \$463,183; 71.73% of budgeted expense

Total Payroll Expense: \$1,196,940; 65.4% of budgeted payroll expense

Total Expense: \$1,196,940; 67.75% of total budgeted expense

2. New Format for Financials (Proposed)

Our bookkeeper, Meghan Hayes, proposed a new format, using the September financial report & 2023 budget. This new format eliminated some columns, moved columns around for better clarity, and created some new columns. The committee and Amy reviewed the format and suggested revisions. Amy will discuss the committee's recommendations with Meghan, and Meghan will send out the November financial report in the new format.

3. 2023 Budget Update

The majority of the 2023 Budget line-items are set, with no further changes necessary. However, Amy asked the committee to consider further payroll changes. Neighboring resort libraries are approving larger wage/salary increases, which will leave BRLD further behind unless we consider further wage increases for staff. This will be discussed at Monday's board meeting. A preliminary budget will need to be ready for the public hearing in November.

4. Allocation from Operating Reserve to Capital Reserve

Carolyn has analyzed the projected Operating Reserve for 2023 and found that it exceeds the 50% reserve amount that BRLD's financial management policy recommends. She suggests that some of Operating Reserve funds be allocated to the Capital Reserve so that the Capital Reserve is not completely depleted by roof replacement. This will be further discussed at the board meeting.

5. Date for Public Budget Hearing

State statute mandates that the public budget hearing must be held in November, at least 30 days prior to the December board meeting, at which the budget is formally approved. This year the second Tuesday of the month is November 8, which is election day. Therefore, the Public Budget Hearing will be scheduled for Monday, November 14 at 4:00, and the Finance Committee Meeting will follow at 5:15 the same day. The November Board Meeting (third Monday) will be moved to the third Tuesday, November 15.

6. Financial Management Manual

The committee reviewed the final section's changes to the Financial Management Manual. Carolyn and Elaine will review all revisions and Elaine will edit it for consistent formatting. Amy and Meghan then will proof read it for legal accuracy. The revised manual will go to the board for final approval at the January board meeting.

Basalt Regional Library District
Balance Sheet
as of September 30, 2022

	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	162,099.46			\$ 162,099.46		\$ 162,099.46
Colo Trust - Tabor Reserve #8003	51,821.37			51,821.37		51,821.37
Colo Trust - Operating Fund #8004	2,294,592.53			2,294,592.53		2,294,592.53
Colo Trust - Bond Repayment #8002		1,307,535.47		1,307,535.47		1,307,535.47
Colo Trust - Capital Rsv Fund #8005			659,978.26	659,978.26		659,978.26
Cash with County Treasurer	8,083.84			8,083.84		8,083.84
Employee Ski Pass Repayment Program	1,469.00			1,469.00		1,469.00
Prepaid Expense	4,080.79			4,080.79		4,080.79
Property Tax Receivable	27,777.81			27,777.81		27,777.81
Pooled Cash (Interfund Transfers)	(239,871.44)	336,213.57	(96,252.38)	89.75	(89.75)	0.00
Capital Assets, net of depreciation					9,031,768.95	9,031,768.95
Total Assets	\$ 2,310,053.36	\$ 1,643,749.04	\$ 563,725.88	\$ 4,517,528.28	\$ 9,031,679.20	\$ 13,549,207.48
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	\$ 40,240.44	\$ -	\$ -	\$ 40,240.44	\$ -	\$ 40,240.44
Other Current Liab						
Accrued Interest					15,804.50	15,804.50
Deferred Property Tax	27,777.81			27,777.81		27,777.81
Total Current Liabilities	\$ 68,018.25	\$ -	\$ -	\$ 68,018.25	\$ 15,804.50	\$ 83,822.75
Long Term Liabilities						
Bonds Payable, 2012				\$ -	4,029,910.25	\$ 4,029,910.25
Accrued Compensated Absences				-	49,273.08	49,273.08
Total Long Term Liabilities	\$ -	\$ -	\$ -	\$ -	\$ 4,079,183.33	\$ 4,079,183.33
Total Liabilities	\$ 68,018.25	\$ -	\$ -	\$ 68,018.25	\$ 4,094,987.83	\$ 4,163,006.08
Net Assets						
Net Investment in Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ 5,001,768.95	\$ 5,001,768.95
Fund Balance						
Non Spendable	\$ 4,080.79	\$ -	\$ -	\$ 4,080.79	\$ (4,080.79)	\$ -
Restricted for:						
Tabor	47,615.00			47,615.00	-	47,615.00
Debt Service		1,307,535.47		1,307,535.47	-	1,307,535.47
Committed for Future Projects			563,725.88	563,725.88	(563,725.88)	-
Unassigned	2,190,339.32	336,213.57	-	2,526,552.89	502,729.09	3,029,281.98
Current Year Fund Balance	\$ 2,242,035.11	\$ 1,643,749.04	\$ 563,725.88	\$ 4,449,510.03	\$ (65,077.58)	\$ 4,384,432.45
Total Liabilities and Fund Balance	\$ 2,310,053.36	\$ 1,643,749.04	\$ 563,725.88	\$ 4,517,528.28	\$ 9,031,679.20	\$ 13,549,207.48

Prepared for Internal Use Only

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

		Sept 2022 Actuals	Jan-Sept 2022 Actuals	Previous Year Jan-Sept 2021 Actuals	2020 Jan-Sept 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
General Operating Fund Balance 1/1/22 (includes Labor Reserve)			1,728,499.50			1,661,881.52			
General Fund:									
4005	General Operating Mill Levy								
4010	Eagle County	3,264.95	703,523.84	622,795.79	601,870.10	708,773.98	(5,250.14)	99.26%	629,697.13
4020	Pitkin County	8,761.65	494,997.01	470,679.91	446,575.84	503,229.82	(8,232.81)	98.36%	482,301.24
4030	Mill Levy Increase	3,469.75	345,780.16	344,211.97	334,761.64	350,000.00	(4,219.84)	98.79%	350,277.54
4040	Tax Abatement - Prior Year	-	-	51,180.19	27,076.20	-	-	Not Budgeted	52,082.06
	Total General Operating Mill Levy	15,496.35	1,544,301.01	1,488,867.86	1,410,283.78	1,562,003.80	(17,702.79)	98.87%	1,514,357.97
4100	MVSO - General Operating								
4110	Eagle County	8,598.30	59,047.62	52,821.02	45,999.06	70,000.00	(10,952.38)	84.35%	79,260.21
4120	Pitkin County	4,555.47	27,931.71	26,325.90	22,157.05	40,000.00	(12,068.29)	69.83%	40,555.50
	Total MVSO - General Operating	13,153.77	86,979.33	79,146.92	68,156.11	110,000.00	(23,020.67)	79.07%	119,815.71
4200	Fines & Fees								
4205	Coffee Purchase	39.00	315.92	93.40	89.90	100.00	215.92	315.92%	315.40
4210	Copies	461.83	3,394.76	2,273.58	1,289.45	3,500.00	(105.24)	96.99%	4,130.15
4215	Earbuds	4.00	28.00	34.00	26.00	50.00	(22.00)	56.00%	45.00
4220	Faxing	104.40	359.34	85.80	86.17	200.00	159.34	179.67%	215.78
4230	Fines	173.16	772.97	1,279.77	2,183.15	1,500.00	(727.03)	51.53%	1,450.34
4240	Guest Passes	-	-	-	10.00	-	-	Not Budgeted	-
4250	Meeting Room Rental	243.75	857.72	100.00	300.00	1,000.00	(142.28)	85.77%	637.50
4255	Reading Glasses	1.00	26.55	-	-	-	26.55	Not Budgeted	-
4260	Replacement Books	84.92	952.43	1,233.74	208.69	1,000.00	(47.57)	95.24%	1,522.62
4270	Replacement Library Cards	-	-	67.70	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	-	-	-	Not Budgeted	7,605.00
4290	Holy Cross Deposit Return/Member Equity	-	89.93	24.29	68.13	30.00	59.93	299.77%	96.19
	Total Fines & Fees	1,112.06	6,797.62	12,797.28	4,292.49	7,530.00	(732.38)	90.27%	16,099.68
4300	Earnings on investments								
4310	Colostrust Int Op Acct	5,042.84	17,273.07	812.76	9,983.79	1,000.00	16,273.07	1727.31%	1,034.69
4320	Mill Levy Interest	1,106.60	3,834.19	2,448.44	1,032.45	2,000.00	1,834.19	191.71%	4,545.55
	Total Earnings on investments	6,149.44	21,107.26	3,261.20	11,016.24	3,000.00	18,107.26	703.58%	5,580.24

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

		Sept 2022 Actuals	Jan-Sept 2022 Actuals	Previous Year Jan-Sept 2021 Actuals	2020 Jan-Sept 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
4400	Contributions *see detail								
4410	General Operating Contributions	32.25	3,135.74	1,949.77	4,683.52	15,000.00	(11,864.26)	20.90%	9,007.23
4412	Special Programs	-	1,293.73	4,645.00	-	3,500.00	(2,206.27)	36.96%	4,645.00
	Total Contributions	32.25	4,429.47	6,594.77	4,683.52	18,500.00	(14,070.53)	23.94%	13,652.23
4500	Grants - Non-Restricted								
4505	Grants - General Operating Grants	1,266.24	1,266.24	-	3,425.00	30,000.00	(28,733.76)	4.22%	11,300.00
4510.02	Grants - Alpine Bank	-	2,500.00	-	-	-	2,500.00	Not Budgeted	-
4510.01	Colo Spec District - COVID-19	-	-	2,850.00	-	-	-	Not Budgeted	2,850.00
	Total Grants - Non-Restricted	1,266.24	3,766.24	2,850.00	3,425.00	30,000.00	-	12.55%	14,150.00
4600	Grants - Restricted								
4602	Restricted - Library Foundation	-	1,250.31	14,493.35	1,417.71	5,000.00	(3,749.69)	25.01%	15,644.32
4603	Restricted - American Library Association	-	10,000.00	-	-	-	10,000.00	Not Budgeted	-
4604	Restricted - Library Friends	-	2,422.92	8,007.56	-	5,000.00	(2,577.08)	48.46%	8,925.58
4606	Restricted - State of Colorado Grant	-	5,943.00	4,820.00	5,822.00	5,600.00	343.00	106.13%	4,820.00
4610	Restricted - Legends Event	-	-	75.00	-	-	-	Not Budgeted	75.00
4620.06	Restricted - Association of Science	-	6,000.00	-	-	-	6,000.00	Not Budgeted	-
4620.07	Restricted - Rotary Grant	-	1,000.00	-	-	-	-	Not Budgeted	-
4620.01	Restricted - Cares Grant - Tmobile Data	-	-	4,021.50	-	-	-	Not Budgeted	4,021.50
4620.04	Restricted - Cares Grant - TOB Art Camp	-	-	1,500.00	-	-	-	Not Budgeted	1,500.00
4620.05	Restricted - LSTA Grant	-	-	2,759.18	-	-	-	Not Budgeted	2,759.18
4620.08	Restricted - Humanities	-	-	-	-	-	-	Not Budgeted	-
4620.1	Restricted - Charge Ahead	-	5,000.00	-	-	-	5,000.00	Not Budgeted	-
4620.11	Restricted - ARP Grant	6,478.00	6,478.00	-	-	-	-	Not Budgeted	-
4620.09	Restricted - Outdoor Equity	-	5,000.00	-	-	-	5,000.00	Not Budgeted	-
	Total Restricted Fund Income - Foundation/Friends	6,478.00	43,094.23	35,676.59	7,239.71	15,600.00	20,016.23	276.25%	37,745.58
	Total Income	37,210.11	1,710,475.16	1,626,435.44	1,509,096.85	1,746,633.80	(17,402.88)	97.93%	1,721,401.41
	Operating expenses								
5000	Administration								
5005	Contract Services								
5010	Accounting	181.13	10,643.87	8,706.25	8,024.00	13,000.00	(2,356.13)	81.88%	13,456.25
5020	Audit - Annual	-	14,000.00	-	-	8,900.00	5,100.00	157.30%	8,900.00
5030	Courier	-	-	-	-	13,000.00	(13,000.00)	0.00%	12,261.98
5040	Legal	46.00	2,758.31	2,269.50	1,753.50	2,500.00	258.31	110.33%	2,652.50

Prepare for Internal Use Only

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

		Sept 2022 Actuals	Jan-Sept 2022 Actuals	Previous Year Jan-Sept 2021 Actuals	2020 Jan-Sept 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
	Total Contract Services	227.13	27,402.18	10,975.75	9,777.50	37,400.00	(9,997.82)	73.27%	37,270.73
5100	Insurance								
5110	Property & Liability Insur	-	300.00	427.00	206.00	21,500.00	(21,200.00)	1.40%	22,172.00
5120	Worker's compensation	-	176.00	(54.00)	-	2,200.00	(2,024.00)	8.00%	1,433.00
	Total Insurance	-	476.00	373.00	206.00	23,700.00	(23,224.00)	2.01%	23,605.00
5220	Professional Dev. & Memberships								
5230	Board	313.84	378.95	649.26	-	700.00	(321.05)	54.14%	674.08
5235	Employers Council	-	1,383.00	1,500.00	1,638.76	3,300.00	(1,917.00)	41.91%	3,300.00
5240	Library Association Dues	-	760.00	79.00	150.00	1,000.00	(240.00)	76.00%	429.00
5250	Spec District Ass'n Due	-	1,480.73	919.89	932.94	1,000.00	480.73	148.07%	919.89
5260	Staff	2,453.00	8,969.06	4,666.27	4,316.42	9,500.00	(530.94)	94.41%	6,813.52
5270	Travel expenses	1,257.34	6,459.60	976.51	-	4,000.00	2,459.60	161.49%	2,539.47
	Total Professional Dev. & Memberships	4,024.18	19,431.34	8,790.93	7,038.12	19,500.00	(68.66)	99.65%	14,675.96
5280	Publicity								
5290	Advertising - General	-	223.43	4,693.16	2,321.80	5,000.00	(4,776.57)	4.47%	4,693.16
5283	Anniversary Celebration	-	4,814.57	760.85	5,095.86	10,000.00	(5,185.43)	48.15%	5,040.26
5284	Developmental	-	-	455.88	-	-	-	Not Budgeted	455.88
5285	Radio	375.00	11,904.00	11,150.00	10,016.00	15,000.00	(3,096.00)	79.36%	13,500.00
5293	Signage	-	24.51	175.49	-	1,000.00	(975.49)	2.45%	281.38
5295	Social Media Ads	64.98	454.91	793.08	551.10	1,500.00	(1,045.09)	30.33%	936.05
5297	Targeted Newspaper Ads	-	2,859.24	2,114.96	-	4,500.00	(1,640.76)	63.54%	3,398.08
	Total Publicity	439.98	20,280.66	20,143.42	17,984.76	37,000.00	(16,719.34)	54.81%	28,304.81
5300	Supplies								
5310	Office Supplies	468.71	5,601.89	7,483.24	6,476.26	8,000.00	(2,398.11)	70.02%	11,055.19
5320	Technical Cataloging & Service	497.84	3,595.84	5,964.06	3,204.40	6,500.00	(2,904.16)	55.32%	6,659.75
5330	Postage & Shipping	121.52	169.98	262.45	7.93	1,000.00	(830.02)	17.00%	528.49
	Total Supplies	1,088.07	9,367.71	13,709.75	9,688.59	15,500.00	(6,132.29)	60.44%	18,243.43
5350	Treasurer's fees								
5360	Eagle fees	130.97	27,222.84	25,476.79	24,183.65	35,438.70	(8,215.86)	76.82%	25,779.53
5370	Pitkin fees	565.73	30,553.10	27,842.88	26,631.58	31,000.00	(446.90)	98.56%	28,564.76
	Total Treasurer's fees	696.70	57,775.94	53,319.67	50,815.23	66,438.70	(8,662.76)	86.96%	54,344.29
	Total Administration	6,476.06	134,733.83	107,312.52	95,510.20	199,538.70	(64,804.87)	67.52%	176,444.22

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

		Sept 2022 Actuals	Jan-Sept 2022 Actuals	Previous Year Jan-Sept 2021 Actuals	2020 Jan-Sept 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5400	Facility Expenses								
5410	Janitorial	-	29,523.75	33,330.00	26,093.50	49,995.00	(20,471.25)	59.05%	49,995.00
5420	Janitorial Supplies	-	2,083.91	1,781.99	4,403.32	6,000.00	(3,916.09)	34.73%	4,342.06
5430	Landscaping	-	10,394.09	9,472.41	6,788.37	10,000.00	394.09	103.94%	9,472.41
5440	Maintenance *Detailed List Attached	1,944.58	47,197.53	17,768.33	14,987.32	24,000.00	23,197.53	196.66%	27,772.62
5450	Mat Cleaning	69.06	619.88	737.77	702.57	850.00	(230.12)	72.93%	1,007.37
5460	Snow Removal	-	1,084.75	-	-	4,620.00	(3,535.25)	23.48%	4,620.00
	Total Facility Expenses (Maintenance)	2,013.64	90,903.91	63,090.50	52,975.08	95,465.00	(4,561.09)	95.22%	97,209.46
5500	Utilities								
5510	Electric	915.08	5,955.13	4,081.53	4,291.94	13,900.00	(7,944.87)	42.84%	6,274.45
5515	Compost Collection System	-	235.00	385.00	571.50	800.00	(565.00)	29.38%	495.00
5520	Gas	200.04	7,940.93	4,927.14	4,643.45	8,755.00	(814.07)	90.70%	7,499.77
5575	Hot Spots	-	5,810.34	6,023.68	-	9,000.00	-	64.56%	-
5530	Internet Connectivity	-	873.96	3,137.18	1,416.19	4,800.00	(3,926.04)	18.21%	3,443.38
5540	Sanitation	-	2,469.06	2,265.12	2,112.00	3,110.00	(640.94)	79.39%	2,991.12
5550	Telephone	481.34	3,874.33	5,184.45	5,230.55	7,800.00	(3,925.67)	49.67%	7,515.19
5560	Trash	1,163.61	5,523.82	3,782.41	3,590.21	5,760.00	(236.18)	95.90%	5,788.18
5570	Water	-	1,835.86	1,883.52	1,702.70	4,410.00	(2,574.14)	41.63%	4,443.36
	Total Utilities	2,760.07	34,518.43	31,670.03	23,558.54	58,335.00	(20,626.91)	59.17%	38,450.45
	Total Facility Expenses	4,773.71	125,422.34	94,760.53	76,533.62	153,800.00	(25,188.00)	81.55%	135,659.91
5600	Library Programs								
5610	Adult Program	330.70	7,501.03	6,372.76	764.73	9,000.00	(1,498.97)	83.34%	9,117.42
5612	Adult Materials	-	1,100.20	-	-	1,000.00	100.20	110.02%	-
5615	Art	-	-	-	271.40	-	-	Not Budgeted	-
5620	Children's	-	6,573.79	3,796.62	2,324.98	5,000.00	1,573.79	131.48%	4,205.88
5625	Children's Materials	-	1,542.55	1,529.03	706.92	3,000.00	(1,457.45)	51.42%	1,917.31
5630	Community	-	-	-	84.18	-	-	Not Budgeted	-
5634	Liquor License	-	-	-	77.00	375.00	(375.00)	0.00%	258.25
5640	Music	217.91	12,991.62	7,369.83	1,277.00	13,750.00	(758.38)	94.48%	12,821.88
5650	Spanish Language	42.51	444.46	1,121.27	394.67	3,000.00	(2,555.54)	14.82%	3,156.40
5635	Volunteers	9.75	96.26	-	68.00	550.00	(453.74)	17.50%	-
5660	Teens	306.93	4,794.93	3,554.10	4,398.44	6,000.00	(1,205.07)	79.92%	5,984.78
5675	Next Gen / Millennials	-	-	642.92	792.84	-	-	Not Budgeted	1,061.37
	Total Library Programs	907.80	35,044.84	24,386.53	11,160.16	41,675.00	(6,630.16)	84.09%	38,523.29

Prepare for Internal Use Only

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

			Sept 2022 Actuals	Jan-Sept 2022 Actuals	Previous Year Jan-Sept 2021 Actuals	2020 Jan-Sept 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5700	Technology & Equipment									
5710	Copiers & Equipment									
5730		Lease	365.42	2,608.35	2,278.17	3,058.18	3,900.00	(1,291.65)	66.88%	3,530.14
5740		Service Agreement / Copy Usage	-	3,719.63	3,012.23	2,526.54	5,000.00	(1,280.37)	74.39%	3,992.06
5750		Disk Cleaning	-	510.50	141.99	527.90	2,000.00	(1,489.50)	25.53%	402.47
		Total Copiers & Equipment	365.42	6,838.48	5,432.39	6,112.62	10,900.00	(4,061.52)	62.74%	7,924.67
5760		Marmot ILS System	-	69,874.75	69,508.60	69,344.79	97,000.00	(27,125.25)	72.04%	92,104.85
5770		Miscellaneous Parts	-	1,107.26	1,899.61	1,254.94	2,000.00	(892.74)	55.36%	2,229.24
5780	Support & Service Agreements									
5782		Adobe	14.99	869.68	-	-	972.00	(102.32)	89.47%	-
5784		Appointment Booking	10.10	90.30	-	-	120.00	(29.70)	75.25%	-
5793		Canva	-	-	-	-	120.00	(120.00)	0.00%	119.40
5827		Creative Bug	-	-	950.00	-	-	-	Not Budgeted	-
5788		Domain / Network Solutions	75.97	227.91	-	-	230.00	(2.09)	99.09%	-
5795		Emma	-	661.50	2,310.00	1,647.09	1,500.00	(838.50)	44.10%	2,310.00
5800		Envisionware	-	1,257.00	-	-	-	1,257.00	Not Budgeted	-
5802		Google Cloud G Suite	220.80	1,628.57	890.70	960.18	1,650.00	(21.43)	98.70%	1,249.30
5830		Livechat Website	192.00	192.00	-	252.50	-	192.00	Not Budgeted	-
5835		Movie License	-	494.00	-	-	495.00	(1.00)	99.80%	-
5820		Planning Center / Tockify	8.08	148.24	132.00	279.91	264.00	(115.76)	56.15%	256.00
5824		Scheduling / When I Work	40.00	320.00	-	-	500.00	(180.00)	64.00%	-
5822		Prezi	-	-	-	84.00	-	-	Not Budgeted	-
5825		Webpage Builder	-	89.00	350.94	-	330.00	(241.00)	26.97%	826.91
5828		Zoom	-	324.40	-	-	170.00	154.40	190.82%	-
		Total Support & Service Agreements	561.94	6,302.60	4,633.64	3,223.68	6,351.00	83.62	99.24%	4,761.61
5840		Tech Labor & Repair	-	-	-	252.50	2,000.00	(2,000.00)	0.00%	352.00
		Total Technology	927.36	84,123.09	81,474.24	80,188.53	118,251.00	(33,995.89)	71.14%	107,372.37

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

			Sept 2022 Actuals	Jan-Sept 2022 Actuals	Previous Year Jan-Sept 2021 Actuals	2020 Jan-Sept 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
5900		Collections								
5910		Audio								
5920		Adult BCD	28.00	1,781.10	4,580.70	3,824.71	4,500.00	(2,718.90)	39.58%	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	-	228.06	927.33	1,344.74	2,200.00	(1,971.94)	10.37%	927.33
		Total Audio	28.00	2,009.16	5,508.03	5,169.45	7,950.00	(5,940.84)	25.27%	5,791.92
6000		Books & Magazines								
6010		Adult fiction books	1,849.78	8,225.85	8,401.54	7,285.73	12,000.00	(3,774.15)	68.55%	10,811.60
6020		Adult non-fiction books	799.48	6,891.90	7,244.53	6,029.76	12,000.00	(5,108.10)	57.43%	10,564.62
6025		Board Games	-	17.99	-	-	500.00		3.60%	-
6030		Juvenile Fiction	1,020.85	2,894.06	3,109.07	3,360.82	7,000.00	(4,105.94)	41.34%	6,981.79
6040		Juvenile Non-Fiction	317.09	1,455.20	487.81	1,092.77	3,000.00	(1,544.80)	48.51%	1,568.56
6045		Large Print	32.71	1,071.62	1,052.16	909.57	2,000.00	(928.38)	53.58%	1,320.25
6050		Print Subscriptions	-	3,652.52	4,555.89	6,817.00	5,250.00	(1,597.48)	69.57%	3,009.59
6055		Replacement Books - Purchased	43.86	770.74	715.37	570.94	300.00	470.74	256.91%	1,034.09
6060		Spanish Adult fiction	-	418.35	710.28	683.35	2,000.00	(1,581.65)	20.92%	710.28
6070		Spanish adult non-fiction	-	471.07	544.83	654.35	1,000.00	(528.93)	47.11%	1,095.44
6080		Spanish children's books	20.05	1,394.62	2,086.32	1,446.76	4,500.00	(3,105.38)	30.99%	2,086.32
6100		YA Fiction	559.26	4,033.57	3,453.97	2,432.73	5,400.00	(1,366.43)	74.70%	4,558.83
6110		YA Non-Fiction	72.67	1,127.95	693.33	356.23	1,100.00	27.95	102.54%	1,041.88
6120		Special Items	166.34	166.34	982.65	86.85	1,500.00	(1,433.66)	10.40%	982.65
		Total Books	4,882.09	32,591.78	34,037.75	31,726.86	57,650.00	(24,576.21)	56.53%	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	1,365.72	2,691.66	1,752.19	-	1,840.00	851.66	146.29%	1,752.19
6235		Creative Bug	-	-	950.00	-	1,000.00	(1,000.00)	0.00%	950.00
6240		Ency Britannica	-	-	-	-	-	-	Not Budgeted	494.70
6245		Gale Student Resources	-	-	1,473.90	-	1,475.00	(1,475.00)	0.00%	1,473.90
6250		Gale Public	500.76	535.76	-	2,003.05	2,205.00	(1,669.24)	24.30%	2,003.05
6253		Learning Express Library	-	-	2,660.00	-	2,800.00	(2,800.00)	0.00%	2,660.00
6255		Lynda Database	-	-	-	-	-	-	Not Budgeted	-
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 - September 2022

			Sept 2022 Actuals	Jan-Sept 2022 Actuals	Previous Year Jan-Sept 2021 Actuals	2020 Jan-Sept 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
6275		New York Times	-	100.00	100.00	1,524.80	100.00	-	100.00%	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	Not Budgeted	-
6300		Downloadable Titles	-	-	-	-	-	-	Not Budgeted	-
6305		Kanopy	-	-	421.00	6,000.00	6,000.00	(6,000.00)	0.00%	421.00
6308		OCLC World Share	-	-	1,072.01	1,050.99	1,100.00	(1,100.00)	0.00%	1,072.01
6320		Overdrive	-	5,802.48	13,817.59	11,214.12	17,000.00	(11,197.52)	34.13%	15,182.15
6330		RB Digital	-	-	584.65	2,179.99	-	-	Not Budgeted	584.65
		Total Digital Resources	1,866.48	10,808.97	26,992.84	28,092.89	40,480.00	(29,671.03)	26.70%	32,114.21
6400		Media								
6410		Adult Music	-	-	-	-	300.00	(300.00)	0.00%	24.95
6420		Juvenile Music	-	89.16	-	-	200.00	(110.84)	44.58%	-
6430		Adult Movies	22.49	2,139.27	5,388.06	4,721.87	8,500.00	(6,360.73)	25.17%	7,141.37
6440		Juvenile Movies	-	220.14	165.76	-	1,000.00	(779.86)	22.01%	472.63
6450		YA Movies	-	-	-	307.76	-	-	Not Budgeted	-
6460		Video / Games	-	411.32	243.47	70.33	800.00	(388.68)	51.42%	831.88
		Total Media	22.49	2,859.89	5,797.29	5,099.96	10,800.00	(7,940.11)	26.48%	8,470.83
		Total Collections	6,799.06	48,269.80	72,335.91	70,089.16	116,880.00	(50,839.04)	41.30%	92,142.86
6800		Restricted Funds								
6802		Restricted Exp - Library Foundation	-	2,059.98	10,728.42	1,549.21	5,000.00	(2,940.02)	41.20%	11,306.95
6804		Restricted Exp - Library Friends	23.97	2,010.18	4,369.07	-	5,000.00	(2,989.82)	40.20%	4,369.07
6806		Restricted Exp - State of Colorado Grant	-	1,731.14	4,881.65	4,367.26	5,600.00	(3,868.86)	30.91%	4,928.39
6808		Restricted Exp - Humanities Grant	-	2,699.99	-	-	-	-	Not Budgeted	-
6810		Restricted Exp - CO SHARP	-	800.00	-	-	-	800.00	Not Budgeted	-
6812		Restricted Exp - Growing Readers Together	(113.32)	3,140.58	-	-	-	3,140.58	Not Budgeted	-
6820.01		Restricted Exp - Cares Grant Tmobile Data	-	-	4,515.71	-	-	-	Not Budgeted	-
6820.04		Restricted Exp - TOB Art Camp	-	-	1,292.97	-	-	-	Not Budgeted	1,292.97
6803.00		Restricted Exp - ARP Grant	17,554.64	20,172.64	-	-	-	20,172.64	Not Budgeted	-
6814.00		Restricted Exp - Outdoor Equity	221.71	2,974.63	-	-	-	2,974.63	Not Budgeted	-
6820.10		Restricted Exp - Special Programs	-	-	1,500.00	-	-	-	Not Budgeted	1,500.00
		Total Restricted Funds	17,687.00	35,589.14	27,287.82	5,916.47	15,600.00	17,289.15	228.14%	23,397.38
		Total Operating expenses	37,570.99	463,183.04	407,557.55	339,398.14	645,744.70	(164,168.81)	71.73%	573,540.03

Prepare for Internal Use Only

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

		Sept 2022 Actuals	Jan-Sept 2022 Actuals	Previous Year Jan-Sept 2021 Actuals	2020 Jan-Sept 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
6900	Payroll Expenses						-		
6910	Payroll	93,526.65	622,831.27	518,662.11	480,237.52	944,426.00	(321,594.73)	65.95%	807,368.35
6920	Payroll Service	580.80	4,851.49	3,866.74	3,149.94	7,500.00	(2,648.51)	64.69%	6,232.44
6930	Payroll Taxes	7,157.48	47,852.21	38,096.49	36,563.65	76,369.00	(28,516.79)	62.66%	61,252.53
6940	Retirement Plan	2,222.84	12,612.88	10,542.18	9,647.41	16,000.00	(3,387.12)	78.83%	16,265.75
6950	Health Insurance	4,621.72	42,611.16	42,746.43	51,239.17	75,600.00	(32,988.84)	56.36%	66,211.79
6953	COVID - Weekly Testing	-	-	-	-	1,000.00	-	0.00%	-
6957	Background Check	-	1,262.50	-	-	-	-	Not Budgeted	-
6980	Director Search	-	-	1,646.96	-	-	-	Not Budgeted	2,501.96
6985	HR Assessment	-	1,735.00	-	-	-	1,735.00	Not Budgeted	1,790.00
6955	Wellness / Health - CEBT Dividend Pmts	-	-	3,571.82	-	-	-	Not Budgeted	5,070.00
	Total Payroll Expenses	108,109.49	733,756.51	619,132.73	580,837.69	1,120,895.00	(387,400.99)	65.46%	966,692.82
	Total Expense	145,680.48	1,196,939.55	1,026,690.28	920,235.83	1,766,639.70	(551,569.80)	67.75%	1,540,232.85
	Net General Fund Income/(Loss) Prior to Capital Rsv Allocation	(108,470.37)	513,535.61	599,745.16	588,861.02	(20,005.90)	534,166.92		181,168.56
	Allocation to Capital Reserve Outlay	-	-	-	-	87,000.00	(87,000.00)	0.00%	87,000.00
	Net General Fund Income/(Loss) After Capital Reserve Allocation	(108,470.37)	513,535.61	599,745.16	588,861.02	(107,005.90)			94,168.56
	General Fund Balance 7/31/22		2,242,035.11			1,554,875.62			

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

	Sept 2022 Actuals	Jan-Sept 2022 Actuals	Previous Year Jan-Sept 2021 Actuals	2020 Jan-Sept 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
Bond Repayment Fund Balance 1/1/22		799,713.31			799,714.98			
Bond Repayment Fund:								
Interest Earned - Bond Repayment	2,809.90	9,608.78	194.87	5,014.88	500.00	9,108.78	1921.76%	221.73
Mill Levy Debt Repayment								
Eagle County	2,501.88	539,092.54	570,393.50	551,237.27	542,742.74	(3,650.20)	99.33%	576,892.58
Pitkin County	6,713.91	379,308.06	428,362.57	417,827.86	385,616.72	(6,308.66)	98.36%	438,907.88
Total Mill Levy Debt Repayment	9,215.79	918,400.60	998,756.07	969,065.13	928,359.46	(9,958.86)	98.93%	1,015,800.46
Total Debt Service Fund	12,025.69	928,009.38	998,950.94	974,080.01	928,859.46	(850.08)	99.91%	1,016,022.19
Total Bond Repayment Fund Income	12,025.69	928,009.38	998,950.94	974,080.01	928,859.46	(850.08)	99.91%	1,016,022.19
Expense								
Bond Interest	-	47,415.63	55,015.63	62,515.63	94,831.26	(47,415.63)	50.00%	110,031.26
Treasurer's Fees								
Eagle County	77.89	16,189.28	17,142.34	16,551.79	16,282.28	(93.00)	99.43%	17,345.77
Pitkin County	377.15	20,368.74	25,701.08	24,583.01	19,280.84	1,087.90	105.64%	26,366.85
Total Treasurer's Fees	455.04	36,558.02	42,843.42	41,134.80	35,563.12	994.90	102.80%	43,712.62
Total Bond Repayment Fund Expense	455.04	83,973.65	97,859.05	103,650.43	130,394.38	(46,420.73)	64.40%	153,743.88
Net Bond Repayment Principle Loan Payment	-	-	-	-	775,000.00	-	0.00%	760,000.00
Net Bond Repayment Fund	11,570.65	844,035.73	901,091.89	870,429.58	23,465.08	45,570.65	3596.99%	102,278.31
Bond Repayment Fund Balance 7/31/22		1,643,749.04			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-September 2022

	Sept 2022 Actuals	Jan-Sept 2022 Actuals	Previous Year Jan-Sept 2021 Actuals	2020 Jan-Sept 2020 Actuals	2022 Budget	Over/(Under) Budget	% of Annual Budget	2021 Year End Actuals
Capital Reserve Fund Balance 1/1/22		607,859.73			654,861.20			
Capital Reserve Fund:								
Income								
Allocation From General Fund	-	-	-	-	87,000.00	(87,000.00)	0.00%	87,000.00
Interest Earned - Reserve Fund	1,419.83	5,143.53	228.47	3,509.06	300.00	4,843.53	1714.51%	290.00
Total Capital Reserve Fund Income	1,419.83	5,143.53	228.47	3,509.06	87,300.00	(82,156.47)	5.89%	87,290.00
Expense								
Capital Reserve Expense								
Computers - Patron	-	-	-	-	8,000.00	(8,000.00)	0.00%	-
Computers - Staff	-	-	-	-	8,000.00	(8,000.00)	0.00%	-
Conference Room - A/V Replace	2,531.55	2,531.55	-	-	5,000.00	(2,468.45)	50.63%	-
Fiber Cable	-	-	-	-	20,000.00	(20,000.00)	0.00%	-
Handrail for Tent Area	-	-	-	-	4,000.00	(4,000.00)	0.00%	-
HVAC Compressors	9,210.76	9,210.76	-	-	10,000.00	(789.24)	92.11%	-
Painting - Exterior	32,000.00	32,000.00	-	-	25,000.00	7,000.00	128.00%	-
Painting - Interior	-	-	-	-	12,000.00	(12,000.00)	0.00%	-
Pumps / Valves	-	-	-	-	3,000.00	(3,000.00)	0.00%	-
Security Cameras	-	-	-	-	8,000.00	(8,000.00)	0.00%	-
Televisions	-	-	-	-	2,500.00	(2,500.00)	0.00%	-
Miscellaneous	733.31	5,535.07	-	5,806.77	10,000.00	(4,464.93)	55.35%	15,999.77
Total 8300 - Capital Reserve Expense	44,475.62	49,277.38	-	5,806.77	115,500.00	(4,464.93)	42.66%	15,999.77
Net Capital Reserve Fund	(43,055.79)	(44,133.85)	228.47	(2,297.71)	(28,200.00)	(77,691.54)	156.50%	71,290.23
Capital Reserve Fund Balance 7/31/22		563,725.88			626,661.20			

**Basalt Regional Library District
Maintenance Detail
January-September 2022**

Date	Name	Category	Memo	Amount
01/01/22		Miscellaneous	AED Authority Annual AED Concierge - reclass 2022 expenses paid in 2021	\$ 195.00
01/12/22	Home Depot	Miscellaneous	LB	\$ 81.70
01/31/22	Grizzly Creek Enterprises, Inc.	Grizzly Creek	adjust doors on art display, set up stage for concert, remove old faucet & replace, take down st...	\$ 382.50
01/31/22	Grizzly Creek Enterprises, Inc.	Grizzly Creek	materials	\$ 244.48
Sub-Total January				\$ 903.68
02/07/22	Tuck Communication Services	Miscellaneous	voicemail extension	\$ 200.00
02/08/22	Bart Services LLC	Plumbing / Heating	troubleshoot heat in building	\$ 2,849.50
02/08/22	Tuck Communication Services	Telephones	repair telephone lines	\$ 305.00
02/12/22	Johnson Controls Security Solutions	Alarm / Monitoring	3/1-5/31/22 Service \$208.33 less credit (\$129.50)	\$ 78.83
02/17/22	Acme Alarm Company	Alarm / Monitoring	test and inspection 2021 / clean smokes	\$ 641.00
02/24/22	Durgin Electric LLC	Electrical	review lighting system / update and replace.	\$ 4,974.34
02/28/22	Grizzly Creek Enterprises, Inc.	Grizzly Creek	remove & replace faucet; lubricate dumpster gates; take items to shed; attach shelving units; re...	\$ 270.00
Sub-Total February				\$ 9,318.67
03/01/22	Acme Alarm Company	Alarm / Monitoring	2nd quarter monitoring	\$ 108.90
03/09/22	Glass Unlimited Inc.	Miscellaneous	mirror	\$ 1,203.08
03/18/22	Roto Rooter Plumbing	Plumbing / Heating	rebuild flushometer	\$ 397.50
03/29/22	Roto Rooter Plumbing	Plumbing / Heating	Kitchen sink R&M	\$ 1,169.00
03/31/22	Durgin Electric LLC	Electrical	electric / lighting review and repairs	\$ 2,226.11
03/31/22	Roto Rooter Plumbing	Plumbing / Heating	sent estimate to replace mop sink faucet	\$ 39.00
03/31/22	Grizzly Creek Enterprises, Inc.	Grizzly Creek	set up stage / work on carpet tiles and floor panels / meet for outdoor tent rentals / clean com...	\$ 892.23
Sub-Total March				\$ 6,035.82
04/06/22	The Webstaurant Store	Miscellaneous	shelf for kids bathroom	\$ 62.50
04/10/22	Bart Services LLC	Plumbing / Heating	leak repair heating coil	\$ 943.00
04/12/22	Roto Rooter Plumbing	Plumbing / Heating	service request for leaky mop faucet in back room	\$ 350.00
04/14/22	Roto Rooter Plumbing	Plumbing / Heating	dissembled flushometer	\$ 39.00
04/28/22	The Fireplace Company	Fireplace maintenance	turn gas on to fireplace	\$ 99.00
04/29/22	Durgin Electric LLC	Electrical	repair and replace bulbs, balasts, and light fixtures	\$ 5,267.78
Sub-Total April				\$ 6,761.28
05/01/22	Sarmiento Tile LLC	Miscellaneous	tile in public bathrooms below new mirrors	\$ 1,800.00
05/07/22	Johnson Controls Security Solutions	Alarm / Monitoring	6/1-8/31/22 Service	\$ 223.95
05/10/22	Key Me Lock	Electrical	interior master key copies for staff	\$ 43.31
05/11/22	Bart Services LLC	Plumbing / Heating	Remove evaporative media and replace	\$ 2,491.23
05/31/22	Grizzly Creek Enterprises, Inc.	Grizzly Creek	Tent Set up and carpet cleaning	\$ 782.19
05/31/22	Durgin Electric LLC	Electrical	repair and replace bulbs, balasts, and light fixtures, run power outlets to new staff workstations	\$ 5,092.58
Sub-Total May				\$ 10,433.26
06/01/22	Acme Alarm Company	Alarm / Monitoring	3rd quarter monitoring	\$ 108.90
06/23/22	TSC	Miscellaneous	CAT-5E Plenum Computer Cable - White	\$ 1,072.56
06/30/22	Alpine Bank	Miscellaneous	TMP a division of JAM	\$ 24.05
06/30/22	Grizzly Creek Enterprises, Inc.	Grizzly Creek	R&M	\$ 482.50
Sub-Total June				\$ 1,688.01
07/29/22	Durgin Electric LLC	Electrical	Lighting Troubleshooting	\$ 2,154.87
07/31/22	Grizzly Creek Enterprises, Inc.	Grizzly Creek	R&M	\$ 2,962.62
Sub-Total July				\$ 5,117.49
08/02/22	Bart Services LLC	Plumbing / Heating	HVAC R&M	\$ 1,159.25
08/10/22	Amazon	Miscellaneous	Flex Tape	\$ 68.58
08/14/22	*Divvy	Miscellaneous	Caravan / Girrainger	\$ 381.19
08/25/22	Roto Rooter Plumbing	Plumbing / Heating	Plumbing	\$ 198.00
08/30/22	Durgin Electric LLC	Electrical	Retro Fitting	\$ 2,076.23
08/30/22	Roto Rooter Plumbing	Plumbing / Heating	Plumbing	\$ 1,111.49
Sub-Total August				\$ 4,994.74
09/01/22	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing	\$ 223.95
09/01/22	Acme Alarm Company	Alarm / Monitoring	4th Qtr 2022 Fire System Monitoring	\$ 108.90
09/06/22	S&S Automatics and Door Services	Miscellaneous	Doors	\$ 807.00
09/13/22	Orkin Pest Control	Pest Control	Pest Control	\$ 55.97
09/14/22	*Divvy	Miscellaneous	Misc	\$ 32.55
09/16/22	Durgin Electric LLC	Electrical	GFI	\$ 333.71
09/19/22	S&S Automatics and Door Services	Miscellaneous	Doors	\$ 382.50
Sub-Total September				\$ 1,944.58
Grand Total				\$ 47,197.53

Alarm / Monitoring	\$ 1,494.43
Electrical	\$ 22,168.93
Fireplace maintenance	\$ 99.00
Grizzly Creek	\$ 6,016.52
Inspection / Testing	\$ -
Pest Control	\$ 55.97
Plumbing / Heating	\$ 10,746.97
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ 305.00
Window Cleaning	\$ -
Miscellaneous	\$ 6,310.71
	\$ 47,197.53

BASALT REGIONAL LIBRARY DISTRICT
 AP LIST
 OCTOBER 17, 2022

PAYEE	BUDGET CODE	AMOUNT
*Bill.com	5010	181.13
*Black Hills Energy	5520	200.04
*Divvy	Multiple	7,361.68
*Holy Cross Energy	5510	915.08
*Leaf	5730	182.71
*Paychex Payroll Service	6920	430.20
*TIAA-CREF	2330	4,979.62
Acme Alarm Company	5440	108.90
AlSCO	5450	69.06
Aspen Public Radio	5285	375.00
Bart Services LLC	8310.01	9,210.76
Blackstone Publishing	5920	28.00
Campbell Audio Video	8310.03	2,531.55
Cathy Click	5270	95.26
CDLE	6930	190.04
Century Link	5550	481.34
CLIC - Colorado Library Consortium	Multiple	2,003.05
Dulce Andrea Suarez	5660	140.00
Durgin Electric LLC	5440	333.71
Ena Services Llc	5330	121.52
Enid Ritchy	5230	88.84
Findaway World	6055	54.99
Forrest Painting LLC	8310.02	32,000.00
Gaby Lagos	5270	237.50
Garfield & Hecht, P.C.	5040	46.00
Ingram Library Services	Multiple	4,753.26
Johier Begay	5660	100.00
McLain, Charlotte	5640	129.86
Midwest Tape	6430	22.49
OCLC, Inc.	5320	98.93
ODP Business Solutions	5310	179.08
Orkin Pest Control	5440	55.97
ProQuest LLC	6230	1,365.72
S&S Automatics and Door Services	5440	1,189.50
Schuster, Amy E	5270	28.00
Grand Total		70,288.79

Request for Proposal

Roofing Inspection, Condition Assessment and Recommendations

Basalt Regional Library District
14 Midland Avenue
Basalt, Colorado 81621

5 October 2022

SUMMARY OF WORK

The Basalt Regional Library District seeks to retain a qualified roofing consultant to provide the following services:

1. Inspection of existing Library building's membrane roofing system, skylights, associated flashings and tie-ins, and photovoltaic system racks and mounts where they penetrate membrane roofing system.
2. Condition assessment of existing membrane roofing system based on visual inspection, field measurements, core samples and other appropriate procedures.
3. Preparation of a written report of findings, conclusions, and recommended remediation strategies for assuring the long-term weather-tightness of the Library building's roofing systems.
4. Based on the conclusions and recommendations in the Roof Inspection Report, consultant will:
 - a. Advise the District whether anticipated roof repair and/or replacement work can obtain manufacturer and installer warranties, and what steps are necessary to do so.
 - b. Consult with the District as to roof remediation alternatives and anticipated costs.
 - c. As directed by the District, prepare Construction Documents (drawings and written specifications) that describe the scope of work necessary for roof repair and/or roof replacement.
5. Consultant will assist the District in preparing a Request for Proposal for roof repair or replacement described in the Construction Documents.
6. Consultant will provide periodic inspection of roof repair or replacement work to assure compliance with the requirements of the Contract Documents.

BACKGROUND

The 21,00 square foot Basalt Regional Library was completed in 2010 and serves a district that spans from Hagerman Pass to Mount Sopris and includes the communities of Old Snowmass, Basalt, El Jebel and the Fryingpan Valley.

The building is built on a concrete foundation; slab on grade, with deep foundation walls to provide flood protection for the structure. The building structure is steel frame with steel roof decking. Exterior walls are double stud wood frame to provide enhanced thermal performance.

The typical roof assembly consists of the following:

- 60 mil TPO roofing membrane (mechanical attachment)
- 1/4" DensDeck underlayment
- polyisocyanurate board insulation, minimum thickness at drains = 6 inches
- 3" steel roof deck

The building photovoltaic system is located on three areas of the roof. Above the staff wing of the building the panels are mounted on racks that are supported by spaced wood frame fin walls standing up from the roof below, allowing the tapered roof system below to pitch to drains. Above the main reading room, the panels are mounted to TPO-wrapped wood sleepers anchored to the roof deck below.

IDENTIFIED PROBLEMS

Starting in the winter of 2014-2015, library staff began noticing leaks in the roof. Leaks were repaired as they occurred. It is possible that improper snow shoveling caused some of the leaks, but we also have documentation of insulation installation errors.

The roof really only leaks during winter when there is ice melting.

PROPOSED SCHEDULE

To prepare for remedial roof work in the Spring of 2023, the District would like to have all field inspections and testing of the existing roof completed by the end of 2022. Weather conditions after December 1 may make roof inspection difficult after that date.

CONSULTANT PROPOSAL CONTENTS

1. Name of Firm
2. History of Firm
3. Future of Firm
4. Contact Person
5. Examples of similar projects.
6. Hourly pay rate by job description.
7. Estimate of fees broken down by work items listed in Summary of Work shown above.
8. Estimated work schedule.
9. Three client references

CONTACT

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Executive Director
(970) 927-4311 extension 1008
ashipley@basaltlibrary.org

ATTACHMENTS

1. Basalt Regional Library photographs.
2. Specification Section 07543 Thermoplastic Polyolefin (TPO) Roofing
3. Drawing Sheets: A2.2 Main Level Plan, A2.3 Clearstory and Low Roof Plan, A2.4 Roof Plan, A4.0 Exterior Elevations, A4.1 Exterior Elevations, A5.0 Building Sections, A5.1 Building Sections