

Basalt Regional Library District Board of Trustees Meeting
Monday, July 17, 2023, 5:15 PM
Emergency Circumstance to Allow Teleconferencing
(BRLD Bylaws, Article 6, Section 5(d))
Basalt Library Community Room and
Zoom Meeting, see [BRLD Website Calendar for Link](#)

All meetings of the Basalt Regional Library District are open meetings.
Members of the public are most welcome.

Board of Trustees: Elaine Nagey, President; Carolyn Kane, Vice president; Eric Pelander, Treasurer; Margaret Simmons, Secretary; Enid Ritchy, Trustee; Jim Albert, Trustee; Deborah Smith, Trustee

AGENDA

1. Call to order
2. Public Comments
3. Board Comments
4. Staff Comments
5. Approval Items
 - a. Minutes of June 19, 2023, Board Meeting
 - b. June 2023 Accounts Payable
6. Library Trust Report, *Katie Schwoerer*
7. Director's Report, *Amy Shipley*
8. Committee Reports:
 - a. Bylaws Committee: *Carolyn Kane, chair*
 - i. Revised Bylaws
 - b. Facilities Committee: *Jim Albert, chair*
 - i. Roof
 - c. Finance Committee: *Eric Pelander, chair*
 - i. June 2023 Financials
 - ii. Financial Management Manual
 - d. Personnel Committee: *Enid Ritchy*
 - i. Director Evaluation
 - e. Policy Committee: *Elaine Nagey, chair*
 - i. Open Records Policy

9. **Executive Session:** Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators pursuant to Colorado Revised Statutes § 24-6-402(4)(e) to discuss contracting with a Finance Manager

ACTION ITEMS

10. Discussion and possible vote to enter contract negotiations with a candidate for Finance Manager
11. Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Minutes

Monday, June 19, 2023

Board Members Present: Elaine Nagey, President; Carolyn Kane, Vice President; Eric Pelander, Treasurer; Margaret Simmons, Secretary; Jim Albert, Trustee; Deborah Smith, Trustee

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Kristen Doyle, Cataloging and Collection Librarian

Citizens Present: None

Call to order

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

Citizen Comments

None

Board Comments

Elaine Congratulated everyone on the Summer Reading kick-off party

Staff Comments

Amy noted that there is now a public comment sign-in roster for members of the public who want to comment at the Board Meetings.

Approval Items

- Minutes of the May 15, 2023, Board Meeting
- May 2023 Accounts Payable
- Jim moved and Margaret seconded the motion to approve the approval items. The motion carried unanimously.

Graphic Novel, *Kristen Doyle, Cataloging Manager*

Kristen talked about graphic novels as a format. She encouraged Board members to check out the Basalt Library's graphic novel collection.

Set date for 2023 Board Retreat and Review Draft Agenda, *Elaine Nagey*

The retreat was set for Friday, August 25th from 10:00 AM – 2:30 PM. The draft agenda will be finalized closer to the retreat date.

Review draft Annual Report, *Amy Shipley*

Amy reviewed the draft annual report. After a few edits, the report will be included in an issue of the library magazine, in a special and regular email blast to patrons, on the website, and handed out at the circulation desk. It will also be added to the big screen in the lobby.

Gmail Training, *Amy Shipley*

Amy walked the Board members through the steps for setting up and using the Board member Library email accounts. These accounts will take effect July 1, 2023.

Director's Report, Amy Shipley

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

- Amy updated the board on the status of the EV charger grant.
- Finance Manager update: The position has been posted.
- Amy answered questions about staff benefits, statistics graphs, and courier service costs.

Committee Reports:

- Bylaws Committee: *Carolyn Kane, chair*
Amy reported. The Bylaws are with the attorney. Once returned they will be on the agenda for Board approval.
- Facilities Committee: *Jim Albert, chair*
Amy reported. The Facilities Committee did a walk-through of the library and made a list of necessary repairs and maintenance to consider for the 2024 draft budget.
- Finance Committee: *Eric Pelander, chair*
Finances are good. We are on track with what we expected. We are 43% through the year at end of May. Revenues are coming in well. The Finance Committee went over expenses. The Financial Management manual will be included on the Board Meeting agenda when it is complete.
- Personnel Committee: *Enid Ritchey, chair*
Will meet on June 29th to talk about setting the Director evaluation process and the 2024 budget.
- Policy Committee: *Elaine Nagey, chair*
Will meet tomorrow to review the Open Records Policy and begin developing a Board Email Policy. Policies remaining to be reviewed are the Pandemic and Emergency, Closure, and the Firearms Policies.

ACTION ITEMS

Discussion and possible vote to move forward with recommendations of WJE to remediate roof leaks, Amy Shipley

- Amy reviewed the recommendations from WJE and answered questions. The Facilities Committee recommended moving forward with WJE recommendations. Amy contacted WJE to get further information about their recommendations in their roof assessment report. She passed around a handout showing several different options the library might consider for a new roof.
- Carolyn moved that we move forward with the remediation of the roof leaks with WJE. Jim seconded the motion. The motion carried unanimously.

Adjourn Meeting

Jim moved and Margaret seconded the motion to adjourn the meeting. Elaine adjourned the meeting at 6:37 PM.

Respectfully submitted,

Margaret Simmons, Secretary

Date

Administration and Personnel

We have filled the full time IT & Marketing Associate position, a Patron Services Associate position, as well as the Temporary Youth Services Associate position. We are currently also in the process of drafting an offer letter for the Music Program Coordinator.

CURRENT STAFF				
Total Staff Count	Total FTE	Total Staff Hours per Week	Count of Staff Eligible for Benefits (over 20 hours)	Count of Staff Not Eligible for Benefits (under 20 hours)
20	16.78	671	17	3

STAFF VACANCIES			
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)
Teen Librarian	40	1	Yes
Youth Services Associate	40	1	Yes
Patron Services Associate	12	.75	Yes
Total *	92	2.75	N/A

*The Music Coordinator position is a posted job on the Basalt Regional Library District website. The position will become vacant once the current Music Coordinator retires. This position is currently scheduled at 16 hours/week. The position is posted as a 20 hours/week position.

Board

The Personnel committee is working on the Executive Director Evaluation and will have that ready for the board and staff to complete in early-to-mid-August. The committee is also working on the 2024 payroll budget.

I am creating content for the Board of Trustees retreat at the end of August.

Each board trustee is now using the library-provided email address for communication about library business.

Finances

The first rough draft of the 2024 budgets have been created in collaboration with staff. We are also working on spending down the 2023 budget.

I met with seven candidates for the Finance Manager role, and we will be interviewing five candidates. I hope to have a new Finance Manager in place by the first of August or the first of September.

I will be attending a meeting convened by Pitkin County to discuss Pitkin County assessed property values, the potential impact on the Roaring Fork Valley and how taxing entities might address these through their mill levies.

Organizational Management

Collection

The adult collection development coordinator and the cataloging librarian have been shifting non-fiction books to have ensure the books are more evenly distributed on the shelves after the last large weed. The adult collection development coordinator has also started the fiction weed and kept up with his book club program and acquisitions of new materials. The technical services assistant has begun using OCLC for copy cataloging and has also been helping with a weekly Spanish-language book club. The cataloging librarian has reviewed our online research databases and has met with youth services to discuss recommended changes. The cataloging librarian and technical services assistant also met with youth services to plan the addition of a large donation of books to help early readers learn how to read. Technical services staff have also helped with youth programming including the summer reading kickoff party and skate deck art. July's book display inside the library will celebrate disability pride month.

Technology

The library had two new employees start this month, so the IT & Marketing Manager set up all of the necessary accounts and access for them. One of the new employees is the IT & Marketing Associate, so we are working on training and getting them up to speed. An updated early literacy computer was installed this month in the children's area of the library, which replaced a unit that was very old. The admin controls were set up for this computer as well.

We are seeking bids to update the technology in the Community room, and we hope to have this project done by the end of the year.

Facility

We are seeking bids to paint the interior walls of the library, and we hope to have this project done by the end of the year.

Community Relations

Marketing for the month centered around the theme of empowerment and encouraging people to choose their own path. Other efforts focused on the summer reading program and the end of the summer book fair. With the increased number of programs and performers for the summer, we have had more social media posts with great engagement.

I attended a screening of a documentary titled The Right to Read about the state of reading education in the nation. This was a compelling film about the science of teaching kids to read and educating teachers in the practice. I am considering having a screening of the film at the library to further knowledge about this critical social justice issue in our nation.

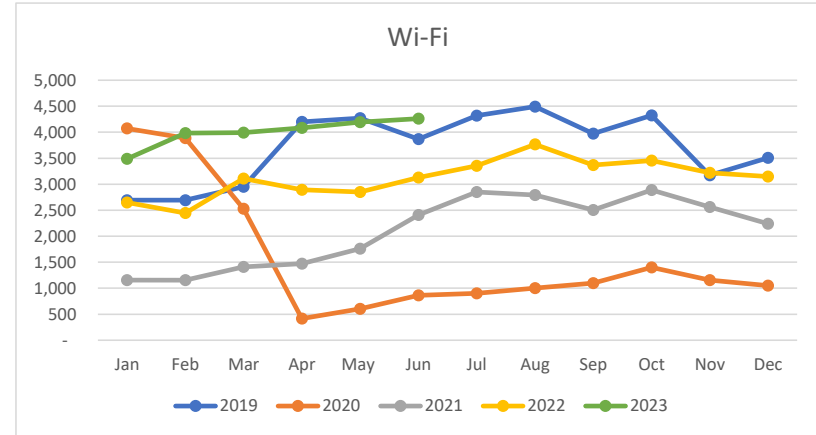
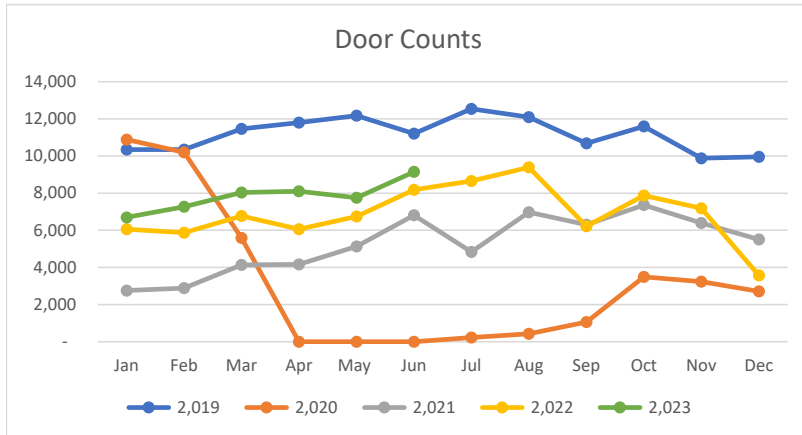
Fundraising

The library raised over \$19,000 to support the future of the music program at the library. The support from our community for this program is overwhelming, and very appreciated. I will work with staff to create a plan for spending and refreshing that fund over the next few years.

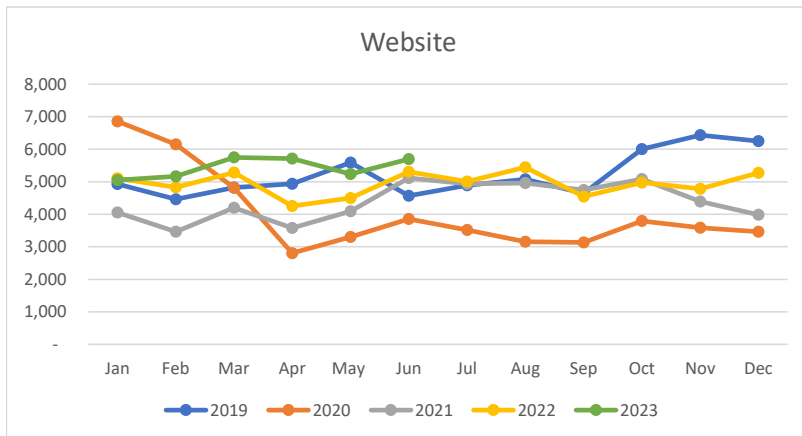
Leadership and Professional Development

I will be attending the Research Institute for Public Libraries (RIPL) in Madison, Wisconsin later this month. The sessions at this conference will lay a foundation for us to begin strategic planning later this year.

Facilities Usage



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



7455

**Basalt Regional Library District
Balance Sheet
as of June 2023**

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance	Adjustments (Conversion Fund)	Statement of Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	206,688			206,688		206,688
Colo Trust - Tabor Reserve #8003	53,611			53,611		53,611
Colo Trust - Operating Fund #8004	1,850,871			1,850,871		1,850,871
Colo Trust - Bond Repayment #8002		899,919		899,919		899,919
Colo Trust - Capital Rsv Fund #8005			1,373,769	1,373,769		1,373,769
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	-			-		-
Prepaid Expense	-			-		-
Property Tax Receivable	588,614			588,614		588,614
Pooled Cash (Interfund Transfers)	(386,954)	594,371	(207,417)	(0)	-	(0)
Capital Assets, net of depreciation	-	-	-	-	8,778,049	8,778,049
Total Assets	2,312,829	1,494,289	1,166,352	4,973,471	8,778,049	13,751,520
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	32,764	-	-	32,764	-	32,764
Other Current Liab						
Accrued Interest				-	12,899	12,899
Deferred Property Tax	588,524			588,524		588,524
Current Bonds Payable, 2012				-	780,000	780,000
Total Current Liabilities	621,288	-	-	621,288	792,899	1,414,186
Long Term Liabilities						
Bonds Payable, 2012		-		-	2,475,000	2,475,000
Accrued Compensated Absenses				-	33,385	33,385
Total Long Term Liabilities	-	-	-	-	2,508,385	2,508,385
Total Liabilities	621,288	-	-	621,288	3,301,283	3,922,571
Net Assets						
Net Investment in Capital Assets	-	-	-	-	7,995,532	7,995,532
Fund Balance						
Non Spendable	-	-	-	-	-	-
Restricted for:						
Tabor	78,000			78,000	-	78,000
Debt Service		899,919		899,919	-	899,919
Committed for Future Projects			1,166,352	1,166,352	(1,166,352)	-
Unassigned	1,613,542	594,371	-	2,207,912	(1,352,414)	855,498
Current Year Fund Balance	1,691,542	1,494,289	1,166,352	4,352,183	(2,518,767)	1,833,416
Total Liabilities and Fund Balance	2,312,829	1,494,289	1,166,352	4,973,471	8,778,049	13,751,520

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 6/30/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
General Operating Beginning Fund Balance			1,728,500	1,761,053	1,828,124	67,071	1,151,411	
Eagle County								
	Assessed Value		271,560,910	273,153,790			454,332,450	Estimate
	% Increase		12%	0.59%			66%	
	Operating Mill Levy Rate		3.363	3.360			2.610	
Pitkin County								
	Assessed Value		192,808,360	193,543,290			315,722,550	Estimate
	% Increase		4%	0.38%			63%	
	Operating Mill Levy Rate		3.363	3.360			2.610	
REVENUES								
4005	General Operating Mill Levy							
4010	Eagle County		702,200	712,931	551,326	77.33%	1,185,808	AV x mill levy (2.61)
4020	Pitkin County		498,072	505,148	380,690	75.36%	824,036	AV x mill levy (2.61)
4030	Mill Levy Supplement		348,618	350,023	267,821	76.52%	-	
4040	Tax Abatement - Prior Year		-	-	-	0.00%	-	
	Total General Operating Mill Levy		1,548,890	1,568,102	1,199,837	76.52%	2,009,844	128%
4100	MVSO - General Operating							
4110	Eagle County		83,759	89,737	33,713	37.57%	70,000	
4120	Pitkin County		39,343	42,475	15,310	36.05%	30,000	
	Total MVSO - General Operating		123,102	132,212	49,023	37.08%	100,000	76%
4200	Fines & Fees							
4205	Coffee Purchase		421	500	61	12.20%	155	6% Inflation Increase
4210	Copies		4,758	3,500	457	13.07%	1,163	6% Inflation Increase
4215	Earbuds		39	50	9	18.00%	23	6% Inflation Increase
4220	Faxing		422	-	5	Not Budgeted	6	
4230	Fines		1,023	1,000	130	12.99%	331	6% Inflation Increase
4250	Meeting Room Rental		1,321	1,000	663	66.25%	-	
4255	Reading Glasses		33	50	1	2.00%	3	6% Inflation Increase
4260	Replacement Books		1,143	1,500	35	2.33%	89	6% Inflation Increase
	Replacement Library Cards		2	-	-	0.00%	-	
4285	Health Insurance Dividend - CEBT		-	-	6,780	Not Budgeted	-	
4290	Holy Cross Deposit Return/Member Equity		90	100	-	0.00%	-	
4261	Miscellaneous		-	-	5,245	Not Budgeted	5,300	
	Total Fines & Fees		9,252	7,700	13,386	173.85%	1,769	23%
4300	Earnings on investments							
4310	Colotrust Int Op Acct		37,579	36,768	45,918	124.89%	80,000	
4320	Mill Levy Interest		4,897	6,234	443	7.10%	6,234	Flat to 2023 Forecast
	Total Earnings on investments		42,475	43,002	46,361	107.81%	86,234	201%
4400	Contributions *see detail							
4410	Contributions- Non-Restricted		7,947	5,000	538	10.75%	5,000	
4412	Contributions- Restricted		1,294	1,000	-	0.00%	1,000	
	Contributions- Music		2,000	-	-	0.00%	-	
	Total Contributions		11,241	6,000	538	8.96%	6,000	100%
4500	Grants - Non-Restricted							
4505	Grants - General Operating Grants		1,266	-	-	0.00%	-	
	Grants - Alpine Bank		2,500	-	-	0.00%	-	
	Grants - Kahle Foundation		1,000	-	-	0.00%	-	
	Colo Spec District - COVID-19		-	-	-	0.00%	-	
	Total Grants - Non-Restricted		4,766	-	-	0.00%	-	

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 6/30/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
4600	Grants - Restricted							
4602	Restricted - Library Foundation		1,250	5,000	2,311	46.23%	5,000	
	Restricted - American Library Association		10,000	-	-	0.00%	-	
4604	Restricted - Library Friends		2,423	5,000	3,430	68.60%	5,000	
	Restricted - State of Colorado Grant		5,943	-	-	0.00%	-	
	Restricted - Association of Science		6,000	-	-	0.00%	-	
	Restricted - Rotary Grant		1,000	-	-	0.00%	-	
	Restricted - Outdoor Equity		5,000	-	-	0.00%	-	
	Restricted - Charge Ahead		5,000	-	-	0.00%	-	
	Restricted - ARP Grant		6,478	-	-	0.00%	-	
	Restricted - GRT		5,225	-	-	0.00%	-	
	Restricted- Aspen Thrift Shop		2,500	-	-	0.00%	-	
4620.14	Restricted - Library Trust		-	5,000	3,900	78.00%	5,000	
4620.15	Restricted - Other Misc		-	30,000	25,925	86.42%	30,000	
	Total Restricted Fund Income - Foundation/Friends		50,819	45,000	35,567	79.04%	45,000	100%
TOTAL REVENUES			1,790,546	1,802,016	1,344,712	74.62%	2,254,147	125%
OPERATING:								
Administration								
Contract Services								
5010	Accounting		11,261	1,920	3,185	165.89%	6,000	under-budgeted in 2023
5020	Audit - Annual		14,000	13,250	13,250	100.00%	14,045	6% Inflation Increase
5030	Courier		2,847	11,500	8,541	74.27%	11,500	anticipating more State funding
5040	Legal		13,156	15,000	896	5.97%	5,000	
	Miscellaneous Contracts						20,000	Strategic Planning, Furniture Consultant, Updated Capital Reserve Plan, new website
	Total Contract Services		41,264	41,670	25,872	62.09%	56,545	136%
Insurance								
5100	Insurance							
5110	Property & Liability Insur		300	23,650	36,029	152.34%	38,191	6% Inflation Increase
5120	Worker's compensation		176	2,376	1,484	62.46%	2,519	6% Inflation Increase
	Total Insurance		476	26,026	37,513	144.14%	40,709	156%
Professional Dev. & Memberships								
5230	Board		494	1,600	204	12.77%	1,600	flat
5235	Employers Council		1,383	3,300	1,917	58.09%	3,600	new price quoted by vendor
5240	Library Association Dues		760	1,000	860	86.00%	1,000	flat
5250	Spec District Ass'n Due		1,481	1,599	1,196	74.74%	1,695	6% Inflation Increase
5260	Staff		9,305	10,000	4,283	42.83%	15,000	Public Library Association Conference is every other year
5275	Volunteer Appreciation		-	275	405	147.27%	1,000	
5276	Staff Appreciation		-	275	225	81.69%	2,000	
5270	Travel expenses		7,226	4,000	3,025	75.62%	10,000	Public Library Association Conference is every other year
	Total Professional Dev. & Memberships		20,649	22,049	12,114	54.94%	35,895	163%
Publicity								
5280	Publicity							
5290	Advertising - General		223	6,000	1,319	21.98%	6,000	
5283	Anniversary Celebration		10,116	-	(755)	0.00%	-	
5285	Radio		13,329	16,000	16,055	100.34%	16,500	
5293	Signage		319	1,000	776	77.58%	1,500	
5295	Social Media Ads		559	1,500	436	29.08%	1,500	
5297	Targeted Newspaper Ads		4,131	6,000	2,356	39.26%	7,000	
5286	Spanish Language Interpretation/Translating		-	5,000	691	13.83%	6,000	
5287	Job Ads		-	2,000	523	26.15%	2,000	
	Total Publicity		28,677	37,500	21,401	57.07%	40,500	108%
Supplies								
5310	Office Supplies		11,348	8,640	5,764	66.71%	14,000	underbudgeted in 2021, 2022, 2023
5320	Technical Cataloging & Service		5,295	8,500	4,426	52.07%	8,500	includes copier supplies 5750

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 6/30/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
5330		Postage & Shipping	292	1,000	-	0.00%	500	
		Total Supplies	16,934	18,140	10,190	56.18%	23,000	127%
5350		Treasurer's fees						
5360		Eagle fees	27,334	29,188	21,297	72.97%	35,574	3% of Property Tax
5370		Pitkin fees	31,015	29,918	23,395	78.20%	24,721	3% of Property Tax
		Total Treasurer's fees	58,348	59,106	44,692	75.61%	60,295	102%
		Total Administration	166,349	204,491	151,783	74.22%	256,945	126%
		Facility Expenses						
5410		Janitorial	53,337	54,913	24,320	44.29%	58,207	6% Inflation Increase
5420		Janitorial Supplies	2,613	6,480	4,993	77.05%	10,000	underbudgeted in 2023
5430		Landscaping	10,394	10,800	4,790	44.35%	11,448	6% Inflation Increase
5440		Maintenance *Detailed List Attached	52,249	30,000	12,411	41.37%	30,000	flat
5450		Mat Cleaning	828	-	-	0.00%	-	
5460		Snow Removal	5,705	4,620	-	0.00%	-	6% Inflation Increase
		Total Facility Expenses (Maintenance)	125,125	106,813	46,513	43.55%	109,655	
5500		Utilities						
5510		Electric	7,938	15,290	3,712	24.28%	16,207	6% Inflation Increase
5515		Compost Collection System	791	864	519	60.07%	916	6% Inflation Increase
5520		Gas	10,966	10,506	9,910	94.33%	11,136	6% Inflation Increase
5575		Hot Spots	8,194	-	-	0.00%	-	
5530		Internet Connectivity	1,239	14,904	4,013	26.92%	15,000	
5540		Sanitation	3,278	3,359	1,666	49.58%	3,561	6% Inflation Increase
5550		Telephone	5,754	8,424	2,708	32.14%	8,929	6% Inflation Increase
5560		Trash	7,543	6,221	4,111	66.08%	6,594	6% Inflation Increase
5570		Water	4,647	4,763	738	15.50%	1,878	6% Inflation Increase
		Total Utilities	50,350	64,331	27,376	42.56%	64,222	100%
		Total Facility Expenses	175,475	171,143	73,889	43.17%	173,878	102%
		Library Programs						
5610		Adult Program	10,306	9,000	6,959	77.33%	11,000	
5612		Adult Materials	1,559	-	-	0.00%	-	
5620		Children's	10,676	4,000	4,846	121.15%	5,220	
5625		Children's Materials	2,126	-	84	Not Budgeted	-	
5634		Liquor License	500	375	-	0.00%	500	
5633		Movie License		550		0.00%	550	moved from 5835
5640		Music	15,973	15,000	14,466	96.44%	19,000	
5650		Spanish Language	832	3,000	2,108	70.28%	4,000	
5660		Teens	6,473	4,000	1,952	48.79%	3,260	
5601		Summer Reading						
5601.01		Adult Summer Reading	-	1,000	-	0.00%	1,000	
5601.02		Teen Summer Reading	50	2,000	1,697	84.84%	2,500	
5601.03		Children's Summer Reading	-	5,000	3,084	61.68%	5,500	
5601.04		Spanish Language Summer Reading	-	2,000	746	37.28%	2,000	
5602		Community Events	1,413	10,000	7,870	78.70%	16,000	
		Total Library Programs	50,003	55,925	43,812	78.34%	70,530	126%
		Technology & Equipment						
		Copiers & Equipment						
5730		Lease	3,933	-	353	Not Budgeted	-	
5740		Service Agreement / Copy Usage	5,276	5,000	647	12.94%	5,000	flat
5750		Copier Supplies	511	-	124	Not Budgeted	-	Moved to Technical Cataloging & Service 5320
		Total Copiers & Equipment	9,720	5,000	1,123	22.47%	5,000	100%
5760		Marmot ILS System	92,349	97,000	47,711	49.19%	99,910	vendor quoted 3% increase
5770		Miscellaneous Parts	3,153	2,000	418	20.91%	2,000	flat

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 6/30/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
5780		Support & Service Agreements						
5782		Adobe	915	972	870	89.50%	-	
5784		Appointment Booking	147	120	-	0.00%	-	
5788		Domain / Network Solutions	228	250	76	30.39%	-	
5795		Emma	662	1,500	662	44.10%	-	
5802		Google Cloud G Suite	2,313	2,900	1,398	48.20%	-	
5830		Livechat Website	192	240	-	0.00%	-	
5835		Movie License	494	-	-	0.00%	-	already moved to programming budget 5633
5820		Planning Center / Tockify	249	264	84	31.82%	-	
5824		Scheduling / When I Work	896	540	-	0.00%	-	
5825		Webpage Builder	233	250	90	35.96%	-	
5828		Zoom	162	150	150	99.93%	-	
		Marketing & Graphic Design					2,500	Adobe, Emma, canva
		Website Tools					2,500	Domain, Google Cloud, Livechat, Webpage builder,
		Communication & Time Management					4,500	Zoom, planning center, scheduling,
		New Website					10,000	
		Total Support & Service Agreements	6,490	7,186	3,329	46.33%	19,500	271%
5840		Tech Labor & Repair	-	2,000	-	0.00%	2,000	flat
		Total Technology	111,711	113,186	52,581	46.46%	128,410	113%
		Collections						
5910		Audio						
5920		Adult BCD	3,598	3,000	1,248	41.61%	3,000	
5922		Spanish Audio Adult	255	750	418	55.69%	500	
5924		Spanish Audio Youth	-	500	321	64.14%	-	move to 6080
5930		Youth Audio	284	2,200	826	37.53%	3,000	
		Total Audio	4,137	6,450	2,812	43.60%	6,500	101%
6000		Books & Magazines						
6010		Adult fiction books	10,899	12,000	5,549	46.24%	12,000	
6020		Adult non-fiction books	9,606	12,000	5,465	45.54%	12,000	
6025		Board Games	475	500	284	56.85%	500	
6030		Juvenile Fiction	4,586	7,000	2,854	40.77%	9,100	
6040		Juvenile Non-Fiction	3,943	3,000	1,366	45.52%	4,000	
6045		Large Print	1,756	2,000	1,142	57.10%	2,000	
6050		Print Subscriptions	6,994	4,500	630	14.00%	4,500	
6055		Replacement Books - Purchased	2,434	1,500	390	25.97%	1,500	
6060		Spanish Adult fiction	1,371	2,000	646	32.32%	2,000	flat
6070		Spanish adult non-fiction	959	1,000	459	45.90%	1,000	flat
6080		Spanish children's books	2,616	4,500	970	21.55%	5,000	increase by amount from 5924
6100		YA Fiction	5,373	1,600	2,676	167.23%	3,500	
6110		YA Non-Fiction	1,499	5,400	866	16.05%	1,700	
6120		Special Items	779	2,000	281	14.03%	2,000	
		Total Books	53,290	59,000	23,576	39.96%	60,800	103%
6200		Digital Resources						
6210		Annual Subscriptions:						
6230		Culturegrams	2,692	1,840	-	0.00%	-	
6240		Ency Britannica	-	-	493	Not Budgeted	-	
6245		Gale Student Resources	-	1,475	-	0.00%	-	
6250		Gale Public	536	2,205	1,502	68.13%	-	
6253		Learning Express Library	-	2,800	-	0.00%	-	
6270		Mango Languages	3,916	3,990	-	0.00%	4,000	
6275		New York Times	100	100	-	0.00%	-	
6280		Tumblebooks	52	665	577	86.78%	-	
6285		Wallstreet Journal	488	465	434	93.35%	-	
6295		Pebble Go	1,679	1,500	1,469	97.91%	-	
6300		Downloadable Titles:						

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 6/30/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
6305		Kanopy	3,287	6,000	2,752	45.87%	6,000	
6320		Overdrive	15,272	21,750	8,176	37.59%	25,000	
		Online Databases					7,500	Gale Public, Pebble Go, Tumblebooks, encyclopedia britannica, Peterson's Test Prep
		Online Newspaper Subscriptions					2,000	New York Times, Wall Street Journal, Washington Post
		Total Digital Resources	28,021	42,790	15,402	36.00%	44,500	104%
6400		Media						
6410		Adult Music	-	300	-	0.00%		eliminate
6420		Juvenile Music	89	200	66	33.11%		eliminate
6430		Adult Movies	5,445	6,000	3,067	51.12%	6,000	flat
6440		Juvenile Movies	273	1,000	427	42.69%	1,000	flat
6460		Video / Games	522	800	371	46.40%	800	flat
		Total Media	6,330	8,300	3,932	47.37%	7,800	94%
		Total Collections	91,778	116,540	45,722	39.23%	119,600	103%
6800		Restricted Funds						
6802		Restricted Exp - Library Foundation	2,871	-	-	0.00%	-	
6804		Restricted Exp - Library Friends	2,064	-	-	0.00%	-	
6806		Restricted Exp - State of Colorado Grant	1,731	-	-	0.00%	-	
6808		Restricted Exp - Humanities Grant	2,700	-	-	0.00%	-	
6810		Restricted Exp - CO SHARP	800	-	-	0.00%	-	
6812		Restricted Exp - Growing Readers Together	5,584	-	-	0.00%	-	
6803.00		Restricted Exp - ARP Grant	21,251	-	-	0.00%	-	
6814.00		Restricted Exp - Outdoor Equity	2,975	-	-	0.00%	-	
6801		Restricted Exp - Misc	-	40,000	-	0.00%	40,000	flat
		Total Restricted Funds	39,976	40,000	-	0.00%	40,000	100%
		Total Operating expenses	635,293	701,286	367,787	52.44%	829,363	118%
6900		Payroll Expenses						
6910		Payroll	822,530	991,647	413,584	41.71%	1,195,993	121%
6920		Payroll Service	6,178	8,100	3,186	39.33%	9,500	117%
6930		Payroll Taxes	63,147	80,906	32,683	40.40%	96,553	119%
6940		Retirement Plan	18,444	29,363	12,053	41.05%	32,656	111%
6950		Health Insurance	55,253	138,168	48,824	35.34%	137,160	99%
6960		Life Insurance	-	713	-	0.00%	784	110%
6965		STD/LTD	-	9,285	-	0.00%	9,727	105%
6970		FAMILY	-	8,000	1,974	24.68%	10,460	131%
6957		Background Check	1,343	500	1,202	240.40%	1,000	200%
6985		HR Assessment	1,735	-	-	0.00%	-	
		Total Payroll Expenses	968,629	1,266,682	513,507	40.54%	1,494,834	118%
		TOTAL EXPENDITURES	1,603,922	1,967,968	881,294	44.78%	2,324,196	118%
		Net General Fund Income/(Loss)	186,624	(165,952)	463,418		(70,049)	42%
		Allocation to Capital Reserve Outlay	87,000	600,000	600,000	100.00%	90,000	
		Allocation to Bond Repayment						2025 budget \$7755.00
		General Fund Balance	1,828,124	995,101	1,691,542	169.99%	991,362	43%

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

	2022 Year End Actuals	2023 Budget	YTD Actuals 6/30/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions	2025 Prelim Budget	Budget Assumptions
Bond Repayment Beginning Fund Balance	799,713	837,168	835,076	(2,092)	910,615		969,838	
Eagle County								
Assessed Value	271,560,910	273,153,790			454,332,450	Estimate	454,332,450	Estimate
% Increase	12%	0.59%			66.33%		0.00%	
Bond Mill Levy Rate	3.363	1.992			1.209		1.026	
Pitkin County								
Assessed Value	192,808,360	193,543,290			315,722,550	Estimate	315,722,550	Estimate
% Increase	4%	0.38%			63.13%		0.00%	
Bond Mill Levy Rate	3.363	1.992			1.209		1.026	
REVENUES								
Interest Earned - Bond Repayment	16,189	16,000	16,673	104.21%	16,000		16,000	
Mill Levy Debt Repayment								
Eagle County	541,176	544,122	418,852	76.98%	549,288	AV x mill levy (1.209)	466,145	AV x mill levy (1.026)
Pitkin County	384,762	385,538	290,550	75.36%	381,709	AV x mill levy (1.209)	323,931	AV x mill levy (1.026)
Total Mill Levy Debt Repayment	925,937	929,661	709,401	76.31%	930,996		790,076	
Transfer from General Fund							7,755	
TOTAL REVENUES	942,126	945,661	726,075	76.78%	946,996		813,831	
EXPENDITURES								
Bond Interest	94,831	77,394	38,697	50.00%	59,844	Per Bond Documents	62,094	Per Bond Documents (2025-\$40,844; 2026-\$21,250)
Bond Repayment Principle Loan Payment	775,000	780,000	-	0.00%	800,000	Per Bond Documents	1,675,000	Per Bond Documents (2025-\$825,000; 2026-\$850,000)
Treasurer's Fees								
Eagle County	16,256	16,324	12,568	76.99%	16,479	3% of Property Tax	13,984	3% of Property Tax
Pitkin County	20,676	11,566	15,597	134.85%	11,451	3% of Property Tax	9,718	3% of Property Tax
Total Treasurer's Fees	36,932	27,890	28,164	100.98%	27,930		23,702	
TOTAL EXPENDITURES	906,764	885,284	66,861	7.55%	887,774		1,760,796	
Net Fund Income/(Loss)	35,363	60,377	659,213	1091.83%	59,223		(946,965)	
Bond Repayment Fund Balance	835,076	897,545	1,494,289	166.49%	969,838		22,873	
**Bond Repayment Schedule:								
May 1 - Series 2012 Interest		38,697		5/1/2024	29,922.00		31,047.00	
November 1 - Series 2012 Interest		38,697		11/1/2024	29,922.00		31,047.00	
November 1 - Series 2012 Principle		780,000		11/1/2024	800,000.00		1,675,000.00	
Series 2012 Bond Matures 11/2026								

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 6/30/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
Capital Reserve Beginning Fund Balance			607,860	578,104	602,128	24,024	442,958	
REVENUES								
7210	Allocation From General Fund		87,000	600,000	600,000	100.00%	90,000	Per Mgr Estimate
7230	Interest Earned - Reserve Fund		11,917	8,744	20,018	228.93%	35,000	
TOTAL REVENUES			98,917	608,744	620,018	101.85%	125,000	
EXPENDITURES								
8310	Miscellaneous		11,473	10,000	6,202	62.02%	10,000	
8310.01	HVAC Compressors		9,211	-	-	0.00%	-	
8310.02	Painting - Exterior		32,000	-	-	0.00%	-	
8310.03	Conference Room - A/V Replace		3,532	10,000	631	6.31%	10,000	
8310.04	Computers - Patron		260	12,000	13,292	110.76%	12,000	
8310.05	Computers - Staff		181	12,000	9,932	82.77%	12,000	
8310.06	EV Charging Station		25,163	-	4,792	Not Budgeted	-	
8310.07	Copiers - Staff and Public Purchase		12,943	13,000	-	0.00%	-	
8310.08	Lighting Control System Replacement		9,886	-	6,944	Not Budgeted	-	
8310.09	Fiber Cable		-	5,000	-	0.00%	-	
8310.10	Handrail for Tent Area		-	-	6,000	Not Budgeted	-	
8310.11	Painting - Interior		-	12,000	-	0.00%	12,000	
8310.12	Pumps / Valves		-	-	-	0.00%		
8310.13	Security Cameras		-	-	-	0.00%	10,000	
8310.14	Televisions		-	-	-	0.00%		
8310.15	Roof		-	600,000	-	0.00%	600,000	
8310.16	Remove Solar from Roof		-	50,000	-	0.00%	50,000	
8310.17	Consulting Engineer		-	50,000	8,000	16.00%	-	
	Furniture and Fixtures						50,000	
	Replace telephone system						10,000	
	Replace kitchen appliances						2,500	

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

	2022 Year End Actuals	2023 Budget	YTD Actuals 6/30/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
TOTAL EXPENDITURES	104,648	774,000	55,793	7.21%	778,500	
Net Fund Income/(Loss)	(5,732)	(165,256)	564,224	-341.42%	(653,500)	
Capital Reserve Fund Balance	602,128	412,848	1,166,352	282.51%	(210,542)	

**Basalt Regional Library District
Maintenance Detail
2023**

Date	Name	Category	Memo	Amount
01/05/23	Roto Rooter Plumbing	Plumbing / Heating	Sink Faucet	\$ 1,985.00
01/01/23	Acme Alarm Company	Alarm / Monitoring	1st Qtr 2023 Monitoring	\$ 118.71
01/25/23	Grizzly Creek Enterprises, Inc.	Miscellaneous	Cordless Vacuum	\$ 325.55
01/31/23	Grizzly Electric	Electrical	Mic Repairs and Maintenance	\$ 600.00
01/31/23	Grizzly Electric	Electrical	Lighting Repairs and Maintenance	\$ 312.50
Sub-Total January				\$ 3,341.76
02/13/23	S&S Automatics and Door Services	Building/Interior Maintenance	Key FOB and Key Pad Repairs and Maintenance	\$ 510.00
02/22/23	Storm King Roofing LLC	Miscellaneous	Snow Removal	\$ 750.00
02/24/23	The Glass Guru	Building/Interior Maintenance	Window Repairs and Maintenance	\$ 115.00
02/28/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Carpets/Shelving	\$ 705.00
Sub-Total February				\$ 2,080.00
03/01/23	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 03/01 - 05/31/2023	\$ 223.95
03/03/23	Acme Alarm Company	Alarm / Monitoring	Fire Alarm Test and Inspection 2023	\$ 666.45
03/11/23	Rachels Sewing Repair Llc	Miscellaneous	Sewing repair-Canopy Tent	\$ 187.50
03/31/23	Tri County Locksmith	Building/Interior Maintenance	Locksmith	\$ 198.50
03/31/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Stainless Steel Shelving/Misc Repairs and Maintenance	\$ 663.90
Sub-Total March				\$ 1,940.30
04/01/23	Acme Alarm Company	Alarm / Monitoring	2nd Qtr 2023 Fire System Monitoring	\$ 118.71
04/13/23	Aspen Floorcovering, Inc	Building/Interior Maintenance	Carpet Repairs and Maintenance	\$ 650.00
04/14/23	The Fireplace Company	Fireplace maintenance	Fireplace Inspection	\$ 250.00
04/15/23	*Divvy	Building/Interior Maintenance	Lighting	\$ 63.25
04/30/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs and Maintenance	\$ 1,260.00
Sub-Total April				\$ 2,341.96
05/15/23	*Divvy	Miscellaneous	Misc Repairs and Maintenance	\$ 610.60
05/25/23	Roto Rooter Plumbing	Building/Interior Maintenance	Women's Toilet Auger	\$ 266.35
Sub-Total May				\$ 876.95
06/01/23	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 06/01 - 08/31/2023	\$ 240.75
06/05/23	Grizzly Creek Enterprises, Inc.	Miscellaneous	Misc Repair & Maintenance	\$ 899.55
06/08/23	Roto Rooter Plumbing	Plumbing / Heating	Manual Toilet flushmeter replacement	\$ 671.03
06/15/23	*Divvy	Miscellaneous	Misc Repair & Maintenance	\$ 18.41
Sub-Total June				\$ 1,829.74
Grand Total				\$ 12,410.71

Alarm / Monitoring	\$ 1,368.57
Electrical	\$ 912.50
Fireplace maintenance	\$ 250.00
Building/Interior Maintenance	\$ 4,432.00
Inspection / Testing	\$ -
Pest Control	\$ -
Plumbing / Heating	\$ 2,656.03
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 2,791.61
	\$ 12,410.71

BASALT REGIONAL LIBRARY DISTRICT**AP LIST****JULY 17,2023****June 10 - July 7**

PAYEE	BUDGET DESCRIPTION	AMOUNT
*Bill.com	Accounting	\$ 258.80
*Black Hills Energy	Gas	\$ 547.44
*Colorado State Treasurer - Unemployment	Payroll Taxes	\$ 18.16
*Divvy	Multiple	\$ 5,639.88
*Holy Cross Energy	Electric	\$ 619.74
*Paychex Payroll Service	Payroll Service	\$ 486.54
*Square Services	Service Contract	\$ 35.00
*TIAA-CREF	Payroll Liabilities	\$ 5,327.89
Acme Alarm Company	Maintenance	\$ 118.71
Alsco	Janitorial	\$ 142.44
Aspen Daily News	Targeted Newspaper Ads	\$ 191.26
Aspen Graphic Solutions	Signage	\$ 125.00
Aspen Maintenance Supply	Janitorial Supplies	\$ 570.00
Aspen Music Festival and School	Childrens Summer Reading	\$ 496.41
Aspen Science Center	Childrens Summer Reading	\$ 595.00
Back Door Catering	Community Events	\$ 2,600.00
Blackstone Publishing	Adult BCD	\$ 184.91
CEBT Willis of Colorado	Wellness/Health Insurance	\$ 14,576.36
Century Link	Telephone	\$ 482.87
Chad Wonder Magic, Inc	Childrens Summer Reading	\$ 350.00
Daly Property Services, Inc.	Landscaping	\$ 1,596.55
Diane Laughlin	Childrens Summer Reading	\$ 500.00
Division of Narva Enterprises	Miscellaneous Parts	\$ 151.00
Dominick Strecher	Teen Summer Reading	\$ 150.00
Dulce Andrea Suarez	Translation / Interpretation	\$ 87.50
EBSCO	Emma Library Aware	\$ 1,389.00
Employers Council Services, Inc.	Background Check	\$ 720.00
Ena Services Llc	Internet Connectivity	\$ 121.52
EverGreen ZeroWaste	Compost Collection System	\$ 78.00
FocusedKids	Children's	\$ 450.00
Garfield & Hecht, P.C.	Legal	\$ 390.00
Grizzly Creek Enterprises, Inc.	Maintenance	\$ 5,299.55
Ingram Library Services	Multiple	\$ 5,036.77
Johnson Controls Security Solutions	Maintenance	\$ 240.75
Lorito Books	Spanish Children's Books	\$ 295.00
Marmot Library Network, Inc.	Capital Reserve Exp-Pub Comp	\$ 4,528.10
McMahan and Associates	Audit - Annual	\$ 13,250.00
Midwest Tape	Adult Movies	\$ 1,119.73
Mountain Pearl	Advertising - General	\$ 650.00
OCLC, Inc.	Technical Cataloging & Service	\$ 197.84
ODP Business Solutions	Office Supplies	\$ 319.54

BASALT REGIONAL LIBRARY DISTRICT

AP LIST

JULY 17,2023

June 10 - July 7

PAYEE	BUDGET DESCRIPTION	AMOUNT
Overdrive, Inc	Overdrive	\$ 1,134.88
Playaway Products	Multiple	\$ 1,450.94
Raising a Reader	Children's	\$ 1,008.00
Roto Rooter Plumbing	Maintenance	\$ 937.38
Steve Weeks	Childrens Summer Reading	\$ 250.00
The Sopris Sun	Targeted Newspaper Ads	\$ 315.00
Waste Management	Trash	\$ 669.80
We-Cycle	Advertising - General	\$ 200.00
Window Solutions Colorado LLC	Capital Reserve Expense - Misc	\$ 813.17
Wiss, Janney, Elstner Associates, Inc	Cap Res Exp- Roof	\$ 8,000.00
Grand Total		<u>\$ 84,716.43</u>



Monthly statement

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

\$24,360.12 available / \$30,000.00 limit

Thank you for using Divvy!

We appreciate you.

Your statement balance as of 06/15/2023 is

\$5,639.88

You are set up on automatic payments.

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

Summary

Previous balance	\$7,854.38
Payments	\$7,854.38
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$5,639.88
Statement balance	\$5,639.88



Payments

DATE	TYPE	AMOUNT
05/15/2023	Autodraft	\$7,854.38
	Total	\$7,854.38



Fees

No fees were applied this statement period.

Adjustments

No adjustments were made this statement period.



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
05/15/2023	**** 7327	AMERICAN AIR0010288866504	\$30.00	Kristen A Doyle
05/15/2023	**** 7327	SHERATON	\$963.60	Kristen A Doyle
05/16/2023	**** 4228	CITY-MARKET #0433	\$36.89	Laura Baumgarten
05/16/2023	**** 5188	HELLO BELLO	\$78.13	Cathy A Click
05/18/2023	**** 9802	AMZN Mktp US*X87Z27703	\$29.98	Kara Lindahl
05/18/2023	**** 9304	MARRIOTT FAIRFIELD INN	\$333.02	Amy Shipley
05/18/2023	**** 9802	AMZN Mktp US*6002Y4QU3	\$4.99	Kara Lindahl
05/19/2023	**** 9304	BASALT MOUNTAIN INN	\$680.40	Amy Shipley
05/19/2023	**** 5188	CITY MARKET #5433	\$75.09	Cathy A Click
05/20/2023	**** 5188	PAYPAL *TIFFLEIGH5	\$123.78	Cathy A Click
05/20/2023	**** 9802	ALPINE LIQUOR STORE	\$4.92	Kara Lindahl
05/21/2023	**** 5068	AMZN Mktp US*KQ70R5PS3	\$35.96	Elena Marquez
05/24/2023	**** 3174	NESPRESSO USA INC	\$261.50	Sandra F Dexter
05/24/2023	**** 4338	TIPSY TROUT	\$31.00	Charlotte M McLain
05/25/2023	**** 7370	TST* Open Sesame	\$78.82	Evelyn I Dominguez
05/26/2023	**** 2151	MOUNTAINCAREERS.COM	\$79.00	Christy Baumgarten
05/26/2023	**** 5188	NATURE'S BAKERY, LLC	\$201.60	Cathy A Click
05/27/2023	**** 3174	EASYKEYSCOM INC	\$18.41	Sandra F Dexter
05/27/2023	**** 7327	BRODART SUPPLIES	\$122.86	Kristen A Doyle
05/28/2023	**** 5188	AMZN Mktp US*6E41U8K83	\$143.91	Cathy A Click
05/28/2023	**** 5188	SOS REGISTRATION FEE	\$10.00	Cathy A Click
05/28/2023	**** 5188	SOS REGISTRATION FEE	\$10.00	Cathy A Click
05/28/2023	**** 7327	DEMCO INC	\$390.28	Kristen A Doyle
05/29/2023	**** 7327	AMZN Mktp US*MX4ZV2IL3	\$10.79	Kristen A Doyle
05/29/2023	**** 7327	AMZN MKTP US*5076F4563 AM	\$21.99	Kristen A Doyle
05/31/2023	**** 2151	FACEBK GGP87RKM2	\$45.51	Christy Baumgarten
06/01/2023	**** 2151	AMZN Mktp US*AO1LU3IE3	\$54.98	Christy Baumgarten

DATE	CARD	MERCHANT	AMOUNT	NAME
06/02/2023	**** 5068	AMZN Mktp US*YN9BE6VE3	\$28.49	Elena Marquez
06/02/2023	**** 5188	BETHEL PARTY RENTALS INC	\$197.80	Cathy A Click
06/02/2023	**** 9802	CITY-MARKET #0433	\$19.96	Kara Lindahl
06/02/2023	**** 5068	CITY-MARKET #0433	\$88.49	Elena Marquez
06/02/2023	**** 2151	GOOGLE *GSUITE_BASALTL	\$245.88	Christy Baumgarten
06/02/2023	**** 4338	CC CAFE	\$21.54	Charlotte M McLain
06/03/2023	**** 5068	EL JEVERAGE	\$36.98	Elena Marquez
06/03/2023	**** 4228	WAL-MART #5232	\$18.39	Laura Baumgarten
06/04/2023	**** 3174	AMAZON.COM*UD3423JJ3 AMZN	\$41.07	Sandra F Dexter
06/05/2023	**** 7327	AMZN Mktp US*ZG5W32GS3	\$73.79	Kristen A Doyle
06/06/2023	**** 2151	TMOBILE POSTPAID WEB	\$593.14	Christy Baumgarten
06/07/2023	**** 5188	AMZN Mktp US	-\$135.92	Cathy A Click
06/07/2023	**** 3174	DREAMTIME WATER DIST	\$113.20	Sandra F Dexter
06/09/2023	**** 7327	AMZN Mktp US*CY7R75XV3	\$83.99	Kristen A Doyle
06/10/2023	**** 5068	Amazon.com*JX1AD0P43	\$166.00	Elena Marquez
06/11/2023	**** 7327	AMZN Mktp US*C45GG1063	\$48.94	Kristen A Doyle
06/11/2023	**** 5068	CITY-MARKET #0433	\$120.73	Elena Marquez
Total			\$5,639.88	