

Basalt Regional Library District Board of Trustees Meeting
Monday, June 19, 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

- 5:15 PM Call to order
Citizen Comments
- 5:20 PM Board Comments
- 5:25 PM Staff Comments
- 5:30 PM Approval Items
- Minutes of the May 15, 2023 Board Meeting
 - May 2023 Accounts Payable
- 5:35 PM Graphic Novel, *Kristen Doyle, Cataloging Manager*
- 5:50 PM Set date for 2023 Board Retreat and Review Draft Agenda, *Elaine Nagey*
- 6:10 PM Review draft Annual Report, *Amy Shipley*
- 6:25 PM Gmail Training, *Amy Shipley*
- 6:40 PM Director's Report, *Amy Shipley*
- 7:00 PM Committee Reports:
- Bylaws Committee: *Carolyn Kane, chair*
 - Facilities Committee: *Jim Albert, chair*
 - Finance Committee: *Eric Pelander, chair*
 - May 2023 Financials
 - Personnel Committee: *Enid Ritchey, chair*
 - Policy Committee: *Elaine Nagey, chair*

ACTION ITEMS

7:30 PM Discussion and possible vote to move forward with recommendations of WJE to remediate roof leaks, *Amy Shipley*

7:45 PM Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Minutes

May 15, 2023

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

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Laura Baumgarten, Youth Services Manager; Kara Lindahl, Children's Librarian; Meghan Hayes, Bookkeeper

Community Members Present: Deborah Smith; Matthew Miller, CPA

Call to order

Elaine called the meeting to order at 5:15 PM

Citizen Comments

None

Board Comments

- Enid thanked members of the Bylaws, Policy, and Finance Committees for their work.
- Elaine welcomed Deborah Smith as an upcoming Board member.
- Carolyn asked about the updated list of Trustee names and term expiration dates. Amy noted the website will be updated once Deborah Smith has been ratified to the board.
- Amy stated a need to add a Staff Comment item to the agenda and noted that one agenda item has been eliminated since that item was addressed at a special Board meeting.

Approval Items

- Minutes of the April 17, 2023 Board Meeting
- Minutes of the April 20, 2023 Board Trustee Candidate Interview
- Minutes of the May 3, 2023 Special Board Meeting
- April 2023 Accounts Payable

Jim moved and Margaret seconded the motion to approve all of the above items with one correction to the April 17, 2023 Board Meeting minutes. The motion carried unanimously.

Friends of the Library Report, *Deb McCanne*

Amy read Deb's report.

Youth Services Introductions + Summer Reading, *Laura Baumgarten, Kara Lindahl, Teen Librarian, Youth Services Associate*

Laura and Kara played the Summer Reading video that is going out to all of the schools. The schools will show the video this week. All Summer Reading marketing materials are in both English and Spanish. Information about the program is on the sliders and two displays in the library. Instead of purchasing small toys, this year, those completing reading logs will receive either ice cream coupons or book bucks for the scholastic book fair. Graphic novels and audio books are part of summer reading this year, as well. Raffle tickets for a grand prize drawing are on

the bottom of each reading log. Staff will be promoting Summer Reading at the Motors on Midland event in Basalt.

Audit presentation and vote to approve 2022 audit, Matthew Miller, CPA

- Matthew Miller explained their audit process and what they look for. There were no changes this year. The financials are good with a good reserve. His one recommendation is to simplify the chart of accounts to reduce chances of posting to incorrect accounts. After Amy and Elaine sign the representation letter, Amy will provide copies to the Board members and a copy will be kept on file in the Library.
- Vote to approve the audit: Eric moved and Margaret seconded the motion to approve the audit. The motion carried unanimously.

Draft Bylaws, Bylaws Committee

The draft Bylaws were reviewed, and Amy will now send the draft to the Library's attorney. Once the attorney reviews the Bylaws, they will go to Board for a vote.

Set date for 2023 Board Retreat and Brainstorm Agenda Items, Elaine Nagey

- Board members will send dates they are not available in June, July, and August to Elaine.
- The Board also discussed possible agenda items for the retreat.

Report from Ad Hoc Ballot Measure Committee and discussion of same, Board of Trustees and Executive Director

Carolyn and Amy reported on the work of the Committee over the past month.

Director's Report, Amy Shipley

Items not in the written report

- Amy asked Board members to attend this Friday's concert.
- Amy asked Board members to think about attending the Summer Reading launch party on Saturday, June 3rd and to talk to staff if interested in volunteering to help set up or take down.
- The parking lot has been torn up for fiber internet installation.
- Amy is starting to think about a Strategic Plan timeline.

Committee Reports:

Bylaws Committee: *Carolyn Kane, chair*

Reported during Bylaws agenda item above.

Facilities Committee: *Jim Albert, chair*

Amy brought us up to date with the Charging stations

The roof consultant has been at work.

Finance Committee: *Eric Pelander, chair*

The Committee met and went through the April financials. We are where we expected to be. Payroll is below budget due to staff vacancies. We may have a smaller deficit at the end of the year than expected.

Personnel Committee: *Enid Ritchy*

The Personnel Committee will have their first meeting in June. The Committee consists of Elaine Nagey, Board President; Enid Ritchy, Trustee; Amy Shipley, Executive Director; and

Evelyn Dominguez, HR Manager. There isn't a citizen representative on the Personnel Committee due to sensitive information.

Policy Committee: *Elaine Nagey, chair*

The Policy Committee met on May 8th. There are a number of policies are on tonight's agenda under action items. There are four policies left to review; Open Records, Pandemic and Emergency, Holiday and Closure, and Firearms Policies. Once those are completed, the process of reviewing the policies begins again to make sure our policies are in line with what we are doing and what we need to do.

Ad Hoc Ballot Measure Committee: *Carolyn Kane, chair*

Carolyn asked about dissolving this committee. There was unanimous agreement to dissolve the Committee.

Appoint chair for Personnel Committee, *Elaine Nagey*

Elaine appointed Enid as chair of the Personnel Committee

Discussion and possible vote to create BRLD trustee email addresses, *Amy Shipley*

- Amy noted reasons for creating BRLD trustee email addresses and the cost to the Library.
- After discussion, Margaret moved and Enid seconded the motion to approve BRLD trustee email addresses. The motion carried with 5 ayes 1 nay.
- Amy will work with staff to set up these email addresses and will meet with members to provide training.
- It was asked if text messages fall under open records. They probably do so it was suggested limiting text messages and to use email or phone calls instead.

Discussion and possible vote to approve revised Public Comment Policy, *Amy Shipley*

- Amy added a sentence stating. "Individuals wishing to comment must reside in the Roaring Fork Valley."
- Carolyn moved and Jim seconded the motion to approve the newly revised Public Comment Policy. The motion was approved unanimously.

Discussion and possible vote to approve new Reconsideration Policy, *Amy Shipley*

- This is a new Policy. Amy noted some edits to be made and answered questions.
- Jim moved and Margaret seconded the motion to approve the Reconsideration Policy as revised. The motion passed unanimously.

Discussion and possible vote to approve new Display Policy, *Amy Shipley*

- Amy noted edits to be made, and Elaine noted a punctuation edit.
- Jim moved and Margaret seconded the motion to approve the new Display Policy with edits. The motion passed unanimously.

Discussion and possible vote to approve new Program Policy, *Amy Shipley*

- Amy noted one edit, and Carolyn suggested removing the second bullet under patron responsibility.
- Carolyn moved and Jim seconded the motion to approve the new Program Policy with the edit, and the second bullet under patron responsibility removed. The motion was approved unanimously as revised.

Discussion and possible vote to approve revised Material Collection Policy, Amy Shipley

Jim moved and Margaret seconded the motion to approve the Material Collection Policy with revisions. The motion passed unanimously.

Discussion and possible vote to accept proposal for ballot measure strategy consultant, Amy Shipley

This item has been deleted as it was addressed at a special Board meeting.

Discussion and possible vote on whether to proceed with investigating a potential library funding ballot measure, Elaine

After discussion Jim moved and Margaret seconded the motion to not proceed with investigating a potential library funding ballot measure for the calendar year 2023 The motion passed unanimously.

Adjourn Meeting

Jim moved and Margaret seconded the motion to adjourn the meeting. Elaine adjourned the meeting at 7:05 PM.

Respectfully submitted,

Margaret Simmons, Secretary

Date

Potential dates for Board Retreat in priority order:

Friday, September 22

Thursday, September 21

Friday, August 25

Thursday, August 24

Friday, August 18

Thursday, August 17

Friday, August 4

Thursday, August 3

Draft Agenda

Tour of the Library

Budget line by line, understanding financials – 1 hour

SWOT Analysis – 1 hour

Strategic planning – 1 hour

Budget for strategic planning – how much should we budget for the strategic planning process?

Longer-term vision and goals, new services

what worked and what didn't work about the last strategic planning process — being specific about lack of staff input and anything else that comes to mind so we can learn from the past

Director's role, board role - .5 hour

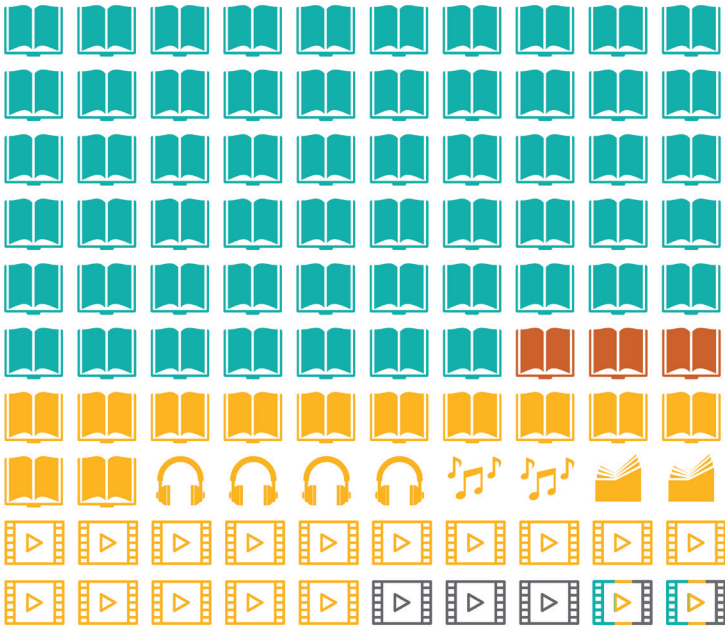
How to promote the library as a Board Trustee – related to using our time well to prepare for future ballot measure - .5 hour



2022 ANNUAL REPORT

87,538

PHYSICAL ITEMS BORROWED



72% Books • 20% Movies • 4% Audiobooks
• 2% Music • 2% Other

• 57% Adult Items • 3% Teen/Young Adult
Items • 35% Children Items • 3% Spanish
Items • 2% Combined Items



38,867

DIGITAL ITEMS BORROWED



45% eAudiobooks • 35% eBooks • 11% Films
• 9% Digital Magazines

607
Programs &
Events

with
8,068
people in attendance



4,735
computer sessions

37,394
wifi users

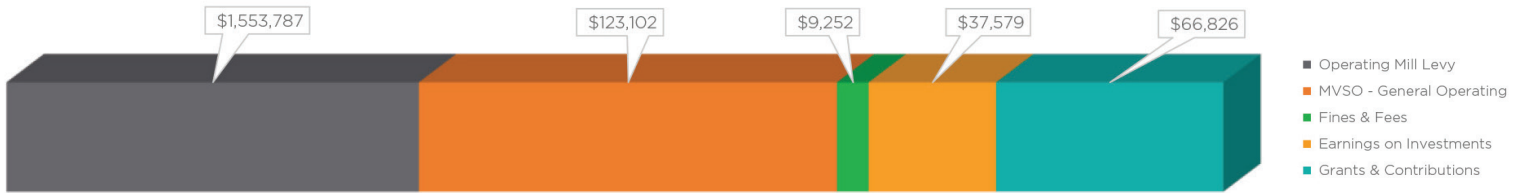


82,583
People visited



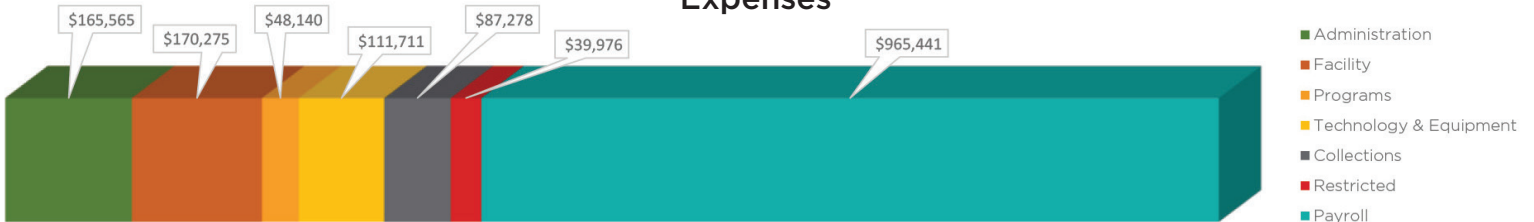
Operating Budget

Income



\$43,912 over expectations

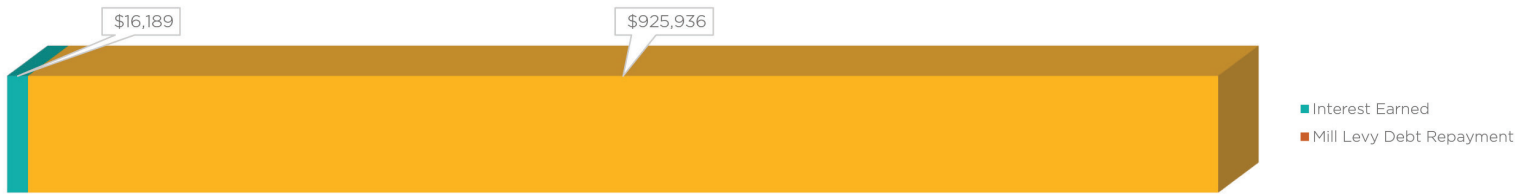
Expenses



\$162,959 under budget

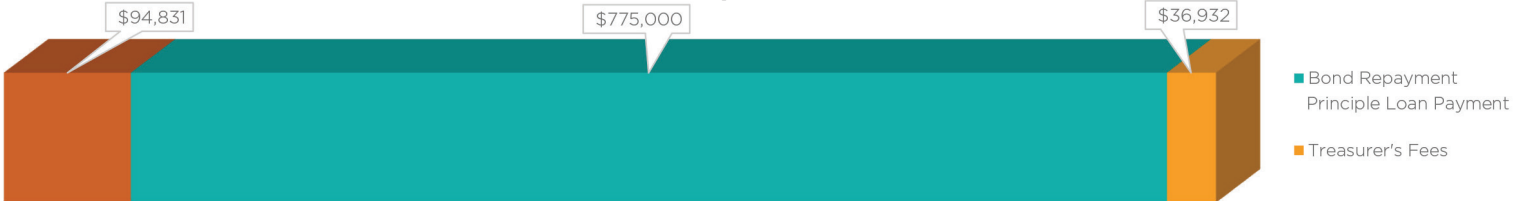
Bond Budget

Income



\$13,266 over expectations

Expenses



\$1,369 over budget

Capital Reserve Budget

Income



\$11,616 over expectations

Expenses



\$10,852 under budget

Administration and Personnel

CURRENT STAFF				
Total Staff Count	Total FTE	Total Staff Hours per Week	Count of Benefit Eligible Staff (over 20 hours)	Count of Staff not eligible for Benefits (under 20 hours)
18	14.58	583	16	3

STAFF VACANCIES				
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)	
Teen Librarian	40	1	Yes	
IT & Marketing Associate	40	1	Yes	
Youth Services Associate	40	1	Yes	
Patron Services Associate	30	.75	Yes	
Total *	150	3.75	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.

We have filled the 32-hour Patron Services Associate position. She began working on the 25th of May, and is a great addition to our team. We have begun scheduling interviews for the Music Coordinator position for the second week of June. We have reposted the Teen Librarian Position after that failed search.

Reports to State Agencies

The finalized 2022 audit has been filed with the State and we have print copies on file here at the Library.

Collection

The cataloging librarian attended the Innovative User Group conference in Phoenix earlier this month. This is an international conference made up of sessions by librarians who use the same library software we use. Useful sessions included projects using census data to map patrons to identify areas that could use further outreach, as well as to evaluate the diversity of a collection

as it relates to the library's community. The cataloging librarian plans on looking at the quality of census data available from the census bureau for the library district as well as the Roaring Fork Valley as a whole to see if this type of project would be feasible and/or helpful. The adult collection coordinator completed a huge weed of the nonfiction collection - great work! - and will soon be starting a weed of the fiction collection. The technical services associate is working with the Spanish Outreach coordinator to help with Monday evening book clubs, and has also been trained on using OCLC for copy cataloging. The technical services associate has also been doing an excellent job of keeping on top of books that need repair and getting them back on the shelf quickly. The cataloging librarian created an LGBTQ+ Pride display for June and will be working on a display featuring characters and authors with disabilities for July, which is Disability Awareness Month. While we did have an incident where two patrons checked out all of these LGBTQ+ display books, likely as an act of censorship, we have received many encouraging and grateful comments about this display, and had enough books selected to refill the display.

Programs

The youth department spent a good chunk of May getting summer reading information out to our local schools before the end of the school year. We have had multiple classes take field trips to the library, where we did tours and explained to each class how the library works. On June 3rd we had our summer reading kickoff party where we had more than 300 kids and parents in attendance. Fun was had by all. We kicked off summer reading performances with an event presented by the Pauline S. Schneegas Wildlife Foundation, at which we had 120 people in attendance. We had about 200 kids pre-register for summer reading and we have more registrations coming in every day.

Technology

The new computer installs for the year have been completed. The windows computers were installed on May 2, while the public Mac computer was installed on the 25th. The public mac does operate slightly differently than it did, as the updated mac OS is not compatible with the software available for session control. This month we also got a few replacement public hotspots for ones that were not returned, and they have been set up, cataloged, and are out for public use. We also got a batch of iPads for public checkout with funds from a grant. These have also been set up, cataloged, and placed out for library users to borrow. The back-end of the security camera system died this month, and we are looking at what it will cost to repair or replace that system.

Facility

We received the roof assessment and remediation plan from the roof engineering firm, and next steps are for the board to decide whether to move forward with their plan.

Community Relations

In addition to the regular monthly marketing efforts, we put some extra effort into advertising the Summer Reading Kickoff Party and the summer reading program in general. This included radio spots, newspaper spots, and a social media campaign that received excellent traction

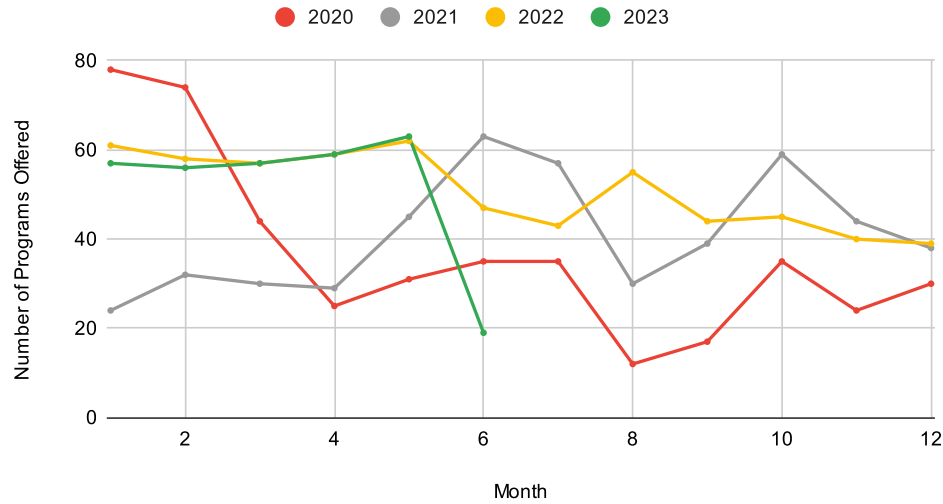
Fundraising

The Music Circle event raised between \$15,000 and \$20,000 to support the future of the music program at the library. Donations are still coming in, and we will have a more accurate total in a few weeks. The support for this program and for the Music Coordinator that the community has shown is special, and the library is so thankful for everyone's support.

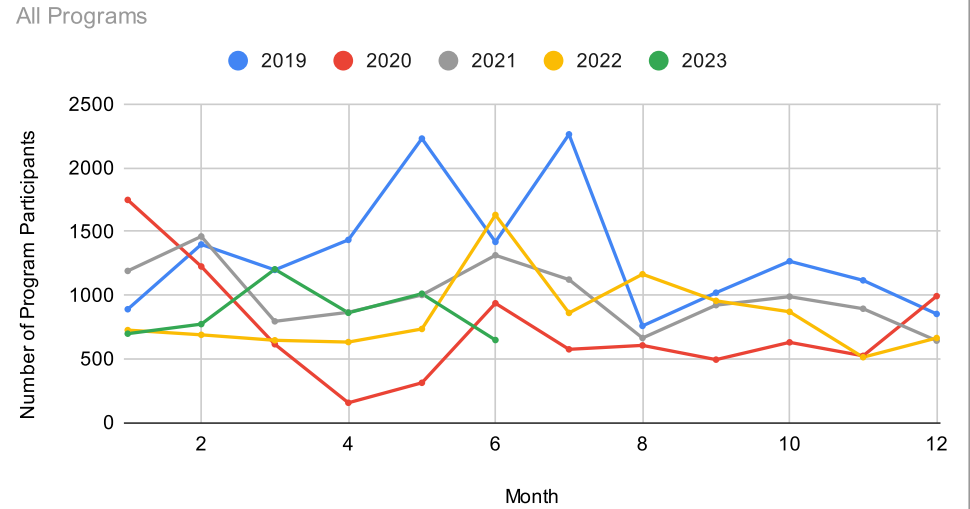
Leadership and Professional Development

The advocacy that I and other librarians in the state did to increase funding for the library courier system was successful. The agency that manages the courier contract will be receiving an additional \$150,000 in the next budget cycle. This will directly impact our cost for courier service by lowering our cost.

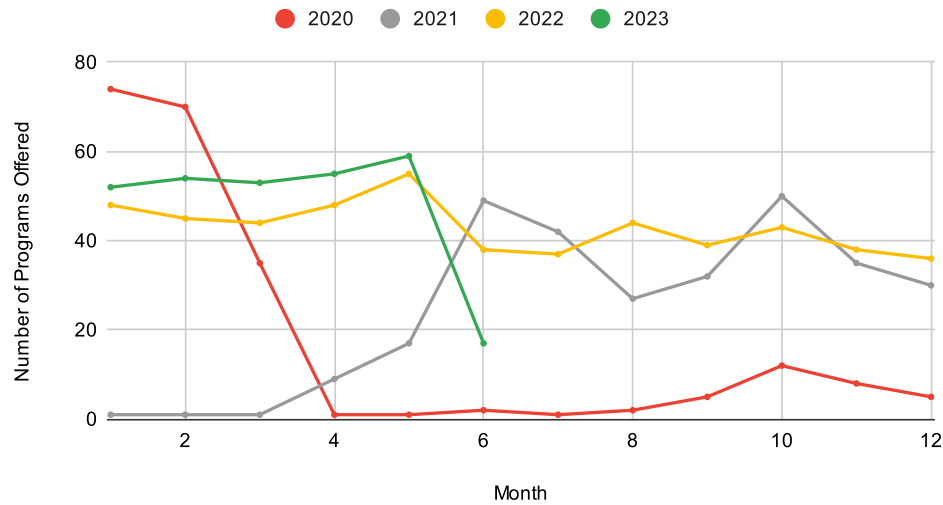
Basalt Regional Library - Total Programs Offered



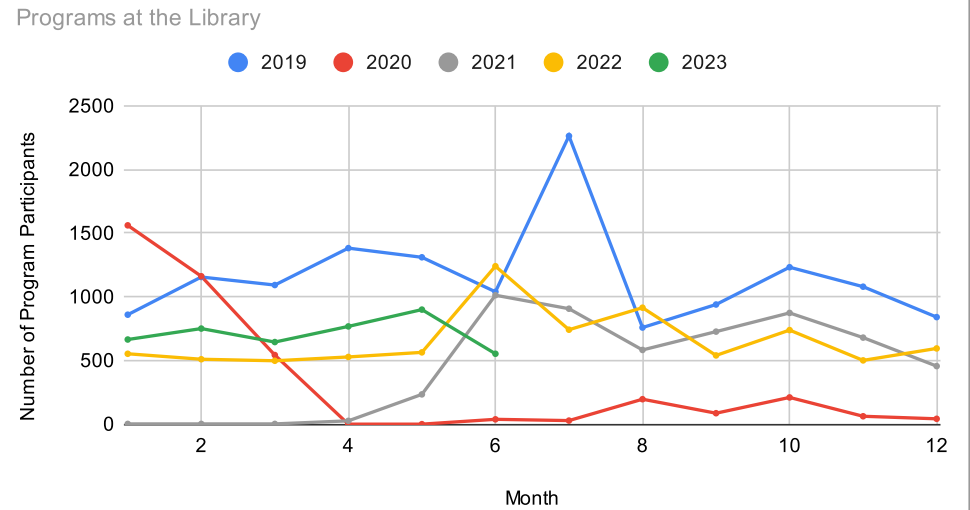
Basalt Regional Library - Program Attendance



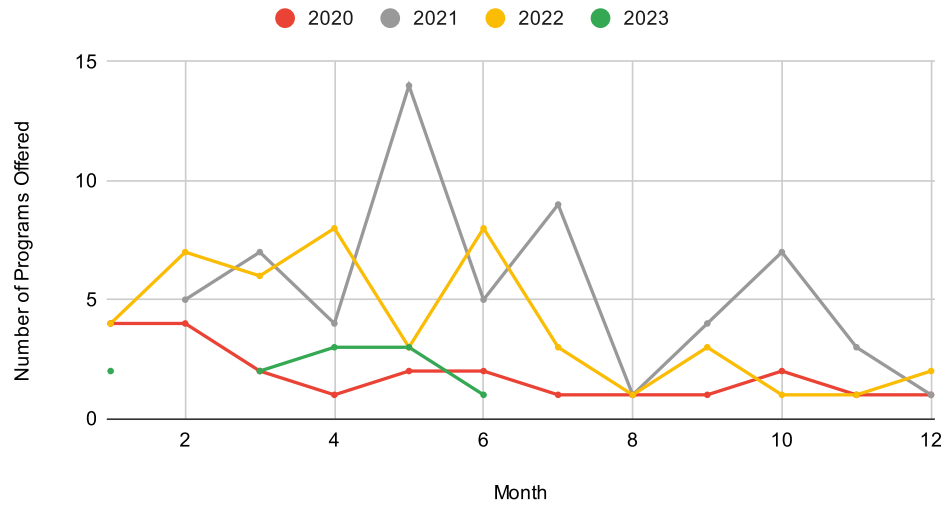
Number of On-Site Programs Offered



On-Site Library Program Attendance

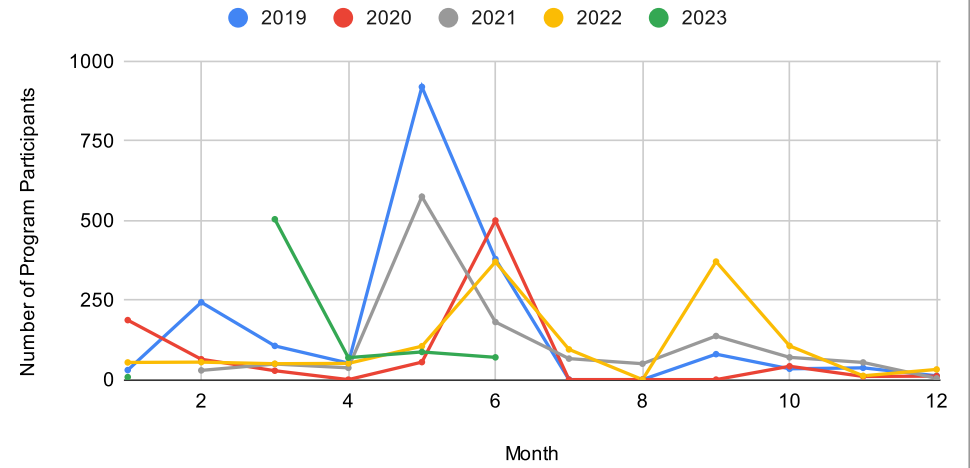


Number of Off-Site Programs Offered

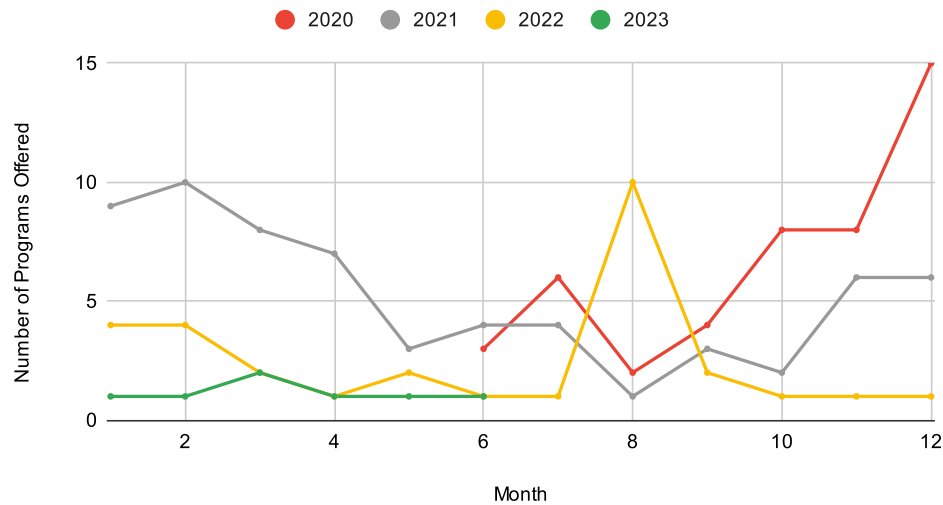


Off-Site Program Attendance

Off-Site and Outreach Programs

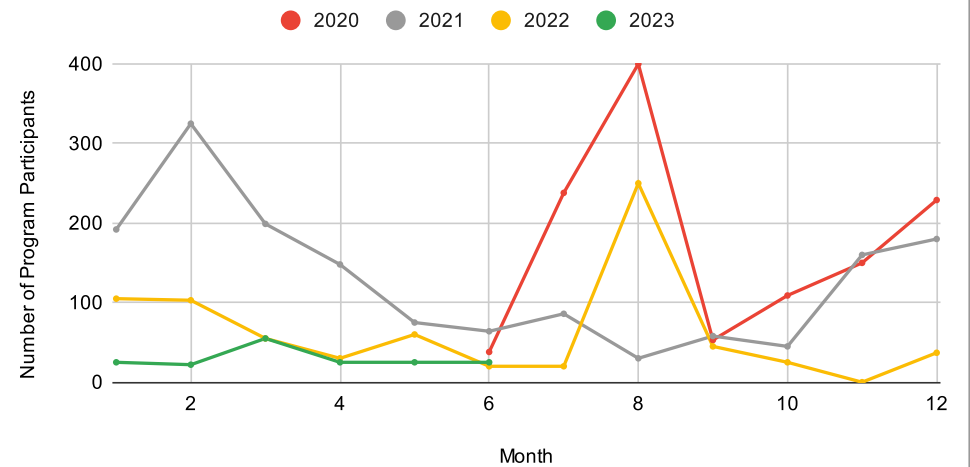


Number of Grab & Go Programs Offered



Grab & Go Program Participation

Grab and Go Programs



**Basalt Regional Library District
Balance Sheet
as of May 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	478,390			478,390		478,390
Colo Trust - Tabor Reserve #8003	53,381			53,381		53,381
Colo Trust - Operating Fund #8004	2,061,235			2,061,235		2,061,235
Colo Trust - Bond Repayment #8002		818,248		818,248		818,248
Colo Trust - Capital Rsv Fund #8005			769,081	769,081		769,081
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	-			-		-
Prepaid Expense	-			-		-
Property Tax Receivable	897,628			897,628		897,628
Pooled Cash (Interfund Transfers)	(355,010)	561,613	(206,604)	(0)	-	(0)
Capital Assets, net of depreciation	-	-	-	-	8,778,049	8,778,049
Total Assets	3,135,624	1,379,861	562,477	5,077,962	8,778,049	13,856,011
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	62,630	-	-	62,630	-	62,630
Other Current Liab						
Accrued Interest				-	12,899	12,899
Deferred Property Tax	897,538			897,538		897,538
Current Bonds Payable, 2012				-	780,000	780,000
Total Current Liabilities	960,168	-	-	960,168	792,899	1,753,067
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	960,168	-	-	960,168	3,301,283	4,261,451
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		818,248		818,248	-	818,248
Committed for Future Projects			562,477	562,477	(562,477)	-
Unassigned	2,097,456	561,613	-	2,659,069	(1,956,289)	702,780
Current Year Fund Balance	2,175,456	1,379,861	562,477	4,117,794	(2,518,767)	1,599,027
Total Liabilities and Fund Balance	3,135,624	1,379,861	562,477	5,077,962	8,778,049	13,856,011

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

		2022 Year End Actuals	2023 Budget	YTD Actuals 5/31/23	Actuals vs Budget YTD %	2023 Forecast
General Operating Beginning Fund Balance		1,728,500	1,761,053	1,828,124	67,071	1,828,124
Eagle County						
	Assessed Value	271,560,910	273,153,790			273,153,790
	% Increase	12%	0.59%			0.59%
	Operating Mill Levy Rate	3.363	3.360			3.360
Pitkin County						
	Assessed Value	192,808,360	193,543,290			193,543,290
	% Increase	4%	0.38%			0.38%
	Operating Mill Levy Rate	3.363	3.360			3.360
REVENUES						
4005	General Operating Mill Levy					
4010	Eagle County	702,200	712,931	449,886	63.10%	712,931
4020	Pitkin County	498,072	505,148	331,434	65.61%	505,148
4030	Mill Levy Supplement	348,618	350,023	224,517	64.14%	350,023
4040	Tax Abatement - Prior Year	-	-	-	0.00%	-
	Total General Operating Mill Levy	1,548,890	1,568,102	1,005,837	64.14%	1,568,102
4100	MVSO - General Operating					
4110	Eagle County	83,759	89,737	26,594	29.64%	89,737
4120	Pitkin County	39,343	42,475	12,474	29.37%	42,475
	Total MVSO - General Operating	123,102	132,212	39,068	29.55%	132,212
4200	Fines & Fees					
4205	Coffee Purchase	421	500	61	12.20%	146
4210	Copies	4,758	3,500	457	13.07%	1,098
4215	Earbuds	39	50	9	18.00%	22
4220	Faxing	422	-	5	Not Budgeted	5
4230	Fines	1,023	1,000	130	12.99%	312
4250	Meeting Room Rental	1,321	1,000	663	66.25%	1,000
4255	Reading Glasses	33	50	1	2.00%	2
4260	Replacement Books	1,143	1,500	35	2.33%	84
	Replacement Library Cards	2	-	-	0.00%	-
4285	Health Insurance Dividend - CEBT	-	-	6,780	Not Budgeted	6,780
4290	Holy Cross Deposit Return/Member Equity	90	100	-	0.00%	-
4261	Miscellaneous	-	-	3,952	Not Budgeted	5,000
	Total Fines & Fees	9,252	7,700	12,093	157.05%	14,449
4300	Earnings on investments					
4310	Colostrust Int Op Acct	37,579	36,768	37,460	101.88%	38,165
4320	Mill Levy Interest	4,897	6,234	(210)	-3.37%	6,234
	Total Earnings on investments	42,475	43,002	37,250	86.62%	44,399
4400	Contributions *see detail					
4410	Contributions- Non-Restricted	7,947	5,000	538	10.75%	1,290
4412	Contributions- Restricted	1,294	1,000	-	0.00%	-
	Contributions- Music	2,000	-	-	0.00%	-
	Total Contributions	11,241	6,000	538	8.96%	1,290

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

				2022 Year End Actuals	2023 Budget	YTD Actuals 5/31/23	Actuals vs Budget YTD %	2023 Forecast
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%	-
4600	Grants - Restricted							
4602	Restricted - Library Foundation			1,250	5,000	811	16.23%	1,947
	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 - Legends Event			-	-	-	0.00%	-
	Restricted - Association of Science			6,000	-	-	0.00%	-
	Restricted - Rotary Grant			1,000	-	-	0.00%	-
	Restricted - Cares Grant - Tmobile Data			-	-	-	0.00%	-
	Restricted - Cares Grant - TOB Art Camp			-	-	-	0.00%	-
	Restricted - LSTA Grant			-	-	-	0.00%	-
	Restricted - Humanities			-	-	-	0.00%	-
	Restricted - Outdoor Equity			5,000	-	-	0.00%	-
	Restricted - Charge Ahead			5,000	-	-	0.00%	-
	Restricted - ARP Grant			6,478	-	-	0.00%	-
	Restricted - GRT			5,225	-	-	0.00%	-
	Restricted- Aspen Thrift Shop			2,500	-	-	0.00%	-
4620.14	Restricted - Library Trust			-	5,000	3,900	78.00%	5,000
4620.15	Restricted - Other Misc			-	30,000	11,848	39.49%	30,000
	Total Restricted Fund Income - Foundation/Friends			50,819	45,000	19,990	44.42%	41,947
TOTAL REVENUES				1,790,546	1,802,016	1,114,775	61.86%	1,802,399
OPERATING:								
Administration								
	Contract Services							
5010	Accounting			11,261	1,920	2,185	113.79%	2,486
5020	Audit - Annual			14,000	13,250	13,250	100.00%	13,250
5030	Courier			2,847	11,500	8,541	74.27%	11,500
5040	Legal			13,156	15,000	896	5.97%	2,150
	Total Contract Services			41,264	41,670	24,872	59.69%	29,386
	Insurance							
5100	Insurance							
5110	Property & Liability Insur			300	23,650	36,029	152.34%	36,029
5120	Worker's compensation			176	2,376	1,484	62.46%	2,376
	Total Insurance			476	26,026	37,513	144.14%	38,405
	Professional Dev. & Memberships							
5230	Board			494	1,600	167	10.47%	402
5235	Employers Council			1,383	3,300	1,917	58.09%	3,300
5240	Library Association Dues			760	1,000	840	84.00%	1,000
5250	Spec District Ass'n Due			1,481	1,599	1,196	74.74%	1,599
5260	Staff			9,305	10,000	4,283	42.83%	10,000
5275	Volunteer Appreciation			-	275	405	147.27%	596
5276	Staff Appreciation			-	275	146	53.03%	275

Prepare for Internal Use Only

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 5/31/23	Actuals vs Budget YTD %	2023 Forecast
5270		Travel expenses	7,226	4,000	1,698	42.45%	4,000
		Total Professional Dev. & Memberships	20,649	22,049	10,652	48.31%	21,173
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%	16,110
5293		Signage	319	1,000	651	65.08%	1,000
5295		Social Media Ads	559	1,500	391	26.05%	1,500
5297		Targeted Newspaper Ads	4,131	6,000	2,041	34.01%	6,000
5286		Spanish Language Interpretation/Translating	-	5,000	604	12.08%	1,449
5287		Job Ads	-	2,000	444	22.20%	2,000
		Total Publicity	28,677	37,500	20,749	55.33%	34,059
5300		Supplies					
5310		Office Supplies	11,348	8,640	4,983	57.68%	8,640
5320		Technical Cataloging & Service	5,295	8,500	3,623	42.62%	8,500
5330		Postage & Shipping	292	1,000	-	0.00%	-
		Total Supplies	16,934	18,140	8,606	47.44%	17,140
5350		Treasurer's fees					
5360		Eagle fees	27,334	29,188	17,371	59.51%	29,188
5370		Pitkin fees	31,015	29,918	20,359	68.05%	29,918
		Total Treasurer's fees	58,348	59,106	37,730	63.83%	59,106
		Total Administration	166,349	204,491	140,121	68.52%	199,269
		Facility Expenses					
5410		Janitorial	53,337	54,913	19,849	36.15%	54,913
5420		Janitorial Supplies	2,613	6,480	4,600	70.99%	6,480
5430		Landscaping	10,394	10,800	3,193	29.57%	10,800
5440		Maintenance *Detailed List Attached	52,249	30,000	10,581	35.27%	30,000
5450		Mat Cleaning	828	-	-	0.00%	-
5460		Snow Removal	5,705	4,620	-	0.00%	-
		Total Facility Expenses (Maintenance)	125,125	106,813	38,223	35.79%	102,193
5500		Utilities					
5510		Electric	7,938	15,290	3,092	20.22%	15,290
5515		Compost Collection System	791	864	519	60.07%	864
5520		Gas	10,966	10,506	9,363	89.12%	10,506
5575		Hot Spots	8,194	-	-	0.00%	-
5530		Internet Connectivity	1,239	14,904	3,419	22.94%	14,904
5540		Sanitation	3,278	3,359	1,666	49.58%	3,359
5550		Telephone	5,754	8,424	2,225	26.41%	8,424
5560		Trash	7,543	6,221	3,441	55.32%	6,221
5570		Water	4,647	4,763	738	15.50%	1,772
		Total Utilities	50,350	64,331	24,463	38.03%	61,340
		Total Facility Expenses	175,475	171,143	62,686	36.63%	163,533
		Library Programs					
5610		Adult Program	10,306	9,000	6,629	73.66%	9,000
5612		Adult Materials	1,559	-	-	0.00%	-

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 5/31/23	Actuals vs Budget YTD %	2023 Forecast
5615		Art	-	-	-	0.00%	-
5620		Children's	10,676	4,000	4,836	120.90%	5,847
5625		Children's Materials	2,126	-	84	Not Budgeted	84
5630		Community	-	-	-	0.00%	-
5634		Liquor License	500	375	-	0.00%	-
5633		Movie License	-	550	-	0.00%	-
5640		Music	15,973	15,000	11,912	79.41%	15,000
5650		Spanish Language	832	3,000	2,108	70.28%	3,000
5635		Volunteers	96	-	-	0.00%	-
5660		Teens	6,473	4,000	1,952	48.79%	4,000
5601		Summer Reading	-	-	-	0.00%	-
5601.01		Adult Summer Reading	-	1,000	-	0.00%	-
5601.02		Teen Summer Reading	50	2,000	1,297	64.84%	2,000
5601.03		Children's Summer Reading	-	5,000	1,340	26.81%	5,000
5601.04		Spanish Language Summer Reading	-	2,000	249	12.45%	598
5602		Community Events	1,413	10,000	4,570	45.70%	10,000
		Total Library Programs	50,003	55,925	34,977	62.54%	54,529
		Technology & Equipment					
		Copiers & Equipment					
5730		Lease	3,933	-	353	Not Budgeted	353
5740		Service Agreement / Copy Usage	5,276	5,000	647	12.94%	1,552
5750		Copier Supplies	511	-	124	Not Budgeted	124
		Total Copiers & Equipment	9,720	5,000	1,123	22.47%	2,029
5760		Marmot ILS System	92,349	97,000	47,711	49.19%	97,000
5770		Miscellaneous Parts	3,153	2,000	363	18.16%	872
5780		Support & Service Agreements					
5782		Adobe	915	972	870	89.50%	972
5784		Appointment Booking	147	120	674	561.67%	919
5793		Canva	-	-	-	0.00%	-
5788		Domain / Network Solutions	228	250	76	30.39%	250
5795		Emma	662	1,500	662	44.10%	1,500
5802		Google Cloud G Suite	2,313	2,900	1,152	39.72%	2,900
5830		Livechat Website	192	240	-	0.00%	-
5835		Movie License	494	-	-	0.00%	-
5820		Planning Center / Tockify	249	264	84	31.82%	264
5824		Scheduling / When I Work	896	540	-	0.00%	-
5825		Webpage Builder	233	250	90	35.96%	250
5828		Zoom	162	150	150	99.93%	150
		Marketing & Graphic Design					
		Website Tools					
		Communication & Time Management					
		New Website					
		Total Support & Service Agreements	6,490	7,186	3,757	52.29%	7,205
5840	500	Tech Labor & Repair	-	2,000	-	0.00%	-
		Total Technology	111,711	113,186	52,954	46.79%	107,105
		Collections					
5910		Audio					
5920		Adult BCD	3,598	3,000	1,104	36.79%	3,000
5922		Spanish Audio Adult	255	750	-	0.00%	-

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 5/31/23	Actuals vs Budget YTD %	2023 Forecast
5924		Spanish Audio Youth	-	500	27	5.50%	66
5930		Youth Audio	284	2,200	256	11.63%	614
		Total Audio	4,137	6,450	1,387	21.51%	3,680
6000		Books & Magazines					
6010		Adult fiction books	10,899	12,000	4,318	35.98%	12,000
6020		Adult non-fiction books	9,606	12,000	4,840	40.33%	12,000
6025		Board Games	475	500	284	56.85%	500
6030		Juvenile Fiction	4,586	7,000	2,728	38.97%	7,000
6040		Juvenile Non-Fiction	3,943	3,000	1,238	41.27%	3,000
6045		Large Print	1,756	2,000	809	40.44%	2,000
6050		Print Subscriptions	6,994	4,500	630	14.00%	1,512
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
6070		Spanish adult non-fiction	959	1,000	459	45.90%	1,000
6080		Spanish children's books	2,616	4,500	675	14.99%	1,619
6100		YA Fiction	5,373	1,600	2,486	155.39%	3,863
6110		YA Non-Fiction	1,499	5,400	798	14.78%	1,915
6120		Special Items	779	2,000	281	14.03%	673
		Total Books	53,290	59,000	20,582	34.88%	50,583
6200		Digital Resources					
6210		<u>Annual Subscriptions:</u>					
6220		Ancestry.com	-	-	-	0.00%	-
6230		Culturegrams	2,692	1,840	-	0.00%	-
6235		Creative Bug	-	-	-	0.00%	-
6240		Ency Britannica	-	-	493	Not Budgeted	493
6245		Gale Student Resources	-	1,475	-	0.00%	-
6250		Gale Public	536	2,205	1,502	68.13%	2,205
6253		Learning Express Library	-	2,800	-	0.00%	-
6270		Mango Languages	3,916	3,990	-	0.00%	-
6275		New York Times	100	100	-	0.00%	-
6280		Tumblebooks	52	665	577	86.78%	665
6285		Wallstreet Journal	488	465	434	93.35%	465
6295		Pebble Go	1,679	1,500	1,469	97.91%	1,500
6300		<u>Downloadable Titles:</u>					
6305		Kanopy	3,287	6,000	2,752	45.87%	6,000
6308		OCLC World Share	-	-	-	0.00%	-
6320		Overdrive	15,272	21,750	8,176	37.59%	21,750
6330		RB Digital	-	-	-	0.00%	-
		Databases for Adults					
		Databases for Teens					
		Databases for Kids					
		Databases for all ages					
		Total Digital Resources	28,021	42,790	15,402	36.00%	33,078
6400		Media					
6410		Adult Music	-	300	-	0.00%	-
6420		Juvenile Music	89	200	66	33.11%	200
6430		Adult Movies	5,445	6,000	2,307	38.44%	6,000
6440		Juvenile Movies	273	1,000	357	35.67%	1,000
6460		Video / Games	522	800	297	37.18%	800

Prepare for Internal Use Only

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

				2022 Year End Actuals	2023 Budget	YTD Actuals 5/31/23	Actuals vs Budget YTD %	2023 Forecast
			Total Media	6,330	8,300	3,027	36.47%	8,000
			Total Collections	91,778	116,540	40,398	34.66%	95,341
		6800	Restricted Funds					
	6802		Restricted Exp - Library Foundation	2,871	-	-	0.00%	-
	6804		Restricted Exp - Library Friends	2,064	-	-	0.00%	-
	6806		Restricted Exp - State of Colorado Grant	1,731	-	-	0.00%	-
	6808		Restricted Exp - Humanities Grant	2,700	-	-	0.00%	-
	6810		Restricted Exp - CO SHARP	800	-	-	0.00%	-
	6812		Restricted Exp - Growing Readers Together	5,584	-	-	0.00%	-
	6820.04		Restricted Exp - TOB Art Camp	-	-	-	0.00%	-
	6803.00		Restricted Exp - ARP Grant	21,251	-	-	0.00%	-
	6814.00		Restricted Exp - Outdoor Equity	2,975	-	-	0.00%	-
	6820.10		Restricted Exp - Special Programs	-	-	-	0.00%	-
	6801		Restricted Exp - Misc	-	40,000	-	0.00%	40,000
			Total Restricted Funds	39,976	40,000	-	0.00%	40,000
			Total Operating expenses	635,293	701,286	331,137	47.22%	659,777
		6900	Payroll Expenses					
	6910		Payroll	822,530	991,647	350,038	35.30%	991,647
	6920		Payroll Service	6,178	8,100	2,699	33.32%	8,100
	6930		Payroll Taxes	63,147	80,906	27,742	34.29%	80,906
	6940		Retirement Plan	18,444	29,363	10,134	34.51%	29,363
	6950		Health Insurance	55,253	138,168	42,517	30.77%	138,168
	6960		Life Insurance	-	713	-	0.00%	713
	6965		STD/LTD	-	9,285	-	0.00%	9,285
	6970		FAMLI	-	8,000	1,974	24.68%	8,000
	6957		Background Check	1,343	500	1,202	240.40%	2,000
	6985		HR Assessment	1,735	-	-	0.00%	-
	6955		Wellness / Health - CEBT Dividend Pmts	-	-	-	0.00%	-
			Total Payroll Expenses	968,629	1,266,682	436,307	34.44%	1,268,182
			TOTAL EXPENDITURES	1,603,922	1,967,968	767,443	39.00%	1,927,959
			Net General Fund Income/(Loss)	186,624	(165,952)	347,332		(125,560)
			Allocation to Capital Reserve Outlay	87,000	600,000	-	0.00%	600,000
			General Fund Balance	1,828,124	995,101	2,175,456	218.62%	1,102,564

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

	2022 Year End Actuals	2023 Budget	YTD Actuals 5/31/23	Actuals vs Budget YTD %	2023 Forecast
Bond Repayment Beginning Fund Balance	799,713	837,168	835,076	(2,092)	835,076
Eagle County					
Assessed Value	271,560,910	273,153,790			273,153,790
% Increase	12%	0.59%			
Bond Mill Levy Rate	3.363	1.992			1.992
Pitkin County					
Assessed Value	192,808,360	193,543,290			193,543,290
% Increase	4%	0.38%			
Bond Mill Levy Rate	3.363	1.992			1.992
REVENUES					
Interest Earned - Bond Repayment	16,189	16,000	12,906	80.66%	16,000
Mill Levy Debt Repayment					
Eagle County	541,176	544,122	341,431	62.75%	544,122
Pitkin County	384,762	385,538	252,957	65.61%	385,538
Total Mill Levy Debt Repayment	925,937	929,661	594,388	63.94%	929,661
Transfer from General Fund					
TOTAL REVENUES	942,126	945,661	607,294	64.22%	945,661
EXPENDITURES					
Bond Interest	94,831	77,394	38,697	50.00%	77,394
Bond Repayment Principle Loan Payment	775,000	780,000	-	0.00%	780,000
Treasurer's Fees					
Eagle County	16,256	16,324	10,240	62.73%	16,324
Pitkin County	20,676	11,566	13,572	117.35%	19,277
Total Treasurer's Fees	36,932	27,890	23,813	85.38%	35,601
TOTAL EXPENDITURES	906,764	885,284	62,509	7.06%	892,995
Net Fund Income/(Loss)	35,363	60,377	544,785	902.31%	52,666
Bond Repayment Fund Balance	835,076	897,545	1,379,861	153.74%	887,742
**Bond Repayment Schedule:					
May 1 - Series 2012 Interest		38,697		5/1/2024	29,922
November 1 - Series 2012 Interest		38,697		11/1/2024	29,922
November 1 - Series 2012 Principle		780,000		11/1/2024	780,000
Series 2012 Bond Matures 11/2026					

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

		2022 Year End Actuals	2023 Budget	YTD Actuals 5/31/23	Actuals vs Budget YTD %	2023 Forecast
Capital Reserve Beginning Fund Balance		607,860	578,104	602,128	24,024	602,128
REVENUES						
7210	Allocation From General Fund	87,000	600,000	-	0.00%	600,000
7230	Interest Earned - Reserve Fund	11,917	8,744	15,330	175.32%	32,830
TOTAL REVENUES		98,917	608,744	15,330	2.52%	632,830
EXPENDITURES						
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
8310.03	Conference Room - A/V Replace	3,532	10,000	631	6.31%	10,000
8310.09	Fiber Cable	-	5,000	-	0.00%	5,000
8310.10	Handrail for Tent Area	-	-	6,000	Not Budgeted	6,000
8310.01	HVAC Compressors	9,211	-	-	0.00%	-
8310.02	Painting - Exterior	32,000	-	-	0.00%	-
8310.11	Painting - Interior	-	12,000	-	0.00%	12,000
8310.12	Pumps / Valves	-	-	-	0.00%	-
8310.13	Security Cameras	-	-	-	0.00%	-
8310.14	Televisions	-	-	-	0.00%	-
8310.07	Copiers - Staff and Public Purchase	12,943	13,000	-	0.00%	13,000
8310.15	Roof	-	600,000	8,000	1.33%	600,000
8310.16	Remove Solar from Roof	-	50,000	-	0.00%	50,000
8310.17	Consulting Engineer	-	50,000	-	0.00%	50,000
8310.06	EV Charging Station	25,163	-	4,792	Not Budgeted	5,000
8310.08	Lighting Control System Replacement	9,886	-	6,944	Not Budgeted	7,000
8310	Miscellaneous	11,473	10,000	5,389	53.89%	10,000
TOTAL EXPENDITURES		104,648	774,000	54,980	7.10%	792,000
Net Fund Income/(Loss)		(5,732)	(165,256)	(39,651)	23.99%	(159,170)
Capital Reserve Fund Balance		602,128	412,848	562,477	136.24%	442,958

**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 R&M	\$ 600.00
01/31/23	Grizzly Electric	Electrical	Lighting R&M	\$ 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 R&M	\$ 510.00
02/22/23	Storm King Roofing LLC	Miscellaneous	Snow Removal	\$ 750.00
02/24/23	The Glass Guru	Building/Interior Maintenance	Window R&M	\$ 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 R&M	\$ 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 R&M	\$ 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 R&M	\$ 1,260.00
Sub-Total April				\$ 2,341.96
05/15/23	*Divvy	Miscellaneous	Misc R&M	\$ 610.60
05/25/23	Roto Rooter Plumbing	Building/Interior Maintenance	Women's Toilet Auger	\$ 266.35
Sub-Total May				\$ 876.95
Grand Total				<u>\$ 10,580.97</u>

Alarm / Monitoring	\$ 1,127.82
Electrical	\$ 912.50
Fireplace maintenance	\$ 250.00
Building/Interior Maintenance	\$ 4,432.00
Inspection / Testing	\$ -
Pest Control	\$ -
Plumbing / Heating	\$ 1,985.00
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 1,873.65
	\$ 10,580.97

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
May 6 - June 9

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	\$ 260.85
Adult	Old World Wine Co	\$ 408.00
Adult Movies	Midwest Tape	\$ 28.30
Advertising	Aspen Daily News	\$ 247.26
Background Check	Employers Council Services, Inc.	\$ 312.50
Capital Reserve Exp-Staff Comp	Marmot Library Network, Inc.	\$ 16,520.71
Children's	Raising a Reader	\$ 300.00
Childrens Summer Reading	PSS Wildlife Foundation	\$ 150.00
Childrens Summer Reading	Whitney Anderson	\$ 100.00
Community Events	Art of Air LLC	\$ 700.00
Compost Collection System	EverGreen ZeroWaste	\$ 78.00
Electric	*Holy Cross Energy	\$ 535.58
Gas	*Black Hills Energy	\$ 1,111.47
Internet Connectivity	Ena Services LlC	\$ 243.04
Janitorial	Alsco	\$ 35.61
Janitorial	First Impression Glass Cleaners	\$ 1,857.00
Janitorial Supplies	Aspen Maintenance Supply	\$ 681.05
Janitorial/Maintenance	Grizzly Creek Enterprises, Inc.	\$ 10,723.90
Landscaping	Daly Property Services, Inc.	\$ 1,596.56
Lease	Wells Fargo Financial Leasing	\$ 104.31
Maintenance	Aspen Floorcovering, Inc	\$ 650.00
Multiple	*Divvy	\$ 8,682.38
Multiple	Basalt Office & Art Supply	\$ 241.72
Multiple	Blackstone Publishing	\$ 236.94
Multiple	Ingram Library Services	\$ 2,347.30
Music	Emily Burr	\$ 600.00
Music	Harrington Smith Floral	\$ 500.00
Music	Javier De Los Santos	\$ 600.00
Music	Josefina Mendez Jazz	\$ 1,500.00
Music	Sarah Graf	\$ 500.00
Music	Tiffany Haddad	\$ 590.00
Office Supplies	ODP Business Solutions	\$ 16.39
Overdrive	Overdrive, Inc	\$ 3,497.51
Payroll Liabilities	*TIAA-CREF	\$ 5,409.23
Payroll Service	*Paychex Payroll Service	\$ 422.30
Service Contract	*Sqaure Services	\$ 35.00
Targeted Newspaper Ads	The Sopris Sun	\$ 210.00
Teen Summer Reading	Dominick Strecher	\$ 50.00
Telephone	Century Link	\$ 491.73
Translation / Interpretation	Dulce Andrea Suarez	\$ 227.50
Trash	Waste Management	\$ 675.25
		\$ 63,477.39



Monthly statement

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

\$22,145.62 available / \$30,000.00 limit

Thank you for using Divvy!

We appreciate you.

Your statement balance as of 05/15/2023 is

\$7,854.38

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	\$8,027.60
Payments	\$8,027.60
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$7,854.38
Statement balance	\$7,854.38



Payments

DATE	TYPE	AMOUNT
04/15/2023	Autodraft	\$8,027.60
	Total	\$8,027.60



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
04/15/2023	**** 4338	CITY-MARKET #0433	\$61.55	Charlotte M McLain
04/15/2023	**** 9304	BASALT MOUNTAIN INN	\$349.20	Amy Shipley
04/16/2023	**** 3174	AMZN Mktp US*HJ7DK6Y01	\$76.90	Sandra F Dexter
04/17/2023	**** 4228	AMAZON.COM*HJ7K907P2 AMZN	\$50.96	Laura Baumgarten
04/18/2023	**** 4228	AMZN Mktp US*HJ8QB7Y40	\$88.00	Laura Baumgarten
04/19/2023	**** 3174	SP AIRFILTERS/CON_AI	\$533.70	Sandra F Dexter
04/20/2023	**** 3174	AMZN Mktp US*HV12I9GM2	\$20.59	Sandra F Dexter
04/20/2023	**** 2151	FEED.MIKLE.COM	\$89.89 <small>(\$0.89 foreign fee)</small>	Christy Baumgarten
04/20/2023	**** 9304	AMZN Mktp US*HV0FG8740	\$5.89	Amy Shipley
04/20/2023	**** 2151	AMZN Mktp US*HV7U25H71	\$73.99	Christy Baumgarten
04/20/2023	**** 7370	MOUNTAIN STATE EMPLOYE	\$795.00	Evelyn I Dominguez
04/21/2023	**** 9304	AMZN Mktp US*HV3SL1RW0	\$3.65	Amy Shipley
04/21/2023	**** 4338	TIPSY TROUT	\$39.55	Charlotte M McLain
04/21/2023	**** 3174	AMZN MKTP US*HV8PK16X0 AM	\$36.93	Sandra F Dexter
04/21/2023	**** 5188	MAIN STREET GALLERY AND F	\$436.45	Cathy A Click
04/21/2023	**** 9802	CITY-MARKET #0433	\$23.35	Kara Lindahl
04/22/2023	**** 9304	AMZN Mktp US*HF9GH5LV0	\$68.85	Amy Shipley
04/22/2023	**** 2151	TMOBILE*WEB ORDER	\$270.00	Christy Baumgarten
04/23/2023	**** 9802	PGH WATER COOLER	\$28.35	Kara Lindahl
04/24/2023	**** 2151	ZOOM.US 888-799-9666	\$149.90	Christy Baumgarten
04/25/2023	**** 4228	AMZN Mktp US*HF20Y31E1	\$22.99	Laura Baumgarten
04/26/2023	**** 4228	CLIC	-\$25.00	Laura Baumgarten
04/27/2023	**** 4228	AMZN Mktp US*HF1339HC2	\$9.99	Laura Baumgarten
04/27/2023	**** 4228	AMZN Mktp US*HF3345HC2	\$11.99	Laura Baumgarten
04/27/2023	**** 4228	AMZN Mktp US*HF2BB7R00	\$151.32	Laura Baumgarten
04/27/2023	**** 5188	SQ *THE WHOLE EMPANADA	\$125.50	Cathy A Click
04/28/2023	**** 5188	Bookbinders Basalt	\$405.00	Cathy A Click

DATE	CARD	MERCHANT	AMOUNT	NAME
04/28/2023	**** 5188	CITY-MARKET #0433	\$44.97	Cathy A Click
04/29/2023	**** 5188	SQ *SUNSHINE & MOONS, LLC	\$418.00	Cathy A Click
04/29/2023	**** 5188	TIMBOS PIZZA	\$66.38	Cathy A Click
04/30/2023	**** 2151	FACEBK 4RL6WPXMH2	\$124.96	Christy Baumgarten
04/30/2023	**** 4228	JIMBO'S LIQUORS	\$29.60	Laura Baumgarten
04/30/2023	**** 4228	JIMBO'S LIQUORS	\$22.20	Laura Baumgarten
05/02/2023	**** 2151	GOOGLE*GSUITE BASALTLI	\$230.40	Christy Baumgarten
05/02/2023	**** 4338	CITY-MARKET #0433	\$87.30	Charlotte M McLain
05/03/2023	**** 9304	BASALT MOUNTAIN INN	\$193.50	Amy Shipley
05/04/2023	**** 2151	AMZN Mktp US*BA5ZT4Z63	\$38.80	Christy Baumgarten
05/04/2023	**** 2151	TMOBILE POSTPAID WEB	\$548.56	Christy Baumgarten
05/04/2023	**** 9304	BASALT MOUNTAIN INN	-\$193.50	Amy Shipley
05/04/2023	**** 5188	PAPERLESS POST	\$58.00	Cathy A Click
05/04/2023	**** 9802	PRINT MY RIBBON	\$140.29	Kara Lindahl
05/05/2023	**** 9802	AMZN Mktp US*745QU6YP3	\$16.11	Kara Lindahl
05/05/2023	**** 9802	AMZN Mktp US*YD45Z6AM3	\$23.51	Kara Lindahl
05/05/2023	**** 2151	AMZN Mktp US*J96M42333	\$15.99	Christy Baumgarten
05/05/2023	**** 9802	Amazon.com*HT0J65NY3	\$44.73	Kara Lindahl
05/05/2023	**** 9802	Amazon.com*A07LR8HP3	\$15.24	Kara Lindahl
05/06/2023	**** 9802	Amazon.com*GI9Z61RA3	\$49.20	Kara Lindahl
05/06/2023	**** 9802	AMZN Mktp US*LS9BS8AD3	\$321.85	Kara Lindahl
05/06/2023	**** 9802	AMZN Mktp US*FE95Q7143	\$23.51	Kara Lindahl
05/06/2023	**** 9304	FSP*COLORADO ASSOCIATION	\$150.00	Amy Shipley
05/06/2023	**** 3174	DREAMTIME WATER DIST	\$89.40	Sandra F Dexter
05/07/2023	**** 5068	AMAZON.COM*OE7NA6KW3 AMZN	\$249.00	Elena Marquez
05/10/2023	**** 4228	AMZN Mktp US*3Q19H1CP3	\$131.85	Laura Baumgarten
05/11/2023	**** 7327	TVM 44TH STWSHG TNARP	\$2.00	Kristen A Doyle
05/11/2023	**** 7327	AMERICAN AIR0010288568900	\$30.00	Kristen A Doyle
05/12/2023	**** 7327	TST* Pedal Haus PHX	\$19.55	Kristen A Doyle
05/12/2023	**** 7327	SHERATON PHOENIX DOWNTOWN	\$36.00	Kristen A Doyle
05/12/2023	**** 4338	TIPSY TROUT	\$42.60	Charlotte M McLain

DATE	CARD	MERCHANT	AMOUNT	NAME
05/13/2023	**** 7327	SHERATON PHOENIX DOWNTOWN	\$24.63	Kristen A Doyle
05/13/2023	**** 9304	BASALT MOUNTAIN INN	\$338.00	Amy Shipley
05/13/2023	**** 7327	AMAZON.COM*884HP4JT3 AMZN	\$69.00	Kristen A Doyle
05/14/2023	**** 7327	SHERATON PHOENIX DOWNTOWN	\$27.81	Kristen A Doyle
05/14/2023	**** 5188	PAYPAL *TIFFLEIGH5	\$360.45	Cathy A Click
05/14/2023	**** 7327	RPS GRAND JUNCTION	\$60.00	Kristen A Doyle
Total			\$7,854.38	



May 26, 2023

Amy Shipley, Executive Director
Basalt Regional Library District
14 Midland Ave
Basalt, CO 81621

Basalt Regional Library

Roof Assessment
WJE No. 2022.7310.0

Dear Ms. Shipley:

At the request of Basalt Regional Library (Library) and in accordance with our proposal dated February 2, 2023, Wiss, Janney, Elstner Associates, Inc. (WJE) completed an assessment of the roofing system at the Basalt Regional Library (the Library), located at 14 Midland Avenue in Basalt, Colorado. The purpose of this letter report is to document our observations, provide a discussion regarding those observations, and offer conceptual recommendations for repair.

BACKGROUND

This regional Library serves the communities of Old Snowmass, Basalt, El Jebel and the Fryingpan Valley. The Library is approximately 21,000 square feet with construction having been completed circa 2012. The Library features low-slope roof areas covered with a mechanically attached 60-mil thermoplastic polyolefin (TPO) roofing system with a ¼-inch gypsum coverboard over polyisocyanurate insulation with a structural steel roof deck. There are two low-slope roofs sections covered with photovoltaic (PV) arrays installed over TPO membrane, and one steep-sloped roof area covered with a copper standing seam metal roofing system located at the southeast corner of the building. In the winter months of 2014/2015, staff reported leakage to the interior, believed to originate from the roof. Repairs to the TPO roofing system are reportedly performed on an ongoing basis. Due to ongoing leaks and unsuccessful remediation, the Library issued a Request for Proposal (RFP), dated November 1, 2022, for a qualified roofing consultant to assess the existing roofing systems and included a summary of work summarized by the following:

1. Condition assessment of existing roof system and accessories.
2. Preparation of a written report of findings, conclusions and recommendations.
3. Based on report findings, consult with the Library on the appropriateness of repair or replacement of roof system as well as potential improvements to design.
4. Prepare repair or replacement drawings and specifications.
5. Help prepare RFP for roof repair or replacement work.
6. Provide Construction Administration Services during roofing work, including site visit reviews.

WJE responded to the RFP on December 13, 2022 which included a firm overview, proposed project team, references, and a scope of work with associated fees. WJE was shortlisted and participated in an interview after which, the Library awarded WJE with the project. The following letter report describes our document review, assessment, findings, and conceptual repair recommendations.

DOCUMENT REVIEW

Prior to our field assessment, WJE reviewed the following documents provided by the Library:

1. Construction Documents, dated September 11, 2018, prepared by OZ Architecture and A4 Architects LLC.
2. Storm King Roofing bid, dated March 9, 2022, to remove existing TPO and cover board and replace with new cover board and fully adhered TPO roof system as well install all new roof penetration flashings.
3. Alexander Roofing Company bid, dated May 2, 2022, to remove existing TPO and cover board and replace with new cover board and mechanically attached PVC roof system as well install all new roof penetration flashings.
4. Roof Meeting Minutes, dated July 27, 2022.

Our review of the documents and drawings indicate the existing roof system, as described previously, consist of a JP Stevens 60-mil TPO roof assembly mechanically attached through ¼-inch gypsum coverboard over 4 to 6-inches of polyisocyanurate insulation to a structural steel roof deck (Figure 1). All roof areas are low-sloped and covered with the described TPO roof system except for the steep-sloped roof area (Roof G) is covered with a copper standing seam metal roof system over 6-inches of polyisocyanurate insulation attached to wood sheathing (Figure 2).

FIELD ASSESSMENT

Due to significant snowfall during the winter of 2022/2023, WJE delayed starting the project to allow the snow and ice on the roof to melt. An initial site visit was conducted on April 12, 2023 by Chris McInnis, AIA who met Amy Shipley, Executive Director of the Library. This site visit was used to gain a better understanding of the leak locations, layout of the roof, access to the roof, and obtain hard copies of the original Construction Drawings (CDs). WJE made digital copies of the hardcopies for reference and provided the Library with the digital copies on a thumb drive and returned the original CD's during our return visit to conduct the assessment.

On April 24, 2023, Mr. McInnis, AIA and Tim O'Brien, RRO returned to the Library to perform an assessment of the TPO roof and copper standing seam roof system. Our assessment also included targeted self-performed openings, combined with diagnostic flood testing of two roof drains where reported leaks were identified at the interior. For discussion purposes, WJE has labeled each roof area, Roof Area A through Roof Area G (Figure 3). Note Roof Area G is the only section of the roof with a copper standing seam metal roof system, the remaining roof areas are the described TPO roof system.

In general, the 60-mil TPO membrane is showing signs of premature aging with fractures observed near fasteners and at plates used to secure the membrane. The roof system is reported to be original to the building and is approximately 12 years old. Key observations from our assessment are summarized below.

- The reinforcing scrim is visible at the surface of the TPO membrane and is not fully embedded (Figure 4). The reinforcing scrim is typically not visible at the surface of the membrane with reputable TPO manufacturers.
- A fracture in the membrane was observed at the outside edge of the insulation fastener plate and fastener (Figure 5). These were most prominent at the lower Roof F near the step-down transition to Roof E.
- A fracture in the pressure sensitive tape was observed at the transition point from the standing seam metal roof to the TPO roof section at Roof F (Figure 6). The copper metal flashing was pressing against the back of the pressure sensitive tape.
- Fractures were observed in the TPO membrane at parapet flashing conditions which consisted of splits above fasteners (Figure 7).
- A debonded TPO T-patch was noted at a lap seam in the field of Roof F below the standing seam metal roof (Figure 8).
- An area of overheated TPO membrane was observed with the material deforming and wrinkling (Figure 9).
- Fish mouths were observed at a TPO field seam and it appeared that a full 1 ½-inch weld was not achieved (Figure 10).
- Cohesive failure of sealant at the base of a PV metal support column base was observed and is cohesively failing and no longer adhered to the metal base and the TPO flashing material (Figure 11).
- Staining on the surface of TPO pressure sensitive tape at the parapet wall adjacent to the standing seam metal roof at Roof F was observed. The pressure sensitive tape has debonded from the TPO membrane at the parapet (Figure 12).
- An unhemmed metal edge is in contact with the TPO membrane where the standing seam metal roof overlaps the TPO roof (Figure 13).
- Widespread damage to the surface of the TPO membrane in the form of cuts or scrapes presumably from snow removal equipment at Lower Roofs E and C are visible (Figure 14).
- Punctures in the TPO membrane at the wall flashing below the clearstory windows at Upper Roof A are visible (Figure 15 and Figure 16).
- A puncture in the TPO membrane from a backed-out fastener is visible below the TPO membrane adjacent to the south parapet wall of Roof C (Figure 17).
- A TPO T-patch is torn at the inside corner of the parapet at the northwest corner of Roof C (Figure 18).
- There are eight fixed skylights installed flat located at Roof C and D. WJE observed ponding water on two of the skylight's glass (Figure 19).

- Staining indicative of ponding water and debris accumulation were visible around primary and overflow drains underneath the PV array at the center of Roof C (Figure 20).
- The TPO membrane at Roof F was significantly stained most likely from runoff of the adjacent copper roof (Figure 21).
- Numerous TPO repair patches were observed at all TPO roof areas (Figure 22 and Figure 23).

Exploratory Openings & Diagnostic Leakage Testing

After our visual assessment, WJE self-performed three exploratory openings through the TPO roof system (Figure 24) utilizing a roof core cutter. Exploratory openings were made to gain a better understanding of the as-built conditions of the roof system, the thickness of the materials, and overall thickness of the assembly. The exploratory openings were repaired with pressure sensitive repair tape after the openings was documented. Key observations are described below:

Exploratory Opening No. 1

The first opening was made at Roof D adjacent to the wall of Roof B (Figure 25). Due to the thickness of the assembly, the roof core cutter did not reach the metal roof deck. The roof system consists of the following layers from the bottom layer up to the roof surface (Figure 26):

1. Two layers of polyisocyanurate insulation approximately 2-inches thick (4-inches in total thickness), one layer of polyisocyanurate insulation 2 ½-inches thick, and layer of tapered polyisocyanurate.
2. A ¼-inch thick gypsum cover board mechanically fastened to the metal deck.
3. A 60-mil TPO membrane mechanically fastened to the metal deck.

WJE did not identify any damage to the roofing materials or evidence of water infiltration at this opening.

Exploratory Opening No. 2

The second opening was made on Roof D adjacent to the primary and overflow drains at the east side of the roof (Figure 27). Since the insulation was not as thick near the drain due to slope provided from the tapered insulation, we able to reach the metal roof deck. The roof system consists of the following layers from the bottom layer up to the roof surface (Figure 28):

1. Two layers of polyisocyanurate insulation approximately 2-inches thick (4-inches in total thickness).
2. A ¼-inch gypsum cover board mechanically fastened to the metal deck.
3. A 60-mil TPO membrane mechanically fastened to the metal deck.

WJE did not identify any damage to the roofing materials or evidence of water infiltration at this opening.

Exploratory Opening No. 3

The third opening was made on upper Roof B adjacent to the drains located at the southeast corner of the roof. Since the insulation was not as thick near the drain due to slope provided from the tapered insulation, we able to reach the metal roof deck. The roof system consists of the following layers from the bottom layer up to the roof surface (Figure 29):

1. Two layers of polyisocyanurate approximately 2-inches thick (4-inches in total thickness), one layer of polyisocyanurate insulation 2 ½-inches thick.
2. A ¼-inch gypsum cover board mechanically fastened to the metal deck.
3. A 60-mil TPO membrane mechanically fastened to the metal deck.

The gypsum cover board material has broken down to a granulated powder with no cohesion between the gypsum and the facer material that makes up the board which is evidence of water infiltration at this area (Figure 30). The exploratory opening at this location is adjacent the drain that was leak tested and where leakage was reported at the interior.

Roof Drain Leakage Test

Diagnostic leakage testing was performed at the roof drains located at the southeast corner of Roof B (adjacent to Opening No. 3) and in the approximate location of the reported leakage. A steel column is located adjacent to the roof drain penetration in the lobby area of the Library and staff indicated water had accumulated at the base of the column during spring snowmelt (Figure 31).

WJE inserted a drain plug into the primary drain and filled the drain bowl with water approximately 4 inches deep (Figure 32 and Figure 33). The test ran for approximately one hour. WJE was unable to identify leaks at the interior of the Library, however, there was evidence from exploratory Opening No. 3 that previous water infiltration into the roofing system had occurred in the area around the drains.

DISCUSSION

The average serviceable life of a TPO roofing system is twenty years. The roofing system is reported to be original to the building and is approximately 12 years old but is showing signs of premature aging and failure. It is our understanding that the membrane manufacturer, JP Stevens, is no longer in business. It is also our understanding that JP Stevens TPO membranes do not have a reliable track record due to premature deterioration and failure resulting from manufacturing related issues. Since the manufacturer is no longer in business, obtaining compatible materials to perform repairs may prove difficult due to the chemical makeup of each TPO membrane, as no two manufacturers produce the exact same membrane. Premature aging and membrane failure is prevalent in both the reinforced membrane near mechanical attachment points as well as at the pressure sensitive membrane installed at edge metal details. The fractures in the reinforced membrane are located at pressure points where the membrane has shrunk as it ages, and the membrane was unable to accommodate the movement. The areas where fractures have occurred will continue to pull apart as water accumulates on the roof surface and freeze-thaw cycles cause the membrane fractures to expand. The pressure sensitive membrane installed over the edge metal is brittle and no longer flexible in many locations. The fractures in the membrane and hardening of the pressure sensitive membrane are difficult to locate and continuously repair.

The TPO system includes both white and grey membrane flashing materials. Some of the TPO detail membrane patches are experiencing delamination or debonding from the material below. Since the system is a single-ply membrane, the patches provide the watertightness necessary for a TPO roof system to perform and are therefore vital to the performance of the roof system. When patches debond from the roof surface they may allow water to enter the roof assembly at these locations. Wrinkles or fish mouths in

the TPO field seams are incomplete welds where a potential path for water to enter the roof assembly exists. Inside corner patches were overheated and the membrane deformed. TPO that has been overheated commonly breaks down more readily from ultraviolet (UV) exposure. Areas where the membrane has been overheated are difficult to repair as patches larger than the existing patch must be applied in these areas.

The exploratory opening at Roof B revealed a deteriorated gypsum cover board most likely due to continued water infiltration. The coverboard had broken down into granules with no integrity between the top and bottom surface of the board. The coverboard provides compressive strength below the TPO membrane, protects the insulation, and helps with impact resistance from hail. Sealant applied to flashing details such as coping metal and PV stands is deteriorated and separated and/or debonded from the metal. Open voids in the sealant joints are a potential pathway for moisture to enter the roof system. Sealants need to be inspected and maintained on a regular basis and replaced if deteriorated to limit the potential for water infiltration. A high-grade and properly installed sealant should have an expected service life of approximately 10 to 15 years.

Snow removal tools, such as shovels and/or snow blowers, is likely causing additional damage to the membrane. Scrapes and cuts in the membrane can occur when snow removal takes place and the tool used has a metal edge. Mechanically attached single ply systems are vulnerable to damage from snow removal. The fasteners and plates to secure the membrane in place are installed above the coverboard, directly below the membrane surface and can be struck with the snow removal tool causing damage. The surface damage across this roof system is widespread.

Maintenance is another important factor in the performance of a commercial roof system. Most manufacturers recommend maintenance twice a year at a minimum and after any significant weather event to identify and repair failing components of the system before major damage can occur to the roof assembly. These repairs may include replacement of failed sealants and/or application of repair patches to TPO membrane at areas where damage has been sustained. This also includes cleaning areas around drains to promote proper drainage of the roof system as debris tends to collect around drains.

CONCEPTUAL REPAIR RECOMMENDATIONS

Due to premature deterioration of the 60-mil TPO membrane, numerous previous repairs, and the inability to properly repair the membrane, WJE recommends that the existing TPO roof membrane, cover board and metal flashings be removed. Salvage the metal flashings to the extent possible. Any existing insulation that has not been exposed to moisture or that has not been damaged should be left in place and secured to the metal deck to meet wind uplift requirements. Once the insulation is properly secured to the metal deck, adhere a new layer of ½-inch thick gypsum coverboard using a low-rise foam adhesive. Then, adhere a new 60-mil thick TPO membrane to the cover board. In addition to the recommendation described above, the following items should also be considered:

1. Have the existing PV array removed and reinstalled by Sol Energy (original installer) at upper Roofs A, B and Lower Roof C.

2. Remove the existing TPO mechanically fastened membrane by opening the lap seams and backing out the fasteners to minimize the potential for widening fastener holes within the metal deck.
3. Only remove the metal flashings necessary for the removal of the TPO membrane and cover board. Salvage as much of the metal flashing as possible.
4. Take care to not damage the existing drains. Overflow scupper will likely need to be replaced with new compatible TPO clad metal scuppers.
5. Install ½-inch-per-foot insulation crickets at the upslope side of all roof penetrations wider than 24-inches.
6. Trim back the copper standing seam metal at Roof G above the parapet height on both ends and at an angle. Install a gutter across the bottom of the standing seam roof that directs water away from the lower Roof F.
7. Remove and salvage existing skylights. Install additional tapered blocking at the upslope side of all skylight curbs to provide slope for the fixed skylights so water will no longer pond on the glass. Reinstall skylights.

This building has an extensive polyisocyanurate insulation package and it would be a significant cost to replace. Since widespread leakage has not been reported, and based on our findings through exploratory work, much of the insulation appears to be in salvageable and can be reused. Additionally, by securing the cover board to the insulation with low-rise foam adhesive, it eliminates fasteners directly below the surface of the TPO membrane which will help reduce the risk of damage during snow removal. Further, the thermal efficiency for the roofing system should improve as this attachment method also reduces thermal bridging from the fastener penetration through the entire assembly to the metal deck.

CLOSING

WJE's findings and recommendations are based on the observations and representative conditions at the time of our assessment. Depending upon the length of time between completion of this investigation and implementation of repairs, observed conditions may propagate or change. Other conditions may also exist, or develop over time, which were not found during our investigation. Our recommendations are conceptual and preliminary in nature and do not represent a design or specification for repairs. This report was prepared for, on behalf of, and for the exclusive use of the Library.

We appreciate the opportunity to continue to be of service. Please do not hesitate to contact us if you would like to discuss the report further.

Sincerely,

WISS, JANNEY, ELSTNER ASSOCIATES, INC.



Chris McInnis, AIA
Senior Associate



Tim O'Brien, RRO
Associate III

FIGURES

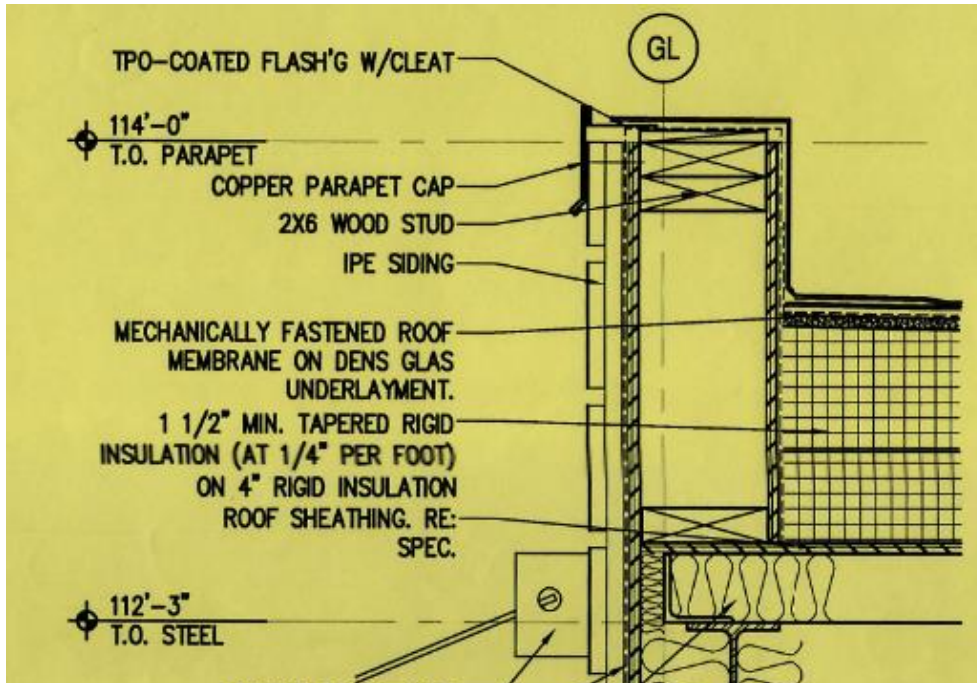


Figure 1. Original CDs, Detail 1, Sheet 9.2, Section through TPO roof system

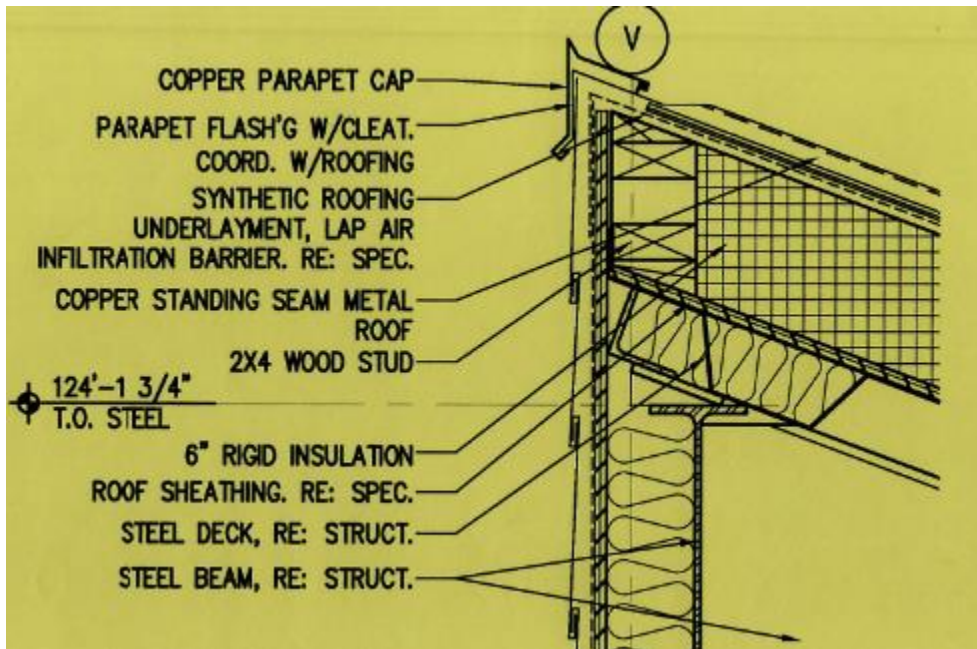


Figure 2. Original CDs, Detail 6, Sheet 9.2, Section through copper standing seam roof system

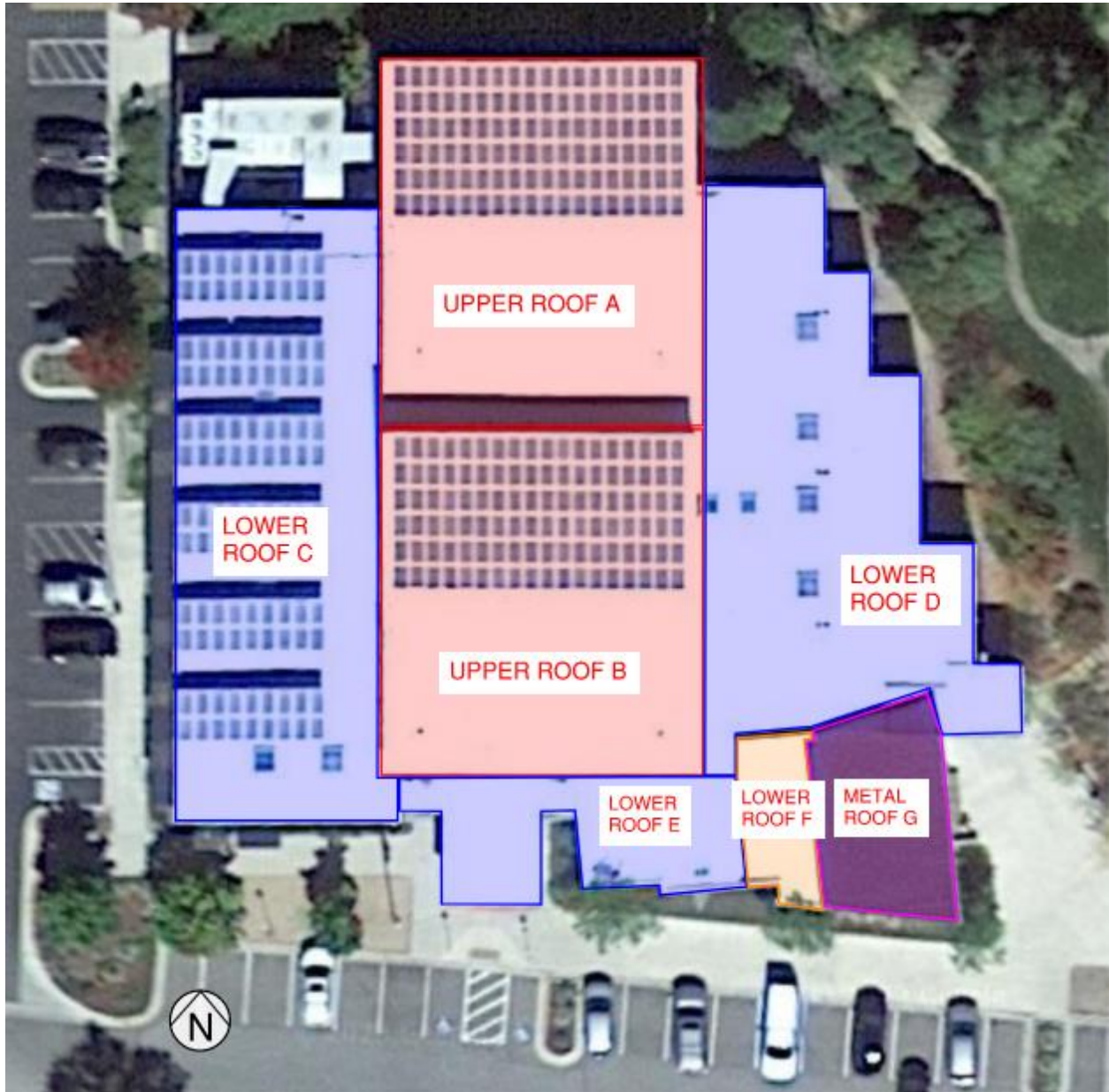


Figure 3. Aerial view of the Library roof with roof area labels for identification.



Figure 4. The reinforcing scrim is visible through the surface of the TPO membrane.



Figure 5. TPO membrane fracture at roof step down



Figure 6. Deteriorated pressure sensitive tape over metal flashing.



Figure 7. TPO membrane deterioration at parapet wall.



Figure 8. Debonded T-patch at TPO lap seam Roof F.

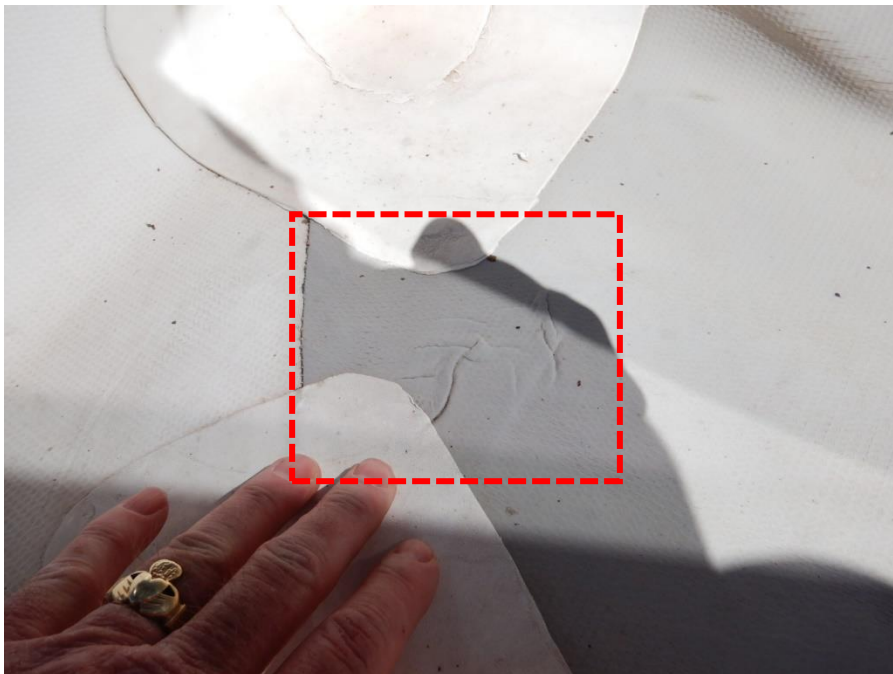


Figure 9. Overheated TPO detail membrane.

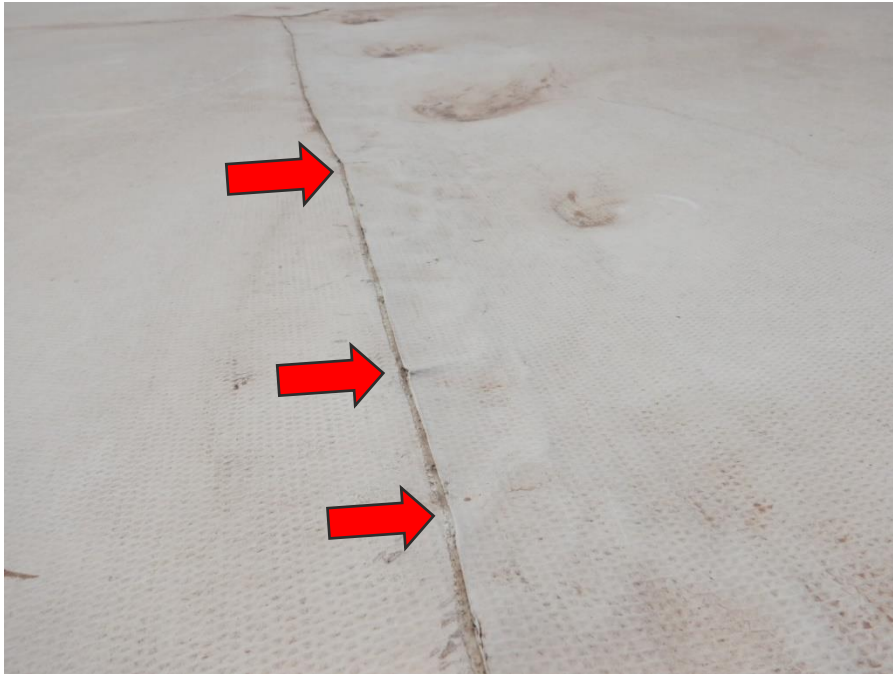


Figure 10. Wrinkles and fish mouths on TPO field seam.

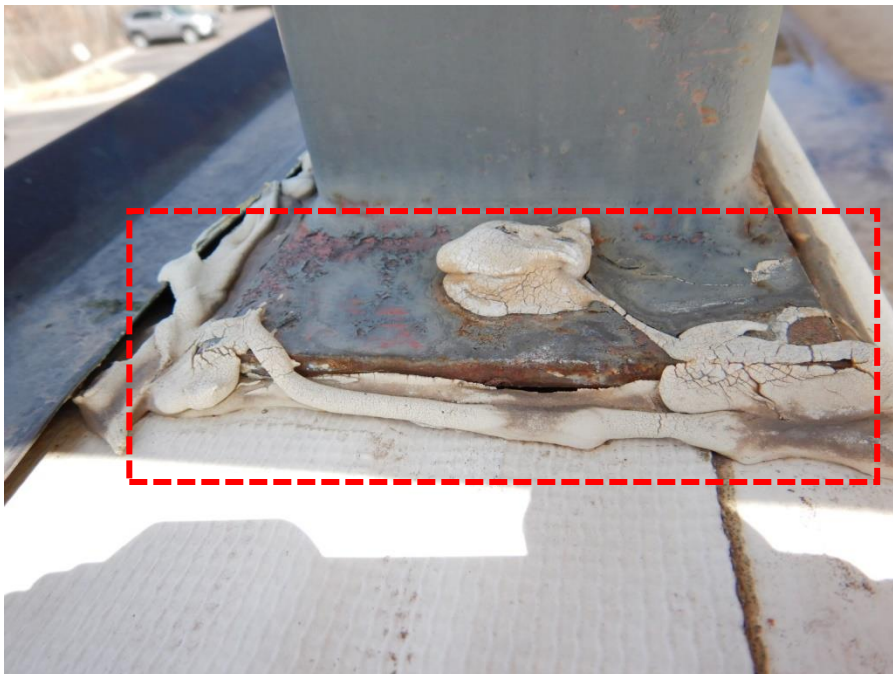


Figure 11. Deteriorated sealant at PV array support post.



Figure 12. Stained pressure sensitive tape on south side of roof area F.

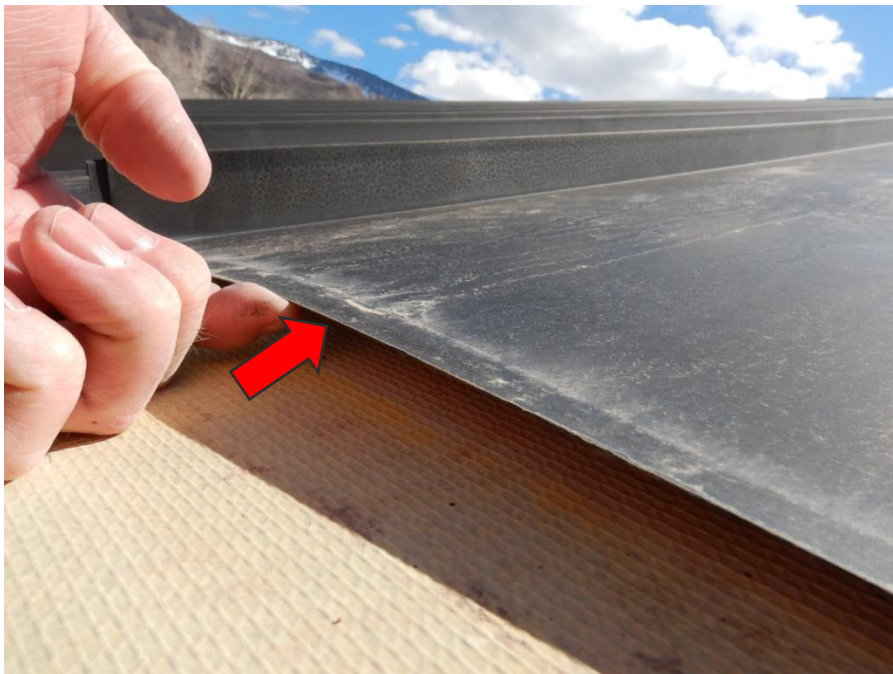


Figure 13. Sharp edge on standing seam metal roof panel.

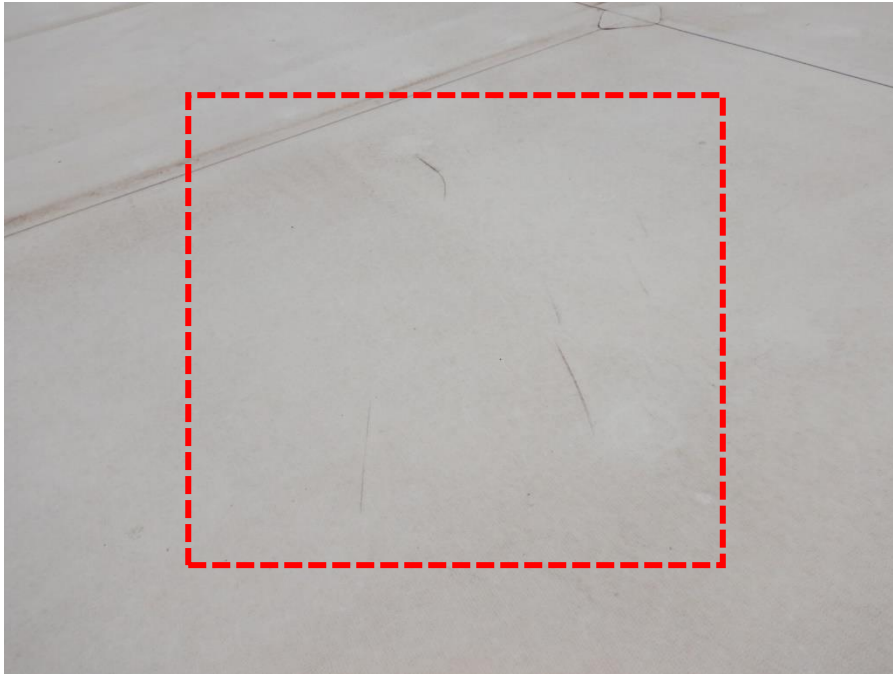


Figure 14. Scraps on TPO roof membrane surface.

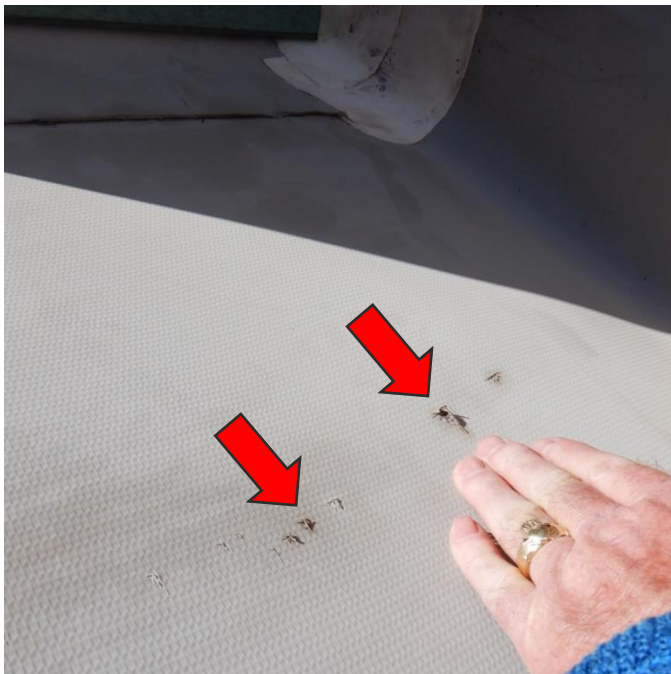


Figure 15. Holes in TPO wall flashing membrane.

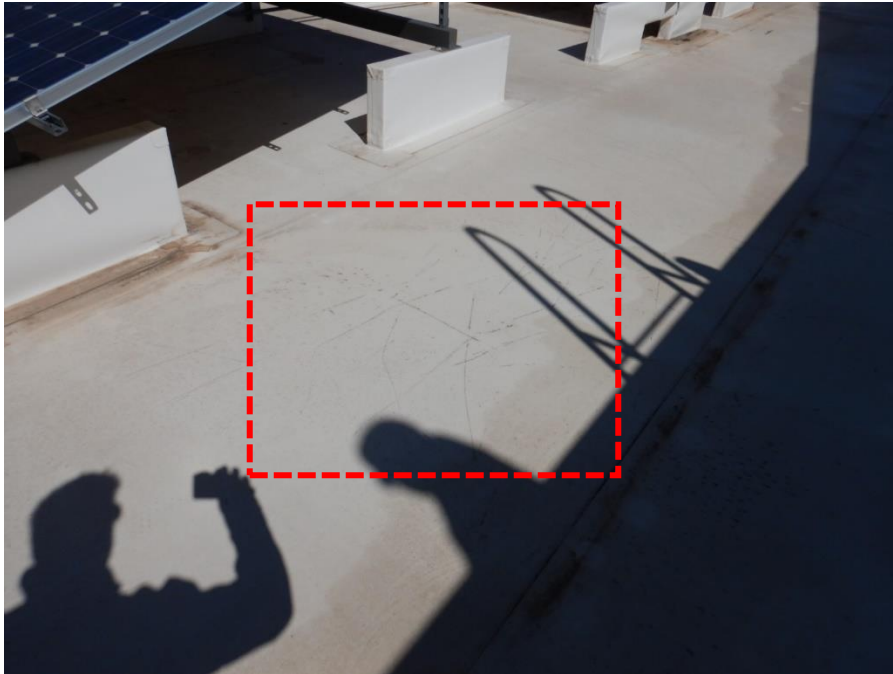


Figure 16. Scraps and cuts to the TPO roof membrane surface.



Figure 17. Fastener head under TPO membrane with damaged membrane surface above.



Figure 18. Inside corner T-patch is torn.



Figure 19. Ponding water on the skylight.



Figure 20. Staining from water and debris accumulation.



Figure 21. TPO significantly stained below copper roof.

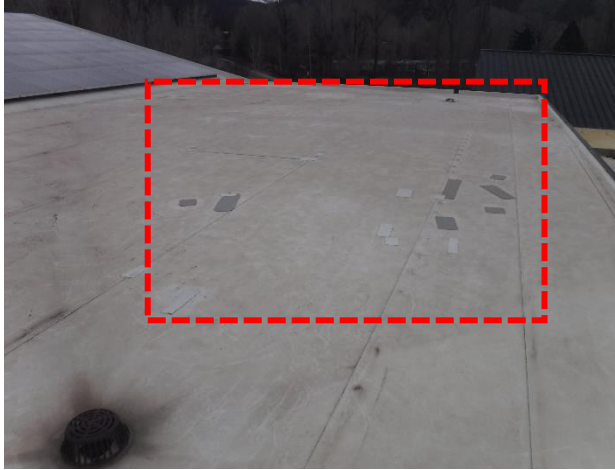


Figure 22. Numerous repair patches.



Figure 23. Numerous repair patches.

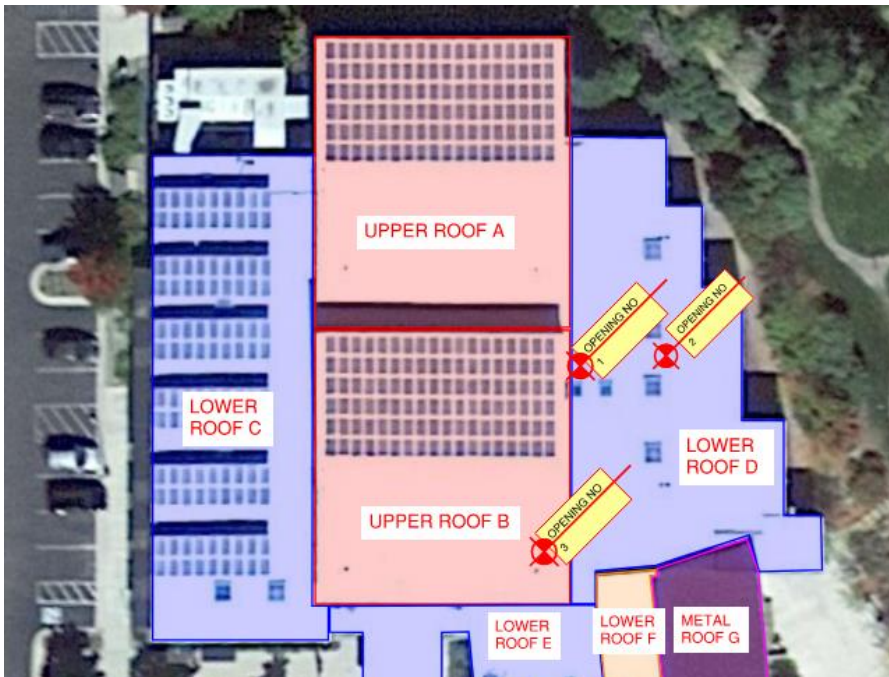


Figure 24. Location of the 3 exploratory openings.



Figure 25. Location of Opening No. 1.



Figure 26. Core section of the roofing system. Starting from left, three layers polyiso insulation, tapered insulation and cover board.



Figure 27. Location of Opening No. 2.



Figure 28. Core section of the roofing system. Starting from left, three layers polyiso insulation, and cover board.



Figure 29. Location of Opening No. 3.

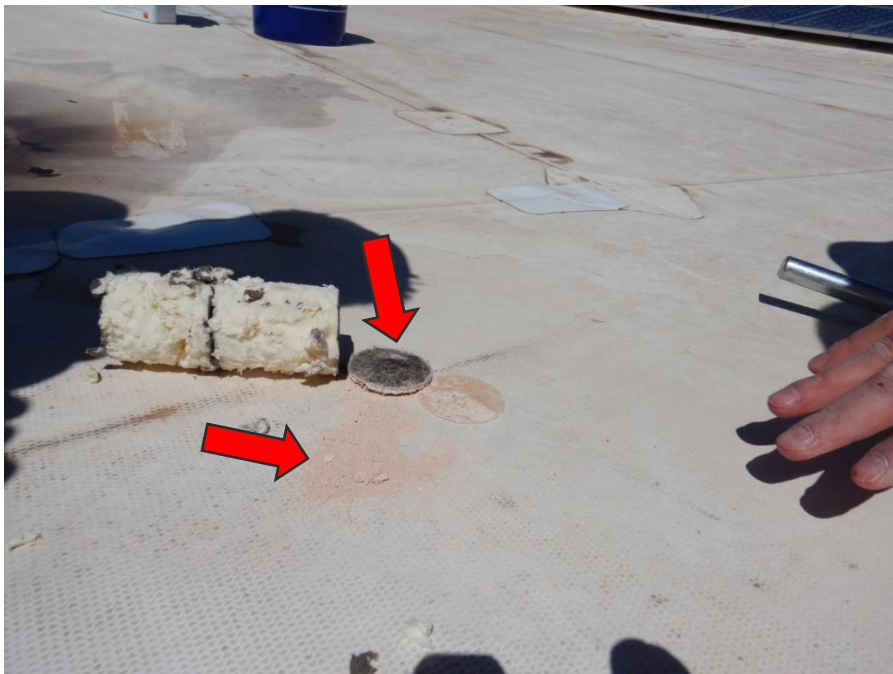


Figure 30. The gypsum cover board turned dust which is evidence of water infiltration.



Figure 31. Roof drain penetration located adjacent to column where there were reported leaks.

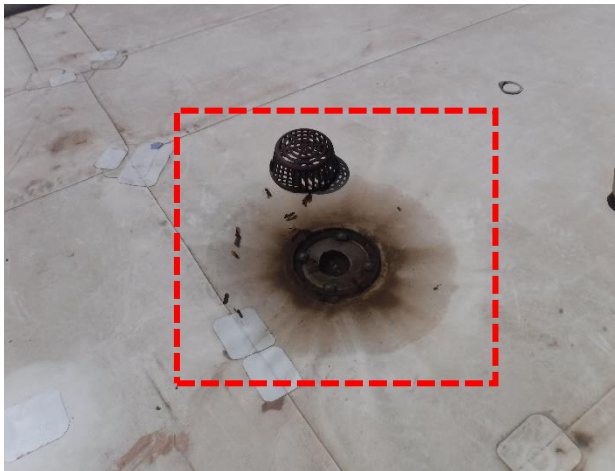


Figure 32. Flood testing of drain.



Figure 33. Approximately 4 inches of water.