

Basalt Regional Library District Board of Trustees Meeting
Monday, March 18, 2024 5:15 PM
Basalt Library Conference Room and
Zoom Meeting, see [BRLD Website Calendar for Link](#)

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

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

MISSION STATEMENT

The Basalt Regional Library District affords our community free and equitable access to information, tools and connections that nurture lifelong learning in a safe and welcoming space.

AGENDA

1. Call to order
2. Public Comments
3. Board Comments
4. Staff Comments
5. Approval Items
 - a. Minutes of February 19, 2024, Board Meeting (page 1)
 - b. February 2024 Accounts Payable (page 27)
6. Trustee Emeritus Presentation, Elaine Nagey
7. Staff Presentation – Youth Team Update/Summer Reading Program, *Laura Baumgarten, Brittany Crooke, Gabby Vergara,*
8. Affordable Housing Discussion, All Board Trustees and Amy Shipley (page 6)
9. Board Trustee recruitment update, *Amy Shipley, Elaine Nagey, Carolyn Kane*
 - a. Committee membership
10. Strategic Planning, *Amy Shipley*
11. Eagle County Hazard Mitigation Plan, *Amy Shipley*
12. Director's Report, *Amy Shipley* (page 9)
13. Committee Reports:
 - a. Facilities Committee: *Jim Albert, chair*

- i. Roof
 - ii. Solar
 - iii. Whiteboards/interior painting
- b. Finance Committee: *Eric Pelander, chair*
 - i. February 2024 Financials (page 16)
- c. Personnel Committee: *Enid Ritchy, chair*
 - i. Employee Handbook
- d. Policy Committee: *Elaine Nagey, chair*
 - i. Alcoholic Beverage Policy (page 32)
- e. Nominating Committee: Deb Smith and Jim Albert
 - i. Election of Officers
- f. Strategic Planning Task Force, Eric Pelander, Elaine Nagey
 - i. First strategic planning task force meeting
 - ii. Schedule task force meetings

ACTION ITEMS

- 14. Elect Officers
- 15. Select trustee for Personnel Committee to replace Enid Ritchy
- 16. Discussion and Possible Vote to Approve Alcoholic Beverage Policy
- 17. Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Minutes February 19, 2024

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

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Laura Baumgarten, Circulation and Youth Services Manager; Elena Márquez, Spanish Language Outreach Coordinator/Community Engagement Manager

Citizens Present:

Deb McCanne, Michael Forrest

Call to Order

Elaine called the meeting to order at 5:21 PM

Public Comments

None

Board Comments

Elaine noted the mission statement has been added to the top of the agenda.

Staff Comments

None

Approval Items

- a. Minutes of January 8, 2024, Board Meeting
- b. January 2024 Accounts Payable

Jim moved and Enid seconded the motion to approve the approval items. The motion passed unanimously.

Affordable Housing presentation, Michael Forrest, Ludlow Property Group

Amy participated in a survey about affordable housing in Basalt. Michael is a developer looking to develop housing in Basalt. He presented the plan that is going before the Basalt Town Council at their next meeting and asked for buy in from the Trustees for this project. The buy in can be either a letter of intent as partners or as cheerleaders for the project. Amy will add this to next month's Board Meeting agenda. Elaine asked what he is using as the definition of affordable. Michael noted that they are subject to the Basalt Municipal Code which dictates the AMI (Average Median Income). Deed restricted units will be in a range of prices from category 2 to category 5 including residential. Town of Basalt is in the process of amending their housing code. The affordable housing units will be broken down as follows: 12 ½% will be category 2, 25% category 3, 25% category 4, and 12 ½% category 5 plus 5% residential. Each category includes specific income range restrictions. It's hard to say what the cost of the free-market units will be due to costs and inflation. Deed restricted units have designated prices with studio apartments going for around \$350,000.

Friends of the Library update, Deb McCanne

The Friends of the Library currently has 16 volunteers with 2 more prospects. Their Steering Committee will meet on Friday for their quarterly meeting. They currently have \$12,000 in their coffers and are fulfilling a \$5,000 grant requested by Basalt Library. Their program to give away an excess of children's books on early release days is on pause. They also give books to Raising a Reader. Deb answered questions posed by the Trustees. Their mission to support the library hasn't changed over the 18 years they have been in operation. The Friends of the Library information is posted on the library website and in the weekly email. They also put a sign out in front of the building, but they can't really advertise. Volunteers sign in and write down what they sell, but they don't reconcile this list with the deposits.

Library Trust update, Katie Schwoerer

Amy reported in Katie's absence. Lynn Nichols, the president of the Library Trust, resigned in December. Nina Itin was the Vice-president and was elected to fill the President position. Katie Schwoerer will stay on as Treasurer. The Library Trust meets quarterly. The Trust and Amy updated the MOU (Memorandum of Understanding) and it will be voted on later in the meeting. Sandy is working on organizing all the Library Trust files. There will be a copy for the library records.

Staff Presentation – How events are created, presented, and evaluated at the library, Laura Baumgarten and Elena Márquez

Laura noted which staff are on the programming team. She then presented details of each of the seven steps required for setting up a single program and noted deadlines that must be met in order to meet marketing deadlines. She talked about the various types of programming; recurring monthly programs such as Storytime, programs that are themed such as Unsung Heroes, partnership programs with local organizations such as Raising a Reader and Community Events including Summer Reading and the annual library celebration. They go to the schools to show what the library is offering, and they have book clubs in all the schools during lunch times. They also provide tours of the library.

Board Trustee Recruitment update, Amy Shipley, Elaine Nagey, Carolyn Kane

Seven people attended the Board Recruitment information session on what it means to be a Trustee in November and two people attended in February. Currently, we have one application for the Pitkin County vacancy and none for the Eagle County vacancy. Carolyn applied for her second term. Those who attended the Recruitment sessions were also asked to consider being a community representatives on the Board of Trustees committees. Elaine mentioned being mindful of Committees in March and the commitment to committees along with the skills needed for each committee and the skills that each member brings. The goal is to have only two board members on each committee.

Strategic Planning, Amy Shipley

- Elaine did a content analysis of last month's conversation. This is included in the Board Meeting packet.
- Strategic Planning timeline

- Amy updated the timeline to provide more time during this year to complete the plan with a launch scheduled for January 2025.
- Amy will inform the Board. Data will be included in the statistics reports in 2025.
- Brainstorm list of community stakeholders to interview.
 - Amy and a staff person will meet with stakeholders. They will be asking, “What does the community need” rather than asking what the library can do for them. The Trustees brainstormed to add to the list of stakeholders from when they were considering going on the ballot. This will be looked at more at next month’s board meeting.
- Focus Groups – what focus groups do we want to have?
 - Trustees will lead the focus groups. After discussion, a consensus was reached to focus on age groups. This will be looked at more next month.
- Strategic planning task force
 - Members of the task force are Elizabeth De Wetter, Christy Baumgarten, Eric Pelander, and Amy Shipley. They will get focus groups mapped out on the calendar.

Director’s Report, Amy Shipley

- The Library Appreciation party is scheduled for April 19, 2024, from 6-8 PM
- The Board Retreat is scheduled for Wednesday, May 22nd. Amy will send out the time. Mission, vision, and values will be covered with the whole staff.
- Colorado State Library standards are going through a major update. We are currently meeting most of the standards. Amy will share more as the standards get finalized.
- Senate Bill 24-49: There is a hearing on this on February 26, 2024. Every Library in Colorado will be required to have a reconsideration process. We already have a Reconsideration Policy, so it doesn’t change anything for us.
- Amy was asked to address the budget of \$3000 to help select library furniture. Not all of the furniture needs to be replaced. The Interior design of our library is very intentional including the color scheme. There are experts in the library world that provide expertise in keeping with the current theme. Deborah noted that often an Interior designer gets their compensation through buying the furniture for which they get a discount. This often will take the place of a consulting fee, so this is something to explore.

Committee Reports:

Facilities Committee: *Jim Albert, chair*

- Roof
 - Chris from WJE did a roof walkthrough with interested companies. There was quite a bit of interest. Another round of questions is due with proposals due on March 4th. The Committee hopes to bring a contractor recommendation to the Board in April.
- Solar
 - We may not have to remove solar from roof, we may be able to move it and reinstall after the roof is done. Solar panels have at least a 20-year life. Production diminishes over time, but the solar panels have plenty of life left. Low production was due to an inverter with a short. Amy is getting bids for a

replacement inverter. There is a roof project page on the library website where questions and answers are listed.

- Whiteboards/interior painting
 - Whiteboards were glued to the wall. Seven have been removed and drywall repaired. Painting is being done this week and whiteboards will be installed next week. Interior painting that didn't get done in 2023 will be done in 2025.

Finance Committee: *Eric Pelander, chair*

- December 2023 Financials
 - We ended up with a surplus of \$160,000, driven by payroll being less than budgeted and closed out year end 2023 nicely.
- 2023 Grant spending
 - Info on page 25 in the board meeting packet has details on how various grants money was spent.
- January 2024 Financials
 - We have not received much revenue yet. The payroll expenses are low as some positions have not been filled. We spent what we would expect on library materials in January.

Personnel Committee: *Enid Ritchy, chair*

- Employee Handbook
 - Their next scheduled meeting is February 29th. The draft copy of the Employee Handbook is complete. Enid thanked Amy and Evelyn for all their work. Employer's Council provided a draft handbook to make sure it was in complete compliance with all laws. Once all revisions are complete, the Handbook will be sent back to Employer's Council for review.

Policy Committee: *Elaine Nagey, chair*

- Alcohol Policy
 - Their next meeting is February 20th. The Alcohol Policy should be ready to present to the Trustees at next Board Meeting

Nominating Committee: *Deb Smith and Jim Albert*

- Deb and Jim have spoken to all the relevant parties, so everything is squared away.

ACTION ITEMS

Discussion and possible vote to approve Memorandum of Understanding (MOU) between the Library District and the Library Trust

Jim moved and Enid seconded the motion to approve the Memorandum of Understanding between the Library District and the Library Trust. The motion passed unanimously.

Adjourn Meeting

Deborah moved and Jim seconded the motion to adjourn the meeting. Elaine adjourned the meeting at 7:23 PM.

Respectfully submitted,

Deborah Smith, Interim Board Secretary

Date

Michael Forrest of Ludlow Property Group explained affordable housing as the AMI modified be a percentage multiplier. In Eagle County for 2023 the income for affordable housing was \$82,850 for a household of one. The calculations aggregate information for decision-making regarding developments. Mr. Forrest also supplied the information that based on all the calculations, the cost of a studio unit in the Black Mountain project would be about \$300,000*.

Housing is a very personal issue. To understand the actual impact on someone in the lower half of the AMI distribution, it helps to look at examples of income as they would translate to the purchase of a \$300,000 studio. The group falling into the lower half of the income distribution includes teachers (often cited in making the case), library staff, health care workers, postal workers, restaurant staff, retail clerks, and miscellaneous service providers, all of whom are part of the Basalt workforce.

Profession	Average Low Salary	Average High Salary	Annualized Range
Postal Worker-Indeed for Eagle Co	\$20.93/hr	\$21.61	\$43,534-\$44,949
Teachers-Indeed	\$40,000/yr	\$66,000/yr old	\$40K-\$66K
Library Staff - Job Ad	\$21.00/hr		\$43,680-\$\$\$\$\$\$
Health Care Workers-Patient Technician	\$19.08/hr	\$43.58/hr	\$39,686-\$90,646
Fire Fighters - 2021 Roaring Fork Job Ad	\$64,200.21/yr	\$72,225.24/yr	\$64K-\$72K
Police Officers-Economic Research Institute	\$38/hr		\$79,676
Restaurant Staff-Indeed	\$18.44/hr		\$38,355
Retail Clerks-Indeed	\$22.14/hr		\$46,051
Handyman Service Providers - Indeed	\$23.58/hr		\$49,046

Assumptions:

1. 40 hour work week
2. 52 weeks/year
3. These figures are not as accurate as those that would be obtained directly from each employer; however, they provide an adequate basis for modeling.

Sources: Indeed.com, Glassdoor.com, Economic Research Institute, organization websites

To better understand the meaning of affordable housing, using a salary level from among those likely paid in the Basalt area illustrates the reality of home ownership for the workforce. Since the only cost information provided by Ludlow Property Group is \$300,000 for a studio unit, the assumptions made for this model is that the owner is a single person, likely though not necessarily among the younger in the workforce and, therefore, likely to be at the lower end of the salary range.

The salaries quoted above are before the 22% federal income tax rate, the 6.2% FICA rate, and the 4.4% Colorado tax rate are applied. The figures below show the effect of those rates on take home pay.

Mortgage figures assume either a 10% (\$30,000) down payment or a 20% (\$60,000) down payment. The mortgage payment represents the payment of principal and interest only and does not include taxes or insurance. In addition, property ownership or rental generates costs in utilities over which the individual has minimal control.

Pay period for hourly employees is defined as biweekly - every two weeks. Positions with salaries of \$60,000 and above are assumed to be exempt with a monthly pay period.

Salary/hr	Salary/yr	Salary/pay period*	Fed Tax - 22%/pay period	FICA - 6.2%/pay period	CO tax 4.4%/pay period	Unit Price of Studio	Interest Rate	Pmt w/ 10% down	Pay remaining each pay period w/10%	Pmt w/ 20% Down	Pay Remain ing each pay period	Re-marks
\$22	\$45,760	\$1760	\$387.20	\$109.12	\$77.44	\$300K	7.695%	\$1924	\$448.48	\$1710	\$662.48	Based on single filing
\$25	\$52,000	\$2000	\$440	\$124	\$88	\$300K	7.695%	\$1924	\$772	\$1710	\$986	Based on single filing
\$28.84	\$60,000	\$5000	\$1100	\$310	\$220	\$300K	7.695%	\$1924	\$1446	\$1710	\$1660	Based on single filing
\$33.65	\$70,000	\$5833	\$1283	\$361.67	\$256.65	\$300K	7.695%	\$1924	\$2007.66	\$1710	\$2221.66	Based on single filing
\$38.46	\$80,000	\$6667	\$1467	\$413.35	\$293,35	\$300K	7.695%	\$1924	\$2569	\$1710	\$2783.3	Based on single filing
\$43.27	\$90,000	\$7500	\$1650	\$465	\$330	\$300K	7.695%	\$1924	\$3131	\$1710	\$3345	Based on single filing

*Pay periods for salaries <\$60,000 per year are assumed to be biweekly. Pay periods for salaries of \$60,000 and above are assumed to be monthly.

Federal tax rates are 22% from \$44726-\$95375. The only available insurance rate information for Basalt was an average of \$1503 per year or \$125.25/month. Since this model is based on a studio, that rate is likely lower. Property taxes on a \$300000 unit are \$1787/year or \$149/month if valued at the for \$300,000 further reducing income remaining after deductions and payments.

Looking at a single case for the ability to get a mortgage or how much mortgage can one afford, and using a salary of \$57,000 per year, the mortgage calculator by the website coloradomortgageresource.com gives a purchase budget of \$226,000 with a mortgage amount of \$166,100. These amounts assume a \$60,000 down payment for a 30 year fixed mortgage at

7.476% with a credit score of of 700-719 and monthly debts (credit cards, loans, etc) of \$250/month.

Conclusions

Affordability takes on a different meaning when considering salaries likely to be earned by those in need of housing in the Basalt area. A living wage in Eagle County for a single adult is \$27.74/hour or \$57,699/year. A living wage, according to the above mortgage resource, does not qualify for a \$300,000 home. According to the calculator \$80,000/year is the threshold for a \$300,000 home with a \$240,000, 30-year fixed mortgage. Black Mountain will not address affordable housing for Basalt.

The paradigm for the discussion of affordable housing in Basalt has to change. For-profit affordable housing is not feasible for those needing the housing. A nonprofit approach, while challenging, is more likely to yield results. This is the elephant in the room. If we, as a community, wish to continue to enjoy the lifestyle that this area has afforded us, we must be willing to house those who, in part, make it possible. We must be willing to give - through taxes, through tax incentives for land, and through charitable giving among many options. What the upper half of the AMI distribution can do is what so many already do — give.

The problem of affordable housing is not easy to solve. It is an old and challenging one, but if we have the will to have a realistic discussion, to think outside the for-profit box, and use creativity and compassion to develop other solutions, we may have a shot. Housing the people that teach our children, provide countless library services, deliver our mail, protect us from fire and crime, serve us our restaurant meals, and keep our homes in top condition without a two to three hour commute must be a priority. Otherwise, we may well rot from the inside out.



BASALT REGIONAL LIBRARY DISTRICT
LEADERSHIP MONTHLY REPORT
MARCH 2024

Administration and Personnel

CURRENT STAFF				
Total Staff Count	Total FTE	Total Staff Hours per Week	Count of Staff Eligible for Benefits (over 20 hours)	Count of Staff Not Eligible for Benefits (under 20 hours)
23	18.5	740	20	3

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

This month was interview heavy for the current open positions. The last interview was done on 2/26/24. We moved forward with running background and reference checks for our top candidates, and we had three new staff start this week. We are working on reference checks for our Youth Services Associate position and hope.

Board

We have an interview scheduled with the candidate for the Board of Trustees representing Pitkin County, and we still have a vacancy for an Eagle County representative to the Board.

Finances

The audit work is done, and the auditors are preparing the audit report. Finances are tracking on budget so far this year.

Collection

The technical services department has begun the media shift project and has moved most of the Charlotte McClain Classical Music Collection to its new location. A volunteer is helping tech services process these CDs for easier spine-out browsing. The DVD collection has been weeded so that new DVDs can be displayed face out in the first section. The audiobook collection has been weeded for its eventual move to the units where the pop/rock/country/folk CDs are currently stored. The adult collection development coordinator is removing the drawers from this unit and replacing them with shelves for easier browsability. New book deliveries from our book vendor have increased in frequency, and the technical services associate has been hard at work copy cataloging, repairing books, and creating book

bundles. The cataloging librarian has started a mentorship program through the Colorado Association of Libraries (CAL).

Programs

The youth services department has a new storytime starting the first week of March. It's a community Story time, and we are partnering with TACAW to bring some great stories and fun songs. We have finished the partnership on Charlie and the Chocolate Factory with the Basalt Elementary School. The kids had a great time looking for the golden ticket. Some adults even had some fun. The youth services department is still working on organizing the Tree House Room, getting the craft supplies organized and clean. The Imagination Library is moving along, we have 81 children currently enrolled and 16 graduates. Our partnership with The Aspen Science center is going strong, with 22 kids coming last month to learn about snow science. The Youth services manager and the Teen Librarian had a meeting with an Abdo sales representative to look at updating some of the books in the youth non-fiction. This is a long overdue project. The teen librarian and the youth services assistant have switched out our kids and teens displays for the month of March.

The programming has been hard at work planning the library annual party. Music, food, and prizes have all been in the works. The programming team has also been meeting twice a month to get these big events square away along with our monthly themed programming. All programming team members have received training for the new LIBCAL software and have correctly summited all of April programming. We have a community event coming in April, the Solar eclipse will be happening on the 8th. We have partnered with the Aspen Science Center, and we have glasses and crafts available for all ages.

Technology

We have had several issues and troubleshooting has continued with the new projector in the Community Room. The techs installed new parts to try to resolve the issue on March 6th, but that did not fix the issue. The next step is to replace the projector, as it appears to be faulty.

Set up and implementation of the new calendar and room management system is wrapping up. All room bookings in the old system have been transferred over to the new system and staff are now using the new system for any upcoming events and room usage. Patrons are now able to reserve study rooms online, and that went live on March 4th. Signs have been posted on the doors to the rooms, and information has been included in email marketing. The public events calendar will be switched over to the new system on March 18th after notification is sent out to the public via email newsletters and social media.

Facility

Interior painting and dry erase board installation is now complete, and we are happy to have the construction completed. We have received bids for the re-roof project and will be interviewing companies soon.

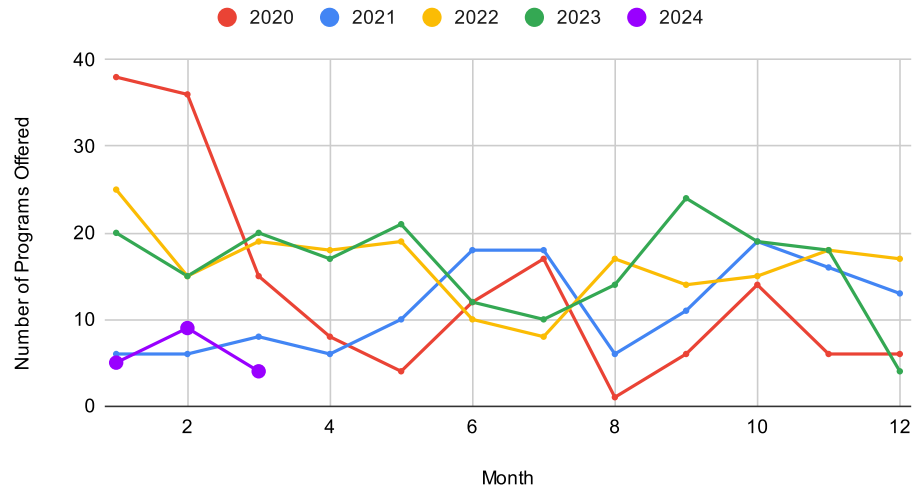
We are in the process of analyzing proposals on the roof project and will be interviewing potential contractors over the next month.

The Request for Proposals (RFP) for the furniture replacement project has been posted to our website among other outlets, and we will be accepting bids through March for that project.

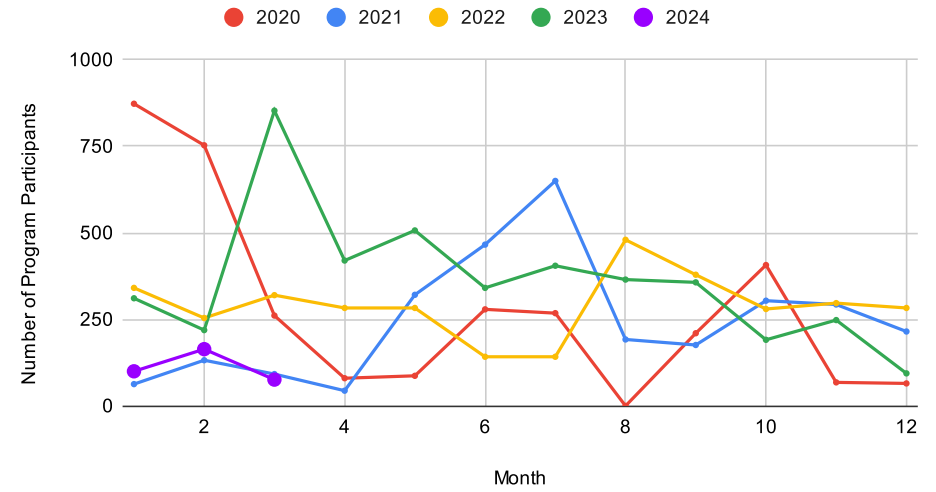
Leadership and Professional Development

A lot of training took place this month. The IT & Marketing Associate completed staff training on the Square Register used at the front desk as well as website training with select staff. Staff completed a Security Awareness Assessment that will guide further cyber security training. The IT & Marketing Manager held small group training courses on the new calendar and room management system to ensure all staff are comfortable and able to assist patrons. Staff will also be completing a quiz that will identify any further training needed.

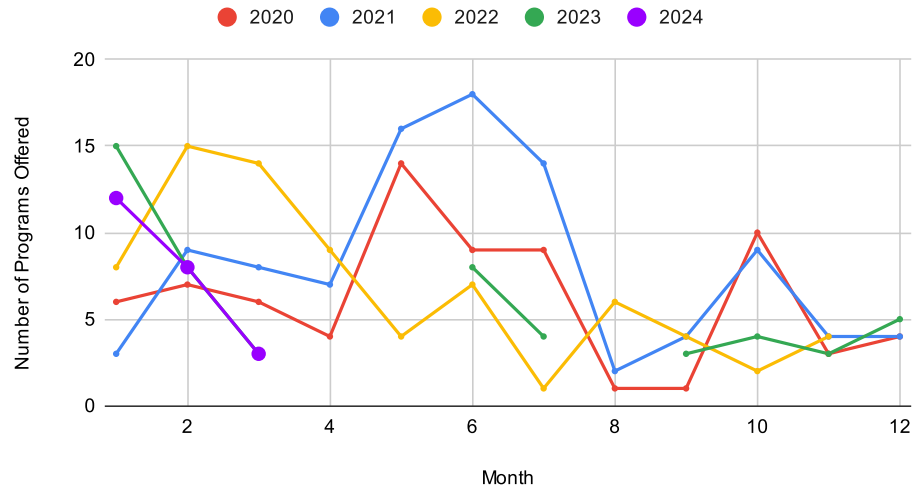
Number of Children's Programs Offered



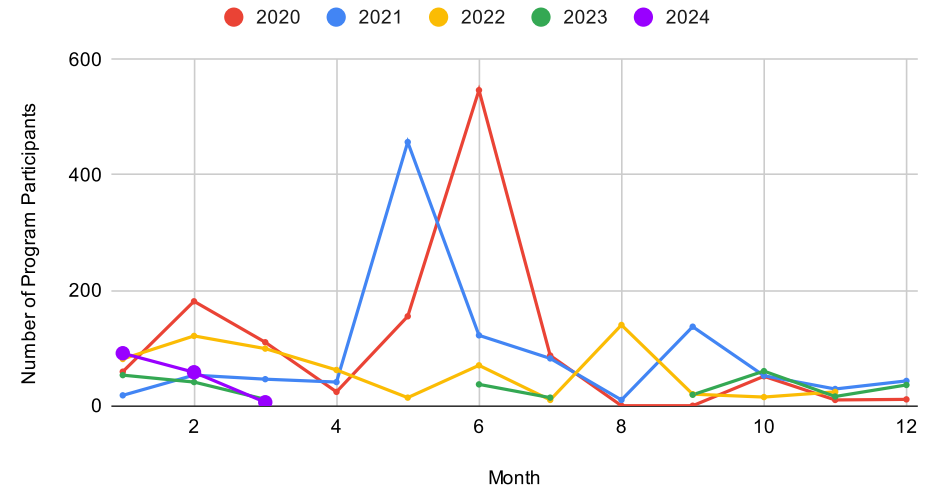
Children's Program Attendance

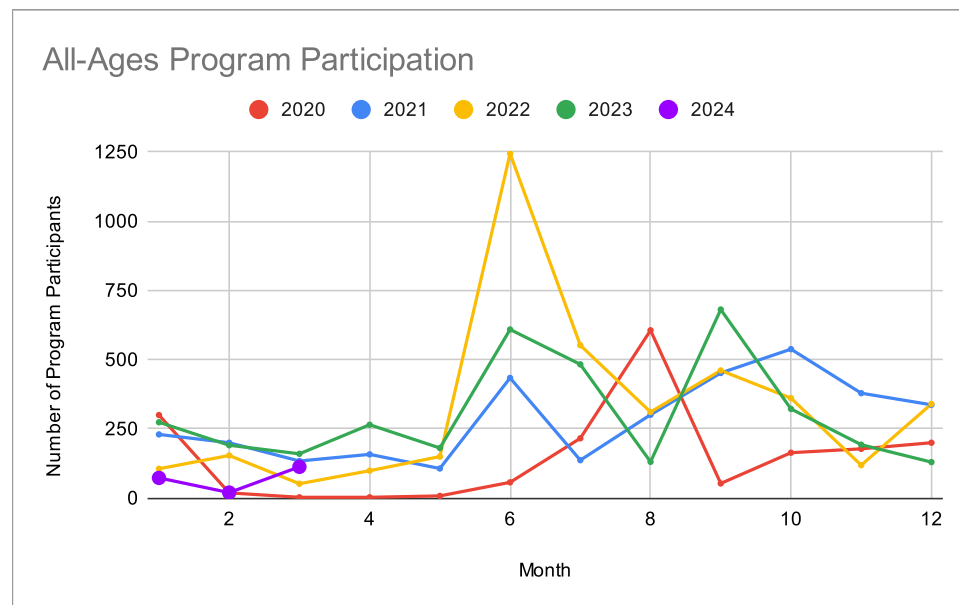
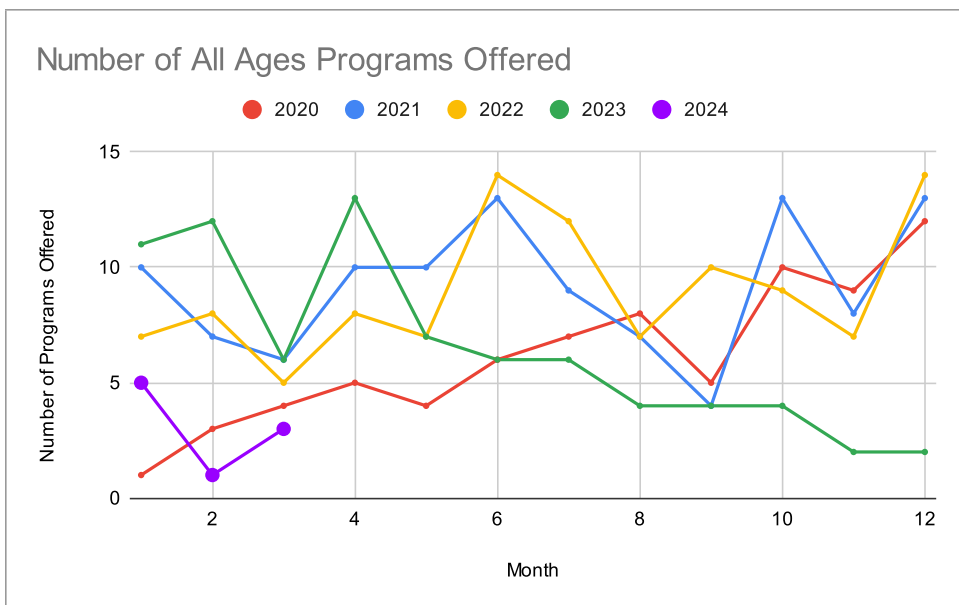
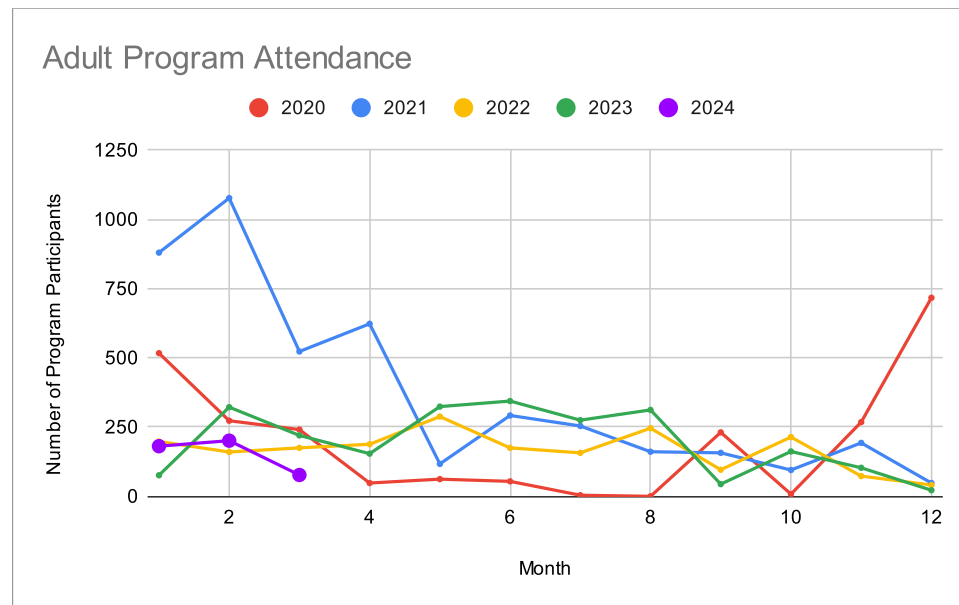
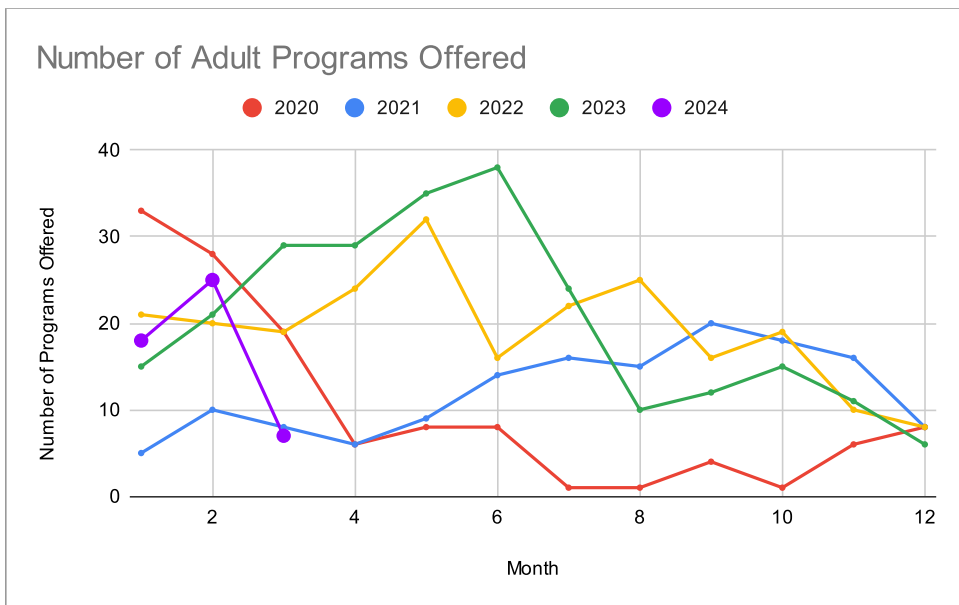


Number of Teen Programs Offered

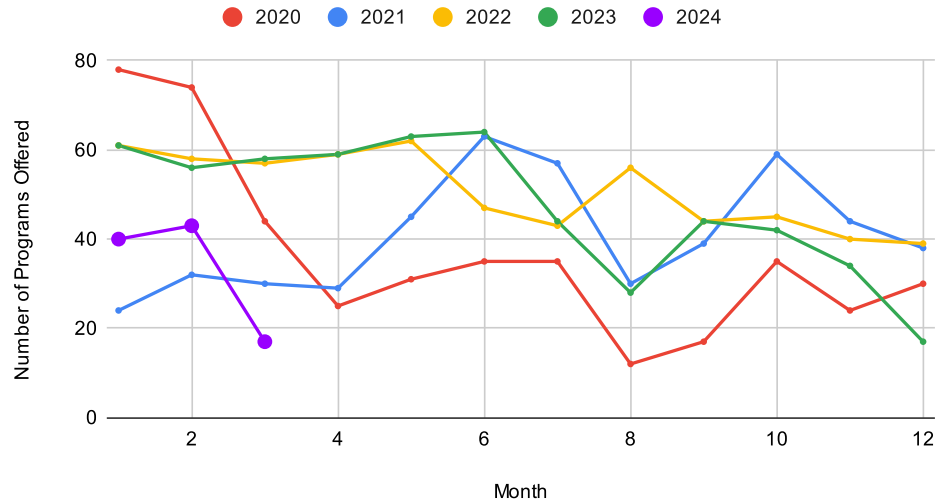


Teen Program Attendance

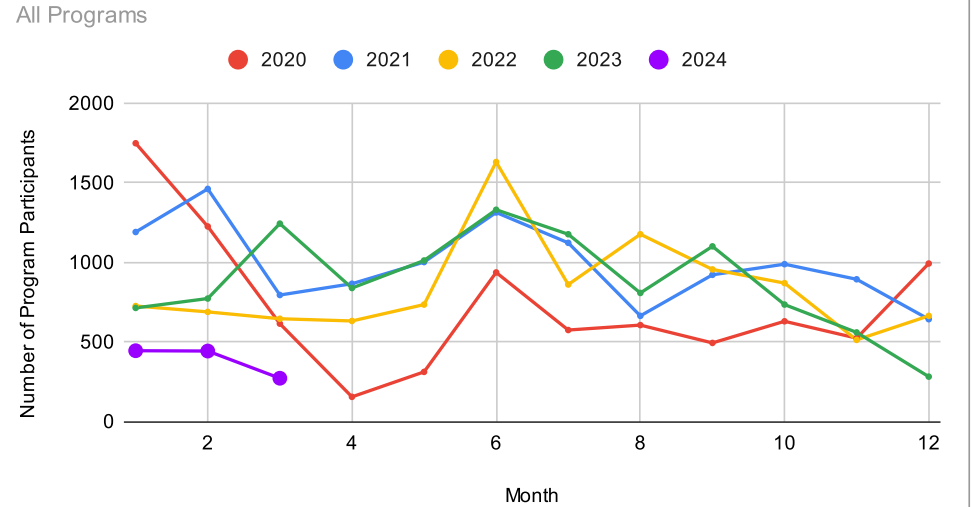




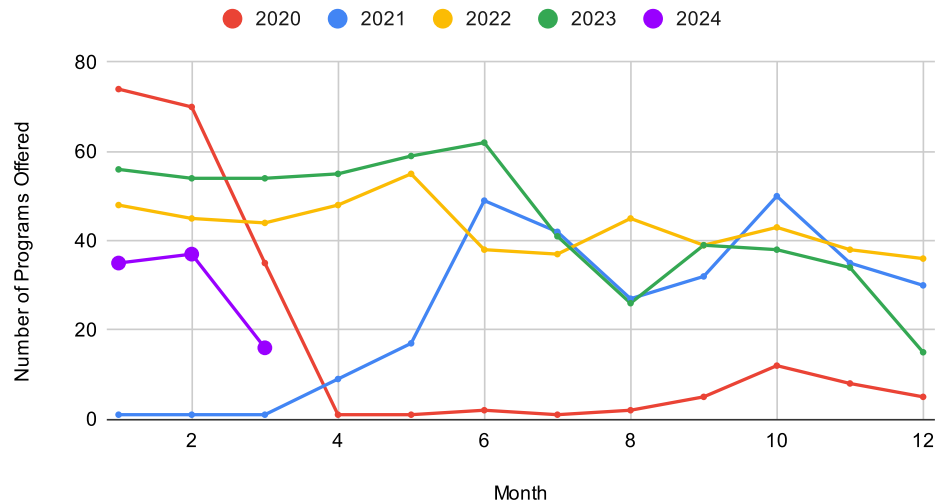
Basalt Regional Library - Total Programs Offered



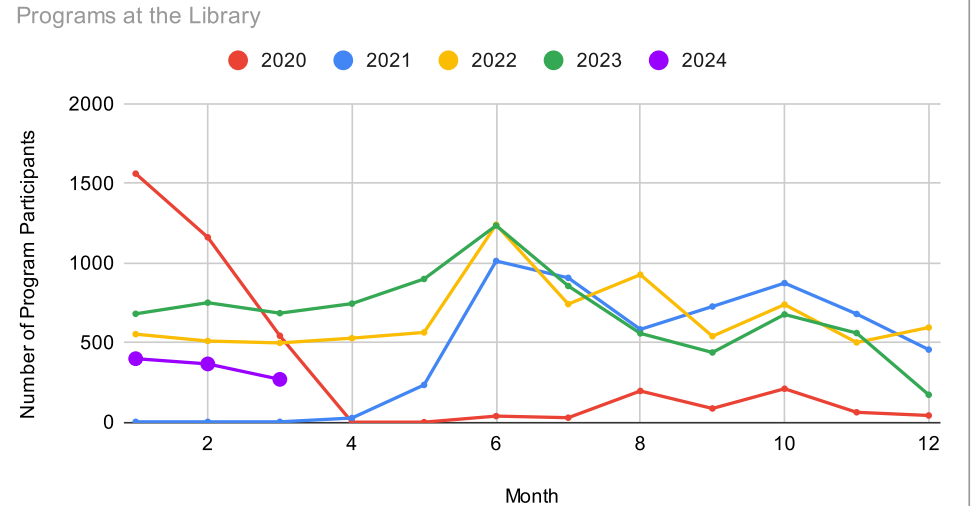
Basalt Regional Library - Program Attendance



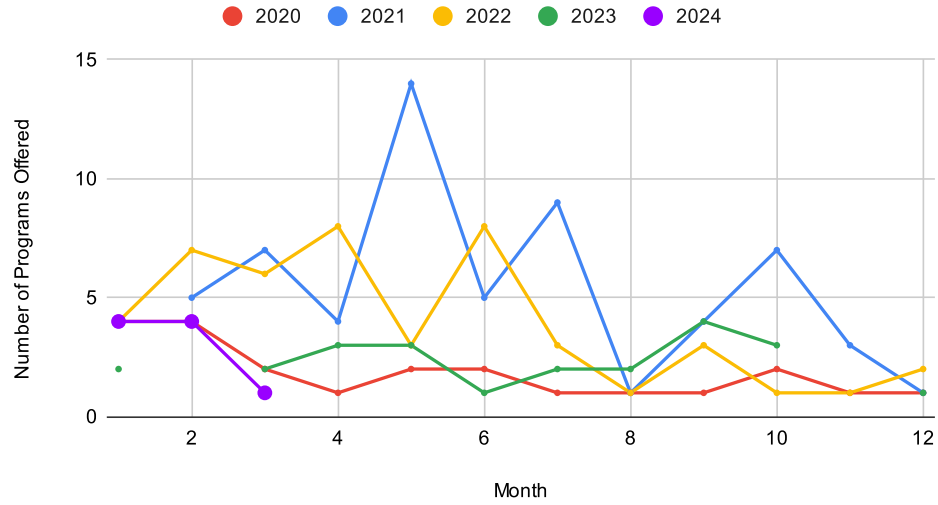
Number of On-Site Programs Offered



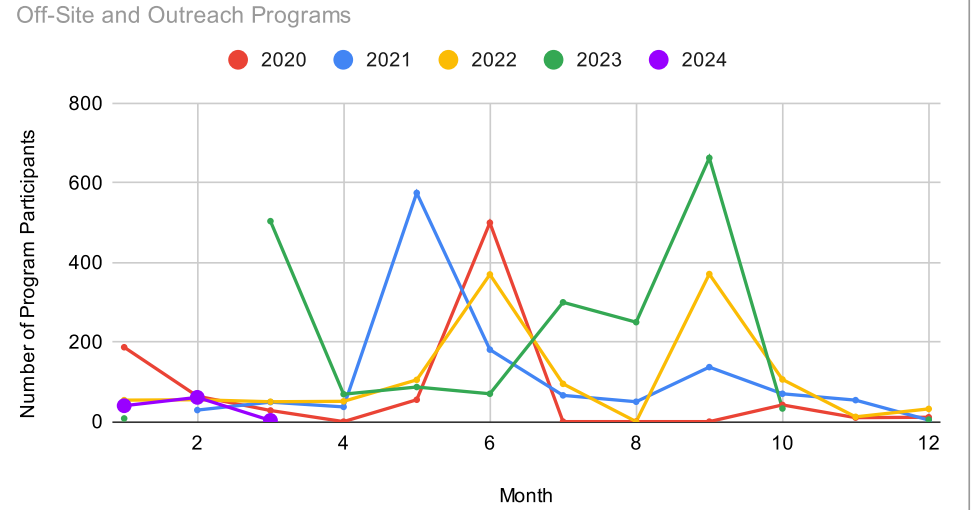
On-Site Library Program Attendance



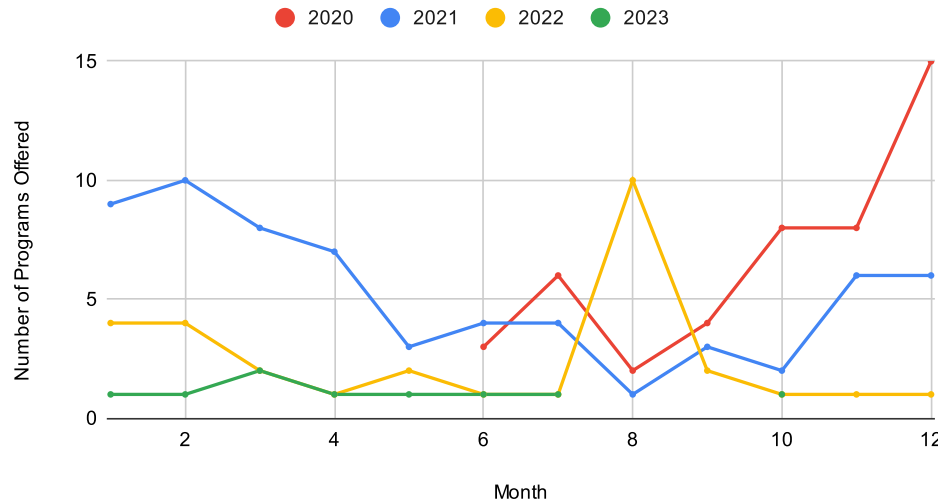
Number of Off-Site Programs Offered



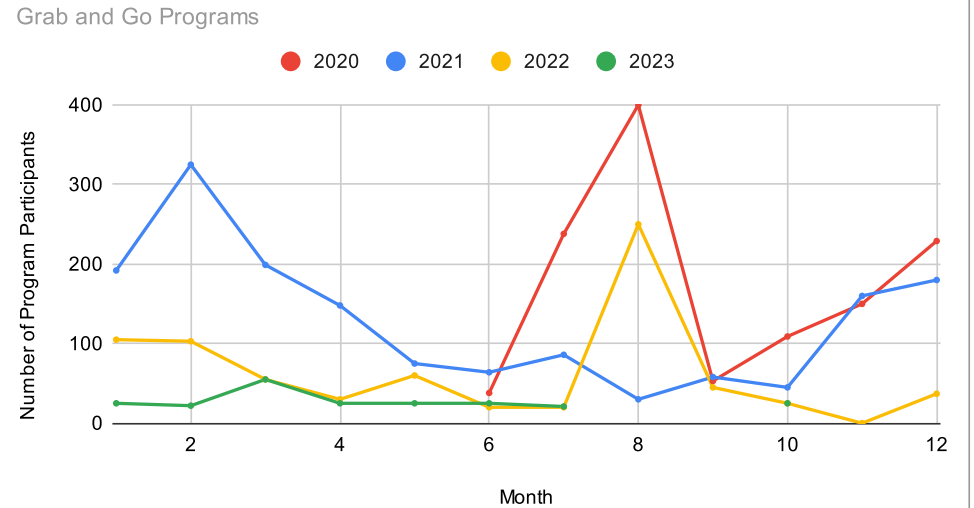
Off-Site Program Attendance



Number of Grab & Go Programs Offered



Grab & Go Program Participation



**Basalt Regional Library District
Balance Sheet
February 2024**

	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	89,505			89,505		89,505
Colo Trust - Tabor Reserve #8003	55,615			55,615		55,615
Colo Trust - Operating Fund #8004	1,294,328			1,294,328		1,294,328
Colo Trust - Bond Repayment #8002		233,112		233,112		233,112
Colo Trust - Capital Rsv Fund #8005			1,425,135	1,425,135		1,425,135
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	224			224		224
Prepaid Expense	3,000			3,000		3,000
Property Tax Receivable	2,791,826			2,791,826		2,791,826
Pooled Cash (Interfund Transfers)	(378,176)	663,913	(285,737)	(0)		(0)
Capital Assets, net of depreciation	-	-	-	-	8,778,049	8,778,049
Total Assets	3,856,323	897,025	1,139,398	5,892,746	8,778,049	14,670,795
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	58,304	-	-	58,304		58,304
Other Current Liabilities						
Accrued Interest				-	12,899	12,899
Deferred Property Tax	2,791,826			2,791,826		2,791,826
Current Bonds Payable, 2012				-	780,000	780,000
Total Current Liabilities	2,850,130	-	-	2,850,130	792,899	3,643,028
Long Term Liabilities						
Bonds Payable, 2012		-		-	2,475,000	2,475,000
Accrued Compensated Absences				-	33,385	33,385
Total Long Term Liabilities	-	-	-	-	2,508,385	2,508,385
Total Liabilities	2,850,130	-	-	2,850,130	3,301,283	6,151,413
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	5,523,049	5,523,049
Non Spendable	3,000	-	-	3,000	(3,000)	-
Restricted for:						
Tabor	78,000			78,000	-	78,000
Debt Service		897,025		897,025	-	897,025
Committed for Future Projects			1,139,398	1,139,398	(1,139,398)	-
Unassigned / Unrestricted	925,193	-	-	925,193	1,096,114	2,021,308
Current Year Fund Balance / Net Position	1,006,193	897,025	1,139,398	3,042,616	5,476,765	8,519,382
Total Liabilities and Fund Balance / Net Position	3,856,323	897,025	1,139,398	5,892,746	8,778,049	14,670,795

Prepared for Internal Use Only

**Basalt Regional Library District
General Fund
February 2024**

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
General Operating Beginning Fund Balance				1,828,174	1,467,445	1,375,366	(92,079)
Eagle County							
	Assessed Value		273,153,790	419,653,120	419,653,120		
	% Increase		0.59%	53.63%			
	Operating Mill Levy Rate		3.360	2.610	2.610		
Pitkin County							
	Assessed Value		193,543,290	299,274,620	299,274,620		
	% Increase		0.38%	54.63%			
	Operating Mill Levy Rate		3.360	2.610	2.610		
REVENUES							
4005	General Operating Mill Levy						
4010	Eagle County		698,962	1,095,295	5,714	0.52%	
4020	Pitkin County		505,189	781,107	2,785	0.36%	
4030	Mill Levy Supplement		346,020	-	-	0.00%	
4040	Tax Abatement - Prior Year		-	-	-	0.00%	
	Total General Operating Mill Levy		1,550,172	1,876,401	8,499	0.45%	
4100	MVSO - General Operating						
4110	Eagle County		83,822	70,000	7,649	10.93%	
4120	Pitkin County		37,040	30,000	2,865	9.55%	
	Total MVSO - General Operating		120,861	100,000	10,513	10.51%	
4200	Fines & Fees						
4205	Coffee Purchase		169	-	-	0.00%	
4210	Copies		1,331	-	-	0.00%	
4215	Earbuds		19	-	-	0.00%	
4220	Faxing		5	-	-	0.00%	
4230	Fines		117	-	-	0.00%	
4250	Meeting Room Rental		663	-	-	0.00%	
4255	Reading Glasses		13	-	-	0.00%	
4260	Replacement Books		565	-	-	0.00%	
4285	Health Insurance Dividend - CEBT		6,780	-	-	0.00%	
4261	Miscellaneous		9,399	12,000	1,800	15.00%	
	Total Fines & Fees		19,061	12,000	1,800	15.00%	
4300	Earnings on investments						
4310	Colostrust Int Op Acct		100,753	80,000	13,545	16.93%	
4320	Mill Levy Interest		3,649	6,234	9	0.15%	
	Total Earnings on investments		104,402	86,234	13,555	15.72%	

**Basalt Regional Library District
General Fund
February 2024**

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
4400	Contributions *see detail						
4410	Contributions- Non-Restricted			3,256	5,000	-	0.00%
4412	Contributions- Restricted			23,386	1,000	-	0.00%
	Total Contributions			26,642	6,000	-	0.00%
4500	Grants - Non-Restricted						
4505	Grants - General Operating Grants			4,000	5,000	-	0.00%
	Grants - Kahle Foundation			-	1,060	-	0.00%
	Total Grants - Non-Restricted			4,000	6,060	-	0.00%
4600	Grants - Restricted						
4602	Restricted - Library Foundation			2,311	5,000	-	0.00%
4604	Restricted - Library Friends			4,480	5,000	5,950	119.00%
	Restricted - CSD Safety Grant			2,135	-	-	0.00%
	Restricted - Charge Ahead			4	5	-	0.00%
4620.14	Restricted - Library Trust			5,900	5,000	-	0.00%
4620.15	Restricted - Other Misc			33,918	30,000	100	0.33%
	Total Restriced Fund Income - Foundation/Friends			48,748	45,005	6,050	13.44%
TOTAL REVENUES				1,873,886	2,131,700	40,417	1.90%
OPERATING:							
Administration							
Contract Services							
5010	Accounting			10,679	15,000	632	4.21%
5020	Audit - Annual			13,250	14,045	-	0.00%
5030	Courier			10,775	9,000	6,701	74.46%
5040	Legal			1,396	5,000	-	0.00%
5050	Miscellaneous Contracts				20,000		
	Total Contract Services			36,100	63,045	7,333	11.63%
Insurance							
5110	Property & Liability Insur			36,329	38,509	39,214	101.83%
5120	Worker's compensation			1,484	2,519	1,782	70.75%
	Total Insurance			37,813	41,027	40,996	99.92%

**Basalt Regional Library District
General Fund
February 2024**

			YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
5220		Professional Dev. & Memberships				
5230		Board	890	750	19	2.53%
5235		Employers Council	3,417	3,600	2,100	58.33%
5240		Library Association Dues	1,358	1,000	755	75.50%
5250		Spec District Ass'n Due	1,196	1,695	1,238	73.01%
5260		Staff	6,994	12,000	4,468	37.23%
5275		Volunteer Appreciation	453	1,000	-	0.00%
5276		Staff Appreciation	1,271	2,000	247	12.37%
5270		Travel expenses	8,083	9,000	189	2.10%
		Total Professional Dev. & Memberships	23,662	31,045	9,015	29.04%
5280		Publicity				
5290		Advertising - General	1,705	6,000	103	1.71%
5283		Anniversary Celebration	(755)		-	0.00%
5285		Radio	16,055	16,500	16,252	98.50%
5293		Signage	972	1,500	-	0.00%
5295		Social Media Ads	681	1,500	40	2.67%
5297		Targeted Newspaper Ads	5,896	7,000	210	3.00%
5286		Spanish Language Interpretation/Translating	1,933	6,000	280	4.67%
5287		Job Ads	1,207	2,000	376	18.80%
		Total Publicity	27,693	40,500	17,261	42.62%
5300		Supplies				
5310		Office Supplies	11,321	14,000	1,766	12.61%
5320		Technical Cataloging & Service	8,873	8,500	1,194	14.04%
5330		Postage & Shipping	1,133	500	2	0.37%
		Total Supplies	21,327	23,000	2,961	12.88%
5350		Treasurer's fees				
5360		Eagle fees	27,021	32,859	172	0.52%
5370		Pitkin fees	31,115	39,055	125	0.32%
		Total Treasurer's fees	58,136	71,914	297	0.41%
		Total Administration	204,732	270,531	77,863	28.78%
		Facility Expenses				
5410		Janitorial	55,583	55,000	5,265	9.57%
5420		Janitorial Supplies	8,281	9,000	1,281	14.24%
5430		Landscaping	11,873	13,835	-	0.00%
5440		Maintenance *Detailed List Attached	28,762	20,000	1,931	9.65%
5460		Snow Removal	4,620	4,898	-	0.00%

**Basalt Regional Library District
General Fund
February 2024**

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
				109,119	102,733	8,477	8.25%
5500			Utilities				
5510			Electric	7,980	8,000	874	10.92%
5515			Compost Collection System	1,403	1,871	70	3.74%
5520			Gas	15,326	17,798	5,199	29.21%
5530			Internet Connectivity	8,051	15,000	1,444	9.63%
5540			Sanitation	3,331	3,561	809	22.71%
5550			Telephone	6,130	8,930	791	8.86%
5560			Trash	8,346	9,847	1,470	14.93%
5570			Water	5,481	5,049	-	0.00%
			Total Utilities	56,048	70,055	10,657	15.21%
			Total Facility Expenses	165,167	172,788	19,134	11.07%
			Library Programs				
5610			Adult Program	14,935	11,000	1,617	14.70%
5612			Adult Materials	(35)	-	-	0.00%
5620			Children's	7,265	5,500	147	2.66%
5625			Children's Materials	84	-	-	0.00%
5634			Liquor License	665	400	-	0.00%
5633			Movie License	173	550	346	62.91%
5640			Music	21,789	17,000	3,177	18.69%
5650			Spanish Language	2,746	4,000	543	13.58%
5660			Teens	6,230	3,500	1,366	39.03%
5601			Summer Reading				
5601.01			Adult Summer Reading	2,133	1,000	-	0.00%
5601.02			Teen Summer Reading	2,147	2,500	247	9.86%
5601.03			Children's Summer Reading	5,893	5,500	779	14.16%
5601.04			Spanish Language Summer Reading	941	2,000	-	0.00%
5602			Community Events	9,194	15,000	29	0.20%
5675			Next Gen / Millennials	-	-	-	0.00%
			Total Library Programs	74,161	67,950	8,251	12.14%
			Technology & Equipment				
			Copiers & Equipment				
5730			Lease	407	-	-	0.00%
5740			Service Agreement / Copy Usage	4,142	2,500	-	0.00%
5750			Copier Supplies	124	-	-	0.00%
			Total Copiers & Equipment	4,673	2,500	-	0.00%
5760			Marmot ILS System	92,577	99,910	26,121	26.14%
5770			Miscellaneous Parts	824	2,000	96	4.80%

**Basalt Regional Library District
General Fund
February 2024**

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
5780		Support & Service Agreements					
5782		Adobe		870	-	600	Not Budgeted
5784		Appointment Booking		144	-	-	0.00%
5788		Domain / Network Solutions		154	-	-	0.00%
5795		Emma		1,356	-	695	Not Budgeted
5802		Google Cloud G Suite		3,181	-	634	Not Budgeted
5830		Livechat Website		240	-	-	0.00%
5820		Planning Center / Tockify		260	-	-	0.00%
5825		Webpage Builder		234	-	456	Not Budgeted
5828		Zoom		150	-	-	0.00%
5781		Marketing & Graphic Design			2,500		
5783		Website Tools		1,998	2,500	816	
5785		Communication & Time Management			4,500		
		Total Support & Service Agreements		8,587	9,500	3,200	33.68%
5840		Tech Labor & Repair		-	-	-	0.00%
		Total Technology		106,661	113,910	29,417	25.82%
		Collections					
5910		Audio					
5920		Adult BCD		3,528	3,000	289	9.64%
5922		Spanish Audio Adult		525	500	-	0.00%
5924		Spanish Audio Youth		321	500	-	0.00%
5930		Youth Audio		1,312	3,000	237	7.90%
		Total Audio		5,686	7,000	526	7.52%
6000		Books & Magazines					
6010		Adult fiction books		10,835	12,000	341	2.85%
6020		Adult non-fiction books		13,267	12,000	455	3.80%
6025		Board Games		398	500	-	0.00%
6030		Juvenile Fiction		8,438	9,100	327	3.60%
6040		Juvenile Non-Fiction		2,094	4,000	221	5.53%
6045		Large Print		2,421	2,000	-	0.00%
6050		Print Subscriptions		4,082	4,500	55	1.22%
6055		Replacement Books - Purchased		2,100	1,500	66	4.41%
6060		Spanish Adult fiction		1,692	2,000	383	19.15%
6070		Spanish adult non-fiction		948	1,500	300	20.00%
6080		Spanish children's books		4,109	5,000	185	3.70%
6100		YA Fiction		5,754	3,500	-	0.00%
6110		YA Non-Fiction		1,559	1,700	-	0.00%
6120		Special Items		1,798	2,000	724	36.19%

**Basalt Regional Library District
General Fund
February 2024**

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
			Total Books	59,498	61,300	3,058	4.99%
6200			Digital Resources				
6210			Annual Subscriptions:				
6240			Ency Britannica	493	-	509	Not Budgeted
6250			Gale Public	2,035	-	1,597	Not Budgeted
6270			Mango Languages	-	4,000	4,111	102.79%
6275			New York Times	100	-	-	0.00%
6280			Tumblebooks	(52)	-	-	0.00%
6285			Wallstreet Journal	434	-	-	0.00%
6295			Pebble Go	1,469	-	1,763	Not Budgeted
6300			Downloadable Titles:				
6305			Kanopy	6,000	6,000	-	0.00%
6308			OCLC World Share	-	-	-	0.00%
6320			Overdrive	20,816	25,000	2,289	9.16%
6340			Online Databases	146	7,500	2,804	37.39%
6350			Online Newspaper Subscriptions	-	2,000	1,299	64.95%
			Total Digital Resources	31,440	44,500	14,373	32.30%
6400			Media				
6410			Adult Music	-	-	-	0.00%
6420			Juvenile Music	66	-	-	0.00%
6430			Adult Movies	6,145	6,000	469	7.82%
6440			Juvenile Movies	735	1,000	112	11.21%
6460			Video / Games	768	800	-	0.00%
			Total Media	7,714	7,800	581	7.45%
			Total Collections	104,337	120,600	18,538	15.37%
6800			Restricted Funds				
6801			Restricted Exp - Misc	-	40,000	-	0.00%
			Total Restricted Funds	-	40,000	-	0.00%
			Total Operating expenses	655,057	785,779	153,202	19.50%
6900			Payroll Expenses				
6910			Payroll	858,559	1,031,652	216,698	21.00%
6920			Payroll Service	6,343	8,000	1,302	16.28%
6930			Payroll Taxes	68,510	83,000	17,398	20.96%
6940			Retirement Plan	26,048	25,250	4,643	18.39%
6950			Health Insurance	102,207	130,500	15,933	12.21%
6960			Life Insurance	-	750	-	0.00%
6965			STD/LTD	-	3,500	-	0.00%

**Basalt Regional Library District
General Fund
February 2024**

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
6970		FAMLI		7,222	9,250	-	0.00%
6957		Background Check		2,750	950	416	43.74%
		Total Payroll Expenses		1,071,638	1,292,852	256,388	19.83%
TOTAL EXPENDITURES				1,726,694	2,078,631	409,590	19.70%
Net General Fund Income/(Loss)				147,192	53,069	(369,172)	
		Allocation to Capital Reserve Outlay		600,000	90,000	-	0.00%
		Allocation to Bond Repayment					
General Fund Balance				1,375,366	1,430,513	1,006,193	70.34%

**Basalt Regional Library District
Capital Reserve Fund
February 2024**

		YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %	2024 Forecast	2025 Prelim Budget	Budget Assumptions
Capital Reserve Beginning Fund Balance		602,128	1,159,066	1,150,083	(8,984)	602,128	651,066	
REVENUES								
7210	Allocation From General Fund	600,000	90,000	-	0.00%	90,000	90,000	Per Mgr Estimate
7230	Interest Earned - Reserve Fund	58,509	35,000	12,875	36.79%	58,249	35,000	
TOTAL REVENUES		658,509	125,000	12,875	10.30%	148,249	125,000	
EXPENDITURES								
8310	Miscellaneous	8,786	10,000	-	0.00%	10,000	10,000	
8310.03	Conference Room - A/V Replace	12,639	10,000	12,007	120.07%	12,639	10,000	
8310.04	Computers - Patron	21,136	12,000	-	0.00%	17,630	12,000	
8310.05	Computers - Staff	9,932	12,000	-	0.00%	10,000	12,000	
8310.06	EV Charging Station	6,042	-	-	0.00%	6,042	-	
8310.08	Lighting Control System Replacement	6,944	-	-	0.00%	7,000	-	
8310.09	Fiber Cable	-	5,000	-	0.00%	-	5,000	
8310.10	Handrail for Tent Area	6,000	-	-	0.00%	6,000	-	
8310.11	Painting - Interior	19,075	-	11,552	Not Budgeted	-	-	
8310.13	Security Cameras	-	10,000	-	0.00%	10,000	10,000	
8310.15	Roof	-	700,000	-	0.00%	-	700,000	
8310.16	Remove Solar from Roof	-	50,000	-	0.00%	-	50,000	
8310.17	Consulting Engineer	20,000	-	-	0.00%	20,000	-	
8310.18	Furniture and Fixtures	-	50,000	-	-	-	50,000	
8310.19	Replace telephone system	-	10,000	-	-	-	10,000	
8310.20	Replace kitchen appliances	-	2,500	-	-	-	2,500	
TOTAL EXPENDITURES		110,554	871,500	23,560	2.70%	99,311	871,500	
Net Fund Income/(Loss)		547,954	(746,500)	(10,685)	1.43%	48,938	(746,500)	
Capital Reserve Fund Balance		1,150,083	412,566	1,139,398	276.17%	651,066	(95,434)	

Basalt Regional Library District Maintenance Detail

Date	Name	Category	Memo	Amount
01/01/24	Orkin	Pest Control	Jan through September Fees	\$ 483.81
01/01/24	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 01/01/24 - 02/29/24	\$ 160.50
01/01/24	Acme Alarm Company	Alarm / Monitoring	1st Qtr 2024	\$ 129.39
Sub-Total January				\$ 773.70
02/14/24	Young Services	Building/Interior Maintenance	Bathroom Repars	\$ 240.00
02/21/24	Rexel	Miscellaneous	Replacement Battery	\$ 242.04
02/23/24	Acme Alarm Company	Alarm / Monitoring	Test and Inspection 2024	\$ 600.00
02/25/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs and Maintenance	\$ 75.00
Sub-Total February				\$ 1,157.04
Grand Total				\$ 1,930.74

Alarm / Monitoring	\$ 889.89
Electrical	\$ -
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 315.00
Inspection / Testing	\$ -
Pest Control	\$ 483.81
Plumbing / Heating	\$ -
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 242.04
	\$ 1,930.74

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
February 9 -March 9

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	310.14
Accounting	*Square	35.00
Adult	KSCPP	180.00
Adult	Mountainfilm, LTD	650.00
Adult BCD	Blackstone Publishing	289.11
Background Check	Employers Council Services, Inc.	415.50
Cap Res Exp- Painting-Interior	All Fine Finishes	11,552.36
Capital Reserve Expense- AV	Audio Video Experts	12,007.34
Compost Collection System	EverGreen ZeroWaste	70.00
Electric	*Holy Cross Energy	873.99
Gas	*Black Hills Energy	2,438.28
Internet Connectivity	Ena Services Llc	121.52
Janitorial	AlSCO	73.50
Janitorial Supplies	Aspen Maintenance Supply	531.09
Juvenile Movies	Midwest Tape	581.30
Maintenance	Acme Alarm Company	600.00
Maintenance	Grizzly Creek Enterprises, Inc.	4,475.00
Maintenance	Johnson Controls Security Solutions	240.75
Maintenance	Rexel	242.04
Maintenance	Young Services	240.00
Multiple	*Divvy	7,342.15
Multiple	Ingram Library Services	1,345.29
Office Supplies	Basalt Office & Art Supply	11.70
Office Supplies	ODP Business Solutions	434.00
Online Newspaper Subscriptions	Marmot Library Network, Inc.	2,124.25
Overdrive	Overdrive, Inc	1,463.56
Payroll Liabilities	*TIAA-CREF	5,810.50
Payroll Service	*Paychex Payroll Service	299.00
Radio Advertising	Entravision Communications Corporation	5,750.00
Sanitation	Basalt Sanitation District	808.50
Spanish Adult Non-Fiction	English in Action	300.00
Suspense	Helpers Disaster Restoration LLC	720.00
Targeted Newspaper Ads	The Sopris Sun	210.00
Technical Cataloging & Service	Elm USA Inc	495.00
Teen	Aspen Science Center	710.00
Telephone	Century Link	511.26
Telephone	Tuck Communication Services, Inc.	280.00
Translation / Interpretation	Dulce Andrea Suarez	140.00
Trash	Waste Management	734.52
Wellness/Health Insurance	CEBT Willis of Colorado	11,379.76
Youth Audio	Playaway Products	236.96
Grand Total		<u><u>\$ 77,033.37</u></u>



VISA

Statement: 01/15/2024 - 02/15/2024

Monthly statement

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

We appreciate you.

Your statement balance as of 02/15/2024 is

\$7,342.15

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	\$7,626.12
Payments	\$7,626.12
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$7,342.15
Statement balance	\$7,342.15



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
01/15/2024	**** 3174	AMZN Mktp US*RT5YC0S02	\$31.98	Sandra F Dexter
01/15/2024	**** 5068	AMAZON.COM*R845E4PS0	\$64.71	Elena Marquez
01/16/2024	**** 4228	UNITED 0162356609351	\$584.08	Laura Baumgarten
01/16/2024	**** 4228	UNITED 0162356609350	\$584.08	Laura Baumgarten
01/16/2024	**** 4228	UNITED 0162356612030	\$299.60	Laura Baumgarten
01/17/2024	**** 5068	AMZN Mktp US	-\$46.96	Elena Marquez
01/17/2024	**** 5068	AMAZON.COM*R86LG3QB0	\$47.98	Elena Marquez
01/18/2024	**** 9304	AMZN Mktp US*R822C6S90	\$24.93	Amy Shipley
01/18/2024	**** 1835	AMAZON RET* 5660 BC 1-	\$124.20	Brittany Crooke
01/18/2024	**** 5068	AMZN Mktp US*RT3R15U21	\$64.92	Elena Marquez
01/18/2024	**** 2151	MOUNTAINCAREERS.COM	\$79.00	Christy Baumgarten
01/19/2024	**** 7327	AMZN Mktp US*R83XZ5ILO	\$9.59	Kristen A Doyle
01/19/2024	**** 7327	AMZN Mktp US*R80XR8I20	\$14.98	Kristen A Doyle
01/19/2024	**** 0011	CITY-MARKET #0433	\$26.19	Elizabeth DeWetter
01/19/2024	**** 7327	AMZN Mktp US*R833W9TP2	\$9.99	Kristen A Doyle
01/19/2024	**** 2151	SWIFT COMMUNICATIONS	\$99.00	Christy Baumgarten
01/19/2024	**** 2151	SWIFT COMMUNICATIONS	\$99.00	Christy Baumgarten
01/19/2024	**** 2151	SWIFT COMMUNICATIONS	\$99.00	Christy Baumgarten
01/19/2024	**** 5068	AMZN Mktp US*R02IM8CP0	\$15.99	Elena Marquez
01/19/2024	**** 4228	AMZN Mktp US*R85QF8LM1	\$79.99	Laura Baumgarten
01/20/2024	**** 0011	EXPEDIA 72740386457213	\$30.66	Elizabeth DeWetter
01/20/2024	**** 5068	AMAZON.COM*R88PU7Z21	\$29.02	Elena Marquez
01/20/2024	**** 5068	AMAZON.COM*R88WI8072	\$6.99	Elena Marquez
01/22/2024	**** 1835	AMAZON.COM*R86CX9GQ1	\$9.99	Brittany Crooke

DATE	CARD	MERCHANT	AMOUNT	NAME
01/22/2024	**** 9304	MCDONALD'S F11735	\$13.70	Amy Shipley
01/23/2024	**** 4228	AMZN MKTP US*R86TQ72S2	\$154.57	Laura Baumgarten
01/23/2024	**** 4228	AMZN MKTP US*R09EQ8GLO	\$208.44	Laura Baumgarten
01/24/2024	**** 4228	AMZN Mktp US*R09MN8BLO	\$156.44	Laura Baumgarten
01/24/2024	**** 4228	AMZN Mktp US*R878G6WD2	\$60.78	Laura Baumgarten
01/24/2024	**** 0011	EXPEDIA 72740386457213	-\$30.66	Elizabeth DeWetter
01/24/2024	**** 4228	ETSY, INC.	\$24.40	Laura Baumgarten
01/25/2024	**** 9304	AMZN Mktp US*R02WK46G0	\$18.99	Amy Shipley
01/25/2024	**** 4228	AMZN MKTP US*R06V894Y2	\$121.67	Laura Baumgarten
01/25/2024	**** 7370	HOMELESS TRAINING	\$799.00	Evelyn I Dominguez
01/25/2024	**** 0011	THRIFT BOOKS GLOBAL, LLC	\$51.89	Elizabeth DeWetter
01/26/2024	**** 2151	AMZN Mktp US*R00EG6RS0	\$18.95	Christy Baumgarten
01/27/2024	**** 4228	AMZN MKTP US*R01TV4G72	\$42.95	Laura Baumgarten
01/28/2024	**** 4228	AMAZON RETAIL* 5620	\$12.01	Laura Baumgarten
01/29/2024	**** 4228	AMZN Mktp US*R009V4X01	\$56.97	Laura Baumgarten
01/29/2024	**** 4228	AMZN Mktp US*R01W52MQ1	\$16.99	Laura Baumgarten
01/29/2024	**** 0011	BOOK OUTLET	\$93.23	Elizabeth DeWetter
01/30/2024	**** 2151	AMZN Mktp US*R01GR78E1	\$50.11	Christy Baumgarten
01/31/2024	**** 7327	AMZN Mktp US*R035A0SB1	\$199.99	Kristen A Doyle
01/31/2024	**** 5068	Amazon.com*R035H2SX1	\$37.96	Elena Marquez
01/31/2024	**** 5068	AMZN MKTP US*R22QX7V20	\$88.20	Elena Marquez
01/31/2024	**** 7327	Milk Street Magazine	\$54.95	Kristen A Doyle
01/31/2024	**** 2151	FACEBK LZXSVM3MH2	\$40.00	Christy Baumgarten
02/01/2024	**** 4228	AMAZON.COM*R01YT6U81	\$66.87	Laura Baumgarten
02/01/2024	**** 9304	USPS PO 0706120530	\$1.87	Amy Shipley
02/01/2024	**** 2151	Google LLC GSUITE_basaltl	\$316.80	Christy Baumgarten
02/01/2024	**** 0011	ALLIANZ TRAVEL INS	\$19.85	Elizabeth DeWetter
02/02/2024	**** 0011	AMERICAN AIR0012112740793	\$155.10	Elizabeth DeWetter

DATE	CARD	MERCHANT	AMOUNT	NAME
02/02/2024	**** 1835	AMZN Mktp US*R21SS0KU0	\$175.41	Brittany Crooke
02/02/2024	**** 4228	AMZN MKTP US	-\$59.79	Laura Baumgarten
02/02/2024	**** 4228	AMAZON.COM*R27WB3730	\$14.58	Laura Baumgarten
02/02/2024	**** 2151	TMOBILE POSTPAID WEB	\$658.23	Christy Baumgarten
02/02/2024	**** 1835	WHOLEFDS BLT #10298	\$24.42	Brittany Crooke
02/03/2024	**** 7370	Etsy.com - Multiple Shop	\$48.85	Evelyn I Dominguez
02/03/2024	**** 7370	SP HEREAFTERLA	\$29.00	Evelyn I Dominguez
02/05/2024	**** 1835	AMZN Mktp US*R21FS55Y1	\$29.25	Brittany Crooke
02/05/2024	**** 1835	AMZN Mktp US*RB7V02EW0	\$19.99	Brittany Crooke
02/05/2024	**** 1835	AMZN Mktp US*R26X76HT1	\$71.16	Brittany Crooke
02/06/2024	**** 3174	DREAMTIME WATER DIST	\$275.90	Sandra F Dexter
02/06/2024	**** 1835	AMZN Mktp US*RB62I4ZN2	\$24.99	Brittany Crooke
02/07/2024	**** 4228	AMZN Mktp US*R20YH6SV1	\$24.68	Laura Baumgarten
02/08/2024	**** 7370	MOUNTAIN STATE EMPLOYE	\$494.00	Evelyn I Dominguez
02/08/2024	**** 2151	TOCKIFY WEB CALENDAR	\$8.08 (\$0.08 foreign fee)	Christy Baumgarten
02/08/2024	**** 1835	ETSY, INC.	\$5.88	Brittany Crooke
02/09/2024	**** 0011	TIMBOS PIZZA	\$23.59	Elizabeth DeWetter
02/10/2024	**** 1835	CITY-MARKET #0433	\$35.75	Brittany Crooke
02/11/2024	**** 2151	AMZN Mktp US*RB2OK6SK2	\$26.92	Christy Baumgarten
02/11/2024	**** 1835	CITY-MARKET #0433	\$32.45	Brittany Crooke
02/13/2024	**** 1835	Amazon.com*RI5X80CG2	\$79.92	Brittany Crooke
02/13/2024	**** 1835	AMZN Mktp US*RI9Q23C32	\$34.97	Brittany Crooke
02/14/2024	**** 3174	AMZN Mktp US*RI7PV63Y2	\$22.99	Sandra F Dexter
Total			\$7,342.15	



**BASALT REGIONAL LIBRARY DISTRICT
ALCOHOLIC BEVERAGE POLICY**

It is the policy of the Basalt Regional Library (BRLD) Board of Trustees to allow service of alcohol at library events. BRLD follows all applicable local, county, state, and federal laws, regulations, and guidelines when serving alcohol at BRLD programs and events. This includes procurement of a liquor license, training of personnel serving alcohol, and storage of alcohol.

ALCOHOL SERVICE

Staff must be 21 years of age to serve alcohol.

Staff are required to receive training in the service of alcohol before serving. This training must be updated every two years.

Staff will check the identification of anyone who appears to be under the age of 50 who is requesting alcohol.

Staff will not serve anyone who appears to be intoxicated.

Per the library's liquor license, alcohol may only be served inside the building. No outside alcohol is permitted at events held at the library.

ALCOHOL STORAGE

Alcohol will be stored and locked in the IT room when not in use.

Alcohol may be stored for a period of no longer than two days before an event and one day after an event in the Community Room kitchen refrigerator. The Community Room kitchen door must remain closed and locked when there is alcohol in the refrigerator.

Any open, unused portion of alcohol left over after an event must be disposed of and may not be removed from the library premises by staff, library patron, or any other person.