

**Basalt Regional Library District Board of Trustees Meeting**  
**Monday, March 20, 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:** Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee; Elaine Nagey, Trustee; Eric Pelander, Trustee

**AGENDA**

- 5:15 PM Call to order  
Citizen Comments
- 5:20 PM Board Comments
- 5:25 PM Approval Items
- Minutes of February 20, 2023 Board Meeting
  - February 2023 Accounts Payable
- 5:30 PM Meet the Circulation Staff
- 5:45 PM Director's Report, *Amy Shipley*
- 6:05 PM Committee Reports:
- Bylaws Committee
  - Facilities Committee: *Jim Albert, chair*
  - Finance Committee: *Carolyn Kane, chair*
    - February 2023 Financials
  - Officer Nominating Committee, *Elaine Nagey, Eric Pelander*
  - Personnel Committee: *Enid Ritchy, chair*
  - Policy Committee: *Enid Ritchy, chair*

**ACTION ITEMS**

- 6:25 PM Election of Officers
- 6:35 PM Discussion and possible vote on updated Meeting Spaces Policy
- 6:45 PM Discussion and possible vote on updated Study Rooms Policy

6:55 PM Discussion and possible vote on updated Volunteer Policy

7:05 PM Adjourn Meeting

# Basalt Regional Library District Board of Trustees Meeting Minutes

## February 20, 2023

**Board Members Present:** Jim Albert, Vice president; Becky Musselman, Trustee; Elaine Nagey, Trustee; Eric Pelander, Trustee

**Staff Present:** Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Gaby Lagos, Technical Services Associate; Elena Marquez, Spanish Language Outreach Coordinator

**Citizens Present:** None

### Call to order

Jim called the meeting to order at 5:16 PM

### Citizen Comments

None

### Board Comments

None

### Approval Items

- Minutes of January 16, 2023 Board Meeting
  - Eric moved and Elaine seconded the motion to approve the minutes of January 16<sup>th</sup> Board meeting with edits. The motion passed unanimously.
- Minutes of January 30, 2023 Special Board Meeting
  - Eric moved and Becky seconded the motion to approve the minutes of the January 30<sup>th</sup> Special Board meeting with edits. The motion passed unanimously.
- January 2023 Accounts Payable
  - Becky moved and Elaine seconded the motion to approve the January 2023 Accounts Payable. The motion passed unanimously.

### Friends of the Library Update, *Deb McCanne*

The Friends of the Library held a steering committee meeting today, February 20<sup>th</sup>, to look at funding requests from staff. They will continue last year's pilot program and fund menstrual and diaper supplies. This year they will also fund a new pilot program to provide toothpaste and other basic essentials to be placed in the public restrooms for those in need. Music program and youth services requests were also granted. The Friends now have 16 volunteers, up from five. Eighty dollars' worth of books, at 1-2 dollars each, were sold on a single day in December. The Friends gave children's books to Raising a Reader from an over-abundance of book donations.

### Feria Internacional del Libro de Guadalajara, Mexico, *Gaby Lagos, Elena Marquez*

Gaby reported on her trip to the book fair in Guadalajara. She purchased books for adults, teens and kids that are hard to find here, including bilingual books. Elena provided some additional information about the book fair.

### **Review Script for Stakeholder Conversations, Amy Shipley**

Amy handed out and reviewed a draft of the script for stakeholder conversations. A ballot measure history is included in the draft. A discussion followed with recommendations for a few edits to the script. The purpose of the script is to get a feel for what people are most interested in. Board members will begin having stakeholder conversations March first and will keep Amy updated.

### **Director's Report, Amy Shipley**

- Amy reviewed items on her written report and updated the Board on the following:
  - Meghan will continue to be our bookkeeper.
  - Amy made a job offer to an applicant for the Human Resources (HR) position.
  - Youth services positions remain open.
  - We now have a credit card reader at the front desk.
  - Amy handed out the all staff training date agenda for March 29<sup>th</sup> and explained some of the items on the agenda.
  - Colorado Library Consortium (CLiC) gets some funding for courier services from the Colorado government. They haven't received an increase in for funding in 17 years and have been passing on increased costs to libraries resulting in significant cost increases. Amy is doing library advocacy work for increased funding from the government to CLiC for courier service.
  - Amy handed out the 2023 election calendar. The Board will need to vote no later than the August meeting whether or not to go on the ballot. The deadline to finalize the ballot language is September 8<sup>th</sup>.
  - Board Trustee candidate interviews are March 16<sup>th</sup>. Board members will let Amy know if and what times they are available to participate in the interviews.

### **Creation of Bylaws Committee, Carolyn Kane**

Amy reported in Carolyn's absence. She asked for at least one Board member to be part of the Bylaws Committee. Jim volunteered to be on the Committee with Carolyn and Amy.

### **Committee Reports:**

Facilities Committee: *Jim Albert, chair*

Amy provided the following updates:

- The Library's attorney looked over the contract for the roof assessment. Nothing major was changed and WJE signed the red-lined version.
- Myers & Co. completed the handrail.
- There was a small puddle of water on the ledge of one window. A repair has been put off until summer when a hose can be used to check for the leak.
- A carpet company will replace a few of the carpet tiles.
- Amy is investigating soundproofing some offices and possibly the study rooms. None are currently soundproofed and conversations can be heard outside of the offices. Soundproofing is especially important for her office and the Human Resources office where confidential conversations are held. The sound may be coming through hollow floor. Amy working with architect on this.
- Interior painting is being investigated.

Finance Committee: *Carolyn Kane, chair*

Amy reported in Carolyn's absence. She noted that the end of January marks 8% of year. She walked the Board through the various items on the Balance Sheet and noted which income and expenses were over or under budget in the General Fund at the end of January. Grants will be tracked on a separate spreadsheet. The Bond Fund is in good shape. A few items will be billed to Capital Reserves this year. The Capital Reserve allocation is historically done in November.

Officer Nominating Committee, *Elaine Nagey, Eric Pelander*

Eric presented the officer nominations. Becky explained the process further and listed steps. A typed copy will be placed in the Board manuals for future reference.

Personnel Committee: *Enid Ritchy, chair*

Has not met. Will meet in March

Policy Committee: *Becky Musselman, chair*

Will meet tomorrow, February 21<sup>st</sup>, to finalize meeting space and study room policies

#### **Discussion about ideal length of Board of Trustees meetings.**

It was decided that the number and complexity of topics that must be addressed will determine the length of the Board meetings.

#### **Adjourn Meeting**

Eric moved and Elaine seconded the motion to adjourn the meeting. The motion passed unanimously. Jim adjourned the meeting at 7:30 PM.

Respectfully submitted,

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Jim Albert, Vice-President

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Date

### Administration and Personnel

We were very lucky to fill several positions this month: Patron Services Associate, IT & Marketing Associate, Youth Services Associate, and HR Manager. Unfortunately, our newly hired IT & Marketing Associate had to resign suddenly, so that position is vacant again. We hope to have our Teen Librarian position filled by the end of March.

<b>CURRENT STAFF</b>				
<b>Total Staff Count</b>	<b>Total FTE</b>	<b>Total Staff Hours per Week</b>	<b>Count of Benefit Eligible Staff (over 20 hours)</b>	<b>Count of Staff not eligible for Benefits (under 20 hours)</b>
20	16.03	641	17	3

<b>STAFF VACANCIES</b>			
<b>Position</b>	<b>Scheduled Hours per Week</b>	<b>FTE</b>	<b>Benefits Eligible? (Y/N)</b>
Teen Librarian	40	1	Yes
IT & Marketing Associate	40	1	yes
Total	80	2	N/A

I recently shifted employees' schedules 30 minutes later to allow time after we close to complete closing duties. Staff were feeling pressure to clock out exactly when we close the library, which didn't allow us to provide excellent customer service to those last patrons in the building. It also didn't allow us to slow down and close the building with attention to detail.

### Reports to State Agencies

The annual statistical report to the State Library will be due in April due to a change in software that we use to submit our report. I am working on this report with staff.

### Finances

I have been working with Board Trustees and others to continue to dial in our financial projections for 2024 – 2030. The audit field work has been completed, and the auditors are working on the audit report.

### Collection

Staff are weeding the adult non-fiction collection. We have removed the book club kits and donated them to the State Library's book club kit collection. We are working on developing our collection of adult graphic novels.

### Outreach

The Spanish Language Outreach Coordinator had a meeting with representatives from each school in our area to tell them about the resources the library offered. They were very impressed with what we offer, and they asked her to come back at a future date to speak to parents as well.

**Technology**

The kiosk in the lobby has been replaced. Patron passwords for accessing their accounts are being implemented on March 28, and staff are well-trained on how they work and how to help patrons.

**Facility**

For now, things have been business as usual. We are waiting for the snow to clear on the roof for the roof assessment to take place.

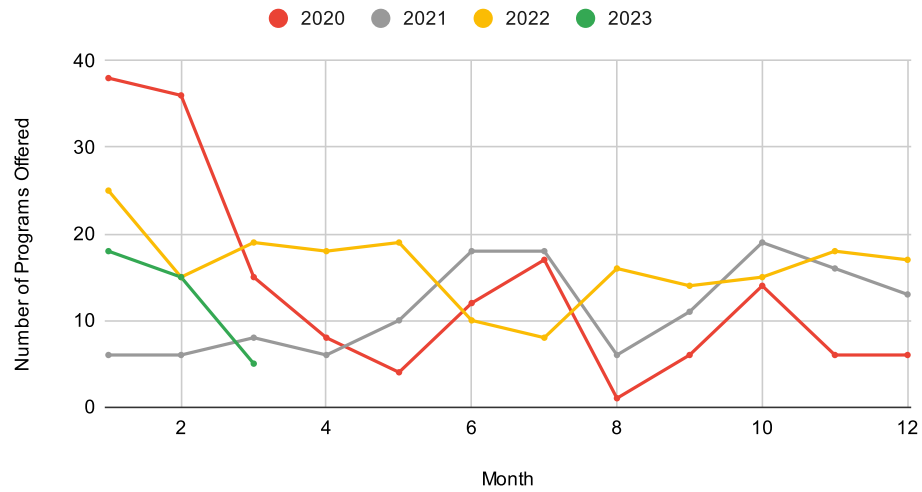
**Fundraising**

The Friends of the Library generously granted

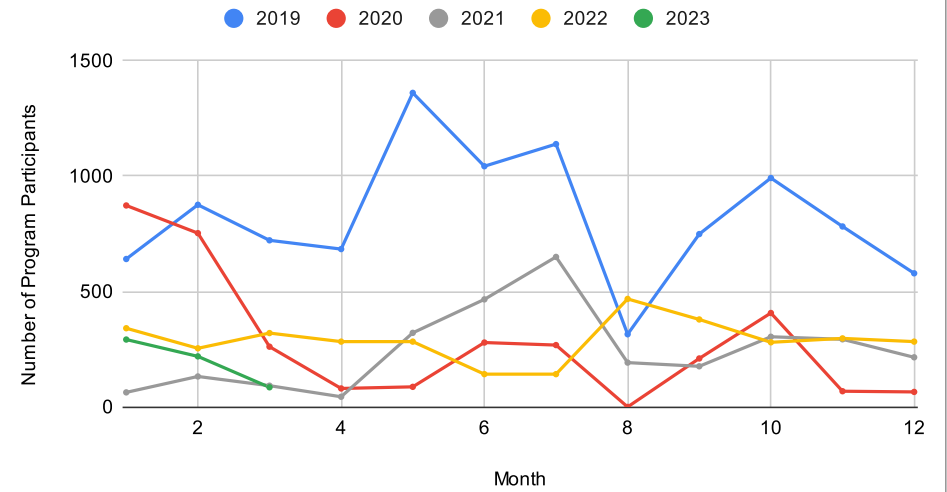
**Leadership and Professional Development**

I hosted 13 public library directors from the western slope/resort region of the state here at our library to talk about current issues we face. I also attended Library Lobby Day at the State Capitol to talk with legislators about funding for the courier system and for the state grants to libraries program.

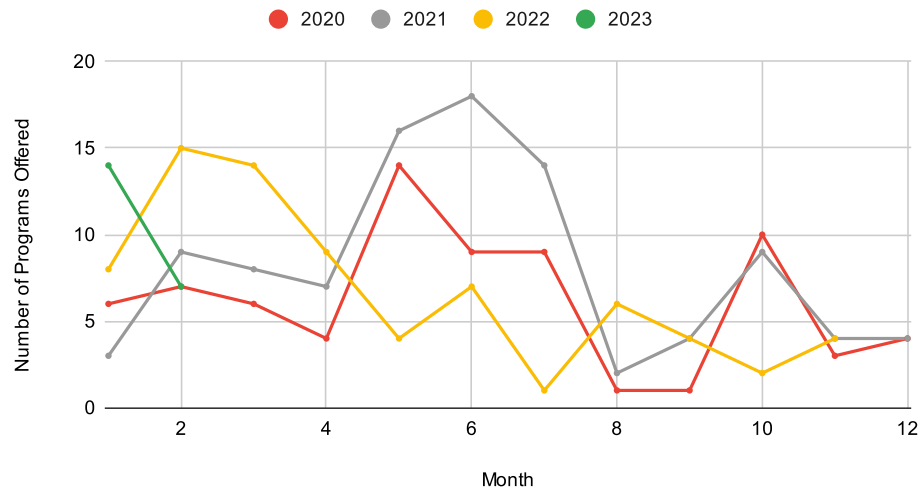
Number of Children's Programs Offered



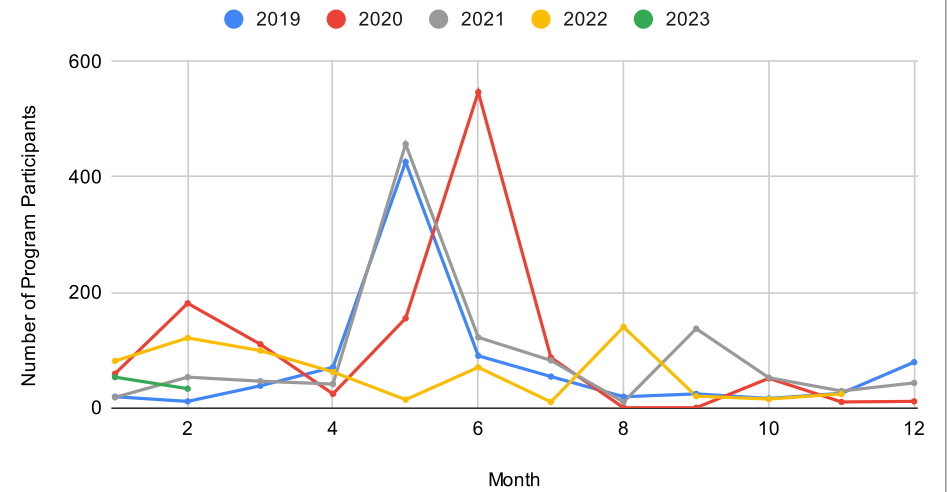
Children's Program Attendance



Number of Teen Programs Offered

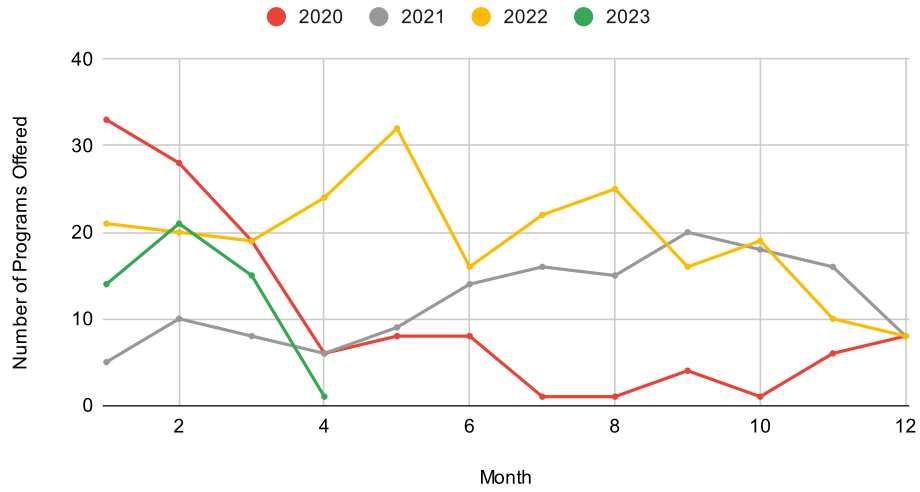


Teen Program Attendance

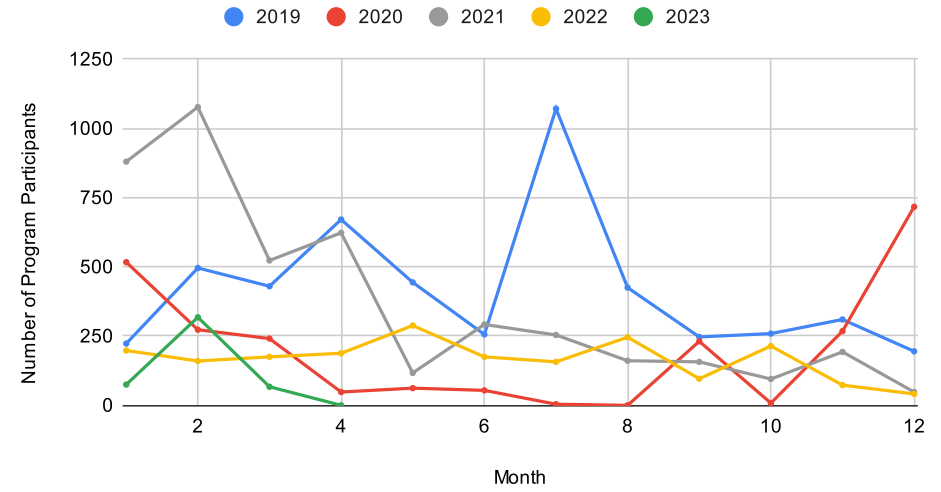




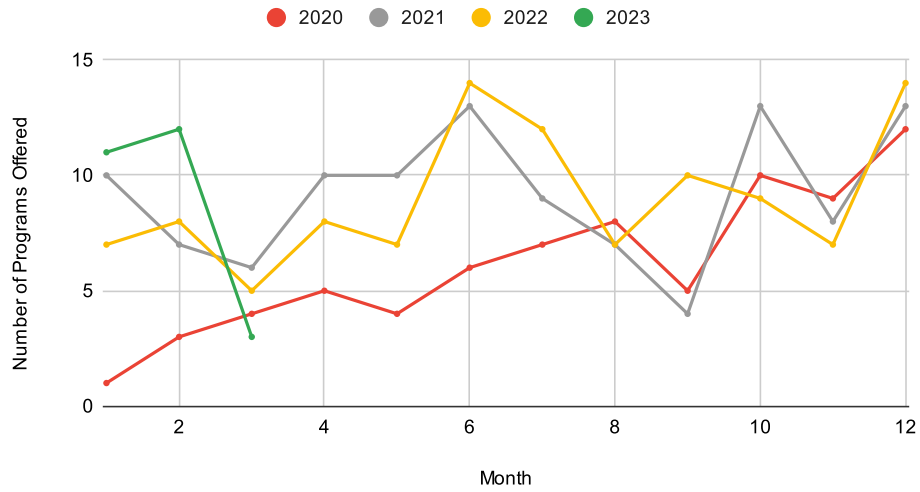
### Number of Adult Programs Offered



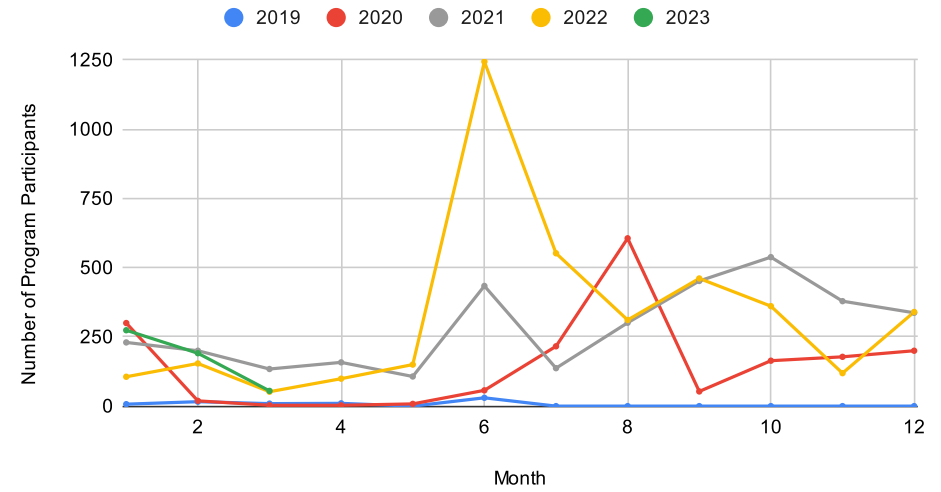
### Adult Program Attendance



### Number of All Ages Programs Offered



### All-Ages Program Participation



BRLD Finance Committee Report  
Tuesday, March 14, 2023 @ 5:15

Present: Trustees Enid Ritchy, Elaine Nagey, Margaret Simmons, Carolyn Kane; Citizen Rep. Roger Garrett, Director Amy Shipley

1. February Financials – February is 16% of the fiscal year.

Revenues – all categories - \$94,575 or 5.25% of projected revenues. Tax bills went out in February, so mill levy revenue will begin to be deposited from county assessors' ofcs.

Expenses – the committee questioned various line items, which Amy will explain at Monday's board meeting. Divvy credit card expenditures are included in report.

-Total Operating Expense: \$164,713, or 23.49% - this is above 2/12ths of the fiscal year.

-Total Payroll Expense: \$156,696, or 12.37%

Total Expenditures: \$321,409, or 16.33% - targeted expense for the year

2. 2024 Property Valuation Projections – Carolyn has spoken with assessors for both Eagle and Pitkin County. Property values have risen in both counties and large increases in real estate value are anticipated. County mandate requires notices of valuations to be sent to taxpayers from assessors' offices on May 1<sup>st</sup>.

However, another factor may change statewide valuations. The state legislative session ends in early May. In 2021 and 2022, legislation was passed to limit the amount of money collected from taxpayers in this assessment cycle – but it appears these measures won't greatly blunt tax monies collected. It is still possible for the Colorado Legislature to pass a bill this session. One such bill *failed on May 14*. It proposed rolling back valuations to the 2021 valuation cycle, skipping the 2023 valuation and resuming valuations in 2025.

The committee looked at some fiscal projections which Eric produced. These models will be very helpful as we get further into the year and into planning for a possible campaign.

3. Financial Management Manual – Elaine and Carolyn are editing Amy's suggested changes into the Draft. Next step - send the Draft back to Finance Committee.

4. Roof – A roofer will go to the roof to assess whether enough snow has melted to permit the roofing engineers to do their work.

5. 2022 Audit – BRLD director, staff and board treasurer met with an auditor from McMahan & Associates on March 1<sup>st</sup>. This was the first step in the audit process.

The meeting adjourned at 6:30.

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

	<b>General Operating Fund</b>	<b>Bond Repayment Fund</b>	<b>Capital Reserve Fund</b>	<b>Total Balance</b>	<b>Adjustments (Conversion Fund)</b>	<b>Statement of Net Position</b>
<b>ASSETS</b>						
Cash in Banks						
Alpine Bank #0127	256,984			256,984		256,984
Colo Trust - Tabor Reserve #8003	52,711			52,711		52,711
Colo Trust - Operating Fund #8004	1,517,201			1,517,201		1,517,201
Colo Trust - Bond Repayment #8002		541,050		541,050		541,050
Colo Trust - Capital Rsv Fund #8005			759,429	759,429		759,429
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	-			-		-
Prepaid Expense	-			-		-
Property Tax Receivable	2,389,542			2,389,542		2,389,542
Pooled Cash (Interfund Transfers)	(164,823)	336,682	(171,769)	90	(90)	0
Capital Assets, net of depreciation	-	-	-	-	9,031,769	9,031,769
<b>Total Assets</b>	<b>4,051,615</b>	<b>877,732</b>	<b>587,660</b>	<b>5,517,007</b>	<b>9,031,679</b>	<b>14,548,686</b>
<b>LIABILITIES</b>						
<b>Current Liabilities</b>						
Accounts Payable & Accrued Liabilities	58,477	-	-	58,477	-	58,477
<b>Other Current Liab</b>						
Accrued Interest				-	15,805	15,805
Deferred Property Tax	2,389,542			2,389,542		2,389,542
<b>Total Current Liabilities</b>	<b>2,448,019</b>	<b>-</b>	<b>-</b>	<b>2,448,019</b>	<b>15,805</b>	<b>2,463,824</b>
<b>Long Term Liabilities</b>						
Bonds Payable, 2012		-		-	3,254,910	3,254,910
Accrued Compensated Absenses				-	49,273	49,273
<b>Total Long Term Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,304,183</b>	<b>3,304,183</b>
<b>Total Liabilities</b>	<b>2,448,019</b>	<b>-</b>	<b>-</b>	<b>2,448,019</b>	<b>3,319,988</b>	<b>5,768,007</b>
<b>Net Assets</b>						
Net Investment in Capital Assets	-	-	-	-	5,776,769	5,776,769
<b>Fund Balance</b>						
Non Spendable	-	-	-	-	-	-
Restricted for:						
Tabor	47,615			47,615	-	47,615
Debt Service		541,050		541,050	-	541,050
Committed for Future Projects			587,660	587,660	(587,660)	-
Unassigned	1,555,981	336,682	-	1,892,663	522,582	2,415,245
<b>Current Year Fund Balance</b>	<b>1,603,596</b>	<b>877,732</b>	<b>587,660</b>	<b>3,068,988</b>	<b>(65,078)</b>	<b>3,003,910</b>
<b>Total Liabilities and Fund Balance</b>	<b>4,051,615</b>	<b>877,732</b>	<b>587,660</b>	<b>5,517,007</b>	<b>9,031,679</b>	<b>14,548,686</b>

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

		2022 Year End Actuals	2023 Budget	YTD Actuals 2/28/23	Actuals vs Budget YTD %	2023 Forecast
<b>General Operating Beginning Fund Balance</b>		1,728,500	1,761,053	1,830,430	69,377	1,830,430
<b>Eagle County</b>						
	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
<b>Pitkin County</b>						
	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
<b>REVENUES</b>						
4005	General Operating Mill Levy					
4010	Eagle County	702,200	712,931	43,103	6.05%	712,931
4020	Pitkin County	498,072	505,148	9,763	1.93%	505,148
4030	Mill Levy Supplement	348,618	350,023	15,191	4.34%	350,023
4040	Tax Abatement - Prior Year	-	-	-	0.00%	-
	Total General Operating Mill Levy	1,548,890	1,568,102	68,057	4.34%	1,568,102
4100	MVSO - General Operating					
4110	Eagle County	83,759	89,737	6,745	7.52%	89,737
4120	Pitkin County	39,343	42,475	3,017	7.10%	42,475
	Total MVSO - General Operating	123,102	132,212	9,762	7.38%	132,212
4200	Fines & Fees					
4205	Coffee Purchase	421	500	61	12.20%	500
4210	Copies	4,758	3,500	457	13.07%	3,500
4215	Earbuds	39	50	9	18.00%	50
4220	Faxing	422	-	5	Not Budgeted	5
4230	Fines	1,023	1,000	130	12.99%	1,000
4250	Meeting Room Rental	1,321	1,000	663	66.25%	1,000
4255	Reading Glasses	33	50	1	2.00%	50
4260	Replacement Books	1,143	1,500	35	2.33%	1,500
	Replacement Library Cards	2	-	-	0.00%	-
4285	Health Insurance Dividend - CEBT	-	-	-	0.00%	-
4290	Holy Cross Deposit Return/Member Equity	90	100	-	0.00%	100
4261	Miscellaneous	-	-	1,006	Not Budgeted	-
	Total Fines & Fees	9,252	7,700	2,367	30.75%	7,705
4300	Earnings on investments					
4310	Colostrust Int Op Acct	37,579	36,768	13,210	35.93%	36,768
4320	Mill Levy Interest	4,897	6,234	(269)	-4.31%	6,234
	Total Earnings on investments	42,475	43,002	12,941	30.09%	43,002
4400	Contributions *see detail					
4410	Contributions- Non-Restricted	7,947	5,000	537	10.73%	5,000
4412	Contributions- Restricted	1,294	1,000	-	0.00%	1,000
	Contributions- Music	2,000	-	-	0.00%	-
	Total Contributions	11,241	6,000	537	8.94%	6,000

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

				2022 Year End Actuals	2023 Budget	YTD Actuals 2/28/23	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%	5,000
	Restricted - American Library Association			10,000	-	-	0.00%	-
4604	Restricted - Library Friends			2,423	5,000	-	0.00%	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	-	0.00%	5,000
4620.15	Restricted - Other Misc			-	30,000	100	0.33%	30,000
	Total Restriced Fund Income - Foundation/Friends			50,819	45,000	911	2.03%	45,000
<b>TOTAL REVENUES</b>				<b>1,790,546</b>	<b>1,802,016</b>	<b>94,575</b>	<b>5.25%</b>	<b>1,802,021</b>
<b>OPERATING:</b>								
<b>Administration</b>								
Contract Services								
5010	Accounting			11,261	1,920	466	24.28%	1,920
5020	Audit - Annual			14,000	13,250	-	0.00%	13,250
5030	Courier			2,847	11,500	8,541	74.27%	11,500
5040	Legal			13,156	15,000	-	0.00%	15,000
	Total Contract Services			41,264	41,670	9,007	21.62%	41,670
Insurance								
5100	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	48	2.97%	1,600
5235	Employers Council			1,383	3,300	1,917	58.09%	3,300
5240	Library Association Dues			760	1,000	690	69.00%	1,000

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 2/28/23	Actuals vs Budget YTD %	2023 Forecast
5250		Spec District Ass'n Due	1,481	1,599	1,196	74.74%	1,599
5260		Staff	9,305	10,000	2,112	21.12%	10,000
5275		Volunteer Appreciation	-	275	-	0.00%	275
5276		Staff Appreciation	-	275	53	19.36%	275
5270		Travel expenses	7,226	4,000	156	3.89%	4,000
		<b>Total Professional Dev. &amp; Memberships</b>	<b>20,649</b>	<b>22,049</b>	<b>6,171</b>	<b>27.99%</b>	<b>22,049</b>
5280		<b>Publicity</b>					
5290		Advertising - General	223	6,000	215	3.59%	6,000
5283		Anniversary Celebration	10,116	-	(755)	0.00%	-
5285		Radio	13,329	16,000	10,655	66.59%	16,000
5293		Signage	319	1,000	68	6.80%	1,000
5295		Social Media Ads	559	1,500	106	7.05%	1,500
5297		Targeted Newspaper Ads	4,131	6,000	323	5.38%	6,000
5286		Spanish Language Interpretation/Translating	-	5,000	236	4.73%	5,000
5287		Job Ads	-	2,000	289	14.45%	2,000
		<b>Total Publicity</b>	<b>28,677</b>	<b>37,500</b>	<b>11,137</b>	<b>29.70%</b>	<b>37,500</b>
5300		<b>Supplies</b>					
5310		Office Supplies	11,348	8,640	2,552	29.54%	8,640
5320		Technical Cataloging & Service	5,295	8,500	3,082	36.26%	8,500
5330		Postage & Shipping	292	1,000	-	0.00%	1,000
		<b>Total Supplies</b>	<b>16,934</b>	<b>18,140</b>	<b>5,634</b>	<b>31.06%</b>	<b>18,140</b>
5350		<b>Treasurer's fees</b>					
5360		Eagle fees	27,334	29,188	1,660	5.69%	29,188
5370		Pitkin fees	31,015	29,918	601	2.01%	29,918
		<b>Total Treasurer's fees</b>	<b>58,348</b>	<b>59,106</b>	<b>2,260</b>	<b>3.82%</b>	<b>59,106</b>
		<b>Total Administration</b>	<b>166,349</b>	<b>204,491</b>	<b>71,723</b>	<b>35.07%</b>	<b>216,870</b>
		<b>Facility Expenses</b>					
5410		Janitorial	53,337	54,913	106	0.19%	54,913
5420		Janitorial Supplies	2,613	6,480	824	12.71%	6,480
5430		Landscaping	10,394	10,800	-	0.00%	10,800
5440		Maintenance *Detailed List Attached	52,249	30,000	3,133	10.44%	30,000
5450		Mat Cleaning	828	-	-	0.00%	-
5460		Snow Removal	5,705	4,620	-	0.00%	4,620
		<b>Total Facility Expenses (Maintenance)</b>	<b>125,125</b>	<b>106,813</b>	<b>4,063</b>	<b>3.80%</b>	<b>106,813</b>
5500		<b>Utilities</b>					
5510		Electric	7,938	15,290	2,214	14.48%	15,290
5515		Compost Collection System	791	864	140	16.20%	864
5520		Gas	10,966	10,506	4,304	40.97%	10,506
5575		Hot Spots	8,194	-	-	0.00%	-
5530		Internet Connectivity	1,239	14,904	1,108	7.43%	14,904
5540		Sanitation	3,278	3,359	857	25.51%	3,359
5550		Telephone	5,754	8,424	740	8.79%	8,424
5560		Trash	7,543	6,221	1,405	22.58%	6,221
5570		Water	4,647	4,763	-	0.00%	4,763

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 2/28/23	Actuals vs Budget YTD %	2023 Forecast
		Total Utilities	50,350	64,331	10,768	16.74%	64,331
		Total Facility Expenses	175,475	171,143	14,831	8.67%	171,143
		<b><u>Library Programs</u></b>					
5610		Adult Program	10,306	9,000	2,367	26.30%	9,000
5612		Adult Materials	1,559	-	-	0.00%	-
5615		Art	-	-	-	0.00%	-
5620		Children's	10,676	4,000	2,018	50.45%	4,000
5625		Children's Materials	2,126	-	(23)	Not Budgeted	-
5630		Community	-	-	-	0.00%	-
5634		Liquor License	500	375	-	0.00%	375
5633		Movie License	-	550	-	0.00%	550
5640		Music	15,973	15,000	3,640	24.27%	15,000
5650		Spanish Language	832	3,000	59	1.97%	3,000
5635		Volunteers	96	-	-	0.00%	-
5660		Teens	6,473	4,000	1,596	39.91%	4,000
5601		Summer Reading	-	-	-	0.00%	-
5601.01		Adult Summer Reading	-	1,000	128	12.79%	1,000
5601.02		Teen Summer Reading	-	2,000	-	0.00%	2,000
5601.03		Children's Summer Reading	-	5,000	434	8.68%	5,000
5601.04		Spanish Language Summer Reading	-	2,000	-	0.00%	2,000
5602		Community Events	1,413	10,000	54	0.54%	10,000
		Total Library Programs	49,953	55,925	10,273	18.37%	55,925
		<b><u>Technology &amp; Equipment</u></b>					
		Copiers & Equipment					
5730		Lease	3,933	-	-	0.00%	-
5740		Service Agreement / Copy Usage	5,276	5,000	496	9.93%	5,000
5750		Disk Cleaning/Supplies	511	-	-	0.00%	-
		Total Copiers & Equipment	9,720	5,000	496	9.93%	5,000
5760		Marmot ILS System	92,349	97,000	49,155	50.68%	97,000
5770		Miscellaneous Parts	3,153	2,000	30	1.52%	2,000
5780		Support & Service Agreements					
5782		Adobe	915	972	510	52.48%	972
5784		Appointment Booking	147	120	70	58.33%	120
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	461	15.89%	2,900
5830		Livechat Website	192	240	-	0.00%	240
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%	540
5825		Webpage Builder	233	250	-	0.00%	250
5828		Zoom	162	150	-	0.00%	150
		Total Support & Service Agreements	6,490	7,186	1,862	25.92%	7,186
5840	500	Tech Labor & Repair	-	2,000	-	0.00%	2,000
		<b>Total Technology</b>	<b>111,711</b>	<b>113,186</b>	<b>51,544</b>	<b>45.54%</b>	<b>113,186</b>

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 2/28/23	Actuals vs Budget YTD %	2023 Forecast
		<b>Collections</b>					
5910		Audio					
5920		Adult BCD	3,598	3,000	-	0.00%	3,000
5922		Spanish Audio Adult	255	750	-	0.00%	750
5924		Spanish Audio Youth	-	500	-	0.00%	500
5930		Youth Audio	284	2,200	-	0.00%	2,200
		Total Audio	4,137	6,450	-	0.00%	6,450
6000		Books & Magazines					
6010		Adult fiction books	10,899	12,000	1,746	14.55%	12,000
6020		Adult non-fiction books	9,606	12,000	1,617	13.48%	12,000
6025		Board Games	475	500	88	17.60%	500
6030		Juvenile Fiction	4,586	7,000	926	13.23%	7,000
6040		Juvenile Non-Fiction	3,943	3,000	590	19.66%	3,000
6045		Large Print	1,756	2,000	413	20.65%	2,000
6050		Print Subscriptions	6,994	4,500	580	12.89%	4,500
6055		Replacement Books - Purchased	2,434	1,500	71	4.75%	1,500
6060		Spanish Adult fiction	1,371	2,000	28	1.38%	2,000
6070		Spanish adult non-fiction	959	1,000	90	8.96%	1,000
6080		Spanish children's books	2,616	4,500	-	0.00%	4,500
6100		YA Fiction	5,373	1,600	722	45.13%	1,600
6110		YA Non-Fiction	1,499	5,400	139	2.58%	5,400
6120		Special Items	779	2,000	211	10.53%	2,000
		Total Books	53,290	59,000	7,221	12.24%	59,000
6200		Digital Resources					
6210		Annual Subscriptions:					
6220		Ancestry.com	-	-	-	0.00%	-
6230		Culturegrams	2,692	1,840	-	0.00%	1,840
6235		Creative Bug	-	-	-	0.00%	-
6240		Ency Britannica	-	-	493	Not Budgeted	-
6245		Gale Student Resources	-	1,475	-	0.00%	1,475
6250		Gale Public	536	2,205	1,502	68.13%	2,205
6253		Learning Express Library	-	2,800	-	0.00%	2,800
6270		Mango Languages	3,916	3,990	-	0.00%	3,990
6275		New York Times	100	100	-	0.00%	100
6280		Tumblebooks	52	665	577	86.78%	665
6285		Wallstreet Journal	488	465	-	0.00%	465
6295		Pebble Go	1,679	1,500	1,469	97.91%	1,500
6300		Downloadable Titles:					
6305		Kanopy	3,287	6,000	2,291	38.18%	6,000
6308		OCLC World Share	-	-	-	0.00%	-
6320		Overdrive	15,272	21,750	1,978	9.09%	21,750
6330		RB Digital	-	-	-	0.00%	-
		Total Digital Resources	28,021	42,790	8,310	19.42%	42,790
6400		Media					
6410		Adult Music	-	300	-	0.00%	300
6420		Juvenile Music	89	200	-	0.00%	200

Prepare for Internal Use Only



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

			2022 Year End Actuals	2023 Budget	YTD Actuals 2/28/23	Actuals vs Budget YTD %	2023 Forecast
6430		Adult Movies	5,445	6,000	757	12.61%	6,000
6440		Juvenile Movies	273	1,000	-	0.00%	1,000
6460		Video / Games	522	800	55	6.87%	800
		<b>Total Media</b>	<b>6,330</b>	<b>8,300</b>	<b>812</b>	<b>9.78%</b>	<b>8,300</b>
		<b>Total Collections</b>	<b>91,778</b>	<b>116,540</b>	<b>16,342</b>	<b>14.02%</b>	<b>116,540</b>
<b>6800</b>		<b>Restricted Funds</b>					
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
		<b>Total Restricted Funds</b>	<b>39,976</b>	<b>40,000</b>	<b>-</b>	<b>0.00%</b>	<b>40,000</b>
		<b>Total Operating expenses</b>	<b>635,243</b>	<b>701,286</b>	<b>164,713</b>	<b>23.49%</b>	<b>713,665</b>
<b>6900</b>		<b>Payroll Expenses</b>					
6910		Payroll	820,274	991,647	125,864	12.69%	991,647
6920		Payroll Service	6,178	8,100	1,360	16.78%	8,100
6930		Payroll Taxes	63,147	80,906	10,105	12.49%	80,906
6940		Retirement Plan	18,444	29,363	3,614	12.31%	29,363
6950		Health Insurance	55,253	138,168	15,753	11.40%	138,168
6960		Life Insurance	-	713	-	0.00%	713
6965		STD/LTD	-	9,285	-	0.00%	9,285
6970		FAMLI	-	8,000	-	0.00%	8,000
6957		Background Check	1,343	500	-	0.00%	500
6985		HR Assessment	1,735	-	-	0.00%	-
6955		Wellness / Health - CEBT Dividend Pmts	-	-	-	0.00%	-
		<b>Total Payroll Expenses</b>	<b>966,373</b>	<b>1,266,682</b>	<b>156,696</b>	<b>12.37%</b>	<b>1,266,682</b>
		<b>TOTAL EXPENDITURES</b>	<b>1,601,616</b>	<b>1,967,968</b>	<b>321,409</b>	<b>16.33%</b>	<b>1,980,347</b>
		<b>Net General Fund Income/(Loss)</b>	<b>188,930</b>	<b>(165,952)</b>	<b>(226,834)</b>		<b>(178,326)</b>
		Allocation to Capital Reserve Outlay	87,000	600,000	-	0.00%	600,000
		<b>General Fund Balance</b>	<b>1,830,430</b>	<b>995,101</b>	<b>1,603,596</b>	<b>161.15%</b>	<b>1,052,104</b>



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

	2022 Year End Actuals	2023 Budget	YTD Actuals 2/28/23	Actuals vs Budget YTD %	2023 Forecast
<b>Capital Reserve Beginning Fund Balance</b>	<b>607,860</b>	<b>578,104</b>	<b>602,128</b>	24,024	<b>602,128</b>
<b>REVENUES</b>					
Allocation From General Fund	87,000	600,000	-	0.00%	600,000
Interest Earned - Reserve Fund	11,917	8,744	5,677	64.93%	8,744
<b>TOTAL REVENUES</b>	<b>98,917</b>	<b>608,744</b>	<b>5,677</b>	<b>0.93%</b>	<b>608,744</b>
<b>EXPENDITURES</b>					
Computers - Patron	260	12,000	279	2.32%	12,000
Computers - Staff	181	12,000	-	0.00%	12,000
Conference Room - A/V Replace	3,532	10,000	631	6.31%	10,000
Fiber Cable	-	5,000	-	0.00%	5,000
Handrail for Tent Area	-	-	6,000	Not Budgeted	6,000
HVAC Compressors	9,211	-	-	0.00%	-
Painting - Exterior	32,000	-	-	0.00%	-
Painting - Interior	-	12,000	-	0.00%	12,000
Pumps / Valves	-	-	-	0.00%	-
Security Cameras	-	-	-	0.00%	-
Televisions	-	-	-	0.00%	-
Copiers - Staff and Public Purchase	12,943	13,000	-	0.00%	13,000
Roof	-	600,000	-	0.00%	600,000
Remove Solar from Roof	-	50,000	-	0.00%	50,000
Consulting Engineer	-	50,000	-	0.00%	50,000
EV Charging Station	25,163	-	4,792	Not Budgeted	-
Lighting Control System Replacement	9,886	-	6,944	Not Budgeted	6,944
Miscellaneous	11,473	10,000	1,500	15.00%	10,000
<b>TOTAL EXPENDITURES</b>	<b>104,648</b>	<b>774,000</b>	<b>20,146</b>	<b>2.60%</b>	<b>786,944</b>
<b>Net Fund Income/(Loss)</b>	<b>(5,732)</b>	<b>(165,256)</b>	<b>(14,468)</b>	<b>8.76%</b>	<b>(178,200)</b>
<b>Capital Reserve Fund Balance</b>	<b>602,128</b>	<b>412,848</b>	<b>587,660</b>	<b>142.34%</b>	<b>423,928</b>

**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
01/25/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Cordless Vacuum	\$ 325.55
01/31/23	Grizzly Electric	Electrical	Lighting R&M	\$ 312.50
	<b>Sub-Total January</b>			<b>\$ 2,623.05</b>
02/13/23	S&S Automatics and Door Services	Building/Interior Maintenance	Key FOB and Key Pad R&M	\$ 510.00
	<b>Sub-Total February</b>			<b>\$ 510.00</b>
03/01/23	Johnson Controls Security Solutions	Miscellaneous	Qtrly Billing 03/01 - 05/31/2023	\$ 223.95
	<b>Sub-Total March</b>			<b>\$ 223.95</b>
<b>Grand Total</b>				<b>\$ 3,357.00</b>

Alarm / Monitoring	\$ -
Electrical	\$ 312.50
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 835.55
Inspection / Testing	\$ -
Pest Control	\$ -
Plumbing / Heating	\$ 1,985.00
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 223.95
	<b>\$ 3,357.00</b>

**BASALT REGIONAL LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE LIST**  
**February 10 - March 7**

<b>BUDGET DESCRIPTION</b>	<b>PAYEE</b>	<b>AMOUNT</b>
Adult	Courtney Keller	\$ 100.00
Adult	Erika Ruiterman	\$ 120.00
Adult Movies	Midwest Tape	\$ 622.34
Capital Reserve Expense- AV	Campbell Audio Video	\$ 631.25
Capital Reserve Exp-EV Station	Arcos Mobility	\$ 4,792.00
Capital Reserve Exp-Pub Comp	Marmot Library Network, Inc.	\$ 24,891.13
Children's	Basalt Education Foundation	\$ 500.00
Children's	Raising a Reader	\$ 200.00
Children's	The Whole Empanada	\$ 125.50
Children's / Teen	Aspen Science Center	\$ 585.00
Compost Collection System	EverGreen ZeroWaste	\$ 70.00
Electric	*Holy Cross Energy	\$ 1,106.83
Ency Britannica	CLiC - Colorado Library Consortium	\$ 492.76
Gas	*Black Hills Energy	\$ 1,856.62
Internet Connectivity	Ena Services Llc	\$ 121.52
Janitorial	AlSCO	\$ 70.66
Janitorial Supplies	Aspen Maintenance Supply	\$ 796.75
Job Ads / Newspaper Ads	Aspen Daily News	\$ 302.13
Kanopy	Kanopy LLC	\$ 2,291.00
Maintenance	Grizzly Electric	\$ 312.50
Maintenance	Johnson Controls Security Solutions	\$ 223.95
Maintenance	Roto Rooter Plumbing	\$ 1,985.00
Maintenance	S&S Automatics and Door Services	\$ 510.00
Marmot ILS System	Colorado Alliance of Research	\$ 1,500.00
Multiple	*Divvy	\$ 6,097.04
Multiple	Ingram Library Services	\$ 6,144.14
Music	Bealka Piano Service	\$ 480.00
Office Supplies	Basalt Office & Art Supply	\$ 109.47
Office Supplies	ODP Business Solutions	\$ 354.19
Payroll Liabilities	*TIAA-CREF	\$ 2,616.33
Payroll Service	*Paychex Payroll Service	\$ 278.60
Radio Advertising	Aspen Public Radio	\$ 200.00
Radio Advertising	Entravision Communications Corporation	\$ 5,450.00
Service Agreement	Image Net Consulting	\$ 313.58
Staff	Jessica Hardin	\$ 424.51
Staff	Preethi Fernando	\$ 300.00
Supplies	Elm USA Inc	\$ 1,324.00
Technical Cataloging & Service	OCLC, Inc.	\$ 197.86
Teen	Amazon	\$ 37.46
Telephone	Century Link	\$ 488.13
Translation / Interpretation	Dulce Andrea Suarez	\$ 131.25
Trash	Waste Management	\$ 1,397.99

**BASALT REGIONAL LIBRARY DISTRICT  
ACCOUNTS PAYABLE LIST  
February 10 - March 7**

<b>BUDGET DESCRIPTION</b>	<b>PAYEE</b>	<b>AMOUNT</b>
Wellness/Health Insurance	CEBT Willis of Colorado	\$ 8,643.52
YA Fiction / Overdrive	Overdrive, Inc	\$ 1,514.92
<b>Grand Total</b>		<b><u>\$ 80,709.93</u></b>



## Monthly statement

VISA

### Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly\*

\$23,902.96 available / \$30,000.00 limit

**Thank you for using Divvy!**

We appreciate you.

Your statement balance as of 02/15/2023 is

**\$6,097.04**

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	\$4,809.72
Payments	\$4,809.72
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$6,097.04
<b>Statement balance</b>	<b>\$6,097.04</b>



## Payments

DATE	TYPE	AMOUNT
01/15/2023	Autodraft	\$4,809.72
	<b>Total</b>	<b>\$4,809.72</b>





## Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
01/15/2023	**** 2706	AMZN Mktp US*PA0GX8CL3	\$14.98	Jessica Hardin
01/15/2023	**** 7327	DEMCO INC	\$365.25	Kristen A Doyle
01/15/2023	**** 2706	COURTYARD BY MARRIOTT	\$155.54	Jessica Hardin
01/17/2023	**** 4228	CITY-MARKET #0405	\$47.52	Laura Baumgarten
01/18/2023	**** 7327	AMZN Mktp US*PN7T021F3	\$36.06	Kristen A Doyle
01/18/2023	**** 7327	Amazon.com*BO9M63VQ3	\$41.99	Kristen A Doyle
01/18/2023	**** 5188	BOTANICAL INTERESTS INC	\$28.00	Cathy A Click
01/19/2023	**** 2151	DRI*UPRINTING	\$118.24	Christy Baumgarten
01/19/2023	**** 9802	AMZN Mktp US	-\$22.95	Kara Lindahl
01/20/2023	**** 3174	Dollar Tree, Inc.	\$83.99	Sandra F Dexter
01/20/2023	**** 2706	WAL-MART #1095	\$21.85	Jessica Hardin
01/20/2023	**** 2151	STICKER MULE	\$97.00	Christy Baumgarten
01/20/2023	**** 5188	AB* ABEBOOKS.CO JODKIY	\$186.05	Cathy A Click
01/20/2023	**** 5188	AB* ABEBOOKS.CO JODKI9	\$28.18	Cathy A Click
01/20/2023	**** 5188	AB* ABEBOOKS.CO JODKIA	\$6.33	Cathy A Click
01/20/2023	**** 7327	AMZN MKTP US*ZH54K0C83 AM	\$35.96	Kristen A Doyle
01/21/2023	**** 2706	AMZN Mktp US*4R1GZ48X3	\$9.98	Jessica Hardin
01/22/2023	**** 2706	AMZN MKTP US*FF7KK3DO3 AM	\$14.84	Jessica Hardin
01/22/2023	**** 2706	AMZN MKTP US*XA0I20PD3 AM	\$19.96	Jessica Hardin
01/22/2023	**** 2706	AMZN Mktp US*QH77H9YG3	\$19.98	Jessica Hardin
01/23/2023	**** 9802	AMZN Mktp US*T33FJ8Y93	\$10.45	Kara Lindahl
01/24/2023	**** 9802	AMZN Mktp US*WA84N7A83	\$11.82	Kara Lindahl
01/25/2023	**** 9802	AMZN Mktp US*XQ8MA6I63	\$6.07	Kara Lindahl
01/25/2023	**** 5188	AB* ABEBOOKS.CO JODKI9	-\$4.71	Cathy A Click
01/25/2023	**** 5188	AB* ABEBOOKS.CO JODKI9	-\$4.70	Cathy A Click
01/26/2023	**** 3174	NESPRESSO USA INC	\$100.00	Sandra F Dexter
01/26/2023	**** 9802	AMZN Mktp US*QC6JK0UN3	\$5.59	Kara Lindahl

DATE	CARD	MERCHANT	AMOUNT	NAME
01/27/2023	**** 2151	TMOBILE POSTPAID WEB	\$341.99	Christy Baumgarten
01/27/2023	**** 4338	CITY-MARKET #0433	\$182.45	Charlotte M McLain
01/28/2023	**** 9802	AMZN Mktp US*LX6ZD1KY3	\$269.89	Kara Lindahl
01/28/2023	**** 2151	Moo Print	-\$1.45	Christy Baumgarten
01/29/2023	**** 2151	AMZN Mktp US*LB1TZ49M3	\$6.98	Christy Baumgarten
01/30/2023	**** 2706	AMZN Mktp US*HX0M95313	\$218.67	Jessica Hardin
01/30/2023	**** 2706	AMZN Mktp US*AU2OC4LI3	\$44.24	Jessica Hardin
01/30/2023	**** 3174	AMZN Mktp US*AN3665833	\$17.14	Sandra F Dexter
01/31/2023	**** 2151	4IMPRINT, INC	-\$755.01	Christy Baumgarten
01/31/2023	**** 7327	CLIC	\$50.00	Kristen A Doyle
01/31/2023	**** 2706	AMZN Mktp US*866J31R13	\$16.28	Jessica Hardin
02/01/2023	**** 2706	AMAZON.COM*GO6AV7XQ3 AMZN	\$4.99	Jessica Hardin
02/01/2023	**** 4228	AMZN MKTP US*WW9Z19R13 AM	\$11.98	Laura Baumgarten
02/01/2023	**** 2151	Google LLC GSUITE_basaltl	\$230.40	Christy Baumgarten
02/01/2023	**** 5188	AB* ABEBOOKS.CO JOV6VT	\$73.74	Cathy A Click
02/01/2023	**** 4228	AMZN Mktp US*1M1PT58U3	\$45.99	Laura Baumgarten
02/01/2023	**** 4228	AMZN MKTP US*3S0FS99O3 AM	\$121.65	Laura Baumgarten
02/03/2023	**** 7327	DEMCO INC	\$85.68	Kristen A Doyle
02/03/2023	**** 4228	AMZN Mktp US*R56C28HN3	\$101.89	Laura Baumgarten
02/03/2023	**** 2706	AMZN Mktp US*AD7OV2Y3C3	\$31.97	Jessica Hardin
02/03/2023	**** 2706	AMZN Mktp US*238WA5FX3	\$13.99	Jessica Hardin
02/05/2023	**** 2706	AMZN Mktp US*MF3139DJ3	\$7.90	Jessica Hardin
02/05/2023	**** 2706	AMZN Mktp US*6J5968943	\$9.98	Jessica Hardin
02/05/2023	**** 2706	Amazon.com*LT60O9SI3	\$3.99	Jessica Hardin
02/05/2023	**** 2706	AMZN Mktp US*JG7LS23Y3	\$43.85	Jessica Hardin
02/06/2023	**** 4338	CITY-MARKET #0433	\$27.78	Charlotte M McLain
02/06/2023	**** 4228	AMZN MKTP US*YT1T598G3 AM	\$15.99	Laura Baumgarten
02/07/2023	**** 5188	DAKOTAARTPASTELS	\$383.20	Cathy A Click
02/07/2023	**** 3174	DREAMTIME WATER DIST	\$176.75	Sandra F Dexter
02/08/2023	**** 2151	AMAZON.COM*H96AT9WZO AMZN	\$69.39	Christy Baumgarten
02/08/2023	**** 2151	Amazon.com*H93O92I50	\$1,049.00	Christy Baumgarten

DATE	CARD	MERCHANT	AMOUNT	NAME
02/08/2023	**** 2706	AMAZON.COM*HE8SS1CR0 AMZN	\$38.55	Jessica Hardin
02/09/2023	**** 5188	Bookbinders Basalt	\$53.25	Cathy A Click
02/09/2023	**** 9802	CLIC	\$25.00	Kara Lindahl
02/10/2023	**** 9802	CITY-MARKET #0433	\$42.84	Kara Lindahl
02/10/2023	**** 4338	CITY-MARKET #0433	\$92.80	Charlotte M McLain
02/10/2023	**** 4338	WHOLEFDS BLT #10298	\$20.37	Charlotte M McLain
02/10/2023	**** 4338	ALPINE LIQUOR STORE	\$6.56	Charlotte M McLain
02/10/2023	**** 9802	AMZN Mktp US*H63S32AT3	\$7.49	Kara Lindahl
02/11/2023	**** 2706	AMZN Mktp US	-\$24.99	Jessica Hardin
02/11/2023	**** 2706	AMZN Mktp US	-\$24.99	Jessica Hardin
02/11/2023	**** 2706	AMZN Mktp US	-\$24.99	Jessica Hardin
02/11/2023	**** 5188	CITY-MARKET #0433	\$238.70	Cathy A Click
02/11/2023	**** 5188	CITY-MARKET #0433	\$51.72	Cathy A Click
02/11/2023	**** 4338	CITY-MARKET #0433	\$30.30	Charlotte M McLain
02/11/2023	**** 2706	AMZN Mktp US	-\$90.73	Jessica Hardin
02/12/2023	**** 4228	CITY-MARKET #0433	\$17.71	Laura Baumgarten
02/12/2023	**** 4228	DOLLARTREE	\$27.10	Laura Baumgarten
02/12/2023	**** 4228	TARGET 00020297	\$70.72	Laura Baumgarten
02/12/2023	**** 5188	JIMBO'S LIQUORS	\$44.00	Cathy A Click
02/13/2023	**** 5188	KITCHEN COLLAGE OF ROARIN	\$21.23	Cathy A Click
02/13/2023	**** 3174	NESPRESSO USA INC	\$162.50	Sandra F Dexter
02/14/2023	**** 9304	SQ *CALIFA GROUP	\$550.00	Amy Shipley
02/14/2023	**** 9304	AIRBNB HM2SEZCN3D	\$269.34	Amy Shipley
02/14/2023	**** 2151	MOUNTAINCAREERS.COM	\$79.00	Christy Baumgarten
02/14/2023	**** 2151	MOUNTAINCAREERS.COM	\$79.00	Christy Baumgarten
<b>Total</b>			<b>\$6,097.04</b>	



**BASALT REGIONAL LIBRARY DISTRICT  
MEETING SPACES POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to offer its public meeting spaces for use by the community, subject to certain requirements. BRLD has two meeting spaces.

The Community Room is located on the southeast corner of the building and is accessible from the lobby. This room accommodates up to 84 people. This room has a kitchen available as well as presentation and video conferencing hardware available upon request.

The Conference Room is located on the west end of the lobby. This room accommodates up to 15 people. This room has presentation and video conferencing hardware available upon request.

**DETAILS ABOUT THE MEETING SPACES:**

	COMMUNITY ROOM	CONFERENCE ROOM
Available hours	Between 7am and 10pm	Between 7am and 10pm
Occupancy limit	84	15
Kitchen access	Yes	No
Podium with connections to projector and sound system	Yes	No
Podium with no connections	No	Yes
Projector and screen	Yes	No
TV Monitor	No	Yes
Laptop and charger	Available upon request	Available upon request
Video conferencing hardware	Available upon request	Available upon request
Presentation remote pointer	Available upon request	Available upon request
Whiteboards	Yes	Yes

**HOW TO RESERVE THE MEETING SPACES:**

- BRLD programs and events will have first priority for the use of the meeting spaces.
- Non-library events are scheduled on a first come, first served basis.
- Any group seeking to use the meeting spaces (hereinafter “User”) is required to sign a rental agreement and present a \$100 security deposit for each and every meeting space reservation. The reservation will not be considered complete until the security deposit is collected.
- User’s security deposit will be returned if the meeting spaces are returned in a clean condition, free of any damage.

**REQUIREMENTS FOR USE:**

- The BRLD Patron Behavior Policy applies to all persons using any meeting space or study room.
- A responsible adult must be in attendance during all times that minors are present in the meeting spaces.
- User is required to receive training from a qualified staff member on the approved uses of BRLD’s equipment.

**REQUIREMENTS FOR USE, CONTINUED:**

- Private parties (baby showers, wedding showers, birthday parties, memorial services, wakes, fundraisers, retirement parties, graduation parties, etc.) are not permitted in BRLD meeting spaces.
- User agrees not to place holes in the walls of the meeting spaces with tacks or staples. Only approved low tack tape may be used in the meeting spaces.
- User is financially responsible for any and all damages to the facility and/or equipment and must assume full responsibility for any loss or injuries that occur during the reserved times.
- Movies shown or recordings played must have the appropriate public performance rights. Obtaining the license and all applicable fees are the responsibility of the group. Proof of public performance rights shall be provided to the concierge prior to the event date.
- All trash, recyclable and compostable items must be deposited in the proper receptacles.
- Groups reserving a meeting space may not prohibit entry into the meeting space by library patrons.
- User may not charge admission for events held in BRLD meeting spaces.

**IN ADDITION:**

- Staff members may enter meeting spaces or study rooms at any time to ensure compliance with all BRLD policies.
- Library staff will open and inspect the meeting spaces before and after the reserved period of use.
- In the event the meeting spaces are not returned to BRLD in good condition, BRLD may apply the security deposit toward the cost of any and all repairs or cleaning. User is responsible for any damage or cleaning fees in excess of the security deposit.
- No storage is provided for groups using the meeting spaces, and BRLD is not responsible for anything left in the building.

**EXCLUSIONS, EXCEPTIONS, INDEMNITY:**

- BRLD provides no liability or other insurance to cover expenses that may come up for individuals attending a scheduled event.
- BRLD assumes no responsibility for loss or damage to equipment or items brought into the Library or any liability that might arise through the use of the meeting spaces.
- Permission to use meeting spaces does not constitute endorsement by BRLD staff or Board of Trustees. No advertisement or announcement implying such endorsement is permitted. BRLD, at its sole discretion, reserves the right to revoke meeting space privileges at any time.
- The piano is not available for non-library events.

**REQUEST FOR RECONSIDERATION:**

Any community member has the right to request reconsideration of any portion of this Meeting Spaces Policy or how staff implement this policy. Appeals to this policy or reconsideration of its implementation may be submitted via the Request for Reconsideration form.

~~Basalt Regional Library District  
Meeting Spaces Policy~~

**~~BOARD POLICY:~~**

~~It is the policy of the Basalt Regional Library District (“District”) to offer its public meeting and study room spaces for use by the community, subject to certain requirements.~~

**~~ADMINISTRATIVE POLICY:~~**

~~Basalt Regional Library (“Library”) staff will maintain the Library’s equipment and public meeting spaces and make the spaces available during normal business hours to civic, non-profit organizations for the purpose of conducting community or business-related meetings.~~

**~~PROCEDURES:~~**

~~The following procedures have been adopted by the District to safeguard the Library’s equipment and meeting spaces.~~

**~~Community and Conference Rooms~~**

- ~~• Library events will have first priority for the use of the Library’s meeting spaces.  
-A library event is one in which a staff member:
  - ~~○ Has created or participated in the content of the programming.~~
  - ~~○ Is present for the program or the main point of contact once a program is established.~~
  - ~~○ And has engaged our marketing department for promotion using library specific branding.~~~~
- ~~• Non library events may be scheduled on a first come, first served basis to civic, non-profit, and business organizations:
  - ~~○ Groups that possess 501c3 status, government or school status may reserve the meeting room at no cost.~~
  - ~~○ For profit organizations, clubs and individuals booking the room for meetings may reserve the meeting spaces for \$25 per hour per room.~~
  - ~~○ Groups whose main purpose is promoting a product/service are ineligible to reserve.~~
  - ~~○ Any group reserving the community room may not prohibit entry from library patrons.~~
  - ~~○ All public non-library events scheduled at the library are promoted in our web calendar and will be listed as non-library events.~~~~

~~\* Any group seeking to use the meeting spaces (hereinafter "Lessee") will be required to sign a rental agreement and present a \$100 security deposit on the day of the meeting for each and every meeting room reservation in addition to a separate check for the meeting room fee. Lessee's security deposit will be refunded if the meeting spaces are returned in a clean condition, free of any damage. Library staff will open and inspect the meeting spaces before the commencement of the reserved time and again at the end of the reserved period of use. In the event the meeting spaces are not returned to the District in good condition the District may apply the security deposit toward the cost of any and all repairs or cleaning. Lessee remains responsible for any damage or cleaning fees in excess of the security deposit.~~

~~\* Lessee will be fiscally responsible for any and all damages to the facility and/or equipment and must assume full responsibility for any loss or injuries that occur during the reserved times. The District provides no liability or other insurance to cover medical expenses, dental expenses, hospitalization and/or disability for any individuals attending a scheduled event. The District assumes no responsibility for loss or damage to equipment or items brought into the Library or any liability that might arise through the use of the meeting spaces.~~

- ~~• Lessee agrees not to place holes in the walls of the meeting spaces with tacks or staples. Additionally, only approved low tack tape may be used in the meeting spaces.~~
- ~~• Audio-visual equipment is available for use. Lessee shall indicate on the meeting spaces rental agreement any equipment needed during the period of reserved use. The individual signing the rental agreement will be required to receive training from a qualified staff member on the approved uses of the District's equipment including but not limited to the Nomad, Smartboard, projectors, etc. Lessee will be responsible for any and all damage to Library equipment, furniture, and/or the physical condition of the meeting spaces.~~
- ~~• All groups using the Library meeting spaces must adhere to any and all applicable established policies of the District and any and all other applicable laws and regulations.~~
- ~~• Staff members may enter meeting spaces or study rooms at any time to ensure compliance with all Library policies.~~
- ~~• A responsible adult supervisor must be in attendance during all times that minors are present in the meeting spaces during the period of reserved use.~~
- ~~• Smoking and firearms are not allowed in the meeting spaces or otherwise inside the Library premises. Alcohol may be permitted in the meeting spaces with prior consent from the Library's Executive Director after demonstrated compliance with the requirements of any and all applicable state and local licensing authorities. Organizations wishing to provide alcohol must sign a waiver releasing the District of any and all liability resulting from the distribution or consumption of alcohol.~~
- ~~• Lessee will adhere to the Community Room occupancy limitation of 84 people and the Conference Room occupancy limitation of 15 people.~~

## **Study Rooms**

- The Library has four “self serve” (sign up sheets are on the door) Study Rooms, which can be used free of charge by patrons. . Each of these rooms are reserved via sign-up sheets posted outside the door.
- The large study room, room number 113, located on the west side of the adult area, can be reserved by patrons using the weekly sign-up sheet located on the outside of the study room. The large study room accommodates up to six people.
- \* The three smaller study rooms, designated 114-116, have a capacity limit of no more than four patrons at a time. These three rooms are reserved via the daily sign-up sheet. A patron may sign-up for two hours, but will then yield to anyone else who has reserved the space. If no one else has signed up, the original patron may reserve an hour at a time, but will exit the space in the event that another patron signs up for time.
- \* Sleeping is prohibited in the library study rooms.

Board of Trustees Policy Review Date: August 2015

Board of Trustees Revised and Approved: November 19, 2018



B R L D





**BASALT REGIONAL LIBRARY DISTRICT  
STUDY ROOM POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to offer its study room spaces for use by the community, subject to certain requirements. BRLD has five study rooms. Study rooms may be reservable in advance.

**DETAILS ABOUT THE STUDY ROOMS:**

	ROOM 113	ROOMS 114-116	ROOM 117
Available hours	During BRLD Open Hours		
Location	Near Fireplace	To the right of the adult area as you're facing the wall of windows	In the Kids/Teen Area
Occupancy limit	6	4	6
TV Monitor	No	No	Yes
Laptop and charger	Available upon request		
Video conferencing hardware	Available upon request		
Presentation remote pointer	Available upon request		
Whiteboards	Yes	Yes	Yes

**REQUIREMENTS FOR USE:**

- The BRLD Patron Behavior Policy applies to all persons using any meeting or study room.
- Groups must limit attendees to the posted room capacity for safety purposes.
- Meetings in study rooms must be held during the BRLD's operating hours. Meetings, including clean up time, must conclude ten minutes before closing time.
- All trash, recyclable and compostable items must be deposited in the proper receptacles.
- BRLD is not responsible for materials left in study rooms by users. Patrons may not leave unattended items in a study room in order to reserve a study room.
- Sleeping is prohibited in the library study rooms.

**EXCLUSIONS, EXCEPTIONS, INDEMNITY:**

- BRLD provides no liability or other insurance to cover expenses that may arise for individuals using our study rooms.
- BRLD assumes no responsibility for loss or damage to equipment or items brought into the Library.
- Permission to use study rooms does not constitute endorsement by BRLD staff or Board of Trustees. No advertisement or announcement implying such endorsement will be permitted. BRLD, at its sole discretion, reserves the right to revoke study room privileges at any time.

**REQUEST FOR RECONSIDERATION:**

Any community member has the right to request reconsideration of any portion of this study room policy or how staff implement this policy. Appeals to this policy or reconsideration of its implementation may be submitted via the Request for Reconsideration form.

Policy drafted: November 2022

Policy approved:



BASALT  
REGIONAL  
LIBRARY

**BASALT REGIONAL LIBRARY DISTRICT  
VOLUNTEER POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to use the services of volunteers to:

- Supplement the efforts of library staff in meeting demands for quality public service
- Provide a way for community members to support an institution they care deeply about
- Provide a way for community members to give back to their community

**TYPES OF VOLUNTEERS:**

Adult – Adults of all ages

Teen – Teens from fifth grade through high school

Community Service – As one of the few organizations in the valley who accept community service hours, community members who have hours to complete are encouraged to volunteer at the library

**REQUIREMENTS FOR VOLUNTEERING:**

- A background check is required for all volunteers aged 18 and older.
- Colorado State law protects the privacy of all individuals while visiting BRLD. BRLD will not monitor or share what materials customers have checked out, or what they do while in the library, except in accordance with Colorado State law. Volunteers should not reveal patron information to others.
- Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all patrons. Volunteers must abide by the rules in BRLD's Patron Behavior Policy.
- Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelving books; helping staff to prepare for programs; shelf-reading; discarding materials; maintenance of periodicals; photocopying, collating, folding, stapling;
- Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer

**VOLUNTEER EXPECTATIONS:**

- Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent.
- All volunteer work must be completed within normal library hours. Exceptions may be made by the Executive Director.
- By law, a government agency cannot practice any form of discrimination. All library staff and volunteers must treat all people with dignity and respect. Volunteers should refer all policy questions from the public to a staff member.
- Volunteers who are shelving items are often asked for assistance locating items. Volunteers must use their best judgement when assisting patrons. When in doubt, volunteers should always seek the assistance of library staff.
- Volunteers should report any safety hazards or injuries immediately to a staff member.
- Volunteers and volunteer opportunities are subject to review, evaluation, correction, and possibly termination in the best interest of BRLD.
- To end a volunteer commitment, volunteers should notify their supervisor.

**DISCLAIMERS:**

- BRLD will not provide any medical benefits for any volunteer. Volunteers are not eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer. The volunteer will be asked to sign a waiver indicating the non-eligibility for worker's compensation coverage.
- Nothing in this policy shall be deemed to create a contract between the volunteer and BRLD.



**BASALT REGIONAL LIBRARY DISTRICT**  
**VOLUNTEER POLICY**~~Basalt Regional Library District~~

~~-Adult Volunteer Policy~~

~~It is the policy of the Basalt Regional Library District (BRLD) to use the services of volunteers to:~~

- ~~• Supplement the efforts of library staff in meeting demands for quality public service~~
- ~~• Provide a way for community members to support an institution they care deeply about~~
- ~~• Provide a way for community members to give back to their community~~

**TYPES OF VOLUNTEERS:**

Adult – Adults of all ages

Teen – Teens from fifth grade through high school

Community Service – As one of the few organizations in the valley who accept community service hours, community members who have hours to complete are encouraged to volunteer at the library

**REQUIREMENTS FOR VOLUNTEERING:**

- A background check is required for all volunteers aged 18 and older.
- Colorado State law protects the privacy of all individuals while visiting BRLD. BRLD will not monitor or share what materials customers have checked out, or what they do while in the library, except in accordance with Colorado State law. Volunteers should not reveal patron information to others.
- Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all patrons. Volunteers must abide by the rules in BRLD's Patron Behavior Policy.
- Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelving books; helping staff to prepare for programs; shelf-reading; discarding materials; maintenance of periodicals; photocopying, collating, folding, stapling;
- Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer

**Board Policy**

~~It is the policy of the Basalt Regional Library District to encourage patrons to volunteer at the library.~~

**Administrative Policy**

~~Basalt Regional Library District encourages patrons to volunteer their time assisting the library with various tasks. However, the Library does not allow individuals required to perform "Community Service" by law enforcement officials or the legal justice system to volunteer at the Basalt Regional Library.~~

**Procedures**

~~The procedures for becoming a volunteer are outlined below.~~

**Definitions**

~~An adult **volunteer** shall be considered as any individual, 18 years or older, who assists with work done at the Basalt Regional Library, without remuneration.~~

**Statement of Purpose**

~~The Basalt Regional Library District shall use the services of volunteers to:~~

~~Supplement the efforts of paid library staff in meeting demands for quality public service.~~**VOLUNTEER**

**EXPECTATIONS:**

- Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent.
- All volunteer work must be completed within normal library hours. Exceptions may be made by the Executive Director.
- By law, a government agency cannot practice any form of discrimination. All library staff and volunteers must treat all people with dignity and respect. Volunteers should refer all policy questions from the public to a staff member.
- Volunteers who are shelving items are often asked for assistance locating items. Volunteers must use their best judgement when assisting patrons. When in doubt, volunteers should always seek the assistance of library staff.
- Volunteers should report any safety hazards or injuries immediately to a staff member.
- Volunteers and volunteer opportunities are subject to review, evaluation, correction, and possibly termination in the best interest of BRLD.
- To end a volunteer commitment, volunteers should notify their supervisor.
- **DISCLAIMERS:**
- BRLD will not provide any medical benefits for any volunteer. Volunteers are not eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer. The volunteer will be asked to sign a waiver indicating the non-eligibility for worker's compensation coverage.
- Nothing in this policy shall be deemed to create a contract between the volunteer and BRLD.  
~~Serve as a method for encouraging citizens to become familiar with their library~~
- ~~Staff or support fundraising activities sponsored by the Library, the Friends of the Library, or the Library Foundation.~~

### **Recognition**

~~Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually. The Library staff and Library Board shall find ways of recognizing volunteers throughout the year.~~

### **General Provisions**

~~Nothing in this policy shall be deemed to create a contract between the volunteer and the Basalt Regional Library District. Both the volunteer and the Basalt Regional Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. A background check is required for all volunteers aged 18 and older.~~

~~The Basalt Regional Library District will not provide any medical, health, or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer. The volunteer will be asked to sign a waiver indicating the non-eligibility for worker's compensation coverage.~~

~~Prior to engaging in any volunteer activity, each volunteer will be required to submit a Volunteer Application Form for volunteer work and visit with a supervisory staff member. Upon approval of the Director, the volunteer may be scheduled for training and work assignments.~~

~~Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelving books, storytelling, helping to prepare for programs, shelf reading, discarding materials, maintenance of periodicals, public relations activities, etc.~~

~~Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Library Director.~~

~~Both the volunteer and the Basalt Regional Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.~~

### **~~Recruitment and Supervision of Adult Volunteers~~**

~~Volunteers will be sought through a variety of methods (newspaper announcement, in-library publicity, requests through volunteer coordination organizations) to meet specific as well as general project needs. Recruitment shall be the responsibility of the Outreach Coordinator.~~

~~Volunteers will work directly with the volunteer coordinator to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.~~

~~When appropriate and affordable, the Library may fund the cost of training for volunteers who have made a long-term commitment to the Library.~~

~~There will be no formal evaluation process for volunteers.~~

~~Policy Review Date: June 2015~~