

Basalt Regional Library District Board of Trustees Meeting
Monday, September 18, 2023, 5:15 PM
Emergency Circumstance to Allow Teleconferencing
(BRLD Bylaws, Article 6, Section 5(d))
Basalt Library Community Room and
Zoom Meeting, see [BRLD Website Calendar for Link](#)

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

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

AGENDA

1. Call to order
2. Public Comments
3. Board Comments
4. Staff Comments
5. Approval Items
 - a. Minutes of August 21, 2023, Board Meeting
 - b. August 2023 Accounts Payable
6. Human Resources Update, *Evelyn Dominguez*
7. Debrief of Board Retreat, *Elaine Nagey*
8. Draft Board Recruitment plan, *Carolyn Kane*
9. Director's Report, *Amy Shipley*
10. Committee Reports:
 - a. Bylaws Committee: *Carolyn Kane, chair*
 - i. Revised Bylaws
 - b. Facilities Committee: *Jim Albert, chair*
 - i. Roof
 - c. Finance Committee: *Eric Pelander, chair*
 - i. August 2023 Financials
 - ii. 2024 Budgets
 - d. Personnel Committee: *Enid Ritchy*
 - i. Director Evaluation

- e. Policy Committee: *Elaine Nagey, chair*
 - i. Open Records Policy

ACTION ITEMS

11. Discussion and possible vote to add board email addresses to library website
12. Discussion and possible vote to approve Bylaws
13. Discussion and possible vote to approve Financial Management Manual
14. Discussion and possible vote to approve Open Records Policy
15. Discussion and possible vote on a Resolution Adopting the Colorado Retention Manual for the Basalt Regional Library District
16. Executive Session to discuss Executive Director Evaluation
17. Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Minutes

Monday, August 21, 2023

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

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant

Community Members Present: Roger Garrett

Call to order:

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

Public Comments

None

Board Comments

- Enid reminded the Board that they have until August 23rd to complete the Director evaluation.
- Elaine handed out copies of an article about a situation between a library board and director that she thought our Library Board should be aware of as they develop questions and solicit responses from Board applicants to make sure they fit with our mission and goals. In addition, Trustees should stay abreast of County Commissioner elections.
- Elaine put together, with Amy's help, an evaluation form for committee members. This will provide information about how well our committees are doing, how well the members think we are doing, and how well we are meeting our mission. The form will go to all committee members, including community representatives and staff.

Staff Comments

None

Approval Items

- Minutes of July 17, 2023, Board Meeting
- July 2023 Accounts Payable

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

Friends of the Library Report, *Amy Shipley for Deb McCanne*

Amy presented the Friends of the Library financials and talked about what they are working on and their concerns.

Review Financial Management Manual, *Carolyn Kane*

The Financial Management Manual is ready for review by the library's auditing firm, McMahan and Associates. Elaine suggested one addition to the manual that the Board trustees agreed should be included. After the auditor approves the Manual, it will be brought to the Board for a vote.

Director's Report, Amy Shipley

Items not included in the written Director Report.

- Amy attended the RIPL (Research Institute for Public Libraries) Conference. She shared some of what she learned with the Board.
- Electric vehicle charging stations are complete. Grant reimbursement has been submitted. Once approved, we will receive the \$18,000. Amy answered questions regarding use and parking.
- We are in contract negotiations with the top candidate for the Finance Manager position. Hopefully this candidate will start around the first of September. Meghan will train this person on the payables and financials.
- Certification of values should arrive this week.
- The Board retreat is Friday, August 25th from 10:00 AM-2:30 PM. Lunch will be provided.
- It was noted that the Circulation of Digit Materials graph had a checkout number for August that should not have been in there. This will be corrected before the next set of Collection Statistics graphs are presented in the Board of Trustees Meeting packet.

Committee Reports

- Bylaws Committee: *Carolyn Kane, chair*
 - The revised Bylaws have been reviewed by the attorney and will be ready for review by the Board at the September meeting.
- Facilities Committee: *Jim Albert, chair*
 - Roof replacement most likely won't be completed this year. Amy will check with the consultant on what we need to do to prepare for winter.
 - Electric Vehicle Charging Station – Amy covered this in her Director's Report.
- Finance Committee: *Eric Pelander, chair*
 - July 2023 Financials
 - There is nothing unusual in the income statement. Approximately 90% of property taxes are in. Expenses are where they should be for the year. Payroll is still well under budget due to unfilled staff positions. As a result, we may end up with a small surplus at the end of 2023.
 - 2024 Budgets
 - There is not much more we can do with the 2024 budget until we have preliminary assessment numbers from Eagle and Pitkin Counties which will be received any day now. The 2024 payroll projection will reflect the meaningful impact of getting in line with other libraries. Amy edited the bond repayment by changing the mill, so the 2025 budget ending balance is zero. The bond will be paid off a year early. On the capital reserve budget, Amy increased the estimated cost of the roof replacement from \$600,000 had it been completed in 2023 to \$700,000 if completed in 2024 after receiving information from contractors. Amy and Eric answered board member questions.
- Personnel Committee: *Enid Ritchy*

Wednesday is the deadline for Board trustees and staff to complete the Director evaluation. After the results of the survey are compiled, the committee will write an evaluation for Amy. Amy will also review the survey results and write her goals for 2024. At the September Board meeting, trustees may also suggest goals for the Director. The Board trustees and the Director will go into Executive Session during the September Board meeting to discuss the Director Contract.

- Policy Committee: *Elaine Nagey, chair*
The Committee is working on the Open Records Policy. They will also discuss the possibility of an email policy. Policies left to review are the Pandemic and Emergency Policy, Holiday and Closure Policy, Purchasing and Procurement Policy, and Firearms Prohibited.

Adjourn Meeting

Eric moved and Jim seconded the motion to adjourn the meeting. The motion passed unanimously. Elain

Respectfully submitted,

Margaret Simmons, Secretary

Date

Recruiting New, Diverse Board Members September 10, 2023

1. How to Recruit new board members (from “The Best of Board Cafe” – Jan Masaoka)

- Form a one-meeting nominating committee – list of 15-20 diverse, well-connected community members (plus names submitted by current board). Include local Non-Profits. Ask those people to meet (with Director/board members) over lunch; each invitee submits one name of a ‘contact’ they’d suggest.
- Help Wanted: Volunteer Library Board Member – put up a sign in lobby or on lobby bulletin board.
- Post an ad in the BRLD Monthly Newsletter (Nov., Dec., Jan., Feb.) listing upcoming board openings.
- Draw from current library volunteers or Friends.
- Take out catchy ads in local newspapers.

2. Schedule a Date, Place, Time & Invitees

- November (early to mid) – Ideal time – holidays haven’t kicked in
- Lunch meeting at Library
- Plan (with board) at September Board Meeting
- Brainstorm “who to ask?”
- Get out the Word ASAP

3. Elevator Talk

- Who does the Library serve (everyone)
- How is Basalt Library funded (Pitkin & Eagle mill levies). Bond nearly paid off.
- Brief history – Built in 2010. Current mill levy & bonds passed in 2006.
- Who “runs” the Library – Director, Staff, & Board of Trustees (7)
- What’s available at the Library – books, programs, videos, music, meeting spaces, computers, summer reading, early release Weds., Latino programs, “community living room”
- Why diversity is important
- Current challenges to libraries: book bans/Diversity/Long-term funding
- Brief tour of Library

4. Hand-outs

- Makeup of our current board
- Duties of Board Members
- Is this the right organization for *Me*?
- Board Committees
- BRLD Bylaws

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)
20	16.83	673	17	3

STAFF VACANCIES			
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)
Youth Services Associate	40	1	Yes
Patron Services Associate	30	.75	Yes
Adult Programming Coordinator	40	1	Yes
Total	110	2.75	N/A

We have hired a Teen Librarian! Our new employee comes to us with experience teaching drama and theater to teens.

Earlier this year we shifted our annual performance evaluation schedule. Rather than evaluating all staff at the end of the year, we are completing performance evaluations on the employee's anniversary. The executive director and managers are beginning this new cycle now as employee anniversaries come up. This will lighten the burden on managers at any one time, and will hopefully result in more complete evaluations and a less stressful evaluation process for everyone.

Board

This month the board attended a half-day work session for board training with sessions including an in-depth dive into our financial statements, a SWOT analysis of board activities, looking at the upcoming strategic planning process, and learning how to better advocate for the library as board trustees.

Finances

This month we began working with our new Finance Manager, who is receiving training from the Executive Director and the outgoing Finance Manager. The budget is tracking in most areas, a little ahead of budget in library programs, and behind budget in payroll. We should end the year with a slight surplus.

Collection

The adult fiction collection has been weeded, and books are being shifted to distribute them more evenly across the shelves. The non-fiction collection dewey ranges on the end of the stacks have been updated. All stand-alone magazine subscriptions have been renewed, and our EBSCO contract for magazine subscriptions will be renewed soon. After meeting with various collection managers, the

cataloging librarian has also renewed various databases. Two new databases from Gale will be added in 2024 - The Princeton College and Career and Test Prep, as well as Udemy. Technical services staff and the Spanish language outreach coordinator will be trying out a free trial for the language learning app Transparent Languages and will compare it to our current app, Mango. The cataloging librarian, technical services associate, and Spanish language outreach coordinator are working with English in Action to update the literacy reference collection. The technical services associate is planning on attending a continuing education conference put on by our library system consortium, Marmot Library Network. This training will include a book repair workshop among other sessions. Technical services will be training staff on the types of repairs and book condition standards with staff at the next staff meeting.

Patron services staff have been maintaining patron records and keeping the shelves clean and organized. We still have about 30 hours of unstaffed hours that we are hoping to get filled soon. Patron services has been reporting any non-deliveries to CLiC, our courier provider, and this has cut back on missed days. Patron services is starting a whole system clean up in Sierra for all patron records, this includes patrons' emails, phone numbers, and any old messages that have been left for past situations. Once this task is completed it will streamline the checkout process at the desk. The patron services manager and the director have updated the procedure of the hold shelf. Instead of placing items with the spine of the book facing up, we have flipped them so patrons have a little bit more privacy. This change has been smooth and welcoming.

The youth services department has been working on updating our youth nonfiction collection. A lot of our books are over 10 years old, and while they are in great shape, the pictures and information are dated. To help improve circulation in this section we are buying new books that will help improve the overall look of the library.

Non-fiction shifting has been completed, and weeding adult fiction is underway. The technical services associate and cataloging librarian processed a new set of leveled readers that were donated to youth services, which will be cataloged and added shortly. The cataloging librarian and adult collection manager met with other staff to discuss the 2024 budget and submit their proposals. The technical services associate evaluated in-house use of magazines and will work with collection managers to make any desired changes to subscriptions before renewing.

Programs

We had an amazing program at the library on Saturday, August 26 with Elena Gonzales, a famous weaver from Oaxaca, Mexico in partnership with Anderson Ranch. We also continue to develop our partnerships with Valley Settlement and English in Action. We have begun a storytime in Spanish for kids every Thursday at 10:30am, and while it started slow for the first few weeks, attendance has been increasing.

Outreach

As a team the youth services and Spanish outreach are working together to improve our connection with our local schools. Alpine bank awarded us a grant to buy 60 backpacks for elementary and middle school students to help with after school homework. These backpacks were distributed on orientation day August 16th at Basalt elementary school. Our children's librarian and youth service manager were in attendance and connected with over 300 students who brought in their parents to meet teachers and see the school. The Spanish coordinator and youth services manager attended the first meeting of the Basalt high school book club, this was a great way to connect with the teens and see what challenges

they are facing. This group will be meeting every 3rd Thursday of the month from now until the end of the school year. The library will be buying 2 sets of 10 books for the club for the school year. The youth services manager and the Spanish coordinator also attended back to school night at the Basalt high school on August 30th from 6-8:30. They connected with teachers and students and gave out study supplies to help students stay organized.

Technology

With the lighting bids for the community room coming in above budget, we have decided to switch the focus of this year's project to the AV setup in the room. The IT & Marketing Manager has reached out to a couple of local companies to see if they would be willing to give us an estimate. The IT & Marketing Manager also reached out to a couple of local security camera companies to get estimates for replacing the system that died a few months ago. We ordered and set up a replacement public check out laptop, as well as replacement hotspots that will be going back into circulation soon. The new chromeboxes for the catalog computers have been installed. A couple of employees left the library this month, so the IT & Marketing Manager took care of the offboarding for technology items.

Community Relations

The marketing theme for September (which was worked on in August) and October is going to focus on community. The September magazine features ways for people to get involved in the community as well as a list of places in the area looking for volunteers. October marketing efforts will mostly center around the Swap and getting donations for that.

Fundraising

We have received the \$18,000 from Charge Ahead Colorado for our electric vehicle charging stations. This funding, plus two grants totaling \$11,956.00 from the Aspen Skiing Company Environmental Foundation covered our costs of the electric vehicle charging stations of \$29,955. The cost of the additional post which allows handicap access to the charging stations will come out of the miscellaneous capital budget allowance.

Leadership and Professional Development

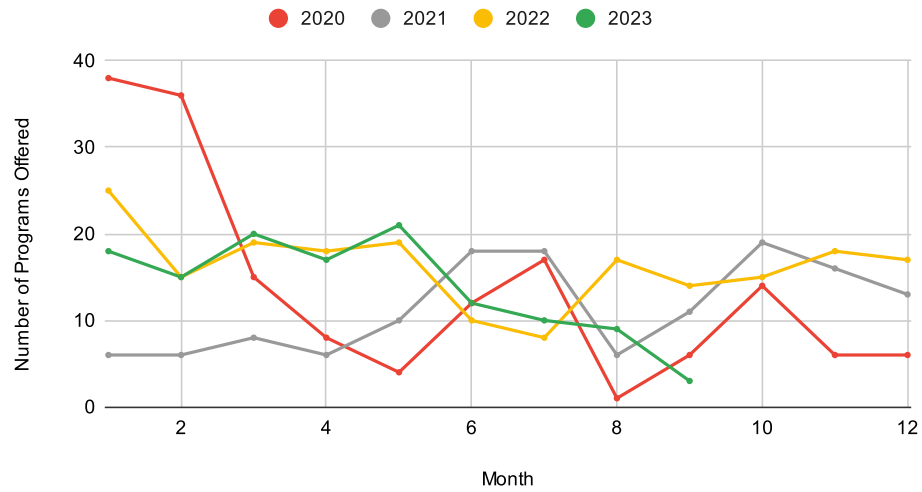
This month the Executive Director attended the Special Districts Association conference online, attending sessions on ballot measures, district financing and budgeting, and the upcoming ballot measure Proposition HH.

PROGRAMMING
Age Format

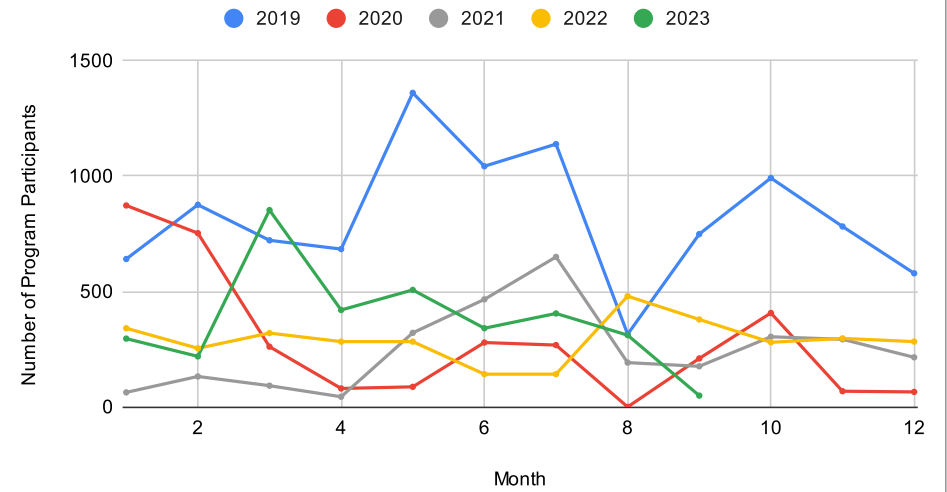
Part of September is included in these graphs.

AUGUST 2023

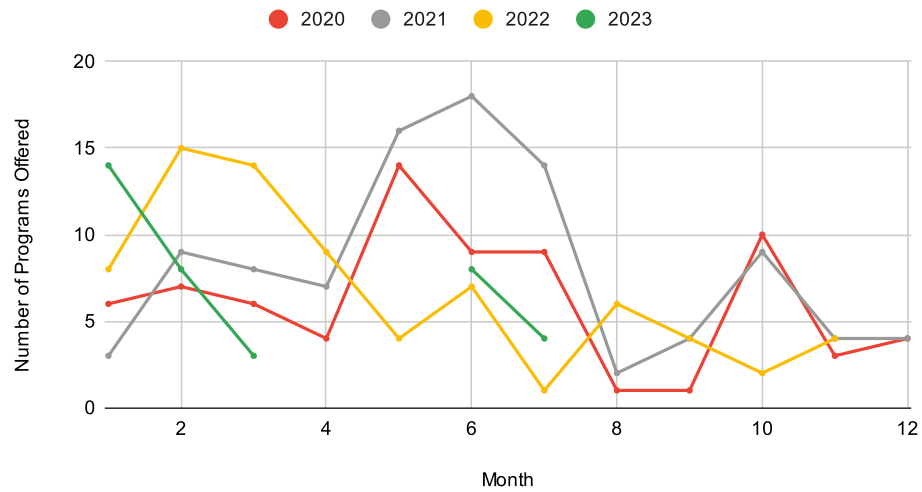
Number of Children's Programs Offered



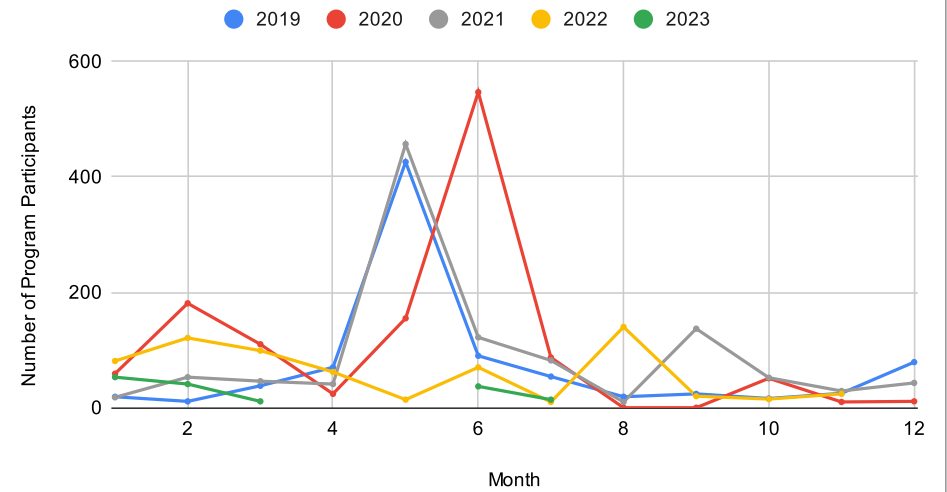
Children's Program Attendance



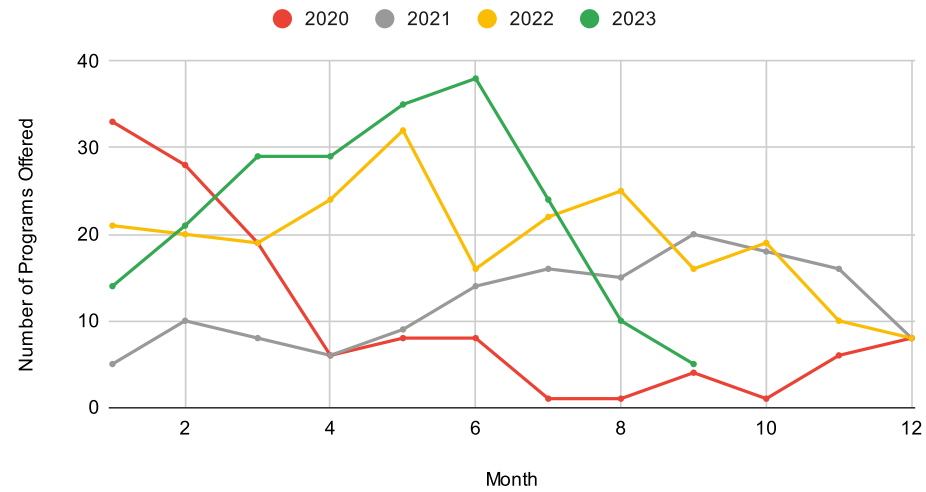
Number of Teen Programs Offered



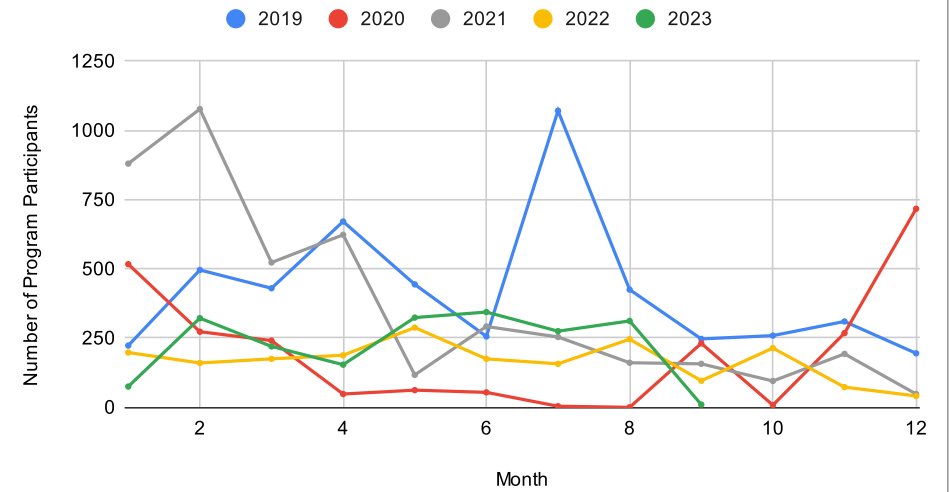
Teen Program Attendance



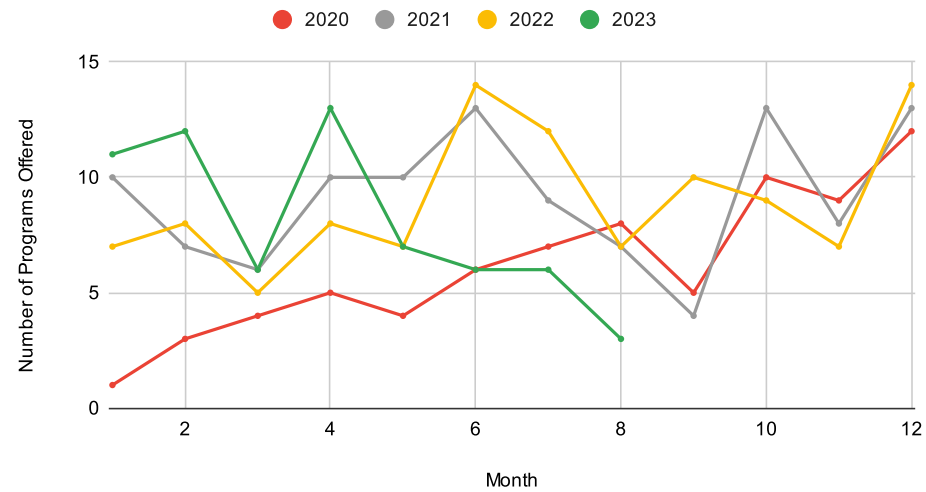
Number of Adult Programs Offered



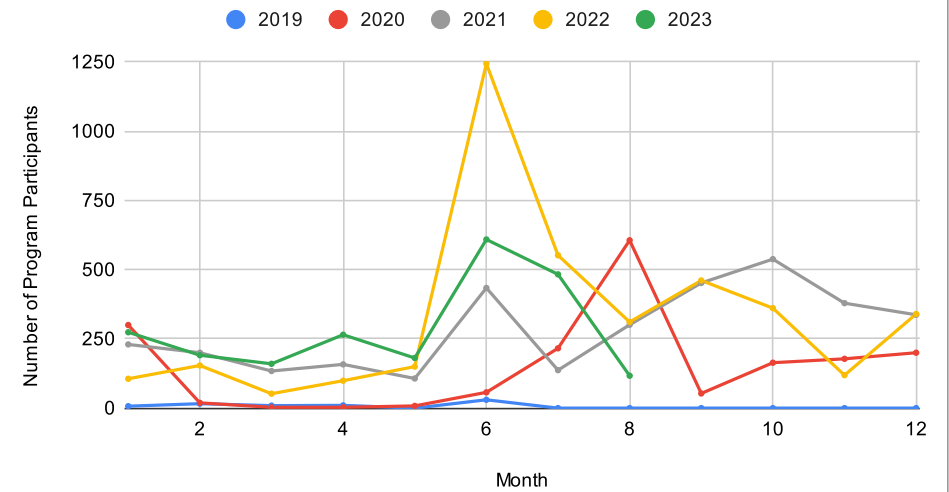
Adult Program Attendance



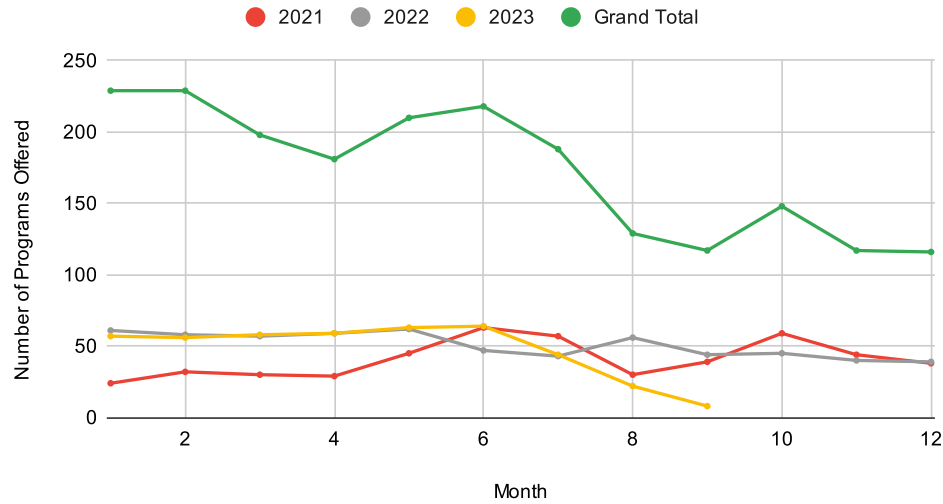
Number of All Ages Programs Offered



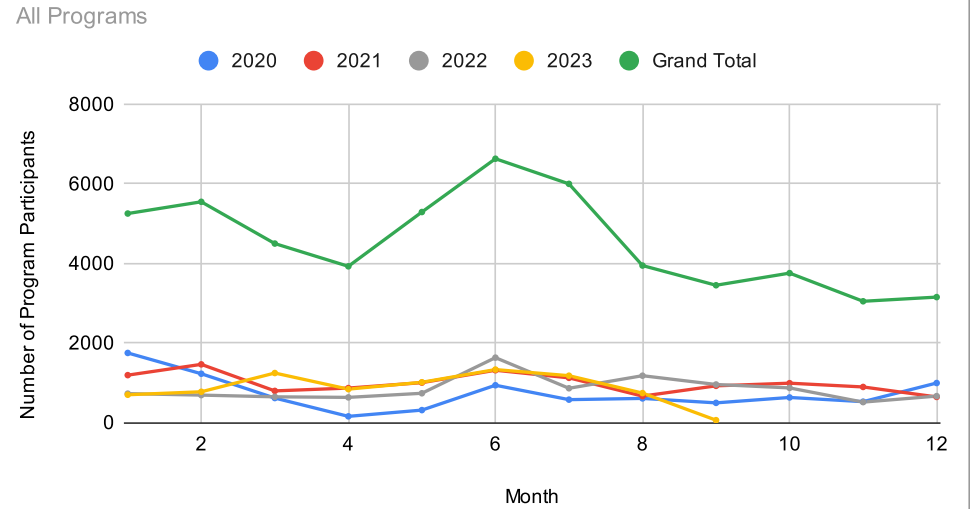
All-Ages Program Participation



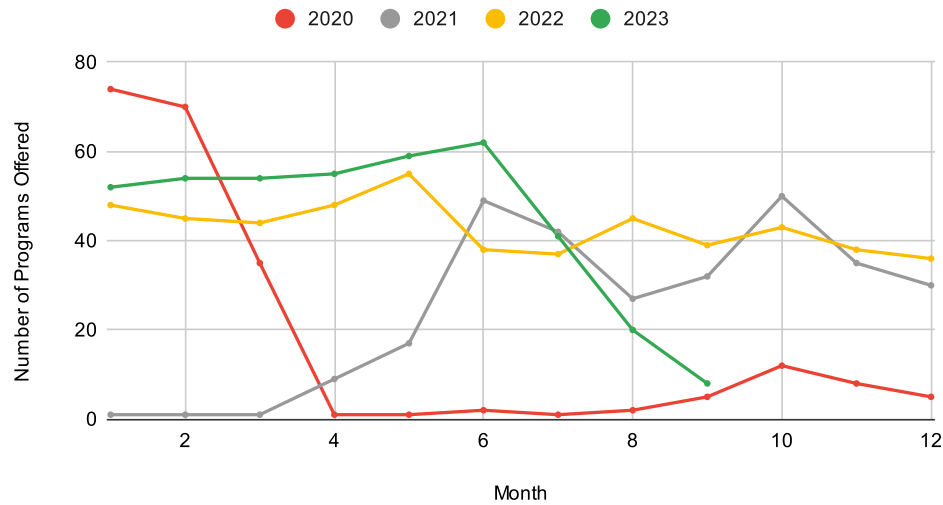
Basalt Regional Library - Total Programs Offered



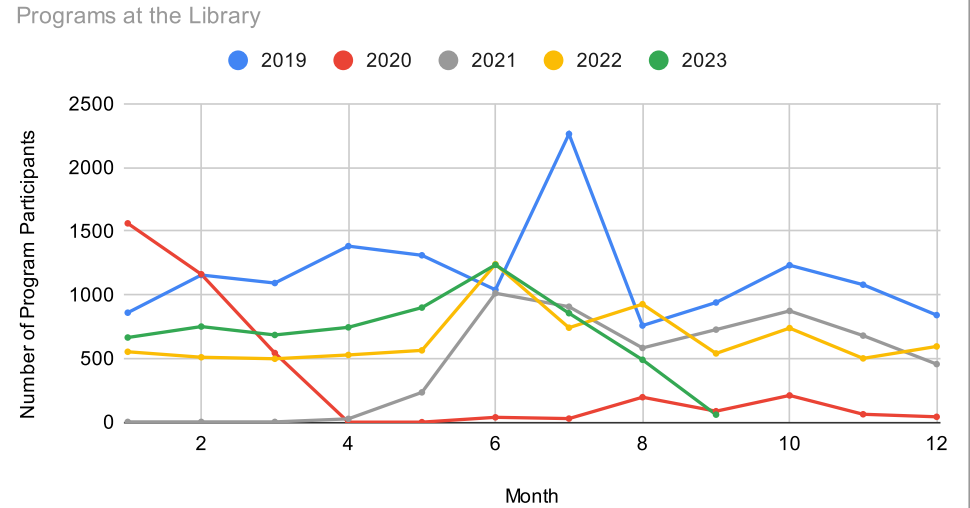
Basalt Regional Library - Program Attendance



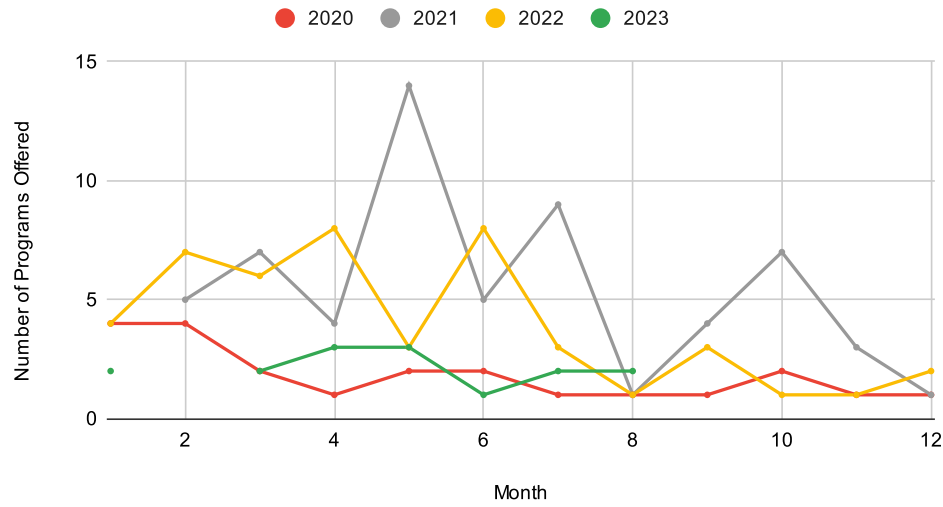
Number of On-Site Programs Offered



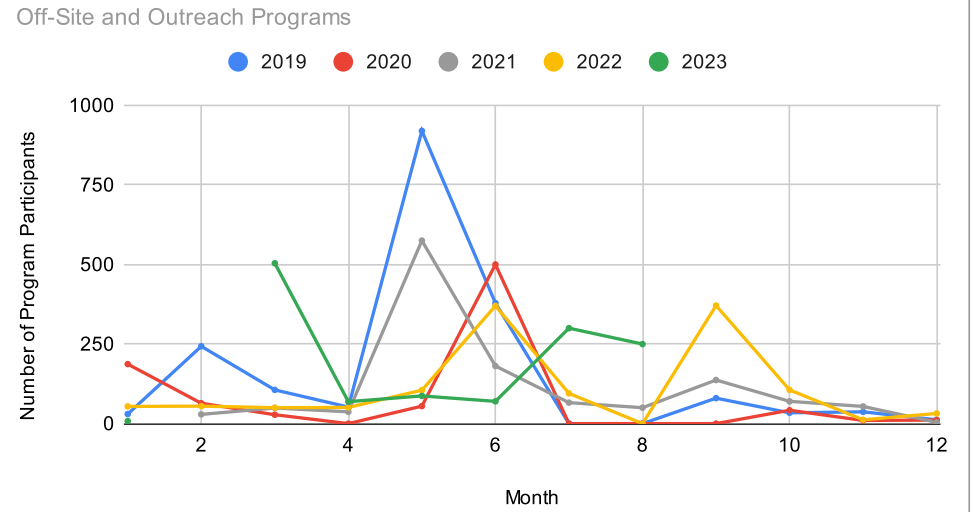
On-Site Library Program Attendance



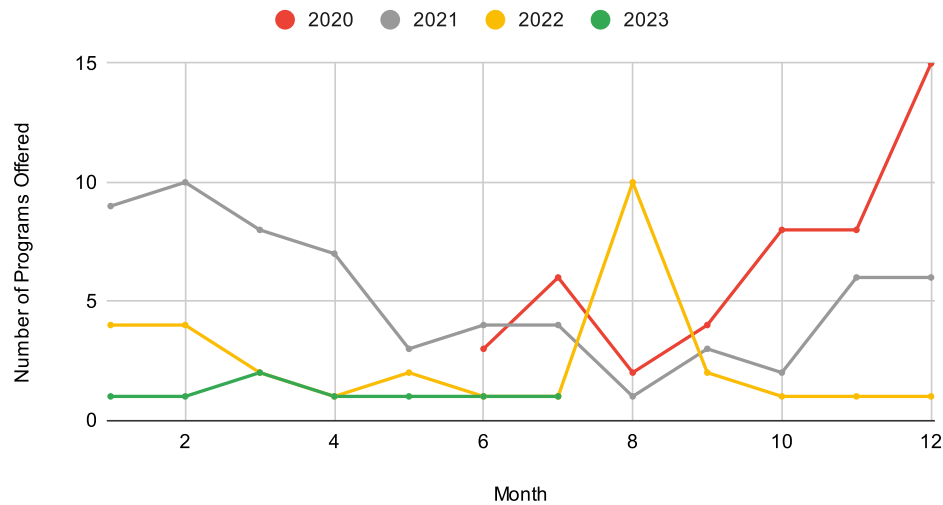
Number of Off-Site Programs Offered



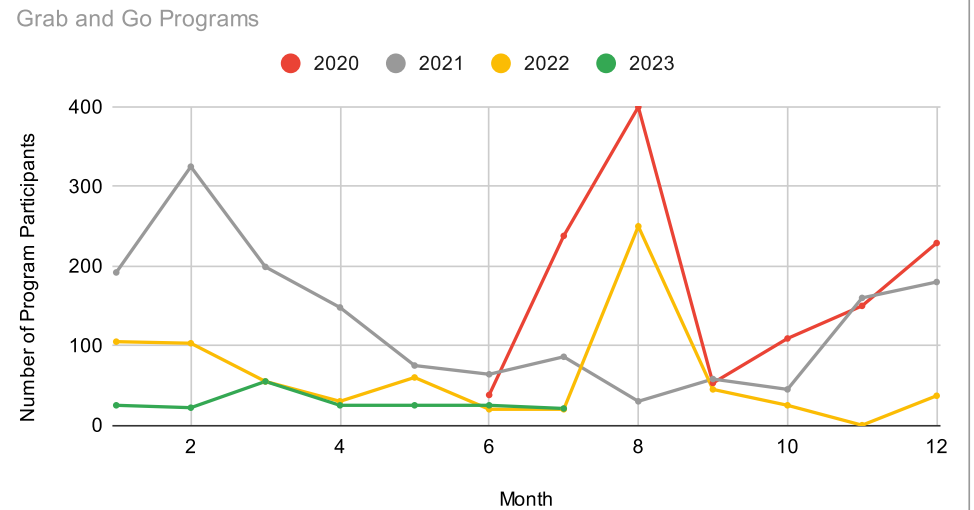
Off-Site Program Attendance



Number of Grab & Go Programs Offered



Grab & Go Program Participation





BASALT REGIONAL LIBRARY DISTRICT
BYLAWS

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BASALT REGIONAL LIBRARY DISTRICT
BYLAWS

Article 1: Name

The name of the library is The Basalt Regional Library District, herein after referred to as “BRLD”. The governing body of BRLD is the Board of Trustees, herein after referred to as “Board”.

Article 2: Authority

The BRLD Board of Trustees is created by authority of the Colorado Revised Statutes, 24-90-101, et seq.

Article 3: Purpose

The purpose of the Board is to make library policy decisions, supervise the administration of library affairs in accordance with these policy decisions, and represent the constituents of the district in these decisions.

Article 4: Membership on the Board of Trustees

Section 1. Number of Trustees.

C.R.S. 24-90-108, states, “(1) The management and control of any library established, operated, or maintained under the provisions of this part 1 shall be vested in a board of not fewer than five nor more than seven trustees. Appointees to the library board of trustees shall be chosen from the residents within the legal service area of the library.” Therefore, the BRLD Board will consist of 7 members. Since the District’s boundaries include portions of Eagle and Pitkin Counties and the entire Town of Basalt (herein after referred to as the “Legislative Bodies”), there will be three Trustees representing each county and one Trustee representing the Town of Basalt. Trustees must be permanent residents of the area they represent and must be at least eighteen years of age on the date of the first regular board meeting following appointment.

Section 2. Appointment of Trustees.

C.R.S. 24-90-108 (2)(c) states, “In a library district established by only one governmental unit, the legislative body of the governmental unit shall decide the number of its members to be appointed to the committee formed to appoint the initial board of trustees in accordance with the requirements of this paragraph (c). In a library district established by more than one governmental unit, the legislative body of each participating governmental unit shall appoint two of its members to a committee that shall appoint the initial board of trustees. Thereafter, any such legislative body or bodies may either continue such a committee or delegate to the board of trustees of the library district the authority to recommend new trustees. Trustee

appointments shall be ratified by a two-thirds majority of the legislative body; except that the failure of a legislative body to act within sixty days upon a recommendation shall be considered a ratification of such appointment.” Accordingly, prior to the expiration of a Trustee’s term or upon the occurrence of a vacancy on the Board, the Legislative Body in the part of the District with the vacancy will appoint one to two members to a joint committee with BRLD Trustees and Executive Director to interview applicants. The BRLD Trustees wish to maintain objectivity in the selection of Board members, and therefore request participation of the Legislative Bodies in trustee interviews and selection. Interviews may be conducted in-person or via web conferencing technology. After the interview, the joint committee will present its recommendation to the Board of Trustees for a vote to recommend the candidate to the associated Legislative Body for ratification.

Section 3. Vacancies and Recruitment.

Vacancies to fill partial terms will be addressed as they arise, in the same manner as new appointments for term expirations. Upcoming term expirations will be announced by the Secretary at the regularly scheduled December meeting. The Board will request the Executive Director to advertise the open position and set a prescribed closing date for applications. A Trustee who is eligible to apply for a second term must also apply by the deadline. The Executive Director will collect applications, confirm residency, coordinate interview schedules, and schedule interviews with the candidate, the Board of Trustees, and at least one representative from the respective Legislative Body. All applications received by the closing day will be distributed to the BRLD Board and respective Legislative Body.

Section 4. Term of Office.

A full term of office for each Trustee is three years. Terms expire on March 1, or until the Legislative Bodies approve and ratify Trustee appointments or re-appointments for expiring seats. One Trustee from each county will be appointed in each of three consecutive years to stagger terms in a three-year cycle.

Trustees may serve on the Board for two full consecutive terms. However, if a Trustee completes a partial term of one year or less, that person will be eligible to apply for an additional two terms. If a Trustee completes a partial term of more than one year, that person will be eligible to apply for only one additional term. A Trustee may hold office for a maximum of seven consecutive years. After this time, he or she must wait a minimum of one year before reapplying for a Board position.

Section 5. Trustee Responsibilities.

Each Trustee is responsible for the following:

1. Board meeting attendance (see Section 6, below).

2. Committee participation.
3. Reading and adhering to BRLD Bylaws. Bylaws will be provided to all newly appointed Trustees.
4. Reading and adhering to BRLD Code of Ethics, Addendum 1 attached to these Bylaws.

Section 6. Removal of a Trustee.

A library Trustee may be removed only by a majority vote of their appointing Legislative Body, but only upon a showing of good cause as defined here: “Good cause” is hereby defined to mean any of the following:

1. A Trustee accumulates three (3) unexcused absences from regular or special Board meetings held during a twelve-month period from March 1 to February 28.
 - a. The Board may consider compelling reasons, such as illness or injury to the trustee or the trustee’s immediate family, as the basis for considering the absence(s) excused. An absence will be considered excused when the absent trustee notifies the Executive Director and the President of the Board at least two days in advance of the absence.
 - b. A majority vote by the Board is required to reclassify “Unexcused” absences as “Excused.”
 - c. Before removing a Trustee for accumulated absences, the Trustee will be queried in writing by the President of the Board of Trustees about intent and ability to attend future meetings. The Trustee should respond in writing to the written notice within thirty (30) days of its receipt.
2. A Conflict of Interest as described in Article 4, Section 7 of these Bylaws,
3. Neglect of an Officer’s duties, defined in Article 5, Sections 3-6 of these Bylaws, or
4. Any other violation of BRLD’s Code of Ethics, in Article 11 of these Bylaws.

If any of the above conditions are met, the President may, with the approval of a majority vote of the Board of Trustees, send a letter to the Board of County Commissioners or Town Council requesting that the Trustee be removed for good cause.

A Trustee may resign at any time by giving written notice to the President or Secretary of the Board of Trustees. Any resignation will take effect at the time specified in the notice.

Section 7. Conflict of Interest.

A conflict of interest is defined as the “conflict between the private interest and the official responsibilities of a person in a position of trust.” BRLD strives to promote public confidence in government by ensuring the impartiality, integrity, and honesty of itself and the Board. As such, the Board of Trustees and its appointed committees will ensure that its actions do not present a conflict of interest. If a Trustee voices a conflict of interest, it will be noted in the

Board meeting minutes. The Trustee will recuse himself/herself/theirself from both the discussion and vote, and will not otherwise participate in this item.

Section 8. Compensation.

A Trustee will not receive any compensation for services. If the Board approves, a Trustee may be reimbursed for traveling expenses and registration fees when traveling on library business.

Section 9. Solicitation on Premises.

No Trustee is permitted to engage in solicitation of any kind, or in any political activity on the library premises.

Article 5: Officers and their Duties

Section 1. Officers.

The officers of the Board of Trustees will be President, Vice President, Secretary and Treasurer, and Officers will be elected each year at the regular March meeting of the Board. Each officer will serve for a period of one year and cannot serve more than two consecutive years in the same office. If an officer resigns his/her position during the year, the Board will make an appointment, by majority vote, to fulfill the remainder of the officer's term.

Section 2. Election of Officers.

Each year at the Annual Meeting, to be held in January, the President will appoint two non-officers to form a Nominating Committee. The Nominating Committee will gather and present nominees for officers at the March Board of Trustees meeting. Officers will be elected at the March meeting. New officer terms will take effect at the meeting following election of officers.

Section 3. Duties of the President.

The President is the chief executive officer of the Board. The President sets Board Meeting agendas with input from other Trustees and the Executive Director, conducts all Board Meetings following Parliamentary Procedure, appoints all committees and arranges for presentation of their reports at Board Meetings, executes all documents authorized by the Board, and performs other official duties as the Board may request.

Section 4. Duties of the Vice-President.

The Vice-President will fulfill the duties of President in the President's absence and will fulfill other duties assigned by the President or the Board.

Section 5. Duties of the Secretary.

The Secretary will review and be responsible for the accuracy of the Board meeting minutes, and attest to official documents of the District as necessary. Upcoming term expirations will be announced by the Secretary at the regularly scheduled December meeting.

Section 6. Duties of the Treasurer.

The Treasurer will chair the Finance Committee, develop and review financial policies and procedures to ensure responsible oversight of library funds, work with the Executive Director and accountant(s) to ensure the accuracy of BRLD's finances, and present monthly financial reports at each Board meeting. The Treasurer will participate in the annual audit as needed. The Treasurer will oversee the annual budget process for the ensuing fiscal year and will conduct timely budget meetings with the Board and Executive Director to ensure compliance with state regulations and deadlines.

Article 6: Meetings

Section 1. Annual Meeting.

The Annual Meeting will be the regularly scheduled meeting held in January of each year. The purposes of this meeting are to:

1. Provide a current, accurate map of the District boundaries.
2. Establish the location on the library premises where notice of meetings will be posted during the year.
3. Appoint a two-person Nominating Committee.
4. Receive end-of-year reports from Board committees.

Section 2. Regular Meetings.

Regular monthly meetings will be held on the third Monday of each month beginning at 5:15 pm in the Community Room of the library and via web conferencing technology. Notice of all regular and special Board meetings with their final meeting agendas will be posted at least twenty-four (24) hours in advance of the meeting at the official posting place for library notices. If more than two (2) Trustees are expected to attend any meeting, the meeting will be noticed pursuant to Article 6, Section 1.

Section 3. Special meetings.

Special Meetings may be called by either the Board President, the Executive Director, or any two Trustees. Notice of special meetings will be posted at the designated posting place at least twenty-four (24) hours in advance of the meeting.

Section 4. Board Meeting Protocol.

1. Agenda. The President of the Board, with the aid of the Executive Director and with input from other Trustees, will compose and provide an agenda and board packet to all Board members prior to any regularly scheduled meeting or special meeting. The agenda will contain information for Trustees, staff, and members of the Public to connect to the meeting via web conferencing technology. Members of the public may request items be placed on the agenda, providing they do so in a timely manner. The Executive Director will post the agenda pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees.
2. Quorum. A quorum for the transaction of business will consist of four (4) Trustees. Trustees attending via web conferencing technology count toward a quorum. If a quorum will not be present on the official meeting date, the Board will not take any action until the next regular or special meeting at which there is a quorum.
3. Voting. All Trustees, including the President, are entitled to vote. A majority vote is required for passage. Trustees attending via web conferencing technology are entitled to vote. No vote may be taken in Executive Session.
4. Public Comment. The public is invited to all meetings of the Board and will have an opportunity to speak before the Board. Refer to the BRLD Public Comment Policy.
5. Executive Sessions. Executive Sessions will be on the agenda, and will be noticed as written in pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees. If an Executive Session is on the agenda the Board will follow the Colorado Open Meetings Law CRS 24-6-402 regarding Executive Session topics and procedures. No vote may be taken in an Executive Session.

Article 7: Committees

Section 1. Standing Committees.

The Board of Trustees has several standing committees:

1. Facilities Committee
2. Finance Committee.
3. Personnel Committee
4. Policy Committee

Standing committees may be comprised of Trustees, staff, and community members. The Personnel Committee will be comprised of two Trustees, the Executive Director, and a member of the staff, preferably the Human Resources Manager.

Section 2. Ad Hoc Committees

The President may also appoint Ad Hoc committees as needed to accomplish short-term, specific goals of the Board.

Section 3. Work Sessions

Work sessions are called by the Executive Director, the President (in the case of Board work sessions), or the Chair of any library committee (in the case of committee work sessions). Work sessions are intended to be informational meetings of the Board or committee. No formal action may be taken. If more than two (2) Trustees are anticipated to be in attendance, the meeting will be noticed pursuant to Article 6, Section 1.

Section 4. Duties of Committee Chairs.

1. Appoint committee members.
2. Appoint community representatives.
3. In coordination with the Executive Director, create an agenda for each committee meeting.
4. Each committee will enact rules of procedure that it deems necessary, as long as those rules conform to these Bylaws.
5. The committees will serve as recommending bodies to the Board, and the Board retains final decision-making authority.

Section 5. Community Representatives

The chairpersons of each standing committee will strive to appoint at least one community representative as regular committee members. No relative of any library employee may be appointed as a community representative due to potential conflict of interest arising from such appointment. Community representatives must live within the District.

Section 6. Duties of Community Representatives

Each Community Representative is responsible for the following:

1. Reading and adhering to BRLD Bylaws. Bylaws will be provided to all newly appointed Trustees.
2. Reading and adhering to BRLD Code of Ethics, Addendum 1 attached to these Bylaws.

Article 8: Duties of the Board of Trustees

The Board of Trustees will have all powers and duties as set forth in Colorado Revised Statutes 24-90-109, including, but not limited to, the following:

Section 1. Employment of the Executive Director.

The Board will interview applicants, employ, and set the salary and duties of the Executive Director. The Board will annually evaluate the Executive Director and accept/terminate the Executive Director's contract.

Section 2. Annual Budget.

The Board will adopt a budget and make appropriations for the ensuing fiscal year. This budget will be submitted to the governing legislative bodies, as required by law. The Board will certify to the Legislative Bodies the sums necessary to maintain and operate the library during the ensuing year.

Section 3. Annual Audit.

The Board will enter into an agreement with a Certified Public Accounting firm to conduct an annual audit of the financial statements of the District in a timely manner as mandated by state law.

Section 4. Financial Operations.

The Board is responsible for all other financial operations of the District including bonding of persons entrusted with funds, authorizing purchase of equipment and materials recommended by the Executive Director, entering into contracts, borrowing funds, and requesting elections to alter taxes to support the District.

Section 5. Gifts.

The Board will accept and acknowledge gifts that will benefit the users of the library. This duty may be delegated to the Executive Director.

Section 6. Land.

The Board may hold land by loan, gift, lease, or purchase for library purposes, to be held in the name of the "Board of Trustees of the BRLD."

Section 7. Buildings.

The Board may receive by loan, gift, lease or purchase appropriate buildings for library purposes. In addition, they may erect or acquire such other buildings as may be needed.

Section 8. Personal Property.

The Board may lease, rent, purchase, or otherwise acquire such items of personal property as are necessary to conduct library operations.

Section 9. Reports to the Legislative Bodies.

At the close of each calendar year, the Board will supply the Legislative Bodies with a report showing the condition of its finances, money expended, the purposes of expenditures and other statistics the Board deems of public interest.

Section 10. Annual State Report.

The Board will respond to the State Library's public library survey at the end of the calendar year. The report will contain such other statistics and information as may be required by the State Library. This duty is delegated to the Executive Director.

Section 11. Appeals to Requests for Reconsideration.

The Board of Trustees will act as an appeal committee and final arbiter to address any community member's appeal of a staff decision on a request for reconsideration. The decision of the Board of Trustees will be final and binding on all parties. For more information refer to the BRLD Reconsideration Policy.

Article 9. Amendment of Bylaws

A draft of proposed changes to the Bylaws will be presented for discussion at a regular meeting of the Board. At the following regular meeting it will be presented again for discussion and vote. A majority vote is required for passage.

Article 10: Parliamentary Authority

The most recent edition of Robert's Rules of Order, newly revised will serve as parliamentary authority for the Board of Trustees or committee meetings in the event that these bylaws do not provide for procedure.

Article 11: Trustee Code of Ethics

The Board of Trustees of the BRLD will adhere to the following code of ethics:

1. Trustees, in the capacity of trust placed upon them, will observe ethical standards with absolute truth, transparency, integrity, and honor.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
3. It is incumbent upon any Trustee to disqualify himself/herself/theirself immediately whenever the appearance or a conflict of interest arises.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board, even if they personally disagree.
5. A Trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
6. Trustees must be prepared to support to the fullest the efforts of library staff in resisting censorship of library materials by groups or individuals.
7. Trustees who accept Board responsibilities are expected to perform all of the functions of Trustees, as set forth in the Bylaws.

- Trustees must conduct themselves in a professional manner with courtesy and respect to other Trustees, Patrons, and library Staff.

These Bylaws were amended and adopted by a majority vote at a meeting of the Board of Trustees of BRLD on

Date Elaine Nagey, Board President

Date Carolyn Kane, Board Vice President

DRAFT



BASALT REGIONAL LIBRARY DISTRICT
BYLAWS

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~~BYLAWS OF THE~~ BASALT REGIONAL LIBRARY DISTRICT

BYLAWS

~~Revised October, 2018~~

Article 1: Name~~Article 1~~

~~Name~~

The name of the library is The Basalt Regional Library District, herein after referred to as "BRLD". The governing body of ~~the Basalt Regional Library District~~BRLD is the Board of Trustees, herein after referred to as "Board".

~~Article 2~~

Authority~~Article 2: Authority~~

The ~~Basalt Regional Library District~~BRLD Board of Trustees is created by authority of the Colorado Revised Statutes, 24-90-101, et seq.

~~Article 3~~

Purpose~~Article 3: Purpose~~

The purpose of the Board is to make library policy decisions, supervise the administration of library affairs in accordance with these policy decisions, and represent the constituents of the district in these decisions.

~~Article 4~~

Membership~~Article 4: Membership~~ on the Board of Trustees

Section 1. Number of Trustees.

~~In accordance with~~ C.R.S. 24-90-108, states, "(1) The management and control of any library established, operated, or maintained under the provisions of this part 1 shall be vested in a board of not fewer than five nor more than seven trustees. Appointees to the library board of trustees shall be chosen from the residents within the legal service area of the library." ~~Therefore, the Board will be not no fewer than 5 nor more than 7 Trustees. The Basalt Regional Library District~~BRLD Board will consist of 7 members. Since the District's boundaries include portions of Eagle and Pitkin Counties and the entire Town of Basalt (herein after referred to as the "Legislative Bodies"), there will be three Trustees representing each county and one

Policy reviewed: March 2023

Policy approved~~Revised: October, 2018~~

Trustee representing the Town of Basalt. Trustees must be permanent residents of the area they represent and must be at least eighteen years of age on the date of the first regular board meeting following appointment.

~~Article 4, Section 2-~~

~~Appointment of Trustees.~~

~~Section 2. Appointment of Trustees.~~

~~According to C.R.S. § 24-90-108 (2)(c) states, "In a library district established by only one governmental unit, the legislative body of the governmental unit shall decide the number of its members to be appointed to the committee formed to appoint the initial board of trustees in accordance with the requirements of this paragraph (c). In a library district established by more than one governmental unit, the legislative body of each participating governmental unit shall appoint two of its members to a committee that shall appoint the initial board of trustees. Thereafter, any such legislative body or bodies may either continue such a committee or delegate to the board of trustees of the library district the authority to recommend new trustees. Trustee appointments shall be ratified by a two-thirds majority of the legislative body; except that the failure of a legislative body to act within sixty days upon a recommendation shall be considered a ratification of such appointment." -in library districts such as the District that are established by more than one governmental unit, each of the Legislative Bodies shall appoint two of its members to a committee to recommend new trustees or delegate such authority to the Board of Trustees of the District. Accordingly, prior to the expiration of a Trustee's term or upon the occurrence of a vacancy on the Board, the Legislative Body in the part of the District with the vacancy will appoint one to two members to a joint committee with BRLD Trustees and Library Director/Executive Director to interview applicants. The BRLD Trustees wish to maintain objectivity in the selection of Board members, and therefore request participation of the Legislative Bodies in trustee interviews and selection. the Library Director shall contact each Legislative Body to request appointment of two of its members to a recommendation committee to meet at the library or obtain confirmation from the Legislative Body that it is delegating its recommendation authority to the Board. The interviews may be conducted in-person or via web conferencing technology. After the interview, the joint committee will present its recommendation to the Board of Trustees for a vote to recommend the candidate to the associated Legislative Body for ratification. Following the recommendation for the appointment of a candidate to the Board, that candidate's related The Legislative Body must ratify the candidate by a 2/3 majority vote. Failure of a Legislative Body to act within sixty days upon a recommendation shall be considered a ratification of such appointment.~~

Section 3. Vacancies ~~and~~ Recruitment.

Vacancies to fill partial terms will be addressed as they arise, in the same manner as new appointments for term expirations. Upcoming term expirations will be announced by the Secretary at the regularly scheduled December meeting. The Board will request the ~~Library Director~~Executive Director to advertise the open position and set a prescribed closing date for applications. A Trustee who is eligible to apply for a second term must also ~~submit an application~~apply by the deadline. The ~~Director~~Executive Director will collect applications, confirm residency ~~qualifications~~, coordinate interview schedules, and ~~verify the process for appointments~~schedule interviews with the candidate, the Board of Trustees, and at least one representative from the respective Legislative ~~Bodies~~Body. ~~Applicants must be permanent residents of the District and the area to be represented and must be at least 18 years of age at the date of the first regular meeting following appointment.~~ All applications received by the closing day will be distributed to the BRLD Board and respective Legislative ~~Bodies~~Body.

Section 4. Terms of Office.

A full term of office for each Trustee is three years. Terms expire on March 1, or until the Legislative Bodies approve and ratify Trustee appointments or re-appointments for expiring seats. One Trustee from each county will be appointed in each of three consecutive years to stagger terms in a three-year cycle. ~~If a Trustee position is vacated before the end of a three-year term, the person selected to fill the vacancy will be appointed to complete the vacated term as soon as possible in the manner in which trustees are regularly chosen.~~

Trustees may serve on the Board for two full consecutive terms. However, if a Trustee completes a partial term of one year or less, that person will be eligible to apply for an additional two terms. If a Trustee completes a partial term of more than one year, that person will be eligible to apply for only one additional term. A Trustee may hold office for a maximum of seven consecutive years. After this time, he or she must wait a minimum of one year before reapplying for a Board position.

Section 5. Trustee Responsibilities.

Each Trustee is responsible for the following:

- ~~1.~~ 1) Board meeting attendance (see Section 6, below).
2. Committee participation.
- ~~3. 2) Reading and adhering to Familiarity with BRLD Bylaws. Bylaws will be provided to all newly appointed Trustees. Current Bylaws will be provided to all newly appointed Trustees. Revised Bylaws will be given to all Trustees. Trustees are responsible for reading and adhering to Bylaws.~~

Policy reviewed: March 2023

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4. ~~3) Committee participation. Reading and adhering to BRLD Code of Ethics, Addendum 1 attached to these Bylaws.~~

Section 6. Removal of a Trustee.

A library Trustee may be removed only by a majority vote of their appointing Legislative Body, but only upon a showing of good cause as defined ~~in, but not limited to, the Bylaws adopted by the Board here:~~ "Good cause" is hereby defined to mean any of the following:

1. ~~(1) A Trustee accumulates fourthree (43) unexcused absences from ~~the~~ regular or special Board meetings ~~and/or assigned committee meetings~~ held during a ~~twelve month~~ twelve-month period ~~from March 1 to February 28 from March 1 to March 1.~~
 - a. The Board may consider compelling reasons, such as illness or injury to the trustee or the trustee's immediate family, as the basis for considering the absence(s) excused and consequently not counted as an unexcused absence for the purpose of removing a Trustee. An absence will be considered excused when the absent trustee notifies the Executive Director and the President of the Board at least ~~four~~ two days in advance of the absence.
 - b. A majority vote by the Board is required to ~~reverse-reclassify~~ "Unexcused" the absences ~~from "Unexcused" to~~ "Excused."
 - c. Before removing a Trustee for accumulated absences, the Trustee will be queried in writing by the President of the Board of Trustees about intent and ability to attend future meetings. The Trustee should respond in writing to the written notice within thirty (30) days of its receipt.~~
2. ~~(2) A~~ Conflict of Interest as described in Article 4, Section 7 of these Bylaws,
3. ~~(3) N~~eglect of an Officer's duties, defined in Article 55, Sections 2-53-6 of these Bylaws, or
4. ~~(4) A~~ny other violation of BRLD's Code of Ethics, in ~~Addendum #1~~ Article 11, ~~attached to~~ of these Bylaws.

If any of the above conditions are met, the President may, with the approval of a majority vote of the Board of Trustees, send a letter to the Board of County Commissioners or Town Council requesting that the Trustee be removed for good cause.

A Trustee may resign at any time by giving written notice to the President or Secretary of the Board of Trustees. Any resignation will take effect at the time specified in the notice, and unless the notice specifies otherwise, the acceptance of the resignation is not necessary to make it effective.

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Section 7. Conflict of Interest.

A conflict of interest is defined as the “conflict between the private interest and the official responsibilities of a person in a position of trust.” ~~The Library District~~BRLD strives ~~to assure that every effort is made~~ to promote public confidence in government by ~~assuring the people~~ ensuring the impartiality, integrity, and honesty of itself and the Board. As such, the Board of Trustees and its appointed committees will ensure that its actions do not present a conflict of interest. If a Trustee voices a conflict of interest, it will be noted in the Board meeting minutes. The Trustee will recuse ~~himself/herself~~himself/herself/theirself from both the discussion and vote, and will not otherwise participate in this item.

Section 8. Compensation.

A Trustee will not receive any compensation for services. If the Board approves, a Trustee may be reimbursed for traveling expenses and registration fees when traveling on library business.

~~Section 9. Solicitation on Premises.~~

~~No Trustee is permitted to engage in solicitation of any kind, or in any political activity on the library premises.~~

~~Article 5~~

~~Officers and their Duties~~

Article 5: Officers and their Duties

~~Section 1. Officers.~~

Section 1. –Officers.–

The officers of the Board of Trustees will be President, Vice President, Secretary and Treasurer, and Officers will be elected each year at the regular March meeting of the Board. Each officer will serve for a period of one year and cannot serve more than two consecutive years in the same office. ~~In the event that~~if an officer resigns his/her position during the year, the Board will make an appointment, by majority vote, to fulfill the remainder of the officer’s term.

Section 2. Election of Officers.

Each year at the Annual Meeting, to be held in January, the President will appoint two non-officers to form a Nominating Committee. The Nominating Committee will gather and present nominees for officers at the March Board of Trustees meeting. Officers will be elected at the March meeting. New officer terms will take effect at the meeting following election of officers.

Policy reviewed: March 2023

Policy approved/Revised: October, 2018

~~Duties of the President.~~

~~The President is the chief executive officer of the Board. The President sets Board Meeting agendas with input from other Trustees and the Director, conducts all Board Meetings following Parliamentary Procedure, appoints all committees and arranges for presentation of their reports at Board Meetings, executes all documents authorized by the Board, and performs other official duties as the Board may request.~~

Section 3. Duties of the President.

The President is the chief executive officer of the Board. The President sets Board Meeting agendas with input from other Trustees and the ~~Director~~Executive Director, conducts all Board Meetings following Parliamentary Procedure, appoints all committees and arranges for presentation of their reports at Board Meetings, executes all documents authorized by the Board, and performs other official duties as the Board may request.

Section 34. Duties of the Vice-President.

The Vice-President will fulfill the duties of President in the President's absence and will fulfill other duties assigned by the President or the Board.

Section 45. Duties of the Secretary.

The Secretary will review and be responsible for the accuracy of the Board meeting minutes, ~~post and distribute to the other Trustees written draft meeting minutes in a timely fashion prior to each Board meeting, create record keeping strategies to maintain the records that are required, maintain a master document of Trustee attendance at Board Meetings, and attest to official documents of the District as necessary. - The Secretary, with the assistance of the Director, will keep an updated list of all Trustees, noting the governing district represented and the corresponding term expiration date. Upcoming term expirations will be announced by the Secretary at the regularly scheduled December meeting.~~

Section 56. Duties of the Treasurer.

The Treasurer will chair the Finance Committee, develop and review financial policies and procedures to ensure responsible oversight of library funds, work with the ~~Director~~Executive Director and accountant(s) to ensure the accuracy of ~~the Library's~~BRLD's finances, and present monthly financial reports at each Board meeting. ~~At the direction of the Board, the Treasurer will arrange for an annual audit of financial statements of the previous year~~The Treasurer will participate in the annual audit as needed. The Treasurer will oversee the annual budget

Policy reviewed: March 2023

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process for the ensuing fiscal year and will conduct timely budget meetings with the Board and ~~Library Director~~Executive Director to ensure compliance with state regulations and deadlines.

Article 6: Meetings

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The Annual Meeting will be the regularly scheduled meeting held in January of each year. The purposes of this meeting are to:

1. Provide a current, accurate map of the District boundaries.
2. Establish the location on the library premises where notice of meetings will be posted during the year.
3. Appoint a two-person Nominating Committee.
4. Receive end-of-year reports from Board committees.

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Regular monthly meetings will be held on the third Monday of each month beginning at 5:15 pm in the Community Room of the library and via web conferencing technology. Notice of all regular and special Board meetings with their final meeting agendas will be posted at least twenty-four (24) hours in advance of the meeting at the official posting place for library notices. If more than two (2) Trustees are expected to attend any meeting, the meeting will be noticed pursuant to Article 6, Section 1.

Section 3. Special meetings.

Special Meetings may be called by either the Board President, the Executive Director, or any two Trustees. Notice of special meetings will be posted at the designated posting place at least twenty-four (24) hours in advance of the meeting.

Section 4. Board Meeting Protocol.

1. Agenda. The President of the Board, with the aid of the Executive Director and with input from other Trustees, will compose and provide an agenda and board packet to all Board members prior to any regularly scheduled meeting or special meeting. The agenda will contain information for Trustees, staff, and members of the Public to connect to the meeting via web conferencing technology. Members of the public may request items be placed on the agenda, providing they do so in a timely manner. The Executive Director will post the agenda pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees.
2. Quorum. A quorum for the transaction of business will consist of four (4) Trustees. Trustees attending via web conferencing technology count toward a quorum. If a quorum will not be present on the official meeting date, the Board will not take any action until the next regular or special meeting at which there is a quorum.

3. Voting. All Trustees, including the President, are entitled to vote. A majority vote is required for passage. Trustees attending via web conferencing technology are entitled to vote. No vote may be taken in Executive Session.
4. Public Comment. The public is invited to all meetings of the Board and will have an opportunity to speak before the Board. Refer to the BRLD Public Comment Policy.
5. Executive Sessions. Executive Sessions will be on the agenda, and will be noticed as written in pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees. If an Executive Session is on the agenda the Board will follow the Colorado Open Meetings Law CRS 24-6-402 regarding Executive Session topics and procedures. No vote may be taken in an Executive Session.

Article 7: Committees

Article 6: Committees

Section 6. Election of Officers:

~~Each year at the Annual Meeting, to be held in January, the President will appoint two non-officers to form a Nominating Committee. The committee will contact all Trustees to receive nominations, and contact nominees to obtain their acceptance. A slate of candidates for each office will be presented. Each office may have more than one nominee. Once elected, nominee names will be removed from eligibility for other offices. The President will call for additional nominations prior to the vote for each office. Each office will be filled in sequence, beginning with the office of President. Paper voting will be held confidential. Two people, who must not be board members, will act as tellers. New officer terms will take effect at the meeting following election of officers.~~ Duties of the President:

The President is the chief executive officer of the Board. The President sets Board Meeting agendas with input from other Trustees and the Director, conducts all Board Meetings following Parliamentary Procedure, appoints all committees and arranges for presentation of their reports at Board Meetings, executes all documents authorized by the Board, and performs other official duties as the Board may request.

Section 1. ÷ Standing Committees.

The Board of Trustees has several standing committees:

1. Facilities Committee
2. Finance Committee.

Policy reviewed: March 2023

Policy approved/Revised: October, 2018

3. Personnel Committee

4. Policy Committee

Standing committees may be comprised of Trustees, staff, and community members. The Personnel Committee will be comprised of two Trustees, the ~~Library Director~~Executive Director, and a member of the staff, preferably the Human Resources Manager.

~~Standing committees (except Personnel Committee) may be comprised of both Trustees and citizens. The chairpersons of each standing committee will strive to appoint at least one citizen representative as regular committee members. No relative of any library employee may be appointed as a citizen representative due to potential conflict of interest arising from such appointment. Citizen representatives must live within the District.~~

Section 2. ÷ Ad Hoc Committees

The President may also appoint Ad Hoc committees as needed to accomplish short-term, specific goals of the Board.

Section 3÷. Work Sessions

Work sessions are called by the Executive Director, the President (in the case of Board work sessions), or the Chair of any library committee (in the case of committee work sessions). Work sessions are intended to be informational meetings of the Board or committee. No formal action may be taken. If more than two (2) Trustees are anticipated to be in attendance, the meeting will be noticed pursuant to Article 6, Section 1.

Section 4. Duties of Committee Chairs.

1. Appoint committee members.
2. Appoint community representatives.
3. In coordination with the ~~Library Director~~Executive Director, create an agenda for each committee meeting.
4. Each committee will enact rules of procedure that it deems necessary, as long as those rules conform to these Bylaws.
5. The committees will serve as recommending bodies to the Board, and the Board retains final decision-making authority.

Section 45÷. Community Representatives

The chairpersons of each standing committee will strive to appoint at least one community representative as regular committee members. No relative of any library employee may be appointed as a community representative due to potential conflict of interest arising from such appointment. Community representatives must live within the District.

Policy reviewed: March 2023

Policy approved/Revised: October, 2018

Section 6. Duties of Community Representatives

Section 5: Duties of Community Representatives

Each Community Representative is responsible for the following:

1. Reading and adhering to BRLD Bylaws. Bylaws will be provided to all newly appointed Trustees.
2. Reading and adhering to BRLD Code of Ethics, Addendum 1 attached to these Bylaws.

Article 6

Meetings~~Article 7: Meetings~~

Section 21. Annual Meeting.

The Annual Meeting will be the regularly scheduled meeting held in January of each year. The purposes of this meeting are to:

- Provide a current, accurate map of the District boundaries.
- Establish the location on the library premises where notice of meetings will be posted during the year.
- Have the Board President appoint a two person Nominating Committee to contact Board members and present a slate of candidates for the March officer election.
- Receive end of year reports from Board committees.

Section 12. Regular Meetings.

~~Regular monthly meetings will be held on the third Monday of each month beginning at 5:30 15 pm in the Community Room of the Library and also via web conferencing technology. If a quorum will not be present on the official meeting date, the Board will select an alternate date and notice will be posted as soon as possible. Notice of all regular and special Board meetings with their final meeting agendas will be posted at least twenty four (24) hours in advance of the meeting at the official posting place for library notices. All regular and special meetings of the Board will be electronically recorded.~~

Section 2. Annual Meeting.

~~The Annual Meeting will be the regularly scheduled meeting held in January of each year. The purposes of this meeting are to:~~

- ~~a) Provide a current, accurate map of the District boundaries.~~
- ~~b) Establish the location on the library premises where notice of meetings will be posted during the year.~~
- ~~c) Have the Board President appoint a two person Nominating Committee to contact Board members and present a slate of candidates for the March officer election.~~

Policy reviewed: March 2023

Policy approved/Revised: October, 2018

~~d) Receive end of year reports from Board committees.~~

~~Section 3. Special meetings.~~

~~Special Meetings may be called by either the Board President, the Library Director, or any two Trustees. Notice of special meetings will be posted at the designated posting place at least twenty four (24) hours in advance of the meeting. Public comment procedures apply as indicated in Article 6, Section 5(e).~~

~~Section 4. Executive sessions.~~

~~If an Executive Session is called in the course of a regular or special meeting, the Board will follow the Colorado Open Meetings Law CRS 24-6-402 regarding Executive Session topics and procedures. No vote may be taken in Executive Session.~~

~~Section 54. Board Meeting Protocol.~~

~~a) Agenda. The President of the Board, with the aid of the Library Director and with input from other Trustees, will compose and provide an agenda and board packet to all Board members prior to any regularly scheduled meeting or special meeting. The agenda will contain information for Trustees, staff, and members of the Public to connect to the meeting via web conferencing technology. Members of the public may request items be placed on the agenda, providing they do so in a timely manner. The Library Director will post the agenda pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees.~~

~~b) Quorum. A quorum for the transaction of business will consist of four (4) Trustees present in person. Trustees attending via web conferencing technology count toward a quorum. If a quorum will not be present on the official meeting date, the Board will not take any action until the next regular meeting at which there is a quorum.~~

~~c) Voting. All Trustees, including the President, are entitled to vote. A majority vote is required for passage. ~~No vote may be taken in Executive Session.~~ Trustees attending via web conferencing technology are entitled to vote. ~~No vote may be taken in Executive Session.~~~~

~~d) Teleconferencing /Videoconferencing. Only in Special Meetings constituting an emergency circumstance will teleconferencing or videoconferencing be used to ensure a quorum.~~

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~~1. e) Public Comment. The public is invited to all meetings of the Board and will have an opportunity to speak before the Board. Refer to the BRLD Public Comment Policy. The public comment procedure will be as follows:~~

~~— Executive Sessions. Executive Sessions will be on the agenda, and will be noticed as written in pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees. If an Executive Session is called in the course of a regular or special meeting, is on the agenda the Board will follow the Colorado Open Meetings Law CRS 24-6-402 regarding Executive Session topics and procedures. No vote may be taken in Executive Session. *Individuals who wish to comment on items not on the agenda may speak before the Board by signing up prior to the call to order.~~

~~— *Individuals may speak about an agenda item at the time of request for public comment on the agenda item.~~

~~— *Time limitations on public comment may be set according to the circumstances of the meeting.~~

~~Section 65. Other meetings.:~~

~~Other meetings may be scheduled to aid the work of the Board.:~~

~~a) Committee Meetings. The Board President has the power to appoint standing committees and ad hoc committees. If more than two (2) Trustees are anticipated to be in attendance, the meeting will be noticed pursuant to Article 6, Section 1.~~

~~— Standing committees (except Personnel Committee) may be comprised of both Trustees and citizens. The chairpersons of each standing committee will strive to appoint at least one citizen representative as regular committee members. No relative of any library employee may be appointed as a citizen representative due to potential conflict of interest arising from such appointment. Citizen representatives must live within the District.~~

~~— Each committee will enact such rules of procedure that it deems necessary, as long as those rules conform to these Bylaws. The determination of whether to allow public comment at a committee meeting rests with the chair of the meeting. The committees will serve as recommending bodies to the Board, and the Board retains final decision-making authority.~~

~~b) Work Sessions. Work sessions are called by: the Library Director, the President (in the case of Board work sessions) or the Chair of any standing library committee (in the case of committee work sessions). Work sessions are intended to be informational meetings of the Board or committee. No formal action may be taken. Pursuant to Article 6, Section 1, above, if more than two (2) members of the Board are anticipated to be in attendance, the~~

~~work session will be noticed. The determination of whether to allow public comment at a work session rests with the chair of the session.~~

- ~~— Committee Meetings. The Board President has the power to appoint committees. If more than two (2) Trustees are anticipated to be in attendance, the meeting will be noticed pursuant to Article 6, Section 1.~~
- ~~— Each committee will enact such rules of procedure that it deems necessary, as long as those rules conform to these Bylaws. The committees will serve as recommending bodies to the Board, and the Board retains final decision-making authority.~~
- ~~— Work Sessions. Work sessions are called by the Library Director, the President (in the case of Board work sessions), or the Chair of any library committee (in the case of committee work sessions). Work sessions are intended to be informational meetings of the Board or committee. No formal action may be taken. If more than two (2) Trustees are anticipated to be in attendance, the meeting will be noticed pursuant to Article 6, Section 1.~~

~~Article 7~~

~~Duties~~ Article 8: Duties of the Board of Directors Trustees

The Board of Trustees will have all powers and duties as set forth in Colorado Revised Statutes 24-90-109, including, but not limited to, the following:

Section 1. Employment of the Library Director Executive Director.

The Board will interview applicants, ~~employ~~ employ, and set the salary and duties of the ~~Director~~ Executive Director. The Board will annually evaluate the ~~Director~~ Executive Director and accept/terminate the ~~Library Director~~ Executive Director's contract.

Section 2. Annual Budget.

The Board will adopt a budget and make appropriations for the ensuing fiscal year. This budget will be submitted to the governing legislative bodies, as required by law. The Board will certify to the Legislative Bodies the sums necessary to maintain and operate the library during the ensuing year.

Section 3. Annual Audit.

The Board will enter into an agreement with a Certified Public Accounting firm to conduct an annual audit of the financial statements of the District in a timely manner as mandated by state law.

Section 4. Financial Operations.

The Board is responsible for all other financial operations of the ~~Library~~-District including bonding of persons entrusted with funds, authorizing purchase of equipment and materials recommended by the ~~Director~~Executive Director, entering into contracts, borrowing funds, and requesting elections to alter taxes to support the ~~Library~~-District.

Section 5. Gifts.

The Board will accept and acknowledge gifts that will benefit the users of the library. This duty may be delegated to the ~~Library Director~~Executive Director.

Section 6. Land.

The Board may hold land by loan, gift, ~~lease~~lease, or purchase for library purposes, to be held in the name of the "Board of Trustees of the ~~Basalt Regional Library District~~BRLD."

Section 7. Buildings.

The Board may receive by loan, gift, lease or purchase appropriate buildings for library purposes. In addition, they may erect or acquire such other buildings as may be needed.

Section 8. ~~Personal~~ Personal Property.

The Board may lease, rent, purchase, or otherwise acquire such items of personal ~~personal~~ property as are necessary to conduct ~~l~~ibrary operations.

Section 9. Reports to the Legislative Bodies.

At the close of each calendar year, the Board will supply the Legislative Bodies with a report showing the condition of its ~~trust~~finances, money expended, the purposes of expenditures and other statistics the Board deems of public interest.

Section 10. Annual State Report.

The Board will respond to the State Library's public library survey at the end of the calendar year. The report will contain such other statistics and information as may be required by the State Library. This duty ~~may be~~is delegated to the ~~Library Director~~Executive Director.

Section 11. Appeals to Requests for Reconsideration.~~Materials Selection Review Committee.~~

The Board of Trustees will act as an appeal review ~~e~~ committee and final arbiter to address ~~challenges to material in the collection, as outlined in the Materials Selection Policy, any~~ community member's appeal of a staff decision on a request for reconsideration. The decision

Policy reviewed: March 2023

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of the Board of Trustees will be final and binding on all parties. For more information refer to the BRLD Reconsideration Policy.

Article 9. Amendment of Bylaws

~~Article 8~~

~~Amendment of Bylaws~~

A ~~typewritten copy of the~~ draft of ~~a~~ proposed changes to ~~in~~ the Bylaws will be presented for discussion at a regular meeting of the Board. At the following regular meeting it will be presented again for discussion and vote. A majority vote is required for passage.

~~Article 9~~

~~Parliamentary~~ Article 10: Parliamentary Authority

~~Parliamentary Authority.~~

The most recent edition of Robert's Rules of Order, newly revised will serve as parliamentary authority for the Board of Trustees or committee meetings in the event that these bylaws do not provide for procedure.

~~These Bylaws, including Addendum #1 (herein attached), were amended and adopted by a majority vote at a meeting of the Board of Trustees of Basalt Regional Library District on~~

Policy reviewed: March 2023

Policy approved/Revised: October, 2018

Date _____ Karen Barch, Board President

_____ Becky Musselman, Co-Vice President

DRAFT

April, 2019 BRLD Trustees

Karen Barch	_____	Maria Campos
Victoria Treece	_____	Christi Blish
Becky Musselman	_____	Enid Ritchy
Roger Garrett	_____	Ann Scott – Director

Basalt Regional Library District Bylaws

Addendum #1 Article 11:– Trustee Code of Ethics

The Board of Trustees of the ~~Basalt Regional Library District~~BRLD will adhere to the following code of ~~conduct~~ethics:

1. Trustees, in the capacity of trust placed upon them, will observe ethical standards with absolute truth, transparency, integrity, and honor.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of ~~l~~ibrary users, colleagues, or the situation.
3. It is incumbent upon any Trustee to disqualify ~~himself/herself~~himself/herself/theirself immediately whenever the appearance or a conflict of interest arises.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board, even if they personally disagree.
5. A Trustee must respect the confidential nature of ~~l~~ibrary business while being aware of and in compliance with applicable laws governing freedom of information.
6. Trustees must be prepared to support to the fullest the efforts of ~~the librarians~~library staff in resisting censorship of ~~l~~ibrary materials by groups or individuals.
7. Trustees who accept ~~Library~~ Board responsibilities are expected to perform all of the functions of ~~Library~~ Trustees, as set forth in the Bylaws.
8. Trustees must conduct themselves in a professional manner with courtesy and respect to other Trustees, Patrons, and ~~l~~ibrary Staff.

Policy reviewed: March 2023

Policy approved/Revised: October, 2018

These Bylaws were amended and adopted by a majority vote at a meeting of the Board of Trustees of Basalt Regional Library District BRLD on

Date Elaine Nagey, Board President

Date Carolyn Kane, Board Vice President

DRAFT

Policy reviewed: March 2023
Policy approved/Revised: October, 2018

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

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance	Adjustments (Conversion Fund)	Statement of Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	175,383			175,383		175,383
Colo Trust - Tabor Reserve #8003	54,102			54,102		54,102
Colo Trust - Operating Fund #8004	2,068,902			2,068,902		2,068,902
Colo Trust - Bond Repayment #8002		1,027,368		1,027,368		1,027,368
Colo Trust - Capital Rsv Fund #8005			1,386,351	1,386,351		1,386,351
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	-			-		-
Prepaid Expense	5,353			5,353		5,353
Property Tax Receivable	46,207			46,207		46,207
Pooled Cash (Interfund Transfers)	(449,920)	669,802	(219,882)	(0)		(0)
Capital Assets, net of depreciation	-	-	-	-	8,778,049	8,778,049
Total Assets	1,900,026	1,697,170	1,166,469	4,763,665	8,778,049	13,541,714
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	18,431	-	-	18,431		18,431
Other Current Liabilities						
Accrued Interest				-	12,899	12,899
Deferred Property Tax	46,117			46,117		46,117
Current Bonds Payable, 2012				-	780,000	780,000
Total Current Liabilities	64,548	-	-	64,548	792,899	857,447
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	64,548	-	-	64,548	3,301,283	3,365,832
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	5,523,049	5,523,049
Non Spendable	5,353	-	-	5,353	(5,353)	-
Restricted for:						
Tabor	78,000			78,000	-	78,000
Debt Service		1,697,170		1,697,170	-	1,697,170
Committed for Future Projects			1,166,469	1,166,469	(1,166,469)	-
Unassigned / Unrestricted	1,752,125	-	-	1,752,125	1,125,539	2,877,664
Current Year Fund Balance / Net Position	1,835,478	1,697,170	1,166,469	4,699,117	5,476,765	10,175,882
Total Liabilities and Fund Balance / Net Position	1,900,026	1,697,170	1,166,469	4,763,665	8,778,049	13,541,714

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 8/31/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
General Operating Beginning Fund Balance			1,728,500	1,761,053	1,828,174	67,121	1,628,837	
Eagle County								
	Assessed Value		271,560,910	273,153,790			433,516,750	preliminary
	% Increase		12%	0.59%			59%	
	Operating Mill Levy Rate		3.363	3.360			2.610	
Pitkin County								
	Assessed Value		192,808,360	193,543,290			322,736,504	preliminary
	% Increase		4%	0.38%			67%	
	Operating Mill Levy Rate		3.363	3.360			2.610	
REVENUES								
4005	General Operating Mill Levy							
4010	Eagle County		702,200	712,931	703,257	98.64%	1,131,479	AV x mill levy (2.61)
4020	Pitkin County		498,072	505,148	493,276	97.65%	842,342	AV x mill levy (2.61)
4030	Mill Levy Supplement		348,618	350,023	343,831	98.23%	-	
4040	Tax Abatement - Prior Year		-	-	-	0.00%	-	
	Total General Operating Mill Levy		1,548,890	1,568,102	1,540,364	98.23%	1,973,821	126%
4100	MVSO - General Operating							
4110	Eagle County		83,759	89,737	48,712	54.28%	70,000	
4120	Pitkin County		39,343	42,475	21,563	50.77%	30,000	
	Total MVSO - General Operating		123,102	132,212	70,274	53.15%	100,000	76%
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	-	
4230	Fines		1,023	1,000	117	11.70%	1,000	
4250	Meeting Room Rental		1,321	1,000	663	66.25%	-	
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		-	-	6,780	Not Budgeted	-	
4290	Holy Cross Deposit Return/Member Equity		90	100	-	0.00%	-	
4261	Miscellaneous		-	-	6,998	Not Budgeted	-	
	Total Fines & Fees		9,252	7,700	15,126	196.45%	6,600	86%
4300	Earnings on investments							
4310	Colotrust Int Op Acct		37,579	36,768	64,844	176.36%	80,000	
4320	Mill Levy Interest		4,897	6,234	2,054	32.95%	6,234	Flat to 2023 Forecast
	Total Earnings on investments		42,475	43,002	66,898	155.57%	86,234	201%
4400	Contributions *see detail							
4410	Contributions- Non-Restricted		7,947	5,000	770	15.39%	5,000	
4412	Contributions- Restricted		1,294	1,000	22,471	2247.09%	1,000	
	Contributions- Music		2,000	-	-	0.00%	-	
	Total Contributions		11,241	6,000	23,240	387.34%	6,000	100%
4500	Grants - Non-Restricted							
4505	Grants - General Operating Grants		1,266	-	4,000	Not Budgeted	4,240	
	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	-	4,000	0.00%	4,240	

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 8/31/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
4600	Grants - Restricted							
4602	Restricted - Library Foundation		1,250	5,000	2,311	46.23%	5,000	
	Restricted - American Library Association		10,000	-	-	0.00%	-	
4604	Restricted - Library Friends		2,423	5,000	3,430	68.60%	5,000	
	Restricted - State of Colorado Grant		5,943	-	-	0.00%	-	
	Restricted - Association of Science		6,000	-	-	0.00%	-	
	Restricted - Rotary Grant		1,000	-	-	0.00%	-	
	Restricted - Outdoor Equity		5,000	-	-	0.00%	-	
	Restricted - Charge Ahead		5,000	-	-	0.00%	-	
	Restricted - ARP Grant		6,478	-	-	0.00%	-	
	Restricted - GRT		5,225	-	-	0.00%	-	
	Restricted- Aspen Thrift Shop		2,500	-	-	0.00%	-	
4620.14	Restricted - Library Trust		-	5,000	3,900	78.00%	5,000	
4620.15	Restricted - Other Misc		-	30,000	15,116	50.39%	30,000	
	Total Restricted Fund Income - Foundation/Friends		50,819	45,000	24,758	55.02%	45,000	100%
TOTAL REVENUES			1,790,546	1,802,016	1,744,661	96.82%	2,221,895	123%
OPERATING:								
Administration								
Contract Services								
5010	Accounting		11,261	1,920	3,732	194.39%	45,000	under-budgeted in 2023, and move Finance Manager from payroll t
5020	Audit - Annual		14,000	13,250	13,250	100.00%	14,045	6% Inflation Increase
5030	Courier		2,847	11,500	8,541	74.27%	11,500	anticipating more State funding
5040	Legal		13,156	15,000	896	5.97%	5,000	
	Miscellaneous Contracts						20,000	Strategic Planning, Furniture Consultant, Updated Capital Reserve Plan, new website
	Total Contract Services		41,264	41,670	26,419	63.40%	95,545	229%
Insurance								
5100	Insurance							
5110	Property & Liability Insur		300	23,650	36,329	153.61%	38,509	6% Inflation Increase
5120	Worker's compensation		176	2,376	1,484	62.46%	2,519	6% Inflation Increase
	Total Insurance		476	26,026	37,813	145.29%	41,027	158%
Professional Dev. & Memberships								
5220	Professional Dev. & Memberships							
5230	Board		494	1,600	535	33.44%	1,600	flat
5235	Employers Council		1,383	3,300	3,417	103.55%	3,600	new price quoted by vendor
5240	Library Association Dues		760	1,000	860	86.00%	1,000	flat
5250	Spec District Ass'n Due		1,481	1,599	1,196	74.74%	1,695	6% Inflation Increase
5260	Staff		9,305	10,000	5,332	53.32%	12,000	Public Library Association Conference is every other year
5275	Volunteer Appreciation		-	275	453	164.65%	1,000	
5276	Staff Appreciation		-	275	1,096	398.43%	2,000	
5270	Travel expenses		7,226	4,000	4,580	114.50%	9,000	Public Library Association Conference is every other year
	Total Professional Dev. & Memberships		20,649	22,049	17,468	79.22%	31,895	145%
Publicity								
5280	Publicity							
5290	Advertising - General		223	6,000	1,319	21.98%	6,000	
5283	Anniversary Celebration		10,116	-	(755)	0.00%	-	
5285	Radio		13,329	16,000	16,055	100.34%	16,500	
5293	Signage		319	1,000	948	94.81%	1,500	
5295	Social Media Ads		559	1,500	581	38.71%	1,500	
5297	Targeted Newspaper Ads		4,131	6,000	3,158	52.64%	7,000	
5286	Spanish Language Interpretation/Translating		-	5,000	893	17.85%	6,000	
5287	Job Ads		-	2,000	973	48.65%	2,000	
	Total Publicity		28,677	37,500	23,171	61.79%	40,500	108%
Supplies								
5310	Office Supplies		11,348	8,640	7,190	83.22%	14,000	underbudgeted in 2021, 2022, 2023
5320	Technical Cataloging & Service		5,295	8,500	7,018	82.57%	8,500	includes copier supplies 5750

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 8/31/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
5330		Postage & Shipping	292	1,000	4	0.39%	500	
		Total Supplies	16,934	18,140	14,212	78.35%	23,000	127%
5350		Treasurer's fees						
5360		Eagle fees	27,334	29,188	27,179	93.12%	33,944	3% of Property Tax
5370		Pitkin fees	31,015	29,918	30,347	101.43%	42,117	5% of Property Tax
		Total Treasurer's fees	58,348	59,106	57,526	97.33%	76,061	129%
		Total Administration	166,349	204,491	176,610	86.37%	308,029	151%
		Facility Expenses						
5410		Janitorial	53,337	54,913	28,862	52.56%	55,000	6% Inflation Increase
5420		Janitorial Supplies	2,613	6,480	6,076	93.77%	9,000	underbudgeted in 2023
5430		Landscaping	10,394	10,800	7,983	73.91%	11,448	6% Inflation Increase
5440		Maintenance *Detailed List Attached	52,249	30,000	14,767	49.22%	20,000	flat
5450		Mat Cleaning	828	-	-	0.00%	-	
5460		Snow Removal	5,705	4,620	-	0.00%	-	6% Inflation Increase
		Total Facility Expenses (Maintenance)	125,125	106,813	57,688	54.01%	95,448	
5500		Utilities						
5510		Electric	7,938	15,290	5,381	35.19%	8,000	over budgeted in 2023
5515		Compost Collection System	791	864	752	87.04%	916	6% Inflation Increase
5520		Gas	10,966	10,506	10,557	100.49%	11,246	6% Inflation Increase
5575		Hot Spots	8,194	-	-	0.00%	-	
5530		Internet Connectivity	1,239	14,904	5,356	35.93%	15,000	
5540		Sanitation	3,278	3,359	2,523	75.10%	3,561	6% Inflation Increase
5550		Telephone	5,754	8,424	3,655	43.38%	8,929	6% Inflation Increase
5560		Trash	7,543	6,221	5,450	87.61%	6,594	6% Inflation Increase
5570		Water	4,647	4,763	1,609	33.78%	5,049	6% Inflation Increase
		Total Utilities	50,350	64,331	35,282	54.84%	59,294	92%
		Total Facility Expenses	175,475	171,143	92,970	54.32%	154,742	90%
		Library Programs						
5610		Adult Program	10,306	9,000	10,421	115.79%	11,000	
5612		Adult Materials	1,559	-	(35)	Not Budgeted	(37)	
5620		Children's	10,676	4,000	5,347	133.67%	5,500	
5625		Children's Materials	2,126	-	84	Not Budgeted	-	
5634		Liquor License	500	375	-	0.00%	400	
5633		Movie License		550	173	31.45%	550	moved from 5835
5640		Music	15,973	15,000	16,867	112.45%	17,000	
5650		Spanish Language	832	3,000	2,108	70.28%	4,000	
5660		Teens	6,473	4,000	3,399	84.98%	3,500	
5601		Summer Reading						
5601.01		Adult Summer Reading	-	1,000	2,133	213.34%	1,000	
5601.02		Teen Summer Reading	-	2,000	2,147	107.34%	2,500	
5601.03		Children's Summer Reading	-	5,000	5,893	117.87%	5,500	
5601.04		Spanish Language Summer Reading	-	2,000	941	47.05%	2,000	
5602		Community Events	1,413	10,000	7,974	79.74%	15,000	
		Total Library Programs	49,953	55,925	57,452	102.73%	67,913	121%
		Technology & Equipment						
		Copiers & Equipment						
5730		Lease	3,933	-	353	Not Budgeted	-	
5740		Service Agreement / Copy Usage	5,276	5,000	946	18.92%	5,000	flat
5750		Copier Supplies	511	-	124	Not Budgeted	-	Moved to Technical Cataloging & Service 5320
		Total Copiers & Equipment	9,720	5,000	1,422	28.45%	5,000	100%
5760		Marmot ILS System	92,349	97,000	70,144	72.31%	99,910	vendor quoted 3% increase
5770		Miscellaneous Parts	3,153	2,000	729	36.43%	2,000	flat

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 8/31/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
5780		Support & Service Agreements						
5782		Adobe	915	972	870	89.50%	-	
5784		Appointment Booking	147	120	144	119.90%	-	
5788		Domain / Network Solutions	228	250	76	30.39%	-	
5795		Emma	662	1,500	1,356	90.40%	-	
5802		Google Cloud G Suite	2,313	2,900	1,968	67.87%	-	
5830		Livechat Website	192	240	-	0.00%	-	
5835		Movie License	494	-	-	0.00%	-	already moved to programming budget 5633
5820		Planning Center / Tockify	249	264	252	95.45%	-	
5824		Scheduling / When I Work	896	540	-	0.00%	-	
5825		Webpage Builder	233	250	90	35.96%	-	
5828		Zoom	162	150	150	99.93%	-	
		Marketing & Graphic Design					2,500	Adobe, Emma, canva
		Website Tools					2,500	Domain, Google Cloud, Livechat, Webpage builder,
		Communication & Time Management					4,500	Zoom, planning center, scheduling,
		Total Support & Service Agreements	6,490	7,186	4,906	68.27%	9,500	132%
5840		Tech Labor & Repair	-	2,000	-	0.00%	-	eliminate, will use 5440, Maintenance in the future
		Total Technology	111,711	113,186	77,201	68.21%	116,410	103%
		Collections						
		Audio						
5910		Audio						
5920		Adult BCD	3,598	3,000	1,248	41.61%	3,000	
5922		Spanish Audio Adult	255	750	490	65.32%	500	
5924		Spanish Audio Youth	-	500	321	64.14%	500	
5930		Youth Audio	284	2,200	1,021	46.39%	3,000	
		Total Audio	4,137	6,450	3,079	47.74%	7,000	109%
6000		Books & Magazines						
6010		Adult fiction books	10,899	12,000	6,715	55.96%	12,000	
6020		Adult non-fiction books	9,606	12,000	6,307	52.55%	12,000	
6025		Board Games	475	500	398	79.65%	500	
6030		Juvenile Fiction	4,586	7,000	3,975	56.79%	9,100	
6040		Juvenile Non-Fiction	3,943	3,000	1,399	46.62%	4,000	
6045		Large Print	1,756	2,000	1,506	75.31%	2,000	
6050		Print Subscriptions	6,994	4,500	749	16.63%	4,500	
6055		Replacement Books - Purchased	2,434	1,500	1,036	69.10%	1,500	
6060		Spanish Adult fiction	1,371	2,000	783	39.13%	2,000	flat
6070		Spanish adult non-fiction	959	1,000	559	55.90%	1,500	
6080		Spanish children's books	2,616	4,500	1,398	31.06%	5,000	
6100		YA Fiction	5,373	1,600	3,221	201.29%	3,500	
6110		YA Non-Fiction	1,499	5,400	954	17.67%	1,700	
6120		Special Items	779	2,000	369	18.43%	2,000	
		Total Books	53,290	59,000	29,367	49.77%	61,300	104%
6200		Digital Resources						
6210		Annual Subscriptions:						
6230		Culturegrams	2,692	1,840	-	0.00%	-	
6240		Ency Britannica	-	-	493	Not Budgeted	-	
6245		Gale Student Resources	-	1,475	-	0.00%	-	
6250		Gale Public	536	2,205	2,035	92.27%	-	
6253		Learning Express Library	-	2,800	-	0.00%	-	
6270		Mango Languages	3,916	3,990	-	0.00%	4,000	
6275		New York Times	100	100	100	100.00%	106	
6280		Tumblebooks	52	665	(52)	-7.89%	-	
6285		Wallstreet Journal	488	465	434	93.35%	-	
6295		Pebble Go	1,679	1,500	1,469	97.91%	-	
6300		Downloadable Titles:						
6305		Kanopy	3,287	6,000	3,752	62.53%	6,000	

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

			2022 Year End Actuals	2023 Budget	YTD Actuals 8/31/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
6320		Overdrive	15,272	21,750	8,426	38.74%	25,000	
		Online Databases					7,500	Gale Public, Pebble Go, Tumblebooks, encyclopedia britannica, Peterson's Test Prep
		Online Newspaper Subscriptions					2,000	New York Times, Wall Street Journal, Washington Post
		Total Digital Resources	28,021	42,790	16,656	38.92%	44,606	104%
6400		Media						
6410		Adult Music	-	300	-	0.00%		eliminate
6420		Juvenile Music	89	200	66	33.11%		eliminate
6430		Adult Movies	5,445	6,000	3,558	59.29%	6,000	flat
6440		Juvenile Movies	273	1,000	569	56.93%	1,000	flat
6460		Video / Games	522	800	371	46.40%	800	flat
		Total Media	6,330	8,300	4,564	54.99%	7,800	94%
		Total Collections	91,778	116,540	53,667	46.05%	120,706	104%
6800		Restricted Funds						
6802		Restricted Exp - Library Foundation	2,871	-	-	0.00%	-	
6804		Restricted Exp - Library Friends	2,064	-	-	0.00%	-	
6806		Restricted Exp - State of Colorado Grant	1,731	-	-	0.00%	-	
6808		Restricted Exp - Humanities Grant	2,700	-	-	0.00%	-	
6810		Restricted Exp - CO SHARP	800	-	-	0.00%	-	
6812		Restricted Exp - Growing Readers Together	5,584	-	-	0.00%	-	
6803.00		Restricted Exp - ARP Grant	21,251	-	-	0.00%	-	
6814.00		Restricted Exp - Outdoor Equity	2,975	-	-	0.00%	-	
6801		Restricted Exp - Misc	-	40,000	-	0.00%	40,000	flat
		Total Restricted Funds	39,976	40,000	-	0.00%	40,000	100%
		Total Operating expenses	635,243	701,286	457,900	65.29%	847,800	121%
6900		Payroll Expenses						
6910		Payroll	822,530	991,647	544,447	54.90%	1,078,032	109%
6920		Payroll Service	6,178	8,100	4,154	51.29%	9,500	117%
6930		Payroll Taxes	63,147	80,906	43,034	53.19%	87,176	108%
6940		Retirement Plan	18,444	29,363	15,890	54.12%	31,481	107%
6950		Health Insurance	55,253	138,168	66,046	47.80%	137,160	99%
6960		Life Insurance	-	713	-	0.00%	784	110%
6965		STD/LTD	-	9,285	-	0.00%	9,727	105%
6970		FAMLI	-	8,000	3,702	46.27%	9,702	121%
6957		Background Check	1,343	500	2,184	436.70%	1,000	200%
6985		HR Assessment	1,735	-	-	0.00%	-	
		Total Payroll Expenses	968,629	1,266,682	679,457	53.64%	1,365,562	108%
		TOTAL EXPENDITURES	1,603,872	1,967,968	1,137,357	57.79%	2,213,362	112%
		Net General Fund Income/(Loss)	186,674	(165,952)	607,304		8,533	-5%
		Allocation to Capital Reserve Outlay	87,000	600,000	600,000	100.00%	90,000	
		Allocation to Bond Repayment						2025 budget \$7755.00
		General Fund Balance	1,828,174	995,101	1,835,478	184.45%	1,547,370	70%

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

	2022 Year End Actuals	2023 Budget	YTD Actuals 8/31/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions	2025 Prelim Budget	Budget Assumptions
Bond Repayment Beginning Fund Balance	799,713	837,168	835,076	(2,092)	910,615		945,848	
Eagle County								
Assessed Value	271,560,910	273,153,790			433,516,750	Estimate	433,516,750	Estimate
% Increase	12%	0.59%			58.71%		0.00%	
Bond Mill Levy Rate	3.363	1.992			1.209		1.026	
Pitkin County								
Assessed Value	192,808,360	193,543,290			322,736,504	Estimate	322,736,504	Estimate
% Increase	4%	0.38%			66.75%		0.00%	
Bond Mill Levy Rate	3.363	1.992			1.209		1.020	
REVENUES								
Interest Earned - Bond Repayment	16,189	16,000	25,795	161.22%	16,000		16,000	
Mill Levy Debt Repayment								
Eagle County	541,176	544,122	534,805	98.29%	524,122	AV x mill levy (1.209)	444,788	AV x mill levy (1.026)
Pitkin County	384,762	385,538	376,477	97.65%	390,188	AV x mill levy (1.209)	329,191	AV x mill levy (1.026)
Total Mill Levy Debt Repayment	925,937	929,661	911,282	98.02%	914,310		773,979	
Transfer from General Fund							795	
TOTAL REVENUES	942,126	945,661	937,076	99.09%	930,310		790,774	
EXPENDITURES								
Bond Interest	94,831	77,394	38,697	50.00%	59,844	Per Bond Documents	62,094	Per Bond Documents (2025-\$40,844; 2026-\$21,250)
Bond Repayment Principle Loan Payment	775,000	780,000	-	0.00%	800,000	Per Bond Documents	1,675,000	Per Bond Documents (2025-\$825,000; 2026-\$850,000)
Treasurer's Fees								
Eagle County	16,256	16,324	16,055	98.35%	15,724	3% of Property Tax	13,344	3% of Property Tax
Pitkin County	20,676	11,566	20,231	174.92%	19,509	5% of Property Tax	16,460	5% of Property Tax
Total Treasurer's Fees	36,932	27,890	36,286	130.10%	35,233		29,803	
TOTAL EXPENDITURES	906,764	885,284	74,983	8.47%	895,077		1,766,897	
Net Fund Income/(Loss)	35,363	60,377	862,094	1427.86%	35,233		(976,123)	
Bond Repayment Fund Balance	835,076	897,545	1,697,170	189.09%	945,848		(30,275)	
**Bond Repayment Schedule:								
May 1 - Series 2012 Interest		38,697		5/1/2024	29,922.00		31,047.00	
November 1 - Series 2012 Interest		38,697		11/1/2024	29,922.00		31,047.00	
November 1 - Series 2012 Principle		780,000		11/1/2024	800,000.00		1,675,000.00	
Series 2012 Bond Matures 11/2026								

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

		2022 Year End Actuals	2023 Budget	YTD Actuals 8/31/23	Actuals vs Budget YTD %	2024 Prelim Budget	Budget Assumptions
Capital Reserve Beginning Fund Balance		607,860	578,104	602,128	24,024	442,958	
REVENUES							
7210	Allocation From General Fund	87,000	600,000	600,000	100.00%	90,000	Per Mgr Estimate
7230	Interest Earned - Reserve Fund	11,917	8,744	32,600	372.83%	35,000	
TOTAL REVENUES		98,917	608,744	632,600	103.92%	125,000	
EXPENDITURES							
8310	Miscellaneous	11,473	10,000	7,079	70.79%	10,000	
8310.01	HVAC Compressors	9,211	-	-	0.00%	-	
8310.02	Painting - Exterior	32,000	-	-	0.00%	-	
8310.03	Conference Room - A/V Replace	3,532	10,000	631	6.31%	10,000	
8310.04	Computers - Patron	260	12,000	17,630	146.92%	12,000	
8310.05	Computers - Staff	181	12,000	9,932	82.77%	12,000	
8310.06	EV Charging Station	25,163	-	6,042	Not Budgeted	-	
8310.07	Copiers - Staff and Public Purchase	12,943	13,000	-	0.00%	-	
8310.08	Lighting Control System Replacement	9,886	-	6,944	Not Budgeted	-	
8310.09	Fiber Cable	-	5,000	-	0.00%	-	
8310.10	Handrail for Tent Area	-	-	6,000	Not Budgeted	-	
8310.11	Painting - Interior	-	12,000	-	0.00%	-	
8310.12	Pumps / Valves	-	-	-	0.00%	-	
8310.13	Security Cameras	-	-	-	0.00%	10,000	
8310.14	Televisions	-	-	-	0.00%	-	
8310.15	Roof	-	600,000	-	0.00%	700,000	
8310.16	Remove Solar from Roof	-	50,000	-	0.00%	50,000	
8310.17	Consulting Engineer	-	50,000	14,000	28.00%	-	
	Furniture and Fixtures					50,000	
	Replace telephone system					10,000	
	Replace kitchen appliances					2,500	
TOTAL EXPENDITURES		104,648	774,000	68,259	8.82%	866,500	
Net Fund Income/(Loss)		(5,732)	(165,256)	564,341	-341.50%	(741,500)	
Capital Reserve Fund Balance		602,128	412,848	1,166,469	282.54%	(298,542)	

**Basalt Regional Library District
Maintenance Detail
2023**

Date	Name	Category	Memo	Amount
01/05/23	Roto Rooter Plumbing	Plumbing / Heating	Sink Faucet	\$ 1,985.00
01/01/23	Acme Alarm Company	Alarm / Monitoring	1st Qtr 2023 Monitoring	\$ 118.71
01/25/23	Grizzly Creek Enterprises, Inc.	Miscellaneous	Cordless Vacuum	\$ 325.55
01/31/23	Grizzly Electric	Electrical	Mic Repairs and Maintenance	\$ 600.00
01/31/23	Grizzly Electric	Electrical	Lighting Repairs and Maintenance	\$ 312.50
Sub-Total January				\$ 3,341.76
02/13/23	S&S Automatics and Door Services	Building/Interior Maintenance	Key FOB and Key Pad Repairs and Maintenance	\$ 510.00
02/22/23	Storm King Roofing LLC	Miscellaneous	Snow Removal	\$ 750.00
02/24/23	The Glass Guru	Building/Interior Maintenance	Window Repairs and Maintenance	\$ 115.00
02/28/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Carpets/Shelving	\$ 705.00
Sub-Total February				\$ 2,080.00
03/01/23	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 03/01 - 05/31/2023	\$ 223.95
03/03/23	Acme Alarm Company	Alarm / Monitoring	Fire Alarm Test and Inspection 2023	\$ 666.45
03/11/23	Rachels Sewing Repair Llc	Miscellaneous	Sewing repair-Canopy Tent	\$ 187.50
03/31/23	Tri County Locksmith	Building/Interior Maintenance	Locksmith	\$ 198.50
03/31/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Stainless Steel Shelving/Misc Repairs and Maintenance	\$ 663.90
Sub-Total March				\$ 1,940.30
04/01/23	Acme Alarm Company	Alarm / Monitoring	2nd Qtr 2023 Fire System Monitoring	\$ 118.71
04/13/23	Aspen Floorcovering, Inc	Building/Interior Maintenance	Carpet Repairs and Maintenance	\$ 650.00
04/14/23	The Fireplace Company	Fireplace maintenance	Fireplace Inspection	\$ 250.00
04/15/23	*Divvy	Building/Interior Maintenance	Lighting	\$ 63.25
04/30/23	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs and Maintenance	\$ 1,260.00
Sub-Total April				\$ 2,341.96
05/15/23	*Divvy	Miscellaneous	Misc Repairs and Maintenance	\$ 610.60
05/25/23	Roto Rooter Plumbing	Building/Interior Maintenance	Women's Toilet Auger	\$ 266.35
Sub-Total May				\$ 876.95
06/01/23	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 06/01 - 08/31/2023	\$ 240.75
06/05/23	Grizzly Creek Enterprises, Inc.	Miscellaneous	Misc Repair & Maintenance	\$ 899.55
06/08/23	Roto Rooter Plumbing	Plumbing / Heating	Manual Toilet flushmeter replacement	\$ 671.03
06/15/23	*Divvy	Miscellaneous	Misc Repair & Maintenance	\$ 18.41
06/29/23	Aspen Floorcovering, Inc	Building/Interior Maintenance	Ceramic Tile Repair	\$ 125.00
06/30/23	Grizzly Creek Enterprises, Inc.	Miscellaneous	Misc Repair & Maintenance	\$ 61.10
Sub-Total June				\$ 2,015.84
07/01/23	Acme Alarm Company	Alarm / Monitoring	3rd Qtr 2023 Fire System Monitoring	\$ 118.71
07/03/23	Roto Rooter Plumbing	Plumbing / Heating	Toilet Repair	\$ 471.94
07/20/23	Johnson Controls Security Solutions	Alarm / Monitoring	Service Call	\$ 73.04
07/25/23	D'AC Lighting	Building/Interior Maintenance	50% Deposit	\$ 473.00
Sub-Total July				\$ 1,136.69
08/21/23	Roto Rooter Plumbing	Plumbing / Heating	Toilet Repair	\$ 1,020.00
08/27/23	Dexter, Sandra	Building/Interior Maintenance	Paint Chips	\$ 13.75
Sub-Total August				\$ 1,033.75
Grand Total				\$ 14,767.25

Alarm / Monitoring	\$ 1,560.32
Electrical	\$ 912.50
Fireplace maintenance	\$ 250.00
Building/Interior Maintenance	\$ 5,043.75
Inspection / Testing	\$ -
Pest Control	\$ -
Plumbing / Heating	\$ 4,147.97
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 2,852.71
Total	\$ 14,767.25

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
August 12 - September 8

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	\$ 298.17
Adult	Courtney Keller	\$ 400.00
Adult Movies	Midwest Tape	\$ 164.20
Background Check	Employers Council Services, Inc.	\$ 318.50
Cap Res Exp- Consult Engineer	Wiss, Janney, Elstner Associates, Inc	\$ 6,000.00
Capital Reserve Expense - Misc	Window Solutions Colorado LLC	\$ 876.63
Capital Reserve Exp-Pub Comp	Marmot Library Network, Inc.	\$ 875.50
Children's	Imagination Library of Colorado	\$ 252.91
Childrens Summer Reading	Scholastic Book Fairs	\$ 926.04
Electric	*Holy Cross Energy	\$ 1,068.70
Gale Public	CLiC - Colorado Library Consortium	\$ 2,129.00
Gas	*Black Hills Energy	\$ 235.46
Internet Connectivity	Ena Services Llc	\$ 121.52
Janitorial	AlSCO	\$ 71.22
Janitorial Supplies	Aspen Maintenance Supply	\$ 669.15
Maintenance	D'AC Lighting	\$ 473.00
Maintenance	Dexter, Sandra	\$ 13.75
Maintenance	Johnson Controls Security Solutions	\$ 313.79
Maintenance	Roto Rooter Plumbing	\$ 1,020.00
Movie License	Swank Movie Licensing	\$ 519.00
Multiple	*Divvy	\$ 9,561.91
Multiple	Ingram Library Services	\$ 1,892.36
Music	Valley Hopper	\$ 300.00
Office Supplies	ODP Business Solutions	\$ 113.10
Payroll Liabilities	*TIAA-CREF	\$ 2,635.51
Payroll Service	*Paychex Payroll Service	\$ 480.42
Print Subscriptions	EBSCO	\$ 28.60
Property & Liability Insur	Philadelphia Insurance Company	\$ 300.00
Replacement Books - Purchased	Jill Gruenberg	\$ 28.00
Replacement Books - Purchased	Playaway Products	\$ 420.18
Service Contract	*Square Services	\$ 35.00
Technical Cataloging & Service	Demco	\$ 1,583.50
Translation / Interpretation	Dulce Andrea Suarez	\$ 87.50
Trash	Waste Management	\$ 668.09
Wellness/Health Insurance	CEBT Willis of Colorado	\$ 9,076.33
		\$ 43,957.04



Monthly statement

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

\$20,438.09 available / \$30,000.00 limit

Thank you for using Divvy!

We appreciate you.

Your statement balance as of 08/15/2023 is

\$9,561.91

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	\$3,193.02
Payments	\$3,193.02
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$9,561.91
Statement balance	\$9,561.91



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
07/15/2023	**** 9304	TST* Sweet Coloradough GI	\$101.82	Amy Shipley
07/15/2023	**** 9304	AMZN Mktp US*D07SJ8BZ3	\$44.20	Amy Shipley
07/16/2023	**** 7327	DEMCO	\$274.21	Kristen A Doyle
07/18/2023	**** 7327	AMAZON.COM*MP1NC1C23 AMZN	\$16.99	Kristen A Doyle
07/19/2023	**** 7327	AMZN Mktp US*1Q52Q6TV3	\$17.19	Kristen A Doyle
07/19/2023	**** 4228	Scholastic Education	\$13.00	Laura Baumgarten
07/19/2023	**** 2151	STICKERYOU.COM	\$22.20 <small>(\$0.22 foreign fee)</small>	Christy Baumgarten
07/20/2023	**** 4338	CITY-MARKET #0433	\$120.25	Charlotte M McLain
07/21/2023	**** 4228	FSP*CAL-COASSOCLIBRARIES	\$45.00	Laura Baumgarten
07/21/2023	**** 4228	FSP*CAL-COASSOCLIBRARIES	\$278.00	Laura Baumgarten
07/21/2023	**** 4338	WHOLEFDS BLT #10298	\$59.92	Charlotte M McLain
07/22/2023	**** 4338	KITCHEN COLLAGE OF ROARIN	\$51.52	Charlotte M McLain
07/22/2023	**** 5188	SQ *THE ROLLING FORK LLC	\$1,000.00	Cathy A Click
07/22/2023	**** 5068	CITY-MARKET #0433	\$72.37	Elena Marquez
07/22/2023	**** 4228	TIMBOS PIZZA	\$47.78	Laura Baumgarten
07/22/2023	**** 9802	USPS PO 0706120530	\$3.92	Kara Lindahl
07/23/2023	**** 5068	AMZN Mktp US*MR9IF52A3	\$97.95	Elena Marquez
07/23/2023	**** 5068	AMZN Mktp US*ET9AG2YA3	\$3.99	Elena Marquez
07/25/2023	**** 9304	Bassett Street Brunch Clu	\$17.72	Amy Shipley
07/25/2023	**** 9304	POKE IT UP MADISON	\$20.06	Amy Shipley
07/25/2023	**** 9304	FSP*CAL-COASSOCLIBRARIES	\$278.00	Amy Shipley
07/25/2023	**** 3174	BASALT MOUNTAIN INN	\$152.10	Sandra F Dexter
07/26/2023	**** 4338	HEATHER'S SAVORY PIES LLC	\$168.81	Charlotte M McLain
07/26/2023	**** 4338	FRENCH PASTRY CAFE AND MO	\$151.71	Charlotte M McLain
07/26/2023	**** 2151	STICKERYOU.COM	-\$21.98	Christy Baumgarten
07/26/2023	**** 9304	UW MADISON WISC UNION	\$5.80	Amy Shipley
07/26/2023	**** 9304	UW MADISON WISC UNION	\$4.22	Amy Shipley

DATE	CARD	MERCHANT	AMOUNT	NAME
07/26/2023	**** 9304	GRADUATE MADISON F&B	\$28.36	Amy Shipley
07/27/2023	**** 4228	KUM&GO 4923R RIFLE	\$36.75	Laura Baumgarten
07/27/2023	**** 4228	NATURE'S BAKERY, LLC	\$201.60	Laura Baumgarten
07/27/2023	**** 9304	UW MADISON WISC UNION	\$7.85	Amy Shipley
07/28/2023	**** 9802	AMZN Mktp US*T67HS3RA2	\$40.98	Kara Lindahl
07/28/2023	**** 9802	AMZN Mktp US*T67106IM0	\$60.51	Kara Lindahl
07/28/2023	**** 9304	THE OLD FASHIONED RESTAUR	\$33.99	Amy Shipley
07/28/2023	**** 4228	AMZN Mktp US*T64FU8RQ0	\$176.22	Laura Baumgarten
07/28/2023	**** 4228	AMZN Mktp US*T67YP7RH0	\$269.93	Laura Baumgarten
07/28/2023	**** 9802	AMZN Mktp US*T60975KH1	\$30.59	Kara Lindahl
07/28/2023	**** 4338	CITY-MARKET #0433	\$133.37	Charlotte M McLain
07/28/2023	**** 2151	STICKERYOU.COM	\$22.20 (\$0.22 foreign fee)	Christy Baumgarten
07/28/2023	**** 4338	WHOLEFDS BLT #10298	\$32.32	Charlotte M McLain
07/28/2023	**** 4228	AMZN Mktp US*T61AJ1YC0	\$34.47	Laura Baumgarten
07/28/2023	**** 9304	RPS GRAND JUNCTION	\$72.00	Amy Shipley
07/28/2023	**** 9304	GRADUATE MADISON	\$1,091.50	Amy Shipley
07/29/2023	**** 9802	AMZN Mktp US*T660U8UH1	\$178.88	Kara Lindahl
07/29/2023	**** 9802	AMZN Mktp US*T69B90W01	\$32.99	Kara Lindahl
07/30/2023	**** 4228	AMZN Mktp US*TH79G6LT1	\$539.57	Laura Baumgarten
08/01/2023	**** 2151	FACEBK ZSP83TKMH2	\$109.95	Christy Baumgarten
08/01/2023	**** 9304	UW MADISON WISC UNION	-\$4.22	Amy Shipley
08/02/2023	**** 2151	GOOGLE *GSUITE_BASALTL	\$288.00	Christy Baumgarten
08/02/2023	**** 2151	TMOBILE POSTPAID WEB	\$535.63	Christy Baumgarten
08/03/2023	**** 9802	AMZN Mktp US*TH9C437K0	\$22.14	Kara Lindahl
08/03/2023	**** 2151	AMZN Mktp US*TH8Z06R02	\$48.99	Christy Baumgarten
08/03/2023	**** 4338	CITY-MARKET #0433	\$154.68	Charlotte M McLain
08/04/2023	**** 2151	AMZN Mktp US*TH0013IG0	\$56.64	Christy Baumgarten
08/04/2023	**** 4338	WHOLEFDS BLT #10298	\$35.02	Charlotte M McLain
08/05/2023	**** 2151	AMZN Mktp US*TH2P78921	\$202.49	Christy Baumgarten
08/05/2023	**** 9304	FSP*CAL-COASSOCLIBRARIES	\$264.00	Amy Shipley
08/05/2023	**** 9304	JALISCO GRILL	\$28.80	Amy Shipley

DATE	CARD	MERCHANT	AMOUNT	NAME
08/05/2023	**** 9802	AMZN Mktp US*TA53Q4ZM0	\$77.50	Kara Lindahl
08/06/2023	**** 9304	EP* 2023 SDA ANNUAL CO	\$175.00	Amy Shipley
08/06/2023	**** 3174	AMZN Mktp US*TA99U3FL1	\$19.99	Sandra F Dexter
08/06/2023	**** 9304	CITY-MARKET #0433	\$21.00	Amy Shipley
08/07/2023	**** 2151	AMZN Mktp US*TA4731000	\$8.88	Christy Baumgarten
08/07/2023	**** 3174	DREAMTIME WATER DIST	\$156.90	Sandra F Dexter
08/08/2023	**** 3174	SP POSPAPER.COM	\$142.95	Sandra F Dexter
08/09/2023	**** 7327	NPG*SCIENTIC AMERICAN	\$44.99	Kristen A Doyle
08/09/2023	**** 7327	HIGH COUNTRY NEWS	\$45.00	Kristen A Doyle
08/09/2023	**** 4228	MEISTERLABS INC	\$143.88	Laura Baumgarten
08/10/2023	**** 9802	WALMART.COM 8009666546	\$21.50	Kara Lindahl
08/10/2023	**** 4338	CITY-MARKET #0433	\$68.29	Charlotte M McLain
08/11/2023	**** 4228	HEATHER'S SAVORY PIES LLC	\$389.88	Laura Baumgarten
08/11/2023	**** 4338	CITY-MARKET #0433	\$19.99	Charlotte M McLain
08/11/2023	**** 4338	CITY-MARKET #0433	\$65.07	Charlotte M McLain
08/14/2023	**** 7327	DEMCO INC	\$123.16	Kristen A Doyle
08/14/2023	**** 4228	AMZN Mktp US*TO1EC3TV0	\$224.98	Laura Baumgarten
Total			\$9,561.91	



BASALT REGIONAL LIBRARY DISTRICT OPEN RECORDS POLICY

It is the policy of the Basalt Regional Library District (BRLD) to uphold the Colorado Open Records Act (CORA) ([C.R.S 24-72-201 et. Seq.](#)). CORA requires that most public records be available to the public. A public record includes most writings made, maintained, or kept by the Library. Anyone can request public records in the possession of a government office, including BRLD. However, by statute, some information cannot be provided in response to records requests including but not limited to:

1. Patron records and borrowing information
2. Personnel information
3. Attorney/client privileged information

APPLICATION PROCESS:

1. A person requesting records ("Applicant") will complete a Record Request form describing the requested record as specifically as possible and deliver the form to the Executive Director.
2. Upon receipt, the Executive Director shall determine:
 - a. Who is the custodian of the requested document(s);
 - b. The status of the record (availability, etc.);
 - c. Cost estimate for duplication/production (if appropriate).
3. The Executive Director will prepare a cost estimate according to the fees listed below.
4. Within three (3) working days of receipt of the request, BRLD will inform the Applicant:
 - a. Whether and when they may inspect the documents and/or have copies provided, and
 - b. The cost of the duplication/production of records
5. The Applicant can then:
 - a. Schedule a time for inspection of the documents,
 - b. Agree to pay for the copies or reproductions in advance, or
 - c. Cancel the Request.
6. If the Applicant chooses to inspect the documents and later wishes to have copies made, the associated costs must be paid in advance.

FEES:

Fees must be paid in advance.

1. Photocopies
 - a. Black and white copies \$0.20 per page
 - b. Color copies \$0.50 per page
2. Research and retrieval costs: \$30.00/hour, charged in 30-minute increments, with no charge for the first hour
3. Copies of Records in other formats: The actual cost to BRLD in obtaining the record
4. Electronic storage device: \$15 per electronic storage device

APPEAL PROCESS:

If the Executive Director denies access to any public record, the Applicant may:

1. Request a written statement of the grounds for the denial, which will cite the law or regulation under which access is denied.
2. Apply to District Court for a hearing where the Executive Director must show cause for denying the record.



BASALT REGIONAL LIBRARY DISTRICT

OPEN RECORDS POLICY

BOARD POLICY:

~~With limited exceptions, it is the policy of the Basalt Regional Library District (BRLD) to uphold the, all District records are public records, regardless of the form (pages or electronic) unless specifically exempted. Exemptions include some personnel records, real estate appraisals, customer information, communications from the District's Attorney and other privileged information as provided by law.~~

ADMINISTRATIVE POLICY:

~~Within the requirements established in the Colorado Open Records Act (C.O.R.R.A.) (C.R.S 24-72-201 et. Seq.), it is hereby the general Board policy that:~~

~~All public records shall be open to inspection by any person at reasonable times.~~

~~The District will respond to a request within three (3) working days. If the District does not have time or space to accommodate the request at the moment, the District may set another time for inspection. If the District denies the request, the denial of the request must be in writing.~~

~~All District records must remain at all times in the custody of the District. Originals shall not be released outside of the Library to anyone not employed by the District.~~

PROCEDURE:

Definitions

~~"Public Records" include, unless exempted:~~

~~All writings made, maintained or kept by the District, or any District employee.~~

~~Correspondence of Board members (including e-mail) is a public record unless it is a work product, is unrelated to the member's function, is a communication from a constituent who expects it to be confidential by its content, or is otherwise subject to non-disclosure under the Open Records Act C.R.S. 24-72-203~~

~~(the "Act").~~

~~"Writings" means all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials, regardless of physical form or characteristics. Writings include digitally stored data and electronic mail, but does not include computer software.~~

~~"Work Product" means materials which are deliberative or advisory in nature, prepared to help Board members, and communicated to assist the members in reaching a decision within the scope of their authority.~~

~~).~~ CORA requires that most public records be available to the public. A public record includes most writings made, maintained, or kept by the Library. Anyone can request public records in the possession of a government office, including BRLD. However, by statute, some information cannot be provided in response to records requests including but not limited to:

- ~~1. Patron records and borrowing information~~
- ~~2. Personnel information~~
- ~~3. Attorney/client privileged information~~

Application Process**APPLICATION PROCESS:**

- ~~1. A person requesting records ("Applicant") shall will fill out complete a Request for Inspection/Copying of Record Record Request form describing the requested record as specifically as possible and either deliver or e-mail the Request form to the Executive Director or the District's Attorney.~~
- ~~2. The applicant should describe the record as specifically as possible in the Request for Inspection/Copying of Record Form.~~

Policy reviewed: June, 2023

Policy approved: August 20, 2018

- ~~3-2.~~ Upon receipt, the Executive Director ~~or the District's Attorney~~ shall determine:
- a. Who is the custodian of the requested document(s);
 - b. The status of the record (availability, etc.);
 - c. Cost estimate for duplication/production (if appropriate).
- ~~3.~~ The Executive Director will prepare a cost estimate according to the fees listed below.
- ~~4.~~ Within three (3) working days of receipt of the request, ~~the District~~BRLD will inform the Applicant:
- a. ~~w~~Whether and when they may inspect the documents and/or have copies provided, ~~and~~
 - b. The cost of the duplication/production of records
- ~~4.~~ pursuant to the cost estimate.
- ~~5.~~ If available, ~~t~~The Applicant can then:
- a. ~~s~~Schedule a time for inspection of the documents,
 - b. agree~~Agree~~ to pay for the copies or~~/~~reproductions in advance, or
 - c. ~~cancel~~Cancel the Request.
- ~~5.~~ The Applicant shall pay any cost estimate before the District proceeds with making copies of the records.
- ~~6.~~ If the Applicant chooses to inspect the documents and ~~then later~~ wishes to have copies made, the associated costs ~~associated with those copies shall~~must be paid in advance ~~by the Applicant~~ in accordance with the schedule set forth herein.
- ~~7.~~ An applicant has the option of obtaining a copy of any audio or video recording of a public meeting by making arrangements for duplication/transcription and paying the associated costs.
- ~~8.~~ When responding to open records requests, regardless of whether the record is inspected or copied, the applicable district employee shall complete the Open Record Log.
- ~~9-6.~~ The log should be maintained for a period of two (2) years + current year. The original Request is to be maintained by the District in a designated file.

FEES:

Fees must be paid in advance.

1. Photocopies
 - a. Black and white copies \$0.20 per page
 - b. Color copies \$0.50 per page
2. Research and retrieval costs: \$30.00/hour, charged in 30-minute increments, with no charge for the first hour
3. Copies of Records in other formats: The actual cost to BRLD in obtaining the record
4. Electronic storage device: \$15 per electronic storage device

Inspection, Copying or Photographing of Public Records

The Act states:

- ~~(1) All public records shall be open for inspection by any person at reasonable times, unless otherwise provided by the Act or other law.~~
- ~~(2) If the public record requested is not in the custody or control of the person to whom application is made, such person shall notify the applicant of this fact. In such notification he shall state the reason for the absence of the records from his custody, their location, and what person then has custody of the record.~~
- ~~(3) If the public record requested is in the custody or control of the person to whom application is made but is in active use or in storage and unavailable at the time an applicant asks to examine them, such person shall notify the applicant of this fact. If requested by the applicant, the~~

~~custodian shall set a date and hour within three (3) working days at which time the records will be available. The time period may be extended up to seven (7) days if there are extenuating circumstances. However, responding to records requests does not take priority over previously scheduled District work obligations.~~

Grounds for Denial

Section 204 of the Act provides:

- ~~(1) The custodian of any public record shall allow any person the right of inspection of such records EXCEPT on one or more of the following grounds:
 - ~~(a) Such inspection would be contrary to any state statute~~
 - ~~(b) Such inspection would be contrary to any federal statute or regulation issued thereunder having the force and effect of law.~~
 - ~~(c) Such inspection is prohibited by rules promulgated by the Supreme Court or by the order of any court.~~~~
- ~~(2) The custodian of any record SHALL NOT give out or show the following records to anyone except for the person in interest:
 - ~~(a) Medical, psychological, sociological and scholastic achievement data.~~
 - ~~(b) Personnel files, except that such files are available to the person in interest as well as the person's supervisor. Employment contracts, applications, performance ratings, salary amounts and benefits received are generally available to the general public.~~
 - ~~(c) Trade secrets, privileged information, confidential, commercial, financial, geological or geophysical data.~~
 - ~~(d) Library material contributed by private persons who have requested such material not be disclosed~~
 - ~~(e) Addresses and phone numbers of patrons.~~
 - ~~(f) Library user records.~~
 - ~~(g) Addresses, telephone numbers and personal financial information of users of public facilities or recreational or cultural services, except that such information may be released to a peace officer when related to the peace officer's authority and duties.~~
 - ~~(h) Sexual harassment complaints or investigations.~~
 - ~~(i) Applications for an executive position, unless the person is a finalist for the position.~~
 - ~~(j) Other documents mandated by law for non-disclosure.~~~~
- ~~(3) The custodian shall deny the right of inspection of the following records, unless otherwise provided by law; except that any of the following records, other than letters of reference concerning employment, licensing or the issuance of permits, shall be available to the person in interest.~~

Appeal Process~~APPEAL PROCESS:~~

~~If the Executive Director denies access to any public record, the Applicant may:~~

- ~~1. Request a written statement of the grounds for the denial, which will cite the law or regulation under which access is denied.~~
- ~~(1) Apply to District Court for a hearing where the Executive Director must show cause for denying the record. If the custodian denies access, the applicant may:
 - ~~(a) Request a written statement of the grounds for the denial;~~
 - ~~(b) Apply to District Court for a hearing where the custodian must show cause for denying inspection. If the applicant obtains the records through the court proceedings, the court can award attorney's fees to the applicant.~~~~
- ~~(2) Any questions concerning the applicability of the Act or of the requirements of this policy will be directed to the District's Attorney.~~

— **Fees**

— The District will not bill or invoice for copies or other services in conjunction with Open Records Requests. Charges must be paid at the time of service.

— **Photocopies**

● Black and white copies \$0.20 per page

● Color copies \$0.50 per page

— **Research and Retrieval Costs**

● The charge for research and retrieval of material is \$25.00/hour, billable in 30 minute increments.

— **Copies of Records in Other Formats**

● The charge for verbatim transcript will be the actual cost to the District in obtaining the transcript.

● The charge for providing copies of records on media types other than paper is \$15 per electronic storage device, plus the cost of employee time and other incidentals including postage

● The charge for photographs is actual cost of photo reproduction plus cost of employee time and other incidentals including postage.

● The charge for extraction of e-mail data is \$65/hour, billable in 30 minute increments.

— The Open Records Act allows the District to charge per page when copies are requested and provided, or the actual cost of preparation if the cost is greater. The actual cost may include, but is not limited to, the hourly rate paid to the employee conducting the research, cost of the physical medium of the document (e.g. tape or diskette) and the cost of retrieving the document from off-site storage for inspection.

— ~~Revised and Adopted: August 20, 2018~~

2.



FINANCIAL MANAGEMENT MANUAL
Xxxxxx ##, 2023

**Finance Committee
of the
Basalt Regional Library Board of Trustees**

Board Draft 9-18-23

Trustees and Executive Director

Elaine Nagey, President
Eagle County
1st Term – Expires 3/2025

Carolyn Kane, Vice-President
Town of Basalt
1st Term – Expires 3/2024

Eric Pelander, Treasurer
Pitkin County
1st Term – Expires 3/2025

Margaret Simmons, Secretary
Eagle County
1st Term – Expires 3/2024

Jim Albert, Trustee
Pitkin County
1st Term – Expires 3/2023

Enid Ritchy, Trustee
Eagle County
2nd Term – Expires 3/2024

Deborah Smith
Eagle County
1st Term – Expires 2026

Amy Shipley
Executive Director

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BASALT REGIONAL LIBRARY DISTRICT FINANCIAL MANAGEMENT MANUAL

FINANCIAL MANAGEMENT OVERVIEW

FINANCIAL POLICY STATEMENT

The Basalt Regional Library District (BRLD) is committed to responsible financial management. The entire organization, including the Board of Trustees, administrators, and staff, will work together to make certain that all financial matters of the organization are addressed with integrity and in the best interest of BRLD and the public served.

The following Financial Policies and Procedures are designed to

- protect the assets of BRLD
- ensure the maintenance of accurate records of BRLD's financial activities
- provide a framework of operating standards and
- ensure compliance with federal, state and local legal and reporting requirements.

The Executive Director (Director) and Trustees of BRLD have responsibility for administering the financial policies and ensuring compliance with financial procedures that have been approved by the Board of Trustees. Changes, amendments, or exceptions to these policies require approval by the Board.

BASIS OF ACCOUNTING

BRLD will use the modified accrual basis of accounting. Under this method, the revenues are recognized when measurable and available. Property taxes, Motor Vehicle Specific Ownership (MVSO) taxes, grants, and interest are considered to be subjects of accrual. Fines, fees, and fundraising contributions are not subject to accrual because they are not measurable until received. Grant revenues are recognized as they are earned.

Expenditures are recorded when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which is recognized when due. Expenditures for insurance, membership, and other services that extend over more than one accounting period are accounted for as expenditures in the period of acquisition.

LINE OF AUTHORITY/RESPONSIBILITY

Board of Trustees

The Board of Trustees has the authority to execute policy that is deemed in the best financial interest of the organization within parameters of its Bylaws and federal, state, and local law. The Board approves the annual budgets. Each month the Treasurer presents financial statements prepared by the Finance Manager and reviewed by the Finance Committee at the Board meeting. Any questions or issues are addressed by the Board. Following discussion, the Board approves the statements for the previous month as well as Account Payable noting any concerns. In addition it reviews the credit card purchases.

Treasurer & Finance Committee

The Treasurer and Finance Committee have whatever authority as may be designated by the Board of Trustees including authority to perform regular in-depth reviews of the organization's financial activity, to oversee the development of the budget, and to present the budget to the Board and to the public at a designated meeting. In addition, the Finance Committee will develop and recommend finance policies to the Board.

The Treasurer will chair the Finance Committee and monitor financial records to ensure fiscal responsibility of the District. The Finance Committee will consist of the Treasurer, Director, designated Board members, and citizen representatives appointed to the Committee. The Finance Committee will meet monthly to review the previous month's financial activity, and the Treasurer will give a monthly report to the Board. The Finance Manager and library staff will provide additional support as designated.

Executive Director

The Executive Director (Director) has authority as designated by the Board of Trustees in consultation with the Finance Committee. This authority includes developing the annual budget, making spending decisions within the parameters of the approved budget and according to BRLD procurement policy, employing and terminating personnel, and entering into contractual agreements within parameters designated by Board.

In addition, the Director will provide annual reports to the Board on the adequacy of all Health Insurance Coverage and Property and Liability Insurance at least two months prior to the policy renewal. The Director will provide confirmation of payment and coverage.

Finance Manager

The Finance Manager has responsibility for

- managing deposits to COLOTRUST from Pitkin and Eagle Counties
- coordinating transfer of funds (with the Director, Board President and Treasurer)
- ensuring adequate funds in the Operating Account to cover monthly expenses
- paying bills; including proper record keeping of deposits and disbursements
- creating monthly reports of BRLD financial activity
- distributing reports to the Director and Board
- assisting with preparation of preliminary and final budget spreadsheets according to statutory guidelines and timetable
- preparing the Certification of Mill Levies for Pitkin and Eagle Counties in advance of the statutory deadline; reconciling all financial activity at year-end in preparation for the annual audit
- preparing all documentation needed for the audit.

Any opening for the Finance Manager position will be advertised by the Director with input from the Finance Committee. Interviews will be conducted by the Director and Finance Committee. The Finance Manager may be either hired as an employee or contracted with as an independent

contractor. The Director will be responsible for final hiring decision with input from Finance Committee and Board.

Liability Insurance

The Director, President, Vice-President, and Treasurer will be bonded for criminal liability. The Finance Manager will receive a background check, and, if contracted with as an independent contractor, must provide proof of Errors and Omissions insurance, and must be bonded.

FINANCIAL OVERSIGHT BY THE FINANCE COMMITTEE

The Board President and Treasurer will have authority to review fund balances, co-sign checks, and approve transfers of funds from one account to another. The Alpine Bank and COLOTRUST signature cards will be updated as necessary with current officers replacing previous officers.

Each month the Finance Manager, the Director, and Treasurer will review the following bank statements and reconciliations: the Colorado Trust Summary Statements for the Operating Fund, Capital Reserve Fund, Bond Repayment Fund and TABOR Reserve Fund; the prior month's Alpine Bank statement showing deposits and withdrawals; copies of all cancelled checks; and Reconciliation Detail, including a listing of outstanding uncashed checks and voided checks.

FINANCE COMMITTEE MEETINGS

Meeting Dates and Purpose

The Finance Committee will meet at least once a month. The monthly meeting will be held the week prior to the monthly Board Meeting. The Committee will discuss all finance-related topics (i.e. equipment expenses, technology upgrades, and unforeseen repairs) that have arisen since the previous meeting. The Committee uses financial modeling to consider future expenditures.

Review Monthly Financial Reports

At least two days before the Finance Committee Meeting, the Finance Manager will provide monthly reports from the prior month to the Director and Finance Committee. These reports will consist of, at a minimum, the prior month's BRLD Balance Sheet and Operating Fund Profit & Loss Report (to include actual income/expenses, comparisons from the previous year and year-to-date percentage comparisons to annual budget). Monthly Capital Reserve Fund and Bond Fund Profit and Loss reports will also be included. The Finance Committee Meeting attendees will review the financial reports and are expected to ask for further detail or clarification as needed.

Annual Budget

The Director and Finance Committee will prepare the following year's annual budget. Preliminary and final budget drafts will be presented to the Board. This presentation will include review and discussion of all the Library's fund accounts.

Monthly Report to the Board

The Treasurer will present a summarized Financial Report of the previous month's activity and additional topics discussed at Finance Committee at the monthly board meetings. Financial reports will be available to the public.

FINANCIAL MANAGEMENT PROCEDURES

ANNUAL BUDGET

Goal

The goal of BRLD financial management procedures is to put the BRLD's money to use to ensure the best possible use of limited resources and improve sustainability of its mission and programs. The budget process includes the annual financial plan and the long-range financial plan. State law requires budgets for all the District's fund types. These are the Operating Fund, Capital Reserve Fund, Bond Repayment Fund and Tabor Fund.

Annual Financial Plan

The annual financial plan reflects the yearly Operating Goals and Objectives. The Capital Plan contains goals on maintenance, replacement, and repairs of the physical structure and components within the Library. In addition, the budget takes into consideration the business conditions and special circumstances expected in the coming year. (I disagree with the grammatical structure that has the Capital Plan reviewing - ETN)

Long Range Financial Plan

The long-range plan includes both a strategic analysis of current conditions and a strategic plan.

Strategic analysis

The strategic analysis encompasses current services, hours, usage, patron numbers, technology, historic trends, future objectives, and goals. It projects revenues, operating and capital expenditures and fund balances, as well as assessed value growth, mill levy rates, and other revenue sources. The strategic analysis will study whether the Library's reserve account balances are maintaining their principal, growing, or declining. If declining, the Director and Finance Committee must create long-range strategies for preserving or restoring reserves to keep the Library viable.

Strategic plan update

The strategic plan is updated at three to five year intervals to gather input from community stakeholders (patrons of all ages and demographic groups, schools, non-profit organizations, valley libraries, and community leaders, etc.) to update community needs and requests for library services. The plan will be reviewed annually by the Board in preparation for the budget process.

Responsible Parties

The Director, management team, Finance Manager, and Board all participate in the development of the long-range plan. This process enables goal setting that anticipates rather than reacting to future needs.

Annual Budget Calendar

The annual budget process begins in June as the Director and staff begin assembling their respective budget projections. The Colorado Revised Statutes (C.R.S.) specifies the Annual Budget

Calendar of deadlines for completing the budget process. See Appendix A – Annual Budget Calendar

BUDGET PREPARATION, RESPONSIBILITY, AND PROCESS

Operating Fund Budget

The Director will develop the annual Operating Fund Budget with the assistance of the Finance Manager, management team, and the Facilities and Finance Committees. Draft budgets will show the progress made by the Finance Committee and Board during the budgeting process. Budget parameters will include a range of percentages [of increase or decrease] in both the overall budget categories and in specific line items.

Income projections

- Levies, MVSO, and interest

The Finance Manager will research and enter income projections for the mill levy, mill levy supplement, MVSO, and interest earned.

- Grants, contributions, fines/fees

The Director and Finance Manager create income projections for grants, contributions, and fines/fees.

Operating expense projections

- Operational Costs

Director and Finance Manager will develop budgets for the costs of running the Library (including contract services, insurance, professional dues, publicity, supplies, facility maintenance, utilities, and technology).

- Program and materials costs

The Director and staff will make budgetary recommendations for each department's programs, materials, collections, media, and technology. Department managers will prepare sufficient detail and prioritization, to be discussed with and adjusted by the Director.

- Donations/grant spending

The Director and staff will determine budgets for spending donations/grants received from restricted fund contributions.

Payroll expense projections

- Staffing needs

The Director will inform the Board of staffing needs for the coming year. The Director, Finance Manager, and Human Resources Manager will analyze cost-of-living data and other market factors. They will make payroll (i.e., overall percentage increase) and benefits recommendations to the Finance Committee.

- Payroll adjustments

Prior to the October 15 final draft budget presentation, the Director and Board President will meet to review recommended payroll changes. Because the payroll involves employee salaries, specifics of this budget category will be confidential.

The Director, Personnel Committee Chair, Finance Manager, and Human Resource Manager will meet to review and recommend adjustments and budgetary changes to Employee Benefits.

Capital Fund Budget

Premises inspection

The Director, Department Managers, and Facilities Committee physically inspect the premises and identify signs of structural wear and equipment (i.e., computers) in need of replacement.

Capital budget preparation

The Director, Finance Manager, and Facilities Committee Chair will review the Capital Replacement Plan to identify equipment and building components that are nearing the end of projected useful life. The draft capital budget will be based on items to be repaired or replaced in the following year. The Director and Board will decide on the transfer of additional sums to cover unanticipated major capital costs, i.e. roof replacement.

Funds transfer

Annually the Board transfers a budgeted sum of money from the General Operations Account to the Capital Reserve Account to build a reserve that anticipates costs of maintenance, repair, and replacement of capital equipment and infrastructure. An additional sum may be transferred to cover unanticipated major capital costs.

Bond Budget

The Finance Manager will prepare the Bond Budget, based on the bond series that will be due for payment and the amount needed to make Principle and Interest payments in the following year. A minimum \$500,000 reserve is kept in the Bond Fund until the bonds are fully paid to protect against unforeseen circumstances.

Tabor Fund Budget

The Finance Manager will prepare the TABOR Fund budget based on State guidelines for withholding funds according the Taxpayer Bill of Rights (TABOR) legislation. The auditor as part of preparing the previous year's audit will make final adjustments to the TABOR fund.

DRAFT BUDGET

Between July and September the Director and Finance Committee review preliminary budget drafts. At the September Board meeting the Director presents the Preliminary Draft Budget to the Board. This will be the first review by the full Board.

October 15 is the Statutory Deadline (C.R.S. 29-1-105) for delivery of the Final Draft Budget recommendations to the Board. (The October Board meeting may occur later than October 15, but the final draft budget must be sent to the Board b October 15th.) If the draft budget does not meet the aforementioned parameters, the budget (or individual budget categories) will be sent back to the Director and the Finance Committee for additional revisions.

PUBLIC BUDGET HEARING

Following Board agreement on a proposed draft budget, a public budget hearing is scheduled and advertised in the local newspaper of record. Depending on public feedback, additional work sessions may be scheduled to resolve any issues. The public budget hearing should occur thirty (30) days prior to the Board approval of the budget.

FORMAL APPROVAL OF THE BUDGET

The Board of Trustees is responsible for annual approval and adoption of budgets for all the District's funds including the Operating Fund, Capital Reserve Fund, Bond Repayment Fund, and TABOR Fund. BRLD is a Special District that must follow statutory guidelines set forth by the state constitution. The Deadline for Adoption of the Budget by Resolution is December 15.

CERTIFICATION OF MILL LEVIES

Certification of mill levies for both the Operational and Bond mill levies of Pitkin and Eagle Counties will be presented and approved following formal approval of the budget in accordance with the December 15 deadline mandated by State Statute C.R.S. 39-5-128(1). The Mill Levy Certification must distinguish the purpose of any levy, whether for debt payment (bonds), general operating purposes, temporary voter-approved mill levy supplement, or Refund/Abatement. For districts whose boundaries fall in more than one county, (i.e., Pitkin & Eagle Counties) taxation is uniform across county lines.

BUDGET DOCUMENTATION ON BRLD WEBSITE

Posting of approved budget and audit

After approval by the Board of Trustees in December, the budget for the following fiscal year will be posted to the BRLD website.

After the year-end reconciliation is completed by the Finance Manager (the following February/March), an updated budget will be posted to the BRLD website.

Upon completion and approval of the year-end audit (the following July), the final audited financial budget reconciliation will be posted to the BRLD website.

SOURCES OF LIBRARY FUNDING

BRLD currently collects taxes from three separate mill levies, which form the principal sources of funding it receives. They include

- A levy to repay general obligation bonds that were purchased to buy land and build our present library
- A levy of 2.61 mills to pay for library operations
- A supplemental mill levy to provide an additional \$350,000 per year from 2017-2023.

GENERAL OBLIGATION BONDS

History

On November 7, 2006 the electorate of the Basalt Regional Library District (BRLD) approved Referendum 4B:

“Shall Basalt Regional Library District debt be increased up to \$11,000,000, with a maximum repayment cost of up to \$17,943,600, and shall district taxes be increased up to \$931,000 annually for the purpose of: Purchasing land within the town of Basalt and the constructing and equipping a new regional library facility. Such debt to consist of the issuance and payment of general obligation bonds, which bonds shall bear interest at a maximum net effective interest rate not to exceed 5.50% per annum and be issued, dated and sold at such time or times, at such prices (at, above or below par) and in such manner and containing such terms, not inconsistent herewith, as the board of trustees may determine; shall ad valorem property taxes be levied in any year, without limitation as to rate or amount, to pay the principal of, premium if any, and interest on such bonds as the same become due, which property tax levy shall not extend beyond the year in which the bonds are paid in full; and shall any earnings on the investment of the revenues from such taxes and on the proceeds of such bonds (regardless of amount) constitute a voter-approved revenue change within the meaning of Article X, Section 20 of the Colorado Constitution?”

In 2006 and 2007 BRLD issued \$11 million in general obligation bonds to fund construction of the new library building. These bond issues are described below under Long-term Debt. The BRLD’s initial bond underwriter was Don Diones, Senior Vice President, George K. Baum & Co. GK Baum’s core business was the structuring, underwriting, and marketing of municipal bonds.

In 2019 Stifel Financial Corp, a public finance company, acquired the municipal bond underwriting portion of GK Baum & Co. The current advisor to our remaining bond series is Stacey Mast, Vice-president, Stifel Public Finance. (Appendix F – Bond Underwriter et al.)

Long-term Debt:

The 2007 general obligation bond series (These bonds were defeased (i.e. paid off) in 2013) The 2007 General Obligation Bond Series totaled \$2,030,590.30, had a seven-year term, and matured in November 2013. Bond uses were

- Project Fund (\$1,976,853.24)
- Bond Discount (\$25,382.38)
- Bond Insurance Premium (\$7,854.68)

- Cost of Issuance (\$20,500.00)

The 2006 general obligation bond series – These bonds were defeased on November 1, 2016. The 2006 General Obligation Bond Series (totaling \$9,463,772.85) was issued on December 15, 2006 to fund purchase of the land in Basalt and construction of the present library. These bonds carried interest rates ranging from 3.625% to 4.00%, and were payable from 2007 through 2026.

- Prior redemption

The 2006 Series contained a provision for prior redemption (advance refunding), i.e., an early payment of principal on a portion of the bonds. Under Colorado law, prior redemption is only allowable if the refunding will produce a savings (in payments) from the original bonds. In addition, November 1, 2015 was the earliest date on which the bonds could be called for early redemption and payment without a premium penalty (at par).

Due to favorable interest rates in August 2012, the advance refunding process was initiated by the Library and GK Baum & Co. The bond series that were eligible to be sold at a lower interest rate were the 2017-2026 principal amounts. With completion of the refunding in October 2012, the resulting interest on the refunded bonds was lowered nearly 200 basis points from a coupon rate of 4.15 to 2.23%.

- Sale proceeds

The proceeds of the sale of the 2006 Series re-funded bonds (2017-2026 principal amounts) were used to purchase United States Treasury (UST) securities, direct obligations of the U.S. Treasury. An irrevocable trust escrow account was established at UMB (a commercial bank with trust powers) to hold and administer these proceeds. From 2013 – 2015, UST made payments totaling \$847,012.68 from this escrow account to the Library's Bond Repayment Account. The 2006 Series principal maturing between 2014 and 2016 was not refinanced. Final payment on the 2014-2016 Bond Series was made on November 1, 2016.

The series 2012 general obligation refunding bonds

The 2012 series bonds were issued on October 25, 2012 to take the place of the portion of the 2006 bonds whose principal debts would mature between 2017 and 2026. The interest rate for Series 2012 Refunding Bonds ranges between 2.0 – 2.5%. Due to this lower interest rate, the debt payments have been restructured. Between 2012 and 2017, savings to taxpayers was approximately \$504,400, with the largest portion of this savings occurring between 2012 and 2015.

The remaining bond payment schedule runs through 2026. In late 2021, the Board met with bond underwriter Todd Snidow to review bond series payments due through 2026. The bond mill levy for 2022 was adjusted from 2.39 to 2.0. Between 2023-2025 the mill levy will be set at 2.0 or lower to collect an annual amount under \$931,000 and pay off the bonds a year early. This change will result in additional taxpayer savings, as the last year's interest and fees will be avoided.

Bond Repayments

The language in the 2006 ballot measure gave BRLD authority and responsibility to adjust the bond mill levy each year in order to meet its debt obligation. The Principal and Interest varies each year,

according to a payment schedule for each year’s bond series. The mill levy amount due each year depends on (a) fluctuating property valuations (reassessed every two years, as the economy grows or retracts), and (b) adjustments to the assessed valuation set by state legislature. Currently 7.96% is the assessed valuation for residential property and 29% is the assessed valuation for commercial property.

Bond interest payments are due on May 1 and November 1, and annual principal payments are due November 1 each year. Bond payments are sent to UMB Bank.

At the end of each year a balance is maintained in the Bond Reserve Fund to guarantee adequate funds to cover the May interest and county assessors’ payments and protect the library against unforeseen circumstances in the following year.

Bond Repayment Schedule

Our bond underwriter has provided a table of principal and interest payments due each year for each outstanding Bond Series. The table below shows remaining payments due.

	<u>Series 2012</u>		
	<u>Principal</u>	<u>Interest</u>	<u>TOTAL</u>
2023	\$ 780,000	77,394	857,394
2024	800,000	59,844	859,844
2025	825,000	40,844	865,844
2026	850,000	21,250	850,000
	\$3,255,000	178,082	3,433,082

MILL LEVIES TO FUND BRLD GENERAL OPERATIONS

Operational Mill Levy

History

Pitkin and Eagle County Commissioners created Basalt Regional Library District as a Special District in 1973. Its initial mill levy was set at 1.50 mills. In 2004 voters passed an increase to 2.06 mills. An additional .55 mill increase approved by voters in 2006 brought the annual operating mill levy to its current 2.61 mills.

In addition, in 1995, district voters approved removing the spending and revenue limitations that would have been imposed by the Taxpayer Bill of Rights (TABOR) Constitutional Amendment. The 2.61 mill levy is a fixed mill levy that cannot be changed except with voter approval. The variables with a fixed mill levy are (a) property values that fluctuate with economic conditions and (b) adjustments in the assessed valuation rate set by the state legislature.

SUPPLEMENTAL OPERATIONAL MILL LEVY

History

In November 2016, District voters approved a ballot measure asking for an annual supplement of \$350,000 for seven years, between 2017-2023. The \$350,000 is divided by the total property valuations of both counties to arrive at the mill levy for the following year. The mill levy will fluctuate each year based on property valuations and adjustments in the assessment rate.

At the end of 2023 the mill levy supplement approved by voters in 2016 will expire. The Board will need to decide how to best maintain funding for library operations after 2023 – a ballot measure to renew or increase the current mill levy supplement, or another strategy.

Board Draft 9-18-23

DETERMINING PROPERTY VALUATIONS AND CALCULATING MILL LEVIES

SETTING PROPERTY VALUATIONS

Assessment of Actual Valuations

The county assessor's offices set the value of all county property (residential, commercial, agricultural, and undeveloped land) every two years in odd-numbered years. To do this each county analyzes real estate sales from 18 months prior to July 1st in odd numbered years. (Example: The 2023 assessment cycle will run from 1/1/2021 through 6/30/2022.) The purpose is to create an equitable system of valuing properties and levying taxes throughout each county. The two-year valuation will determine tax collection in the following two years. This process means that property valuations and mill levy income will remain fairly stable within each two-year cycle. Assessed valuation and mill levy income will reflect the recent past economy

Preliminary Certification of Valuations

By August 25th of each calendar year the Pitkin and Eagle County Treasurers' Offices must provide all levying entities with a preliminary Certification of Valuations, an estimated gross valuation of all taxable property for the following year. The preliminary Certification of Valuations also lists the sum of all **real estate abate**ments (refunds) that will affect the current year's Special District income. (Appendix B - Sample Preliminary Certification of Valuations)

Amended Certification of Valuations

By December 10th of each calendar year the final, amended Certification of Valuations is due from Pitkin and Eagle Counties. These documents update the August 25 figures and are usually slightly different. The amended property value totals are used to calculate BRLD's Certifications of Tax Levies for Pitkin and Eagle Counties. (Appendix C - Amended Certification of Valuations)

Calculation of Mill Levies

The assessed property valuations from the December Amended Certification of Valuations are used to calculate the mill levies for bond payments, general operations, and the supplemental mill levy for the following year's tax collection. The amounts expressed both in mills and in total dollars to be collected are used to complete the Annual Certification of Tax Levies for Pitkin and Eagle Counties.

•Calculating General Obligation Bond/Interest Mill Levy 2023 – 2026

Use the Amended Certification of Valuations, Line 4 (Current Year's Net Total Taxable Assessed for Pitkin ("A") and Eagle ("B") counties from Appendix B.). The ballot language in the 2006 ballot measure specified that annual tax collected could not exceed \$931,000.

$$A(\$193,543,290) + B(\$273,153,790) \times (X/1000) = \$931,000$$

Therefore, $\$466,697,080 \times (X/1000) = \$931,000$ (maximum amount)
Where, $X=1.992$ mills
Then $\$385,538.23$ (Pitkin) + $\$544,122.35$ (Eagle) = $\$929,660.58$

•Calculating General Operating Mill Levy

Use the Amended Certification of Valuations, Line 4 (Current Year's Net Total Taxable Assessed Valuation for each county separately:

Pitkin County ("A") $\$193,543,290 \times 2.61 \text{ mills}/1000 = \$505,147.99$

Eagle County ("B") $\$273,153,790 \times 2.61 \text{ mills}/1000 = \$712,931.39$

Note: Each county's millage is the same (2.61), but the total amount collected will be different.

•Calculating Supplemental Mill Levy

Use the Amended Certification of Valuations, Line 4 (Current Year's Net Total Taxable Assessed Valuation for Pitkin "A" and Eagle "B" counties). The voters approved \$350,000.

$$A(\$193,543,210) + B(\$273,153,790) \times (X/1000) = \$350,000$$

Therefore, $\$466,697,080 \times (X/1000) = \$350,000$

Where, $X = .750 \text{ mills}$

Then $\$145,157.47 \text{ (Pitkin)} + \$204,865.34 \text{ (Eagle)} = \$350,022.81$

•Real estate abatements/refunds

Line 11 of the Certification of Valuation Form contains a monetary amount of any funds that have been abated (or deducted) from levying districts. Property owners who feel the value of their properties have been incorrectly assessed may apply for an adjustment to their tax assessment. If the local or state assessor's office rules in their favor, this adjustment would be a refund (monetary reimbursement) to the property owner and an abatement (deduction of the portion of value of taxes incorrectly assessed) to the levying districts. In order to meet these refund payments, the county jurisdiction will withhold this amount of tax revenue proportionally to all Special Districts.

Determining Abatements/Refunds

The annual time frame for county assessors to determine abatements/refunds is August 1 of the previous year through July 31 of the current year. The August 25th Certification of Values listing of "Abatements/Refunds" is the first notice of the dollar amount of funds that have been issued to other taxpayers and withheld from the Special District (i.e., BRLD). The abatement amount that appears on the Certification of Values shows the amount of "expected" revenue that *will not be realized* by BRLD during the current year.

Recapturing Funds

The Special District (BRLD) has a *one-time opportunity* to recapture these funds. Since BRLD would have received the revenue had the valuation errors not occurred and since it is due these funds, it may levy, on the December 15th of the current year's Certifications of Levies for the upcoming year, a mill amount to collect the previous year's un-received revenue. As an example, on December 15, 2023, Certification of Levies for 2024, BRLD may levy a mill amount to collect 2022 un-received revenue. The mill amount calculated is equally apportioned to both counties, regardless of the amounts occurring unequally in each county. If an Abatement Refund is not filed, funds will be permanently lost.

ADOPTION OF THE BUDGET, APPROPRIATION OF FUNDS, AND SETTING OF TAX LEVIES

Adopting the upcoming year’s budget, appropriating funds for each budget category, and certifying taxes to be levied for the following year are major statutory duties assigned to special district boards. These three actions are passed by resolution at the December Board meeting.

Certification of Tax Levies

BRLD, as a Special District, must deliver a Certification of Tax Levies of all property taxes it will collect for the upcoming year (General Operating, Bonds & Interest, Refunds/Abatements, and Voter-Approved Additional Supplement) to both Eagle and Pitkin County by the deadline of December 15th each year. The mill amounts will be the same for both counties, but the dollar amounts will be different for each depending on each county’s net total assessed valuation. (Appendix D – Certification of Tax Levies).

Adoption of the Budget and Appropriation of Funds

The resolution adopting the budget (for all budgets) acknowledges that the Board has approved a fiscal plan for the upcoming year. The resolution appropriating funds both gives the Board legal authority to spend the money budgeted and constitutes the legal spending limit for the following year. The budget must be delivered to county commissioners by the deadline of December 15th. (Appendix E – End-of-Year Resolutions).

Board Draft 9-18-23

ANNUAL AUDIT

An annual independent financial audit will be conducted by a certified auditing firm as required by C.R.S. 29-1-601 through 29-1-608 and Library Law 24-90-109. BRLD's compliance with all fiscal requirements will be verified by BRLD's independent audit.

Auditor Selection and Renewal of Services

The Library Director, Finance Manager, and Finance Committee will initiate a formal Request for Proposal (RFP) to engage the services of an Auditor. This process will occur as soon as the need occurs or upon recommendation of the Finance Committee chair. The RFP will describe the scope of work expected by BRLD.

After reviewing proposals, conducting interviews, and checking references, the Director and Finance Committee will recommend a certified public accountant or a certified public accounting firm to the Board. Confirmation will require Board approval.

The contract for audit services will be for one year. At the end of the fiscal year, the Director and Finance Committee will determine whether to renew the Auditor's contract. The contract for audit services may be renewed for a total of three years before initiating a new RFP for auditor.

Annual Audit

The audit process will begin in February. The Finance Manager (with assistance from the Director, if necessary) will prepare a working trial balance from the previous year's financial activity, bank confirmations, analysis of each account, documentation to support financial records, contracts, and any additional information requested by the auditor.

Audit Report

The audit report will include:

- statements setting forth the financial position of each fund with a comparison of actual figures with budgeted figures for each fund
- the opinion of the auditor regarding the financial statements of BRLD
- auditor's full disclosure of any violations of state or local law that are identified during the audit process

Timing of Audit – The auditor will complete the audit and submit the audit report to the Board by the June Board meeting. The annual audit must be submitted to the Office of the State Auditor no later than July 31st. If the deadline cannot be met by July 31st, the auditing firm or BRLD must file for an extension.

INVESTMENTS

The BRLD Board of Trustees is responsible for protecting the financial resources of the library. It is the policy of BRLD to invest funds that are not needed for current operations or obligations to the best advantage of the library in such securities and/or depositories as permitted by law, as defined in C.R.S. 24-75-601. The Board's policy is to invest reserve funds conservatively through COLOTRUST. COLOTRUST investment policies limit its portfolios by investing only in instruments permitted under the Legal Investments Act of Colorado. See the COLOTRUST PLUS + Investment Policy Manual Dated October 1, 2021 for further detail on permitted investments. (See Appendix F – Contact Information: Bond Underwriter, Auditor, Financial Institutions)

INVESTMENT RESPONSIBILITIES

Setting Investment Policy and Procedures

The Board is responsible for setting investment policy and carrying out procedures in accordance with safekeeping, investment accounting, wire transfer agreements and collateral/depository agreements. The Treasurer will provide periodic reports of investment activities to the Board of Trustees. The investment policy will be reviewed at least annually during the budget process.

INVESTMENT SAFEGUARDS

Insurance

The following insurance policies are maintained for the BRLD

- Property and Liability Insurance to protect against loss or damage to the building and/or its contents, and to provide coverage against lawsuits arising from property damage or bodily injury.
- Indemnity Insurance to cover errors and omissions committed by the Director, employees and Board members while conducting Board business.
- Professional Liability Insurance- contract employees (including Finance Manager) must show proof of coverage against claims of wrongful acts (including errors, omissions, and negligence).
- PDPA insurance - The Library limits its balance at Alpine Bank to under \$250,000 to assure protection by PDPA Insurance.

Internal Controls

The following internal controls are in place.

- Separation of transaction authority between Management and Finance Manager is required.
- All accounts payable invoices and authorizations for other payments are uploaded to the Bill.com platform after approval by the appropriate library staff member. The Director and either the Treasurer or President must review and approve all requests for expenditures in the Bill.com platform before the Finance Manager is authorized to issue payments.
- Dual signatures: checks are co-signed by Director and approved Board member.
- All wire transfers require written confirmation: the Finance Manager will notify the Director when a transfer of funds is necessary. The Director and either Board President or Treasurer will co-authorize wire transfers to be made by the Director. (If a signature cannot be immediately obtained, an email from the person authorizing the transaction will suffice)

until the approval document can be signed in person.). Signed authorizations will be kept with accounting records.

- Capital assets, which include buildings, equipment, vehicles, and infrastructure, are reported in government-wide financial statements. Capital assets include assets with an individual cost of \$5,000 or more and an estimated useful life in excess of two years. Books and periodicals, although having an individual cost of less than \$5,000, are considered capital assets. Such assets are reported at historical cost. Donated capital assets are recorded at estimated fair value at the date of donation. Books and periodicals are depreciated using the average of the past five years' purchases. Total depreciation expense for the fiscal year ending is \$393,239. Buildings and equipment are depreciated using the straight-line method over the following estimated useful lives:

Furniture, fixtures, and equipment	5 to 10 years
Buildings and improvements	40 years
Books and media	5 years

BRLD FINANCIAL ACCOUNTS

The BRLD manages its funds by maintaining the following accounts:

Alpine Bank Checking Account

This account is used to disburse money for budgeted library expenses. It is not an investment account. Funds are transferred from other accounts on an as needed basis by the Director. Two signatures are required on each check. The Director, plus two designated Trustees will be authorized to sign checks. The Director takes responsibility to assure the PDPA limit is not exceeded. Funds maintained in the account are limited to under \$250,000. The list of authorized signers is reviewed annually and any person without signing authority is removed.

UMB BANK

UMB is a commercial bank with trust powers that manages the loan for the Library's remaining 2012 Series Bonds. In May and November, payments are made from the Bond Repayment Fund to UMB.

Credit Card

The Director is authorized to manage a credit card account, within which assigned staff members have credit cards, to charge approved Library expenses. The Director shall supply detailed accounting of card use monthly to the Finance Manager. The credit card currently in use is a VISA "Divy" Card.

COLOTRUST Accounts

COLOTRUST is a "pooling" entity set up by the State to manage funds for state taxing districts. The Districts are allowed to deposit and withdraw any amounts of their funds whenever they wish. The four Reserve Accounts currently held with COLOTRUST are described in the following section.

BRLD RESERVE ACCOUNTS HELD AT COLOTRUST

General Operating Fund

This fund includes all the monies available to operate the Library on a day-to-day basis as well as a six-month reserve exclusive of those funds at Alpine Bank. The Operating Fund is funded by levy proceeds from Pitkin and Eagle Counties, and by the MVSO Tax collected by the two counties. The annual mill levy amount is fixed at 2.61 mills, plus \$350,000 for the years 2017 – 2023. The District will maintain in the General Operating Fund a reserve equal to a *minimum 6 months (180 DAYS)* of estimated operating expenditures for the budget year. The purpose of the retained balance is to lessen the impact to the District in the event of an unforeseen revenue shortfall or emergency.

TABOR Reserve Fund

The TABOR fund (Taxpayer Bill of Rights) is retained as a separate account with COLOTRUST as required by State statute (Article X, Section 20 of the Colorado Constitution). Each year following the Annual Audit, the Auditor recalculates the amount of funds to be set aside for TABOR reserve. The amount is based on 3% of fiscal year spending (excluding bonded debt) and can only be used in strictly defined “emergency” situations described in the TABOR Amendment.

Bond Repayment Fund

This fund is held for the accumulation of revenues collected for, and the payment of, long-term debt principal, interest, and related costs. It consists of funds collected from bond mill levy proceeds collected from Pitkin and Eagle Counties. The sum of at least \$500,000.00 will be retained in this account until full repayment to lessen the impact to the District of unforeseen circumstances or emergencies and assures at least partial repayment of the debt.

Capital Reserve Fund

This fund was set up to hold funds that are accrued and set aside for repair and replacement of Library assets. Using the Library’s “Full” Capital Maintenance and Replacement Plan during the annual budget cycle, the Board will determine the amount to transfer from the Operating Fund to the Capital Reserve Fund each year to build up adequate long-term reserves.

APPENDIX TO FINANCIAL MANAGEMENT MANUAL

The Appendix Section to this manual contains the following pertinent information:

Appendix A – Annual Budget Calendar

Appendix B – Certifications of Valuations

Appendix C – Amended Certification of Valuations

Appendix D – Certification of Tax Levies

Appendix E – End-of-Year Resolutions

Appendix F - Financial Advisor, Auditor, and Financial Institutions

Board Draft 9-18-23

APPENDIX A - Annual Budget Calendar

Date	Item	Description
January 1	Budget Year	Beginning of New Budget Year
January 15-20	Annual Library Budget Message	Message to taxpayers and library patrons drafted by Treasurer and sent to District Commissioners
January 31	Statutory Deadline	Submission of budget, all resolutions, and the Budget Message to the Department of Local Affairs (DOLA). CRS 29-1-113(1)
June – August	BBRLD Budget	Budget process begins
July 31	Statutory Requirement	Deadline for submitting annual audit report to Office of the State Auditor (CRS 29-1-606(3)) or deadline for request for extension of audit (CRS 29-1-606(4))
August 25	Statutory Requirement	Eagle and Pitkin County Assessors provide Preliminary Certification of Valuations to BRLD CRS 39-5-128(1)
September	September Finance Committee Meeting	Submission of first draft budget to BRLD Board of Trustees
October 15	Statutory Deadline	Final draft budget must be delivered to Board of Trustees (CRS 29-1-105)
Early November	Public Budget Hearing	Public budget hearing must be advertised (one time notice in newspaper) and copies must be made available for the public. ICRS 29-1-108(1)). If possible, Board approval of the budget will occur at a Board meeting following the budget hearing.
December 10	Statutory Requirement	Amended Certification(s) of Value for property tax revenue estimates due from Pitkin and Eagle Counties
December 15	Statutory Deadline*	Final Resolutions approving Adoption of the Budget, and Appropriation of Expenditures (an appropriate is the legal authority to spend funds within limits authorized for the budget). (CRS 29-1-108(2))
December 15	Statutory Deadline	Pass Resolution to Set and Certify Mill Levies. The Certification of Tax Levies must be sent to Boards of Pitkin and Eagle County Commissioners by Dec. 15. (CRS 39-5-128(1) and 32-1-1201)

*Failure of a tax levying district to meet this deadline will result in receipt of only 90% of requested budgetary appropriation of funding for the following year.

APPENDIX B - Certification of Valuations – Samples

Assessed Valuation forms are received from Pitkin and Eagle Counties by August 25 of each year. The valuations are a gross estimate of funds to be assessed by each county for the following year. The counties may amend the Certification of Valuations one time, prior to December 10th. Usually changes to the August 25th Certification of Values are updated.

County Tax Entity Code _____ **CERTIFICATION OF VALUATION BY** DOLA LGID SID _____
 New Tax Entity? YES NO **Eagle County COUNTY ASSESSOR** Date 11/21/2022

NAME OF TAX ENTITY: BASALT REGIONAL LIBRARY, 092

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2022 _____:

- | | |
|---|-------------------|
| 1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION: | 1. \$ 271,560,910 |
| 2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡ | 2. \$ 273,153,790 |
| 3. LESS TOTAL TIF AREA INCREMENTS, IF ANY: | 3. \$ 0 |
| 4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION: | 4. \$ 273,153,790 |
| 5. NEW CONSTRUCTION: * | 5. \$ 7,738,450 |
| 6. INCREASED PRODUCTION OF PRODUCING MINE: ≈ | 6. \$ 0 |
| 7. ANNEXATIONS/INCLUSIONS: | 7. \$ 0 |
| 8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈ | 8. \$ 0 |
| 9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): ☐ | 9. \$ 0 |
| 10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.). Includes all revenue collected on valuation not previously certified: | 10. \$ 3.50 |
| 11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(1)(B), C.R.S.): | 11. \$ 3,206.30 |

‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution
 * New Construction is defined as: Taxable real property structures and the personal property connected with the structure.
 ≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.
 ☐ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART. X, SEC. 20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE Eagle County ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2022 _____:

- | | |
|--|---------------------|
| 1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶ | 1. \$ 2,713,941,800 |
| ADDITIONS TO TAXABLE REAL PROPERTY | |
| 2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: * | 2. \$ 48,120,950 |
| 3. ANNEXATIONS/INCLUSIONS: | 3. \$ 0 |
| 4. INCREASED MINING PRODUCTION: § | 4. \$ 0 |
| 5. PREVIOUSLY EXEMPT PROPERTY: | 5. \$ 0 |
| 6. OIL OR GAS PRODUCTION FROM A NEW WELL: | 6. \$ 0 |
| 7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.): | 7. \$ 14,600 |
| DELETIONS FROM TAXABLE REAL PROPERTY | |
| 8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: | 8. \$ 0 |
| 9. DISCONNECTIONS/EXCLUSIONS: | 9. \$ 0 |
| 10. PREVIOUSLY TAXABLE PROPERTY: | 10. \$ 5,206,690 |

¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.
 * Construction is defined as newly constructed taxable real property structures.
 § Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:
TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY \$ 2,732,055,270

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:
HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): ** \$ 551,316

** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

DLG 57 (Rev. 7/21)



County Tax Entity Code _____

**CERTIFICATION OF VALUATION BY
Pitkin County COUNTY ASSESSOR**

DOLA LGID/SID _____

New Tax Entity? YES NO

Date 08/25/2022

NAME OF TAX ENTITY: BASALT LIBRARY V012752

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR **2022** :

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1. \$ 192,808,360
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2. \$ 193,540,350
3. LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3. \$ 0
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4. \$ 193,540,350
5. NEW CONSTRUCTION: *	5. \$ 2,372,350
6. INCREASED PRODUCTION OF PRODUCING MINE: ≈	6. \$ 0
7. ANNEXATIONS/INCLUSIONS:	7. \$ 0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8. \$ 30
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): ☐	9. \$ 0
10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.). Includes all revenue collected on valuation not previously certified:	10. \$ 66.28
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11. \$ 3,256.52

‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution

* New Construction is defined as: Taxable real property structures and the personal property connected with the structure.

≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.

☐ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART.X, SEC.20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE **Pitkin County Colorado Assessor** ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR **2022** :

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1. \$ 2,131,651,670
ADDITIONS TO TAXABLE REAL PROPERTY	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2. \$ 21,028,300
3. ANNEXATIONS/INCLUSIONS:	3. \$ 0
4. INCREASED MINING PRODUCTION: §	4. \$ 0
5. PREVIOUSLY EXEMPT PROPERTY:	5. \$ 1,746,500
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6. \$ 0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7. \$ 0

DELETIONS FROM TAXABLE REAL PROPERTY

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8. \$ 1,996,700
9. DISCONNECTIONS/EXCLUSIONS:	9. \$ 0
10. PREVIOUSLY TAXABLE PROPERTY:	10. \$ 2,009,800

¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.

* Construction is defined as newly constructed taxable real property structures.

§ Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:
TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY \$ 2,142,400,740

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:
HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): ** \$ 191,948

** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

DLG 57 (Rev. 7/21)

APPENDIX C - Amended Certifications of Valuations – Samples

No later than December 10 of each year, Pitkin and Eagle County will send BRLD the county assessors' updated, or amended, valuation of all property, and the total amount of any abatements that have been processed by each county. Monetary amounts will be slightly different from the valuations received on August 25th.

County Tax Entity Code _____ **CERTIFICATION OF VALUATION BY** DOLA LGID SID _____
 New Tax Entity? YES NO **Eagle County COUNTY ASSESSOR** Date 11/21/2022
NAME OF TAX ENTITY: BASALT REGIONAL LIBRARY, 092



USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2022 :

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1. \$ <u>271,560,910</u>
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2. \$ <u>273,153,790</u>
3. LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3. \$ <u>0</u>
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4. \$ <u>273,153,790</u>
5. NEW CONSTRUCTION: *	5. \$ <u>7,738,450</u>
6. INCREASED PRODUCTION OF PRODUCING MINE: ≈	6. \$ <u>0</u>
7. ANNEXATIONS/INCLUSIONS:	7. \$ <u>0</u>
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8. \$ <u>0</u>
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): †	9. \$ <u>0</u>
10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.). Includes all revenue collected on valuation not previously certified:	10. \$ <u>\$3.50</u>
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(i)(B), C.R.S.):	11. \$ <u>\$3,206.30</u>

‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution.
 * New Construction is defined as: Taxable real property structures and the personal property connected with the structure.
 ≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.
 † Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART. X, SEC. 20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE Eagle County ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2022 :

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1. \$ <u>2,713,941,800</u>
ADDITIONS TO TAXABLE REAL PROPERTY	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2. \$ <u>48,120,950</u>
3. ANNEXATIONS/INCLUSIONS:	3. \$ <u>0</u>
4. INCREASED MINING PRODUCTION: §	4. \$ <u>0</u>
5. PREVIOUSLY EXEMPT PROPERTY:	5. \$ <u>0</u>
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6. \$ <u>0</u>
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7. \$ <u>14,600</u>

DELETIONS FROM TAXABLE REAL PROPERTY

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8. \$ <u>0</u>
9. DISCONNECTIONS/EXCLUSIONS:	9. \$ <u>0</u>
10. PREVIOUSLY TAXABLE PROPERTY:	10. \$ <u>5,206,690</u>

¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.
 * Construction is defined as newly constructed taxable real property structures.
 § Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:
TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY \$2,732,055,270

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:
HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): ** \$551,316
 ** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

DLG 57 (Rev. 7/21)

New Tax Entity? YES NO Pitkin County **COUNTY ASSESSOR** Date 11/23/2022

NAME OF TAX ENTITY: BASALT LIBRARY V012752

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2022 :

1.	PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1.	\$ <u>192,808,360</u>
2.	CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2.	\$ <u>193,543,290</u>
3.	LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3.	\$ <u>0</u>
4.	CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4.	\$ <u>193,543,290</u>
5.	NEW CONSTRUCTION: *	5.	\$ <u>2,397,370</u>
6.	INCREASED PRODUCTION OF PRODUCING MINE: ≈	6.	\$ <u>0</u>
7.	ANNEXATIONS/INCLUSIONS:	7.	\$ <u>0</u>
8.	PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8.	\$ <u>30</u>
9.	NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): ◊	9.	\$ <u>0</u>
10.	TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.). Includes all revenue collected on valuation not previously certified:	10.	\$ <u>\$66.28</u>
11.	TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11.	\$ <u>\$3,256.52</u>

‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution
 * New Construction is defined as: Taxable real property structures and the personal property connected with the structure.
 ≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.
 ◊ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART. X, SEC. 20, COLO. CONSTUTION AND 39-5-121(2)(b), C.R.S., THE Pitkin County Colorado Assessor ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2022 :

1.	CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1.	\$ <u>2,131,695,370</u>
ADDITIONS TO TAXABLE REAL PROPERTY			
2.	CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2.	\$ <u>21,388,300</u>
3.	ANNEXATIONS/INCLUSIONS:	3.	\$ <u>0</u>
4.	INCREASED MINING PRODUCTION: §	4.	\$ <u>0</u>
5.	PREVIOUSLY EXEMPT PROPERTY:	5.	\$ <u>2,210,200</u>
6.	OIL OR GAS PRODUCTION FROM A NEW WELL:	6.	\$ <u>0</u>
7.	TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7.	\$ <u>0</u>

DELETIONS FROM TAXABLE REAL PROPERTY

8.	DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8.	\$ <u>1,996,700</u>
9.	DISCONNECTIONS/EXCLUSIONS:	9.	\$ <u>0</u>
10.	PREVIOUSLY TAXABLE PROPERTY:	10.	\$ <u>2,230,900</u>

¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.
 * Construction is defined as newly constructed taxable real property structures.
 § Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:
TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY **\$2,142,444,440**

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:
HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): ** **\$191,948**
 *** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

APPENDIX D - Certification Of Tax Levies - Samples

BRLD must complete and deliver the Certification of Tax Levies to Pitkin and Eagle Counties by December 15 of each year. At the year's final board meeting, the board must approve the mill levies, appropriate funds and adopt the following year's budget.

_____ County Tax Entity Code DOLA LGID/SID 64014 / _____

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Eagle County, Colorado.

On behalf of the Basalt Regional Library District,
(taxing entity)^A

the Basalt Regional Library Board of Trustees,
(governing body)^B

of the _____,
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 273,153,790 assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 273,153,790 (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

Submitted: 12/15/2022 for budget/fiscal year 2023.
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	2.610 mills	\$ 712,931.39
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< 0 > mills	\$ < 0 >
SUBTOTAL FOR GENERAL OPERATING:	2.610 mills	\$ 712,931.39
3. General Obligation Bonds and Interest ^J	1.992 mills	544,122.35
4. Contractual Obligations ^K	- mills	\$ -
5. Capital Expenditures ^L	- mills	\$ -
6. Refunds/Abatements ^M	0 mills	0.00
7. Other ^N (specify): <small>Voter approved temporary additional funding for 7 years - \$350,000 per year supplement.</small>	.750 mills	\$ 204,865.34
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	5.352 mills	\$ 1,461,919.08

Contact person: _____ Daytime phone: (970) 927-4311

Signed: _____ Title: Director

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

CERTIFICATION OF TAX LEVIES, continued

THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS^J:

- | | | |
|----|-------------------|--|
| 1. | Purpose of Issue: | Basalt Regional Library General Obligation Bonds |
| | Series: | 2012 |
| | Date of Issue: | October 30, 2012 |
| | Coupon Rate: | 2.00%-2.25% |
| | Maturity Date: | November 1, 2026 |
| | Levy: | 1.992 mills |
| | Revenue: | \$544,122.35 |
| | | |
| 2. | Purpose of Issue: | _____ |
| | Series: | _____ |
| | Date of Issue: | _____ |
| | Coupon Rate: | _____ |
| | Maturity Date: | _____ |
| | Levy: | _____ |
| | Revenue: | _____ |

CONTRACTS^K:

- | | | |
|----|----------------------|-------|
| 3. | Purpose of Contract: | _____ |
| | Title: | _____ |
| | Date: | _____ |
| | Principal Amount: | _____ |
| | Maturity Date: | _____ |
| | Levy: | _____ |
| | Revenue: | _____ |
| | | |
| 4. | Purpose of Contract: | _____ |
| | Title: | _____ |
| | Date: | _____ |
| | Principal Amount: | _____ |
| | Maturity Date: | _____ |
| | Levy: | _____ |
| | Revenue: | _____ |

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

Notes:

^A **Taxing Entity**—A jurisdiction authorized by law to impose ad valorem property taxes on taxable property located within its territorial limits (please see notes B, C, and H below). For purposes of the DLG 70 only, a taxing entity is also a geographic area formerly located within a *taxing entity's* boundaries for which the county assessor certifies a valuation for assessment and which is responsible for payment of its share until retirement of financial obligations incurred by the *taxing entity* when the area was part of the *taxing entity*. For example: an area of excluded property formerly within a special district with outstanding general obligation debt at the time of the exclusion or the area located within the former boundaries of a dissolved district whose outstanding general obligation debt service is administered by another local government^C.

^B **Governing Body**—The board of county commissioners, the city council, the board of trustees, the board of directors, or the board of any other entity that is responsible for the certification of the *taxing entity's* mill levy. For example: the board of county commissioners is the governing board ex officio of a county public improvement district (PID); the board of a water and sanitation district constitutes ex officio the board of directors of the water subdistrict.

^C **Local Government** - For purposes of this line on Page 1 of the DLG 70, the local government is the political subdivision under whose authority and within whose boundaries the *taxing entity* was created. The local government is authorized to levy property taxes on behalf of the *taxing entity*. For example, for the purposes of this form:

1. a municipality is both the local government and the *taxing entity* when levying its own levy for its entire jurisdiction;
2. a city is the local government when levying a tax on behalf of a business improvement district (BID) *taxing entity* which it created and whose city council is the BID board;
3. a fire district is the local government if it created a subdistrict, the *taxing entity*, on whose behalf the fire district levies property taxes.
4. a town is the local government when it provides the service for a dissolved water district and the town board serves as the board of a dissolved water district, the *taxing entity*, for the purpose of certifying a levy for the annual debt service on outstanding obligations.

^D **GROSS Assessed Value** - There will be a difference between gross assessed valuation and net assessed valuation reported by the county assessor only if there is a “tax increment financing” entity (see below), such as a downtown development authority or an urban renewal authority, within the boundaries of the *taxing entity*. The board of county commissioners certifies each *taxing entity's* total mills upon the *taxing entity's* Gross Assessed Value found on Line 2 of Form DLG 57.

^E **Certification of Valuation by County Assessor, Form DLG 57** - The county assessor(s) uses this form (or one similar) to provide valuation for assessment information to a *taxing entity*. The county assessor must provide this certification no later than August 25th each year and may amend it, one time, prior to December 10th.

^F **TIF Area**—A downtown development authority (DDA) or urban renewal authority (URA), may form plan areas that use “tax increment financing” to derive revenue from increases in assessed valuation (gross minus net, Form DLG 57 Line 3) attributed to the activities/improvements within the plan area. The DDA or URA receives the differential revenue of each overlapping *taxing entity's* mill levy applied against the *taxing entity's* gross assessed value after subtracting the *taxing entity's* revenues derived from its mill levy applied against the net assessed value.

^G **NET Assessed Value**—The total taxable assessed valuation from which the *taxing entity* will derive revenues for its uses. It is found on Line 4 of Form DLG 57.

^H **General Operating Expenses (DLG 70 Page 1 Line 1)**—The levy and accompanying revenue reported on Line 1 is for general operations and includes, in aggregate, all levies for and revenues raised by a *taxing entity* for purposes not lawfully exempted and detailed in Lines 3 through 7 on Page 1 of the DLG 70. For example: a fire pension levy is included in general operating expenses, unless the pension is voter-approved, if voter-approved, use Line 7 (Other).

^I **Temporary Tax Credit for Operations (DLG 70 Page 1 Line 2)**—The Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction of 39-1-111.5, C.R.S. may be applied to the *taxing entity's* levy for general operations to effect refunds. Temporary Tax Credits (TTCs) are not necessary for other types of levies (non-general operations) certified on this form because these levies are adjusted from year to year as specified by the provisions of any contract or schedule of payments established for the payment of any obligation incurred by the *taxing entity* per 29-1-301(1.7), C.R.S., or they are certified as authorized at election per 29-1-302(2)(b), C.R.S.

^J **General Obligation Bonds and Interest (DLG 70 Page 1 Line 3)**—Enter on this line the total levy required to pay the annual debt service of all general obligation bonds. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments. Title 32, Article 1 Special districts and subdistricts must complete Page 2 of the DLG 70.

^K **Contractual Obligation (DLG 70 Page 1 Line 4)**—If repayment of a contractual obligation with property tax has been approved at election and it is not a general obligation bond (shown on Line 3), the mill levy is entered on this line. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments.

^L **Capital Expenditures (DLG 70 Page 1 Line 5)**—These revenues are not subject to the statutory property tax revenue limit if they are approved by counties and municipalities through public hearings pursuant to 29-1-301(1.2) C.R.S. and for special districts through approval from the Division of Local Government pursuant to 29-1-302(1.5) C.R.S. or for any *taxing entity* if approved at election. Only levies approved by these methods should be entered on Line 5.

^M **Refunds/Abatements (DLG 70 Page 1 Line 6)**—The county assessor reports on the Certification of Valuation (DLG 57 Line 11) the amount of revenue from property tax that the local government did not receive in the prior year because taxpayers were given refunds for taxes they had paid or they were given abatements for taxes originally charged to them due to errors made in their property valuation. The local government was due the tax revenue and would have collected it through an adjusted mill levy if the valuation errors had not occurred. Since the government was due the revenue, it may levy, in the subsequent year, a mill to collect the refund/abatement revenue. An abatement/refund mill levy may generate revenues up to, but not exceeding, the refund/abatement amount from Form DLG 57 Line 11.

1. Please Note: If the *taxing entity* is in more than one county, as with all levies, the abatement levy must be uniform throughout the entity's boundaries and certified the same to each county. To calculate the abatement/refund levy for a *taxing entity* that is located in more than one county, first total the abatement/refund amounts reported by each county assessor, then divide by the *taxing entity's* total net assessed value, then multiply by 1,000 and round down to the nearest three decimals to prevent levying for more revenue than was abated/refunded. This results in an abatement/refund mill levy that will be uniformly certified to all of the counties in which the *taxing entity* is located even though the abatement/refund did not occur in all the counties.

^N **Other (DLG 70 Page 1 Line 7)**—Report other levies and revenue not subject to 29-1-301 C.R.S. that were not reported above. For example: a levy for the purposes of television relay or translator facilities as specified in sections 29-7-101, 29-7-102, and 29-7-105 and 32-1-1005 (1) (a), C.R.S.; a voter-approved fire pension levy; a levy for special purposes such as developmental disabilities, open space, etc.

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Pitkin County, Colorado.

On behalf of the Basalt Regional Library District,
(taxing entity)^A
 the Basalt Regional Library Board of Trustees,
(governing body)^B
 of the _____,
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 192,808,360 assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 192,808,360 (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

Submitted: 12/15/2022 for budget/fiscal year 2023
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	<u>2.610</u> mills	\$ <u>505,147.99</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< <u>0</u> > mills	\$ < <u>0</u> >
SUBTOTAL FOR GENERAL OPERATING:	<u>2.610</u> mills	\$ <u>505,147.99</u>
3. General Obligation Bonds and Interest ^J	<u>1.992</u> mills	\$ <u>385,538.23</u>
4. Contractual Obligations ^K	<u>-</u> mills	\$ <u>-</u>
5. Capital Expenditures ^L	<u>-</u> mills	\$ <u>-</u>
6. Refunds/Abatements ^M	<u>_____</u> mills	\$ <u>_____</u>
7. Other ^N (specify): <u>Voter approved temporary additional funding for 7 years - \$350,000 per year supplement.</u>	<u>.750</u> mills	\$ <u>145,157.47</u>
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	<u>5.352</u> mills	\$ <u>1,035,843.69</u>

Contact person: _____ Daytime phone: (970) 927-4311
 (print)
 Signed: _____ Title: Director

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

CERTIFICATION OF TAX LEVIES, continued

THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.) Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS^J:

- | | | |
|----|-------------------|--|
| 1. | Purpose of Issue: | Basalt Regional Library General Obligation Bonds |
| | Series: | 2012 |
| | Date of Issue: | October 30, 2012 |
| | Coupon Rate: | 2.00%-2.25% |
| | Maturity Date: | November 1, 2026 |
| | Levy: | 1.992 mills |
| | Revenue: | \$385,538.23 |
| | | |
| 2. | Purpose of Issue: | _____ |
| | Series: | _____ |
| | Date of Issue: | _____ |
| | Coupon Rate: | _____ |
| | Maturity Date: | _____ |
| | Levy: | _____ |
| | Revenue: | _____ |

CONTRACTS^K:

- | | | |
|----|----------------------|-------|
| 3. | Purpose of Contract: | _____ |
| | Title: | _____ |
| | Date: | _____ |
| | Principal Amount: | _____ |
| | Maturity Date: | _____ |
| | Levy: | _____ |
| | Revenue: | _____ |
| | | |
| 4. | Purpose of Contract: | _____ |
| | Title: | _____ |
| | Date: | _____ |
| | Principal Amount: | _____ |
| | Maturity Date: | _____ |
| | Levy: | _____ |
| | Revenue: | _____ |

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

Notes:

^A **Taxing Entity**—A jurisdiction authorized by law to impose ad valorem property taxes on taxable property located within its territorial limits (please see notes B, C, and H below). For purposes of the DLG 70 only, a taxing entity is also a geographic area formerly located within a *taxing entity's* boundaries for which the county assessor certifies a valuation for assessment and which is responsible for payment of its share until retirement of financial obligations incurred by the *taxing entity* when the area was part of the *taxing entity*. For example: an area of excluded property formerly within a special district with outstanding general obligation debt at the time of the exclusion or the area located within the former boundaries of a dissolved district whose outstanding general obligation debt service is administered by another local government^C.

^B **Governing Body**—The board of county commissioners, the city council, the board of trustees, the board of directors, or the board of any other entity that is responsible for the certification of the *taxing entity's* mill levy. For example: the board of county commissioners is the governing board ex officio of a county public improvement district (PID); the board of a water and sanitation district constitutes ex officio the board of directors of the water subdistrict.

^C **Local Government** - For purposes of this line on Page 1 of the DLG 70, the local government is the political subdivision under whose authority and within whose boundaries the *taxing entity* was created. The local government is authorized to levy property taxes on behalf of the *taxing entity*. For example, for the purposes of this form:

1. a municipality is both the local government and the *taxing entity* when levying its own levy for its entire jurisdiction;
2. a city is the local government when levying a tax on behalf of a business improvement district (BID) *taxing entity* which it created and whose city council is the BID board;
3. a fire district is the local government if it created a subdistrict, the *taxing entity*, on whose behalf the fire district levies property taxes.
4. a town is the local government when it provides the service for a dissolved water district and the town board serves as the board of a dissolved water district, the *taxing entity*, for the purpose of certifying a levy for the annual debt service on outstanding obligations.

^D **GROSS Assessed Value** - There will be a difference between gross assessed valuation and net assessed valuation reported by the county assessor only if there is a “tax increment financing” entity (see below), such as a downtown development authority or an urban renewal authority, within the boundaries of the *taxing entity*. The board of county commissioners certifies each *taxing entity's* total mills upon the *taxing entity's* Gross Assessed Value found on Line 2 of Form DLG 57.

^E **Certification of Valuation by County Assessor, Form DLG 57** - The county assessor(s) uses this form (or one similar) to provide valuation for assessment information to a *taxing entity*. The county assessor must provide this certification no later than August 25th each year and may amend it, one time, prior to December 10th.

^F **TIF Area**—A downtown development authority (DDA) or urban renewal authority (URA), may form plan areas that use “tax increment financing” to derive revenue from increases in assessed valuation (gross minus net, Form DLG 57 Line 3) attributed to the activities/improvements within the plan area. The DDA or URA receives the differential revenue of each overlapping *taxing entity's* mill levy applied against the *taxing entity's* gross assessed value after subtracting the *taxing entity's* revenues derived from its mill levy applied against the net assessed value.

^G **NET Assessed Value**—The total taxable assessed valuation from which the *taxing entity* will derive revenues for its uses. It is found on Line 4 of Form DLG 57.

^H **General Operating Expenses (DLG 70 Page 1 Line 1)**—The levy and accompanying revenue reported on Line 1 is for general operations and includes, in aggregate, all levies for and revenues raised by a *taxing entity* for purposes not lawfully exempted and detailed in Lines 3 through 7 on Page 1 of the DLG 70. For example: a fire pension levy is included in general operating expenses, unless the pension is voter-approved, if voter-approved, use Line 7 (Other).

^I **Temporary Tax Credit for Operations (DLG 70 Page 1 Line 2)**—The Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction of 39-1-111.5, C.R.S. may be applied to the *taxing entity's* levy for general operations to effect refunds. Temporary Tax Credits (TTCs) are not necessary for other types of levies (non-general operations) certified on this form because these levies are adjusted from year to year as specified by the provisions of any contract or schedule of payments established for the payment of any obligation incurred by the *taxing entity* per 29-1-301(1.7), C.R.S., or they are certified as authorized at election per 29-1-302(2)(b), C.R.S.

^J **General Obligation Bonds and Interest (DLG 70 Page 1 Line 3)**—Enter on this line the total levy required to pay the annual debt service of all general obligation bonds. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments. Title 32, Article 1 Special districts and subdistricts must complete Page 2 of the DLG 70.

^K **Contractual Obligation (DLG 70 Page 1 Line 4)**—If repayment of a contractual obligation with property tax has been approved at election and it is not a general obligation bond (shown on Line 3), the mill levy is entered on this line. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments.

^L **Capital Expenditures (DLG 70 Page 1 Line 5)**—These revenues are not subject to the statutory property tax revenue limit if they are approved by counties and municipalities through public hearings pursuant to 29-1-301(1.2) C.R.S. and for special districts through approval from the Division of Local Government pursuant to 29-1-302(1.5) C.R.S. or for any *taxing entity* if approved at election. Only levies approved by these methods should be entered on Line 5.

^M **Refunds/Abatements (DLG 70 Page 1 Line 6)**—The county assessor reports on the Certification of Valuation (DLG 57 Line 11) the amount of revenue from property tax that the local government did not receive in the prior year because taxpayers were given refunds for taxes they had paid or they were given abatements for taxes originally charged to them due to errors made in their property valuation. The local government was due the tax revenue and would have collected it through an adjusted mill levy if the valuation errors had not occurred. Since the government was due the revenue, it may levy, in the subsequent year, a mill to collect the refund/abatement revenue. An abatement/refund mill levy may generate revenues up to, but not exceeding, the refund/abatement amount from Form DLG 57 Line 11.

1. Please Note: If the *taxing entity* is in more than one county, as with all levies, the abatement levy must be uniform throughout the entity's boundaries and certified the same to each county. To calculate the abatement/refund levy for a *taxing entity* that is located in more than one county, first total the abatement/refund amounts reported by each county assessor, then divide by the *taxing entity's* total net assessed value, then multiply by 1,000 and round down to the nearest three decimals to prevent levying for more revenue than was abated/refunded. This results in an abatement/refund mill levy that will be uniformly certified to all of the counties in which the *taxing entity* is located even though the abatement/refund did not occur in all the counties.

^N **Other (DLG 70 Page 1 Line 7)**—Report other levies and revenue not subject to 29-1-301 C.R.S. that were not reported above. For example: a levy for the purposes of television relay or translator facilities as specified in sections 29-7-101, 29-7-102, and 29-7-105 and 32-1-1005 (1) (a), C.R.S.; a voter-approved fire pension levy; a levy for special purposes such as developmental disabilities, open space, etc.

Appendix E – End-of-Year Budget Resolution

RESOLUTIONS OF BASALT REGIONAL LIBRARY DISTRICT

TO ADOPT 2023 BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE BASALT REGIONAL LIBRARY DISTRICT, BASALT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2023 AND ENDING ON THE LAST DAY OF DECEMBER 2023.

WHEREAS, the Board of Directors of the Basalt Regional Library District has appointed a budget committee to prepare and submit a proposed 2023 budget at the proper time; and

WHEREAS, such committee has submitted a proposed budget to this governing body at the proper time, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, and a public hearing was opened on November 14, 2022 and continued to December 14, 2022, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of directors of the Basalt Regional Library District, PITKIN AND EAGLE COUNTIES, Colorado:

- Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Basalt Regional Library District for the year stated above, as adjusted for immaterial changes in the final certified assessed value of the District as certified by the county assessor and corresponding adjustments resulting from such changes to the assessed value. In the event there are material changes to the assessed value then a subsequent meeting of the Board shall be called to consider such changes. Furthermore, to the extent capital or significant operating expenditures forecasted for the current year are anticipated to be extended into the following year, the expenditures and offsetting change in the budgeted beginning fund balance shall be updated to reflect management's best estimate at the time the budget is to be filed with the Colorado Division of Local Affairs.
- Section 2. That the budget hereby approved and adopted shall be certified by any officer or the District Administrator of the District and made a part of the public records of the District.

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RESOLUTIONS OF BASALT REGIONAL LIBRARY DISTRICT
(CONTINUED)

TO SET MILL LEVIES

A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2022, TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE BASALT REGIONAL LIBRARY DISTRICT, PITKIN AND EAGLE COUNTIES, COLORADO, FOR THE 2023 BUDGET YEAR.

WHEREAS, the Board of Directors of the Basalt Regional Library District, has adopted the annual budget in accordance with the Local Government Budget Law, on November 14, 2022 and continue until December 14, 2022, and;

WHEREAS, the amount of money necessary to balance the budget for general operating expenses and capital expenditure purposes from property tax revenue is \$1,568,102 and;

WHEREAS, the amount of money necessary to balance the budget for voter approved bonds and interest is \$929,661 and;

WHEREAS, the 2022 preliminary valuation for assessment for the Basalt Regional Library District, as certified by the County Assessor is \$273,153,790 for Eagle County and \$193,543,390 for Pitkin County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the BASALT REGIONAL LIBRARY DISTRICT, PITKIN AND EAGLE COUNTIES, COLORADO:

- Section 1. That for the purposes of meeting all general operating expenses of the Basalt Regional Library District during the 2023 budget year, there is hereby levied a tax of 3.36 mills (2.61 mills and .750 mills to equal a \$350,000 mill levy supplement) upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2022.
- Section 2. That for the purpose of meeting all payments for bonds and interest of the Basalt Regional Library District during the 2023 budget year, there is hereby levied a tax of 1.992 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2022.
- Section 3. That any officer or the District Administrator is hereby authorized and directed to either immediately certify to the County Commissioners of PITKIN AND EAGLE COUNTIES, Colorado, the mill levies for the Basalt Regional Library District as hereinabove determined and set, or be authorized and directed to certify to the County Commissioners of PITKIN AND EAGLE COUNTIES, Colorado, the mill levies for the Basalt Regional Library District as hereinabove determined and set based upon the final (December) certification of valuation from the county assessor.

RESOLUTIONS OF BASALT REGIONAL LIBRARY DISTRICT
(CONTINUED)

TO APPROPRIATE SUMS OF MONEY
(PURSUANT TO SECTION 29-1-108, C.R.S.)

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE BASALT REGIONAL LIBRARY DISTRICT, PITKIN AND EAGLE COUNTIES, COLORADO, FOR THE 2023 BUDGET YEAR.

WHEREAS, the Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on November 14, 2022 and continued to December 14, 2022, and;

WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal or greater to the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BASALT REGIONAL LIBRARY DISTRICT, PITKIN AND EAGLE COUNTIES, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenues of each fund, to each fund, for the purposes stated:

Total Operating Fund Appropriation	\$2,567,968
Total Capital Reserve Fund Appropriation	\$774,000
Total Bond Repayment Fund Appropriation	\$885,284

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RESOLUTIONS OF BASALT REGIONAL LIBRARY DISTRICT
(CONTINUED)

TO ADOPT 2023 BUDGET, SET MILL LEVIES AND
APPROPRIATE SUMS OF MONEY
(CONTINUED)

The above resolutions to adopt the 2023 budget, set the mill levies and to appropriate sums of money were adopted this 14th day of December, 2022.

Attest: _____

Title: _____

APPENDIX F - Bond Underwriter, Auditor, Financial Institutions

To facilitate timely communication, a list of names of the Library’s financial institutions, bond underwriter and auditor, and their addresses and contact information will be kept in an appendix to this Manual. The Board Treasurer will establish contact with and obtain reports at least annually from the financial institutions, stating their financial condition, interest rates, and other pertinent information.

Function	Business	Name	Address	Phone	Email
Bond Underwriter	Stifel Public Finance	Stacey Mast	1401 Lawrence St., Suite 900, Denver, CO 80202	303-291-5227 (C) 303—886-0533	masts@stifel.com
Auditor	McMahan & Associates, LLC	Matthew D. Miller, CPA	Chapel Square Bldg C 245 Chapel Pl Suite 300 P.O. Box 5850 Avon, CO 81620	970-845-8800	matthew.miller@mcmahancpa.com
Checking Account	Alpine Bank		137 Midland Ave, P.O. Box 349 Basalt, CO 81621	970-927-3101	
Statutory Trust*	COLOTRUST		717 17 th St #1850 Denver, CO 80202	877-311-0219 Fax: 877-311-0220	
Trust and Escrow Bank	UMB Bank, NA	Steven Breiland	1010 Grand Blvd Kansas City, MO 64106	303-839-2224	steven.breiland@umb.com

*A statutory trust organized and existing under laws of the State of Colorado and intended solely for the use of Colorado local governments.

ABOUT THIS MANUAL

Date of revision:

Revised by:

Approved by Finance Committee:

Approved by Board:

Date of Publication and Distribution:

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Questions regarding the content of this manual or the financial management of the Basalt Regional Library District should be directed to the Executive Director, Basalt Regional Library District.



**A Resolution Adopting the Colorado Retention Manual
For the Basalt Regional Library District**

Whereas the Basalt Regional Library District recognizes a need for a comprehensive records retention schedule for the district's non-permanent records; and

Whereas the retention of those records that have long-term administrative, fiscal and historical value; and

Whereas the Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General's Office and the State Auditor's Office for special districts to use follow; and

Now, therefore, be it resolved by the Board of Directors of the Basalt Regional Library District, that it hereby adopts the 2008 Colorado Special District Records Retention Schedule and all subsequent revisions and authorizes the District Secretary to Submit the request to be used as legal authority for the destruction and preservation of district records to the Colorado State Archives on behalf of the district.

**Passed and Adopted by the Board of Directors of the Basalt Regional Library District
this _____ day of September 2023.**

Elaine Nagey, Board President

Margaret Simmons, Board Secretary