

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

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

Board of Trustees: Elaine Nagey, President; Carolyn Kane, Vice president; Eric Pelander,
Treasurer; Deborah Smith, Secretary

MISSION STATEMENT

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

AGENDA

1. Call to order
2. Public Comments
3. Board Comments
 - a. Installation of all new officers, *Elaine Nagey, President*
4. Staff Comments
5. Introducing Suzi Jenkins
6. Action Item – Approve minutes and payables
 - a. Minutes of March 18, 2024, Board Meeting (page 1)
 - b. March 2024 Accounts Payables (page 19)
7. Library Trust Report, *Katie Schwoerer*
8. Staff Presentation – Marketing Overview, *Christy Baumgarten, IT & Marketing Manager*
9. Director’s Report, *Amy Shipley* (page 5)

COMMITTEE REPORTS and ACTION ITEMS

- 9) Facilities Committee: Deb Smith
 - a) Roof Contractor Interviews
 - b) Roof Engineer supplemental service proposal
- 10) Executive Session for Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators pursuant to Colorado Revised Statutes § 24-6-402(4)(e) to discuss re-roof project contract negotiations.
- 11) Finance Committee: *Eric Pelander, chair*
 - a) March 2024 Financials (page 8)

- 12) Personnel Committee: *Elaine Nagey, chair*
 - a) Employee Handbook update
 - b) Executive Director job description
 - c) Executive Director evaluation policy
- 13) Policy Committee: *Elaine Nagey, chair*
- 14) Strategic Planning Task Force, *Eric Pelander, Elaine Nagey*
 - a) Focus Groups
- 15) Focus Group Facilitator Training, *Eric Pelander, Elaine Nagey*
- 16) Form all Standing Committees and Appoint Committee chairs, *Elaine Nagey, President*
- 17) Executive Session for Personnel matters pursuant to Colorado Revised Statutes § 24-6-402(4)(f) to discuss an interaction between an employee and a board member.
- 18) Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Minutes March 18, 2024

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

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

Community Members Present: Special guest, former Trustee Margaret Simmons

Call to Order

Elaine called the meeting to order at 5:15 PM

Public Comments

None

Board Comments

Carolyn asked if the current month partial program attendance can be deleted on the graphs? Amy noted that this would require having staff wait to enter their attendance numbers until the statistics report is completed, which would risk attendance numbers not being entered.

Staff Comments

None

Approval Items

- Minutes of February 19, 2024, Board Meeting
 - Corrections to the minutes: Elaine Nagey needs to be added to the Strategic planning task force. In the Facilities Committee roof report, there is an extra space in the next to last line.
- February 2024 Accounts Payable
Jim moved and Enid seconded the motions to approve the minutes with corrections and the Accounts payable as is. The motion carried unanimously.

Trustee Emeritus Presentation, Elaine Nagey

- Trustees bring their experience, patience, and passion to the library and when they leave they take with them the institutional history of the library. This makes them a valuable resource. The position of Trustee Emeritus recognizes they have completed their term, but they can still call themselves a Trustee Emeritus and the current Board can still call on them.
- Carolyn honored Enid Ritchy as a Trustee Emeritus and Jim honored Margaret Simmons thanking them for their accomplishments while serving as Trustees and thanking them for their years of service.

Staff Presentation – Youth Team Update/Summer Reading Program, *Laura Baumgarten, Brittany Crooke, Gabby Vergara,*

Cancelled.

Affordable Housing Discussion, All Board Trustees and Amy Shipley

The Board was asked by the Town of Basalt to support the Black Mountain affordable housing project. After discussion, it was decided to put a footnote in the letter to the Town of Basalt that the Board supports affordable housing in general, but this project is not affordable to library staff.

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

- Committee membership: Committees will be put together next month so Trustees need to think about which committees they would like to be on and where their expertise will best serve the library.
- Enid is leaving the Board and will need to be replaced on the Personnel Committee. This is covered under action items.
- Amy noted a candidate, Suzi Jenkins, was interviewed for the Pitkin County Board seat on Monday, March 18th. Pitkin County Board of County Commissioners will be asked to affirm her appointment to the Board of Trustees. Commissioners were invited to the interviews. They responded, but none attended. Applicants are still needed for the Eagle County seat.

Strategic Planning, Amy Shipley

- The first task force meeting was Friday, March 15th. They talked about past experience and expectations. Elaine and Eric will work together on the focus groups. Eric reported that over the next couple of months there will be primarily three streams of work. Stream one is interviews with different community leaders. Stream two is collecting data from other libraries to help determine what is important. The third stream is the focus groups that the Trustees are responsible for.
- Amy touched on the May 22nd Board retreat where time will be spent on developing new mission, value and vision statements. She noted how the retreat will be organized and that staff will be included in each session. Task force members will not be included in the sessions. Their role is to create the strategic plan document by bringing all the information together. Anna Szczepanski and Chelsea Coleman from the Colorado Library Consortium will facilitate and take notes.

Eagle County Hazard Mitigation Plan, Amy Shipley

Amy participated in the development of the Eagle County Disaster Separation Hazard Mitigation Plan. By participating in the process, the library can request FEMA funds in case of an emergency. Amy identified flood and fire as the biggest concerns for the library. Once the plan is approved, Amy will provide the link to Board members and ask them to pass a resolution to pass the Hazard Mitigation Plan.

Director's Report, Amy Shipley

In addition to written report.

A Senate bill on censorship did not pass. It died in committee. It would have put into law something similar to our reconsideration policy and would have provided some internal civil rights protection for staff.

Committee Reports:

Facilities Committee: *Jim Albert, chair*

- Roof
 - Committee members are carefully reviewing the five bids that were received for roof replacement. Several bids were missing information, so Amy drafted emails to the contractors to ask for clarification on their bids. Those selected will be interviewed and references will be checked. The bids ranged in price from \$414,000 to \$909,000.
- Solar
 - Only one roof replacement bid included a bid from a Solar Contractor.
- Whiteboards/interior painting
 - Interior painting is done for now. Glass whiteboards have been installed and are being used.

Finance Committee: *Eric Pelander, chair*

- February 2024 Financials
 - There is \$700,000 in the Capital budget for roof replacement and an additional \$50,000 for solar.
- Operating Fund.
 - Not much revenue coming in yet. We expect some tax revenue to come in on the March statement. We are doing fine on costs.
 - Payroll is an anomaly in February. March first payroll was booked in February making three pay periods in February resulting in February payroll being higher than normal.
Other expense items are tracking where we thought we would be. Spending on collections is on budget.

Personnel Committee: *Enid Ritchy, chair*

- Employee Handbook
 - The Committee met and reviewed the Employee Handbook. A few things were noted and were edited or revised.
 - Amy sent the Handbook to staff. Staff seem happy with it except for one employee who was not happy about eliminating unpaid leave. Hourly staff was asked to vote on whether they wanted overtime pay or comp time for work over 40 hours per week. It is Library policy to get advanced approval for overtime unless we are short staffed.

Policy Committee: *Elaine Nagey, chair*

- Alcoholic Beverage Policy
 - Carolyn asked about carding anyone who appears to be under the age of 50. This was part alcohol service training.

Nominating Committee: Deb Smith and Jim Albert

- Election of Officers
 - Election of officers will be covered under action items.

Strategic Planning Task Force, Eric Pelander, Elaine Nagey

- First strategic planning task force meeting
 - Covered earlier in this meeting.
- Schedule task force meetings
 - Next meeting is April 18th.

ACTION ITEMS

Elect Officers

Secret ballot

Nominee for secretary is Deb Smith. Deb is elected unanimously.

Nominee for Treasurer is Eric Pelander. Eric is elected unanimously.

Nominee for Vice President is Carolyn Kane: Carolyn is elected unanimously.

Nominee for President is Elaine Nagey: Elaine is elected unanimously.

Select trustee for Personnel Committee to replace Enid Ritchy

Amy would like a revision to her job description and the Director Evaluation Policy. She can't do that without the Personnel Committee. With Enid leaving the Board, Carolyn volunteered to chair the Personnel Committee.

Jim moved and Eric seconded the motion to approve Carolyn to the Personnel Committee. The motion carried unanimously.

Discussion and Possible Vote to Approve Alcoholic Beverage Policy

Carolyn moved and Deborah seconded the motion to pass the Alcoholic Beverage Policy. The motion passed unanimously.

Adjourn Meeting

Jim moved and Eric seconded the motion to adjourn the meeting. The motion carried unanimously. Elaine adjourned the meeting at 6:35 PM.

Respectfully submitted,

Deborah Smith, Secretary

Date



**BASALT REGIONAL LIBRARY DISTRICT
LEADERSHIP MONTHLY REPORT
MONTH 2024**

Administration and Personnel

CURRENT STAFF				
Total Staff Count	Total FTE	Total Staff Hours per Week	Count of Staff Eligible for Benefits (over 20 hours)	Count of Staff Not Eligible for Benefits (under 20 hours)
23	17.70	708	20	3

STAFF VACANCIES				
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)	
Youth Services Associate	30	0.75	Yes	
Total	30	0.75	N/A	

We hired and onboarded three positions this month. Those positions were two Patron Services Associate positions and the Children’s Librarian position. They have all begun training and are learning very quickly. We’re excited to have them onboard. We have reposted the Youth Services Associate position and have begun interviewing candidates. We hope to have this position filled sometime in May.

Finances

The audit is complete, and we have received the draft audit report. The Finance Committee is reviewing the audit report. The auditing team will present the audit for approval at the May board meeting.

Organizational Management

The Strategic Planning Task Force has had its first meeting, and the Board is actively preparing for focus groups, and other community needs assessment activities.

Programs

The programming team met to prepare for the Library Lovers Party including arranging food, drinks, music, crafts, games, art/artists, special guests/speakers, marketing, outreach with Spanish/Hispanic patrons, giveaways, partnerships (include logos/info on promotions), staff, map of the library, budget tracking, and volunteers.

The Spanish Book Club at the Basalt Elementary School is a great success; the kids are engaged and happy talking about the book, and more students want to join. We are planning to continue the Book Club next school year.

Outreach

The Adult Programming Coordinator had interviews with three new volunteers and continues to work with existing volunteers to find more ways they can help the library. The children's librarian attended the middle school book club with the teen librarian in the hopes of getting a better understanding of the expectations for the new 4th-grade book club. We have been working with Raising-A-Reader to plan Blue Bag Days, an event that brings Kindergarten classes from Basalt Elementary to the Library to get their first library card and learn how to use the library. These class tours will be in the first week of May.

Technology

We continued to have trouble with the AV setup in the Community Room which resulted in the need for a new projector. The AV company worked with the manufacturer to get a new one which is scheduled to be installed on April 12.

The IT & Marketing manager worked with the Director and Marmot to get the computer updates for the year started, and the new machines have been ordered. An installation date will be set once Marmot receives the machines. A chromebox was also ordered to connect to the TV between the front desk and new books so that room bookings can be displayed. The old setup was not compatible with the new room management system. Separate issues with the RFID readers at the front desk and adult side self-check came up, and the IT & Marketing Associate is working with Marmot on getting it resolved.

The new room management and event calendar platform is fully set up and in place. The public events calendar on the library website has been updated and patrons are using the study room reservation system to book the rooms.

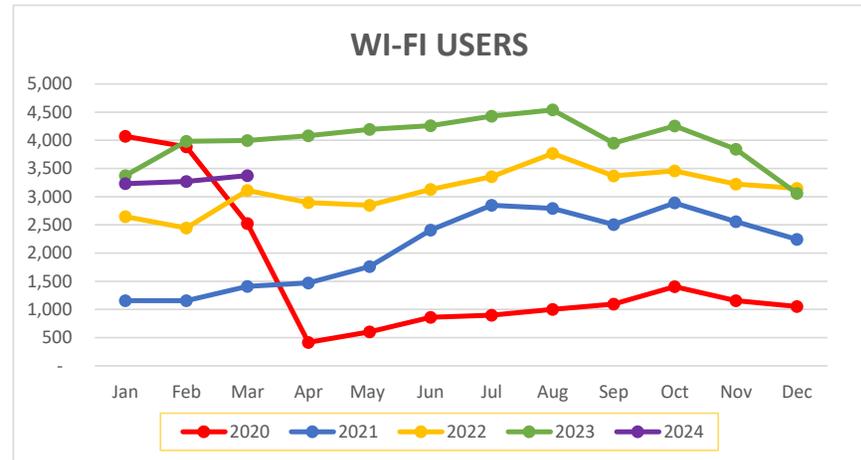
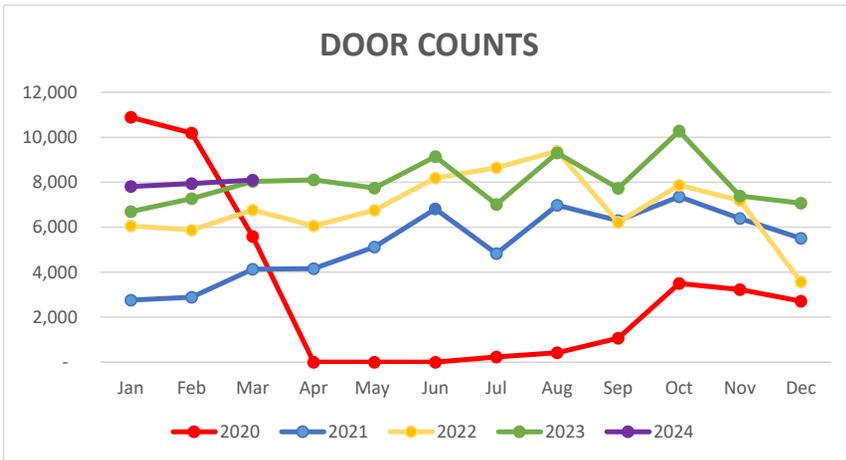
Facility

We have interviewed contractors for the roof project and will be making a recommendation at the April Board meeting to enter contract negotiations with one roofing company.

Leadership and Professional Development

The Community Engagement Manager attended a training on Communication Skills for the Workplace. The Teen Librarian, IT & Marketing Manager, and Adult Programming Coordinator attended the Public Library Association conference in Columbus, Ohio. The Patron Services team has been hard at work getting our two new staff members up to date with training and procedures. The new children's librarian has been working hard getting trained on circulation and collection development, with a little programming shadowing to round out her training.

Facilities Usage

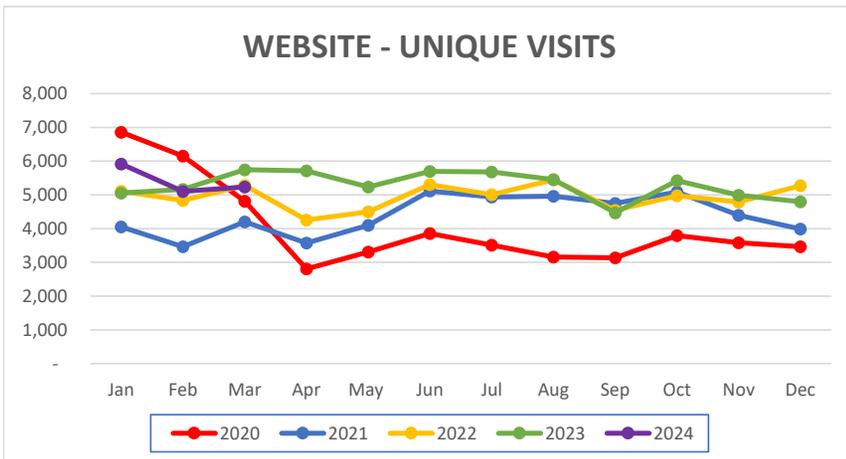


Door Counts - Missed 1 day in July 2022

Door Counter main entrance broken 8 days in September 2022

Door Counts - Missed 8 days in July 2021

Door Counter broken several months in 2020



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

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance	Adjustments (Conversion Fund)	Statement of Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	514,399			514,399		514,399
Colo Trust - Tabor Reserve #8003	55,873			55,873		55,873
Colo Trust - Operating Fund #8004	1,483,948			1,483,948		1,483,948
Colo Trust - Bond Repayment #8002		424,375		424,375		424,375
Colo Trust - Capital Rsv Fund #8005			1,431,730	1,431,730		1,431,730
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	3,000			3,000		3,000
Property Tax Receivable	1,867,934			1,867,934		1,867,934
Pooled Cash (Interfund Transfers)	(476,893)	767,702	(290,716)	92		92
Capital Assets, net of depreciation	-	-	-	-	8,778,049	8,778,049
Total Assets	3,448,373	1,192,077	1,141,014	5,781,464	8,778,049	14,559,512
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	56,059	-	-	56,059		56,059
Other Current Liabilities						
Accrued Interest				-	12,899	12,899
Deferred Property Tax	1,867,934			1,867,934		1,867,934
Current Bonds Payable, 2012				-	780,000	780,000
Total Current Liabilities	1,923,993	-	-	1,923,993	792,899	2,716,892
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	1,923,993	-	-	1,923,993	3,301,283	5,225,276
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	5,523,049	5,523,049
Non Spendable	3,000	-	-	3,000	(3,000)	-
Restricted for:						
Tabor	77,908			77,908	-	77,908
Debt Service		1,192,077		1,192,077	-	1,192,077
Committed for Future Projects			1,141,014	1,141,014	(1,141,014)	-
Unassigned / Unrestricted	1,443,472	-	-	1,443,472	1,097,731	2,541,202
Current Year Fund Balance / Net Position	1,524,380	1,192,077	1,141,014	3,857,470	5,476,765	9,334,236
Total Liabilities and Fund Balance / Net Position	3,448,373	1,192,077	1,141,014	5,781,464	8,778,049	14,559,512

Prepared for Internal Use Only

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
General Operating Beginning Fund Balance				1,828,174	1,467,445	1,375,366	(92,079)
Eagle County							
	Assessed Value			273,153,790	419,653,120	419,653,120	
	% Increase			0.59%	53.63%		
	Operating Mill Levy Rate			3.360	2.610	2.610	
Pitkin County							
	Assessed Value			193,543,290	299,274,620	299,274,620	
	% Increase			0.38%	54.63%		
	Operating Mill Levy Rate			3.360	2.610	2.610	
REVENUES							
4005	General Operating Mill Levy						
4010	Eagle County			698,962	1,095,295	396,042	36.16%
4020	Pitkin County			505,189	781,107	230,446	29.50%
4030	Mill Levy Supplement			346,020	-	-	0.00%
4040	Tax Abatement - Prior Year			-	-	-	0.00%
	Total General Operating Mill Levy			1,550,172	1,876,401	626,488	33.39%
4100	MVSO - General Operating						
4110	Eagle County			83,822	70,000	13,710	19.59%
4120	Pitkin County			37,040	30,000	5,600	18.67%
	Total MVSO - General Operating			120,861	100,000	19,310	19.31%
4200	Fines & Fees						
4205	Coffee Purchase			169	-	-	0.00%
4210	Copies			1,331	-	-	0.00%
4215	Earbuds			19	-	-	0.00%
4220	Faxing			5	-	-	0.00%
4230	Fines			117	-	-	0.00%
4250	Meeting Room Rental			663	-	-	0.00%
4255	Reading Glasses			13	-	-	0.00%
4260	Replacement Books			565	-	-	0.00%
4285	Health Insurance Dividend - CEBT			6,780	-	-	0.00%
4261	Miscellaneous			9,399	12,000	5,845	48.71%
	Total Fines & Fees			19,061	12,000	5,845	48.71%
4300	Earnings on investments						
4310	Colostrust Int Op Acct			100,753	80,000	20,745	25.93%

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
4320			Mill Levy Interest	3,649	6,234	213	3.42%
			Total Earnings on investments	104,402	86,234	20,958	24.30%
4400			Contributions *see detail				
4410			Contributions- Non-Restricted	3,256	5,000	-	0.00%
4412			Contributions- Restricted	23,386	1,000	-	0.00%
			Total Contributions	26,642	6,000	-	0.00%
4500			Grants - Non-Restricted				
4505			Grants - General Operating Grants	4,000	5,000	-	0.00%
			Grants - Kahle Foundation	-	1,060	-	0.00%
			Total Grants - Non-Restricted	4,000	6,060	-	0.00%
4600			Grants - Restricted				
4602			Restricted - Library Foundation	2,311	5,000	-	0.00%
4604			Restricted - Library Friends	4,480	5,000	5,950	119.00%
4620.03			Restricted - CSD Safety Grant	2,135	-	279	Not Budgeted
			Restricted - Charge Ahead	4	5	-	0.00%
4620.14			Restricted - Library Trust	5,900	5,000	-	0.00%
4620.15			Restricted - Other Misc	33,918	30,000	850	2.83%
			Total Restriced Fund Income - Foundation/Friends	48,748	45,005	7,079	15.73%
TOTAL REVENUES				1,873,886	2,131,700	679,680	31.88%
			OPERATING:				
			Administration				
			Contract Services				
5010			Accounting	10,679	15,000	954	6.36%
5020			Audit - Annual	13,250	14,045	-	0.00%
5030			Courier	10,775	9,000	6,701	74.46%
5040			Legal	1,396	5,000	-	0.00%
5050			Miscellaneous Contracts		20,000		
			Total Contract Services	36,100	63,045	7,655	12.14%

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

			YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
5100		Insurance				
5110		Property & Liability Insur	36,329	38,509	39,214	101.83%
5120		Worker's compensation	1,484	2,519	1,782	70.75%
		Total Insurance	37,813	41,027	40,996	99.92%
5220		Professional Dev. & Memberships				
5230		Board	890	750	471	62.85%
5235		Employers Council	3,417	3,600	2,100	58.33%
5240		Library Association Dues	1,358	1,000	1,160	116.00%
5250		Spec District Ass'n Due	1,196	1,695	1,238	73.01%
5260		Staff	6,994	12,000	3,592	29.93%
5275		Volunteer Appreciation	453	1,000	-	0.00%
5276		Staff Appreciation	1,271	2,000	247	12.37%
5270		Travel expenses	8,083	9,000	2,748	30.53%
		Total Professional Dev. & Memberships	23,662	31,045	11,556	37.22%
5280		Publicity				
5290		Advertising - General	1,705	6,000	160	2.67%
5283		Anniversary Celebration	(755)		-	0.00%
5285		Radio	16,055	16,500	16,252	98.50%
5293		Signage	972	1,500	97	6.50%
5295		Social Media Ads	681	1,500	40	2.67%
5297		Targeted Newspaper Ads	5,896	7,000	671	9.59%
5286		Spanish Language Interpretation/Translating	1,933	6,000	429	7.15%
5287		Job Ads	1,207	2,000	376	18.80%
		Total Publicity	27,693	40,500	18,026	44.51%
5300		Supplies				
5310		Office Supplies	11,321	14,000	2,583	18.45%
5320		Technical Cataloging & Service	8,873	8,500	1,194	14.04%
5330		Postage & Shipping	1,133	500	2	0.37%
		Total Supplies	21,327	23,000	3,778	16.43%
5350		Treasurer's fees				
5360		Eagle fees	27,021	32,859	11,882	36.16%
5370		Pitkin fees	31,115	39,055	10,339	26.47%
		Total Treasurer's fees	58,136	71,914	22,221	30.90%
		Total Administration	204,732	270,531	104,232	38.53%
		Facility Expenses				

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
5410		Janitorial		55,583	55,000	5,338	9.71%
5420		Janitorial Supplies		8,281	9,000	1,374	15.27%
5430		Landscaping		11,873	13,835	-	0.00%
5440		Maintenance *Detailed List Attached		28,762	20,000	8,020	40.10%
5460		Snow Removal		4,620	4,898	-	0.00%
		Total Facility Expenses (Maintenance)		109,119	102,733	14,732	14.34%
5500		Utilities					
5510		Electric		7,980	8,000	1,618	20.23%
5515		Compost Collection System		1,403	1,871	140	7.48%
5520		Gas		15,326	17,798	7,308	41.06%
5530		Internet Connectivity		8,051	15,000	2,309	15.39%
5540		Sanitation		3,331	3,561	809	22.71%
5550		Telephone		6,130	8,930	1,295	14.50%
5560		Trash		8,346	9,847	2,209	22.43%
5570		Water		5,481	5,049	-	0.00%
		Total Utilities		56,048	70,055	15,687	22.39%
		Total Facility Expenses		165,167	172,788	30,419	17.61%
		<u>Library Programs</u>					
5610		Adult Program		14,935	11,000	4,432	40.29%
5612		Adult Materials		(35)	-	-	0.00%
5620		Children's		7,265	5,500	385	7.00%
5625		Children's Materials		84	-	-	0.00%
5634		Liquor License		665	400	-	0.00%
5633		Movie License		173	550	346	62.91%
5640		Music		21,789	17,000	4,537	26.69%
5650		Spanish Language		2,746	4,000	980	24.51%
5660		Teens		6,230	3,500	1,930	55.15%
5601		Summer Reading					
5601.01		Adult Summer Reading		2,133	1,000	-	0.00%
5601.02		Teen Summer Reading		2,147	2,500	398	15.92%
5601.03		Children's Summer Reading		5,893	5,500	779	14.16%
5601.04		Spanish Language Summer Reading		941	2,000	130	6.52%
5602		Community Events		9,194	15,000	414	2.76%
5675		Next Gen / Millennials		-	-	-	0.00%
		Total Library Programs		74,161	67,950	14,332	21.09%
		<u>Technology & Equipment</u>					
		Copiers & Equipment					
5730		Lease		407	-	-	0.00%

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
5740		Service Agreement / Copy Usage		4,142	2,500	-	0.00%
5750		Copier Supplies		124	-	-	0.00%
		Total Copiers & Equipment		4,673	2,500	-	0.00%
5760		Marmot ILS System		92,577	99,910	26,121	26.14%
5770		Miscellaneous Parts		824	2,000	164	8.22%
5780		Support & Service Agreements					
5782		Adobe		870	-	-	0.00%
5784		Appointment Booking		144	-	-	0.00%
5788		Domain / Network Solutions		154	-	-	0.00%
5795		Emma		1,356	-	-	0.00%
5802		Google Cloud G Suite		3,181	-	-	0.00%
5830		Livechat Website		240	-	-	0.00%
5820		Planning Center / Tockify		260	-	-	0.00%
5825		Webpage Builder		234	-	-	0.00%
5828		Zoom		150	-	-	0.00%
5781		Marketing & Graphic Design		-	2,500	2,288	91.51%
5783		Website Tools		1,998	2,500	1,184	47.37%
5785		Communication & Time Management		-	4,500	773	17.17%
		Total Support & Service Agreements		8,587	9,500	4,245	44.68%
5840		Tech Labor & Repair		-	-	-	0.00%
		Total Technology		106,661	113,910	30,530	26.80%
		Collections					
5910		Audio					
5920		Adult BCD		3,528	3,000	600	19.99%
5922		Spanish Audio Adult		525	500	-	0.00%
5924		Spanish Audio Youth		321	500	-	0.00%
5930		Youth Audio		1,312	3,000	237	7.90%
		Total Audio		5,686	7,000	837	11.95%
6000		Books & Magazines					
6010		Adult fiction books		10,835	12,000	1,520	12.67%
6020		Adult non-fiction books		13,267	12,000	1,499	12.49%
6025		Board Games		398	500	-	0.00%
6030		Juvenile Fiction		8,438	9,100	960	10.54%
6040		Juvenile Non-Fiction		2,094	4,000	328	8.19%
6045		Large Print		2,421	2,000	93	4.66%
6050		Print Subscriptions		4,082	4,500	55	1.22%
6055		Replacement Books - Purchased		2,100	1,500	298	19.90%

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

			YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
6060		Spanish Adult fiction	1,692	2,000	643	32.17%
6070		Spanish adult non-fiction	948	1,500	300	20.00%
6080		Spanish children's books	4,109	5,000	842	16.84%
6100		YA Fiction	5,754	3,500	591	16.88%
6110		YA Non-Fiction	1,559	1,700	208	12.21%
6120		Special Items	1,798	2,000	1,086	54.30%
		Total Books	59,498	61,300	8,423	13.74%
6200		Digital Resources				
6210		<u>Annual Subscriptions:</u>				
6240		Ency Britannica	493	-	-	0.00%
6250		Gale Public	2,035	-	-	0.00%
6270		Mango Languages	-	4,000	4,111	102.79%
6275		New York Times	100	-	-	0.00%
6280		Tumblebooks	(52)	-	-	0.00%
6285		Wallstreet Journal	434	-	-	0.00%
6295		Pebble Go	1,469	-	-	0.00%
6300		<u>Downloadable Titles:</u>				
6305		Kanopy	6,000	6,000	-	0.00%
6308		OCLC World Share	-	-	-	0.00%
6320		Overdrive	20,816	25,000	7,399	29.60%
6340		Online Databases	146	7,500	6,673	88.98%
6350		Online Newspaper Subscriptions	-	2,000	1,299	64.95%
		Total Digital Resources	31,440	44,500	19,483	43.78%
6400		Media				
6410		Adult Music	-	-	-	0.00%
6420		Juvenile Music	66	-	-	0.00%
6430		Adult Movies	6,145	6,000	1,385	23.09%
6440		Juvenile Movies	735	1,000	199	19.88%
6460		Video / Games	768	800	-	0.00%
		Total Media	7,714	7,800	1,584	20.31%
		Total Collections	104,337	120,600	30,326	25.15%
6800		Restricted Funds				
6801		Restricted Exp - Misc	-	40,000	-	0.00%
		Total Restricted Funds	-	40,000	-	0.00%
		Total Operating expenses	655,057	785,779	209,840	26.70%
6900		Payroll Expenses				

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
6910		Payroll		858,559	1,031,652	254,119	24.63%
6920		Payroll Service		6,343	8,000	1,945	24.31%
6930		Payroll Taxes		68,510	83,000	20,107	24.22%
6940		Retirement Plan		26,048	25,250	5,550	21.98%
6950		Health Insurance		102,207	130,500	38,633	29.60%
6960		Life Insurance		-	750	-	0.00%
6965		STD/LTD		-	3,500	-	0.00%
6970		FAMLI		7,222	9,250	-	0.00%
6957		Background Check		2,750	950	474	49.89%
		Total Payroll Expenses		1,071,638	1,292,852	320,827	24.82%
TOTAL EXPENDITURES				1,726,694	2,078,631	530,666	25.53%
Net General Fund Income/(Loss)				147,192	53,069	149,014	
		Allocation to Capital Reserve Outlay		600,000	90,000	-	0.00%
		Allocation to Bond Repayment					
General Fund Balance				1,375,366	1,430,513	1,524,380	106.56%

**Basalt Regional Library District
Bond Repayment Fund
March 2024**

	YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
Bond Repayment Beginning Fund Balance	835,076	903,086	890,909	(12,177)
Eagle County				
Assessed Value	273,153,790	419,653,120		
% Increase	1%	54.53%		
Bond Mill Levy Rate	1.992	1.293		
Pitkin County				
Assessed Value	193,543,290	299,274,620		
% Increase		55.22%		
Bond Mill Levy Rate	1.992	1.293		
REVENUES				
Interest Earned - Bond Repayment	32,845	16,000	3,830	23.94%
Mill Levy Debt Repayment				
Eagle County	531,516	542,611	196,128	36.15%
Pitkin County	385,570	386,962	113,987	29.46%
Total Mill Levy Debt Repayment	917,086	929,574	310,115	33.36%
Transfer from General Fund				
TOTAL REVENUES	949,931	945,574	313,945	33.20%
EXPENDITURES				
Bond Interest	77,394	59,844	-	0.00%
Bond Repayment Principle Loan Payment	780,000	800,000	-	0.00%
Treasurer's Fees				
Eagle County	15,961	16,278	5,884	36.15%
Pitkin County	20,744	19,348	6,893	35.62%
Total Treasurer's Fees	36,704	35,626	12,777	35.86%
TOTAL EXPENDITURES	894,098	895,470	12,777	1.43%
Net Fund Income/(Loss)	55,833	50,103	301,168	601.10%
Bond Repayment Fund Balance	890,909	953,189	1,192,077	125.06%
**Bond Repayment Schedule:				
May 1 - Series 2012 Interest		38,697		5/1/2024
November 1 - Series 2012 Interest		38,697		11/1/2024
November 1 - Series 2012 Principle		780,000		11/1/2024
Series 2012 Bond Matures 11/2026				

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

		YTD Actuals 12/31/23	2024 Budget	YTD Actuals 2/29/2024	Actuals vs Budget YTD %
Capital Reserve Beginning Fund Balance		602,128	1,159,066	1,150,083	(8,984)
REVENUES					
7210	Allocation From General Fund	600,000	90,000	-	0.00%
7230	Interest Earned - Reserve Fund	58,509	35,000	19,470	55.63%
TOTAL REVENUES		658,509	125,000	19,470	15.58%
EXPENDITURES					
8310	Miscellaneous	8,786	10,000	-	0.00%
8310.03	Conference Room - A/V Replace	12,639	10,000	12,007	120.07%
8310.04	Computers - Patron	21,136	12,000	-	0.00%
8310.05	Computers - Staff	9,932	12,000	-	0.00%
8310.06	EV Charging Station	6,042	-	-	0.00%
8310.08	Lighting Control System Replacement	6,944	-	-	0.00%
8310.09	Fiber Cable	-	5,000	-	0.00%
8310.10	Handrail for Tent Area	6,000	-	-	0.00%
8310.11	Painting - Interior	19,075	-	11,552	Not Budgeted
8310.13	Security Cameras	-	10,000	-	0.00%
8310.15	Roof	-	700,000	-	0.00%
8310.16	Remove Solar from Roof	-	50,000	-	0.00%
8310.17	Consulting Engineer	20,000	-	2,000	Not Budgeted
8310.18	Furniture and Fixtures	-	50,000	2,979	
8310.19	Replace telephone system	-	10,000	-	
8310.20	Replace kitchen appliances	-	2,500	-	
TOTAL EXPENDITURES		110,554	871,500	28,539	3.27%
Net Fund Income/(Loss)		547,954	(746,500)	(9,069)	1.21%
Capital Reserve Fund Balance		1,150,083	412,566	1,141,014	276.57%

Basalt Regional Library District Maintenance Detail

Date	Name	Category	Memo	Amount
01/01/24	Orkin	Pest Control	Jan through September Fees	\$ 483.81
01/01/24	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 01/01/24 - 02/29/24	\$ 160.50
01/01/24	Acme Alarm Company	Alarm / Monitoring	1st Qtr 2024	\$ 129.39
Sub-Total January				\$ 773.70
02/14/24	Young Services	Building/Interior Maintenance	Bathroom Repars	\$ 240.00
02/21/24	Rexel	Miscellaneous	Replacement Battery	\$ 242.04
02/23/24	Acme Alarm Company	Alarm / Monitoring	Test and Inspection 2024	\$ 600.00
02/25/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs and Maintenance	\$ 75.00
02/26/24	Young Services	Building/Interior Maintenance	Bathroom Repairs	\$ 190.00
Sub-Total February				\$ 1,347.04
03/01/24	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 03/01/2024- 05/31/24	240.75
03/01/24	Lassiter Electric Inc.	Building/Interior Maintenance	Lighting Repair & Maintenance	1,122.93
03/01/24	Acme Alarm Company	Alarm / Monitoring	2nd Qtr 2024 Monitoring	129.39
03/06/24	Todd Hill Painting & Faux Finishing	Building/Interior Maintenance	Conference Room Painting	2,930.00
03/08/24	Rolling River Shading	Building/Interior Maintenance	Office Shade Repair & Maintenance	250.00
03/14/24	*Divvy	Miscellaneous	Door stops for study rooms	7.98
03/21/24	aspen carpet floors	Building/Interior Maintenance	Carpeting	1,217.91
Sub-Total March				\$ 5,898.96
Grand Total				\$ 8,019.70

Alarm / Monitoring	\$ 1,260.03
Electrical	\$ -
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 6,025.84
Inspection / Testing	\$ -
Pest Control	\$ 483.81
Plumbing / Heating	\$ -
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 250.02
	\$ 8,019.70

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
 March 10 - April 5

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	287.45
Adult	Kaja Lundevall Rumney Consulting	400.00
Adult	Linda Loeschen	900.00
Adult BCD	Blackstone Publishing	310.50
Adult Movies	Midwest Tape	1,002.73
Background Check	Employers Council Services, Inc.	58.50
Cap Res Exp- Consult Engineer	Wiss, Janney, Elstner Associates, Inc	2,000.00
Compost Collection System	EverGreen ZeroWaste	70.00
Electric	*Holy Cross Energy	744.32
Gas	*Black Hills Energy	2,108.81
Janitorial	Alsco	73.50
Maintenance	Acme Alarm Company	129.39
Maintenance	aspen carpet floors	1,217.91
Maintenance	Lassiter Electric Inc.	1,122.93
Maintenance	Rolling River Shading	250.00
Maintenance	Todd Hill Painting & Faux Finishing	2,930.00
Maintenance	Young Services	190.00
Multiple	*Divvy	10,457.35
Multiple	Ingram Library Services	5,094.21
Music	Dogtor Drum	300.00
Music	Harris Jackson	300.00
Music	Ken Gentry Music LLC	300.00
Music	Robert Leisure	300.00
Office Supplies	Aspen Maintenance Supply	141.76
Office Supplies	ODP Business Solutions	410.09
Overdrive	Overdrive, Inc	5,110.17
Payroll Liabilities	*TIAA-CREF	6,073.64
Payroll Service	*Paychex Payroll Service	472.65
Staff	Tom Regan	35.00
Targeted Newspaper Ads	Aspen Daily News	191.26
Targeted Newspaper Ads	The Sopris Sun	270.00
Teen	Andy Zanca Youth Empowerment Programm	200.00
Teen	Aspen Science Center	210.00
Telephone	Century Link	503.36
Translation / Interpretation	Dulce Andrea Suarez	148.75
Trash	Waste Management	739.29
Wellness/Health Insurance	CEBT Willis of Colorado	11,431.37
Grand Total		<u><u>\$ 56,484.94</u></u>

* Vendor is set up for auto payments



VISA

Statement: 02/15/2024 -
03/15/2024

Monthly statement

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

We appreciate you.

Your statement balance as of 03/15/2024 is

\$10,457.35

You are set up on automatic payments.

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

Summary

Previous balance	\$7,342.15
Payments	\$7,342.15
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$10,457.35
Statement balance	\$10,457.35



VISA

Statement: 02/15/2024 -
03/15/2024

Payments

DATE	TYPE	AMOUNT
02/15/2024	Autodraft	\$7,342.15
	Total	\$7,342.15



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
02/15/2024	**** 3174	AMZN Mktp US*RI8KU7200	\$50.94	Sandra F Dexter
02/15/2024	**** 3174	AMAZON.COM*RB2LC49L1	\$156.44	Sandra F Dexter
02/16/2024	**** 1835	CITY-MARKET #0433	\$32.09	Brittany Crooke
02/16/2024	**** 5068	AMZN Mktp US*RW4LY5CT0	\$76.40	Elena Marquez
02/16/2024	**** 3174	AMZN Mktp US*RI5651OR1	\$77.32	Sandra F Dexter
02/16/2024	**** 3174	Amazon.com*RI3E445L2	\$28.76	Sandra F Dexter
02/17/2024	**** 3174	AMAZON.COM*RW4DR8OK0	\$34.44	Sandra F Dexter
02/17/2024	**** 0011	CITY-MARKET #0433	\$17.96	Elizabeth DeWetter
02/17/2024	**** 3174	Amazon.com*RW8Z63LP0	\$65.97	Sandra F Dexter
02/18/2024	**** 5068	Amazon.com*RI69F5TY1	\$13.77	Elena Marquez
02/20/2024	**** 5068	Amazon.com*RW6S19MQ0	\$150.30	Elena Marquez
02/20/2024	**** 4228	AMZN Mktp US*RI23R9YS2	\$99.98	Laura Baumgarten
02/20/2024	**** 1835	Prime Video *RI0TL3I80	\$4.10	Brittany Crooke
02/20/2024	**** 9304	HERMAN MILLER	\$2,979.00	Amy Shipley
02/21/2024	**** 5068	AMAZON.COM*RI6H32B21	\$172.40	Elena Marquez
02/23/2024	**** 1835	AMZN MKTP US*RZ7A27Z00	\$368.00	Brittany Crooke
02/28/2024	**** 4228	Amazon.com*RZ7U35700	\$106.68	Laura Baumgarten
02/28/2024	**** 9304	AMERLIBASSOC ECOMMERCE	\$162.00	Amy Shipley
02/28/2024	**** 9304	UNITED 0162368195670	\$476.20	Amy Shipley
02/29/2024	**** 2151	VISTAPRINT	\$97.49	Christy Baumgarten
02/29/2024	**** 9304	AMER LIB ASSOC-CAREER	\$410.00	Amy Shipley
02/29/2024	**** 2151	ADOBE INC.	\$359.88	Christy Baumgarten
03/01/2024	**** 9304	AMZN Mktp US*RZ6BA9PY2	\$214.99	Amy Shipley
03/01/2024	**** 9304	AMZN Mktp US*RZ3WR0GW2	\$64.99	Amy Shipley

Amazon Transaction Details
March 2024

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
3/4/2024	111-2459354-3067413	5310	USD	\$ 65.04	Clorox 32486 Free & Clear Cleaning Wipe, Compostable, 75-Ct. - Quantity 6
3/4/2024	111-2459354-3067413	5310	USD	\$ 65.04	Clorox Disinfecting Wipes Value Pack, Household Essentials, 75 Count (Pack of 3)(Package May Vary)
3/6/2024	111-0517796-2415434	5440	USD	\$ 7.98	Door Stopper, Floor Door Stop for Bottom of Door Black Rubber Bumper No Drilling Doorstop Wall Protector, 2 Pack
3/7/2024	112-3307426-5361059	5601.04 SPA SUMMER READING	USD	\$ 71.21	Solito (Spanish Edition)
3/7/2024	112-3307426-5361059	5601.04 SPA SUMMER READING	USD	\$ 71.21	El silbido del arquero / The Bowmans Whistle (Spanish Edition)
3/7/2024	112-6217865-5114668	5601.04 SPA SUMMER READING	USD	\$ 36.30	Perras de reserva Organic Healthy Greens Garden Seeds Variety Pack - Non-GMO USDA Certified Organic Open Pollinated Heirloom USA
3/13/2024	114-0890659-2523439	5610	USD	\$ 736.33	Seed Packets
3/13/2024	114-0890659-2523439	5610	USD	\$ 736.33	Set of 100 Assorted Valley Green Flower Seed Packets! Flower Seeds in Bulk - 20+ Varieties Included Organic Herb Garden Seeds Variety Pack - Non-GMO USDA Certified Organic Open Pollinated Heirloom USA Seed
3/13/2024	114-0890659-2523439	5610	USD	\$ 736.33	Packets
3/13/2024	114-0890659-2523439	5610	USD	\$ 736.33	100 Assorted Heirloom Vegetable Seeds 100% Non-GMO (100, Deluxe Assorted Vegetable Seeds) Redskypower 30 Pack Multi Color Kid's Wired Earphone Headphones, Individually Bagged, Disposable Earphones Ideal
3/14/2024	111-0039831-5196277	5310	USD	\$ 18.59	for Students in Classroom Libraries Schools, Bulk Wholesale Two Leaves and a Bud Alpine Berry Herbal Tea Bags, Naturally Caffeine Free, Whole Leaf Herbal Tea in with Hibiscus in
3/14/2024	111-0875069-7092235	5310	USD	\$ 141.94	Sachets, 100 Count Two Leaves and a Bud Organic Mountain High Chai Tea Bags, Whole Leaf Black Tea and Spices in Compostable Sachets,
3/14/2024	111-0875069-7092235	5310	USD	\$ 141.94	Add Milk and Sweetener or Drink Plain, 100 Count (Pack of 1) Two Leaves and a Bud Organic Peppermint Tea Bags, Naturally Caffeine Free, Herbal Whole Leaf Peppermint Tea in
3/14/2024	111-0875069-7092235	5310	USD	\$ 141.94	Compostable Sachets, 100 Count (Pack of 1)
3/18/2024	111-1635368-6419425	5620	USD	\$ 229.09	Remarkable Journey of Coyote Sunrise
3/20/2024	112-8096651-7898667	5602 Library Lovers Party	USD	\$ 136.09	Salsas Mexicanas (bilingüe) (Spanish Edition) Indestructibles: Bebé, vamos a comer! / Baby, Let's Eat!: Chew Proof · Rip Proof · Nontoxic · 100% Washable (Book for
3/20/2024	112-8096651-7898667	5602 Library Lovers Party	USD	\$ 136.09	Babies, Newborn Books, Safe to Chew) (Spanish and English Edition)
3/20/2024	111-7376228-5000262	5620	USD	\$ 511.05	Divine Rivals: A Novel (Letters of Enchantment, 1)
3/20/2024	111-7376228-5000262	5620	USD	\$ 511.05	The Women: A Novel
3/20/2024	111-7376228-5000262	5620	USD	\$ 511.05	The Sour Grape (The Food Group) Movie Night Gift Box - Popcorn, Candy, Snacks, Bingo and more - 33 Items - Easter Gift Basket, College Students, Teens,
3/20/2024	111-9838135-8286620	5660 BC 3-24	USD	\$ 49.99	Women, Men, Kids, Date Night, Birthday Gift
3/20/2024	112-1944807-7161806	Alpine Bank Grant 2023	USD	\$ 186.80	I Need a Hug / Necesito un abrazo (Bilingual) (Spanish Edition) Indestructibles: Bebé, vamos a comer! / Baby, Let's Eat!: Chew Proof · Rip Proof · Nontoxic · 100% Washable (Book for
3/20/2024	112-1944807-7161806	Alpine Bank Grant 2023	USD	\$ 186.80	Babies, Newborn Books, Safe to Chew) (Spanish and English Edition)
3/20/2024	112-1944807-7161806	Alpine Bank Grant 2023	USD	\$ 186.80	Salsas Mexicanas (bilingüe) (Spanish Edition) 101 Habilidades Para la Vida y Consejos Para Adolescentes - Cómo tener éxito en la escuela, establecer metas, ahorrar
3/20/2024	112-1944807-7161806	Alpine Bank Grant 2023	USD	\$ 186.80	dinero, cocinar, limpiar, ... un negocio y mucho más (Spanish Edition)
3/20/2024	112-6927936-3905827	5601.04 · SPA Summer Reading	USD	\$ 84.48	Solito (Spanish Edition)
3/20/2024	112-6927936-3905827	5601.04 · SPA Summer Reading	USD	\$ 84.48	El silbido del arquero / The Bowmans Whistle (Spanish Edition)
3/21/2024	111-2071922-2849020	BC 6055 Babymouse	USD	\$ 20.67	Babymouse #12: Burns Rubber
3/21/2024	111-2071922-2849020	BC 6055 Babymouse	USD	\$ 20.67	Babymouse #8: Puppy Love
3/21/2024	111-2071922-2849020	BC 6055 Babymouse	USD	\$ 20.67	Babymouse #10: The Musical X3 Nitrile Disposable Gloves, 3 Mil, Latex and Powder-Free, Textured, Food Safe, Ideal for Industrial and Home Use,
3/21/2024	111-2362804-7029825	5310	USD	\$ 14.18	Black, X-Large, Box of 100
3/21/2024	111-1230458-8694633	6055 BC 3-24	USD	\$ 1.67	Extra Weird! (WeirDo #3) (3)
3/21/2024	111-6784463-5677864	6055 BC 3-24	USD	\$ 8.53	Cat Ninja: Wanted (Volume 3)

Amazon Transaction Details
March 2024

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
3/21/2024	112-2082776-9847418	5650 SPA PROGRAMS	USD	\$ 2.50	The Blind Side
3/21/2024	112-3722166-4687457	5650 SPA PROGRAMS	USD	\$ 9.34	An Inconvenient Truth
3/21/2024	112-7117431-6069801	5650 SPA PROGRAMS	USD	\$ 10.94	Vivo
3/22/2024	111-7348232-0996241	BC 5660 Easel Restock	USD	\$ 45.99	Post-it Super Sticky Easel Pad, 25 in x 30 in, White, 30 Sheets/Pad, 2 Pad/Pack, Large White Premium Self Stick Flip Chart Paper, Super Sticking Power (559)
3/25/2024	114-0184716-5629047	5610	USD	\$ 260.66	Simon vs. the Homo Sapiens Agenda
3/25/2024	114-0184716-5629047	5610	USD	\$ 260.66	Glocusent Willow Book Light for Reading in Bed, 10LED Bright Reading Light, 3 Colors & 3 Brightness, Rechargeable Book Light Lasts for 80hr, Lightweight Clip on Book Light, Perfect for Book Lovers
3/25/2024	114-0184716-5629047	5610	USD	\$ 260.66	MAQQL Clear Glass Mug with Handle, Green Handle/16 oz, High Borosilicate Glass Mug for Large Glass Coffee Mugs with Handle, Drinking Mugs with Handle, or as a gift!...
3/25/2024	114-0184716-5629047	5610	USD	\$ 260.66	Pro Goleem Small Woven Easter Basket with Gift Bags and Ribbons Durable Baskets for Gifts Empty Small Rope Basket
3/25/2024	114-0184716-5629047	5610	USD	\$ 260.66	for Storage 12"X 8" X 5" Baby Toy Basket with Handles, White
3/25/2024	114-0184716-5629047	5610	USD	\$ 260.66	Sevенеves
3/25/2024	114-0184716-5629047	5610	USD	\$ 260.66	The Heaven & Earth Grocery Store: A Novel
3/25/2024	114-0359731-2229009	5610	USD	\$ 2.69	Theo Chocolate Salted Almond Organic Dark Chocolate Bar, 70% Cacao, 1 Bar Vegan, Fair Trade
3/26/2024	D01-0060807-1219463		USD	\$ 499.00	Business Prime Membership Fee
3/26/2024	111-0987390-7210652	6460 videogames	USD	\$ 187.72	Skull and Bones - Standard Edition, Xbox Series X
3/26/2024	111-0987390-7210652	6460 videogames	USD	\$ 187.72	Mario Party Superstars - US Version
3/26/2024	111-0987390-7210652	6460 videogames	USD	\$ 187.72	Persona 3 Reload: Standard Edition - PlayStation 4
3/26/2024	111-0987390-7210652	6460 videogames	USD	\$ 187.72	Mario Vs. Donkey KongTM - US Version
3/26/2024	111-5523572-2297023	6460 videogames	USD	\$ 34.99	EA SPORTS FC 24 - PlayStation 5
3/26/2024	111-5730150-9262641	6460 videogames	USD	\$ 31.35	Minecraft - Nintendo Switch
3/26/2024	111-6491626-6487427	6460 videogames	USD	\$ 56.78	Princess PeachTM: Showtime! - US Version
3/26/2024	111-9973033-5847446	6460 videogames	USD	\$ 99.98	Helldivers 2 - PlayStation 5
3/26/2024	111-9973033-5847446	6460 videogames	USD	\$ 99.98	Unicorn Overlord - Nintendo Switch
3/26/2024	111-2885179-6539437	5320 TECH SERVICES	USD	\$ 67.47	FLASHFORGE 3D Printer Filament, Silk Filament 1.75mm, 1KG Spool (2.2lbs), Dimensional Accuracy +/- 0.02mm for FDM 3D Printers, Silk Texture & Ultra-High Glossiness (Gold)
3/26/2024	111-2885179-6539437	5320 TECH SERVICES	USD	\$ 67.47	FLASHFORGE 3D Printer Filament, Silk Filament 1.75mm, 1KG Spool (2.2lbs), Dimensional Accuracy +/- 0.02mm for FDM 3D Printers, Silk Texture & Ultra-High Glossiness (Copper)
3/26/2024	111-2885179-6539437	5320 TECH SERVICES	USD	\$ 67.47	FLASHFORGE 3D Printer Filament, Silk Filament 1.75mm, 1KG Spool (2.2lbs), Dimensional Accuracy +/- 0.02mm for FDM 3D Printers, Silk Texture & Ultra-High Glossiness (Silver)
3/26/2024	111-0480247-6482654	5320 TECH SERVICES	USD	\$ 17.79	Geetery Book Stand Book Holder Book Stands for Display Reading Textbook Holder Open Book Display Stand for Open and Closed Books, Cookbook, Magazines, Textbooks, Recipe Holder (Wood Color,Wood)
3/26/2024	111-5309998-7128237	5320 TECH SERVICES	USD	\$ 76.42	Plymor Clear Acrylic Sign Display/Literature Holder (Angled), 11" W x 17" H (3 Pack)
3/26/2024	111-6522202-3584219	6055 REPLACE	USD	\$ 7.98	Stouchi 8K HDMI 2.1 Cable 6ft 48Gbps, (Certified) Ultra High Speed HDMI Cables, 8K60Hz 4K120Hz 144Hz eARC HDCP 2.2&2.3 SBTM HDR10+ Dolby Compatible with PS5/PlayStation 5/Xbox Series X/Apple TV 4K
3/27/2024	111-3615827-3865830	5420	USD	\$ 86.97	Toilet Seat Cover Dispenser Wall Mount Commercial Toilet Seat Cover Holder Stainless Steel Half Fold Toilet Seat Cover Dispenser with Screws for Office Public Bathroom, 16.5 x 11.4 x 2.2 Inch (2 Set)
3/27/2024	111-3615827-3865830	5420	USD	\$ 86.97	Gmark Paper Toilet Seat Covers - Thick Strength 100% Virgin Paper Disposable Half-Fold Toilet Seat Cover Dispensers - 4 Packs of 250 (1000 Total) GM2002
3/28/2024	111-9109352-6601050	5440	USD	\$ 11.99	XIHIRCD Magnetic Key Holder Under Car, Magnetic Key Box Hide a Key Magnetic Holder Waterproof Key Hider Outdoor for Key USB Car Storage (Black)
3/29/2024	112-9518770-3955467	5650 SPA PROGRAMS	USD	\$ 101.91	155pcs Spanish Inspirational Stickers for Teacher Motivational Stickers Positive Quote Español Stickers for Journaling Scrapbook,Water Bottles, Laptop Classroom Must Have Reward Sticker

Amazon Transaction Details
March 2024

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
3/29/2024	112-9518770-3955467	5650 SPA PROGRAMS	USD	\$ 101.91	Paper Junkie 24 Pack Journals for Kids - Let's Be Happy Journals Bulk - Kraft Paper Notebooks School Supplies (80 Lined Page, 4 x 5.75 In)
3/29/2024	112-9518770-3955467	5650 SPA PROGRAMS	USD	\$ 101.91	Spanish Inspirational Stickers for Teens Adults Kids Teachers 50Pcs Motivational Stickers Positive Quote Stickers for Journaling Scrapbook, Water Bottles, Laptop
3/29/2024	112-9518770-3955467	5650 SPA PROGRAMS	USD	\$ 101.91	EOOUT 32 Pack Mini Notebooks Bulk, Kraft Inspirational Journals Notebook for Kids, 3.5" x 5.5", 80 Pages, Funny Notepads with 16 Different Designs, Motivational Gifts for Coworkers
3/29/2024	112-9518770-3955467	5650 SPA PROGRAMS	USD	\$ 101.91	52 Spanish Boho Affirmation Stickers Growth Mindset Motivational Stickers Inspirational Mental Health Vinyl Stickers Positive Quotes Stickers
3/30/2024	112-1568270-2049846	SPA 6070 NON-F Adult March2024	USD	\$ 47.26	Decidido: Una ciencia de la vida sin libre albedrío
3/30/2024	112-2168549-4498660	SPA 6070 NON-F Adult March2024	USD	\$ 9.50	Cielo sangriento. Los impactos de meteoritos de Chicxulub a Cheliábinsk (Spanish Edition)
3/30/2024	112-3627624-7010666	SPA 6070 NON-F Adult March2024	USD	\$ 24.00	OREJAS DE SATURNO, LAS Hábitos atómicos (Edición especial): Incluye curso inédito 30 días para mejorar tus hábitos / Atomic Habits (Spanish Edition)
3/30/2024	112-3866808-1720267	SPA 6070 NON-F Adult March2024	USD	\$ 28.59	
3/30/2024	112-8391915-3565003	SPA 6070 NON-F Adult March2024	USD	\$ 77.06	Dioses y robots: Mitos, máquinas y sueños tecnológicos en la Antigüedad
3/30/2024	112-8391915-3565003	SPA 6070 NON-F Adult March2024	USD	\$ 77.06	Fuego griego, flechas envenenadas y escorpiones: Guerra química y bacteriológica en la Antigüedad
Total				\$ 11,265.40	

Basalt Regional Library District 2024 Grant Spending Summary						
Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
2/13/2024	Amazon	period supplies	5610	Adult Programming	\$77.32	Friends of the Library
2/13/2024	Amazon	period supplies	5610	Adult Programming	\$156.44	Friends of the Library
2/14/2024	Amazon	period supplies	5610	Adult Programming	\$28.76	Friends of the Library
1/2/2024	ThriftBooks	book talk	5610	Adult Programming	\$63.48	Library Trust
1/23/2024	ThriftBooks	book talk	5610	Adult Programming	\$51.89	Library Trust
1/26/2024	Book Outlet	book talk	5610	Adult Programming	\$93.23	Library Trust
					\$471.12	
1/16/2024	Aspen Science Center	Whatlow Stem	5660	Teen Programming	\$210.00	Library Trust
2/14/2024	ASpen Science Center	Whatlow Stem	5660	Teen Programming	\$210.00	Library Trust
					\$420.00	
TOTAL					\$891.12	
	Budget Code	Budget Description	Total			
	5286	Interpretation/Translation				
	5310	Office Supplies				
	5601.02	Teen Summer Reading				
	5601.03	Kids Summer Reading				
	5610	Adult Programming	\$ 471.12			
	5620	Children's Programming				
	5640	Music				
	5660	Teen Programming	\$ 420.00			
	6020	Adult Nonfiction				
	6030	Juvenile Fiction				
	6040	Juvenile Nonfiction				
	6110	YA Fiction				
	8310.04	Public Computers				
	TOTAL		\$ 891.12			



**BASALT REGIONAL LIBRARY DISTRICT
PURCHASING AND PROCUREMENT POLICY**

It is the policy of the Basalt Regional Library District (BRLD) Board of Trustees to ensure accountability, maintain budgetary control over purchases, establish uniform purchasing guidelines, and secure quality goods and services at the best possible price.

Exclusions

This policy does not apply to the following:

- Real property
- Insurance
- Utility services
- Dues or memberships in trade or professional organizations
- Marketing costs
- Postage
- Employee benefits
- Library collection materials including subscriptions for periodicals
- Legal services
- Fees associated with job-related travel, seminars, registrations, and training

Responsibility

The Board of Trustees authorizes all purchases and contracts up to \$120,000.00 necessary to implement BRLD operations through the adoption of the annual budget, as required by law. The Board of Trustees must authorize any expenditure that exceeds the original approved item budget by more than \$30,000.00 and that would exceed the original budget contingencies through an amendment to the budget.

The Executive Director is designated by the Board of Trustees to oversee and implement the approved budget. Although no approval is required by the Board of Trustees, the Executive Director must notify the Board of Trustees of the need for any expenditure that exceeds the approved budget for that expenditure by up to \$30,000.00, provided that this expenditure will not require an amendment to the budget.

Purchasing

At no time is it acceptable to divide a purchase or manipulate the delivery of a purchase in a way that circumvents the intent of this policy. For quantity purchases and frequently used vendors, a vendor list should be kept, and discount information should routinely be requested. All purchases and expenditures must comply with the documentation and approval requirements listed in the following chart.

Purchase Limit	Documentation Required	Approval Level
\$0.01 - \$3000.00	Receipts, Invoices, Contracts	Department Manager

\$3,000.01 - \$15,000.00	Quotes, Receipts, Invoices, Contracts	Department Manager with oversight from Executive Director
\$15,000.01 - \$119,999.99	At least three bids	Executive Director
\$120,000.00 +	Formal sealed bid/Request for Proposals (RFP), Published on the library website	Board of Trustees

Quotes

- For purchases requiring quotes, BRLD staff may use published catalog prices, online prices, or verbal quotes.
- BRLD can invite bids or quotes from persons, firms, or corporations.
- BRLD will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. BRLD reserves the right to reject any proposal and to accept the proposal that is in its best interest.

Competitive Bidding

An open and competitive environment will be maintained to ensure that all qualified buyers and sellers have access to BRLD’s business and that all purchasing actions are conducted fairly and impartially.

- Major operational items including capital items and construction projects expected to cost \$120,000.00 or more each shall be purchased via a competitive bidding process.
- An invitation to bid or submit a proposal shall be published on the library’s website.
- The Executive Director, Finance Manager, or other delegated representative may request bids/proposals from persons, firms, or corporations.
- All bids will be sealed and will only be opened when the bid window has closed.
- BRLD will determine the best value by considering timing, quality, quantity, price, vendor performance, compliance with public policy, record of past performance, financial and technical resources, and any other relevant criteria. BRLD reserves the right to reject any proposal and to accept the proposal that is in its best interest. All formal proposals are a matter of public record.
- BRLD may repeatedly reject all bids and again may submit to the same, or other persons, firms, or corporations the request for quotation (or invitation to bid), and/or again publish notice of the proposed purchase.
- BRLD shall analyze the acceptable bids received and recommend the vendor who has submitted the lowest or best bid to the Board. The final decision to purchase shall be made on the appropriate level in the Purchasing chart above. The Board reserves the right to reject any or all bids, and to waive any technicalities or formalities.
- If limited competition is received from bidders, BRLD may use additional methods of bid/quote procurement and may make the specifications available to other service providers through additional means. However, quotes, bids, or offers submitted through these additional means will not be considered unless it is determined that there is not adequate competition among RFP bidders. If adequate competition exists among RFP bidders, quotes, bids, or proposals from other means will not be considered.

When Competitive Bidding is not Required

- Library materials (e.g. books, periodicals, audiovisual materials), printing services, computing and networking services, etc. may be bid by vendor rather than item by item.

- A sole source purchase may be made if it has been determined that only one vendor can meet all specifications and purchase requirements or that it is in BRLD's best interests. Purchases may then be made based on prices established by negotiation.
- BRLD is eligible to purchase commodities under the Colorado State Purchasing Program. Contracts and price agreements that have been awarded by the State are acceptable as satisfying the bid and quote requirements of BRLD.
- Services (gas, electricity, telephone services, etc.) purchased from a public utility at a price or rate determined by the applicable government authority.
- Where proposed equipment, and/or services vary to the extent that sealed bids are not practical, detailed proposals may be accepted instead of such bids.
- BRLD may participate in joint bidding and/or other cooperative purchasing ventures with other library organizations and government agencies if it is deemed in the best interest of BRLD to do so.

Service Contracts

A service contract consists of an agreement between the service vendor and the library for the former to provide specified services integral to maintaining the library. Contract provisions will include showing proof of the contracting party's carrying Worker's Compensation coverage, a clause holding the library harmless for damages or injuries resulting from the provision of services, and a Contractor's Certification of Compliance (where applicable). The contractor must also agree to provide monthly, itemized bills for services so that expenses can be tracked throughout the year.

The library may not enter into contracts for periods of more than one calendar year. Contracts of a greater term may be permitted if the contract results in overall savings to the library and such multi-year contracts include an annual "opt-out" provision in the event the necessary funds were not budgeted in succeeding fiscal years.

All contracts will be reviewed ninety (90) days before termination or renewal to determine acceptable performance, financial considerations, competition, and other factors that would inform a decision to continue the contractual relationship.

Local Vendor Preference

It is the preference of BRLD to solicit vendors located in the Roaring Fork Valley from Aspen to Glenwood Springs, extending to Eagle and/or Parachute if necessary. When selecting a local vendor over an out-of-area vendor, all other factors used to determine the best value must be equal.

Minority-Owned Business Preference

It is the preference of BRLD to solicit owned and operated by minorities. When selecting a minority vendor over a non-minority vendor, all other factors used to determine the best value must be equal.

Construction Projects and Professional Services

- Agreements for construction or professional services, including but not limited to architectural, engineering, legal, and consulting services, will be negotiated based on demonstrated competence, qualifications, and fees not to exceed market rates. Agreements for construction services will also comply with Colorado Revised Statutes (CRS) 24-91-202 *et seq.* and CRS 38-26-101 *et seq.* as applicable.

- BRLD may use an open-ended, time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type means a contract whose cost is the sum of the actual cost of materials plus direct labor hours charged at a fixed hourly rate.

Emergency Purchases

In the event of an unforeseen emergency which necessitates purchases be made immediately, portions of this policy can be foregone with approval by the Executive Director as long as the policy is adhered to as closely as conditions permit. The Executive Director will notify the Board within 24 hours when any such emergency purchase is necessary.

Budget and Record Keeping

- The Finance Manager is authorized to adjust line items for the current budget year that will fall within the overall budget level for the year. This type of adjustment is to be temporary unless adopted as permanent in the subsequent budget cycle, through analysis of needs across the District.
- BRLD must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: documentation requirements (notice of RFP publication, all submitted bids, quotes, approvals, etc.), rationale for vendor selection or rejection, and the basis for the contract/product price.
- BRLD retains records in accordance with the Colorado State Archives Records manual for Colorado Special Districts.

Code of Ethics

Unless given written consent by the Executive Director and majority vote by the Board, no BRLD employee or trustee may participate in the selection, award, or administration of contracts if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee or Trustee, any member of their immediate family, or an organization owned by or which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a company considered for a purchase/contract. Under no circumstances will employees and Trustees of BRLD solicit or accept gratuities, favors, or anything of monetary value from vendors/contractors or parties to subcontracts.



BASALT REGIONAL LIBRARY DISTRICT PURCHASING AND PROCUREMENT POLICY

~~It is the policy of the Basalt Regional Library District (BRLD) Board of Trustees to maximize the use of the BRLD's funds by employing prudent and professional acquisition and procurement practices to achieve the best value for obtaining the district's goods and services. ensure accountability, maintain budgetary control over purchases, establish uniform purchasing guidelines, and secure quality goods and services at the best possible price.~~

The purpose of this policy is:

- ~~• To provide a responsible method of accountability~~
- ~~• To maintain budgetary control over purchases and service contracts~~
- ~~• To assure organizational efficiency~~
- ~~• To secure the desired quality at the best possible cost, consolidating purchases in bulk quantities when practical to maximize economic benefit to the District.~~

Exclusions:

This policy does not apply to the following:

- Real property
- Insurance
- Utility services
- Dues ~~or~~ memberships in trade or professional organizations
- ~~Subscriptions for periodicals; Marketing costs~~ Advertisements
- Postage
- Employee benefits
- Library collection materials including subscriptions for periodicals
- Legal services
- Fees associated with job-related travel, seminars, registrations, and training

Responsibility

~~The Board of Trustees authorizes all purchases and contracts up to \$120,000.00 necessary to implement BRLD operations through the adoption of the annual budget, as required by law. The Board of Trustees must authorize any expenditure that exceeds the original approved item budget by more than \$30,000.00 and that would exceed the original budget contingencies through an amendment to the budget.~~

~~The Board of Trustees is responsible for approval and/or revision of this policy. The Executive Director is designated by the Board of Trustees to oversee and implement the approved budget. Although no approval is required by the Board of Trustees, the Executive Director must notify the Board of Trustees of the need for any expenditure that exceeds the approved budget for that expenditure by up to \$30,000.00, provided that this expenditure will not require an amendment to the budget has the delegated authority to approve or disapprove Purchase Requisitions or Purchase Orders according to the~~

guidelines outlined below. Both the Director and Managers will be responsible for obtaining bids and quotations, following the guidelines below. The Director and Managers must check all expenditures against the budgeted line item amounts and balances remaining to avoid cost overruns. The Director, with the Bookkeeper, will be responsible for handling all purchasing procedures.

———— All bids will be a matter of public record. The Board of Directors reserves the right to reject any or all bids prior to purchase, according to the best interests of the District. ————

Purchasing Process

The following process will apply to purchases and service contracts designated for the BRLD. At no time is it acceptable to divide a purchase or manipulate the delivery of a purchase in a way that circumvents the intent of this purchasing policy. For quantity purchases and frequently used vendors, a vendor list should be kept, and discount information should routinely be requested. All purchases and expenditures must comply with the documentation and approval requirements listed in the following chart. — Purchase Requisitions and Purchase Orders will be used to obtain all Library equipment, furniture and supplies.

<u>Purchase Limit</u>	<u>Documentation Required</u>	<u>Approval Level</u>
<u>\$0.01 - \$3000.00</u>	<u>Receipts, Invoices, Contracts</u>	<u>Department Manager</u>
<u>\$3,000.01 - \$15,000.00</u>	<u>Quotes, Receipts, Invoices, Contracts</u>	<u>Department Manager with oversight from Executive Director</u>
<u>\$15,000.01 - \$119,999.99</u>	<u>At least three bids</u>	<u>Executive Director</u>
<u>\$120,000.00 +</u>	<u>Formal sealed bid/Request for Proposals (RFP), Published on the library website</u>	<u>Board of Trustees</u>

~~Quotes Purchase Requisitions are requests by employees for materials needed to do their jobs. The Manager will fill out a form, including quotes if applicable, and deliver it to the Director. The requisition will allow Director and Manager to track purchasing history over time, to keep spending within budget parameters and to see if volume discounts would apply. Purchase Requisitions are internal documents and do not go to the vendor.~~

- For purchases requiring quotes, BRLD staff may use published catalog prices, online prices, or verbal quotes.
- BRLD can invite bids or quotes from persons, firms, or corporations.
- BRLD will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. BRLD reserves the right to reject any proposal and to accept the proposal that is in its best interest.

Competitive Bidding

An open and competitive environment will be maintained to ensure that all qualified buyers and sellers have access to BRLD’s business and that all purchasing actions are conducted fairly and impartially.

- Major operational items including capital items and construction projects expected to cost \$120,000.00 or more each shall be purchased via a competitive bidding process.

- An invitation to bid or submit a proposal shall be published on the library's website.
- The Executive Director, Finance Manager, or other delegated representative may request bids/proposals from persons, firms, or corporations.
- All bids will be sealed and will only be opened when the bid window has closed.
- BRLD will determine the best value by considering timing, quality, quantity, price, vendor performance, compliance with public policy, record of past performance, financial and technical resources, and any other relevant criteria. BRLD reserves the right to reject any proposal and to accept the proposal that is in its best interest. All formal proposals are a matter of public record.
- BRLD may repeatedly reject all bids and again may submit to the same, or other persons, firms, or corporations the request for quotation (or invitation to bid), and/or again publish notice of the proposed purchase.
- BRLD shall analyze the acceptable bids received and recommend the vendor who has submitted the lowest or best bid to the Board. The final decision to purchase shall be made on the appropriate level in the Purchasing chart above. The Board reserves the right to reject any or all bids, and to waive any technicalities or formalities.
- If limited competition is received from bidders, BRLD may use additional methods of bid/quote procurement and may make the specifications available to other service providers through additional means. However, quotes, bids, or offers submitted through these additional means will not be considered unless it is determined that there is not adequate competition among RFP bidders. If adequate competition exists among RFP bidders, quotes, bids, or proposals from other means will not be considered.

When Competitive Bidding is not Required

- Library materials (e.g. books, periodicals, audiovisual materials), printing services, computing and networking services, etc. may be bid by vendor rather than item by item.
- A sole source purchase may be made if it has been determined that only one vendor can meet all specifications and purchase requirements or that it is in BRLD's best interests. Purchases may then be made based on prices established by negotiation.
- BRLD is eligible to purchase commodities under the Colorado State Purchasing Program. Contracts and price agreements that have been awarded by the State are acceptable as satisfying the bid and quote requirements of BRLD.
- Services (gas, electricity, telephone services, etc.) purchased from a public utility at a price or rate determined by the applicable government authority.
- Where proposed equipment, and/or services vary to the extent that sealed bids are not practical, detailed proposals may be accepted instead of such bids.
- BRLD may participate in joint bidding and/or other cooperative purchasing ventures with other library organizations and government agencies if it is deemed in the best interest of BRLD to do so.

Service Contracts

A service contract consists of an agreement between the service vendor and the library for the former to provide specified services integral to maintaining the library. Contract provisions will include showing proof of the contracting party's carrying Worker's Compensation coverage, a clause holding the library harmless for damages or injuries resulting from the provision of services, and a Contractor's Certification of Compliance (where applicable). The contractor must also agree to provide monthly, itemized bills for services so that expenses can be tracked throughout the year.

Policy reviewed: March 2024

Policy approved: December 2014,

The library may not enter into contracts for periods of more than one calendar year. Contracts of a greater term may be permitted if the contract results in overall savings to the library and such multi-year contracts include an annual “opt-out” provision in the event the necessary funds were not budgeted in succeeding fiscal years.

All contracts will be reviewed ninety (90) days before termination or renewal to determine acceptable performance, financial considerations, competition, and other factors that would inform a decision to continue the contractual relationship.

Local Vendor Preference

It is the preference of BRLD to solicit vendors located in the Roaring Fork Valley from Aspen to Glenwood Springs, extending to Eagle and/or Parachute if necessary. When selecting a local vendor over an out-of-area vendor, all other factors used to determine the best value must be equal.

Minority-Owned Business Preference

It is the preference of BRLD to solicit owned and operated by minorities. When selecting a minority vendor over a non-minority vendor, all other factors used to determine the best value must be equal.

Construction Projects and Professional Services

- Agreements for construction or professional services, including but not limited to architectural, engineering, legal, and consulting services, will be negotiated based on demonstrated competence, qualifications, and fees not to exceed market rates. Agreements for construction services will also comply with Colorado Revised Statutes (CRS) 24-91-202 *et seq.* and CRS 38-26-101 *et seq.* as applicable.
- BRLD may use an open-ended, time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type means a contract whose cost is the sum of the actual cost of materials plus direct labor hours charged at a fixed hourly rate.

Emergency Purchases

In the event of an unforeseen emergency which necessitates purchases be made immediately, portions of this policy can be foregone with approval by the Executive Director as long as the policy is adhered to as closely as conditions permit. The Executive Director will notify the Board within 24 hours when any such emergency purchase is necessary.

Budget and Record Keeping

- The Finance Manager is authorized to adjust line items for the current budget year that will fall within the overall budget level for the year. This type of adjustment is to be temporary unless adopted as permanent in the subsequent budget cycle, through analysis of needs across the District.
- BRLD must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: documentation requirements (notice of RFP publication, all submitted bids, quotes, approvals, etc.), rationale for vendor selection or rejection, and the basis for the contract/product price.
- BRLD retains records in accordance with the Colorado State Archives Records manual for Colorado Special Districts.

Policy reviewed: March 2024

Policy approved: December 2014,

~~**Purchase Orders** are documents prepared by the buyer (Manager), and sent to the vendor. The completed form contains the item description, budget number, quantity, and agreed upon price from the vendor. Approval from the Director in the form of a signature must be granted prior to placing the order. The Purchase Order will provide a check on the managers ordering items and on the budgets they oversee. They are also documentation of what was ordered in case incorrect numbers/types of supplies or defective items or are shipped. Equipment and furniture purchases can be tied into the Library's depreciation schedule.~~

Code of Ethics

~~Unless given written consent by the Executive Director and majority vote by the Board, no BRLD employee or trustee may participate in the selection, award, or administration of contracts if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee or Trustee, any member of their immediate family, or an organization owned by or which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a company considered for a purchase/contract. Under no circumstances will employees and Trustees of BRLD solicit or accept gratuities, favors, or anything of monetary value from vendors/contractors or parties to subcontracts.~~

Bids and Quotations

Purchases of 0.01–\$1000.00:

~~These purchases are normally routine point of sale transactions at local businesses, made with general or assumed approval of Director and oversight by Manager (i.e., materials for library programs). These items are budgeted.~~

- ~~• Multiple quotations not required~~
- ~~• Purchase orders not required~~
- ~~• Vendor lists established and authorized signers designated~~

Purchases of \$1000.01–\$3000.00:

~~These purchases are initiated by Manager, with knowledge or instruction of Director. These items are budgeted.~~

- ~~• Multiple quotations not required~~
- ~~• Purchase Order required~~
- ~~• Vendor lists established and authorized signers designated~~
- ~~• Bulk (quantity) discounts are routinely requested — purchasers should obtain quotations for bulk discounts for supplies routinely used by library.~~
- ~~• Blanket orders cover specific items to be delivered over a specific period of time (six months or one year) to take advantage of quantity discounts and avoid multiple reorders of routinely used items.~~

Purchases of \$3000.01–\$10,000.00:

~~These purchases are initiated by Manager in cooperation with and full knowledge of Director. These items are budgeted. Includes aggregate single items (i.e., 10 computers)~~

- ~~• Two or more written, catalog or telephone quotations required~~
- ~~• Vendor lists established and authorized signers designated~~
- ~~• Quantity discounts are routinely requested~~
- ~~• Comparison options presented and discussed with Director~~

Policy reviewed: March 2024

Policy approved: December 2014,

- Director will inform and review prospectively with Board Treasurer
- Purchase Order required

Purchases of \$10,000.01—\$50,000.00:

These purchases or contracts are made by the Director, or by the Manager in cooperation with and full knowledge of Director. These items should be budgeted, and if not, must have Board approval to secure funding from another budget line item or account.

- Three or more *written* quotations or proposals required
- Comparison options presented and discussed with Director
- Director will inform and review prospectively with Board Treasurer
- Purchase Order required
- Director will sign all Contracts and Board Treasurer will initial/sign agreement to signify Board approval.

Purchases and/or Contracts \$50,000.01 and Above:

Purchases and/or contracts to provide services are required to be made under the formal bid/quote process; detailed written quotes or bids will be obtained. (A quote is the service provider’s estimation of costs. A bid is an offer of service to someone for a price.) Purchases/service contracts will be made by the Manager, working in cooperation and full knowledge of the Director and Board Treasurer. Items should be budgeted, and if not, must have Board approval to secure funding from another budget line item or account.

Bid process:

- Formal bid, or Request for Proposal must be published in a newspaper of general circulation and contact appropriate vendors
- Three or more bids must be obtained*
- Bids will be mailed or delivered in sealed envelope to the Library. Faxes/open bids will be accepted and placed in a sealed envelope
- A bid opening will be held at Library on the day the bid closes
- Approval by Board of Trustees is required
- Purchase order or contract is required

Manager must retain the following:

- Notice of RFP publication
- All submitted bids
- Justification if why the awarded bid was chosen.

*NOTE: If it is not possible or reasonable to obtain the required number of bids or quotations, the reason is included in the documentation.

Waiver of Conditions—In the exercise of its informed discretion the Board of Trustees retains the right and authority to waive any and all of the specific provisions contained above on a case-by-case basis and based on sound business decisions.

Evaluation of Bids, Quotations and Proposals—A purchase order or contract is awarded to the most acceptable and responsible bidder, in terms of overall suitability (e.g. quality, delivery, terms, service and life expectancy—in addition to price and discount.) The Board of Trustees reserves the right to

reject any or all bids and to accept the bid that appears to be in the best interests of the district. All bids are a matter of public record.

Service Contracts

~~A service contract consists of an agreement between the service vendor and Library for the former to provide specified services integral to maintaining the Library. Contract provisions will include showing proof of contracting party's carrying Workmen's Compensation coverage, a clause holding the Library harmless for damages or injuries resulting from provision of services, and a Contractor's Certification of Compliance (where applicable). The contractor must also agree to provide monthly, itemized bills for services so that expenses can be tracked along the course of the year.~~

~~———— The Library may not enter into contracts for periods more than one calendar year. Contracts of a greater term may be permitted if the contract results in an overall savings to the Library and such multi-year contracts would include an annual "opt out"/cancellation provision in the event the necessary funds were not budgeted in succeeding fiscal years.~~

~~———— All contracts entered in compliance with this policy will be reviewed ninety (90) days prior to termination or renewal for the purpose of determining acceptable performance, financial considerations, competition, and other factors that would inform a decision to continue the contractual relationship.~~

~~———— All contracts for the upcoming year will be in place prior to year's end.~~

Adopted December 15, 2014



March 19, 2024

Ms. Amy Shipley
Executive Director
Basalt Regional Library
14 Midland Avenue
Basalt, Colorado 81621

Basalt Regional Library Roof Replacement Project

Add Services
WJE No. 2022.0731.0

Dear Ms. Shipley:

Wiss, Janney, Elstner Associates, Inc. (WJE) is pleased to present this add services proposal for professional services related to the roof replacement project at the Basalt Regional Library project located at 14 Midland Avenue, Basalt, Colorado. This letter outlines our additional scope of services as well as associated fees.

BACKGROUND

To date, WJE has completed a roof assessment, report or our findings, Construction Documents (CD) for the roof replacement, and bid administration services. WJE is contracted to complete submittal and request for information reviews. site visits during construction, and site visit reports.

On October 10, 2023, WJE sent an email to Ms. Shipley requesting that additional services be considered. In our October 10th correspondence, WJE noted that we had accumulated charges at that time of \$30,618.49 which included the assessment, report, and CDs. We had established a budget of \$20,000 for those three tasks. The additional cost was due to an additional site visit, plus extra time involved with developing the CDs. In our email, WJE expressed concern that fees were going to continue to over exceed our original budget. The original budget table is below for reference.

Phase	Description	Fees
1	Condition Assessment and Report	\$ 8,000
2	Construction Documents	\$ 12,000
	Pre-Bid Meeting & Bid Admin	\$ 2,000
3	Review of Submittal & RFIs	\$ 4,500
	Site Visit and Site Visit Report (5 total)	\$ 15,000
TOTAL		\$ 41,500

Since the CDs were issued, WJE has participated in multiple other tasks that we believe were outside of our original scope of work. These additional tasks include:

- Meetings with the board to discuss various matters related to the roof work.
- Helping draft the request for proposal (RFP) that was distributed to contractors.
- A roof system comparison spreadsheet outlining the pros and cons of various roof systems.
- Research on the competitive bid process for public institutions in the Basalt region.
- Two rounds of written questions and responses from prospective contractors.
- Emails and phone call with local building officials and the fire marshal regarding the egress around the PV panels on the roof.
- Produced the bid form evaluation spreadsheet for the use of the Board to evaluate bids.
- Provide additional questions for contractor consideration after bids had been received.
- Provided an excel file with breakdown of cost from each bid.

More recently, the Board has requested WJE increase their site visits and site visit reports during construction. The original total was 5 site visits throughout construction. It is our understanding that a 10-week schedule for the roof replacement is likely, therefore, we propose to increase our site visits from 5 to 10 total.

FEES, TERMS AND CONDITIONS

The above-described additional services, plus the extra time involved with developing the CDs has put our project budget finances at a loss back in October 2023. WJE does not expect the Basalt Regional Library to cover all of our overages, however, we are requesting that the Board consider a compromise of **\$7,500**, for the additional scope of services described above plus an additional **\$15,000** for the extra 5 site visits and site visit reports which includes travel and expenses.

The requested additional fees would provide us with enough budget to complete the remaining tasks which include review of submittals and requests for information, provide a sealed set of CDs for construction and permitting, and complete site visits and site visit reports.

All services will be provided in accordance with our enclosed *Terms and Conditions for Professional Services*. We are available to discuss this proposal with you in more detail should you have any questions.

Sincerely,

WISS, JANNEY, ELSTNER ASSOCIATES, INC.



Chris McInnis, AIA
Senior Associate

**Authorization to Proceed – Basalt Regional Library District
WJE No. 2022.7310.0 – ADD SERVICES**

Name: _____ (please print)

Signature: _____

Title: _____

As Agent or Principal for: _____

Date: _____



4/2/2024

Ryan Mahoney, City Manager, and Town Council
Town of Basalt
Basalt Town Hall
101 Midland Avenue
Basalt, CO 81621

Dear Mr. Mahoney and Town Council,

I am writing as executive director of the Basalt Regional Library District and on behalf of the Board of Trustees to advocate for affordable housing projects in our community. As an employer and long-time resident in this area, we are experiencing the pressing need for safe and affordable housing. The imperative to develop affordable housing requires the utmost priority to ensure that every individual and family in our community has access to a decent place to live.

Affordable housing is a fundamental right and a cornerstone for the well-being and economic prosperity of our community. It enables individuals and families to live closer to their workplaces, reduces commute times, and fosters a more cohesive and interconnected community.

We firmly believe that with meticulous planning and community input, we can overcome concerns regarding the impact of affordable housing projects on property values and neighborhood aesthetics. These projects can be seamlessly integrated for the benefit of all. We can create a more inclusive and diverse community that thrives on the strength of its residents by providing affordable housing options.

We urge you to prioritize and actively support the development of truly affordable housing projects in our area. By doing so, we can make a substantial difference in the lives of many individuals and families struggling to find an affordable place to call home. Entry-level employees at the Basalt Regional Library District earn \$21 per hour. The standard affordability rule suggests spending no more than 28% of income on housing. Someone making \$21 per hour could afford a monthly mortgage payment of around \$840. This dollar amount equates to a mortgage loan of around \$150,000. While we support affordable housing generally, we would like to see more effort toward housing that employees in our area could actually afford. We are ready and willing to offer my support in any way possible and am open to further discussions on this critical issue.

Thank you for turning your attention to housing our employees, and we anticipate positive progress in the development of affordable housing in our community.

Warmly,

A handwritten signature in blue ink that reads "Amy". The signature is fluid and cursive, with the first letter 'A' being particularly large and stylized.

Amy Shipley and the Board of Trustees
Basalt Regional Library District
14 Midland Ave
Basalt, CO 81621
ashipley@basaltlibrary.org
970-927-4311 x1008