

**Basalt Regional Library District Board of Trustees Meeting**  
**Monday, August 19, 2024, 5:15 PM**  
**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; Deborah Smith, Secretary; Suzi Jenkins, Trustee;  
John Goodwin, Trustee; Sarah Johnson, Trustee

**MISSION STATEMENT**

The confluence of community, freedom, and fun.  
A Place to Go - A Place to Gather - A Place to Grow

**AGENDA**

1. Call to order
2. Public Comments
3. Board Comments
4. Staff Comments
5. Action Item – Approve minutes and payables
  - a. Minutes of July 15, 2024, Board Meeting (page 3)
  - b. Minutes of July 22, 2024, Special Board Meeting (page 9)
  - c. Minutes of July 29, 2024, Special Board Meeting (page 10)
  - d. July 2024 Financials (page 15)
6. Friends of the Library Update; *Deb McCanne, Chair of the Friends of the Library*
7. Back-to-School Fair; *Brittany Crooke, Interim Youth Services Manager/Teen Librarian*
8. Library Closure on August 3
  - a. Why the library closed; *Amy Shipley*
  - b. Strategies to avoid closure in the future; *Amy Shipley and Trustees*
9. Continued Discussion and Preparation for Creation of Governance Committee (page 34), *Elaine Nagey*
10. Annual Board Trustee Recruiting, *Amy Shipley*
11. Discussion about potential 2025 ballot measure, *Amy Shipley*
12. Director's Report (page 11), *Amy Shipley*

**COMMITTEE REPORTS and ACTION ITEMS**

13. Facilities Committee: *Deb Smith, chair*

- a. Roof
  - b. Furniture
  - c. Capital Replacement Plan
- 14. Finance Committee: *Eric Pelander, chair*
  - a. July 2024 Financials (page 15)
  - b. Draft 2025 Budget
- 15. Personnel Committee: *Carolyn Kane, chair*
  - a. Executive Director evaluation
- 16. Policy Committee: *Elaine Nagey, chair*
  - a. Policy Committee on hiatus until October
- 17. Strategic Planning Task Force, *Eric Pelander, Elaine Nagey*
  - a. Developing Strategic Initiatives

**Actions**

- a. Discussion and possible vote to approve Vision Statement description (page 46)
- 18. Discussion and possible vote to appoint John Goodwin and Sarah Johnson to board committees, Elaine Nagey
- 19. Discussion and possible vote to approve Resolution in Opposition to the Statewide Proposals, Initiatives 50 & 108 (page 47)
- 20. Adjourn Meeting

**Basalt Regional Library District Board of Trustees**  
**Meeting Minutes**  
**July 15, 2024, 5:15 PM**

**Board of Trustees:** Elaine Nagey, President; Carolyn Kane, Vice president; Eric Pelander, Treasurer; Deborah Smith, Secretary; Suzi Jenkins, Trustee; John Goodwin, Trustee; Sarah Johnson, Trustee

**Staff Present:** Amy Shipley, Executive Director; Meghan Pearlman, Executive Administrative Assistant; Evelyn Dominguez, Human Resource Manager; Kristen Doyle, Cataloging and Collection Librarian

**Guests Present:** Enid Ritchy, Library Trust Secretary; Chris McInnis, Senior Associate at WJE Denver

1. Call to order  
Elaine called the meeting to order at 5:15.
2. Welcome John Goodwin and Sarah Johnson to the Board of Trustees  
Elaine welcomed John Goodwin, Eagle County Trustee and Sarah Johnson, Pitkin County Trustee to the Board of Trustees.
3. Public Comments  
None
4. Board Comments  
None
5. Staff Comments  
None
6. New Minutes Procedure – *Amy Shipley*  
Amy reviewed minutes procedure for correcting minutes taken during the previous Board of Trustee meetings. Minutes will be included in the board packet and board members are asked to come to the board meeting prepared to discuss any corrections. Meghan will note the corrections in the minutes of the current board meeting.  
  
We will continue to send out a draft of the agenda in advance of the meetings to give board members the opportunity to review and add to the agenda.
7. Action Item – Approve minutes and payables
  - a. Minutes of June 17, 2024, Board Meeting (page 3)  
No comments or corrections

- b. Minutes of June 19, 2024, Special Board Meeting (page 7)  
Correction: County Commissioners Steve Child and Francie Jacober should be listed as present.
- c. Minutes of June 26, 2024, Special Board Meeting (page 8)  
No comments or corrections
- d. June 2024 Accounts Payables (page 25)  
No comments or corrections

John Goodwin motioned to approve the minutes as corrected. Carolyn seconded. The motion carried unanimously.

8. Library Trust Update; *Enid Ritchy, Library Trust Board member*

Enid shared a report of what was discussed at the Library Trust meeting. The Library Trust was founded to accept charitable contributions and apply for grants. It is separate from the Board of Trustees. Enid spoke about two funding requests that were approved: the Back to School Fair and the Teen Café.

Friends of the Library and Library Trust are two different entities and the Friends of the Library is not a 501c3.

In order to honor our guest's time, agenda item 13.a. was taken out of order at this time in the agenda

9. Facilities Committee: Deb Smith, Chris McInnis, roof engineering consultant joined us via Zoom.

a. Roof Update

Some of our windows in the back of library have broken seals and there's condensation in between double pains. Deb said she smelled mold in The Shire study room. The Facility Committee will investigate this further.

Carlisle, the manufacture of the TPO membrane for the roof repair, will provide a 20-year warranty of the membrane of the roof except where the solar panel connection penetrates the TPO membrane, unless the library uses Carlisle's bracket system to attach the solar panels. This is for the slanted part of the roof where the solar panels are located. Amy is waiting for additional cost information, but it is estimated that Carlisle's attachment will cost \$40,000. If we use their recommended connection, Carlisle will warranty those sections where there are penetrations due to mounting the solar panels, in addition to the warranty on the entire TPO membrane of the roof (which is provided regardless of the decision about mounting solar panels).

Amy said that Ajax Roofing does not recommend the additional cost to purchase the attachments recommended by Carlisle. Chris McInnis, engineering

consultant for the project, joined the meeting via zoom. He also does not recommend paying the extra funds for the special bracket from Carlisle.

### **Actions**

- a. Discussion and possible vote to approve Carlisle approved solar panel mounting system  
Eric moved that we continue with our current approach and when the membrane is removed, if there's new information, we will hold a special meeting. Carolyn seconded. The motion passed unanimously.

#### **10. Update on Homelessness Training; Evelyn Dominguez, Human Resources Manager and Kristen Doyle, Cataloging & Collection Librarian**

Kristen reviewed the state of homelessness in the Roaring Fork Valley and why people experiencing homelessness use the library and how they engage with the library's programs and services. Staff are taking a course about working with individuals experiencing homelessness and how to mitigate conflict. Kristen reviewed the reasons why staff are taking this training.

Evelyn reviewed the goals of the training, why we chose this training, and the training process. Staff have been very engaged and interactive in the discussion sessions and have expressed that the training has been instrumental in fostering empathy and understanding, which are essential for effectively working with homeless populations. Most of the people who have shared they are unhoused or experiencing chronic homelessness have been pleasant and respectful with staff and using the library's services. There is rarely serious conflict in the library. The staff started this training in April and will participate in it for six months.

The board thanked Kristen and Evelyn for their presentation.

#### **11. Creation of Library Governance Committee; *Elaine Nagey, President* (page 39)**

The board discussed the need for the creation of a Board of Trustees governance committee. Elaine moved that the board will integrate new members into existing board committees and consider the need for a governance committee in six-months' time. John Goodwin seconded. The motion carried unanimously.

#### **12. New Trustee Mentors; *Elaine Nagey, President* (page 41)**

The board discussed the welcome of new board members and pairing them with existing board members as mentors. Elaine moved to start a mentoring program for new trustees and Eric seconded. The motion carried unanimously. Elaine asked that any trustee interested in being a mentor to contact her. Eric volunteered to be a mentor.

#### **13. Director's Report, *Amy Shipley* (page 9)**

Amy said that there has been very little public response or comments about the roof replacement's announcement. Amy has reached out to Basalt's town council to join

them at a meeting to share the strategic plan findings. There is a trustee training track at CALCON this September, and the library can pay to send one trustee, but all are welcome to participate. The Colorado Public Library standards have been updated. Amy will send board a link to those standards. Amy asked the board to copy her when they email library staff.

### **COMMITTEE REPORTS and ACTION ITEMS**

14. Facilities Committee: *Deb Smith, chair*

b. Capital Replacement Plan Update

The Facilities Committee recommends that we go with the Loyalty Update Plan for the Capital Replacement Plan.

**Actions**

c. Discussion and possible vote to approve Capital Replacement Plan Update bid (page 42)

Eric moved that we move forward with the Loyalty Update Plan for \$6,600.

Sarah Johnson seconded. The motion passed unanimously.

15. Finance Committee: *Eric Pelander, chair*

a. June 2024 Financials (page 15) Eric said revenue and expenses are tracking well. We are in good financial shape for the current year.

b. June 2024 Grant Spending Summary (page 36)

c. Preliminary Draft 2025 Budget

Amy and library staff have started working on a preliminary budget for 2025. The budget assumes that the revenue will be flat and includes a 3 – 6% increase in cost for inflation. The Finance Committee recommends looking at a 5% increase for payroll section.

16. Personnel Committee: *Carolyn Kane, chair*

a. Executive Director evaluation timeline and next steps

Carolyn reviewed the process and timeline of the Executive Director evaluation.

17. Policy Committee: *Elaine Nagey, chair*

The Policy Committee is not currently meeting.

18. Strategic Planning Task Force, *Eric Pelander, Elaine Nagey*

a. Community Survey

We received 346 responses from the survey. Amy has reviewed the preliminary results and they are overall very positive.

b. Community Meeting

We only had three attendees but the presentation went very well.

**Actions**

a. Discussion and possible vote to approve library values (page 57)

Amy reviewed the process of our values, mission, and vision work with staff and task force.

Deb moved to approve the five values as written. Eric seconded. The motion passed unanimously.

b. Discussion and possible vote to approve library mission statement (page 58)

Carolyn moved to approve the mission statement. Suzi seconded. The motion passed unanimously.

c. Discussion and possible vote to approve library vision statement (page 59)

Eric's suggested making the following changes to the library vision statement's non-bold section: The library, through our people, resources and partnerships, will do whatever we can to help people in the RFV with basic life needs (e.g., housing, childcare, workforce readiness) and opportunities to thrive (e.g., arts and recreation, lifelong learning, community connections).

We will revisit the non-bold section next month.

Eric moved that we approve the bold vision statement. Deb seconded. The motion passed unanimously.

19. Discussion and possible vote to direct the Executive Director to write and send a letter to the Town of Basalt and Town Council regarding affordable housing (page 60)

Elaine motioned to direct the Executive Director to draft the letter, send it to the board for their review, and meet on Monday via zoom to approve the letter to send to the Town of Basalt and Town Council regarding affordable housing. Carolyn seconded. The motion passed unanimously.

20. Adjourn Meeting

Eric moved to adjourn the meeting. John seconded. The motion passed unanimously.  
Meeting adjourned at 7:36.



## **Basalt Regional Library District Board of Trustees**

### **Meeting Minutes**

**July 22, 2024**

**Board of Trustees Present:** Elaine Nagey, Carolyn Kane, Deb Smith, Suzi Jenkins, Sarah Johnson

**Staff Present:** Amy Shipley

**Community Members Present:**

#### **1. Call to order**

Elaine called the meeting to order at 5:15pm

#### **2. Discussion and possible vote to approve letter to Town of Basalt and Basalt Town Council regarding affordable housing – *Amy Shipley***

Several suggestions for edits to the letter were made. It was also discussed that the letter be sent as a letter to the editor to the Aspen Times, the Aspen Daily News, and the Sopris Sun.

##### **Action**

Elaine asked for a motion to approve the letter and direct Amy to send the letter to town staff and the town council. Deb moved and Suzi seconded. The vote was unanimous.

Elaine asked for a motion to direct Amy to send the letter as letters to the editor to the Aspen Times, the Aspen Daily News, and the Sopris Sun. Deb moved and Carolyn seconded. The vote was unanimous.

Amy announced that she would be calling a special board meeting via zoom for Monday, July 29 at 5:15pm for discussion and possible vote on the mounting of the solar panels after the roof is replaced.

#### **3. Adjourn Meeting**

Elaine asked for a motion to adjourn the meeting. Sarah moved and Deb seconded. The vote was unanimous.

Meeting adjourned at 5:26pm

**Basalt Regional Library District Board of Trustees Meeting  
Meeting Minutes  
July 29, 2024**

**Board of Trustees:** Elaine Nagey, President; Eric Pelander, Treasurer; Suzi Jenkins, Trustee; John Goodwin, Trustee; Sarah Johnson, Trustee

**Staff Present:** Amy Shipley, Executive Director

**1. Call to order**

Elaine called the meeting to order at 5:15pm

**2. Discussion and possible vote on the mounting of the solar panels after the roof is replaced. – *Amy Shipley***

Elaine asked for a motion to proceed with option 2, using the Versa Bracket to attach the solar panels to the roof.

Eric so moved, Suzi seconded, motion carried with a unanimous vote.

**3. Adjourn Meeting**

Elaine asked for a motion to adjourn the meeting. Suzi so moved, Eric seconded, motion carried with a unanimous vote. Meeting adjourned 5:23pm.



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

**Administration**

The Strategic Planning Task Force has begun working on identifying the main strategic priorities we will include in the strategic plan. The strategic priorities are the main sections of the plan, which are then subdivided by goals, and then measurements. We will continue working on the strategic priorities over the next month, with a plan to bring those to the board at the October meeting. We will also begin to work on goals and measurements during September as we continue to narrow down the strategic priorities. We are on track to have a completed strategic plan document by the end of the year.

**Personnel Management**

<b>CURRENT STAFF</b>				
<b>Total Staff Count</b>	<b>Total FTE</b>	<b>Total Staff Hours per Week</b>	<b>Count of Staff Eligible for Benefits (over 20 hours)</b>	<b>Count of Staff Not Eligible for Benefits (under 20 hours)</b>
24	19.45	770	21	3

<b>STAFF VACANCIES</b>			
<b>Position</b>	<b>Scheduled Hours per Week</b>	<b>FTE</b>	<b>Benefits Eligible? (Y/N)</b>
Spanish Language Outreach Coordinator	40	1.00	Yes
Youth Services Associate	24	0.60	Yes
<b>Total</b>	64	1.6	N/A

The Community Engagement Manager resigned her position after two years with the library. We posted the position internally and externally, and we were able to promote the Adult Programming Coordinator to Community Engagement Manager! She will start in the management role in the first part of September. We have posted the Youth Services Associate and Spanish Language Outreach Coordinator positions and are seeking applications for both.

**Board**

Our two newest trustees completed their board orientation overview. One trustee is registered to attend the Colorado Association of Libraries conference for two days in September.

## **Finances**

The 2025 draft budget in the board packet is a “dream budget” and may need some cuts. The budget includes requests from staff about their needs for the next year. The Executive Director will be meeting with the Treasurer of the board and the chair of the Personnel Committee to discuss the 2025 payroll budget in more detail.

## **Collection**

The new thermal spine label is set up with working templates and is now the primary spine label printer. This printer uses fade-resistant resin and can print single spine labels at a time, increasing the durability of call number labels and efficiency when updating books. The backpacking kits have been added to the library of things collection - both have already been checked out by patrons. A backlog of juvenile explorer and literacy kits have also been cataloged and added. The cataloging and collection management librarian has created detailed circulation statistics reports for collection managers to aid with 2025 budget planning for the physical collection, eBooks and eAudiobooks, and magazines. Databases will also be evaluated to determine if any should be discontinued or added to the collection. A tech-savvy patron services associate has been creating python code in excel to identify call number errors and create better shelf reading list, which is helping the cataloging librarian quickly fix errors, especially in the non-fiction collection. Tech services also set up a Wonderbook (books for kids with built-in audiobooks) charging station in the check in room to ensure these popular items are ready-to-go when checked out by patrons.

## **Programs**

The Adult Programming Coordinator planned, organized, and executed the following events in July: Altered Books Workshop; Captivate the Crowd - Unlock the Secret to Dynamic Public Speaking; Mocktails Mix-Off on the Lawn; Michael Albert: Artist Talk and Poster Giveaway and Signing; Banned Book Club: Sold; Aspen Film Shorts; Dementia Education Series. One program highlight was the Mocktails Mix-Off; a collaboration with A Way Out, which is a local non-profit that provides scholarships to people struggling with addiction to attend treatment. There were over 20 people in attendance, many in recovery/sobriety and it was a fun and lively event. She also continued planning programs in September and beyond.

July saw three of the Basalt Library’s four Tunes and Tales events for 2024, all presented in collaboration with the Aspen Music Festival and School. The stories this month featured a jazzy-dancing baby, with music by trombone and percussion; a famous salsa singer, with music by violin and guitar; and a very imaginative cat, with music on the double bass. The Music Program Coordinator worked with the Children’s librarian and the Community Engagement Manager to present these events, which included one fully bilingual Tunes and Tales on July 10th with over 120 people in attendance. The books selected represented a wide range of stories, and the musical accompaniment featured a different genre and style each week to enhance the story. This month also marks the start of our concert series with chamber music by students from the Aspen Music Festival and School.

## **Community Relations and Outreach**

The cataloging and collection librarian has visited a long-time volunteer in her assisted living placement and delivered cards and well wishes from staff, and offered to check out and deliver books - this volunteer was grateful, and the librarian looks forward to checking on her again soon.

**Marketing**

Most marketing efforts for the month were dedicated to wrapping up the Summer Reading Program, including social media and radio ads for the Scholastic Book Fair.

There were a couple of articles in the paper about the library this month, one in the Sopris Sun about our strategic planning process and our events going on at the library; the second about the library closure on Saturday, August 3.

**Technology**

A few projects are in the works, and we are waiting for orders to come in. First, a couple additional handheld mics are being added to the Community Room AV system. The order has been placed but the mics are backordered. They should be installed in September. Next, one of the staff laptops stopped connecting to external displays. An additional laptop for staff meeting and presentation use has been ordered and should be delivered in the next few weeks.

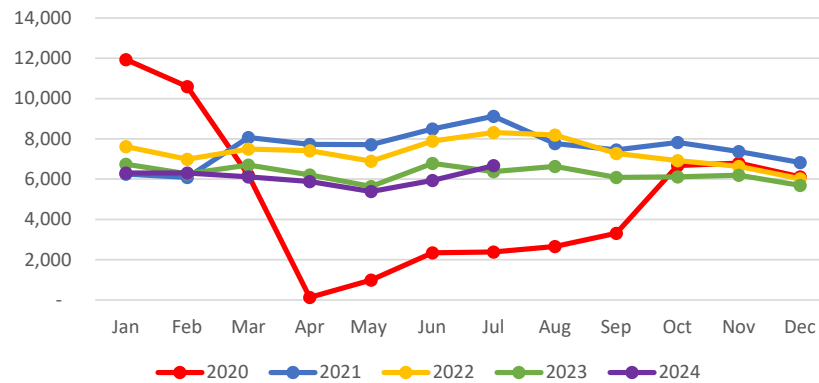
Accessibility work on the website has continued and the main library site and the events calendar/room management site are now at a 99% compliance rate. Work will continue to make the documents linked on the site accessible as well. An RFP has been developed and posted for a new website. Proposals are due August 25, 2024.

**Facility Maintenance and Management**

The roof project continues to progress, despite the heavy rains we have been having. Our environmental assessment found no evidence of mold in the building. We are still seeking bids on replacing or repairing the windows that have broken seals.

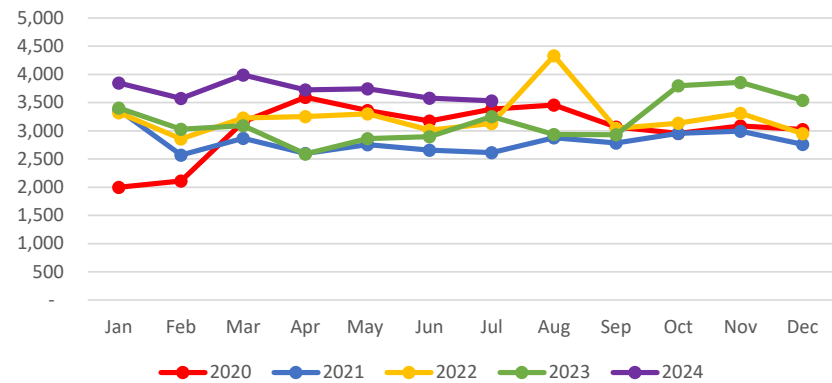
# Collection Statistics

## CIRCULATION OF PHYSICAL MATERIALS



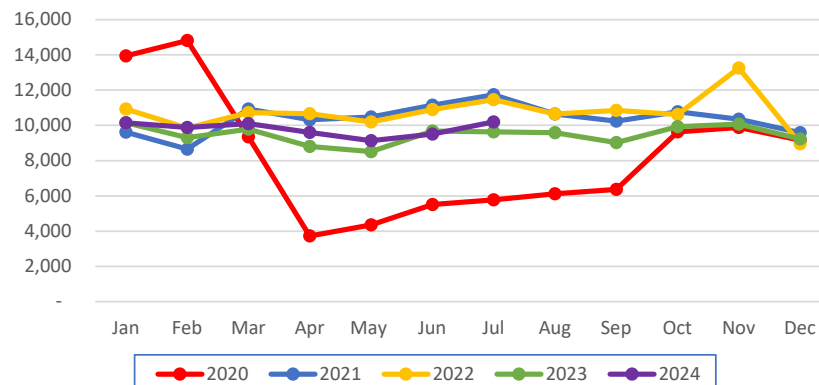
All physical items for checkout inside the library

## CIRCULATION OF DIGITAL MATERIALS

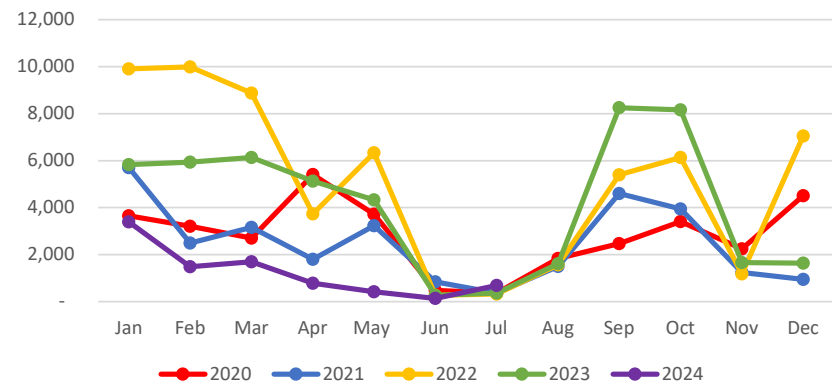


Ebooks  
Eaudio books  
Emagazines  
Kanopy movies  
Craftsy (Overdrive Craft Tutorial)

## PHYSICAL + DIGITAL CIRCULATION



## DATABASE USAGE



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

	General Operating	Bond Repayment	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Fund	Balance	(Conversion Fund)	Net Position
<b>ASSETS</b>						
Cash in Banks						
Alpine Bank #0127	472,926			472,926		472,926
Colo Trust - Tabor Reserve #8003	56,890			56,890		56,890
Colo Trust - Operating Fund #8004	2,236,268			2,236,268		2,236,268
Colo Trust - Bond Repayment #8002		731,219		731,219		731,219
Colo Trust - Capital Rsv Fund #8005			1,457,804	1,457,804		1,457,804
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	2,930			2,930		2,930
Property Tax Receivable	30,217			30,217		30,217
Pooled Cash (Interfund Transfers)	(398,764)	1,004,464	(605,700)	(0)		(0)
Capital Assets, net of depreciation	-	-	-	-	8,539,497	8,539,497
<b>Total Assets</b>	<b>2,400,579</b>	<b>1,735,683</b>	<b>852,104</b>	<b>4,988,367</b>	<b>8,539,497</b>	<b>13,527,864</b>
<b>LIABILITIES</b>						
<b>Current Liabilities</b>						
Accounts Payable & Accrued Liabilities	199,448	-	-	199,448		199,448
<b>Other Current Liabilities</b>						
Accrued Interest				-	9,974	9,974
Deferred Property Tax	30,217			30,217		30,217
Current Bonds Payable, 2012				-	-	-
<b>Total Current Liabilities</b>	<b>229,665</b>	<b>-</b>	<b>-</b>	<b>229,665</b>	<b>9,974</b>	<b>239,639</b>
<b>Long Term Liabilities</b>						
Bonds Payable, 2012		-		-	2,475,000	2,475,000
Accrued Compensated Absences				-	37,341	37,341
<b>Total Long Term Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,512,341</b>	<b>2,512,341</b>
<b>Total Liabilities</b>	<b>229,665</b>	<b>-</b>	<b>-</b>	<b>229,665</b>	<b>2,522,314</b>	<b>2,751,979</b>
<b>Fund Balance / Net Position</b>						
Net Investment in Capital Assets	-	-	-	-	6,064,497	6,064,497
Non Spendable	2,930	-	-	2,930	(2,930)	-
Restricted for:						
Tabor	61,000			61,000	-	61,000
Debt Service		1,735,683		1,735,683	-	1,735,683
Committed for Future Projects			852,104	852,104	(852,104)	-
Unassigned / Unrestricted	2,106,984	-	-	2,106,984	807,720	2,914,704
<b>Current Year Fund Balance / Net Position</b>	<b>2,170,914</b>	<b>1,735,683</b>	<b>852,104</b>	<b>4,758,702</b>	<b>6,017,183</b>	<b>10,775,884</b>
<b>Total Liabilities and Fund Balance / Net Position</b>	<b>2,400,579</b>	<b>1,735,683</b>	<b>852,104</b>	<b>4,988,367</b>	<b>8,539,497</b>	<b>13,527,864</b>

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

					YTD Actuals 12/31/23	2024 Budget	YTD Actuals 7/31/2024	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions		
General Operating Beginning Fund Balance					1,828,170	1,467,445	1,370,825	(96,619)	2,170,914			
Eagle County												
Assessed Value					273,153,790			419,653,120	419,653,120	419,653,120	estimate	
% Increase					0.59%			53.63%		0%		
Operating Mill Levy Rate					3.360			2.610	2.610	2.610		
Pitkin County												
Assessed Value					193,543,290			299,274,620	299,274,620	299,274,620	estimate	
% Increase					0.38%			54.63%		0%		
Operating Mill Levy Rate					3.360			2.610	2.610	2.610		
REVENUES												
4005 General Operating Mill Levy												
4010 Eagle County					698,962			1,095,295	1,118,765	102.14%	1,095,295	AV x mill levy (2.61)
4020 Pitkin County					505,189			781,107	757,219	96.94%	781,107	AV x mill levy (2.61)
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	1,875,984	99.98%	1,876,401	100%		
4100 MVSO - General Operating												
4110 Eagle County					83,822			70,000	39,433	56.33%	66,000	over-budgeted in 2024
4120 Pitkin County					37,040			30,000	16,479	54.93%	28,000	over-budgeted in 2024
Total MVSO - General Operating					120,861			100,000	55,912	55.91%	94,000	94%
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%	-	-
4290 Holy Cross Deposit Return/Member Equity					-			-	105	Not Budgeted	-	-
4261 Miscellaneous					9,399			12,000	9,872	82.27%	15,000	under-budgeted in 2024
Total Fines & Fees					19,061			12,000	9,977	83.14%	15,000	125%
4300 Earnings on investments												
4310 Colotrust Int Op Acct					100,753	80,000	55,372			69.22%	80,000	flat
4320 Mill Levy Interest					3,649	6,234	1,523			24.43%	1,000	over-budgeted in 2024
Total Earnings on investments					104,402	86,234	56,895			65.98%	81,000	94%
4400 Contributions *see detail												
4410 Contributions- Non-Restricted					3,256			5,000	-	0.00%	5,000	flat
4412 Contributions- Restricted					23,386			1,000	-	0.00%	1,000	flat
Total Contributions					26,642			6,000	-	0.00%	6,000	100%
4500 Grants - Non-Restricted												
4505 Grants - General Operating Grants					4,000			5,000	-	0.00%	5,000	flat
Grants - Kahle Foundation					-			1,060	-	0.00%	-	should not have been budgeted in 2024
Total Grants - Non-Restricted					4,000	6,060	-	0.00%	5,000			
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%	5,000	flat
4620.03 Restricted - CSD Safety Grant					2,135	-	2,428	Not Budgeted	-			



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

					YTD Actuals 12/31/23	2024 Budget	YTD Actuals 7/31/2024	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions
				Restricted - Charge Ahead	4	5	-	0.00%	-	should not have been budgeted in 2024
4620.14				Restricted - Library Trust	5,900	5,000	1,900	38.00%	5,000	flat
4620.15				Restricted - Other Misc	33,918	30,000	10,269	34.23%	5,000	down, no plan to bring back music circle fundraising yet
				Total Restricted Fund Income - Foundation/Friends	48,748	45,005	20,547	45.65%	15,000	33%
TOTAL REVENUES					1,873,886	2,131,700	2,019,315	94.73%	2,092,401	98%
				OPERATING:						
				Administration						
				Contract Services						
5010				Accounting	10,679	15,000	3,692	24.61%	6,000	over-budgeted in 2024
5020				Audit - Annual	13,250	14,045	14,045	100.00%	14,888	budgeted increase
5030				Courier	10,775	9,000	6,701	74.46%	9,000	
5040				Legal	1,396	5,000	4,143	82.86%	15,000	adding funds for potential ballot measure
5050				Miscellaneous Contracts		20,000	5,996		20,000	Potential ballot measure - 10,000; marketing study - \$10,000; new website - \$5,000
				Total Contract Services	36,100	63,045	34,577	54.84%	64,888	103%
5100				Insurance						
5110				Property & Liability Insur	36,329	38,509	39,214	101.83%	39,664	3% inflation increase
5120				Worker's compensation	1,484	2,519	1,782	70.75%	2,594	3% inflation increase
				Total Insurance	37,813	41,027	40,996	99.92%	42,258	103%
5220				Professional Dev. & Memberships						
5230				Board	890	750	893	119.07%	1,500	under-budgeted in 2024
5235				Employers Council	3,417	3,600	3,799	105.53%	3,600	flat
5240				Library Association Dues	1,358	1,000	1,835	183.50%	1,000	flat, no PLA in 2025
5250				Spec District Ass'n Due	1,196	1,695	1,238	73.01%	1,746	3% Inflation Increase
5260				Staff	6,994	12,000	6,574	54.79%	8,000	no PLA in 2025
5275				Volunteer Appreciation	453	1,000	-	0.00%	1,000	flat
5276				Staff Appreciation	1,271	2,000	600	29.98%	2,000	flat
5270				Travel expenses	8,083	9,000	8,426	93.62%	5,000	no PLA in 2025
				Total Professional Dev. & Memberships	23,662	31,045	23,364	75.26%	23,846	77%
5280				Publicity						
5290				Advertising - General	1,705	6,000	1,104	18.40%	6,000	flat
5283				Anniversary Celebration	(755)		-	0.00%		
5285				Radio	16,055	16,500	16,252	98.50%	17,850	108%
5293				Signage	972	1,500	175	11.65%	500	done with signage project
5295				Social Media Ads	681	1,500	577	38.46%	3,000	increase for potential ballot measure
5297				Targeted Newspaper Ads	5,896	7,000	2,533	36.19%	9,500	136%
5286				Spanish Language Interpretation/Translating	1,933	6,000	1,383	23.04%	6,000	flat
5287				Job Ads	1,207	2,000	455	22.75%	2,000	flat
				Total Publicity	27,693	40,500	22,478	55.50%	44,850	111%
5300				Supplies						
5310				Office Supplies	11,321	14,000	7,576	54.12%	14,000	flat
5320				Technical Cataloging & Service	8,873	8,500	3,966	46.66%	8,500	flat
5330				Postage & Shipping	1,133	500	11	2.19%	500	flat
				Total Supplies	21,327	23,000	11,553	50.23%	23,000	100%
5350				Treasurer's fees						
5360				Eagle fees	27,021	32,859	33,578	102.19%	32,859	3% of Property Tax
5370				Pitkin fees	31,115	39,055	32,902	84.24%	39,055	5% of Property Tax
				Total Treasurer's fees	58,136	71,914	66,480	92.44%	71,914	100%

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 7/31/2024	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions
			<b>Total Administration</b>	204,732	270,531	199,448	73.72%	270,756	100%
			<b>Facility Expenses</b>						
5410			Janitorial	55,583	55,000	32,069	58.31%	55,000	flat
5420			Janitorial Supplies	8,281	9,000	5,050	56.11%	9,000	flat
5430			Landscaping	11,873	13,835	6,678	48.27%	12,000	over-budgeted in 2024
5440			Maintenance *Detailed List Attached	28,762	20,000	16,515	82.57%	20,000	flat
5460			Snow Removal	4,620	4,898	-	0.00%	5,045	3% inflation increase
			<b>Total Facility Expenses (Maintenance)</b>	109,119	102,733	60,312	58.71%	101,045	98%
5500			Utilities						
5510			Electric	7,980	8,000	3,636	45.45%	8,240	3% inflation increase
5515			Compost Collection System	1,403	1,871	1,108	59.20%	1,927	3% inflation increase
5520			Gas	15,326	17,798	9,987	56.11%	18,332	3% inflation increase
5530			Internet Connectivity	8,051	15,000	5,670	37.80%	15,450	3% inflation increase
5540			Sanitation	3,331	3,561	2,528	71.01%	3,667	3% inflation increase
5550			Telephone	6,130	8,930	3,829	42.88%	9,198	3% inflation increase
5560			Trash	8,346	9,847	5,141	52.21%	10,142	3% inflation increase
5570			Water	5,481	5,049	1,768	35.03%	5,200	3% inflation increase
			<b>Total Utilities</b>	56,048	70,055	33,668	48.06%	72,157	103%
			<b>Total Facility Expenses</b>	165,167	172,788	93,980	54.39%	173,201	100%
			<b>Library Programs</b>						
5610			Adult Program	14,935	11,000	6,860	62.36%	11,000	flat
5612			Adult Materials	(35)	-	-	0.00%	-	-
5620			Children's	7,265	5,500	3,670	66.72%	5,500	flat
5625			Children's Materials	84	-	-	0.00%	-	-
5634			Liquor License	665	400	-	0.00%	400	flat
5633			Movie License	173	550	346	62.91%	550	flat
5640			Music	21,789	17,000	18,003	105.90%	19,000	112%
5650			Spanish Language	2,746	4,000	1,696	42.40%	4,000	flat
5660			Teens	6,230	3,500	3,245	92.72%	3,500	flat
5601			Summer Reading						
5601.01			Adult Summer Reading	2,133	1,000	244	24.43%	1,000	flat
5601.02			Teen Summer Reading	2,147	2,500	3,823	152.90%	2,500	flat
5601.03			Children's Summer Reading	5,893	5,500	4,268	77.60%	5,500	flat
5601.04			Spanish Language Summer Reading	941	2,000	652	32.62%	2,000	flat
5602			Community Events	9,194	15,000	8,015	53.43%	15,000	flat
			<b>Total Library Programs</b>	74,161	67,950	50,822	74.79%	69,950	103%
			<b>Technology &amp; Equipment</b>						
			<b>Copiers &amp; Equipment</b>						
5730			Lease	407	-	-	0.00%	-	-
5740			Service Agreement / Copy Usage	4,142	2,500	2,615	104.61%	2,500	flat
5750			Copier Supplies	124	-	-	0.00%	-	-
			<b>Total Copiers &amp; Equipment</b>	4,673	2,500	2,615	104.61%	2,500	100%
5760			Marmot ILS System	92,577	99,910	71,998	72.06%	105,730	vendor quoted 9% increase
5770			Miscellaneous Parts	824	2,000	1,579	78.94%	2,000	flat
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%	-	-

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

			YTD Actuals 12/31/23	2024 Budget	YTD Actuals 7/31/2024	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions
5781		Marketing & Graphic Design	-	2,500	3,986	159.42%	2,800	112%
5783		Website Tools	1,998	2,500	1,192	47.69%	9,400	376%
5785		Communication & Time Management	-	4,500	2,272	50.49%	7,500	167%
		Total Support & Service Agreements	8,587	9,500	7,450	78.42%	19,700	207%
5840		Tech Labor & Repair	-	-	-	0.00%		
		<b>Total Technology</b>	<b>106,661</b>	<b>113,910</b>	<b>83,642</b>	<b>73.43%</b>	<b>129,930</b>	<b>114%</b>
		<b>Collections</b>						
5910		Audio						
5920		Adult BCD	3,528	3,000	1,469	48.98%	3,000	flat
5922		Spanish Audio Adult	525	500	-	0.00%	500	flat
5924		Spanish Audio Youth	321	500	-	0.00%	500	flat
5930		Youth Audio	1,312	3,000	1,210	40.32%	3,000	flat
		Total Audio	5,686	7,000	2,679	38.27%	7,000	100%
6000		Books & Magazines						
6010		Adult fiction books	10,835	12,000	6,740	56.16%	12,800	107%
6020		Adult non-fiction books	13,267	12,000	6,764	56.37%	12,800	107%
6025		Board Games	398	500	284	56.77%	500	flat
6030		Juvenile Fiction	8,438	9,100	5,263	57.84%	9,100	flat
6040		Juvenile Non-Fiction	2,094	4,000	2,474	61.84%	4,000	flat
6045		Large Print	2,421	2,000	958	47.88%	2,000	flat
6050		Print Subscriptions	4,082	4,500	343	7.63%	3,200	71%
6055		Replacement Books - Purchased	2,100	1,500	1,376	91.73%	1,500	flat
6060		Spanish Adult fiction	1,692	2,000	1,113	55.63%	2,000	flat
6070		Spanish adult non-fiction	948	1,500	899	59.93%	1,500	flat
6080		Spanish children's books	4,109	5,000	2,704	54.07%	5,000	flat
6100		YA Fiction	5,754	3,500	2,833	80.95%	4,000	114%
6110		YA Non-Fiction	1,559	1,700	1,039	61.11%	1,700	flat
6120		Special Items	1,798	2,000	1,664	83.19%	2,000	flat
		Total Books	59,498	61,300	34,452	56.20%	62,100	101%
6200		Digital Resources						
6210		Annual Subscriptions:						
6240		Ency Britannica	493	-	-	0.00%	-	
6250		Gale Public	2,035	-	-	0.00%	-	
6270		Mango Languages	-	4,000	4,111	102.79%	4,250	106%
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		Downloadable Titles:						
6305		Kanopy	6,000	6,000	-	0.00%	5,000	83%
6320		Overdrive	20,816	25,000	16,142	64.57%	27,000	108%
6340		Online Databases	146	7,500	6,673	88.98%	5,000	67%
6350		Online Newspaper Subscriptions	-	2,000	1,299	64.95%	1,500	75%
		Total Digital Resources	31,440	44,500	28,226	63.43%	42,750	96%
6400		Media						
6420		Juvenile Music	66	-	-	0.00%	-	
6430		Adult Movies	6,145	6,000	3,046	50.77%	6,000	flat
6440		Juvenile Movies	735	1,000	383	38.27%	1,000	flat
6460		Video / Games	768	800	451	56.34%	1,500	188%
		Total Media	7,714	7,800	3,880	49.74%	8,500	109%
		<b>Total Collections</b>	<b>104,337</b>	<b>120,600</b>	<b>69,236</b>	<b>57.41%</b>	<b>120,350</b>	<b>100%</b>
6800		Restricted Funds						
6801		Restricted Exp - Misc	-	40,000	-	0.00%	40,000	flat
		<b>Total Restricted Funds</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>0.00%</b>	<b>40,000</b>	<b>100%</b>
		<b>Total Operating expenses</b>	<b>655,057</b>	<b>785,779</b>	<b>497,128</b>	<b>63.27%</b>	<b>804,187</b>	<b>102%</b>

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 7/31/2024	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions
<b>6900</b>	<b>Payroll Expenses</b>								
6910	Payroll			863,099	1,031,652	581,088	56.33%	1,081,153	105%
6920	Payroll Service			6,343	8,000	4,034	50.43%	8,075	101%
6930	Payroll Taxes			68,510	83,000	46,214	55.68%	87,350	105%
6940	Retirement Plan			26,048	25,250	12,977	51.39%	26,135	104%
6950	Health Insurance			102,207	130,500	72,383	55.47%	151,232	116%
6960	Life Insurance			-	750	-	0.00%	645	86%
6965	STD/LTD			-	3,500	-	0.00%	3,608	103%
6970	FAMILY			7,222	9,250	4,458	48.20%	9,730	105%
6957	Background Check			2,750	950	944	99.37%	1,900	200%
	<b>Total Payroll Expenses</b>			<b>1,076,178</b>	<b>1,292,852</b>	<b>722,099</b>	<b>55.85%</b>	<b>1,369,830</b>	<b>106%</b>
	<b>TOTAL EXPENDITURES</b>			<b>1,731,235</b>	<b>2,078,631</b>	<b>1,219,226</b>	<b>58.66%</b>	<b>2,174,017</b>	<b>105%</b>
	<b>Net General Fund Income/(Loss)</b>			<b>142,652</b>	<b>53,069</b>	<b>800,089</b>		<b>(81,616)</b>	<b>-154%</b>
	Allocation to Capital Reserve Outlay			600,000	90,000	-	0.00%	90,000	
	Allocation to Bond Repayment							607	
	<b>General Fund Balance</b>			<b>1,370,825</b>	<b>1,430,513</b>	<b>2,170,914</b>	<b>151.76%</b>	<b>1,999,298</b>	<b>92%</b>

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

[illegible]

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 7/31/2024	Actuals vs Budget YTD %	2024 Forecast	2025 Prelim Budget	Budget Assumptions
<b>Capital Reserve Beginning Fund Balance</b>				<b>602,128</b>	<b>1,159,066</b>	<b>1,150,083</b>	(8,984)	<b>852,104</b>	<b>203,073</b>	
<b>REVENUES</b>										
7210		Allocation From General Fund		600,000	90,000	-	0.00%	90,000	90,000	
7230		Interest Earned - Reserve Fund		58,509	35,000	45,544	130.13%	58,249	80,000	
<b>TOTAL REVENUES</b>				<b>658,509</b>	<b>125,000</b>	<b>45,544</b>	<b>36.44%</b>	<b>148,249</b>	<b>170,000</b>	
<b>EXPENDITURES</b>										
8310		Miscellaneous		8,786	10,000	-	0.00%	-	25,000	250%
8310.03		Conference Room - A/V Replace		12,639	10,000	12,007	120.07%	12,007	-	
8310.04		Computers - Patron		21,136	12,000	10,785	89.87%	10,785	3,500	29%
8310.05		Computers - Staff		9,932	12,000	4,488	37.40%	4,488	24,500	204%
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%	-	10,000	100%
8310.15		Roof		-	700,000	288,092	41.16%	700,000	-	
8310.16		Remove Solar from Roof		-	50,000	-	0.00%	50,000	-	
8310.17		Consulting Engineer		20,000	-	13,618	Not Budgeted	20,000	-	
8310.18		Furniture and Fixtures			50,000	2,979			50,000	100%
8310.19		Replace telephone system			10,000				10,000	100%
8310.20		Replace kitchen appliances			2,500				2,500	100%
		Replace/repair windows							20,000	new item
<b>TOTAL EXPENDITURES</b>				<b>110,554</b>	<b>871,500</b>	<b>343,522</b>	<b>39.42%</b>	<b>797,280</b>	<b>145,500</b>	
<b>Net Fund Income/(Loss)</b>				<b>547,954</b>	<b>(746,500)</b>	<b>(297,978)</b>	<b>39.92%</b>	<b>(649,031)</b>	<b>24,500</b>	
<b>Capital Reserve Fund Balance</b>				<b>1,150,083</b>	<b>412,566</b>	<b>852,104</b>	<b>206.54%</b>	<b>203,073</b>	<b>227,573</b>	

**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
<b>Sub-Total January</b>				<b>\$ 773.70</b>
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
02/29/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	\$ 280.00
<b>Sub-Total February</b>				<b>\$ 1,627.04</b>
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
03/29/24	Lassiter Electric Inc.	Electrical	Lighting Repairs & Maintenance	1,630.00
03/31/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	1,236.42
<b>Sub-Total March</b>				<b>\$ 8,765.38</b>
04/08/24	First Impression Glass Cleaners	Building/Interior Maintenance	window cleaning	\$ 1,857.00
04/14/24	*Divvy	Miscellaneous	Keybox	\$ 11.99
<b>Sub-Total April</b>				<b>\$ 1,868.99</b>
<b>Sub-Total May</b>				<b>\$ -</b>
06/01/24	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 06/01/2024- 08/31/24	\$ 258.81
06/01/24	Acme Alarm Company	Alarm / Monitoring	3rd Qtr 2024 Monitoring	\$ 129.39
06/03/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	\$ 188.57
06/03/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	\$ 475.00
06/09/24	Daly Property Services, Inc.	Miscellaneous	Irrigation Repair	\$ 417.30
06/30/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	\$ 211.23
<b>Sub-Total June</b>				<b>\$ 1,680.30</b>
07/08/24	Roto Rooter Plumbing	Plumbing / Heating	Apply Calci Solve To Drain And Thoroughly Air Out Area	\$ 844.30
07/31/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	\$ 955.00
<b>Sub-Total July</b>				<b>\$ 1,799.30</b>
<b>Grand Total</b>				<b>\$ 16,514.71</b>

Alarm / Monitoring	\$ 1,648.23
Electrical	\$ 1,630.00
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 11,229.06
Inspection / Testing	\$ -
Pest Control	\$ 483.81
Plumbing / Heating	\$ 844.30
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 679.31
<b>Total</b>	<b>\$ 16,514.71</b>

**BASALT REGIONAL LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE LIST**  
July 6 - August 8

<b>BUDGET DESCRIPTION</b>	<b>PAYEE</b>	<b>AMOUNT</b>
Accounting	*Bill.com	282.88
Accounting	*Sqaure Services	35.00
Adult BCD	Blackstone Publishing	712.54
Adult Movies	Midwest Tape	577.05
Adult non-fiction books	Gregory Staple	50.00
Cap Res Exp- Consult Engineer	Wiss, Janney, Elstner Associates, Inc	5,500.00
Cap Res Exp- Roof	Ajax Roofing Company LLC	288,091.95
Children's	Livier Cruz Guerrero	350.00
Childrens Summer Reading	Cash Registers	100.00
Childrens Summer Reading	Venice Cruisers	96.00
Community Events	Clare Williams	300.00
Compost Collection System	EverGreen ZeroWaste	307.00
Electric	*Holy Cross Energy	612.27
Employment Council	Employers Council Services, Inc.	3,915.00
FAMLI	*Colorado Family And Medical Leave	2,171.29
Gas	*Black Hills Energy	187.64
Internet Connectivity	Ena Services Llc	243.05
Janitorial	Alsco	110.25
Janitorial Supplies	Aspen Maintenance Supply	1,576.48
Landscaping	Daly Property Services, Inc.	3,463.59
Legal	Garfield & Hecht, P.C.	1,890.00
Maintenance	Grizzly Creek Enterprises, Inc.	9,966.23
Maintenance	Integrity Fire Safety Services	942.00
Maintenance	Roto Rooter Plumbing	844.30
Marmot ILS System	Marmot Library Network, Inc.	22,859.75
Miscellaneous Contracts	Association Reserves- Colorado LLC	3,300.00
Multiple	*Divvy	10,046.85
Multiple	Ingram Library Services	5,362.93
Office Supplies	ODP Business Solutions	34.43
Overdrive	Overdrive, Inc	3,900.48
Payroll Liabilities	*TIAA-CREF	6,982.38
Payroll Service	*Paychex Payroll Service	559.19
Payroll Taxes	*Colorado State Treasurer - Unemployment	479.72
Prepaid Expense	OCLC, Inc.	1,428.18
Print Subscriptions	EBSCO	48.40
Sanitation	Basalt Sanitation District	808.50
Service Agreement	Image Net Consulting	2,338.67
Service Agreement	Wells Fargo Financial Leasing	21.96
Spanish Lang Summer Reading	Darian Woehr	100.00
Staff Appreciation	McFlynn, Donna	22.52
Targeted Newspaper Ads	Aspen Daily News	382.52
Targeted Newspaper Ads	The Sopris Sun	270.00



**BASALT REGIONAL LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE LIST**  
July 6 - August 8

<b>BUDGET DESCRIPTION</b>	<b>PAYEE</b>	<b>AMOUNT</b>
Teen Summer Reading	Dr. Noize	1,250.00
Telephone	Century Link	1,013.15
Translation / Interpretation	Dulce Andrea Suarez	332.50
Trash	Waste Management	1,459.72
Travel Expenses	Elizabeth DeWetter	24.44
Water	Town of Basalt	1,008.38
Wellness/Health Insurance	CEBT Willis of Colorado	12,086.44
Youth Audio	Playaway Products	111.73
<b>Grand Total</b>		<b><u>\$ 398,557.36</u></b>

*\* Vendor is set up for auto payments*



Statement: 06/15/2024 -  
07/15/2024

### Monthly statement

VISA

Basalt Library  
Account: MQU18040  
Pay cycle: Auto once monthly\*

We appreciate you.

Your statement balance as of 07/15/2024 is  
**\$10,046.85**

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	\$6,519.17
Payments	\$6,519.17
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$10,046.85
Statement balance	\$10,046.85



VISA

Statement: 06/15/2024 -  
07/15/2024

## Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
06/15/2024	**** 7553	OTC BRANDS INC	\$162.56	Linda Campbell
06/15/2024	**** 9712	AMAZON MKTPL*L38722DO3	\$135.58	Elena Marquez
06/15/2024	**** 7327	AMAZON.COM*FU3ZR4143	\$211.38	Kristen A Doyle
06/15/2024	**** 1835	BESTNEST INC	\$236.23	Brittany Crooke
06/15/2024	**** 1835	THRIFT BOOKS GLOBAL, LLC	\$116.94	Brittany Crooke
06/15/2024	**** 9304	VAL*WINE COUNTRY INN	\$155.00	Amy Shipley
06/15/2024	**** 7327	VAL*WINE COUNTRY INN	\$155.00	Kristen A Doyle
06/15/2024	**** 4228	VAL*WINE COUNTRY INN	\$155.00	Laura Baumgarten
06/16/2024	**** 3174	AMAZON MKTPL*J723V7SL3	\$14.99	Sandra F Dexter
06/16/2024	**** 3174	AMAZON MKTPL*TM40H3V33	\$215.21	Sandra F Dexter
06/16/2024	**** 7327	AMAZON MKTPL*JL7QQ6HC3	\$16.99	Kristen A Doyle
06/16/2024	**** 0011	Amazon.com*R58MB1GC2	\$19.07	Elizabeth DeWetter
06/18/2024	**** 0011	HEIRLOOMS	\$25.00	Elizabeth DeWetter
06/18/2024	**** 0011	CC CAFE	\$25.00	Elizabeth DeWetter
06/19/2024	**** 7370	CITY-MARKET #0433	\$36.74	Evelyn I Dominguez
06/19/2024	**** 7370	WHOLEFDS BLT #10298	\$23.17	Evelyn I Dominguez
06/19/2024	**** 9304	CC CAFE	\$19.96	Amy Shipley
06/19/2024	**** 1835	AMZN Mktp US*RZ94C68Y3	\$14.43	Brittany Crooke
06/20/2024	**** 1835	Amazon.com*OZ7XF2843	\$6.71	Brittany Crooke
06/20/2024	**** 1835	AMAZON MKTPL*E86PX2183	\$11.49	Brittany Crooke
06/21/2024	**** 9304	BODEGON BY DOMINGO SAUSA	\$17.09	Amy Shipley
06/22/2024	**** 7553	AMZN Mktp US*IN3H927P3	\$119.65	Linda Campbell
06/22/2024	**** 7553	AMAZON MKTPL*UB37T4GX3	\$84.85	Linda Campbell
06/22/2024	**** 7327	AMAZON MKTPL*SK7D64ZT3	\$13.90	Kristen A Doyle

DATE	CARD	MERCHANT	AMOUNT	NAME
06/22/2024	**** 7327	AMAZON MKTPL*E30BH8KD3	\$3.98	Kristen A Doyle
06/23/2024	**** 7370	HEATHER'S SAVORY PIES LLC	-\$30.00	Evelyn I Dominguez
06/24/2024	**** 9304	AMAZON MKTPL*RG3367872	\$441.89	Amy Shipley
06/26/2024	**** 4587	AMZN Mktp US*RG95N9YF1	\$36.62	Meghan Pearlman
06/27/2024	**** 0011	CITY-MARKET #0433	\$19.27	Elizabeth DeWetter
06/27/2024	**** 4587	FSP*CAL-COASSOCLIBRARIES	\$95.00	Meghan Pearlman
06/27/2024	**** 4587	FSP*CAL-COASSOCLIBRARIES	\$95.00	Meghan Pearlman
06/27/2024	**** 4587	FSP*CAL-COASSOCLIBRARIES	\$870.00	Meghan Pearlman
06/27/2024	**** 4587	FSP*CAL-COASSOCLIBRARIES	\$95.00	Meghan Pearlman
06/27/2024	**** 4228	Amazon.com*RC2QC13I2	\$6.99	Laura Baumgarten
06/28/2024	**** 4587	BEAVER RUN RESORT	\$158.88	Meghan Pearlman
06/28/2024	**** 4587	BEAVER RUN RESORT	\$158.88	Meghan Pearlman
06/28/2024	**** 4587	BEAVER RUN RESORT	\$158.88	Meghan Pearlman
06/28/2024	**** 4587	CITY-MARKET #0433	\$55.95	Meghan Pearlman
06/28/2024	**** 7370	Amazon.com*RC9EI0EI2	\$59.99	Evelyn I Dominguez
06/28/2024	**** 4587	AMAZON MKTPL*RC66A77L0	\$42.75	Meghan Pearlman
06/28/2024	**** 4587	AMAZON MKTPL*RC7WF2740	\$42.85	Meghan Pearlman
06/28/2024	**** 9304	DD DOORDASH LANICOFFE	\$16.91	Amy Shipley
06/28/2024	**** 7553	AMZN Mktp US*RC1XB11C2	\$23.95	Linda Campbell
06/29/2024	**** 9304	SQ *COPA VIDA CAFE - EAST	\$22.92	Amy Shipley
06/29/2024	**** 7553	AMAZON MKTPL*RC78Z7U70	\$54.03	Linda Campbell
06/29/2024	**** 2151	SMK*SURVEYMONKEY.COM	\$468.00	Christy Baumgarten
06/30/2024	**** 9304	DD DOORDASH BETTERBUZ	\$27.34	Amy Shipley
06/30/2024	**** 2151	FACEBK *DPYTC6UMH2	\$155.64	Christy Baumgarten
06/30/2024	**** 9304	DD DOORDASH BLUEPOKE	\$43.49	Amy Shipley
07/01/2024	**** 4587	Amazon.com*RC8009DT1	\$23.47	Meghan Pearlman
07/01/2024	**** 4587	AMAZON MKTPL*RC8TZ92M2	\$15.69	Meghan Pearlman
07/01/2024	**** 9304	DD DOORDASH BETTERBUZ	\$38.41	Amy Shipley

DATE	CARD	MERCHANT	AMOUNT	NAME
07/01/2024	**** 7327	AMAZON RET* 6120 SPECI	\$49.99	Kristen A Doyle
07/01/2024	**** 7327	AMZN Mktp US*RC8YQ29O1	\$39.99	Kristen A Doyle
07/02/2024	**** 2151	GOOGLE*GSUITE BASALTLI	\$316.80	Christy Baumgarten
07/02/2024	**** 7327	AMAZON MKTPL*R75EF2ELO	\$62.64	Kristen A Doyle
07/02/2024	**** 9304	DD DOORDASH BETTERBUZ	\$32.11	Amy Shipley
07/02/2024	**** 9304	OMNI SAN DIEGO FRONT D	\$1,954.14	Amy Shipley
07/02/2024	**** 4587	AMZN Mktp US*RC1443WF1	\$12.99	Meghan Pearlman
07/02/2024	**** 2151	TMOBILE POSTPAID WEB	\$606.37	Christy Baumgarten
07/03/2024	**** 0011	BASALT PRINTING	\$19.67	Elizabeth DeWetter
07/03/2024	**** 0011	SQ *CRAFT	\$25.00	Elizabeth DeWetter
07/03/2024	**** 4587	USPS PO 0706120530	\$4.87	Meghan Pearlman
07/03/2024	**** 9304	DD DOORDASH BETTERBUZ	\$35.11	Amy Shipley
07/03/2024	**** 9304	LAZ PARKING M26112-WC	\$84.00	Amy Shipley
07/03/2024	**** 7553	AMAZON MKTPL*R76C65Z31	\$17.99	Linda Campbell
07/04/2024	**** 7553	CITY-MARKET #0433	\$77.10	Linda Campbell
07/04/2024	**** 4587	FSP*CAL-COASSOCLIBRARIES	-\$36.00	Meghan Pearlman
07/05/2024	**** 9304	DREAMTIME WATER DIST	\$212.50	Amy Shipley
07/06/2024	**** 7327	AMAZON MKTPL*R75KM9P22	\$62.00	Kristen A Doyle
07/06/2024	**** 7327	AMAZON RETAIL* 5260	\$63.60	Kristen A Doyle
07/06/2024	**** 7327	Amazon.com*R78MY1720	\$419.98	Kristen A Doyle
07/06/2024	**** 7327	AMAZON MKTPL*R79QW8V12	\$89.99	Kristen A Doyle
07/09/2024	**** 2151	FSP*CAL-COASSOCLIBRARIES	\$300.00	Christy Baumgarten
07/10/2024	**** 1835	AMAZON MAR* 6055 BC GE	\$18.10	Brittany Crooke
07/11/2024	**** 7370	Etsy	\$24.75	Evelyn I Dominguez
07/11/2024	**** 9304	AMAZON MKTPL*RY1DE2A51	\$59.99	Amy Shipley
07/11/2024	**** 4228	Nintendo CD1235564667	\$3.99	Laura Baumgarten
07/11/2024	**** 2151	ADOBE *ADOBE	\$239.88	Christy Baumgarten
07/12/2024	**** 7553	AMAZON.COM*RY7QK2G31	\$15.70	Linda Campbell

DATE	CARD	MERCHANT	AMOUNT	NAME
07/13/2024	**** 7327	AMAZON.COM*RY0V17RM0	\$39.88	Kristen A Doyle
Total			\$10,046.85	

**Amazon Transaction Details**  
**July 2024**

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
7/29/2024	113-7029028-1057807		USD	93.45	StrengthsFinder 2.0
7/29/2024	113-7029028-1057807		USD		The Mighty Badge by Avery, 1" x 3" Silver Name Tags, 10 ID Badges, 80 Inserts for Laser Printers (71206)
7/26/2024	111-3841693-1386605	5310	USD	26.98	Passnag Replacement for Dyson V6 Battery 5000mAh 21.6v DC58 DC59 DC61 DC62 DC72 DC74
7/25/2024	111-8395591-7580251	5610	USD	24.49	Absolute Animal Motorhead Slim SV03 SV04 SV05 SV06 SV07 SV09
7/24/2024	111-4619681-8544217	5660	USD	77.04	Vplus 100% Compostable Small Paper Plates, 300 Pack 6 Inch Disposable Paper Plates, Uncoated
7/24/2024	111-5104539-1262667	5610	USD	103.53	Biodegradable Plates Made of Sugar Cane Fibers, Perfect for Sandwich, Cake, and Snack
7/24/2024	111-5104539-1262667	5610	USD		Check & Mate
7/24/2024	111-5104539-1262667	5610	USD		U by Kotex Clean & Secure Panty Liners, Light Absorbency, Long Length, 126 Count (Packaging May Vary)
7/24/2024	111-5104539-1262667	5610	USD		Amazon Brand - Mama Bear Gentle Touch Diapers, Hypoallergenic, Size 4, 148 Count, 4 Packs of 37, White
7/24/2024	111-5104539-1262667	5610	USD		Pura Baby Wipes 3 x 60 per pack (180 Wipes) 100% Plastic-Free & Plant Based Wipes, 99% Water, Suitable for Sensitive & Eczema-prone Skin, Fragrance Free & Hypoallergenic, EWG, Cruelty Free
7/23/2024	111-4696862-6593039	5050	USD	50.00	Amazon eGift Card - We Appreciate You
7/22/2024	114-4489633-7337019	5610	USD	69.90	Ace of Spades
7/19/2024	111-1646686-9800228		USD	50.00	Amazon eGift Card - Amazon Logo
7/18/2024	112-4433718-0656263		USD	51.99	Hosmart UltraSpeak Intercoms Wireless for Home, Two-Way Real-time Intercom Full Duplex
7/18/2024	111-3416703-4235435	6055	USD	10.86	Wireless Intercom System for Home Use, House Intercom System for Business with 1200 Feet Range (2 Stations)
7/17/2024	112-4533429-9944269	5620	USD	18.98	Cat Ninja: Wanted (Volume 3)
7/17/2024	112-3020383-0285061	5620	USD	287.94	Spartan Industrial - 12" X 15" (200 Count) Crystal Clear Resealable Cello Poly Bags for Packaging, Clothing & T Shirts - Self Seal & Reinforced
7/17/2024	112-3020383-0285061	5620	USD		Malaysia Snack Package (20 Count) College Student Care Package, Thanksgiving, Food Arrangement
7/17/2024	112-3020383-0285061	5620	USD		Chips & Crips - Birthday Treats for Adults, Kids, Teens
7/17/2024	112-7570581-8777809	5620	USD	251.94	Canadian Snack Care Package - Variety Pack of Treats for Kids and Adults - Snack Box with Cookies, Toffee, Sour Candy, Wine gums, Crackers, and Many More, - Gift Basket of Delicious Sweets by Lecsa
7/17/2024	112-8910091-3928212	5620	USD	208.00	Specialty Snacks (Products may vary due to availability - 25 Count)
7/17/2024	111-2862024-4841839	5310	USD	7.99	International Costa Rica Snack Box - Ideal Gift with FREE Custom Sticker! Tasty Hispanic and Latin
7/17/2024	111-1134096-4689837	5310	USD	54.99	American Snacks
					Tropi Delight Jamaican Variety Snack - Exotic Gift Box (40ct) International College Student Military
					Care Pack Assorted Caribbean Food Treats Chips Candy Basket Sampler
					Crystalware, 500 Pack White Beverage Paper Napkins, 1 Ply Cocktail Napkins, For Restaurant, Bar or
					Home use
					LEVOIT Vital100 Air Purifier Replacement, High-Efficiency Activated Carbon Filter, Vital 100-RF, 2
					Pack, White

**Amazon Transaction Details**  
**July 2024**

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
7/17/2024	111-2629578-4349004	5310	USD	29.04	Nexcare Duo Bandages, Painless Removal, Strong Adhesive Bandages Stay on for 24 Hours, Flexible Fabric Construction - 40 Pack Assorted Adhesive Bandages
7/17/2024	111-2629578-4349004	5310	USD		Scotch Super Glue Gel, 4-Pack of Single-Use Tubes, .017 oz each, Fast Drying, No Run Gel Formula (AD119)
7/17/2024	111-2629578-4349004	5310	USD		Command Indoor Picture Hanging Strips 34 Large Pairs, 68 Total Strips
7/17/2024	111-4066096-9887467	5660	USD	69.94	Torani Coffeehouse Variety Syrups - Sugar Free Vanilla, Classic Caramel, Classic Hazelnut Syrup with Little Squirt Syrup Pumps 25.4 Ounces
7/17/2024	111-4066096-9887467	5660	USD		Sugar Packets & Sweetener Assortment Packets Packaged by Bools, Sugar Packets, Splenda, Sweet'N Low Brown Sugar, Plus Bools Wooden Coffee Stirrers (300 Pack) Sugar Packets for Home, Office, Coffee,
7/17/2024	111-9288210-8132205	5660	USD	11.99	Maitys 720 Pieces 30 Sets Medium Square Nails Artificial Fake Nails Ballerina Press on Nails Glossy Fake Nails Cover False Nails Tips for Women Girls DIY(Classic Colors)
7/16/2024	111-0095048-5706600	6055	USD	20.99	Augbunny Durable Drawstring Water Resistant Dust Flap Stuff Sack Bag 4-Pack
7/16/2024	114-7641417-7529853	5610	USD	187.88	The Heaven & Earth Grocery Store: A Novel
7/15/2024	112-6228654-6155450	5601.03	USD	294.42	48 Pieces Unique Sensory Stickers for Anxiety Relief Items - Sensory Strips with Storage Box - 2 Textured Surface Fidget Strips for Office & Classroom Desk - Relieve Adult & Teen Stress
7/15/2024	112-6228654-6155450	5601.03	USD		Zonon 128 Pieces Cute Cartoon Gel Ink Pens Cartoon Animal Writing Pens 0.5 mm Assorted Styles Pens Stationery for Office School Student Kids Present, 8 Styles
7/15/2024	112-6228654-6155450	5601.03	USD		IRIS USA 13 Qt Stackable Plastic Storage Bins with Lids, 6 Pack - BPA-Free, Made in USA - See-Through Organizing Solution, Latches, Durable Nestable Containers, Secure Pull Handle - Clear
7/15/2024	112-6228654-6155450	5601.03	USD		PerKoop 100 Pcs Inspirational Pencil Erasers 8 Colors Erasers Small Block Erasers Motivational Bulk Erasers Cool Student Eraser for Kids Artists Teachers Office Classroom Back to School Supplies
7/15/2024	112-6228654-6155450	5601.03	USD		Gel Pens,Tanmit Gel Pens Set, 120 Colored Gel Pen plus 120 Refills for Adults Coloring Books, Drawing, Art Projects (No Duplicates)
7/15/2024	112-6228654-6155450	5601.03	USD		EOOUT 90pcs Mini Notebooks, Small Pocket Notebook, Colorful Lined Notepad, Journal Memo Notepad, 3.5"x5.5", 24 Colors for Kids, Students, Traveler, School Supplies
7/15/2024	112-6228654-6155450	5601.03	USD		(24 Pack) Sticky Notes 3x3 in Post Bright Stickies Colorful Super Sticking Power Memo Pads, Strong Adhesive, 74 Sheets/pad
7/15/2024	112-7244763-3581026	5601.03	USD	22.99	SMELHA Highlighters, 100 Pack Fashionable and Bright Assorted Colors Highlighters, 6 Colors Highlighters Bulk, Chisel Tip, Quick Dry Highlighter, Suitable for Offices, Schools, Home ...
7/15/2024	112-5468218-7313048		USD	39.98	Soonsoon 4K HDMI Cable 50Ft   High Speed HDMI 2.0 Cable 4K@60Hz 2K 1080P 3D ARC Ethernet HDMI Cord   for UHD TV Monitor Laptop Xbox PS4/PS5 ect (15m)
7/15/2024	112-5468218-7313048		USD		Highwings High-Speed 4K HDMI Cable 25 FT, 18Gbps 2.0 Braided HDMI Cord, 4K HDR,HDR10, HDCP 2.2,ARC,Video 4K Ultra HD,2160p,HD 1080p,3D, Compatible with Roku TV/HDTV/PS5/Blu-ray
7/15/2024	111-9141179-5722654	5660	USD	251.41	80 Pack Canvas Zipper Makeup Bags Bulk Pencil Pouches Blank DIY Craft Canvas Cosmetic Bag Pouch with Zipper for Makeup Cosmetic Toiletry Stationary Storage (Colorful Zippers)



**Amazon Transaction Details**  
**July 2024**

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
7/15/2024	111-9141179-5722654	5660	USD		Simply Genius Pens in Bulk - 100 pack of Office Pens - Retractable Ballpoint Pens in Black Ink - Great for Schools, Notebooks, Journals & More (Eco friendly recycled material)
7/15/2024	111-9141179-5722654	5660	USD		WAPETASHI 60 Rolls Washi Tape Set - 15mm Rainbow Colored Masking Tape, Decorative Tape for Bullet Journaling, Scrapbooking, DIY Arts & Crafts, Vision Board, Holiday Decoration
7/15/2024	111-9141179-5722654	5660	USD		27 Rolls Monet Gold Foil Vintage Washi Tape Set - Decorative Masking Tapes for Scrapbooking, Journaling, Crafts, School Supplies
7/15/2024	111-9141179-5722654	5660	USD		40 Rolls Washi Tape Set - 15 mm Wide Colored Masking Tape for Kids, Decorative Adhesive Tape for DIY Crafts, Gift Wrapping, Scrapbooking Supplies, Bullet Journals, Planners, Party Decorations
7/15/2024	111-9141179-5722654	5660	USD		Puffy Bulk Buy Paint 30 pack Premium Quality Nontoxic 3D Paint Set. Safe for Kids, Great for School Projects, Permanent on Fabric, Canvas, Wood, Glass, and More Craft Surfaces
7/15/2024	111-9223539-7137858	5660	USD	759.80	Epakh 10 Pack Natural Tote Bag with Zipper Reusable Canvas Grocery Bag Blank Cotton Tote Bags with Handles Large Plain Shopping Totes for Women Men DIY Painting Crafting Multipurpose Totes Set, Beige
7/15/2024	111-3112937-3053859	6055	USD	21.49	COOLBEBE 36" Sports Duffel Bag - 100L Large Travel Duffel Luggage Bag with Upgrade Zipper, Sturdy & Water Resistant, Black
7/10/2024	112-2302276-1783454	5620	USD	15.70	Frito Lay Fun Times Mix Variety Pack, (Pack of 40)
7/10/2024	114-9468871-4105048	6460	USD	39.88	DAVE THE DIVER: Anniversary Edition - Nintendo Switch
7/10/2024	114-5464991-9165038	5310	USD	59.99	96GB TCTEC Digital Voice Recorder with 7000 Hours Recording Capacity, Audio Noise Reduction, Sound Tape Recorder with Playback, Clip-on Mic Dictaphone for Meeting, Lecture
7/9/2024	111-4924264-7793810	6055	USD	18.10	The Dragon Prophecy (Geronimo Stilton and the Kingdom of Fantasy, No.4) (Geronimo Stilton and the Kingdom of Fantasy: Special Edition)
7/3/2024	111-0799327-5245052	6055	USD	62.00	Leder Games Root
7/3/2024	111-1315273-8860234	5260	USD	63.60	Belonging: A Culture of Place
7/3/2024	111-7308942-5042661	6120	USD	89.99	16.9" Portable DVD Player with 14.1" Large HD Screen, High Volume Speaker, with Extra Carrying Bag, Supports 4-6 Hours Built-in Battery and USB/SD Card/Sync TV [Not Support Blu-Ray]...
7/3/2024	111-4486586-7072237	6120	USD	419.98	SINGER   4423 Heavy Duty Sewing Machine With Included Accessory Kit, 97 Stitch Applications, Simple, Easy To Use & Great for Beginners
7/1/2024	112-6168483-1137848	6030	USD	17.99	Puppets Hand Puppets Puppets for Kids, Dinosaur Hand Puppets Dinosaur Toys Plush Puppet Stuffed Hand Puppet Dinosaur Toy, Puppet Story Toys Dinosaur Puppets Dinosaur Toys for Kids 3 5 7
				<b>Total</b>	<b>3,885.24</b>

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**Kezia Farnham**  
Senior Manager

# Governance committee: What it is & why boards need one

January 11, 2024

•

3 min read



Many words or terms describe the financial marketplace over the past decade — evolving, volatile, unexpected, shareholder activism, and **governance**, to name a few. The media regularly portrays corporate scandals, business failings, shareholder unrest and cybersecurity breaches. **Good governance**, led by an effective board governance committee, is the best tool boards have to ease those pressures.

According to the EY Center for Board Matters, the prevalence of engagement between corporations and investors and other economic factors has created a need to focus more on governance. Subsequently, the role of governance committees must evolve and expand to keep up with the rapid pace of change. To help, this article will explain:

- What a board governance committee is

- The mission of a governance committee
- Typical structure, roles and responsibilities of board governance Committees
- A checklist to increase committee productivity
- Best practices for an effective governance committee

## What is a governance committee on a board?

A governance committee is a group that serves as the board's main resource on governance. These committees support **good governance** by promoting the healthy development and functioning of the board, its committees and individual members. In this and other ways, the committee helps the board carry out its due diligence.

Committee members typically stay current on trends and changes around governance topics. Part of this work entails comparing their corporation's governance standards with those of competitors and the broader market. They also underpin the board's **governance structure**, including overseeing processes and policies, ensuring compliance, and managing complaints.

Most board committees meet at least quarterly, but they can meet as often as they need to. The CEO is usually a member of the governance committee. All members of the committee prepare regular reports for the full board of directors.

## What is the mission of a board governance committee?

A board governance committee exists to support board effectiveness. All boards have governance policies and procedures in place — as do the organizations they serve.

The governance committee helps boards execute their responsibilities according to that [framework](#). That includes everything from training directors on their responsibilities to conducting succession planning and recruiting new members.

## Governance committee structure

A governance committee has a similar structure to any other board committee. Eight to ten board directors will serve on the committee, while two of those directors will serve as either the chairperson or the secretary.

1. **Governance committee chairperson:** A chairperson unites other committee members in service of the committee's purpose. They don't necessarily manage other directors but lead the way, helping set priorities, evaluate progress, and spur important discussions. Chairpeople also lead committee meetings and report to the broader board.
2. **Committee secretary:** Like the corporate secretary, the committee secretary will keep records of all committee discussions and decisions. They'll help prepare meeting agendas, take minutes and distribute those minutes to all committee members. The secretary also plays a crucial role in creating board reports.
3. **Committee members:** A handful of other directors will also serve on the committee. They may work together or pursue

individual responsibilities that they'll then report back on. It's their job to collaborate, communicate openly, and successfully support the committee, the board, and the corporation in implementing good governance.

## Governance committee roles & responsibilities

The responsibilities of the governance committee pertain to **governing itself**, advising the board on governance principles and working to compose a diverse, skilled board. In recent years, the governance committee's role has expanded to include involvement in shareholder engagement and risk management.

- 1. Defining committee goals:** In governing itself, a governance committee is responsible for reviewing and revising the committee's job description, which normally occurs every two years or so. At this time, the committee may make recommendations to the board to revise the committee's job description or make other recommendations to the board for action.
- 2. Guiding governance:** The governance committee is the board's primary resource on governance issues. By staying current on **governance trends**, the committee monitors the effectiveness of board operations, board performance and governance policies.
- 3. Overseeing compliance:** Duties of the governance committee include recommending action to the board for structural changes to ensure the company complies with its legal and fiduciary duties. The governance committee is accountable for the board's and the company's governance guidelines and policies.

4. **New member recruitment and onboarding:** Shareholder activism has been on the rise, placing a renewed focus on board composition, board diversity and board refreshment. Governance boards take the lead in developing a purposeful process for recruiting and nominating a slate of qualified board members who are best suited for achieving the corporation's mission. Succession planning is a major activity of governance committees, along with orienting, onboarding, training and evaluating board directors.
5. **Engaging with shareholders:** In some cases, recent instability in the marketplace has led boards to expand the responsibilities of their governance committees to **shareholder proposals and engagement**. According to EY, 48% of boards reported that their governance committees oversee areas such as political spending, environmental sustainability, communications, proxy filings and other stakeholder areas. Along those lines, 19% of boards said that they felt their directors should represent the interests of all shareholders, and their boards expected their governance committees to shift to a long-term focus. Governance committees are more inclined to consider candidates recommended by shareholders and management for the nomination pool than in the past. However, they acknowledged that they weren't under any obligation to consider candidates suggested by management.
6. **Managing risk:** Another area that boards have been delegating to their governance committees is some degree of risk management. EY states that 15% of the board's reporting stated that their governance committees took accountability for the company's reputation, non-financial risks, enterprise management risks, business continuity plans, and safety strategies. Additional new challenges for governance committees include navigating changes in



regulations, technology, workforce demographics and disruptions to the business model.

7. **Navigating digital transformation:** There's been a substantial increase in board use of digital tools, such as board portals, secure messaging platforms and other software solutions that support good corporate governance. **Diligent Corporation** is the industry's leading, trusted name in board governance software and has a proven track record for excellence. Diligent's customers can count on being offered innovative governance software solutions that support good governance today and in the future.

## Checklist for a top-level board governance committee

In recent years, the **enhanced focus on corporate governance** has added similar intensity to board governance committees. The committee must govern the individuals who, in turn, govern the corporation. As the to-do list grows, a governance committee checklist can help the chairperson, and their fellow members hit key committee milestones throughout the year.

What a checklist contains may vary between boards, but most lists will generally include tasks like:

- Succession planning
- Recruiting new board members
- Onboarding new board members
- Director performance evaluations
- Overseeing board meetings
- Maintaining good governance within the board
- Engaging with all directors

- Facilitating learning opportunities

## Best practices for an effective board governance committee

Governance committees play a key role in evaluating the board's performance and educating the board on good corporate governance. It's an important role but also one that can be on relatively shaking ground; offering guidance to directors can call for constructive criticism as often as it does positive affirmation. Following these **best practices** will help governance committees successfully navigate the main personalities and priorities on a board of directors.

- 1. Regularly evaluate board performance:** The EY report shows that 98% of governance committees perform board evaluations annually. About 70% of governance committees oversee board committee evaluations, and about 35% of governance committees oversee individual director evaluations. A little over half of governance committees oversee or provide for director orientation and continuing board director education.
- 2. Don't automatically offer new terms:** It's been a longstanding practice of boards for board directors to serve long tenures. About 38% of the boards surveyed by EY stated that their board directors shouldn't expect an automatic renomination. Governance boards now consider each director's performance and contributions during their board tenure before offering board directors a new term.
- 3. Take board composition seriously:** Boards are more diverse than ever. Yet, more progress is still required to assemble boards as diverse as their stakeholders. Only **1%**

**of boards** have policies related to LGBTQIA+ representation at the governance level. This is just one example of the opportunity board governance committees have to push even further in finding highly skilled candidates with a variety of backgrounds capable of leading modern businesses into an uncertain future.

4. **Engage with stakeholders:** **73% of institutional investors** say shareholder engagement influences their approach to responsible investing. Governance committees should harness that focus by encouraging boards to meaningfully engage with shareholders. By understanding shareholder expectations, boards can create more value related to those investments and ultimately **keep the corporation competitive**.
5. **Encouraged continuing education:** The modern business landscape evolves at a breakneck pace. Yet, many directors struggle to keep up. Governance committees are critical in creating an **environment** that prioritizes **board education** — and penalizes complacency. Boards should have a firm grasp of emerging technology, key issues like **environmental, social and governance (ESG)** and global crises that impact how the corporation does business.

## Turn your governance committee into a tool for board effectiveness

Governance committees will continue to be bound by the traditional roles of overseeing governance policies and practices. But as the governance habits of corporations continue to be

scrutinized heavily, that role should evolve into more hands-on guidance.

Governance committees can play a key part in keeping corporations responsive to changing trends, assuming they have the right infrastructure behind them. Board management software can be equally useful to governance committees, automating committee checklists, managing board evaluations and more. Learn more about the [Diligent Board Portal](#) or request a demo.

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security

## Your Data Matters

At our core, transparency is key. We prioritize your privacy by providing clear information about your rights and facilitating their exercise. You're in

control, with the option to manage your preferences and the extent of information shared with us and our partners.

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Chat message from Diligent Bot: "Hi there 🙌 thanks for visiting Diligent! Can I point you in the right direction?I'm a virtual agent that's here to help."



Hi there 🙌 thanks for visiting Diligent! Can I point you in the right direction?I'm a virtual agent...

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**BASALT REGIONAL LIBRARY DISTRICT  
VISION STATEMENT**

**Empowering all people to live and thrive in the Roaring Fork Valley.**

**Empower** - to give people the tools they need. To provide people with resources. To connect people with the information they need

**All** - literally everyone, without judgment, without discrimination, without question

**People** - We can help dogs and cats, too, but we prefer to work with people

**To Live** - to build a sustainable life

**Thrive** - to prosper and flourish

**Roaring Fork Valley** - We strive to help every person who makes this valley what it is. Though the library lives in Basalt, our valley wouldn't exist without people from Parachute to Aspen. We advocate for everyone in our community to be well and whole.

*As of the date of posting of this resource, July 16, 2024:*

- *Petitions for Initiative 108 are still being circulated for signatures and*
- *Initiatives qualified for the November statewide election have not yet been assigned ballot numbers (statutory proposals will appear as “Proposition # \_\_\_\_” and constitutional amendments as “Amendment #\_\_\_\_”).*

**RESOLUTION NO. 2024-\_\_\_\_\_**

**RESOLUTION OF THE *[Insert name of the special District]*  
IN OPPOSITION TO THE STATEWIDE PROPOSALS, INITIATIVES 50 & 108**

WHEREAS, the vast majority of governments in Colorado, but not the State, levy a property tax to support essential public services and infrastructure;

WHEREAS, special districts are more dependent on property tax revenue than any other type of local government, as it is often their primary or even sole source of revenue;

WHEREAS, special districts have worked with their local voters to propose and approve property taxes, or to retain and spend revenues therefrom to support services, facilities and infrastructure needed and desired by the community and, more generally, to support public health, welfare, and safety;

WHEREAS, both Initiative 50 and Initiative 108 will nullify prior local budgeting and revenue decisions by their officials and voters, replacing local control of their community with a statewide calculation that will result in billions of dollars of locally lost revenue without any reduction in service or legal obligations;

WHEREAS, Initiatives 50 and 108 will substantially impair the ability of special districts to provide the public services and infrastructure that their constituent communities expect because resources will not keep pace with the factors that drive costs, including: general inflation, population growth, aging infrastructure, materials and labor for capital projects, or increased demands during and recovery from economic downturns;

WHEREAS, Initiative 50 fundamentally converts the local government property tax system, which can be tailored to meet local needs, into a statewide calculation that will hurt communities throughout the State, in particular, slower growing areas of the State whose revenues may be reduced to offset overall increases driven by growth in urban and resort communities;

WHEREAS, the text of Initiative 50, which amends the Colorado Constitution, is so ambiguous that experts are confounded about how it can be implemented, including its impact on

current and future governmental obligations, which will lead to years of politicking and legal challenges, making property tax an unpredictable and unreliable resource for local governments;

WHEREAS, Initiative 108 states that local governments will be reimbursed from state funds for lost property tax revenue, but that statement is an empty promise because those reductions are too large for the State's budget to sustain reimbursements, and further, the General Assembly has already indicated its disinclination in its recent property tax proposals and laws to provide reimbursements for lost revenue to non-school local governments; and

WHEREAS, Initiatives 50 and 108, individually and together, will destroy the short- and long-range planning efforts of Colorado's special districts that are necessary to absorb inflationary pressures, to employ public servants, to support existing and grow new public programs, to construct and maintain government infrastructure, and to respond to the needs and emergencies of Colorado's communities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE *[Insert name of the special District]* AS FOLLOWS:

1. It is the position of the Board of Directors of the *[Insert name of the special District]* that special districts and their constituents are best suited to determine the revenues necessary to meet the needs, expectations, and demands of the communities they serve.
2. The Board of Directors recognizes that special districts are accountable to their local voters, who may take action if the taxes they pay are not warranted for the services, facilities, and infrastructure provided by special districts in their communities.
3. *[Insert District specific observations and concerns into this list. Will these impacts impair short- or long-term planning? What services may be impacted? What projects will be pushed out or postponed indefinitely? Has your District had recruitment and retention issues? Has your District had difficulty in procurements, purchases, or capital materials due to inflation? Insert as many resolutions in this list as may be necessary to give context to your District's concerns].*
4. For the reasons set forth above, the Board of Directors concludes that both Initiative 50 and Initiative 108 diminish the ability of *[insert name of the special District]* to provide the vital services, facilities, and infrastructure *[tailor the foregoing list of essential services, facilities, and/or infrastructure to your District]* that the public needs, expects, and demands; and, therefore, the Board strongly urges a NO vote on Propositions 50 and 108 at the statewide election on November 5, 2024.

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the Board of Directors of the *[Insert name of the special District]*.

*[Signatures and Attestations]*