

Basalt Regional Library District Board of Trustees Meeting
Monday, October 21, 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 September 16, 2024 Board Meeting (page 3)
 - b. September 2024 Accounts payable (page 12)
6. Library Trust Update; *Library Trust Board Member*
7. Upcoming Program Themes; *Laura Baumgarten, Circulation & Youth Services Manager and Elizabeth DeWetter, Community Engagement Manager*
8. Discussion about potential 2025 ballot measure
9. Governance Committee
 - Discussion Item
 - a. Draft charge and membership (page 37)
 - Action Item
 - a. Discussion and possible vote to approve amendment to the bylaws to add Governance Committee
10. Director's Report, *Amy Shipley* (page 9)

COMMITTEE REPORTS and ACTION ITEMS

11. Facilities Committee: *Deb Smith, Chair*
 - a. Roof Update
 - b. Furniture Update

- c. Capital Replacement Plan (page 39)
- 12. Finance Committee: *Eric Pelander, chair*
 - a. September 2024 Financials (page 12)
 - b. Draft 2025 Budget
- 13. Personnel Committee: *Carolyn Kane, chair*
 - a. Executive Director evaluation
- 14. Policy Committee: *Elaine Nagey, chair*
- 15. Strategic Planning Task Force, *Eric Pelander, Elaine Nagey*
 - a. Discussion, reflection, and response to draft goals (page 42)
- 16. Executive Session to discuss Executive Director Evaluation pursuant to CRS § 24-6-402(4)(f)
- 17. Discussion and possible vote to direct Board President and Executive Director to sign 2025 Executive Director Contract
- 18. Adjourn Meeting

**Basalt Regional Library District Board of Trustees Meeting
Meeting Minutes
September 16, 2024**

Board of Trustees: Elaine Nagey, President; Carolyn Kane, Vice president; Eric Pelander, Treasurer; Deborah Smith, Secretary; Suzi Jenkins (on Zoom), Trustee; Sarah Johnson, Trustee

Public Present: Roger Garrett

Staff Present: Amy Shipley, Executive Director; Meghan Pearlman, Executive Administrative Assistant; Linda Campbell, Children's Librarian; Joseph Grange, IT & Marketing Associate; Samuel Schoon, Patron Services Associate; Elizabeth DeWetter, Community Engagement Manager

1. Call to order

Elaine called the meeting to order at 5:15.

2. Public Comments

None

3. Board Comments

Elaine will be sending one last article about governance committee for discussion and vote for next meeting.

4. Staff Comments

none

5. Action Item – Approve minutes and payables

a. Minutes of August 15, 2024, Board Meeting (page 3)

No comments or corrections

b. August 2024 Accounts payable (page 11)

No comments or corrections

Deborah moved to approve the minutes and account payable, Carolyn seconded. The motion carried unanimously.

6. CALCON Recap; *Linda Campbell, Joseph Grange, Samuel Schoon, Suzi Jenkins*

Linda Campbell, Joseph Grange, Samuel School, and Suzi Jenkins attended the Colorado Association of Libraries Annual Conference. Samuel Schoon, Joseph Grange and Suzi Jenkins shared highlights and things they learned from the conference. Amy shared Linda's highlights on behalf of Linda who couldn't be at the meeting. Everyone who attended learned a lot and had a positive experience.

7. Discussion about potential 2025 ballot measure

Amy and Eric are working on long-range financial planning and will have more to share at our next meeting. Amy is reaching out to other libraries as well as our lawyer to let them know we are considering a potential ballot measure in 2025. The Board will not vote until July or August of 2025 whether to go onto the ballot for November 2025. Until then we are considering going on the ballot and will do a feasibility study and will possibly work with a consultant to help guide the process and a vote yes campaign.

8. Director's Report, *Amy Shipley* (page 8)

We have promoted Elizabeth DeWetter to the position of Community Engagement Manager and also have several outstanding candidates for the Spanish Outreach Coordinator and Youth Services Associate position. We will be posting a patron services position soon.

We've had 15 proposals to redesign website and will be doing interviews to select the firm in the next few weeks. We hope to have a new website by the first of the year.

The roof is coming along and is nearly complete.

Database usage statistics are low because Culturegrams used to be highly used by schools, but they have since changed their login process and schools can no longer do multiple logins on one library cards. Previous years were inflated by this usage. Amy noted that we will increase marketing and staff training for database usage.

COMMITTEE REPORTS and ACTION ITEMS

9. Facilities Committee: *Deb Smith, Chair*

a. Roof Update

Amy said that we have about a week and a half left of the roof project. The engineer from WJM is coming out for an inspection and to create a punch list of final items to complete. He will then do a final check to make sure that the list is complete before we remit final payment. Amy expects a few minor change orders to come in, below the amount that Amy needs board approval to pay. Amy will publish a notice of final settlement in the newspaper and we have 60 days to make the final payment after that.

b. Furniture

Amy says she has received three bids from different furniture companies/designers. It was noted that the Third Street Center contracted with a local upholstery expert to recover their furniture. We will reach out to this person to discuss the feasibility of working with her.

c. Capital Replacement Plan

Deb met with the representative from Association Reserves along with Amy about the Capital Replacement Plan. The facilities committee suggested adding outside benches and landscaping to the capital replacement plan. Amy said that

the plan will have a turnaround time of about six weeks and will be finished in time for the final budget.

10. Finance Committee: *Eric Pelander, chair*

a. August 2024 Financials (page 15)

Eric said that our progress year to date is tracking very well through August. The bulk of the revenue has been received and expenses are tracking well to budget, including payroll.

It was noted that program expenses are a little high because the expenses are offset by grant funding. With this funding, we expect them to stay on budget.

b. Draft 2025 Budget

Eric reviewed the income and expenses for our 2025 draft budget. We have received preliminary numbers for Pitkin and Eagle Counties mill levy estimates, which are included in the 2025 budget. Eric noted that payroll is up about 8% in comparison to this year, but this is in part because health insurance is going up 13% for 2025 and a part-time role could potentially increase to full-time. Without these items, our payroll is tracking at 4% increase. The 2025 budget may have a deficit of around \$72K, that we will fund with our reserves.

2025 will be our final year for the bond repayment, with payoff being no later than November 2025.

11. Personnel Committee: *Carolyn Kane, chair*

a. Executive Director evaluation

The order of the meeting was changed and this item was moved to the end, because the trustees will go into executive session to discuss the Executive Director evaluation.

12. Policy Committee: *Elaine Nagey, chair*

a. Policy Committee on hiatus until October

The Policy Committee will meet in October. Members have been notified. The committee will create a priority timeline for reviewing and renewing policies in 2025.

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

a. Developing Strategic Initiatives

Board members were asked to share a goal for the seven draft themes of the strategic plan. Discussion ensued and included:

Community Hub:

- We are a community a community hub for the Anglo community, but not for Spanish speakers to the extent we could be.

- Diversify demographics in the next five years. Be very specific about demographic, not just Spanish speaking, but blue collar workers, senior citizens, thirtysomethings. Create programs and market programs to demographics we want to attract. Be more systematic about identifying demographics.
- When we think about the library as a community hub, we often think about programs. How can we think beyond programs and activities, because not everyone wants to participate. The library could also just be a place to hang out. How can we measure use in different ways and being bigger than what has been.
- Partner with the Town of Basalt to expand use of the grounds with library. We are more than the building – our proximity to the river, nature, and bird watching. Explore use of land behind the building.
- Connect with second homeowners who often feel disenfranchised in the community.
- How can we be a third place? Could we have food trucks outside, outdoor furniture, an easy place to hang out and it costs you nothing. A place to be.
- Offer a community potluck at Thanksgiving, bring everyone together in cross cultural and intergenerational activities. Come to be fed and create a sense of belonging with other people.
- Put in commercial kitchen and have cooking classes.

Life and Work Support:

- Offer telehealth kits and rooms to have telehealth appointments.
- Offer financial readiness support including tax preparation, household budgeting, banking. Be a community hub around life and work support.
- Provide additional resources for patrons who are experiencing homelessness and/or struggling financially. Offer bus passes and an expanded food pantry.
- Rename to Advocacy for Community Wellbeing – creating a healthier community
- Investigate options to expand hours to meet the needs of working families. For instance, can we open an hour earlier or close later one night a week.
- Offer programs to support family and kids after school, more than just on Wednesdays.

Library Excellence & Innovation

- Each staff team chooses and takes a course together. Help with team building and comradeship and continued education

Continued Fiscal Responsibilities:

- Continue expanding relationship with the library trust and financial funding, create a goal about the library trust.
- Ensure that the total cost to taxpayers does not exceed our local inflation.
- Ensure fiscal stability as the umbrella and then do goals on a lot of different levels such as the ballot measure, connecting with second homeowners, fundraising and endowments.

Staff Care:

- Create a housing saving fund to provide housing to employees at an affordable rate.
- Continue to boost staff moral and cultivate positive morale.
- Offer two-day staff training for leadership and management skills
- Break down hierarchical walls so staff feels on equal footing
- Provide opportunities for large and small group discussions for challenges faced at work
- Support staff in working through specific challenges and human resources
- Implement staff satisfaction surveys and use results to design second staff retreat of the year.
- Create goals around building social connection around formal work
- Offer chair massages to staff
- Offer resources to support staff in navigating affordable housing programs for this location.
- Offer bus passes for staff who commute
- Change the name of staff care to staff wellbeing
- Investigate lines of compensation benefits including housing support, education and degree benefits, travel to professional conferences, anniversary benefits, coming together for lunch.
- A goal around building staff social connections. Breakfast, happy hour, lunch. Informal promotion of social connection.

Facility:

- The library is a steward of the building, but the library is more than the building. How do we take advantage of the grounds and proximity to river and nature? Explore partnering with the town of Basalt to expand use of the grounds for the Library.
- Explore creating infrastructure to make more use of the land surrounding the library, ex: volleyball on the front lawn

b. Discussion of goals brainstorming

See above. Trustees were asked to email Amy additional thoughts.

14. Executive Session to discuss Executive Director Evaluation pursuant to CRS § 24-6-402(4)(f)

Elaine read motion to go into executive session to discuss Executive Director Evaluation pursuant to CRS § 24-6-402(4)(f). Eric moved. Carlyne seconded. The motion passed unanimously.

The exec session adjourned at 7:15 and public session convened 7:16. Eric motioned, Deb seconded, and the motion passed unanimously

15. Adjourn Meeting

The public session adjourned at 7:20.

BASALT REGIONAL LIBRARY DISTRICT
LEADERSHIP MONTHLY REPORT
September 2024

Administration

- New Hires: Completed hiring for two open positions, Spanish Language Outreach Coordinator and Youth Services Associate. Both began working the week of October 7th.
 - Draft goals for the new Strategic Plan are being drafted by the board and by staff. The Board will review them at the October board meeting, and staff will review them at the all staff workday on October 23.
-

Personnel Management

- The Community Engagement Manager and Teen Librarian have begun Teen Volunteer Interviews and will soon onboard new teen volunteers.
 - Ongoing volunteer program coordination continues, with teens actively participating.
-

Finances

- Budgetary evaluations are ongoing in preparation for 2025, with a decision to cancel Mango database and introduce Lingopie and Hiveclass for the upcoming year.
-

Collection

- New cataloged materials and book repairs were completed. A display highlighting Bram Stoker Award nominees was set up for October.
 - Book donations were gathered for Eagle County Senior Center, Sidewalk Libraries, and the Department of Corrections. The first shipment of books has been sent to the Fremont Correctional Facility.
-

Programs

- The Memoir Writing program for older adults has been extended into October due to high demand.
 - Successful events include:
 - Cycle of Memory film screening
 - Bicycle Repair Workshop
 - Banned Books Week (joint program with the Teen Librarian) featuring a display on censorship issues and altered book art.
 - Music Series: Hosted a performance featuring saxophone and piano duo Nick May and Alex Li as part of the "I Exist Project," celebrating queer composers.
-

Community Relations and Outreach

- The Community Engagement team attended events at the Eagle County Senior Center, offering book donations and hosting a lunch.
 - Planning for the Swap It Like It's Hot event on October 19 is underway. Marketing efforts are focused on generating excitement and gathering donations for this event.
-

Marketing

- Marketing campaigns for Swap It Like It's Hot include:
 - Social media ads
 - Radio ads

- Newspaper advertisements
- A banner displayed in the lobby, and custom bags for shoppers created in partnership with local business, Heirlooms.

Technology

- Fiber Internet installation is now complete, improving connectivity throughout the library.
- New microphones were installed in the community room to enhance AV capabilities.
- All library computers will switch to Windows 11 in October. Staff training on the new Operating System is underway.

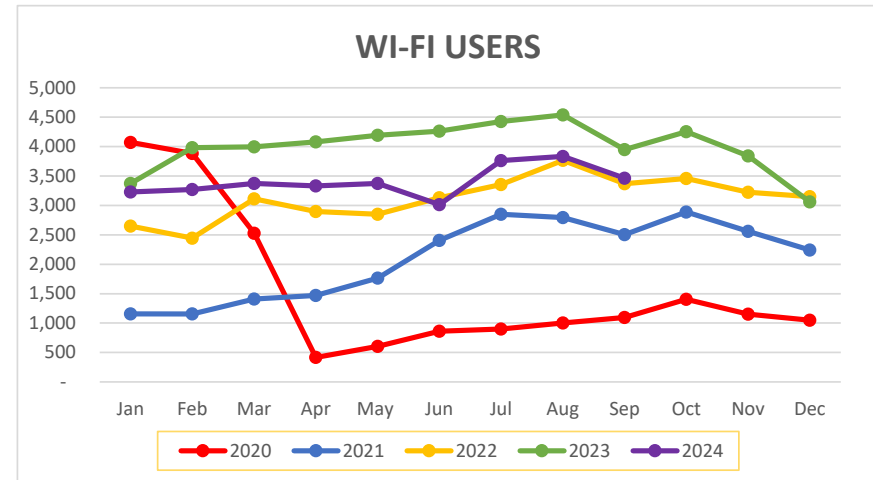
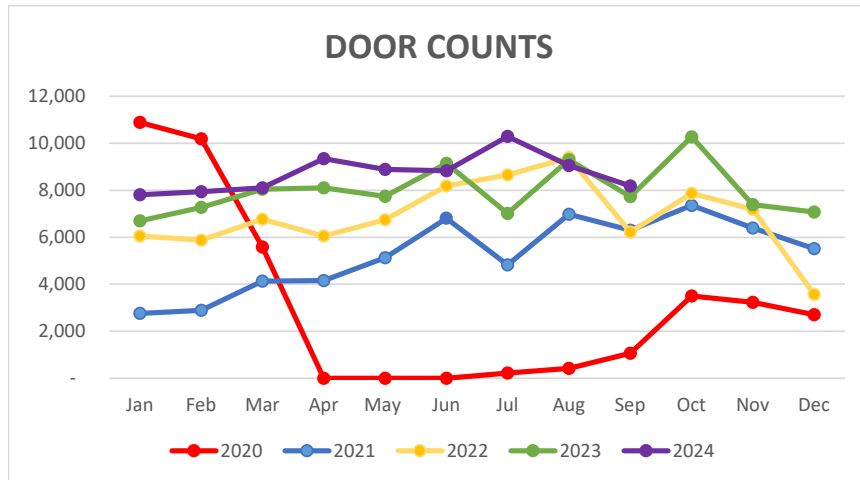
Facility Maintenance and Management

- Maintenance visits by Marmot were completed for preventative maintenance of library computers. Ongoing printing issues are being addressed, with some printers functioning only at the front desk but not the Youth Services desk.

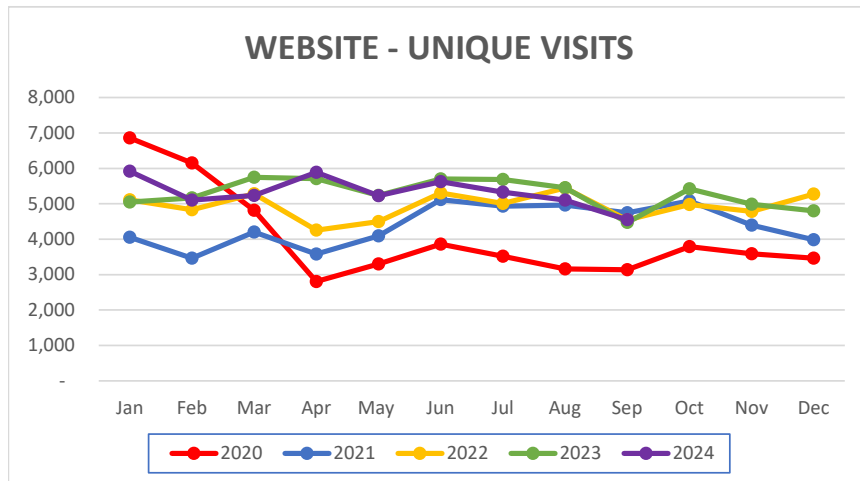
Leadership and Professional Development

- Teen Volunteer onboarding and the successful Memoir Writing program demonstrate leadership initiatives aimed at expanding services and improving engagement across diverse age groups.
- The Management Team have been working on presentations and training for the second all staff training day of 2024. Training sessions will include a coffee with the local police department, technology training on the technology items we lend to our community, power and privilege, training on website accessibility, and a training on how to create an effective library display.

Facilities Usage



Door Counts front door count not working 6/21/24 - 6/25/24
 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
September 2024**

	General Operating	Bond Repayment	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Fund	Balance	(Conversion Fund)	Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	124,150			124,150		124,150
Colo Trust - Tabor Reserve #8003	57,399			57,399		57,399
Colo Trust - Operating Fund #8004	1,996,981			1,996,981		1,996,981
Colo Trust - Bond Repayment #8002		753,378		753,378		753,378
Colo Trust - Capital Rsv Fund #8005			1,561,339	1,561,339		1,561,339
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	1,786			1,786		1,786
Prepaid Expense	4,965			4,965		4,965
Property Tax Receivable	(54,215)			(54,215)		(54,215)
Pooled Cash (Interfund Transfers)	(98,068)	1,015,496	(917,427)	(0)		(0)
Capital Assets, net of depreciation	-	-	-	-	8,539,497	8,539,497
Total Assets	2,032,997	1,768,873	643,912	4,445,782	8,539,497	12,985,279
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	138,107	-	-	138,107		138,107
Other Current Liabilities						
Accrued Interest				-	9,974	9,974
Deferred Property Tax	(54,215)			(54,215)		(54,215)
Current Bonds Payable, 2012				-	-	-
Total Current Liabilities	83,892	-	-	83,892	9,974	93,866
Long Term Liabilities						
Bonds Payable, 2012		-		-	2,475,000	2,475,000
Accrued Compensated Absences				-	37,341	37,341
Total Long Term Liabilities	-	-	-	-	2,512,341	2,512,341
Total Liabilities	83,892	-	-	83,892	2,522,314	2,606,207
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	6,064,497	6,064,497
Non Spendable	4,965	-	-	4,965	(4,965)	-
Restricted for:						
Tabor	61,000			61,000	-	61,000
Debt Service		1,768,873		1,768,873	-	1,768,873
Committed for Future Projects			643,912	643,912	(643,912)	-
Unassigned / Unrestricted	1,883,139	-	-	1,883,139	601,563	2,484,702
Current Year Fund Balance / Net Position	1,949,105	1,768,873	643,912	4,361,890	6,017,183	10,379,072
Total Liabilities and Fund Balance / Net Position	2,032,997	1,768,873	643,912	4,445,782	8,539,497	12,985,279

Basalt Regional Library District
General Fund
September 2024

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Basalt Regional Library District
General Fund
September 2024

					YTD Actuals 12/31/23	2024 Budget	YTD Actuals 9/30/2024	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions
4620.14				Restricted - Library Trust	5,900	5,000	2,700	54.00%	5,000	flat
4620.15				Restricted - Other Misc	33,918	30,000	10,145	33.82%	5,000	down, no plan to bring back music circle fundraising yet
				Total Restricted Fund Income - Foundation/Friends	48,748	45,005	21,223	47.16%	15,000	33%
TOTAL REVENUES					1,873,886	2,131,700	2,126,681	99.76%	2,122,666	100%
				OPERATING:						
				Administration						
				Contract Services						
5010				Accounting	10,679	15,000	4,293	28.62%	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	7,217	80.19%	8,000	updated price from vendor
5040				Legal	1,396	5,000	4,253	85.06%	15,000	adding funds for potential ballot measure
										Potential ballot measure - 10,000; marketing study - \$10,000; new website - \$5,000, \$1500 e-rate consultant
5050				Miscellaneous Contracts		20,000	6,273		21,500	
				Total Contract Services	36,100	63,045	36,082	57.23%	65,388	104%
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	1,527	203.59%	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	2,099	209.90%	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	9,495	79.12%	8,000	no PLA in 2025
5275				Volunteer Appreciation	453	1,000	-	0.00%	1,000	flat
5276				Staff Appreciation	1,271	2,000	840	41.99%	2,000	flat
5270				Travel expenses	8,083	9,000	11,713	130.14%	5,000	no PLA in 2025
				Total Professional Dev. & Memberships	23,662	31,045	30,710	98.92%	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	747	49.80%	3,000	increase for potential ballot measure
5297				Targeted Newspaper Ads	5,896	7,000	3,276	46.80%	9,500	136%
5286				Spanish Language Interpretation/Translating	1,933	6,000	1,654	27.56%	6,000	flat
5287				Job Ads	1,207	2,000	738	36.90%	2,000	flat
				Total Publicity	27,693	40,500	23,945	59.12%	44,850	111%
5300				Supplies						
5310				Office Supplies	11,321	14,000	11,512	82.23%	14,000	flat
5320				Technical Cataloging & Service	8,873	8,500	4,645	54.65%	8,500	flat
5330				Postage & Shipping	1,133	500	22	4.39%	500	flat
				Total Supplies	21,327	23,000	16,179	70.34%	23,000	100%
5350				Treasurer's fees						
5360				Eagle fees	27,021	32,859	34,257	104.25%	33,268	3% of Property Tax
5370				Pitkin fees	31,115	39,055	34,491	88.31%	39,087	5% of Property Tax
				Total Treasurer's fees	58,136	71,914	68,748	95.60%	72,355	101%

Basalt Regional Library District
General Fund
September 2024

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 9/30/2024	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions
			Total Administration	204,732	270,531	216,659	80.09%	271,696	100%
			Facility Expenses						
5410			Janitorial	55,583	55,000	41,053	74.64%	55,000	flat
5420			Janitorial Supplies	8,281	9,000	5,742	63.80%	9,000	flat
5430			Landscaping	11,873	13,835	9,893	71.50%	12,000	over-budgeted in 2024
5440			Maintenance *Detailed List Attached	28,762	20,000	22,556	112.78%	20,000	flat
5460			Snow Removal	4,620	4,898	-	0.00%	5,045	3% inflation increase
			Total Facility Expenses (Maintenance)	109,119	102,733	79,243	77.14%	101,045	98%
5500			Utilities						
5510			Electric	7,980	8,000	6,767	84.59%	8,240	3% inflation increase
5515			Compost Collection System	1,403	1,871	1,565	83.63%	1,927	3% inflation increase
5520			Gas	15,326	17,798	10,560	59.33%	18,332	3% inflation increase
5530			Internet Connectivity	8,051	15,000	7,243	48.29%	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	4,783	53.56%	9,198	3% inflation increase
5560			Trash	8,346	9,847	6,597	67.00%	10,142	3% inflation increase
5570			Water	5,481	5,049	1,768	35.03%	5,200	3% inflation increase
			Total Utilities	56,048	70,055	41,812	59.68%	72,157	103%
			Total Facility Expenses	165,167	172,788	121,055	70.06%	173,201	100%
			Library Programs						
5610			Adult Program	14,935	11,000	9,587	87.16%	11,000	flat
5612			Adult Materials	(35)	-	-	0.00%	-	
5620			Children's	7,265	5,500	7,037	127.95%	5,500	flat
5625			Children's Materials	84	-	-	0.00%	-	
5634			Liquor License	665	400	-	0.00%	400	flat
5633			Movie License	173	550	865	157.27%	550	flat
5640			Music	21,789	17,000	22,182	130.48%	17,000	100%
5650			Spanish Language	2,746	4,000	1,896	47.40%	4,000	flat
5660			Teens	6,230	3,500	6,615	189.01%	3,500	flat
5601			Summer Reading						
5601.01			Adult Summer Reading	2,133	1,000	666	66.63%	1,000	flat
5601.02			Teen Summer Reading	2,147	2,500	3,838	153.51%	2,500	flat
5601.03			Children's Summer Reading	5,893	5,500	4,907	89.21%	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
			Total Library Programs	74,161	67,950	66,261	97.51%	67,950	100%
			Technology & Equipment						
			Copiers & Equipment						
5730			Lease	407	-	-	0.00%	-	
5740			Service Agreement / Copy Usage	4,142	2,500	3,704	148.15%	2,500	flat
5750			Copier Supplies	124	-	-	0.00%	-	
			Total Copiers & Equipment	4,673	2,500	3,704	148.15%	2,500	100%
5760			Marmot ILS System	92,577	99,910	94,884	94.97%	105,730	vendor quoted 9% increase
5770			Miscellaneous Parts	824	2,000	1,723	86.13%	2,000	flat
5780			Support & Service Agreements						
5782			Adobe	870	-	-	0.00%	-	
5784			Appointment Booking	144	-	156	Not Budgeted	-	
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
September 2024

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 9/30/2024	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions
5781			Marketing & Graphic Design	-	2,500	3,986	159.42%	3,300	132%
5783			Website Tools	1,998	2,500	1,468	58.73%	9,400	376%
5785			Communication & Time Management	-	4,500	2,922	64.93%	7,500	167%
			Total Support & Service Agreements	8,587	9,500	8,532	89.81%	20,200	213%
5840			Tech Labor & Repair	-	-	-	0.00%		
			Total Technology	106,661	113,910	108,842	95.55%	130,430	115%
			<u>Collections</u>						
5910			Audio						
5920			Adult BCD	3,528	3,000	1,879	62.64%	3,000	flat
5922			Spanish Audio Adult	525	500	356	71.29%	500	flat
5924			Spanish Audio Youth	321	500	465	92.98%	500	flat
5930			Youth Audio	1,312	3,000	1,513	50.45%	3,000	flat
			Total Audio	5,686	7,000	4,214	60.20%	7,000	100%
6000			Books & Magazines						
6010			Adult fiction books	10,835	12,000	9,409	78.41%	12,800	107%
6020			Adult non-fiction books	13,267	12,000	8,985	74.88%	12,800	107%
6025			Board Games	398	500	284	56.77%	500	flat
6030			Juvenile Fiction	8,438	9,100	6,957	76.45%	9,100	flat
6040			Juvenile Non-Fiction	2,094	4,000	2,909	72.73%	4,000	flat
6045			Large Print	2,421	2,000	1,420	70.98%	2,000	flat
6050			Print Subscriptions	4,082	4,500	343	7.63%	3,500	78%
6055			Replacement Books - Purchased	2,100	1,500	1,692	112.79%	1,500	flat
6060			Spanish Adult fiction	1,692	2,000	1,936	96.79%	2,000	flat
6070			Spanish adult non-fiction	948	1,500	1,302	86.83%	1,500	flat
6080			Spanish children's books	4,109	5,000	4,319	86.39%	5,000	flat
6100			YA Fiction	5,754	3,500	3,253	92.94%	4,000	114%
6110			YA Non-Fiction	1,559	1,700	1,190	70.03%	1,700	flat
6120			Special Items	1,798	2,000	1,824	91.19%	2,000	flat
			Total Books	59,498	61,300	45,823	74.75%	62,400	102%
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%	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			<u>Downloadable Titles:</u>						
6305			Kanopy	6,000	6,000	2,000	33.33%	5,000	83%
6320			Overdrive	20,816	25,000	20,480	81.92%	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	34,564	77.67%	42,750	96%
6400			Media						
6420			Juvenile Music	66		-	0.00%		
6430			Adult Movies	6,145	6,000	4,218	70.30%	6,000	flat
6440			Juvenile Movies	735	1,000	474	47.38%	1,000	flat
6460			Video / Games	768	800	451	56.34%	1,500	188%
			Total Media	7,714	7,800	5,142	65.93%	8,500	109%
			Total Collections	104,337	120,600	89,744	74.41%	120,650	100%
6800			Restricted Funds						
6801			Restricted Exp - Misc	-	40,000	-	0.00%	40,000	flat
			Total Restricted Funds	-	40,000	-	0.00%	40,000	100%
			Total Operating expenses	655,057	785,779	602,561	76.68%	803,928	102%

Basalt Regional Library District

General Fund

September 2024

					YTD Actuals 12/31/23	2024 Budget	YTD Actuals 9/30/2024	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions
6900		Payroll Expenses								
6910		Payroll			863,099	1,031,652	762,124	73.87%	1,091,075	106%
6920		Payroll Service			6,343	8,000	5,265	65.81%	8,075	101%
6930		Payroll Taxes			68,510	83,000	60,022	72.32%	87,791	106%
6940		Retirement Plan			26,048	25,250	17,397	68.90%	33,770	134%
6950		Health Insurance			102,207	130,500	95,514	73.19%	160,284	123%
6960		Life Insurance			-	750	-	0.00%	645	86%
6965		STD/LTD			-	3,500	-	0.00%	3,624	104%
6970		FAMLI			7,222	9,250	4,458	48.20%	9,780	106%
6957		Background Check			2,750	950	1,061	111.68%	1,900	200%
		Total Payroll Expenses			1,076,178	1,292,852	945,841	73.16%	1,396,945	108%
TOTAL EXPENDITURES					1,731,235	2,078,631	1,548,402	74.49%	2,200,873	106%
Net General Fund Income/(Loss)					142,652	53,069	578,279		(78,206)	-147%
		Allocation to Capital Reserve Outlay			600,000	90,000	-	0.00%	245,300	
		Allocation to Bond Repayment							595	
General Fund Balance					1,370,825	1,430,513	1,949,105	136.25%	1,625,598	74%

Basalt Regional Library District Bond Repayment Fund September 2024

					YTD Actuals 12/31/23	2024 Budget	YTD Actuals 9/30/2024	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions		
Bond Repayment Beginning Fund Balance					835,076	903,086	890,909	(12,177)	900,517			
Eagle County												
Assessed Value					273,153,790			419,653,120		424,878,900	Estimate	
% Increase					1%			54.53%		1.25%		
Bond Mill Levy Rate					1.992	1.293		1.177				
Pitkin County						299,274,620						
Assessed Value					193,543,290			299,514,350	Estimate			
% Increase								0.08%				
Bond Mill Levy Rate					1.992			1.177				
REVENUES						16,000	20,649					
Interest Earned - Bond Repayment					32,845			129.05%	16,000			
Mill Levy Debt Repayment												
Eagle County					531,516			542,611	534,733	98.55%	500,082	AV x mill levy (1.068)
Pitkin County					385,570			386,962	391,557	101.19%	352,528	AV x mill levy (1.068)
Total Mill Levy Debt Repayment					917,086			929,574	926,289	99.65%	852,611	
Transfer from General Fund									595			
TOTAL REVENUES					949,931	945,574	946,938	100.14%	869,206			
						59,844	29,922					
EXPENDITURES												
Bond Interest					77,394			50.00%	62,094	Per Bond Documents (2025-\$40,844; 2026-\$21,250)		
Bond Repayment Principle Loan Payment					780,000			0.00%	1,675,000	Per Bond Documents (2025-\$825,000; 2026-\$850,000)		
Treasurer's Fees												
Eagle County					15,961			16,278	16,057	98.64%	15,002	3% of Property Tax
Pitkin County					20,744			19,348	22,994	118.84%	17,626	5% of Property Tax
Total Treasurer's Fees					36,704	35,626	39,052	109.61%	32,629			
TOTAL EXPENDITURES					894,098	895,470	68,973	7.70%	1,769,723			
Net Fund Income/(Loss)					55,833	50,103	877,964	1752.31%	(900,517)			
Bond Repayment Fund Balance					890,909	953,189	1,768,873	185.57%	0			
**Bond Repayment Schedule:						2024						
May 1 - Series 2012 Interest						29,922.00	5/1/2024	29,922.00				
November 1 - Series 2012 Interest						29,922.00	11/1/2024	29,922.00				
November 1 - Series 2012 Principle						800,000.00	11/1/2024	800,000.00				
Series 2012 Bond Matures 11/2026												
						2025						
May 1 - Series 2012 Interest					\$ 31,047.00	5/1/2025	\$ 31,047.00					
November 1 - Series 2012 Interest					\$ 31,047.00	11/1/2025	\$ 31,047.00					
November 1 - Series 2012 Principle					\$ 1,675,000.00	11/1/2025	\$ 1,675,000.00					
Series 2012 Bond Matures 11/2026												

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

		YTD Actuals 12/31/23	2024 Budget	YTD Actuals 9/30/2024	2024 Forecasat	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions
Capital Reserve Beginning Fund Balance		602,128	1,159,066	1,150,083	1,150,083	(8,984)	622,807	
REVENUES								
7210	Allocation From General Fund	600,000	90,000	-	90,000	0.00%	245,300	
7230	Interest Earned - Reserve Fund	58,509	35,000	59,079	78,579	168.80%	35,000	projected 5% rate
TOTAL REVENUES		658,509	125,000	59,079	168,579	47.26%	280,300	
EXPENDITURES								
8310	Miscellaneous	8,786	10,000	915	10,000	9.15%	25,000	250%
8310.03	Conference Room - A/V Replace	12,639	10,000	13,685	13,685	136.85%	-	
8310.04	Computers - Patron	21,136	12,000	10,785	12,000	89.87%	3,500	29%
8310.05	Computers - Staff	9,932	12,000	6,171	12,000	51.43%	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	-	5,000	0.00%	-	
8310.10	Handrail for Tent Area	6,000	-	-	-	0.00%	-	
8310.11	Painting - Interior	19,075	-	11,552	11,552	Not Budgeted	-	
8310.13	Security Cameras	-	10,000	-	-	0.00%	10,000	100%
8310.15	Roof	-	700,000	487,544	550,000	69.65%	-	
8310.16	Remove Solar from Roof	-	50,000	-	-	0.00%	-	
8310.17	Consulting Engineer	20,000	-	31,618	31,618	Not Budgeted	-	
8310.18	Furniture and Fixtures	-	50,000	2,979	50,000		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
	Handicap Asseccible Door Openers	-	-	-	-		15,000	new item
TOTAL EXPENDITURES		110,554	871,500	565,250	695,855	64.86%	160,500	
Net Fund Income/(Loss)		547,954	(746,500)	(506,171)	(527,276)	67.81%	119,800	
Capital Reserve Fund Balance		1,150,083	412,566	643,912	622,807	156.07%	742,607	

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
02/29/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	\$ 280.00
Sub-Total February				\$ 1,627.04
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
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
Sub-Total March				\$ 8,765.38
04/08/24	First Impression Glass Cleaners	Building/Interior Maintenance	window cleaning	\$ 1,857.00
04/14/24	*Divvy	Miscellaneous	Keybox	\$ 11.99
Sub-Total April				\$ 1,868.99
Sub-Total May				\$ -
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
Sub-Total June				\$ 1,680.30
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
Sub-Total July				\$ 1,799.30
08/05/24	Threshold	Inspection / Testing	Mold Testing	\$ 600.00
08/06/24	Threshold	Inspection / Testing	Air Quality Testing	\$ 100.00
08/07/24	Integrity Fire Safety Services	Inspection / Testing	Inspections fire safety	\$ 942.00
08/09/24	Roto Rooter Plumbing	Plumbing / Heating	Misc Repairs & Maintenance	\$ 694.00
08/09/24	Lassiter Electric Inc.	Electrical	Lighting Repairs & Maintenance	\$ 1,145.00
08/30/24	Lassiter Electric Inc.	Electrical	Lighting Repairs & Maintenance	\$ 332.50
Sub-Total August				\$ 3,813.50
09/01/24	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 09/01/2024- 11/30/24	\$ 258.81
09/09/24	Pinyon Mesa Automatic Services	Miscellaneous	Misc Repairs & Maintenance	\$ 937.50
09/17/24	Orkin Pest Control	Pest Control	Pest Control	\$ 25.52
09/17/24	Orkin Pest Control	Pest Control	Annual Pest Control 9/1/24-12/31/24	\$ 243.19
09/30/24	Daly Property Services, Inc.	Miscellaneous	Irrigation Repair	\$ 89.35
09/30/24	Grizzly Creek Enterprises, Inc.	Miscellaneous	Misc Repairs & Maintenance	\$ 673.00
Sub-Total September				\$ 2,227.37
Grand Total				\$ 22,555.58

Alarm / Monitoring	\$ 1,907.04
Electrical	\$ 3,107.50
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 11,229.06
Inspection / Testing	\$ 1,642.00
Pest Control	\$ 752.52
Plumbing / Heating	\$ 1,538.30
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 2,379.16
	\$ 22,555.58

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
September 7 - October 9

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	256.19
Accounting	*Sqaure Services	35.00
Adult	Ashbourne Films LLC	350.00
Adult	Claire Winchester	250.00
Adult	Jessica Barnum	600.00
Adult BCD	Blackstone Publishing	349.81
Adult Movies	Midwest Tape	1,078.38
Cap Res Exp- Consult Engineer	Wiss, Janney, Elstner Associates, Inc	18,000.00
Cap Res Exp- Roof	Ajax Roofing Company LLC	199,451.74
Capital Reserve Expense- AV	Audio Video Experts	1,678.00
Children's	Aspen Science Center	420.00
Children's	Dr. Noize	1,000.00
Compost Collection System	EverGreen ZeroWaste	540.00
Electric	*Holy Cross Energy	1,608.09
Gas	*Black Hills Energy	403.28
Internet Connectivity	Ena Services Llc	81.01
Janitorial	Alsco	110.25
Janitorial Supplies	Aspen Maintenance Supply	755.22
Kanopy	Kanopy LLC	2,000.00
Landscaping	Daly Property Services, Inc.	1,607.27
Maintenance	Acme Alarm Company	129.39
Maintenance	Johnson Controls Security Solutions	258.81
Maintenance	Lassiter Electric Inc.	332.50
Maintenance	Orkin Pest Control	755.08
Marmot ILS System	Marmot Library Network, Inc.	24,569.02
Multiple	*Divvy	11,494.07
Multiple	Ingram Library Services	9,882.89
Music	Josefina Mendez Jazz	1,600.00
Office Supplies	ODP Business Solutions	59.33
Overdrive	Overdrive, Inc	2,547.32
Payroll Liabilities	*TIAA-CREF	6,428.85
Payroll Service	*Paychex Payroll Service	308.60
Prepaid Expense	CLiC - Colorado Library Consortium	2,065.13
Staff	triad resource group llc	1,007.50
Suspense	dasher printing services inc.	1,404.25
Suspense	Pinyon Mesa Automatic Services	937.50
Targeted Newspaper Ads	Aspen Daily News	191.26
Targeted Newspaper Ads	The Sopris Sun	90.00
Technical Cataloging & Service	Demco	558.89
Telephone	Century Link	461.82
Translation / Interpretation	Dulce Andrea Suarez	105.00
Trash	Waste Management	726.28
Travel Expenses	Linda Campbell	140.63

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
September 7 - October 9

BUDGET DESCRIPTION	PAYEE	AMOUNT
Wellness/Health Insurance	CEBT Willis of Colorado	8,237.81
Youth Audio	Playaway Products	720.34
		<u>\$ 305,586.51</u>

** Vendor is set up for auto payments*



Statement: 08/15/2024 -
09/15/2024

Monthly statement

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

We appreciate you.

Your statement balance as of 09/15/2024 is

\$11,494.07

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	\$9,180.12
Payments	\$9,180.12
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$11,494.07
Statement balance	\$11,494.07



Payments

DATE	TYPE	AMOUNT
08/15/2024	Autodraft	\$9,180.12
Total		\$9,180.12



Statement: 08/15/2024 -
09/15/2024

Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
08/15/2024	**** 4587	AMZN Mktp US*RM6189YB1	\$399.00	Meghan Pearlman
08/15/2024	**** 3542	CITY-MARKET #0433	\$210.11	Delaney A Meyers
08/15/2024	**** 1835	WHOLEFDS BLT #10298	\$6.17	Brittany Crooke
08/16/2024	**** 4587	AMZN Mktp US*RU05A0PE2	\$52.16	Meghan Pearlman
08/16/2024	**** 1835	AMAZON MKTPL*RU9P37G12	\$138.28	Brittany Crooke
08/16/2024	**** 1835	AMAZON MKTPL*RU40K7VT2	\$5.99	Brittany Crooke
08/18/2024	**** 1835	AMAZON MKTPL*RU53N6SU2	\$25.98	Brittany Crooke
08/18/2024	**** 2151	AMAZON MKTPL*RU55Y17I2	\$24.11	Christy Baumgarten
08/18/2024	**** 7327	SP FLASHFORGE	\$120.19 (\$1.19 foreign fee)	Kristen A Doyle
08/18/2024	**** 7327	AMAZON MKTPL*RU13H8POO	\$159.98	Kristen A Doyle
08/19/2024	**** 7553	AMAZON MKTPL*RU4IP5M20	\$57.55	Linda Campbell
08/20/2024	**** 1835	AMAZON MKTPL*R46AI9ZF2	\$180.81	Brittany Crooke
08/22/2024	**** 4587	SQ *JAFFA KITCHEN	\$575.64	Meghan Pearlman
08/23/2024	**** 2151	WEB*NETWORKSOLUTIONS	\$80.15	Christy Baumgarten
08/23/2024	**** 1835	AMAZON MARK* R45MG7TF0	\$6.28	Brittany Crooke
08/23/2024	**** 7370	SKI ASPEN ONLINE STORE 2	\$1,674.00	Evelyn I Dominguez
08/23/2024	**** 1835	AMAZON MKTPL*R44PB7KG2	\$11.99	Brittany Crooke
08/23/2024	**** 9304	TOWNEPLACE SUITES BY M	\$398.18	Amy Shipley
08/24/2024	**** 9304	MOUNTAIN STATE EMPLOYE	\$495.00	Amy Shipley
08/24/2024	**** 4587	CITY-MARKET #0433	\$214.84	Meghan Pearlman
08/25/2024	**** 2151	WEB*NETWORKSOLUTIONS	\$195.85	Christy Baumgarten
08/26/2024	**** 7327	AMAZON MKTPL*R480542M1	\$37.85	Kristen A Doyle
08/27/2024	**** 4587	CITY-MARKET #0433	\$92.26	Meghan Pearlman
08/27/2024	**** 1835	TIMBOS PIZZA	\$27.59	Brittany Crooke

DATE	CARD	MERCHANT	AMOUNT	NAME
08/27/2024	**** 7327	AMZN Mktp US*R42RQ57M0	\$38.47	Kristen A Doyle
08/29/2024	**** 1835	Amazon.com*RK5NF5NK0	\$44.86	Brittany Crooke
08/30/2024	**** 2151	TMOBILE POSTPAID WEB	\$639.75	Christy Baumgarten
08/31/2024	**** 4587	AMZN Mktp US*RK92Y6P51	\$114.02	Meghan Pearlman
09/01/2024	**** 2151	FACEBK *ARC3M9UMH2	\$63.74	Christy Baumgarten
09/02/2024	**** 2151	GOOGLE*GSUITE BASALTLI	\$326.40	Christy Baumgarten
09/03/2024	**** 7553	AMAZON MARK* RK4UM4U20	\$86.49	Linda Campbell
09/04/2024	**** 4587	AMAZON MARK* ZT0071F40	\$17.99	Meghan Pearlman
09/05/2024	**** 4228	SQ *MOUNTAIN TOP COOKIE S	\$14.90	Laura Baumgarten
09/05/2024	**** 2151	BRECKENRIDGE MARKET	\$14.91	Christy Baumgarten
09/05/2024	**** 9304	USPS PO 0706120530	\$5.58	Amy Shipley
09/05/2024	**** 4228	TST* DOWNSTAIRS AT ERIC'S	\$23.13	Laura Baumgarten
09/06/2024	**** 7553	SPENCERS	\$54.16	Linda Campbell
09/06/2024	**** 2151	SKYWALK DELI	\$6.87	Christy Baumgarten
09/06/2024	**** 4228	SKYWALK DELI	\$7.84	Laura Baumgarten
09/06/2024	**** 2151	SKYWALK DELI	\$13.10	Christy Baumgarten
09/06/2024	**** 4587	UPLIFT DESK	\$915.00	Meghan Pearlman
09/06/2024	**** 7553	OTC BRANDS *800-875-8480	\$155.90	Linda Campbell
09/06/2024	**** 1835	Amazon.com*ZT1Z20G90	\$16.59	Brittany Crooke
09/06/2024	**** 9304	DREAMTIME WATER DIST	\$196.50	Amy Shipley
09/06/2024	**** 4587	AMAZON RETA* ZT30Y65K0	\$40.47	Meghan Pearlman
09/07/2024	**** 4228	LUIGIS SPORTS BAR & PIZZE	\$15.31	Laura Baumgarten
09/07/2024	**** 7553	SKYWALK DELI	\$38.03	Linda Campbell
09/07/2024	**** 7553	AMZN Mktp US*ZT7MC2HY0	\$24.14	Linda Campbell
09/08/2024	**** 7370	SHERATON DENVER DWNTN	\$730.47	Evelyn I Dominguez
09/08/2024	**** 7370	97019 - TREMONT GARAGE	\$48.00	Evelyn I Dominguez
09/08/2024	**** 1835	AMAZON MKTPL*ZT0WV7681	\$21.99	Brittany Crooke
09/08/2024	**** 4587	BEAVER RUN RESORT	-\$46.32	Meghan Pearlman

DATE	CARD	MERCHANT	AMOUNT	NAME
09/08/2024	**** 4587	BEAVER RUN RESORT	\$407.16	Meghan Pearlman
09/08/2024	**** 4587	BEAVER RUN RESORT	\$317.76	Meghan Pearlman
09/08/2024	**** 4587	BEAVER RUN RESORT	\$421.48	Meghan Pearlman
09/08/2024	**** 4587	BEAVER RUN RESORT	\$476.64	Meghan Pearlman
09/09/2024	**** 4228	Nintendo CD1267624228	\$3.99	Laura Baumgarten
09/11/2024	**** 1835	Amazon.com*YV6B35433	\$393.92	Brittany Crooke
09/12/2024	**** 7553	AMAZON MARK* OA9GF4JG3	\$39.88	Linda Campbell
09/12/2024	**** 0011	Amazon.com*Z86PJ4TC1	\$95.94	Elizabeth DeWetter
09/13/2024	**** 7370	HEIRLOOMS	\$100.00	Evelyn I Dominguez
09/13/2024	**** 9304	AMZN Mktp US*Z80808AI1	\$13.55	Amy Shipley
09/13/2024	**** 9304	CITY-MARKET #0433	\$132.92	Amy Shipley
09/13/2024	**** 0011	TIMBOS PIZZA	\$19.75	Elizabeth DeWetter
09/13/2024	**** 9304	AMZN Mktp US*Z87P920E1	\$17.50	Amy Shipley
09/13/2024	**** 1835	AMAZON MKTPL*UB29A6YD3	\$57.94	Brittany Crooke
09/13/2024	**** 4587	AMZN Mktp US*VB3LL3FV3	\$49.89	Meghan Pearlman
09/14/2024	**** 7553	AMAZON MARK* I85Z25FJ3	\$17.96	Linda Campbell
09/14/2024	**** 9304	AMZN Mktp US*MR6EC9Y33	\$11.10	Amy Shipley
09/14/2024	**** 4587	VALLEY LUMBER - BASALT	\$2.59	Meghan Pearlman
09/14/2024	**** 4587	CITY-MARKET #0433	\$29.87	Meghan Pearlman
09/14/2024	**** 4587	EAGLE CREST NURSERY II,	\$65.98	Meghan Pearlman
Total			\$11,494.07	

Amazon Transaction Details
September 2024

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
9/30/2024	112-6192052-7997828	5620	USD	54.24	Hygloss Products Kaleidoscope Kit For Kids - Make Your Own Kaleidoscopes - 6-3/4 x 1-3/8 Inches, 12 Pack
9/30/2024	112-8241912-5953040	5620	USD	100.52	leebbee 52 Rolls Washi Tape Set, Gold Foil Galaxy Washi Tape for Journaling Supplies, 4 Size Washi Tapes for Scrapbooking, DIY
9/30/2024	112-8241912-5953040	5620	USD		WATINC 60pcs Star Scratch Cards for Magic Color Craft Kit DIY Paper Art Scratch Star Ornament for Kids School Classroom
9/30/2024	112-8241912-5953040	5620	USD		Party Favor Supplies Decorations
9/30/2024	112-8241912-5953040	5620	USD		WAPETASHI 60 Rolls Washi Tape Set - 15mm Rainbow Colored Masking Tape, Decorative Tape for Bullet Journaling,
9/30/2024	112-8241912-5953040	5620	USD		Scrapbooking, DIY Arts & Crafts,Vision Board, Holiday Decoration
9/30/2024	112-8241912-5953040	5620	USD		Kinetic Sand, The Original Moldable Sensory Play Sand, Brown, 2 lb. Resealable Bag, Ages 3+
9/30/2024	112-8241912-5953040	5620	USD		50 Rolls Washi Tape Set, Decorative Adhesive Tape for Scrapbook, Arts & Crafts, Journals, and Planners, Each Rolls 5yd Total
9/30/2024	112-8241912-5953040	5620	USD		250yd (Pink)
9/30/2024	112-8241912-5953040	5620	USD		Winlyn 24 Sets Halloween Craft Kits Fall Kids Crafts DIY Monster Ornaments Decorations Art Sets Foam Halloween Monster
9/30/2024	112-8241912-5953040	5620	USD		Stickers Googly Eyes for Kids Autumn Halloween Classroom Party Activities
9/30/2024	112-3495258-7657835	5620	USD	37.11	Star Hole Punch, Star Paper Punch, Star Punches, Shape Hole Punches, Star Craft Punch, Paper Shape Punches, Paper
9/30/2024	112-3495258-7657835	5620	USD		Punches for Crafting Shapes, Star Lever Punch for Scrapbooks
9/30/2024	112-3495258-7657835	5620	USD		NOLITOY Star and Moon Hole Punch, 2PCS Paper Puncher DIY Office Supplies for Scrapbooking Art Crafting Fun Projects
9/27/2024	112-1704117-1162643	5620	USD	39.49	By The Cup Merckens White Chocolate Melting Wafers, 5 lb Bulk Bag for Chocolate Fountain, Fondue Sets, Molds and More
9/27/2024	112-3502069-1637810	5620	USD		Merckens Melting Wafers Milk Chocolate, Bulk Bag 5 Pounds
9/27/2024	112-8464909-1559467	5620	USD	19.16	BagDream 25Pcs Paper Gift Bags 8x4.25x10.5 Kraft Retail Merchandise Shopping/ Grocery Bags Sacks with Handles Bulk,
9/27/2024	111-4344503-8806618	6055	USD	12.99	White
9/27/2024	112-7086225-4876228	5640	USD	17.1	AlYoo Stainless Steel Plates 2 Set 7 Inch Metal Dinner Dishes for Snack,Outdoor Camping,Steak plate - Shatterproof
9/26/2024	111-1987214-3046666	6055	USD	7.8	Dishwasher Safe
9/26/2024	111-5730138-8565835	6055	USD	61.86	Swiss Miss Milk Chocolate Flavor Hot Cocoa Mix, 1.38 oz. 50-Count
9/26/2024	111-5730138-8565835	6055	USD		El día que no fue / The Day That Never Happened (Spanish Edition)
9/26/2024	111-5730138-8565835	6055	USD		El vampiro de la colonia Roma
9/26/2024	111-5730138-8565835	6055	USD		Mi sombra es rosa / My Shadow Is Pink (Spanish Edition)
9/26/2024	111-5730138-8565835	6055	USD		Me Tall, You Small
9/26/2024	111-9542448-8045058	6055	USD	53.68	[SAPPORO ICHIBAN] Original Shoyu Ramen Bowl (Donburi) Noodles, No. 1 Tasting Japanese Instant Cup Noodles (2.94 oz x 12
9/26/2024	111-9542448-8045058	6055	USD		Bowls) (Original Shoyu)
9/26/2024	111-9542448-8045058	6055	USD		Generic 6PCS Anime Piece Pen Set Retractable Gel Ink Pen with Sticker Pencil Case Luffy Zoro Trafalgar Nami Sanji Robin Pens
9/24/2024	112-3574918-5516245	5620	USD	9.98	Anime Office, School Supplies Gifts for Boys(Pen Set-HZW)
9/23/2024	114-8867894-4717057	5610	USD	76.9	XoreArt Finger Ink Pads for Kids Washable Craft Ink Stamp Pads, 16 Color DIY for Rubber Stamps, Paper, Scrapbooking, Wood
9/23/2024	112-7402120-8508218	5620	USD	9.19	Fabric, Best Gift for Kids
9/20/2024	111-0649258-0267445	5660	USD	38.76	Of Mice and Men
9/20/2024	111-7428622-1428206	5610	USD	25.07	CAT Construction Toys Construction Die Cast Metal 3 Pack Vehicles - Steam Roller/Excavator/Wheel Loader for Ages 3+
9/20/2024	111-6347665-5813852	6120	USD	8.99	The Naturals (The Naturals, 1)
					Pura Baby Wipes 10x60 Wipes (600 Wipes), Monthly Pack,100% Plastic-Free & Plant Based Wipes, 99% Water, Suitable for
					Sensitive & Eczema-prone Skin, Fragrance Free & Hypoallergenic, EWG, Cruelty Free
					WAYLLSHINE High Power Red LED Flashlight - Powerful Single Mode Red Light Torch for Astronomy, Aviation, Night Observation
					- Black

Amazon Transaction Details
September 2024

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
9/19/2024	112-7282259-2384265	5620	USD	33.98	Yeaqee 80 Pcs Christmas Ornament Scratch Cards for Kids Rainbow Scratch Paper DIY Christmas Ornaments Magic Paper for Winter Xmas Home Classroom DIY Activities(Star Style)
9/19/2024	112-7282259-2384265	5620	USD		56 Pcs Halloween Party Favors for Kids, Goodie Bag Fillers Pinata Stuffers, Treasure Box Toys Classroom Prizes, Treasure Chest, Carnival Prizes, Prize Box Toys for Kids Classroom
9/18/2024	111-9678196-8517866	5660	USD	61.35	ACTIVA CelluClay Instant Paper Mâché, White, 4lb (1.8kg) Sculpting & Texturing Material for Arts & Crafts
9/18/2024	111-9678196-8517866	5660	USD		Mod Podge Gloss Sealer, Glue & Finish: All-in-One Craft Solution- Quick Dry, Easy Clean, for Wood, Paper, Fabric & More. Non-Toxic - Craft with Confidence, Made in USA, 16 oz., Pack of 1
9/18/2024	111-9678196-8517866	5660	USD		Soarer 300pcs Grey Feathers for Crafts - 3-5inch Craft Feathers Bulk for Wedding Home Party, Dream Catcher Supplies and DIY Crafts(Grey)
9/18/2024	111-9678196-8517866	5660	USD		REGUICORP 2 Pack Beach Balls, 20 Inch Beach Balls for Kids, Rainbow Color Pool Toys Pool Balls for Swimming Pool, Beach Toys Inflatable Ball for Summer Parties and Water Games
9/18/2024	111-9678196-8517866	5660	USD		100 Pieces Navy Blue Goose Feathers for Craft, Bulk Colored Feather 3-5Inch Goose Feathers for DIY Craft Projects Festivals Weddings Birthday Party Decor
9/17/2024	111-6442993-5689035	5310	USD	14.29	Command Picture Hanging Strips, Damage Free Hanging Picture Hangers, No Tools Wall Hanging Strips for Living Spaces, 12 Medium Pairs and 16 Large Pairs (56 Strips)
9/17/2024	111-3903416-9916207	5310	USD		75 Nespresso Capsules Vertuo, Melozio, Medium Roast Coffee, 30-Count Coffee Pods, Brews 7.8oz
9/14/2024	112-2723364-4566657	5620	USD	6.8	Pre-K Wipe-Clean Workbook: Scholastic Early Learners (Wipe-Clean)
9/14/2024	112-3380214-8667424	5620	USD	19.98	Yeaqee 80 Pcs Christmas Ornament Scratch Cards for Kids Rainbow Scratch Paper DIY Christmas Ornaments Magic Paper for Winter Xmas Home Classroom DIY Activities(Star Style)
9/14/2024	112-3380214-8667424	5620	USD		13PCS/Set Shapes Kids Gifts English Flash Cards Pocket Card Educational Learning Baby Toys for Children Pre-Kindergarten Greingways 300 PCS Book Stickers for Kindle, Bookish Stickers for Ebook Case Accessories Water Bottles Laptop, Book Lovers
9/12/2024	112-2308949-1307419	5620	USD	17.96	Gifts Reading Stickers Pack for Adults Teens Girls Kids
9/12/2024	111-4480297-2908210	5310	USD	49.89	Coffee Creamer Singles Mini Moo's Half & Half Creamer Singles, 192 Count (2 Pack)
9/12/2024	111-1761405-2684215	5660	USD	17.5	Umpqua Fly Tying Hooks U001 50Pk 16 Dry Fly Hook Standard Wire Down Eye 1X Long
9/12/2024	111-1761405-2684215	5660	USD		Umpqua Fly Tying Hooks U001 50Pk 10 Dry Fly Hook Standard Wire Down Eye 1X Long
9/12/2024	111-5298749-4513012	5660	USD	7.6	Umpqua Fly Tying Hooks U001 50Pk 12 Dry Fly Hook Standard Wire Down Eye 1X Long
9/12/2024	111-8247324-1270658	5660	USD	11.1	Umpqua Fly Tying Hooks U001 50Pk 14 Dry Fly Hook Standard Wire Down Eye 1X Long
9/12/2024	111-6254814-5648208	5660	USD	57.94	EVA Foam Cosplay - 10mm (1mm to 10mm) - White or Black - 14" x 39" Sheet - Ultra High Density Craft Foam 85 kg/m3 - by The Foamory
9/12/2024	111-6254814-5648208	5660	USD		EVA Foam Cosplay - 5mm (1mm to 10mm) - White or Black - 14" x 39" Sheet - Ultra High Density Craft Foam 85 kg/m3 - by The Foamory
9/12/2024	111-6254814-5648208	5660	USD		EVA Foam Cosplay - 2mm (1mm to 10mm) - White or Black - 14" x 39" Sheet - Ultra High Density Craft Foam 85 kg/m3 - by The Foamory
9/10/2024	114-9643457-8709010	5610	USD	95.94	Speed & Scale: An Action Plan for Solving Our Climate Crisis Now
9/9/2024	111-0247317-5116254	5660	USD	393.92	Killers of the Flower Moon: The Osage Murders and the Birth of the FBI
9/9/2024	111-0247317-5116254	5660	USD		Tomorrow, and Tomorrow, and Tomorrow: A novel
9/7/2024	111-7735330-0408233	5660	USD	21.99	30 Japanese Snack and Sweets Gift Box
9/4/2024	111-0716650-6912257	5660	USD	16.59	Crayola Construction Paper - 480ct (2pck), Bulk School Supplies For Kids, Teacher Classroom Must Have, Art Paper, Arts & Crafts

Amazon Transaction Details
September 2024

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
9/4/2024	111-0714786-6258646	5420	USD	40.47	Softsoap Liquid Hand Soap Refill, Soothing Clean, Aloe Vera Fresh Scent - 1 gallon
					300 Pack 2-Ply Compostable Napkins - FSC Certified 5x5 Inch Folded Post Consumer Recycled Napkins - Highly Absorbent Eco
9/3/2024	111-8241218-3023446	5310	USD	17.99	friendly Napkins Disposable Biodegradable Paper Napkins for Dining and Events
Total				<u><u>1,533.13</u></u>	

			Basalt Regional Library District			
			2024 Grant Spending Summary			
Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
5/6/2024	Devin Jaffe	program	5601.03	Kids Summer Reading	\$ 400.00	Alpine Bank
7/16/2024	PSS Wildlife	summer reading program	5601.03	Kids Summer Reading	\$ 100.00	Alpine Bank
3/20/2024	amazon	giveaways for library lover's party	5602	Community Events	\$ 181.81	Alpine Bank
3/23/2024	amazon	giveaways for library lover's party	5602	Community Events	\$ 483.65	Alpine Bank
					\$ 1,165.46	
5/6/2024	Jason Arnick	Workshop & Concert	5640	Music Program	\$ 3,000.00	Aspen Thrift Shop
7/16/2024	PSS Wildlife	summer reading program	5601.03	Kids Summer Reading	\$ 50.00	Baron vonK9
7/23/2024	Ann Lincoln	summer reading program	5601.03	Kids Summer Reading	\$ 450.00	Baron vonK9
					\$ 500.00	
2/21/2024	amazon	craft supplies for library lovers pa	5602	Community Events	\$ 368.00	Contributions Nonrestricted
5/23/2024	Raising a Reader	bolsitas rojas jan-may 2024	5620	Kids Programming	\$ 750.00	Contributions Nonrestricted
5/29/2024	Raising a Reader	blue bag days	5620	Kids Programming	\$ 766.50	Contributions Nonrestricted
					\$ 1,884.50	
1/16/2024	Young Services	Work on toilets	5440	Maintenance	\$ 1,117.37	CSD Safety Grant
3/21/2024	Aspen Carpet Floor	Carpet Tiles repair	5440	Maintenance	\$ 1,217.91	CSD Safety Grant
					\$ 2,335.28	
9/26/2024	Alex Leff	Honorarium	5610	Adult Programming	\$ 175.00	Eagle County Board of Commissioners
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
3/13/2024	Amazon	Garden seeds	5610	Adult Programming	\$ 749.33	Friends of the Library
3/18/2024	Calkins LLC	Valley Hopper transportation servic	5640	Music Circle	\$ 1,500.00	Friends of the Library
4/2/2024	Holiday Inn	PLA hotel	5270	Staff Travel	\$ 510.63	Friends of the Library
4/2/2024	Holiday Inn	PLA hotel	5270	Staff Travel	\$ 510.63	Friends of the Library
4/2/2024	Holiday Inn	PLA hotel	5610	Adult Programming	\$ 592.24	Friends of the Library
4/12/2024	amazon	snack kits	5601.02	Teen Summer Reading	\$ 79.90	Friends of the Library
4/12/2024	amazon	snack kits	5601.02	Teen Summer Reading	\$ 304.44	Friends of the Library
4/12/2024	amazon	snack kits	5601.02	Teen Summer Reading	\$ 37.98	Friends of the Library
4/12/2024	amazon	snack kits	5601.02	Teen Summer Reading	\$ 101.97	Friends of the Library
4/12/2024	amazon	snack kits	5601.02	Teen Summer Reading	\$ 22.75	Friends of the Library
5/29/24	Clare Williams	Summer reading	5601.02	Teen Summer Reading	\$ 300.00	Friends of the Library
6/4/2024	Amazon	period supplies	5610	Adult Programming	\$ 103.71	Friends of the Library
6/6/2024	City Market	Ice Cream	5601.02	Teen Summer Reading	\$ 86.59	Friends of the Library
6/17/2024	amazon	Summer reading	5601.02	Teen Summer Reading	\$ 11.49	Friends of the Library

6/28/2024	Amazon	period supplies	5610	Adult Programming	\$ 23.47	Friends of the Library
7/29/24	Amazon	Period & Diaper supplies	5610	Adult Programming	\$ 103.53	Friends of the Library
09/20/24	Amazon	Diaper supplies	5610	Adult Programming	\$ 25.07	Friends of the Library
8/28/24	Amazon	Period supplies	5610	Adult Programming	\$ 114.02	Friends of the Library
					\$ 5,440.27	
1/2/2024	ThriftBooks	book talk	5610	Adult Programming	\$63.48	Library Trust
1/16/2024	Aspen Science Center	Whatlow Stem	5660	Teen Programming	\$210.00	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
2/14/2024	ASpen Science Center	Whatlow Stem	5660	Teen Programming	\$210.00	Library Trust
3/18/2024	Imagination Library of C	DPIL monthly book order	5620	Kids Programming	\$190.06	Library Trust
3/14/2024	aspen Science Center	Whatlow Stem	5660	Teen Programming	\$210.00	Library Trust
4/17/2024	aspen Science Center	Whatlow Stem	5660	Teen Programming	\$210.00	Library Trust
7/19/2024	amazon	teen cafe	5660	Teen Programming	\$69.94	Library Trust
7/19/2024	NESPRESSO	teen cafe	5660	Teen Programming	\$190.63	Library Trust
7/15/2024	amazon	Back to school fair	5660	Teen Programming	\$24.41	Library Trust
9/15/2024	aspen Science Center	9/18 event	5620	Kids Programming	\$210.00	Library Trust
7/1/2024	NESPRESSO	Teen Cafe	5660	Teen Programming	\$47.33	Library Trust
7/15/2024	Amazon	Back to School Fair	5660	Teen Programming	\$754.10	Library Trust
4/19/2024	Imagination Library of C	DPIL monthly book order	5620	Kids Programming	\$90.19	Library Trust
7/15/2024	Imagination Library of C	DPIL monthly book order	5620	Kids Programming	\$373.00	Library Trust
8/14/2024	Other	Teen Cafe	5660	Teen Programming	\$6.17	Library Trust
7/16/2024	Amazon	back to School Fair	5660	Teen Programming	\$254.41	Library Trust
8/6/2024	Walmart	Back to School Fair	5660	Teen Programming	\$54.27	Library Trust
8/7/2024	7 Eleven	Back to School Fair	5660	Teen Programming	\$3.67	Library Trust
8/14/2024	Whole Foods	Back to School Fair	5660	Teen Programming	\$6.17	Library Trust
					\$ 3,322.95	
5/6/2024	Jason Arnick	Workshop & concert	5640	Music Program	\$ 1,500.00	Music Circle
6/5/2024	City Market	reception groceries	5640	Music Program	\$ 193.00	Music Circle
6/6/24	The Basalt Mountain Inn	Jason Arnick/Rhythm Future Wart	5640	Music Program	\$ 193.50	Music Circle
7/17/2024	City Market	reception groceries	5640	Music Program	\$ 274.03	Music Circle
7/25/2024	City Market	reception groceries	5640	Music Program	\$ 112.21	Music Circle
7/31/2024	City Market	reception groceries	5640	Music Program	\$ 173.50	Music Circle
8/6/2024	City Market	reception groceries	5640	Music Program	\$ 158.94	Music Circle
8/14/2024	City Market	reception groceries	5640	Music Program	\$ 210.11	Music Circle
8/8/2024	Calkins LLC	Valley Hopper	5640		\$ 150.00	
					\$ 2,965.29	
3/21/2024	OverDrive	ebooks	6320	OverDrive	\$ 342.29	State Grants to Libraries
3/21/2024	OverDrive	ebooks	6320	OverDrive	\$ 980.15	State Grants to Libraries
3/18/24	OverDrive	ebooks	6320	OverDrive	\$ 1,332.37	State Grants to Libraries
4/11/2024	OverDrive	ebooks	6320	OverDrive	\$ 11.00	State Grants to Libraries
32					\$ 2,665.81	

		Grant	Total			
		Alpine Bank	\$ 1,165.46			
		Aspen Thrift Shop	\$3,000.00			
		Baron vonK9	\$ 500.00			
		Contributions Nonrestricted	\$ 1,884.50			
		CSD Safety Grant	\$ 2,335.28			
		Eagle County Board of Commissio	\$175.00			
		Friends of the Library	\$ 5,440.27			
		Library Trust	\$ 3,322.95			
		Music Circle	\$ 2,965.29			
		State Grants to Libraries	\$ 2,665.81			
		TOTAL	\$ 23,454.56			

			Basalt Regional Library District 2024 Grant Spending Summary			
Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
4/2/2024	Holiday Inn	PLA hotel	5270	Staff Travel	\$ 510.63	Friends of the Library
4/2/2024	Holiday Inn	PLA hotel	5270	Staff Travel	\$ 510.63	Friends of the Library
					\$ 1,021.26	
1/16/2024	Young Services	Work on toilets	5440	Maintenance	\$ 1,117.37	Safety Grant
3/21/2024	Aspen Carpet Flour	Carpet Tiles repair	5440	Maintenance	\$ 1,217.91	Safety Grant
					\$ 2,335.28	
6/17/2024	amazon	Summer reading	5601.02	Teen Summer Reading	\$ 11.49	Friends of the Library
6/6/2024	City Market	Ice Cream	5601.02	Teen Summer Reading	\$ 86.59	Friends of the Library
5/29/24	Clare Williams	Summer reading	5601.02	Teen Summer Reading	\$ 300.00	Friends of the Library
4/12/2024	amazon	snack kits	5601.02	Teen Summer Reading	\$ 79.90	Friends of the Library
4/12/2024	amazon	snack kits	5601.02	Teen Summer Reading	\$ 304.44	Friends of the Library
4/12/2024	amazon	snack kits	5601.02	Teen Summer Reading	\$ 37.98	Friends of the Library
4/12/2024	amazon	snack kits	5601.02	Teen Summer Reading	\$ 101.97	Friends of the Library
4/12/2024	amazon	snack kits	5601.02	Teen Summer Reading	\$ 22.75	Friends of the Library
					\$ 945.12	
5/6/2024	Devin Jaffe	program	5601.03	Kids Summer Reading	\$ 400.00	Alpine Bank
7/16/2024	PSS Wildlife	summer reading program	5601.03	Kids Summer Reading	\$100.00	Alpine Bank
7/16/2024	PSS Wildlife	summer reading program	5601.03	Kids Summer Reading	\$50.00	BaronvonK9
7/23/2024	Ann Lincoln	summer reading program	5601.03	Kids Summer Reading	\$ 450.00	BaronvonK9
					\$ 1,000.00	
2/21/2024	amazon	craft supplies for library lovers pa	5602	Community Events	\$ 368.00	Contributions Restricted
3/20/2024	amazon	giveaways for library lover's party	5602	Community Events	\$181.81	Alpine Bank
3/23/2024	amazon	giveaways for library lover's party	5602	Community Events	\$483.65	Alpine Bank
					\$1,033.46	
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
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
3/13/2024	Amazon	Garden seeds	5610	Adult programming	\$ 749.33	Friends of the Library
4/2/2024	Holiday Inn	PLA hotel	5610	Adult programming	\$ 592.24	Friends of the Library
6/4/2024	Amazon	period supplies	5610	Adult programming	\$ 103.71	Friends of the Library
6/28/2024	Amazon	period supplies	5610	Adult programming	\$ 23.47	Friends of the Library

			Basalt Regional Library District			
			2024 Grant Spending Summary			
Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
7/29/24	Amazon	Period & Diaper supplies	5610	Adult programming	\$ 103.53	Friends of the Library
09/20/24	Amazon	Diaper supplies	5610	Adult programming	\$ 25.07	Friends of the Library
9/26/2024	Alex Leff	Honorarium	5610	Adult Programming	\$ 175.00	Eagle County Board of Commissioners
8/28/27	Amazon	Period supplies	5610	Adult programming	\$ 114.02	Friends of the Library
					\$2,357.49	
3/18/2024	Imagination Library of Colorado	DPIL monthly book order	5620	Kids Programming	\$190.06	Library Trust
5/23/2024	Raising a Reader	bolsitas rojas jan-may 2024	5620	Kids Programming	\$ 750.00	Contributions Restricted
5/29/2024	Raising a Reader	blue bag days	5620	Kids Programming	\$ 766.50	Contributions Restricted
9/15/2024	aspen Science Center	9/18 event	5620	Kids Programming	\$210.00	Library Trust
4/19/2024	Imagination Library of Colorado	DPIL monthly book order	5620	Kids Programming	\$90.19	Library Trust
7/15/2024	Imagination Libary of Colorado	DPIL monthly book order	5620	Kids Programming	\$373.00	Library Trust
					\$ 2,379.75	
3/18/2024	Calkins LLC	Valley Hopper transportation serv	5640	Music Program	\$ 1,500.00	Friends of the Library
5/6/2024	Jason Arnick	Workshop & Concert	5640	Music Program	\$ 3,000.00	Aspen Thrift Shop
5/6/2024	Jason Arnick	Workshop & concert	5640	Music Program	\$ 1,500.00	Music Circle
6/5/2024	City Market	reception groceries	5640	Music Program	\$ 193.00	Music Circle
6/6/24	The Basalt Mountain Inn	Jason Arnick/Rhythm Future Wart	5640	Music Program	\$ 193.50	Music Circle
7/17/2024	City Market	reception groceries	5640	Music Program	\$ 274.03	Music Circle
7/25/2024	City Market	reception groceries	5640	Music Program	\$ 112.21	Music Circle
7/31/2024	City Market	reception groceries	5640	Music Program	\$ 173.50	Music Circle
8/6/2024	City Market	reception groceries	5640	Music Program	\$ 158.94	Music Circle
8/14/2024	City Market	reception groceries	5640	Music Program	\$ 210.11	Music Circle
8/8/2024	Calkins LLC	Valley Hopper	5640	Music Program	\$ 150.00	music Cirlce
					\$7,465.29	
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
3/14/2024	aspen Science Center	Whatlow Stem	5660	Teen Programming	\$210.00	Library Trust
4/17/2024	aspen Science Center	Whatlow Stem	5660	Teen Programming	\$210.00	Library Trust
7/1/2024	NESPRESSO	Teen Cafe	5660	Teen Programming	\$47.33	Library Trust
7/15/2024	amazon	Back to school fair	5660	Teen Programming	\$24.41	Library Trust
7/15/2024	Amazon	Back to School Fair	5660	Teen Programming	\$754.10	Library Trust
7/19/2024	amazon	teen cafe	5660	Teen Programming	\$69.94	Library Trust
7/19/2024	NESPRESSO	teen cafe	5660	Teen Programming	\$190.63	Library Trust
8/14/2024	Other	Teen Cafe	5660	Teen Programming	\$6.17	Library Trust
7/16/2024	Amazon	back to School Fair	5660	Teen Programming	\$254.41	Library Trust
8/6/2024	Walmart	Back to School Fair	5660	Teen Programming	\$54.27	Library Trust

			Basalt Regional Library District			
			2024 Grant Spending Summary			
Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
8/7/2024	7 Eleven	Back to School Fair	5660	Teen Programming	\$3.67	Library Trust
8/14/2024	Whole Foods	Back to School Fair	5660	Teen Programming	\$6.17	Library Trust
					\$ 2,251.10	
3/18/24	OverDrive	ebooks	6320	OverDrive	\$ 1,332.37	State Grants to Libraries
3/21/2024	OverDrive	ebooks	6320	OverDrive	\$ 342.29	State Grants to Libraries
3/21/2024	OverDrive	ebooks	6320	OverDrive	\$ 980.15	State Grants to Libraries
4/11/2024	OverDrive	ebooks	6320	OverDrive	\$ 11.00	State Grants to Libraries
					\$ 2,665.81	
	Budget Code	Budget Description	Total			
	5270	Staff Travel	\$ 1,021.26			
	5440	Maintenance	\$ 2,335.28			
	5601.02	Teen Summer Reading	\$ 945.12			
	5601.03	Kids Summer Reading	\$ 1,000.00			
	5602	Community Events	\$1,033.46			
	5610	Adult Programming	\$2,357.49			
	5620	Children's Programming	\$ 2,379.75			
	5640	Music	\$7,465.29			
	5660	Teen Programming	\$ 2,251.10			
	6320	OverDrive	\$ 2,665.81			
	TOTAL		\$ 23,454.56			

Proposed BRLD Governance Committee 10-21-24

Purpose

The purpose of the governance committee is to formulate policies and procedures, oversee trustee recruitment and provide guidance for the operation of the BRLD Board of Trustees.

Committee Charge

The governance committee is charged by the Board of Trustees to create, review, and evaluate policies and procedures that guide the functioning of the Board of Trustees as it fulfills its responsibilities. The committee's work is guided by the Bylaws.

1. Identify and formulate policies that apply to the operation of the Board. These policies are separate and distinct from the policies that apply to the operation of the library.
2. Refine a recruitment procedure for new trustees based on the existing procedures including participation in the interview process.
3. Develop an officer election procedure based on the requirements.
4. Develop a grievance/conflict resolution procedure for issues which may arise that are separate from the day to day operations of the library.
5. Develop and implement an annual Board workday working with the executive director.
5. Refine and elaborate on the Code of Ethics as included in the Library Bylaws.
6. Compile a Board operations manual including all policies, procedures, timelines, etc.
7. Monitor and evaluate the operations of the Board of Trustees with an annual review of activities.
8. Work on issues directly affecting board operations as they arise and as directed by the Board of Trustees

Committee Membership and Structure

The Committee will consist of the president and vice president of the Board and one additional non-officer trustee. (Does this committee need a community representative?). The committee may call on the executive director as needed for information and participation.

One of the members chairs the committee with another member designated as a scribe to record the outcomes of substantive discussions and decisions. The committee does not need to use formal guidelines for its meetings' format; however, decisions on issues are made by approbation for presentation to the Board.

Implementation

The governance committee informs the Board of policies and procedures for approval and monitors their implementation. From time to time these policies and procedures may require seating a committee for implementation, e.g. nominating committee.

Timeline

Existing procedures such as the nominating committee or trustee recruitment will continue according to the current timeline. The committee should set a time for the annual meeting and review based on the overall board work calendar.

Meetings

The committee may meet monthly at its outset. Once the initial policies and procedures have been codified, the committee may choose to meet quarterly or at some interval other than monthly.

Evaluation

The committee will review its operations and outcomes at least once a year at a meeting designated as the final meeting for a year. The review will consist of a listing of policies, procedures, and issues needing action, policies and procedures reviewed or developed, the policies and procedures ready for Board review and approval, and policies and procedures approved and implemented. The manual will be reviewed as part of this process. The committee will seek input from the Board.

Draft: 10-21-24

ETN



Basalt Regional Library

Basalt, CO

Level of Service: **Update "With-Site-Visit"**

Report #: **29868-1**

of Units: 1

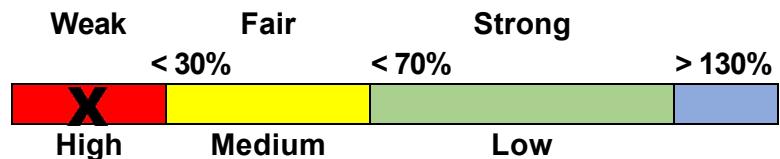
January 1, 2025 through December 31, 2025

Findings & Recommendations

as of January 1, 2025

Starting Reserve Balance	\$200,000
Fully Funded Reserve Balance	\$1,439,408
Annual Rate (Cost) of Deterioration	\$185,762
Percent Funded	13.9 %
Recommended 2025 Annual "Fully Funding" Reserve Transfers	\$243,500
Alternate/Baseline Annual Minimum Transfers to Keep Reserves Above \$0	\$207,500
Recommended 2025 Special Assessments for Reserves	\$0
Most Recent Annual Reserve Transfer Rate	\$90,000

Reserve Fund Strength: 13.9%



Risk of Special Assessment:

Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves 1.50 %

Annual Inflation Rate 3.00 %

- This Update "With-Site-Visit", is based on a prior Reserve Study for your 2017 Fiscal Year. We performed the site inspection on 9/5/2024.
- The Reserve Study was reviewed by a credentialed Reserve Specialist (RS).
- Your Reserve Fund is currently 13.9 % Funded. This means the client's special assessment & deferred maintenance risk is currently High.
- Based on this starting point and your anticipated future expenses, our recommendation is to budget the Annual Reserve transfers at \$243,500 with 3% annual increases in order to be within the 70% to 130% level as noted above. 100% "Full" transfer rates are designed to achieve these funding objectives by the end of our 30-year report scope.
- The goal of the Reserve Study is to help the client offset the inevitable annual deterioration of the common area components. The Reserve Study will guide the client to establish an appropriate Reserve transfer rate that offsets the annual deterioration of the components and 'keeps pace' with the rate of ongoing deterioration. No assets appropriate for Reserve designation were excluded. See the appendix for component details; the basis of our assumptions.
- We recommend that this Reserve Study be updated annually, with a With-Site-Visit Reserve Study every three years. Clients that update their Reserve Study annually with a No-Site-Visit Reserve Study reduce their risk of special assessment by ~ 35%.
- Please watch this 5-minute video to understand the key results of a Reserve Study - <https://youtu.be/u83t4BRRIRE>

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
Sites and Grounds			
21090 Concrete Walkways - Repair - 5%	5	3	\$1,950
21190 Asphalt - Seal/Repair	3	0	\$14,550
21200 Asphalt - Resurface	20	5	\$48,500
21330 Site Fencing/Gate: Wood - Replace	25	10	\$4,500
21610 Sign/Monument - Refurbish/Replace	30	15	\$4,500
21660 Site Pole Lights - Replace	25	10	\$3,500
21670 Bollard Lights - Replace	30	15	\$10,500
21690 Outdoor/Site Furnishings - Replace	10	5	\$4,000
Building Exteriors			
23020 Ext. Lights - Replace	25	10	\$3,150
23310 Wood Siding - Repair/Repaint	5	1	\$35,000
23320 Wood Siding - Replace	50	35	\$80,600
23410 Metal Siding - Repair/Replace	50	35	\$153,000
23440 Windows - Replace	30	15	\$840,000
23441 Windows - Replace (2024)	30	29	\$9,000
23470 Entry Doors - Replace	40	25	\$22,500
23550 Roof: TPO - Replace	20	19	\$413,500
23600 Roof: Metal - Replace	40	39	\$50,500
23670 Skylights - Replace	30	15	\$25,000
Building Interiors			
24010 Interior Surfaces - Repaint	10	8	\$20,000
24030 Interior Lights - Replace	25	10	\$14,000
24031 Library Pendant Lights - Replace	25	14	\$27,800
24032 Stage Lights - Replace	20	10	\$9,000
24050 Lockers - Replace	30	15	\$6,000
24070 Tile Flooring - Replace	30	15	\$48,000
24080 Carpeting - Replace	10	3	\$136,500
24110 Vinyl/Resilient Flooring - Replace	20	5	\$10,950
24220 Office Furniture - Replace	15	5	\$40,000
24221 Conference Room Furniture - Replace	20	5	\$3,500
24222 Community Room Furniture - Replace	15	3	\$20,500
24223 Library Furniture - Update	10	3	\$52,500
24224 Kids Furniture - Update	10	3	\$28,000
24239 Office Kitchen - Remodel	20	5	\$13,500
24240 Conference Room Kitchen - Remodel	20	5	\$16,000
24241 Office Cabinets - Remodel	20	5	\$15,000
24280 Kids Bathroom - Remodel	20	5	\$7,000

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
24281 Office Bathrooms - Remodel	20	5	\$25,000
24282 Public Bathrooms - Remodel	20	5	\$35,000
29150 Window Treatments - Replace	15	0	\$3,250
29320 Kitchen Appliances - Replace	10	3	\$5,000
Mechanical			
2503 Traffic Counter System - Replace	10	1	\$6,800
22210 EV Electric Car Chargers - Replace	10	7	\$32,500
24230 TVs - Update/Replace	10	3	\$5,000
25020 Keycard/Fob Reader System - Replace	15	0	\$13,500
25170 Heat Pump - Replace	20	3	\$8,000
25200 Packaged Air Unit - Replace	25	15	\$285,000
25201 Packaged Air Unit - Maintain	1	0	\$8,250
25220 Cabinet Heating - Replace	25	10	\$49,000
25280 Pumps/Motors - Replace - 15%	3	0	\$3,150
25330 Surveillance System - Upgrade/Replace	10	0	\$25,750
25340 BAS System - Update/Replace	15	5	\$25,000
25340 Computers - Replace - 33%	1	0	\$28,000
25410 Fire Control Panel - Update/Replace	20	5	\$10,000
25420 Exit/Emergency Fixtures - Replace	25	10	\$3,850
25440 Boilers - Replace	25	10	\$66,000
25460 Water Heaters/Tanks - Replace	15	0	\$5,000
25500 Expansion Tank - Replace	30	15	\$6,500
25541 Solar Panels - Replace	25	10	\$215,000
26080 Drinking Fountains - Replace	20	5	\$4,000
27290 Community Room A/V - Replace	10	8	\$11,000
27291 Conference Room A/V - Replace	10	7	\$4,000
60 Total Funded Components			



BASALT REGIONAL LIBRARY

BASALT REGIONAL LIBRARY DISTRICT

STRATEGIC PLAN

2025 - ?

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The **Basalt Regional Library District Strategic Plan** outlines our roadmap for the coming years, focused on enhancing community engagement, promoting sustainability, and fostering lifelong learning opportunities. Rooted in our **mission**—“A Place to Go, A Place to Gather, A Place to Grow”—this plan reflects our commitment to creating a welcoming space where the confluence of community, freedom, and fun empowers all individuals in the **Roaring Fork Valley** to thrive.

This plan is driven by key strategic initiatives:

1. **Library Excellence and Innovation** – We aim to exceed expectations by developing innovative services and ensuring access to state-of-the-art resources.
2. **Financial Sustainability** – We commit to responsible fiscal stewardship, securing the long-term viability of our services through initiatives such as a 2025 ballot measure.
3. **Staff Well-Being** – Recognizing our team as a core asset, we will promote a healthy workplace with initiatives such as housing stipends, continuing education, and leadership development.
4. **Advocacy for Community Well-Being** – By partnering with local organizations, we will champion affordable housing, transportation, and access to childcare to enhance residents' quality of life.
5. **Support for Lifelong Growth** – From arts programs to financial literacy workshops, we are dedicated to empowering all ages with learning opportunities.
6. **Community Hub Development** – We will expand our role as a gathering space with new events, outdoor amenities, and potential satellite locations like an El Jebel branch.
7. **Facility Improvements** – Through sustainable practices and expanded infrastructure, we will ensure our spaces remain accessible, eco-friendly, and responsive to evolving community needs.

This strategic plan is more than a blueprint—it is a collective vision, shaped by the voices of staff, community members, and stakeholders. Together, we will build a future where the library serves as both a sanctuary and a springboard for all who enter. We invite you to join us on this exciting journey as we implement these initiatives, ensuring that the library continues to be a vibrant and inclusive cornerstone of the community.

Values

Equity -

We value providing equitable access to library facilities, staff, collections, programs, and library services to everyone in our community.

Innovation -

We value trying new things. Occasionally we will fail; that is how we learn, grow, and improve. We will pick ourselves up and innovate again.

Intellectual Freedom -

Every person should have free, private, equitable access to any information they seek, without judgment. It is up to each individual to decide what information they need and want without influence or interference.

Relationship Building -

We value the connections we build with each other, our community partners, and our community members. We value creating opportunities for people in our community to come together in relationship.

Service -

We value serving everyone in our community. We also value being a premier volunteer opportunity for members of our community to give back.

Mission Statement

The confluence of community, freedom, and fun.

A Place to Go - A Place to Gather - A Place to Grow

A confluence is a place where two or more streams combine into one. Our confluence is the beautiful library building. This place, and the people in it, bring together three things:

Community -

A feeling of fellowship with others results from sharing common attitudes, interests, and goals.*

Freedom -

The power or right to act, speak, or think as one wants without hindrance or restraint.*

Fun -

Enjoyment, amusement, or lighthearted pleasure.*

*definitions from Oxford Languages - <https://languages.oup.com/google-dictionary-en/>

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.

Strategic Initiative #1: Continually Provide Library Excellence and Innovation

Description:

BRLD will continue with our success in serving and delighting patrons by developing and adopting innovative approaches and meeting or exceeding the performance of peer libraries.

Goals:

Staff Training

- Each staff team chooses and takes a course together. Help with team building and comradeship and continued education
- Offer librarianship training to all staff members twice a year.
- Staff could plan a trip/visit to the Senior housing and could know more about their lifestyle, to improve our empathy.

Marketing

- Educate the public about the resources we have.

Evaluation

- BRLD will develop and implement a post-event survey for patrons to assess the success of library programs and events, gathering valuable feedback from both patrons and staff. These insights, along with benchmarking against peer libraries, will be used to enhance future offerings and exceed service expectations.

Programming

- Have one program a month around a Library of Things (LOT) item such as a sewing class, camping food workshop, birding excursion.
- Provide maker opportunities or makerspace. Monthly makerspace program where maker tools (3D printer, cricut, sewing machine, etc.) are available for use with guidance.
- BRLD conducts a case study to determine the desirability and resources needed to provide a maker's space at the library
- Add culinary classes
- Online programming should be provided for patrons who do not have access to the library, such as online classes, music programs, and book clubs.
- BRLD will work with nonpartisan groups to help facilitate navigating questions about citizen responsibilities. This would include workshops about where to register to vote; meet and greet candidates; learn what different positions in town, county, state and national offices require; learn what different ballot measures are about and what a yes vote means and a no vote means and the impacts of those votes on citizens.

Services

- Offer passport application process and service at the library.
- Participate in library card signup month.
- BRLD will hire a full-time social worker.

Technology

- Install more Mac computers to better accommodate patrons regardless of their tech platform familiarity.
- Allow longer check-out for the Wi-Fi hot spots (option of 3 or 6 weeks).
- Survey other libraries (either CO, or out of state) by phone interview, or in-person staff visits to find out what their library staff are most excited about for recent additions, new practices, and find things we'd like to adopt.

Strategic Initiative #2: Ensure Financial Sustainability

Description:

BRLD acts as a responsible steward of taxpayer funding, balancing the cost of taxes on our constituents and ensuring adequate resources for the library.

It is the goal of the Basalt Regional Library Strategic Plan to develop mechanisms to assure the financial sustainability of the library.

Goals:

Ballot Measure

- The Library will go on the ballot for 2025 to ensure that BRLD has adequate resources to continue to maintain and improve employee compensation and benefits so staff can earn a living wage in the Roaring Fork Valley, and maintain and improve the library building and facilities.
- Initiate a ballot measure in 2025 to capture necessary funding to support BRLD.
- Center the ballot measure around the need to maintain high-quality collection and programs, highly-trained and competent staff and a well-maintained facility.
- Create projections of costs over time to educate citizens.
- Build a campaign consisting of a citizen committee and a library informational committee, also hiring a consultant to help with strategy and messaging.
- Ensure that the total cost to taxpayers does not exceed our local inflation.
- Ensure fiscal stability as the umbrella and then do goals on a lot of different levels such as the ballot measure, connecting with second homeowners, fundraising and endowments.

Cost of Living/Staff Compensation/Staffing

- Conduct a study looking at long-term costs related to the cost of living and wages at comparable resort-community libraries. If it is determined there will be a shortfall to keep BRLD on par, propose a ballot measure to help fund staffing at a level that does not reduce the services the library provides
- BRLD will perform a staff compensation study to ensure competitive resort town library wages.
- Increasing staff salary as a priority, even if that means some services may be decreased, to ensure that staff retention and fair compensation for the complexity of the work.
- Create an additional full-time position in Marketing Department to focus on Spanish language marketing and promotion
- Create an additional part-time position to support expanding programming across all ages by the end of 2025.
- Before starting the 2026 budgeting process, BRLD will identify the types of benefits most needed by staff and submit a corresponding budget request for inclusion in the 2026 budget.

Fundraising

- Continue expanding relationship with the library trust and financial funding, create a goal about the library trust.
- Investigate feasibility of attracting supporters to set up an endowment fund for long-range sustainability.
- Expand the scope of the current 501(c)3 to apply for grants to support library programs that fit with BRLD's programs or outcome goals.

Sustainability

- Identify wasted resources and find ways to adjust them so that the budget can stretch further and be more recession and emergency-resistant.

Strategic Initiative #3: Promote Staff Well-Being

Description:

Staff are BRLD's most valuable and most valued resource. It is the goal of the Basalt Regional Library Strategic plan to develop strategies and programs that promote the well-being of library staff members and thereby improve the stability of library staffing.

BRLD values the staff members by developing strategies and programs to promote well-being and staffing stability.

Goals:

Wages

- BRLD will commit to paying staff a living wage and offering competitive benefits to live and work in the Roaring Fork Valley, with regular raises that recognize merit and longevity.
- Continually update cost-of-living study, reviewing comparable salaries (library and non-library workers), with the objective of a sustainable living level. Tie staff salaries to Goal 2, Financial Sustainability when projecting budget needs for the District.
- By the end of Q2 2025, BRLD will include an employee compensation audit to ensure fair salaries and an assessment of resources needed for future library initiatives.

Staff Training/Education cost reimbursement

- Provide continuing education to staff to meet their development goals for librarianship.
- Provide opportunities to staff for student loan reimbursement or tuition assistance based on years worked/related to work contracts
- Offer employees student loan aid.
- Mentor staff to excel and find the area that best fits the aspirational needs of each.
- BRLD will support career growth and continuing education opportunities by offering all staff the opportunity to attend a professional conference every other year, as well as a stipend they can apply to continuing education for personal use (taking a class at CMC, etc.).
- Offer two-day staff training for leadership and management skills
- By the end of 2025, at least 75% of staff will have completed 2 professional development opportunities by the end of the year, focusing on career growth, psychological safety, and community engagement.
- Staff could go to 3 libraries per year in Colorado to get inspiration.
- Invite a speaker every year to talk about the retirement benefits.

Staff promotion/growth

- Provide opportunities for promotion from trainee to department manager, or to fit the aspirational level of the staff member.

Staff Morale

- Provide opportunities for large and small group discussions for challenges faced at work
- Break down hierarchical walls so staff feels on equal footing
- Support staff in working through specific challenges and human resources
- Continue to boost staff morale and cultivate positive morale.
- Implement staff satisfaction surveys and use results to design the second staff retreat of the year.
- Annually complete a staff satisfaction survey to measure morale, company culture, and overall satisfaction and use the results to inform the direction of the all-staff training days.

Staff Social Connections

- Create goals around building social connections around formal work
- A goal around building staff social connections. Breakfast, happy hour, lunch. Informal promotion of social connection.
- BRLD will promote a positive workplace culture by offering opportunities for fun and bonding in our twice yearly staff work days and at bi-weekly staff meetings.

Creative Benefit Options - Housing

- Create a housing saving fund to provide housing to employees at an affordable rate.
- Offer resources to support staff in navigating affordable housing programs for this location.
- BRLD will create a housing fund with the goal of providing affordable housing for its employees so they can work and live in the same community. (If we do commit to a branch in El Jebel, perhaps it could include employee housing?)
- BRLD will advocate for affordable housing in the community that its employees can actually afford to live in.
- Housing and/or transportation stipends.
- Offer a biannual employee housing stipend to each staff member to assist with rising housing costs and retention of staff.

Creative Benefit Options - Transportation

- Offer bus passes for staff who commute
- Commute reimbursement

Creative Benefit Options - Staff Schedule

- Staff can access one day a week work at home.
- Flexible working hours and WFH opportunities.

Creative Benefit Options - Wellness

- BRLD will have a wellness benefit for staff that allows for gym and pool memberships
- Go back to the policy of unpaid leave for time not worked during a day rather than having to take PTO or sick time for .5 or 1 hour
- Gym memberships/ Local pool memberships

- Offer chair massages to staff
- BRLD stocks and maintains a pantry for staff with snacks and drinks.
- Sick leave could be improved with access to not only appointments, but also to making a claim in person with the institution that gives us the service, like Glenwood Medical Associates.

Creative Benefit Options - etc.

- Investigate lines of compensation benefits including housing support, education and degree benefits, travel to professional conferences, anniversary benefits, coming together for lunch.
- BRLD will offer staff free or reduced bus passes for commuting and/or life use.
- Option to put something like a retirement match towards student loans and/or health care costs for a larger procedure and/or childcare costs etc (basically choice of where that goes rather than automatically to a retirement fund).
- Reserved spots for local community childcare.
- BRLD will offer 8 hours annually of volunteer/community service leave a year to support the staff in being engaged members of our community.

Staff support of programming

- To ensure that staff can all support each other's programs, represent the library to the community, and connect with the patrons who attend our programs, it would be great if staff were encouraged (asked) to attend at least one program a month (organized by someone else) during working hours. I think the best way to do this would be to have staff rotate through departments and go to programs outside their own department if they are programmers. I.e. January is children's, Feb. music, March adult, May teens, etc... There should obviously be some nuance here in terms of especially children's and teens programs continuing to feel like the balance of adults to young people is appropriate (especially for teens). There are many different ways to implement this though.

Strategic Initiative #4: Advocacy for Community Well-Being

Description: Working with partners, BRLD will strive to provide broad-based support for individuals and families to enable working and living in the Roaring Fork Valley.

Goals:

Partnerships

- Partner with Basalt Town Council and nonprofit advocacy groups to discuss and address community-wide concerns.
- Invite a panel of professionals for a public forum (i.e., Habitat for Humanity, Valley Settlement Project, English in Action, etc.) to discuss current issues and highlight community needs.
- Working with various library neighbors abutting library property, design and implement outdoor programs for active and passive participation.
- More programs outdoors?
- Expand connections and partnerships with nonprofits. I know a few wonderful nonprofits that the library has not recognized or are listed on our community resources page.
- Initiate partnerships with local healthcare providers to offer telehealth space in the Library to better accommodate patients/patrons who struggle to make it to appointments.
- By Q4 2025, BRLD will collaborate with at least 4 community partners to provide a series of 5 workshops on affordable housing, transportation options, childcare resources, and healthcare access, with an attendance rate of at least 80% of targeted participants. Each session will include actionable takeaways for improving quality of life in the Roaring Fork Valley.
- Have a digital hub for helping people access many valley resources relating to finding housing/employment/healthcare/etc.

Sustainability

- Center climate justice education and develop relationships with local community organizations working on climate justice to embed a deeper awareness of the intersection of human and civil rights with climate stewardship than is presently found in our community.
- Develop a Center for Climate Justice through relationships with local organizations working on climate justice for a deeper awareness of the interaction of climate and human rights by expanding efforts in climate stewardship.
- Commitment to programming that encourages (and incentivizes) active transportation (walking, public transit, bicycling, etc.) for both employees and patrons
- Develop a comprehensive strategy that encourages walking, bicycling, public transit, etc. for the use of the library and participation in programs and events.

Workforce Development

- Develop career development opportunities such as career counseling workshops for community members.
- BRLD partners with local schools and employers to host an annual trade-school fair
- Establish a regular (1-2 times a year) job fair, partnering with local businesses, and nonprofits.
- BRLD to host a yearly job fair.
- BRLD will offer trade school certificate/ GED classes

After School Programming

- BRLD partners with other community organizations to offer free, consistent after school programming for school-age youth to support children and families who might not otherwise have access to childcare (i.e. programming that goes from afterschool to 5:30 or later, when commuting adults can pick their child up).
- Offer programs to support family and kids after school, more than just on Wednesdays.

Childcare

- BRLD partners with local government, not-for-profit, and private organizations to address shortage of affordable childcare options and supports initiatives for universal preschool
- BRLD offers family programs in the evenings and weekends so that families who can't attend day programming can participate in fun and engaging programs together.

Expand Library Open Hours

- BRLD's lobby will open to the public at 9 am during the week so patrons can access wifi and bathrooms in a comfortable and safe environment before the main library space opens.
- Investigate options to expand hours to meet the needs of working families. For instance, can we open an hour earlier or close later one night a week.
- The library conducts a study to consider the desirability and feasibility of extended hours of operation, either as fully open or as a partially open and/or vended checkout
- Rename to Advocacy for Community Wellbeing – creating a healthier community

Strategic Initiative #5: Support Lifelong Learning, Growth, and Entertainment for Everyone

Description: BRLD provides opportunities for patrons to learn, refresh, and enjoy life in our community through continuing education, arts, music, entertainment, technology, and social interaction.

Goals:

Programming

- Continually expand programming opportunities, to include topics on nature, arts, music, meditation, a community read, a community sing-a-long.
- Use every bit of library space (indoors and outdoors) to create programs.
- BRLD will provide more programming targeted towards 24-45 aged patrons
- BRLD will expand programming for folks between the ages of 25 and 45. We will see a 50% increase in the number of participants in this age group at the library
- BRLD will provide at least one program every weekend, and one program at later-than-typical hours each month to better serve patrons who are typically working during the library's open hours

Entertainment

- We should have more versatility within our entertainment programming. I think it would be so cool to organize a stand-up comedian night at our library or an open mic event. Maybe partner with TACAW (as long as it's free)
- Creating nature programs that are offered throughout the year regularly such as a birding club, fly fishing club, nature walks, landscape painting, astronomy club, naturalist lecture series, etc. would be educational and enjoyable and would introduce all ages to the outdoors.

Arts, Theater, Music

- By the end of 2025, BRLD will offer 6 new arts, music, and continuing education programs, with a focus on nature and local culture. These programs will engage at least 300 patrons annually. With 85% of participants reporting an increase in knowledge or life enjoyment as measured by post-event surveys.
- BRLD will partner with local theater groups to host shows and acting classes.
- Continue looking for opportunities for activity-based programming (Shakespeare class / nature walks / Language learning / Gardening / Art classes.

Marketing and Promotion

- Continue to attract varied age groups and interests.
- Continue to expand the hub that draws new people into the circle.

Telehealth

- Offer telehealth kits and rooms to have telehealth appointments.

Financial Readiness

- Offer financial readiness support including tax preparation, household budgeting, banking. Be a community hub around life and work support.
- Provide additional resources for patrons who are experiencing homelessness and/or struggling financially. Offer bus passes and an expanded food pantry.

Sustainability

- commitment to climate change empowerment focusing library programming and resources that center climate action education, climate justice, hope, resiliency, public awareness, workforce training, public participation, public access to information, and an equitable transition from the fossil fuel economy

Access

- More ASL interpreters at events – Cooke Inclusive as a potential partner and/or resource for questions around accessibility.
- Showing up at community events like Pride. Continuing this where strong and increasing presence where needed.

Partnerships

- Plan a staff visit to Senior housing by Christmas with some presents, and some music.
- BRLD partners with ArtBase on a monthly program that provides struggling community members with access to art classes
- BRLD will partner with local events to offer ongoing access to events for struggling community members. (jazz aspen, idea festival, wheeler opera house)
- BRLD will partner with individual members of the community with expertise, skills and resources on a variety of topics that would continue to educate the BRLD community.
Re: birding; civic engagement; regional history.

Strategic Initiative #6: Community Hub

Description:

By the nature of the resources, services, and facilities available at BRLD, the library serves as a gathering place and hub for the community

Goals:

Become Community Hub for Spanish-speaking community members

- We are a community a community hub for the Anglo community, but not for Spanish speakers to the extent we could be.
- BRLD will expand its efforts as a community hub to be more inclusive of the Spanish speaking community.

Diversity

- Diversify demographics in the next five years. Be very specific about demographic, not just Spanish speaking, but blue collar workers, senior citizens, thirtysomethings. Create programs and market programs to demographics we want to attract. Be more systematic about identifying demographics.
- BRLD will broaden its definition of diversity to embrace the Spanish speaking community, blue collar workers, seniors, young adults with and without families by creating marketing and programming strategies to more systematically engage these groups.
- Connect with second homeowners who often feel disenfranchised in the community.
- BRLD will engage second homeowners through an outreach program offering library cards, a copy of the newsletter(as an introduction)
- Something DEI related that recognizes that we serve ALL community members through our services, programs, and facilities.
- Commit to diversifying our Board of Trustees by recruiting at least one Latina/o person to serve on the Board.

Third Place

- When we think about the library as a community hub, we often think about programs. How can we think beyond programs and activities, because not everyone wants to participate. The library could also just be a place to hang out. How can we measure use in different ways and being bigger than what has been.
- In keeping with its mission statements as a place to go, gather, and grow the Library will be a welcoming place to just be without participating in a program or using a resource.
- How can we be a third place? Could we have food trucks outside, outdoor furniture, an easy place to hang out and it costs you nothing. A place to be.
- BRLD offers a third place beyond home and work for community members by offering options to gather inside and out with recreation, refreshment, and hygiene facilities.

Outdoor Space

- Partner with the Town of Basalt to expand use of the grounds with library. We are more than the building – our proximity to the river, nature, and bird watching. Explore use of land behind the building.
- BRLD will partner with the Town of Basalt to expand the use of the library and surrounding grounds to offer places on the riverfront, in nature, and for recreation.
- Work with the Town of Basalt to expand use of property between the river and the library to promote community and patron connection with nature. (We could partner with ACES or knowledgeable locals to offer nature walks, bird watching, etc. We could expand programming to offer yoga on the lawn, or put up volleyball nets, etc for after school activities for kids, we could expand places to sit and gather as groups or meetings, so that community members and patrons have increased access to comfortably connect with nature and the BRL).

Food

- Offer a community potluck at Thanksgiving, bring everyone together in cross cultural and intergenerational activities. Come to be fed and create a sense of belonging with other people.
- BRLD brings community members together across cultural and generational lines with social activities. These activities may range from holiday potlucks to occasional times for smaller social gatherings, e.g. teas
- In addressing nutritional and social needs of the community, BRLD will investigate installation of a commercial kitchen for educational and social purposes.
- Put in commercial kitchen and have cooking classes.
- Install a cafe for community members to utilize, recharge, and meet.

Disaster Hub

- BRLD acts as staffed and stocked shelter during disasters to support community resiliency.
- Create disaster preparedness plans that address climate hazards (flood, wildfire, landslides) that ensure the libraries ability to be a resilient community hub during times of unnatural hazard events and community crisis.

Marketing

- The Basalt Library partners with other Roaring Fork Valley libraries on a valley-wide PR campaign to promote library services and support

Partnerships

- BRLD commits to contributing to a vibrant community culture by partnering with local and national organizations and people to host free and accessible concerts, lectures, and opportunities for continuing education. (We do this and it should be part of our strategic plan goals).

Technology

- Improve free charging for the phones using wireless (without cables).

Programming

- BRLD hosts a community conversation once a month to talk about things happening in and around basalt that positively or negatively affect the community
- BRLD will add more outdoor seating and Wi-Fi access.
- Continue an annual Community Party; emphasizing thanking our community and our volunteers.
- Have a regular series “Voices of the Valley” tied in with either Aspen/Basalt Historical Society. It would be storytelling event of the history of the Roaring Fork Valley, (maybe also recording and adding the recordings to our digital collection.)
- Find ways to help bring the community together by holding more adult-oriented events, such as monthly recreational get-togethers like a game night or potluck.

Strategic Initiative #7: Facility

Description: BRLD acts as a steward of this building which is a community treasure

Goals:

Outdoor Space

- The library is a steward of the building, but the library is more than the building. How do we take advantage of the grounds and proximity to river and nature? Explore partnering with the town of Basalt to expand use of the grounds for the Library.
- Explore creating infrastructure to make more use of the land surrounding the library, ex: volleyball on the front lawn
- Create an outdoor area with tables, chairs and sun shades that community members can use to work and gather. Ensure the wifi can reach the tables so that people can be productive while enjoying the outdoors.
- Having more areas outside that provide shade during big events would be a great benefit to all who attend. People are always crowding into the shade that is available now even though the space is occupied by people working the event.

Sustainability

- commitment to continuing to reduce building energy consumption through energy efficiencies both through conservation practices and adaptation measures such as rooftop solar energy
- commitment to water conservation practices both throughout the building and native planting low water landscaping practices
- commitment to continuing to minimize and divert waste through upstream consumption choices (buy things that produce less waste), composting, and recycling for both staff and public areas of the library.
- The library will meet or exceed the Leadership in Energy Efficient Design (LEED) Silver standards with all future projects.

Library Branch in El Jebel

- Develop a library presence in the El Jebel area such as a library vending machine/drop box, hold pick up lockers, or an annex in the community center.
- A branch in El Jebel would be a huge benefit to the people who live there because they will be able to get there if they don't have a car. I know Raising a Reader used the fire station for Bolsitas Rojas but now they can't and so they are going to TACAW. A more family friendly space for programs of all ages would be a big plus for the residents
- The Basalt Regional Library conducts a case study to determine the desirability and resources needed to provide a second location in El Jebel
- The library will complete a feasibility study of building a library branch or service point in El Jebel as an extension of the reach of the library building in downtown Basalt.

Community Kitchen

- It would be a great benefit to staff programming and to other groups who use the community room to have a kitchen with a stove for cooking projects, providing food for events and preparing staff meals when appropriate.
- BRLD will expand the community room kitchen by adding a stove and range cooking top.
- Expand the community room to include an commercial kitchen that would be a classroom for home economics for all ages, as well as, a soup kitchen especially in the colder seasons
- Install a community kitchen by June of 2026 to offer a wider range of opportunities and programming to all ages, while giving a communal space to gather and share food.

Expand Current Building

- Add an annex to the building with more study rooms in order to support the growing number of remote workers.
- Expand the facility to create a teen computer lab by the end of 2027.
- Install a community makerspace where the current business center is located by the end of 2026.
- By the end of 2025, BRLD will expand facility use by 15% through optimized space allocation and outdoor event programming.
- Add an atrium/greenhouse with additional seating/study areas and maybe a café that could be a multipurpose space, either for additional events, or communal spaces during the day.
- If we could enlarge or change the lobby space so that it includes not only work and eating space with tables but also to have more intimate areas with softer noise levels, comfortable seating etc. for people to gather and spend time together.

Long-Term Funding

- Additionally, the library will maintain a capital reserve fund that covers the majority of projected maintenance needs for the next 5 years, with exploratory plans for a potential El Jebel branch drafted by the end of 2027.
- In three years, update this capital reserve report with new data to achieve the fiduciary responsibility to the taxpayer by avoiding unfunded, deferred maintenance.
- By the end of 2026, BRLD will develop a detailed plan to enhance or expand the library's facility, including gathering community input, assessing space needs, and securing funding. This plan will aim to create versatile spaces that encourage community gathering, collaboration, and strengthen BRLD's visibility. Success can be measured by assessing the project's feasibility, community feedback surveys, and the submission of funding proposals.

Facility Maintenance

- The library will transfer \$243,500 per year from operational funds to capital reserve funds annually.
- The library will address facility maintenance issues immediately to ensure a high level of community and staff safety and satisfaction

Expand Into the Community

- BRLD will Have and maintain satellite libraries at all public schools in our district

Accessibility

- Commit to maintaining and/or creating spaces and functions that are accessible to all bodies and abilities.

Collections

- Arrange our book sections to feel more inviting for browsing, in a subject based (or hybrid Subject/Dewey based) system to promote our collections. Have additional book-ladders/signage for focused attention on specific subjects or authors (in Memoriam, recent Award Winner, Local Field Guides, Pickleball, etc....)

Water Bottle Filling Stations

- Convert the existing water fountains to water fountain and bottle filling stations.
- It would be great to get a water bottle filling fountain/station in the lobby area of the library.